

**CHARTER TOWNSHIP OF BROWNSTOWN
PARKS AND RECREATION COMMISSION
APRIL 7, 2011**

The regular meeting of the Charter Township of Brownstown Parks and Recreation Commission was held at the Brownstown Township Hall, 21313 Telegraph Road, on Thursday, April 7, 2011. The meeting was called to order by Chairman Bryan at 7:00 p.m.

PRESENT: Bryan, Barbee, Grady, McCoy, Oaks, St. Louis, Wright and
Recreation Director Maxe

ABSENT AND EXCUSED: None

MINUTE APPROVAL: Motion of St. Louis, supported by Oaks, to approve the Parks and Recreation Commission minutes of March 3, 2011 as submitted. All voting aye.

AGENDA APPROVAL: Motion of Grady, supported by Barbee, to approve the Parks and Recreation Commission agenda of April 7, 2011 as submitted. All voting aye.

INFORMATION ITEMS:

TOWNSHIP FEEDBACK: The bids for both the Lawn Maintenance and Athletic Equipment have been approved by the Township Board. Louie's Landscaping reduced his prices and was awarded the complete bid this year. The athletic equipment has been ordered and some has already been delivered. Recreation Department clerical employee, Diane Derby, will be retiring; her last day on the job will be April 29th. The Township Board has approved to fill the position which has already been posted for bid. The request to hire a Senior Coordinator was changed and the Board approved to hire an Assistant Recreation Director to allow more flexibility with job duties and employee supervision. Advertisements have been placed on the Michigan and National Parks Association websites, monster.com, and in the News Herald. Applications are due by April 29th and Maxe hopes the position will be filled by June 1st.

COMMUNITY CENTER UPDATE: Read and file.

PARK DEVELOPMENT PROJECTS:

WOODLAND HEIGHTS PARK DEVELOPMENT: Maxe spoke with the aide for our new Wayne County Commissioner and at the County Commission meeting today the Woodland Heights Phase II contract was approved and a copy will be faxed to Maxe. The aide will also look into the reimbursement for Phase I.

TOWNSHIP CAMPUS DEVELOPMENT: The bids for Phase I of the Township Campus Development plan were opened on March 31st and are being reviewed by Township Engineers. The bids came in about 20% lower than expected and will be presented to the DDA for approval.

Maxe has received the quotes back for the Recreation Management hardware and software for online registration and scheduling which will be on the next DDA agenda for approval. The quotes came in about \$3,000 under budget. He hopes to have it up and running within 90 days and be in use for fall programs.

Work is continuing on Phase II of the Township Campus Plan and a meeting held last Tuesday to continue with building design and incorporating the Public Safety memorial into the plan. When the final draft of Phase II is ready, it will be presented at a joint meeting with the DDA again.

2011 SPRING PROGRAMS: Registration is open for the 2011 Spring Programs which start in two weeks. Over 300 kids have already registered for T-Ball/Softball. Holding two games a night will use fewer fields and make it easier to get umpires. Maxe will not be using Barrow Elementary this season because of the increased school use fees being charged. Also, the total number of programs being offered is down a little because of the Gibraltar School District use fees hampering the programs able to be offered to the south end residents. Once the new Assistant Director position is filled, Maxe hopes to have more time to focus on programs. School Board member Boller has contacted Maxe and explained that the school use charge issue is currently in committee and no decisions will be made on the matter until the District finds out what the school funding from the state is going to be next year. Boller will contact Maxe if and when he wants people to attend a meeting.

OTHER BUSINESS:

EASTER EGG HUNT – APRIL 16, 2011 AT 10:00 A.M.: The annual Easter Egg Hunt will be held on Saturday, April 16, 2011 at 10:00 a.m. Members were asked to arrive by 9:00 a.m. to assist at the event.

ADJOURNMENT: Meeting adjourned at 7:20 p.m.

smk/recmin040711