



WASHINGTON BRUCE ROMEO PARKS & RECREATION COMMISSION

BOARD OF COMMISSIONERS

**REGULAR MEETING
AUGUST 17, 2023
BRUCE TOWNSHIP HALL**

MINUTES

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

1. The meeting was called to order by Mr. Palmer at 6:00 p.m.
2. Mr. Palmer led attendees in the Pledge of Allegiance. Mr. Biluk read the Parks and Recreation Mission Statement
3. Roll Call: Present were: Mr. Biluk, Ms. Knight, Mr. Palmer, and Ms. Zimmerman
Absent: Ms. Gedert
Ms. Russell was present as Director. Mr. Staran was present as legal counsel.
4. It was moved by Ms. Zimmerman to approve the agenda with the correction of separating the Agenda from the Consent Agenda. The motion was seconded by Mr. Biluk and passed unanimously.
5. It was moved by Ms. Zimmerman to approve Consent Agenda with the change noted in Item #4 above. The motion was seconded by Mr. Biluk and passed unanimously.
6. Legal Counsel, Mr. Staran had no report other than items on the agenda to be discussed.
7. There were no Community Comments.
8. Ms. Pam Hill of Plante & Moran presented the annual audit for the fiscal year ending 3-31-23. Several items of note were reviewed, including the need for a review of cyber intrusion protections and the possible purchase of insurance to cover same.

It was moved by Ms. Zimmerman to receive and approve the annual audit as submitted. The motion was seconded by Ms. Knight and passed unanimously.

9. Ms. Russell presented information provided by XFER on the IT assessment of our computing system. The quotation from XFER for their ProPlus Plan for computer services is as follows:

\$5,197.84 One Time Set up Hardware, Backup and Recovery
\$2,117.00 Monthly Fee for Monitoring, Backup and Disaster Recovery

It was moved by Ms. Zimmerman to have Ms. Russell obtain at least two more bids for this work, and advise XFER that we will use them in the interim for any emergency services. The motion was seconded by Ms. Knight.

Aye: Biluk, Knight, Palmer and Zimmerman
The motion passed.

No: None



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10. DIRECTORS REPORT

- a. Ms. Russell presented the updated bids for the exit doors. Bid totals are as follows:

Motor City Door Company:	\$13,850
Rayhaven Group	\$ 7,200
Parallel Construction	\$11,590

It was moved by Mr. Biluk to award the contract for exit door installation to Rayhaven Group at a total cost of \$7,200.00. The motion was seconded by Ms. Knight.

Aye: Biluk, Knight, Palmer, Zimmerman, Palmer No: None
The motion passed.

- b. Ms. Russell noted that the playground is almost complete. The final turf placement is still outstanding.
- c. Ms. Russell reported that the RecPro program is not going to phase out at the end of this year as previously thought. Other programs are being investigated, however RecPro is working on upgrades to their program. No further action will be taken at this time.
- d. There was discussion regarding extending the walkway in Washington Township Park after the new playground is complete. Ms. Russell was instructed to complete the necessary walkway if the cost comes in under her \$5,000 approval level.
- e. Ms. Russell is taking care of changing the name on the Federal Tax ID account for Parks and Recreation and Star Transportation.
- f. Ms. Russell discussed the upcoming Peach Festival with items that Parks and Recreation is involved in.
- g. Ms. Russell requested clarification regarding her purchasing limitations. The purchasing policy will be reviewed later in this agenda. Items within the Director’s spending limits just need a confirmation of other comparison prices.

Mr. Palmer called a brief recess in the meeting at 7:22 p.m. The meeting reconvened at 7:30 p.m.

11. Unfinished Business

- a. Property Leases – Ms. Knight and Mr. Palmer have an appointment the Romeo Park Committee on August 22nd, 2023 regarding the Romeo leases. Ms. Russell updated the Commissioners about the walk-through she held with Romeo for the cable building. There will be some costs associated with using some storage space. However, a termination letter of the current agreement needs to be sent. It was determined to make that effective 12-31-23. Ms. Russell will draft the letter and have either Mr. Palmer or Ms. Knight will sign it.

A conversation needs to be held with Washington Township in order to draft a rental agreement for the space being used there. Mr. Palmer will make the initial contact a Stan Babinski.



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- i. There was discussion regarding the Master Plan. It was decided that further discussion and review of the Master Plan will be held at the September Board Meeting.
 - j. The Tasks/Motion Chart was reviewed and updated. A copy of the updated Char is attached.
12. Community Comments – None
13. Commission Comments
- Mr. Palmer stated that he appreciates all the efforts of this Commission and everyone involved in working toward a future for Parks and Rec.
14. It was moved by Ms. Zimmerman to adjourn the meeting at 9:33 p.m. The motion was seconded by Mr. Biluk and passed unanimously.

Respectfully submitted:

Approved by the Commission at a meeting:
held on:

Phyllis A. Zimmerman

September 21, 2023

Phyllis A. Zimmerman
Secretary

Date