

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
Township Board Room
4550 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, May 25, 2017**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chairman Green

ROLL CALL

Present: Chairman Joseph Green
Treasurer Merv Aronoff
Secretary Robert Brooks
Commissioner Fizman-Kirsch
Commissioner Michele Hembree
Commissioner Jerry Sukenic
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Amy DeRosier, Recreation Operations Coordinator

Absent: Kelly Hyer, Recreation Superintendent

Public: One

PUBLIC FORUM

None

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Commissioner Fizman-Kirsch, to approve the agenda as presented.

**Voice Vote: Unanimous
Absent: None
Motion Carried, 7-0**

CONSENT AGENDA

Items A through D are Consent Agenda matters considered to be routine by the Commission and enacted by one motion unless a member of the Commission wishes to discuss one of the topics.

- A. Approval of Minutes from the April 19, 2017, Regular Commission Meeting, as corrected.
- B. Approval of the April Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$200,218.87. Expenditures in the amount of \$111,401.82 and credit card refunds totaling \$2,536.50 for the month of April 2017.

D. Communications: None

Motion by Commissioner Fiszman-Kirsch, second by Commissioner Wenczel to approve Items A through D on the Consent Agenda.

Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0

PRESENTATION AND APPROVAL OF 2016 FINANCIAL AUDIT DRAFT BY PLANTE MORAN

Stacey Reeves, Plante & Moran made a presentation to the Commission of the 2016 Financial Audit. She was accompanied by Daniel Block. Ms. Reeves stated that Parks and Recreation Commission received an unmodified auditor's opinion on its financial statement, meaning it is without any qualifiers or modifications. It is the best that you can get from your auditors and means that it is free from material misstatements. The financial statements represent the hard work the Parks and Recreation staff does throughout the year. The letter from Plante & Moran is its opinion on the Parks and Recreation financial statements while the graphs give a representation of the financial statement.

Mr. Block provided an overview of the graph package. The graphs are a pictorial statement of the Parks and Recreation financial statements. Mr. Block said that General Fund revenues are segregated out by category and go back to 2013 for trend analysis. The revenue totals increased between 2015 and 2016. Property taxes also increased, mainly due to the increase in taxable value. Programs increased in the current year because of increased activities related to the FAC and summer camps. Grants & Other also increased which is related to the CDBG grant and other small grants.

Mr. Block said that Property Tax Revenues analysis goes back to 2009. There was a decline from 2009 to 2012 related to the housing crisis. In 2013 WBPRC passed the Restorative Millage which brought them back to 2009 levels. From 2013 through the current year, taxable value has been increasing which is a great sign but it is increasing at an inflationary rate because of Proposal A and Headlee; taxable value can only increase up to 5% or inflation. Ms. Reeves added that revenues are therefore limited to inflationary increases or 5%. Inflationary increases have been 2% in the last few years so for the majority of the tax base, it is limited by the inflationary amount.

Mr. Block continued with General Fund Expenditures. In the current year, there is an overall increase by 9.7%. In Recreation Programs, there is a slight increase in the current year that relates to additional personnel needed to provide the level of additional services. The same applies to Park Operations. Capital Outlay would have been various improvements to the trails and equipment that was purchased throughout the year as well. Administrative and General Services increased slightly as well. Mr. Block explained the graph which compares the General Fund Expenditures to each other by category and by activity. By activity, over 50% relates to Park and Recreation Operations and only 12% relates to Administration.

Fund Balance is an accumulation of funds over time. It shows Annual Operating Expenditures which does not include Capital Outlay. The balance also shows Unassigned Fund Balance which Mr. Block explained is like a savings account; it is the accumulation of all the WBPRC funds over time. The Commission has decided their policy is to have at least 6 months of their annual operating expenditures as a fund balance. The WBPRC is at 61.9% of the annual operating expenditures. Ms. Reeves said there is no magic number that fits every organization because it all depends on what is happening within the organization and the size of the organization. The Commission has indicated they want 6 months worth of fund balance; in essence, the WBPRC is saving for planned expenditures which is the right way to do it.

Mr. Block then talked about pension and retiree health care obligations. The Total Pension Liability was \$1.4 million. The Plan Net Position is about \$1.2 million; it is about 85% funded. Mr. Block said the 85% is a good percentage to have and not many communities have that amount of funding. GASB 75 will be put on the balance sheet as well for the unfunded portion but that will not affect the WBPRC bond ratings. Retiree healthcare is not required to be prefunded.

