



AGENDA

April 1, 2022 – March 31, 2023

Aug 25, 2022 5 PM

Washington Twp Board Room
(57900 Van Dyke, Washington 48094)



1. Call to Order
2. Pledge of Allegiance
3. Roll call
4. Approve agenda (deletions & additions)
5. Approve prior meeting minutes
6. Unfinished Business
 - 6.1 Asphalt - Orchard Hills
 - 6.2 Asphalt - Romeo Community Center
 - 6.3 Washington Twp Park Accessible Playground
 - 6.4 Master Plan - Community Meetings (Pavilion, Parks, ect)
 - 6.5 P&R Aquatic Programmer & RCS Pool Manager
7. New Business
 - 7.1 Community Build Day
 - 7.2 Articles of Incorporation – Next Steps
8. Reports
 - Financials
 - Participation
9. What's happening? Community Comments
11. Adjourn

Commission Members: WASHINGTON - Dan Detkowski, Cindy Olsen (Alt)

BRUCE - Mike Fillbrook, Lisa Craffey (Alt)



MINUTES
MEETING OF THE
ROMEO-WASHINGTON-BRUCE
PARKS & RECREATION AND STAR TRANSPORTATION COMMISSION



WBRW meeting recording: <https://wbrw.viebit.com/index.php?folder=Parks+and+Rec>
Thursday, July 28, 2022

Called to order at: 5:02 pm at Washington Twp Board Rm by Clara Russel, Director

MEMBERS PRESENT: Mike Fillbrook, Dan Detkowski, Cindy Olsen(Alt), and Clara Russell, Director

MEMBERS ABSENT: Lisa Craffey (Alt)

ADDITIONS (or) DELETIONS:

- 7.4 Addition: Tree Line Trimming R White Services - Russell
- 7.5 Addition: Washington Lion's Tree & Bench - Olsen
- 6.6 Addition: Program Report of working or non-working programs - Olsen
- 6.1 Split Asphalt Bids: Orchard Hills Bid - Detkowski
- 6.4 Split Asphalt Bids: Romeo Community Center - Detkowski
- 7.3 REMOVE Article of Incorporation - Detkowski
- 7.6 Rev & Exp Update - Detkowski

APPROVAL OF AGENDA:

Motion to approve updated agenda by Detkowski supported by Fillbrook

Yes: Detkowski, Fillbrook

No: None

Motion Carried

APPROVAL OF PRIOR MEETING MINUTES

Motion to approve June 23, 2022 updated minutes by Detkowski seconded by Fillbrook.

Yes: Detkowski, Fillbrook

No: N/A

Motion Carried

UNFINISHED BUSINESS

6.1 Asphalt Projects(s) ORCHARD HILLS PARK TRAIL & SPORT COURT

Russell brought the two bids received. Prices were considerably different because one had the removal and replacement of the sport court as opposed to the prep, fill and resurface. After looking at each bid Fillbrook made a motion to accept the bid from Total Asphalt if they agreed to amend it by \$1,950 by removing the cost of the itemized crack fill listed for the sport court leaving it at a total cost of \$19,205, Detkowski seconded.

Yes: N/A

No: N/A

Motion Carried

Commission Members: WASHINGTON - Dan Detkowski, Cindy Olsen (Alt) BRUCE - Mike Fillbrook, Lisa Craffey (Alt)

6.2 Park Amenities:

Russell updated the commission that the 12 picnic table, 14 benches and 2 swings were ordered and will be delivered in approx. 6-8 weeks at a total cost of \$20,343. Russell stated that we would need to plan a community build day to get them built and out in the parks due to the amount of space needed to store this amount of items.

She also stated that the Woodchip are all set and done at each playground.

Detkowski brought an example of a grander pavilion that he suggested be considered for Gilcher Park. It is a more elaborate style that everyone agreed was nice. It was talked about that this style could be looked at and there should be community involvement regarding the park. Russell, Olsen and Craffey were asked to work on the Pavilion.

Cantilever shade recommendation and pricing was presented by Russell. Olsen suggested looking at different styles. Everyone agreed that the defined shade locations be pin pointed further for review. Fillbrook suggested that buying trees instead of spending so much on commercial shade products was a better solution. Everyone agreed. Detkowski asked that Olsen, Craffey and Russell work on shade recommendations.

