

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
West Bloomfield Township Hall Boardroom
4550 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, January 28, 2016**

CALL TO ORDER

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

ROLL CALL

Present: Chairman Green
Treasurer Merv Aronoff
Commissioner Carol Hack
Acting Secretary Marc Jeffries
Commissioner Paul Karmo (7:10 pm)
Commissioner Fiszman-Kirsch

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Kelly Hyer, Recreation Supervisor
Chris Frey, Parks Department

Absent: Secretary Robert Brooks

Public: None

PUBLIC FORUM

None

APPROVAL OF AGENDA

Motion by Acting Secretary Jeffries, second by Commissioner Fiszman-Kirsch, to approve the agenda as presented.

**Ayes: All
Nays: None
Absent: None
Motion Carried, 5-0**

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 for the December 17, 2015 Regular Commission meeting.
- B. Approval of the December Financial Reports.

- C. Approval of prepaid expenditures in the amount of \$223,931.63. January expenditures in the amount of \$36,601.86 relating to 2015. January expenditures in the amount of \$13,545.72 relating to 2016. Credit card refunds totaling \$3,710.00 for the month of December 2016.
- D. Quarterly Investment Update.
- E. Communications - None

Motion by Treasurer Aronoff, second by Commissioner Hack to approve the Items A through D on the Consent Agenda.

Ayes: All
Nays: None
Absent: None
Motion Carried, 6-0

STAFF REPORT

Executive Director Tucker reported the Delta Network Services has installed and now has transitioned our department over to the new internal phone system on January 19th. The system appears to be working fine. Staff is working toward scheduling hands on phone trainings with Delta Network Services for groups of five staff at a time. The new system has so many features that the old system did not.

The 2015 Park and Recreation Fund Budget Audit process is in motion. Plante Moran is in the second year of a three year contract with WBPRC. The audit prework has begun in preparation of the Preaudit meeting scheduled on January 22nd. The Plante Moran staff will be out the week of March 21 conducting the audit. The WBPRC Audit Report will be done by April 2nd and presented by Plante Moran at the April 28th Commission meeting.

They have been working with Civic Center TV to upload a lot of seasonal offerings and also to put together some of the short pieces that they will be airing and promoting. Naturalist Lauren Azoury has put together "A Minute with Nature" which has been popular.

ITC will be installing two new monopoles along the West Bloomfield Trail at the end of January. ITC will be using the West Bloomfield Trail for access at Orchard Lake #3 and at Arrowhead Road. The pole near Orchard Lake #3 is on the Pine Lake Country Club Golf Course and the pole at arrowhead is just east of the parking lot. They will be laying down mats on the trail to protect the trail surface from being damaged by their trucks.

Parks Superintendent Ketchum presented photographs of the current towers and new monopoles for Arrowhead Road parking lot. This is being done to lift up the lines so their sag does not reach down to the trees. The same project is happening at Pine Lake Golf Course.

He also reported that staff has been cutting and trimming trees on the WB Trail and Nature Preserve. Staff will continue tree trimming operations thru the month of February. Staff rented a smaller chipper to trim and clean up debris in the nature. Our own chipper is too big to take thru the nature preserve.

Staff has made dry wall repairs and repainted the banquet room at the Family Aquatic enter.

Snow and ice removal operations are ongoing as needed.

Staff has been cleaning and painting all the trash cans in the park system.

Sledding hills are ready for business but are closed if there is a lack of snow or if and when it is too icy.

Recreation Supervisor Hyer presented photographs of the first of the Winter Weekends series which was held Saturday, January 16, kicking off with Sleigh rides and s'mores activities. All four sections have sold out. The next Winter Weekends are January 30th and February 13th.

On January 5, 2016 they held a Swim Lesson Open House. Twenty new families attended. They also hosted the first special event, Gold Rush, at the Family Aquatic Center. Indoor Open Swim hours are so popular, evening and Sunday hours were added January 2016. Private swim lessons are now being offered.

Recreation Supervisor Hyer said there are many part-time openings for seasonal jobs: lifeguards positions, camp counselors, and nature camp counselors. She asked everyone to apply by mid-April at the latest.

Nature room is open throughout the winter. Archery for Kids was held in December. Staff is planning for new nature camps and the line-up will be available March 1st.