Treasurer Aronoff asked if that State reimburses for loss of personal property taxes. Ms. Reeves said the reimbursement for loss in property tax amounts is showing up as state source revenue. The past few years, the amount received by communities has been significantly higher than what they had estimated. There was a surplus that had been collected related to those reimbursements. Last year, many communities received up to 200% or higher of what they were anticipating from that reimbursement.

Commissioner Sukenic asked for an explanation of Debt Service in the General Fund Expenditures. Ms. Reeves said the Debt Service is primarily related to the pension obligation bonds that were issued two years ago. The WBPRC funding level on the pension obligation is 85%. In order to get the funding level to 85%, two years ago bonds were issued to prefund the pension and proceeds from the bonds were put into the pension trust account and the liability for those bonds is recorded in the financial statement. Commissioner Sukenic asked how many people are collecting a pension right now. Superintendent Ketchum said there are probably seven or eight people collecting pensions now and the WBPRC is liable for another five or six. These were all full-time employees.

Ms. Reeves said the audit process went extremely well. The WBPRC staff is always extremely prepared and very responsive to all of the audit team's questions and they appreciate that. She knows the audit process is not an easy process to go through.

Ms. Reeves noted that the Parks and Recreation Commission participates in the Township's pension plan; additional analysis needs to take place as to how those costs and liabilities are determined and split between the Township and the Parks and Recreation Commission. Those are in process and substantially complete. Ms. Reeves said they do not expect any changes in what the Commission is seeing in tonight's presentation.

STAFF REPORT

On May 3, staff attended the West Bloomfield Police Memorial Ceremony. The ceremony was well attended in the front of the West Bloomfield Police Department. Many different law enforcement agencies were there to represent their departments. Oakland County Sheriffs' helicopter did a "fly over", Karen Newman sang the Star Spangled Banner, and Judge Bernard Friedman was the guest speaker. The memorial is a remembrance of fallen officers who were killed in the line of duty.

Michigan Week Breakfast was held on May 19 at the Orchard Mall. Staff nominated Ms. Priscilla LeClair for Volunteer of the Year. West Bloomfield Fire Chief, Greg Flynn, is the MC for the event. Commissioners Brooks and Hembree represented WBPRC in the congratulatory receiving line for the award winners. It was a wonderful event.

The initial kick off meeting has taken place with JHLE (Johnson Hill Land Ethics), our chosen Family Aquatics Center redesign consultant. On May 19, we had the Refac Staff Input Meeting. This was the WBPRC staff's opportunity to give their insight and knowledge of what they think our residents would like to see and how to best operate the park.

Staff went to Jewish Family Services of Metropolitan Detroit and met with Yuliya Gaydayenko, the Senior Director of Older Adult Services to look at their new Smart Transportation van. Due to the trends of our transportation program, we are looking at other options to replace the van that was totaled in October of

2016. A smaller van may be easier to navigate in subdivisions when a larger van is not needed. The wear and tear due to the rough roads has taken a toll on the larger busses when we are picking up one or two people on lighter days. Staff has also been successful in securing a new bus and a new van from Smart's "Call for Projects" grant program. Those and the new van will not be in our possession until 2018 due to the lengthy ordering process. We will end up with two vans and two busses.

We have many staff changes happening currently. We are at approximately 80 seasonal employees for the summer season. We have two fulltime staff that are leaving us for other positions. Mike Lee who was a fourteen year employee has left to take a position as a DPW foreman with the City of Orchard Lake. He was in a Park Operations 2 position. We have posted, interviewed, and hired a new employee. There will be more to share on this new employee after he begins employment. The other fulltime employee that is leaving for another position is Kelly Marcaccio, Aquatics Coordinator/Programmer. Kelley will be going to Oakland County Parks. With the pool season about to start, we are exploring our options, but will be posting a position for a programmer. The Administrative Assistant that works with Ruth Lyons will be off for three months, so please bear with us as things are in transition right now.

Parks Superintendent Ketchum reported the parks staff for summer 2017 is in place. They have a very veteran crew and 70% of staff is back from last year. The new staff members are busy learning the ropes. Park facilities are fully functional and ready for summer. Routine mowing, trash removal and cleaning tasks are underway. The parks department is fully staffed for summer and working 7 days a week from 7 am until 10:30 pm. Drake Sports Park is open past dusk because it has lights.

