

Roscommon Metropolitan Recreation Authority (RMRA)

March 20, 2013

The meeting was called to order by Chair Sue Jock at 7:00 p.m. at the CRAF Center.

Present: S. Jock, M. Byrd, C. Allen, D. Smitz, K. Williams

Recognition of Guests: J. Karjalainin (Higgins Township Supervisor), R. Edwards (Roscommon Historic Model Train Club), K. Tacey (Houghton Lake Resorter), June (Roscommon County Voice)

Approval of Agenda – Motion C. Allen, 2nd K. Williams, motion carried.

Minutes – Motion to accept as presented M. Byrd, 2nd K Williams. Motion carried.

Correspondence – None

Treasurer Report – M. Byrd – As of February 28, 2013 checking account balance \$5812.08, savings account balance \$356.74. Motion to accept C. Allen, 2nd D. Smitz, report filed subject to audit.

Reports:

Recreation Authority

- RMRA has received approval for the PAR Plan Grant in the amount of \$4,716 to purchase security cameras for Metro Park (\$1,179 RMRA portion). The one day installation will take place when the ground thaws. Motion S. Jock, 2nd C. Allen to submit the order, parts only, in the amount of \$4,895, motion carried. Refund request will be submitted upon completion of camera installation.
- New Facebook Page – S. Jock created a Facebook page for RMRA. There are currently 148 'Friends'. Pass the word and 'Friend' us.
- Tisdale Trail System – Trail has been in great shape, usage is up. Next year we will have a more structured grooming schedule.
- Metro Park Spring Clean-up will be held April 13 at 11:00 a.m.

AuSable River Center – S. Jock – The River Center has rented the two office spaces. Farm Market will open May 18, 2013. E. Adams will assign spaces for farmer market produce sales and vendors. Will also look at traffic flow. Representatives of the Center attended the Quiet Water Symposium.

Christmas in the Village (CIV) – No report.

CRAF Center – M. Byrd – Presented financial report as of February 28, 2013 including membership and attendance/membership data. 2013 Summer Gazebo Concert Series concert schedule was distributed. Friends of RADL and the Train Club have requested to do refreshments during the Gazebo concert series. The Consolidated Financial and Activity Reports of the Roscommon Metropolitan Recreation Authority (RMRA) for the year ending December 31, 2012 was distributed to the RMRA Board.

Gahagan Nature Preserve – J. Mellgren – No report.

Old Business:

- Metro Park Playground Renovations – S. Jock will get a quote from S & J for the parking lot. The proposed parking lot will have 95 spaces. The new design will help with child safety in the lot. The lot will include handicapped parking. D. Smitz would like to discourage parking along George Street in front of the T-Ball field. We will check with the Village in regards to No Parking signs. Once the security cameras are installed (5) there will be a good view of the ball fields, playground area, and the tennis and basketball courts. Roscommon Rotary Club will present the RMRA Board with \$25,000 Thursday, March 21 at noon at Fred's Restaurant in

Roscommon. The DNR Recreation Passport Grant for \$45,000 is due April 1. We will also request \$2,500 from the Roscommon County Community Foundation (due April 31).

- Personnel Policies – S. Jock – Revised Policies were reviewed, background checks (page 4) and “at the current reimbursement rate” for mileage was added to page 14. Motion to accept the new policy as revised C. Allen, 2nd D. Smitz, motion carried. Signed by S. Jock and C. Allen, submitted to M. Byrd for the permanent file.
- CRAF Center job description – S. Jock prepared job descriptions for Board review. M. Byrd presented a job description that has been updated for the current manager/director position. S. Jock motioned 2nd C. Allen to use M. Byrd’s job description for the hiring of a new manager. C. Allen motioned, 2nd K. Williams to accept the resignation of Marlyn Byrd as CRAF Center Manager, RMRA Treasurer and Coordinator of the Gazebo Concerts effective June 1, 2013. Motion carried. M. Byrd will post the job opening in the local newspapers. We may have to split the CRAF Center Manager responsibilities into two positions, one for the Physical Plant and another position to handle the finances.
- Selection of Funding Opportunities RMRA – Tabled

New Business:

- Resolution for DNR Recreation Passport Grant – Passed.
- Letter of Support for the Trial System from RMRA, motion by C. Allen, 2nd D. Smitz, motion carried.
- Weyerhaeuser Grant - S. Jock has almost completed the Weyerhaeuser Grant in the amount of \$5,000.
- Auto External Defibrillator (AED) – Mercy Clinic Roscommon has awarded an AED to RMRA for Metro Park. This will be added to the Safety Plan. The AED Unit will require maintenance (change batteries and pads).
- United States Tennis Association (USTA) – D. Smitz met with a representative of USTA in regards to the Metro Park Tennis Courts. The USTA will provide support, assist with equipment funding, develop a program, offer free specs, blue prints, site rendering and material lists so we will have the proper specs for grant requests. They cannot assist with funds for the building of the courts. We will look into the criteria for grants from the United States Tennis Association.

For the Good of the Order:

J. Karjalainin announced that Higgins Township has budgeted \$1,000 for RMRA. The budget is set to be approved March 26, 2013.

Michigan Firemen’s Memorial Festival Committee is a possible target to request a grant.

Bob Edwards, Roscommon Historic Model Train Club, announced that the YAK Group will put in a garden at the Train Park by the River Center. The Garden will include a memorial bench for Alexa Luck. He is looking into the Consumer Energy Green Grant.

Adjourn – Motion to adjourn C. Allen, 2nd M. Byrd. Meeting adjourned at 8:35 p.m. The next meeting will be April 17, 2013, 7:00 p.m., the CRAF Center to review CRAF Center Operations and Maintenance Manager applications.

Respectfully submitted,
Connie Allen
Secretary