



**WASHINGTON BRUCE ROMEO PARKS & RECREATION
AND STAR TRANSPORTATION COMMISSION**

BOARD OF COMMISSIONERS

**REGULAR MEETING MINUTES
OCTOBER 19, 2023, 6:00 P.M.
BRUCE TOWNSHIP HALL
223 E. GATES ST., BRUCE TOWNSHIP MI 48065**

MINUTES

Bob Biluk
Acting Chairperson
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

Vacant Position

Dan Detkowski
Washington Twp.
Alternate

Mike Fillbrook
Bruce Twp.
Alternate

1. The meeting was called to order by the Acting Chairperson, Bob Biluk, at 6:02 p.m.
2. The Pledge of Allegiance was led by Mr. Biluk and Ms. Zimmerman read the Mission Statement.
3. Roll Call
Present were: Mr. Biluk, Mr. Detkowski, Ms. Gedert, Ms. Knight, and Ms. Zimmerman
Ms. Russell was present as Director. Mr. Staran was present as legal counsel.
4. It was moved by Ms. Zimmerman to approve the Agenda for this meeting with the following changes:
 - a. Delete Item 9d – Benefits Package – Topic will be covered in item 8(f).
 - b. Delete Item 9h – Tasks and Motion Chart – No update at this time.

The motion was seconded by Ms. Knight and passed unanimously.

5. It was moved by Ms. Zimmerman to approve the items on the Consent Agenda as follows:
 - a. Approve Minutes of September 21, 2023 Regular Commission Meeting with changes as follows: Item 3 Roll Call: Remove Ms. Knight as present and replace with Mr. Detkowski; Item 9(j): Add statement regarding Mr. Palmer removing himself from the Park Committee.
 - b. Approve Minutes of September 29, 2023 Special Commission Meeting
 - c. Approve Accounts Payable September 22, 2023 through October 20, 2023.

The motion was seconded by Mr. Detkowski.

AYE: Zimmerman, Detkowski, Biluk, Gedert, Knight

NAY: None

The motion carried.

6. Legal Counsel – Nothing other than current agenda items.



7. Community Comments

Ms. Meisner made a statement regarding the working of the Board of Commissioners. Her opinion is that the nit picking and toxic negativity should cease.

Berna White made a statement countering some issues that were raised at a prior meeting regarding the accounting for Parks and Recreation.

Mr. Detkowski noted that there had been a change in the alternate position for Bruce Township. Mr. Biluk noted that the Board of Trustees of Bruce Township has appointed Mr. Mike Fillbrook to be their alternate on a temporary basis until they can conduct a search for a permanent alternate.

8. Director's Report

Upon objection by Mr. Detkowski that action items should not be included under an item called "Director's Report", it was moved by Ms. Zimmerman to change the agenda item name to "Director's Agenda Items" and instruct the Director to note on each item whether it requires action or is for reporting purposes only. The motion was seconded by Ms. Knight. The motion passed unanimously.

- a. Ms. Russell presented her spending report for review.
- b. Ms. Russell presented the Hiring Policy.

It was moved by Ms. Zimmerman to approve the Hiring Policy as submitted. The motion was seconded by Ms. Knight.

Aye: Zimmerman, Knight, Gedert, Biluk

Nay: Detkowski

The motion carried.

- c. Ms. Russell presented information from D2 Technology, the IT contractor, of the requirements and cost for replacing the cabling at the Community Center.

It was moved by Ms. Knight to approve the expenditure of \$13,385.00 to D2 Technologies for the installation of cabling in the Community Center. The motion was seconded by Mr. Biluk.

AYE – Knight, Biluk, Detkowski, Gedert, Zimmerman

NAY – None

The motion carried.



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- d. Ms. Russel and Ms. White presented information regarding using Pinnacle Services for credit card purchases.

It was moved by Mr. Detkowski to use Pinnacle Services for credit card purchases. The motion was seconded by Ms. Knight and passed unanimously.

- e. Ms. Russell noted that due to the parking lot at Washington Township Hall being repaved, it was necessary to cancel the playscape ribbon cutting. It will be moved to early spring.

Additionally, the Adaptive Dance event will be moved to St. John's Church at 246 Benjamin

- f. Ms. Russell and Ms. White presented information regarding the employee benefits coverage pricing.

It was moved by Mr. Detkowski to utilize the Ascend Group for our employee benefits and to select the Option 3 plan. The motion was seconded by Mr. Biluk.

AYE – Detkowski, Biluk, Gedert, Knight, Zimmerman NAY – None

The motion carried.

- g. Ms. Russell also noted that Star Transportation need another SUV type vehicle. She was requested to get pricing and bring it to the next Commission meeting.

A brief recess was taken from 7:20 p.m. to 7:27 p.m.