The fence has been installed for the pickleball courts at Drake Sports Park. The court installer has installed net posts and plans to lay out and color coat the courts in the next few weeks depending on weather. The old toys from Safety Town were cut out and removed. Staff hopes the pickleball courts completed well before the July 1st goal. Staff installed 700 feet of conduit at Drake Sports Park to install communication lines between the Community building, bathroom and maintenance garage to connect the I-Vue which controls software between all these buildings. Staff will be able to control lights and HVAC systems from their phones and desks.

The outdoor pool was opened this spring with no major mechanical or structural issues. The Water Department put a meter on the fire hydrant and the pool was filled in about 12 hours versus the usual 72 hours; staff was happy to have the Water Department's help. Staff has roto-tilled the Community Garden and it was open to gardeners last weekend.

Staff has reinstalled nine Motor Cities signs along the West Bloomfield Trail. These signs were first installed in 2013 and have been damaged over the years by vandals. Staff is hoping the redesign on the new sign posts will stop future vandalism. Staff has also installed two bike Fix-it stations along the West Bloomfield Trail. These stations will be at Arrowhead Road and Sylvan Manor Park, basically the two trail heads. These Fix-It stations were donated to the parks in the memory of Jeff Surnow by American Cycle and Fitness, Team Alex racing time, and the Surnow Family. Staff could not be happier about this donation to the trail system.

Amy DeRosier, Recreation Operations Coordinator, reported that two WBHS seniors recently finished their political science leadership internship with WBPRC. Summer camp registration is underway with June 1st being the deadline for early registration. Registering before the June 1st deadline gets each participant \$10 off/week of camp. WBPRC has online access to discount tickets for the Detroit Zoo and Cedar Point for residents.

Pet Adoption Day was May 6th. It was a beautiful day so there was a great turnout for the event. Cats and dogs were both available for adoption. There were a lot of applications filed out onsite, but staff is still waiting to find out how many animals were actually adopted. Thursday, April 20th was the Youth Dance Recital at Oakland Community College's Orchard Ridge Campus, in the Smith Theater. This was the culmination of a 30 week dance program that started back in September of 2016. We sold 178 tickets to 29

families. We had a total of 31 dancers in six different classes; Preschool, Jazz, Hip Hop/Ballet/Tap, Hip Hop Jazz, Jazz/Tap and Ballet.

There is a lot of registration space open for the nature programs. On June 6th, there is a new program called Edible and Ecological Landscapes. Earth Day Celebration was held on Friday, April 21st. We had over 100 people come and almost all the guests were new families that have never attended one of our nature programs or events. Some of the activities were a Make your own Trail Mix station, planting vegetables, and plan making. This event was also the first day that the Outdoor Natural Play Area was open for the year. The Rain Barrel Workshop on April 29 was sold out with 22 people attending. Attendees put together and took home a rain barrel. The Native Plant Sale was a huge success. Over 66 shoppers attended in the first hour with 201 total shoppers.

Senior Programming is underway with lunches, picnics in the park and a driver's education course which is a two-day course. WBPRC recently held a senior dance which was held at Glen Oaks; over 50 people attended. The dance was so well received they have asked to have a second dance. June 2nd is Touch-a-Truck which is from 5-8 pm. Entry cost is \$5 per vehicle. National Trails Day is June 3rd. The first 75 people to attend will receive a free t-shirt.

WBPRC is always looking for volunteers and there is a quick-link on the Facebook page which takes you to Sign Up Genius.

Upcoming Events and Activities:

Touch A Truck 6/2

National Trails Day 6/3

Go Fish 6/11

Big Splash (outdoor pool opens) 6/17

Kids Komotion 6/29, 7/20 and 8/17

Marshbank Music 7/12 – 8/9

Pooch Plunge 8/26

Commissioner Sukenic asked about wind barriers at the pickleball courts. Superintendent Ketchum stated that they used to have windscreens on the tennis courts at Drake Sports Park and they blew down the fence at the tennis courts. Secretary Brooks congratulated Amy DeRosier on her great job on the staff report. He also encouraged the residents to come out to all the great events that are upcoming. He stated that he is very happy with the technology advancements. He also suggested camera installations, so staff can see what is going on remotely. Commissioner Wenczel said the Rain Barrel workshop was well worth the \$65 fee. They took a rain barrel home and also received a lot of education about rain water runoff in the process.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Green congratulated all the winners from the Michigan Week Breakfast.

B. Items from the Secretary

Secretary Brooks said he was happy to attend the Michigan Week Breakfast. He also congratulated Director Tucker and her staff on their preparedness for the audit.

