



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

BOARD OF COMMISSIONERS

**REGULAR MEETING
SEPTEMBER 21, 2023, 6:00 P.M.
BRUCE TOWNSHIP HALL
223 E. GATES ST., BRUCE TOWNSHIP MI 48065**

MINUTES

Scott Palmer
Chairperson

Bob Biluk
Vice Chairperson

Phyllis Zimmerman
Secretary

Cindy Knight
Treasurer

Pam Gedert
Commissioner

Dan Detkowski
Washington Twp.
Alternate

1. The meeting was called to order by the Chairperson, Mr. Palmer, 6:00 p.m.
2. The Pledge of Allegiance was led by Mr. Palmer and Mr. Biluk read the Mission Statement.
3. Roll Call
Present were: Mr. Biluk, Ms. Gedert, Mr. Palmer, Mr. Detkowski, and Ms. Zimmerman.
Absent: Ms. Knight
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. Add Item 6.1 – Mike Kozak to appear re: New Park Plans
 - b. Remove Item 9h – Financial Issues – Table to next meeting
 - c. Remove Item 10a – Additional Financial Issues – Table to next meeting

The motion was seconded by Mr. Biluk and passed unanimously.

5. It was moved by Ms. Zimmerman to approve the items on the Consent Agenda as follows:
 - a. Approve Minutes of August 17, 2023 Commission Meeting
 - b. Approve Accounts Payable August 18, 2023 to September 21, 2023

The motion was seconded by Ms. Gedert.

AYE: Biluk, Gedert, Palmer, Zimmerman NAY: Detkowski

The motion carried.

6. Legal Counsel – Mr. Staran complemented the Commission on the progress made to date.
- 6.1 Mr. Mike Kozak of Giffels Webster was present to discuss the proposed plans for the improvements to Washington Township Park and Gilcher Crissman Park. Following discussions



with the Board and the residents present, Mr. Kozak agreed to make changes to the drawings and return to the Board.

7. Community Comments – Questions by residents present included whether the school courts could be used for pickleball, redesigning the new pickleball courts at Washington Township Park to reorient them to north/south instead of east/west to keep the sun from affecting play.

Additionally, residents asked that the design include additional space between the courts, trees be added along with windscreens, an additional AED unit on the new courts, and signs asking residents to keep their pets off the new playscape.

A brief recess was taken from 6:44 p.m. to 6:46 p.m.

8. Director's Report

- a. IT Company – Ms. Russell presented bids regarding IT services as follows:
XFER Communications: \$4939 Startup, \$2117 Monthly
D2 Technologies: \$2500 Startup, \$125 per hour + \$15 trip fee
RCC Romeo Computers - \$2574 Startup, \$2345 Monthly

It was moved by Mr. Palmer to award the contract for IT services to D2 Technologies in the amount of \$2500 for Startup and \$125 per hour plus \$15 trip fee for monthly services.

The motion was seconded by Ms. Zimmerman.

AYE – Biluk, Gedert, Palmer, Zimmerman NAY – Detkowski
The motion carried.

- b. Playground/Turf Update/Ribbon Cutting – Ms. Russell noted that the new asphalt has been placed in Washington Township Park. A Halloween event is planned for October 20th and the Grand Opening of the new playscape will precede that event.

- c. Community Center Parking Lot Update – Ms. Russell reported that the work on the Community Center parking lot is almost complete. The additional work required to repair the drains and to add asphalt, which was unexpected and not included in the original bid, is quoted at \$10,000. Ms. Russell approved the change order as the work had to proceed on the drains before any further asphalt work could be done.

It was moved by Ms. Zimmerman to approve the additional \$10,000 cost to the asphalt paving contract for the Community Center. The motion was seconded by Mr. Biluk.

AYE – Biluk, Gedert, Palmer, Zimmerman NAY – Detkowski
The motion carried.



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- d. Tax ID Letter to be Signed – A letter must be signed by the Chairperson and submitted to the tax authority due to the addition of Star Transportation to the InterLocal Agreement. Mr. Staran will handle this item.
- e. Commission Calendar – Ms. Russell noted that she will not be able to attend the February 15, 2024 Commission meeting as she will be on vacation. Ms. Russell Was instructed to appoint an alternate to attend the meeting in her place.
- f. Accountant Salary – Ms. Russell requested that the Commission approve an increase in pay for Berna White, to be paid for by \$6,272.60 funds not utilized in other payroll items.

