

COMMISSION MEETING: **AGENDA**

Fiscal Year 2021-2022

(April 1, 2021 - March 31, 2022)

Meeting Date

~~Thursday, July 22, 2021~~ 4:00 pm

RESCHEDULED DATE: Thursday, July 29, 2021

SOUTH MEETING ROOM

- I. Roll Call
- II. Additions and/or deletions to agenda:
- III. ITEMS
 - 1. Article of Organization
 - 2. **Audit - Commission Assign Funds**
 - 3. BIDS, Quotes
 - CC Roof Bid
 - Cloud Phone System
 - Issue: Crystal Well
 - Issue: CC Air Conditioners
 - Upcoming: Gilcher Pavilion/CC Parking Lot/Orchard Path Resurface
 - 4. Future Development Conversation
 - Winter Walking Path
 - Aikman Park - Ideas/Architect
 - Hipp Park Group
 - 5. Employees Parks & Rec and STAR
 - PR Front Office (2)
 - STAR Dispatch
 - 6. Fall 2021
- VI. Financial & Reports
 - 1 Parks and Recreation
 - 2 S.T.A.R. Transportation

MINUTES

RWB P&R and STAR - Commission Meeting - FY 2021-2022

DATE: ~~Thursday, July 22, 2021~~ Rescheduled Tuesday, July 29, 2021
TIME: 4:18 pm
LOCATION: Romeo Community Center - South Meeting Rm
PRESENT: Sam Previti - Washington Twp
Greg Brynaert - Washington
Mike Fillbrook - Bruce Twp
Clara Russell - P&R/STAR Director (Non Voting)

Minutes (June 29, 2021) approved by Fillbrook, seconded by Brynaert

ITEMS:

ARTICLES:

Previti stated that the next articles meeting will be held on Monday, Aug 16, 2021 at the Graubner library. He hopes there will be enough room so Russell will go check it out. He asked her to reserve the Main Rm. That we used prior.

It was also discussed that nothing had been received to date from Washington's lawyer but Sam would reach out and request that we receive a copy with revisions by the following week so there would be enough time for all to review. Fillbrook asked that the Judge be present again if possible and for an extra chair for Christine the Village President because they should be included, we use their assets including the Community Center and Village Park. Fillbrook stated that all 3 communities need to be included in the commission. He feels the ratio of the should be 2/2/2, adding that the idea of 5/2 will never work.

AUDIT - ASSIGNMENT OF FUNDS

The commission has agreed to keep the same assignments at this time for this coming year for Parks & Recreation and STAR Transportation.

P&R: Assigned \$1,250,000 - \$1,000,000 Capital Development, \$250,000 Future Use & Dev.

STAR: Assigned \$800,000 - \$650,000 Capital Development, \$150,000 Future Use & Dev.

Motioned by Brynaert, seconded by Fillbrook

BIDS - QUOTES

CC Roof: Russell brought the compiled list of Roof bids for review. It was decided that she would reach out and have each company who submitted a proposal update their bid using Certaiteed Landmark Limited Lifetime dimensional shingle (our current shingle is no longer available). She stated she would bring the results back to the Thur, August 12th commission meeting.

iCloud Phone System: Russell brought the additional information for the new cloud phone system for the commissions records.

ITEMS: cont...

Crystal Diamond Well: Russell stated that the well and irrigation system is not working due to a faulty motor/pump. They are from the original installation 2003. Myron from Landscape Direct services the well and irrigation system. The cost of service/pump & motor is \$4,848. Permission was given to go ahead with the fix. Motion by Brynaert, seconded by Fallbrook.

Romeo Site Air conditioners: Russell stated that the remaining 4 units (original installation approx. 1994) need to be replaced. 2 may make it another season but the other 2 are on borrowed time. Johnson Thermal Temp is the company who does our maintenance. The cost for a set is \$9,600 or \$18,000 for all 4. Brynaert made a motion that I look for additional quotes prior to approving the purchase. Commission agreed with Fallbrook seconding this.

UPCOMING BIDS: Filcher Pavilion/CC Lot/Orchard Hills Path/BB court. Russell stated that she hoped to have these by the end of August.

FUTURE DEVELOPMENT CONVERSATION

Winter Walking Path: Both Fallbrook and Previti have stated that they want the 4 community parks with walking trails (2 Washington/2 Bruce) to have snow removed this winter. Fallbrook stated they use to do this in Utica and it worked out well. He stated they just removed the snow and never salted. Russell stated that we would need to make 'USE AT OWN RISK' signs. Brynaert suggested that we see if R. White has a small blade utility that we could contract. It was also talked about purchasing one of our own and hiring a staff. Russell stated she would look further into it.

Aikman Park: Russell asked if the township had engineering company or architect who could draw up a preliminary picture of what the park could look like. Previti stated that his staff Patrick may be able to draw up a sketch. He would check into this. Previti also wanted R. White to

Hipp Road Group: Russell stated that she met with Carl Beauvais earlier that day. He stated that their group wanted to meet just to touch base. They have been talking to Clinton River Watershed for ideas, resources and because the area development might be of interest to them due to the main drain near it. He wanted to see if Parks & Recreation would continue to keep it in the Master Plan and get my thoughts on the subject. I told him that it would definitely be something that the new commission would need to add to their agenda.

PARKS & REC & STAR STAFF:

Russell brought the 2 part-time job descriptions for the front office clerk and the Website/Brochure Marketing positions she was going to be posting on Indeed. Russell also informed the commission that STAR had lost their main scheduler/dispatcher who took a job with benefits. Current office staff is being trained along with one of the drivers and her duties are being spread out. We may need to hire another driver shortly.

FINANCIALS & Reports:

Parks and Recreation - Financials, Investments & Participation handed out
S.T.A.R. Transportation - Financials & Rider Report handed out