

**REGULAR MEETING  
MINUTES**

**November 1st, 2022**

**THE REGULAR MEETING OF THE RICHMOND RECREATION BOARD WAS CALLED TO ORDER AT 7:00 P.M., ON TUESDAY, November 1, 2022, BY LYNORE WARN.**

**ROLL CALL**

Present: Kiel, Varga, Warn, Caperton

Absent: Majchrzak

Motion by **VanHove** to excuse Majchrzak from the meeting on Nov 1, 2022. Approved by **Caperton**, seconded by **Kiel**.

All yeas

**Motion passes**

Others: Recreation Director VanHove, Recording Secretary Kent, City Manager Jon Moore & Mayor Timothy Rix

Visitors: None

**AUDIENCE PARTICIPATION**

None

**APPROVAL OF MINUTES**

Motion by **Kiel**, seconded by **Caperton**, to approve the September 6, 2022, minutes as presented.

All yeas

**Motion passes**

**ADOPTION OF AGENDA**

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

All yeas

**Motion passes**

**RECREATION DIRECTOR UPDATES**

**A. Activity Report – September/October 2022**

**Fall Programs**

Existing programs and classes have resumed on October 3<sup>rd</sup>. Yoga is also starting back up on Monday and Wednesday evenings.

**Count Richmond Filming**

Jason Robbins and the Count filmed scenes on October 23<sup>rd</sup> at the Richmond Cemetery. A short film will be created by Jason.

**No Tricks....Only Treats**

There were 14 vendor applications submitted and out of those 13 vendors did set up at the Richmond Fire Dept. It was a successful event despite the weather.

**Scarecrow Decorating Contest**

The Richmond Recreation Department will be hosting the annual Scarecrow Decorating Contest. Corn stalks and hay bales were placed by October 13<sup>th</sup> and decorations were to be completed by October 16<sup>th</sup>. Out of 45 bales placed, 43 of them are decorated and participating. The Recreation Board, City Council and TIFA will be provided with ballots in order to vote on their favorite scarecrow! These will remain displayed along Main Street until November 19<sup>th</sup>.

**Hall Walking @ Lee Elementary**

The Hall Walking Program will begin again on November 1<sup>st</sup>. The program will run until March 30, 2023. It is every Tuesday, Wednesday & Thursday from 6- 8 pm. Letters were mailed with a coupon for 3 free punches to all that participated in 2021.

**B. Upcoming Events**

Monday, October 31 <sup>st</sup>	“No Tricks, Only Treats” Event
Thursday, November 24 <sup>th</sup>	Closed, Thanksgiving
Friday, November 25 <sup>th</sup>	Christmas Cash Program Begins
Saturday, December 3 <sup>rd</sup>	Tree Lighting at Maniaci’s on Main St, beginning at 6 pm, with The parade kicking off at 5:30 pm

**ITEMS FOR CONSIDERATION**

None

**ITEMS FOR DISCUSSION**

**A. Roosevelt Auditorium Fee’s & Rental Agreement**

With the date of the Auditorium getting closer, the Recreation Director has been working on the forms and fees for the use of the Roosevelt Auditorium. In order to make an easy transition, administration decided to use a rental agreement similar to the one we have been using for the Community Center and facilities in Beebe Street Park. However, due to the age of the facility, it is known that there will have to be higher utility and maintenance costs at the Auditorium versus the Community Center.

Anticipating that the overall cost of the Auditorium will outweigh the money it could bring in, administration would like to discuss with the Recreation Board, the fees associated with the Aud. The hope is to limit the loss and come to an acceptable level of loss balanced out by the amount of recreation programming the facility can provide. Some of the potential uses of the Auditorium include private rentals (ex. weddings, birthday parties), contractual programming (ex. sports

instruction, art class), non-profit rentals (ex. fundraising events) and community events (Ex. Chili Cook Off).