Kelley Marcaccio, the Aquatic Specialist, held a second Mparks regional Aquatics meeting at Lakeland High School, on December 2015. Fifteen Aquatic Directors and Managers were present, as well as the American Red Cross Aquatics State Representative. This Aquatics Committee is planning a Lifeguard workshop for early June.

Upcoming Events and Activities:

Winter Weekends

January 30 – Snowshoeing

February 13 – Cardboard Sledding and games

Valentine Day Holiday Party 50+

February 11

Snowshoe with your Sweetie

February 14

Daddy Daughter Dinner Dance

February 25

Commissioner Karmo asked if there were any updates to Strategic Planning. Executive Director Tucker said they have talked about it at the Executive Board. They are in the midst of doing stakeholder meetings. There have been some stumbling blocks during the process but there will be more substantial information at the next meeting. Commissioner Karmo asked if there is a stakeholder or any public meetings the consultants are holding, if the Commissioners could be notified so they have the option to attend. Executive Director Tucker said she could do that, and also stated that staff attends every stakeholder meeting and they are waiting on documentation from those meetings as well.

RECEIPT OF ANNUAL DONATION FROM ITC HOLDINGS – LUBA SITAR

Executive Director Tucker stated that ITC has again this year agreed to sponsor some of Parks and Recreation's important and well-received special events such as Touch-a-Truck and the concert series. Staff has also met with ITC and talked about different ways they can help them get their word out so residents can understand what ITC does and how they have been in the community for many years. Luba Sitar, stated that ITC is proud to be a corporate citizen of West Bloomfield. She said ITC is proud to support

the Summer Concert Series and West Bloomfield Parks and Recreation and presented the Commission a sponsorship check of \$6,000.

Chairman Green thanked ITC for their donation and said he appreciates their sponsorship as it goes a long way in helping Parks and Recreation put on programs in the community.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Green congratulated Recreation Supervisor Hyer for chairing the Mpark conference this year.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff welcomed everyone back to the 2016 Parks and Recreation season.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on January 19, 2016 and discussed the January meeting agenda; Strategic Plan Update; Employee Salary Adjustments; Salary Scale Review; Wood Pecker Lake Issue; Signs for former Director; Abo vs WBPRC; Biltmore Estates Easement Request; Dr. Mansoori License Breach; Internal Phones Update; Schulak Farm Update; Drake Sports Park Cell Towers; 2015 Audit Process; Finance Committee; Update on Workers Compensation Status. The next meeting is scheduled for February 9th at 4 pm.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed December invoices, vouchers and the monthly budget status. They also reviewed the Commission's meeting items for tonight's meeting.

C. Strategic Planning

No meeting.

UNFINISHED BUSINESS

None

ITEMS FROM THE TOWNSHIP LIAISON

None

NEW BUSINESS

A) Consideration to Approve the Purchase of a 2016 Toro Groundmaster 4100D Mower

Parks Superintendent Ketchum stated that staff is recommending the purchase of a 2016 Toro Groundmaster 4100D Mower from Spartan Distributors of Auburn Hills. The Toro mower will replace our 2002 Ransomes 951D Mower. Staff has tested numerous brands of mowers and has chosen the Toro based on our past experiences with Toro mowers and feel they are the most dependable, easy to use and provide a superior cut. They currently have a similar Toro in the fleet that is 25 years old and is still going strong.

Staff is recommending the purchase of a 2016 Toro Groundmaster 4100D mower for the State of Michigan bid price of \$60,034.92.

Treasurer Aronoff asked about the manufacturers warranty. Parks Superintendent Ketchum said he believes it is one year for parts and labor but he will double check and provide that information at the next meeting. He added that after the warranty expires the mower will be repaired in-house. Commissioner Fizman-Kirsch asked at what park this mower will be used and why the purchase had to be made this month. Parks Superintendent Ketchum stated that there is no waiting period to get the mower now and Toro will store it until they are ready to use it. The mower will be used at Marshbank Park, Community Sports Park, Drake Sports Park and possibly along the Trail Network. There is also no impact to the insurance policy. Commissioner Hack asked when the warranty starts. Parks Superintendent Ketchum said he assumes the warranty won't start until Parks takes possession of the mower. They have never had any problems with Spartan in regards to warranties and they have only had great success and cooperation with Spartan. Commissioner Karmo asked what the plan for the 2002 mower is. Parks Superintendent Ketchum said it will be put into the surplus auction.