6.3 Gilcher-Crissman Irrigation & Usage by the Village of Romeo and RCS

Detkowski pointed out that what the private soccer club is being charged is not enough. Russell stated that we can evaluate this and increase the price for next year. It was agreed upon that Parks & Recreation would cover the cost of this repair for the pump, but what we charge the private soccer club would be looked at for the following year.

6.4 Community Center Asphalt Bid

Russell noted that the total cost of the project bid came in more than the \$100,000 budgeted between Parks & Rec and STAR. Russell suggested that we split the project into phases if the commission did not want to do a budget amendment. She suggested doing the front and the drive, or part of the drive this fiscal year and the remainder next year. She also noted that the drains in the back lot were in need of repair and will need to be fixed. Cost sharing with the Village of Romeo and the RCS were touched on. The lease with the village was looked at for cost sharing purposes and it states that the lessee is responsible for all maintenance, so the Village cannot be charged. Detkowski wants to look at charging the Romeo Community Schools a portion for their usage. He asked that the topic be tabled. Fillbrook asked that it be put under unfinished business for the next meeting.

6.5 Washington Playground

Russell brought the updated breakdown in pricing of the smaller playground that was created by Miracle. prior to Covid. It was discussed that a bid could go out asking for similar features so comparisons can be made and a playground decided upon could be purchased for the following spring.

6.6 Program Yearly Evaluation

Olsen pointed out that a yearly report of programs for the commission's review was never received. Russell stated that herself, the coordinators and the programming staff look at programs each season and make decisions on what can be improved on, added on or if it's just not working. She stated that she could do a print out for them for the next meeting.

NEW BUSINESS

7.1 Tree Quote

Russell brought the quotes received for the tree removal at Bruce Twp. Park. It was decided that we would use Tom's Tree Care who came in lowest. Detkowski made the motion to pay the \$4300 for the tree removal and stump grinding, Fillbrook seconded. It was also agreed upon by the commission to have Tom's Tree Care give a price to grind the stumps at Washington Twp Park, not to exceed \$1000.

Yes: Detkowski, Fillbrook

No: None

Motion carried

7.2 Metal Detecting

Russell asked for advisement on a call she received asking for permission to metal detect at our parks. The commission stated to try it and monitor as long as they be aware and stay off the sport fields.

7.3 Aquatic & Youth Enrichment Programmer

Russell informed the commission that our aquatic programmer is retiring. She stated she will be posting this position to fill but also needed to talk about a new Pool Manager position that the school is creating. She stated that they have asked parks & recreation to contribute \$20,000 toward this needed position. The essential job function of this new hire would be to manage the pool facility to make sure the newly renovated capital investments made are maintained and the communication between the schools and parks & recreation are kept in check. Our department contributing to this cost is based on our use the pool for the community programs we offer which is the majority of its use. The pool manager contribution was tabled and it was asked that Todd Robinson be invited to our next meeting or that a side meeting be set up with him to discuss this further.

Russell also informed the commission that she needed to hire a youth enrichment programmer. She stated that currently our special event programmer who was also doing enrichment was also considering leaving due to the amount of work involved verses the compensation. Russell relayed that a better infrastructure overall is needed so the commission needs to begin work on this so we can entice all staff including our permanent part-time to stay. Russell was told to move ahead and hire additional staff as needed.

7.4 R White Services quote

Russell brought a quote for tree, shrub and vine control at Orchard Hills, Bruce Twp Park and the Romeo Community Center. Detkowski made a motion to approve the quote, Fillbrook seconded

Yes: Detkowski, Fillbrook

No: None

Motion carried

7.5 Tree & Bench at Washington Lion's Club

Russell stated that she had been in contact with Rob the president of the lions and they discussed their concerns that the memorial tree was placed to close to another tree. We reached out to the party who made the donation and picked the location and they decided they wanted to keep the tree and bench together so they would be picking a new spot and both and the department would be moving them.

7.6 Revenue & Expense Update

Detkowsi asked that the Director provide a better revenue & expense report. She stated that she takes the information, puts the departments side by side so it's easier to compare the rev & expense. He asked for percentages so it was agreed these would be added.

To review meeting specifics go to WBRW recording

<https://wbrw.viebit.com/index.php?folder=Parks+and+Rec>

ADJOURNMENT:

Motion by Detkowski, support by Fillbrook to adjourn.

Yes: Detkowski, Fillbrook

No: None

Motion Carried