C. Items from the Treasurer

Treasurer Aronoff stated he has had a lot of residents extend their compliments about the enjoyable activities in the township. He encouraged residents to walk the trails or enjoy the parks.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on May 17, 2017 and discussed the May 25th Commission Meeting Agenda; Audit Contract; Commission Requested Services and Branded Materials; Employee Changes and Update; and Dog Park Update. The next meeting is scheduled for June 8th at 6 pm.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed February invoices, vouchers and the monthly budget status.

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve Plante & Moran Proposal Letter.

Director Tucker said WBPRC staff has a great relationship with Plante & Moran. They are also the auditors for the Township which makes the process more seamless. She recommends hiring Plante & Moran for the following:

2017 Financial Audit - \$26,400
2018 Financial Audit - \$27,200
2019 Financial Audit - \$28,200

Motion by Treasurer Aronoff, seconded by Commissioner Sukenic, to approve the Plante & Moran Proposal for 2017, 2018 and 2019 financial years as presented.

Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0

B) Consideration to Approve Bid Proposal to Install for Park Entrance Signs.

Director Tucker reported that sealed bids were requested from eight sign companies to build and install new entrance signs at eight park sites. Many of the park entrance signs are over 20 years old. Sealed bids were due May 2. Bids are as follows: *this price included \$36,000.00 for masonry work to be performed separately by another vendor; others without asterisk have their own masonry capability.

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|----------------------|--------------|
| Johnson Sign Company | \$64,505.00 |
| Image 360 | \$75,935.00* |
| Midwest Sign | \$75,499.00* |
| Signs and More | \$76,670.00* |
| Phillips Signs | \$78,070.00 |
| Tri Star Sign | \$78,788.00* |

| | |
|-------------------------|--------------|
| Identicom Sign Solution | \$86,586.00* |
| Midwest Sign | \$117,425.00 |

Superintendent Ketchum stated that many other municipalities have used Johnson Sign Company and are happy with their work. Their price includes \$36,000 for masonry work as the signs will be on a brick base. Staff is also looking at the possibility of having lit signs at Drake Road Sports Park and the RAC. Staff has not gotten pricing for the electrical work yet. Once the Commission approves this proposal, it will be 6-8 weeks before the signs are built.

Staff is recommending the Commission approve the bid from Johnson Sign Company for the amount of \$64,505.00. Staff has met with Johnson Sign and checked all their references and is satisfied with their work. The signs come with an 8 year paint and 3 year vinyl warranty.

Commissioner Fiszman-Kirsch suggested, since this is the last step in the rebranding process that WBPRC may want to have a ceremony acknowledging the rebranding and a celebration of a new era for WBPRC. She also suggested up lighting as a less costly option to electric signs. Director Tucker said exterior lighting is susceptible to vandalism and other weather related issues. Additionally, the sign ordinance is pretty specific so staff has to make sure that they are adhering to those sign ordinances. Superintendent Ketchum said that not all the sites have power and it could be very expensive to bring power to some of these park sites.

Motion by Commissioner Wenczel, seconded by Commissioner Hembree to approve the bid from Johnson Sign Company for the amount of \$64,505.00 to build and install nine park entrance signs.

Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0

C) Consideration to Approve the 2017 Tax Rate Request.

Director Tucker stated that the Oakland County Board of Commissioners requires the form be approved by the West Bloomfield Parks and Recreation Commission and it must be signed by Treasurer Aronoff and Chairman Green. The form will then be submitted to establish the millage rates.

Motion by Treasurer Aronoff, seconded by Commissioner Fiszman-Kirsch, to approve the 2017 Tax Rate Request as presented.

Voice Vote: Unanimous
Absent: None
Motion Carried, 7-0

D) Consideration to Approve the Michigan Municipal Risk Management Authority Insurance Renewal for 2017-2018.

Director Tucker reported that the renewal of the Michigan Municipal Risk Management Association Insurance comes up at this time yearly. After an evaluation of assets, MMRMA has indicated that the 2017-2018 financial years' premium is \$54,374. This is an increase from 2016-2017 financial years' premium which was \$48,361. The increase is due to our past claims that are carried for 3 ½ years. This is a competitive rate and the policy runs from June 30th to July 1st.

Motion by Commissioner Sukenic, seconded by Treasurer Aronoff, to approve the renewal of MMRMA Liability Insurance Policy for the 2017-2018 financial years in the amount of \$54,374.

Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay said the completed renovations in the Board Room at Town Hall are very nice. He noted that Maple Road construction should be completed by mid-July. Orchard Lake Road boulevard construction will begin on June 12th; it will be one lane north and southbound with a turn lane. The service drive that is on the east side of Orchard Lake will be gone when construction is complete.

Mr. Warshay said the Sports Club of West Bloomfield is expanding. There is an 11-unit detached single family condo development called The Woods of Beverly Crest that is being developed. There is a lawsuit with Comcast over the fiber optic cable that runs through the township. The agreement was somewhat vague with what happens to the cable after the initial agreement expired and the township believes it was given to them as an inducement for signing the contract. However because it is not expressed what happens to it, Comcast's position is that it reverts back to them and they want to charge the township for usage. The township filed a Declaratory Action in the court and neither side prevailed, so it may be going to trial.

Mr. Warshay said the Michigan Week Breakfast was beautiful in the Orchard Lake Mall and next year it will be held at Glen Oaks. He thinks the proposed park signage looks fantastic and a celebration sounds like a great idea.

The Board of Trustees has received some complaints about the condition of Eagle Elementary School. Sections of a damaged fence were repaired, the grass has been cut, weeds have been trimmed back and graffiti was painted over. The township is hiring a new contractor who will manage the upkeep on the property. Regarding the Shell Gas Station at Maple and Orchard Lake, the owner repaired the fence and drained a large pool of water and cleaned up a lot of the garbage on the site.

Commissioner Hembree said there is a cleanup organized by Supervisor Kaplan on June 2nd at 3 pm. He asked participants to meet at Target to clean up Haggerty Road. Commissioner Wenczel asked if the purpose of the Orchard Lake Boulevard is to slow traffic and give it a more downtown feeling. Mr. Warshay said it may help to slow traffic; there are supposed to be crosswalks and lights so people can cross safely. Commissioner Fiszman-Kirsch asked if the boulevard will be landscaped and if there will be islands. Mr. Warshay said there is supposed to be a traffic island with a cutout for a "Michigan left" in the median. They are also getting rid of the service drive that is on the east side. Secretary Brooks asked if the OCRC gives advice to the public on what they are doing with the roads because it is pretty aggravating that they can't time their contractors and projects better and it seems like they are not well managed. Mr. Warshay said the Township Supervisor has asked the OCRC to accommodate the township better, but they are a separate entity with their own direction.

PUBLIC FORUM

Commissioner Sukenic introduced Rebecca Tower to the Commission and stated she is very familiar with the construction of Drake and Haggerty Roads as she is involved with West Bloomfield Hospital. Mr. Warshay said the Township Board has already approved the hospital to have an entrance off 14 Mile; it will allow both public and emergency access during construction because the Maple Road entrance will be closed. Ms. Tour said she has been working on a five-year project with Henry Ford and West Bloomfield

and Wounded Warriors. It has been very difficult for driving and walking and biking in the area; citizens have been hit, children have been hit on their bikes. With road construction coming up, some of the walking paths have been taken away and there are also flooding issues.

Commissioner Sukenic said he still does not understand how the public will get to the hospital off 14 Mile Road as he understands that entrance will only be for emergency access. Mr. Warshay said it is his understanding that as long as it is impossible to enter the hospital off Maple Road, the 14 Mile Road entrance will be open to both the public and emergency vehicles. Then after Maple Road is re-opened, the entrance off of 14 Mile Road will only be for emergency vehicles. Ms. Tour asked if there will be signs directing people into the hospital. Chairman Green said those questions are better directed to the OCRC. Secretary Brooks added that the Development Services Department can provide information with regard to the safety paths. Commissioner Fiszman-Kirsch encouraged Ms. Tower to attend a Township Board meeting to express her concerns.

ANNOUNCEMENTS

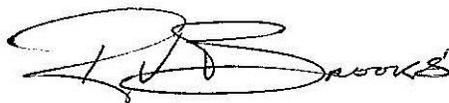
Commissioner Wenczel said with all the recent rain, poison ivy is rampant. She stated that even though the Parks Department does a great job of cutting the poison ivy back, she advised residents to stay on the marked trails in the Township.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:50 P.M.

Respectfully Submitted,

Secretary

A handwritten signature in black ink, appearing to read 'P. St. Peter', written in a cursive style.

Pamela St. Peter
Recording Secretary

(As a permanent record, an audio tape of this meeting in its entirety is on file and will remain at the Parks and Recreation offices where it may be heard.)