9. Unfinished Business

a. Update re: Property Leases

- i. Village of Romeo – Mr. Staran reported on negotiations with the Romeo attorney, Mr. Clark. Romeo appears to want guarantees from the two townships included in the lease. Romeo seems to agree to a five-year lease with options for renewal. Mr. Detkowski noted that due to the inter Local Agreement, it is his opinion that the two townships will not guarantee the lease. Mr. Staran will continue negotiations.
- ii. Washington Township – Ms. Zimmerman noted that because of Mr. Palmer's recent resignation, it will be necessary to assign someone else to work on this lease. It was agreed to hold off until after a new Commission member is chosen.



- b. Update re: RCS Agreement – Mr. Biluk reported that the committee has met again with school personnel. It was noted that some of Parks and Rec usage of school property has decreased. Any new agreement would have a term of July 1st to June 30th. They are open to a 5 year agreement with options for renewal. The two parties will be meeting again
- c. Update re: By-Laws – Mr. Staran noted that further action on approval of the By-Laws will have to await a decision from the Townships on the change to the Inter Local Agreement.

It was moved by Ms. Knight to change Article IV, Officers, Section 1 Designation to delete the ability of one person to hold two officer positions. The motion was seconded by Mr. Detkowski. The motion passed unanimously.

- d. There was discussion regarding the changes to the Inter Local Agreement forwarded by Mr. Gary Kopp and Mr. Mike Tremblay. Mr. Detkowski noted that he felt it was premature for Mr. Kopp to have forwarded this document to the Commission as the Township Boards had not acted on it yet.

Mr. Staran noted that he felt the language used should be clearer.

- e. Ms. Russell presented her attorney's review of her Employment Agreement. The Commission reviewed her attorney's notes. Mr. Staran will review the proposed changes and report back at the next meeting.

- f. Financial Issues:.

- i. It was moved by Ms. Zimmerman to approve the Check Signing and Post Audit Policy as submitted and reviewed. The motion was seconded by Ms. Gedert and passed unanimously.
- ii. It was moved by Ms. Zimmerman to approve the ACH Policy as submitted and reviewed. The motion was seconded by Ms. Gedert and passed unanimously.
- iii. It was moved by Ms. Zimmerman to approve the Investment Policy as submitted and reviewed. The motion was seconded by Ms. Gedert and passed unanimously.
- iv. It was moved by Mr. Detkowski to table the approval of the Purchasing and Bid Policy. The motion died for lack of support.

There was further review and discussion of the Policy and the limits set therein.



After discussion, it was moved by Ms. Zimmerman to table the Purchasing and Bid Policy to the November Commission meeting. The motion was seconded by Ms. Knight and passed unanimously.

- v. It was moved by Ms. Knight to table the Gas Credit Card Policy until the November Commission meeting. The motion was seconded by Ms. Zimmerman and passed unanimously.
- vi. It was moved by Ms. Zimmerman to approve the Credit Card Policy as submitted. The motion was seconded by Ms. Gedert and passed unanimously.
- vii. It was moved by Ms. Knight to delete the Cell Phone Policy due to the fact that the employees will now receive a monthly set stipend for their cell phones. The motion was seconded by Ms. Zimmerman and passed unanimously.

A brief recess was taken from 9:48 p.m. to 9:52 p.m.

- g. Master Plan – There was no further information on the Master Plan.

10. New Business

- a. Additional Financial Issues: Ms. Knight noted that she has received information regarding the gift card usage for the Peach Festival Parage and she is satisfied with the usage.
- b. There was discussion regarding sponsorship income and revenue and how it is reported. Ms. Russell agreed to made changes as suggested by Ms. Knight.
- c. Ms. Knight presented a form that represents a contract to be used for instructors. Ms. Russell will institute its use.
- d. There was discussion regarding the programs currently being used. Ms. Knight noted that there is no money currently in the budget to purchase a new accounting program.
- e. Director Authorization Thresholds, Emergency designation, Bi-Weekly check signing and Board approvals of checks were dealt with earlier in setting the policies.

11. Community Comments

Ms. Russell noted that a resident who had been present earlier in the meeting was asking whether a resident who is not on the Commission can serve on the Park Committee. It was noted that residents are welcome to serve on committees.



12. Commission Comments

Mr. Detkowski noted that Mr. Kozak of Giffels Webster has prepared the necessary information to go out for bid for future improvement to the parks. He will be contacted Ms. Russell to put the bids out on the Bid Net program.

13. It was moved by Ms. Knight to adjourn the meeting at 10:02 p.m. The motion was seconded by Ms. Gedert and passed unanimously.

Respectfully submitted:

Phyllis A. Zimmerman

Phyllis A. Zimmerman
Secretary

Digitally Signed 11-17-23

Approved by the Commission at a meeting:
held on:

November 16, 2023

Date