There are three floors that can be rented. Each floor can be rented entirely or partially. On the third floor there is a large meeting room that can host around 30 people. There is also a medium sized classroom allowing for up to 25 children. The main floor of the Auditorium is the gymnasium. This could host larger events. There is also a small room off to the side that could accommodate smaller gatherings, such as senior coffee. The final lower level hosts the dining portion of the Auditorium.

Questions and concerns arose while speaking of the potential fees. Should residents get a small break on rates? David Varga asked if there should be a clause written up for nonprofit use of the Auditorium, specifically concerning school sports. Mayor Tim Rix specified that it would be smart to start out small at a gradual pace over the first year to see who turns out to use the Auditorium the most, and to observe what costs are involved to help better determine fees. The Mayor also specified that it would be wise to start looking into starting a friend group for the Auditorium. This would help spread the word and influence more residents/non-residents to begin utilizing the Auditorium. In conclusion, it is agreed that the use of the Auditorium has to be built up before setting fees.

**Recommended Motion:** To approve and forward the recommendations on fees and when to charge them, to the Council for room/facility rental at the Roosevelt Civic Auditorium.

It was agreed that this topic would be revisited with more clarification on fees/pricing, and possibly including some package deals when using multiple parts of the Auditorium.

All yeas

**Motion passes**

## **B. Roosevelt Civic Auditorium Calendars**

The Recreation Director has been working on planning days for the scheduling of the Auditorium. Once the Auditorium is open and running, classes and events will be planned. The process of hiring a programmer for the Auditorium has been started. Some short term programming includes children/teen events (ex. Movies, dances), adult events (ex. Corn hole, Bingo), senior programs and community events (ex. chili cook off). Long term programs will also have to be planned. Pickleball, Basketball leagues and open gym time for certain sports are just some ideas. Morning programs would include coffee with seniors, where this time could be used for Administration to interact and get ideas for future programs. It was deemed that this could be a successful event, especially with drop in visitors like the Police Chief, City Manager and Mayor stopping in. There was also an afternoon program that Macomb Family Services would like to come and host for kids grades fourth through ninth. These activities would help make an impact by positive behavior modeling. It would be leisure time that provides an opportunity to socialize, play games or get help with homework. MFS would host the program but the Recreation Department would be responsible for the kids coming in and leaving.

**Recommended Motion:** Administration would like feedback from the Recreation Board on whether or not we are going in the right direction with the program ideas.

All yeas

**Motion passes**

**C. Tivity Health – Silver Sneakers**

The Recreation Director has been researching ways to grow programs for Seniors. There are movement programs such as Silver Sneakers which are included in the Medicare Advantage plan. The Auditorium could be a potential contract holder, which means we would be responsible for offering the classes, paying a certified instructor and collecting payments for the Silver Sneakers participants. Not only does the senior benefit from this type of program, so does the Auditorium as we would get reimbursed a portion for every time a senior participated in an activity. The instructor, Joselyn Manska, is currently getting certified so that she can be our flex instructor. We could make announcements on Channel 6, our community newsletter and local Church bulletins to spread the word and get more seniors involved. This will be a nice service to offer our senior residents.

**Recommended Motion:** Motion by **Caperton**, seconded by **Kiel**, to approve and forward their recommendations to the Council for the introduction of Silver Sneakers to our fitness programs currently being offered through the Recreation Department.

All yeas

**Motion passes**

**Miscellaneous Matters from the Recreation Board**

Varga – Mentioned checking in on the basketball hoops for the Auditorium. Director VanHove confirmed a follow up with BSN Sports the following day.

**Miscellaneous Matters from the Administration**

City Manager, Jon Moore brought it to Recreation Director’s attention to look into an A.E.D protocol at the Aud.

**ADJOURNMENT**

Motion by **Kiel**, seconded by **Varga**, to adjourn the regular meeting at 8:12 p.m.

All yeas

**Motion passes**

Respectfully submitted:

Agatha Kent  
Recording Secretary