

**REGULAR MEETING
MINUTES**

September 6th, 2022

THE REGULAR MEETING OF THE RICHMOND RECREATION BOARD WAS CALLED TO ORDER AT 7:00 P.M., ON TUESDAY, September 6, 2022, BY MELISSA MAJCHRZAK.

ROLL CALL

Present: Kiel, Varga, Warn, Majchrzak

Absent: Caperton

Motion by **Majchrzak** to excuse Caperton from the meeting on Sept 6, 2022. Approved by **Kiel**, seconded by **Warn**.

All yeas

Motion passes

Others: Recreation Director VanHove & Recording Secretary Kent

Visitors: None

AUDIENCE PARTICIPATION

None

APPROVAL OF MINUTES

Motion by **Kiel**, seconded by **Warn**, to approve the August 2, 2022, minutes as presented.

All yeas

Motion passes

ADOPTION OF AGENDA

Motion by **Kiel**, seconded by **Warn**, to adopt the Agenda as presented.

All yeas

Motion passes

RECREATION DIRECTOR UPDATES

A. Activity Report – August 2022

The successful summer series has come to an end with the Ka-Boomistry event, at the Michigan Science Center, on August 25th. Beginning Friday September 2, 2022, the community center will return to its shortened hours for fall and winter. The center will be open Monday-Thursday, 8:30-4:30 p.m. The movie in the park event has been very successful. A couple of movies had to be rescheduled due to rain. The Big Truck Event, held on August 17th, was a huge success. DPW, Richmond Fire, and RPD were all able to participate. There was over 150 children registered for raffles and the lines to sit on each vehicle was about 12 people long. The Halloween event, “No

Tricks, Only Treats” is scheduled for October 31st, with a similar format to last year’s event. The scarecrow decorating contest is coming up soon, all forms were mailed on September 17th to all participants. Straw bales and corn stalks are to be placed on Friday, October 14th with all scarecrows to be finished by Sunday, October 16th. All scarecrows must be taken down by November 21st.

B. Upcoming Events

- Monday, September 5th Community Center closed for Labor Day
- Tuesday, October 4th Recreation Board Meeting- Park Walk Through
- Monday, October 31st “No Tricks, Only Treats” Event

ITEMS FOR CONSIDERATION

A. 2023 Event and Building Closure Dates

It is time to determine the dates for the 2022-2023 Recreation Department events, and Community Center Closures, which will be listed in the 2022-2023 City Calendar.

2023 List of Events

- Chili Cook Off Saturday, February 4th, 2023
- Easter Egg Scramble Saturday, April 1st, 2023
- Resident Summer Registration Monday, May 22, 2023
- Non-Resident Summer Registration Tuesday, May 23, 2023
- Community Garage Sale Saturday, July 22, 2023
- Annual Tree Lighting Saturday, December 2, 2023

2023 Community Center Closures

- Good Friday * Friday, April 14, 2023
- Memorial Day Monday, May 29, 2023
- Independence Day Tuesday, July 4, 2023
- Labor Day (Friday) *Friday, September 1, 2023
- Labor Day (Monday) Monday, September 4, 2023
- Thanksgiving Thursday & *Friday, November 23rd & 24th, 2023
- Christmas Monday & Tuesday, December 25th & 26th, 2023
- New Year’s (2024) Monday & Tuesday, January 1st & 2nd, 2024

*These are the Friday’s that the Community Center is already closed.

Motion by **Warn**, seconded by **Kiel**, to approve the 2023 List of Events and the Community Center Closures.

All yeas

Motion passes

B. 2023 Recreation Board Meeting Dates

The Annual City Calendar is being put together which lists all Boards/Commission meeting dates. The following dates for the Recreation Board are recommended for the 2023 season.

January 3, 2023
March 7, 2023
May 2, 2023
July 11, 2023 (July 4th is on a Tuesday)
September 5, 2023
October 3, 2023 *Park walk through (if needed)
December 5, 2023

*Park walk through- meet at 6 p.m. at the Community Center

Motion by **Warn**, seconded by **Varga**, to accept the 2023 meeting dates as listed above with the meetings to be held at the Richmond City Hall, 36725 Division Rd, with the exception of the October meeting.

All yeas

Motion passes

C. Park Play Structure

Council approved \$20,000. The Recreation Director received two quotes for both a smaller play structure and a climbing structure. The first estimate from Miracle of Michigan is for a Tot's Choice expansion structure, this will be replacing the old fitness equipment and with installation the total will be \$23,129.00. The second estimate is for a spider pyramid from Netplay. This would be scheduled for a spring 2023 install totaling \$19430.00. Both of these structures will accommodate children ages 5-12.

Motion by **Warn**, seconded by **Varga**, to approve and forward their recommendations to the Council to purchase a play structure from Miracle of Michigan in the amount of \$23,239.00

All yeas

Motion passes

D. Community Center Flooring

There is a \$16,000 increase for the replacement of the flooring at the Community Center. Both estimates from Richmond Interiors and Green Street Flooring have increased due to supply and demand. Preferring to stay local, the Recreation Director is very happy with the samples and service that Richmond Interiors has provided. The top choice is timeless beauty, 20 mil thick, and comes with a 40 year warranty.

Motion by **Warn**, seconded by **Kiel**, to approve and forward their recommendations to the Council on the purchases of the flooring for the Community Center from Richmond Interiors in the amount of \$16187.56 for the 20 mil product.

All yeas

Motion passes

E. Roosevelt Auditorium

The Recreation Director has researched some additional items needed for the opening of the Auditorium in the fall.

- 3 compartment commercial sink
- Refrigerator
- Wastebaskets
- Office Chairs
- Security Screen
- Printer/Copier
- Laptop/Monitor

Good news with the original stage curtains being located by the Richmond Community Theatre. Saved us around \$10,000! There are high hopes of an October 1st grand opening and an evening Gala on either October 7th or 8th.

Motion by **Warn**, seconded by **Varga**, to approve and forward to Council, the purchase of kitchen, office and facility items listed above in the amount of \$3702.96.

All yeas

Motion passes

ITEMS FOR DISCUSSION

None

BOARD MEMBER AND ADMINISTRATION COMMENTS

MAJCHRZAK – Suggested a Spring Walk Through of the Parks to make sure everything is okay before the season starts.

ADJOURNMENT

Motion by **Varga**, seconded by **Warn**, to adjourn the regular meeting at 7:40 p.m.

All yeas

Motion passes

Respectfully submitted:

Agatha Kent
Recording Secretary