

COMMISSION MEETING: **AGENDA**

Fiscal Year 2021-2022

(April 1, 2021 - March 31, 2022)

Meeting Date

Thursday, Oct 28, 2021

4:00 PM SOUTH MEETING ROOM

I. Roll Call

II. Additions and/or deletions to agenda:

III. Minutes Approved

IV. ITEMS

1. Article of Organization
2. Audit Review Update
3. Assignment of Funds
4. Future Development Conversation/update
Aikman Gilcher Pavilion Metal vs Wood
4. Winter Park Paths
5. STAR Service Policy Topics
Firearms - Boundary Request - Medical Assistant Required
6. December Meeting date change

V. Financials & Reports

- 1 Parks and Recreation
- 2 S.T.A.R. Transportation

MINUTES

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

DATE: Thursday, October 28, 2021

TIME: 4:10 pm

LOCATION: Romeo Community Center - South Meeting Rm

PRESENT: Greg Brynaert - Washington
Mike Fillbrook & Lisa Craffey from Bruce Twp
Clara Russell - P&R/STAR Director (Non Voting)

ADDITIONS:

Digital Sign Washington Twp Hall:

Russell stated that she understood that the township was updating their front sign and that she wanted to purchase a digital one for them so that messages could be changed daily if wanted. Currently we manually look for letters and put up and down which is very time consuming. Commission agreed that this would be a good addition for additional marketing. Russell stated that she would reach out to Washington's administrators Sam, Mike & Stan. A motion was made to approve up to \$20,000 from development for a new sign. Craffey seconded.

Cloud phone system. Russell brought another copy the contract that was approved in the months prior as well as an updated 36 as opposed to the 60 month contract. She stated that due to all the issues a 36 month should be completed instead. The commission agreed.

Minutes: September approved. Motioned by Brynaert, seconded by Fillbrook.

ITEMS:

ARTICLES:

Russell stated that Sam has asked to reach out to the library for possible date to hold for the next meeting date. He is asking for a possible evening. It was noted by Fillbrook that we just want to stay away from the Village board nights. Once the date and judge is confirmed Sam said he would check with Mike and send out the invitation.

AUDIT REVIEW & Assignment of Funds:

Russell went over the Audit review that occurred on Thur, Oct 21. She gave hard copies to all and went over what the auditors stated at the presentation for the commission members who could not be online. She stated that P&R and STAR were awarded the highest grade. Suggested improvements were reviewed and the fund balance and assignments were discussed. Russell stated that within the document the assignments were not listed for Parks & Recreation but she included the copy of the meeting minutes (July 2021) where the assignments were discussed and the commission determined all amounts would remain the same and relooked at once the township determined a new

ITEMS cont...

FUTURE DEV CONVERSATION:

Aikman Splash Park was discussed. Russell stated that Sam had discussed having a meeting in the future to discuss. Russell stated that she is looking into cost to demolish the house.

Gilcher Pavilion was talked about and it was decided that it would be best to use metal. Russell stated that Landscape direct was going to get her information they had received on a kit they are planning on using at his site and for the church. Russell stated that we would want the same or similar kit that would be build by a profession company. The plan is to pick the kit over the winter and start construction in the spring.

WINTER PARK PATHS:

Russell stated that Ron White who has our snow bids for the winter gave prices for the paths. Russell said that the prices are as follows: Gilcher path & small lot marked out \$190 per push. Washington Park \$100 for paths, Orchard Hills path, connector walkway and lot \$180 and Bruce Twp. Park \$100 for the path. Russell stated she would be purchasing signage that paths are for use at your own risk. No salting would be done. Fillbrook made a motion to approve R. White for these additions to the snow bids for this winter, Brynaert seconded.

STAR Service Policy Topics:

Russell gave a copy of the Service Policy to the commission for their files/review. She stated she had some changes she wanted to add. She asked for permission to exclude all employees from carrying firearms. All agreed. The Boundaries were also discussed and they all agree that boundaries would remain the same but individual cases would be looked at per request. The use of a Medical Assistant being required for all requests from rehabilitation, assisted living and memory care locations will continue. Brynaert made a motion to keep or add these in the policy. Fillbrook seconded.

FINANCIALS & Reports

Russell handed out financials and reports for commission review.