It was moved by Mr. Biluk to utilize the \$6,272.60 available in the budget to increase The payroll for Berna White, accountant for the current fiscal year. The motion was Seconded by Ms. Gedert.

AYE – Biluk, Gedert, Palmer, Zimmerman
The motion carried.

NAY – Detkowski

9. Unfinished Business

- a. Update re: Property Leases
 - i. Village of Romeo – Mr. Palmer reported that discussion have been held with the Romeo committee established to handle this item without much progress to date. Ms. Poznanski, Romeo President, suggested perhaps there should be discussion between our two attorneys.

It was moved by Ms. Zimmerman to direct Mr. Staran to meet with Mr. Clark, attorney for Romeo and report back to the Commission at the Next meeting. The motion was seconded by Ms. Gedert and passed Unanimously.
 - ii. Washington Township - Ms. Russell noted that Washington Township has taken back a room in the upstairs of Township Hall, so our department can no longer use it. Additionally, Mr. Detkowski noted that Parks & Recreation-Star will be responsible for 40% of the cost of the new electronic sign at Township Hall.

A brief recess was taken from 7:49 p.m. to 7:54 p.m.

- b. Update re: RCS Agreement – Mr. Biluk reported that the committee has met with school personnel twice. Talks are ongoing.
- c. Update re: By-Laws – Mr. Staran has reviewed and approved the final draft of



the By-Laws. They will now be forwarded in final form to all Commission members for review and approval at the next meeting.

- d. Updated Organization Chart – The Commission reviewed and approved the Organizational Chart. It will be placed on file.
- e. Benefits Package – It was moved by Ms. Zimmerman to table this item to the October Commission meeting. The motion was seconded by Mr. Biluk and passed unanimously.
- f. Revised InterLocal Agreement – The signed copy of the First Amended InterLocal Agreement has been obtained by Mr. Staran. He will forward a copy to each Commission member.
- g. Employment Agreement/Job Description Approval – It was moved by Mr. Detkowski to table this item until the October Commission meeting. The Motion was seconded by Mr. Palmer and passed unanimously.
- h. Financial Issues – Tabled to October Commission meeting during Item #4 above.
- i. Review Tasks/Motions Charts – The Charts were reviewed
- j. Master Plan – Ms. Russell presented the compilation of the information from the Master Plan survey.

It was moved by Mr. Detkowski to receive and file the reports as updated at this meeting. The motion was seconded by Mr. Palmer and passed unanimously.

The Committee established a meeting date of October 11, 2023 at 4:30 p.m. at Bruce Township Hall.

10. New Business

- a. Additional Financial Issues - Tabled to October Commission meeting during Item #4 above.



11. Community Comments

- a. Mr. Stahl (sp?) questioned the status of the proposed Sisson Park in Romeo. Ms. Russell Noted that parcel is included in our Master Plan as a potential new park. Mr. Stahl also commented on the importance of employed a good bookkeeper/accountant.

Ms. Meisner asked a question regarding alternates serving on a committee. She was advised that alternates may serve on the committee. Ms. Meisner also questioned who the current Bruce Township alternate is, and advised that alternates should be at all meetings.

12. Commission Comments

- a. Ms. Russell questioned the Open Meetings Act and whether we are considered an "essential government body". Mr. Staran noted that we are clearly a public body and therefore under the Open Meetings Act. Mr. Staran noted that the policies can be written to accommodate emergency issues.
- b. Mr. Detkowski said that he appreciated and enjoyed working with the Board at tonight's meeting.

- 13. It was moved by Mr. Detkowski to adjourn the meeting at 9:02 p.m. The motion was seconded by Ms. Gedert and passed unanimously.

Respectfully submitted:

Approved by the Commission at a meeting:
held on:

Phyllis A. Zimmerman

October 19, 2023

Phyllis A. Zimmerman
Secretary

Date

Digitally signed 11-17-23