Motion by Treasurer Aronoff, seconded by Acting Secretary Jeffries to approve the purchase of a 2016 Toro Groundmaster 4100D Mower for \$60,034.92.

Ayes: All
Nays: None
Absent: Brooks
Motion Carried, 6-0

B) Consideration to Approve the Purchase of a 2016 GMC Sierra 3500 HD Truck

Parks Superintendent Ketchum stated that staff is recommending the purchase of a 2016 GMC Sierra 3500 HD Truck from Red Holman Buick-GMC in Westland, Michigan. This truck will replace the 2007 GMC Sierra 3500HD. The normal replacement schedule is 10 years and this truck has been in our fleet only 9 years however this truck is used every day for parks operations and has 127,000 miles on it and needs to be replaced due to excessive rust and other wear issues.

Staff is recommending the purchase of a 2016 GMC Sierra 3500 HD Truck for the county bid price of \$36,733.00.

Commissioner Fizman-Kirsch asked Parks Superintendent Ketchum what he estimates the salvage is of the vehicle they are replacing. Parks Superintendent Ketchum said he does not have that number but he will have a recommended price minimum that it will be sold for; they consult Kelly Blue Books for that.

Motion by Acting Secretary Jeffries, seconded by Treasurer Aronoff to approve the purchase of a 2016 GMC Sierra 3500 HD Truck from Red Holman Buick GMC for \$36,733.00.

Ayes: All
Nays: None
Absent: Brooks
Motion Carried, 6-0

Items from the Township Liaison

Township Liaison Rosenberg congratulated the new Executive Committee. He reported that the Fire Department has received delivery of a new fire truck which has all new modern technology and can handle roundabouts. It will be stationed at Station #3. He noted that a new subdivision will be going in across from Marshbank Park. It is a 26 lot development. There is one entrance to the subdivision off of Hiller Road and one emergency entrance off of Willow Road for Public Safety only. Township Liaison Rosenberg also reported that the Ealy School property has been approved for a new senior living facility.

He also reported that the Township has also approved a new gas and oil drilling ordinance. While the Township cannot regulate the drilling of wells, they believe what they can do is control things such as wetlands and woodlands, heavy duty trucks and noise ordinances and other health and safety issues. They believe such an ordinance will hold up in court as they are not determining if drilling can take place but if they comply with all other Township laws.

Liaison Rosenberg also reported that major work has been done from the Amendment Committee and the Board has revised what the Amendment Committee has revised and they are now ready for a Public Hearing at the Planning Commission. They are meeting now on the Sign Ordinances for the Town Center District. After that the Township should be ready to put the Township Overlay District into place. They are also proposing an Adopt-a-Safety Path-Program which should be ready to be presented in the spring.

Commissioner Karmo asked about the presence at the last Township Board meeting. Township Liaison Rosenberg stated there were over 100 people present. Welcoming Cities is a non-profit organization that helps people who are already here in the community who are immigrants and need assistance on how to live and get around in the community. A number of people viewed that in a negative way and related it to Syrian refugees. The public started commenting at Township Board meetings. The Township Supervisor placed it on the agenda for reconsideration. The meeting turned very ugly as the public who attended thought the Board had an ability to determine if Syrian refugees could be admitted into the US. There was a motion to rescind which was voted down 3-2. Treasurer Aronoff said the people who attended the meeting were not educated about Welcoming Cities and it is not a program that decides whether immigrants from Syria should be allowed into the US. Liaison Rosenberg said there was a representative from Welcoming Cities who was in attendance at the meeting and the public did not want to hear what she had to say.

PUBLIC FORUM

Chris Frey, Parks Department thanked the Commission for the new equipment. He said Parks staff does not take it for granted that they will receive new equipment but they appreciate it when they do, and they always try and choose equipment that is multipurpose and safe.

ANNOUNCEMENTS

Treasurer Aronoff stated that West Bloomfield Township will be taking part in helping out the Flint water crisis by accepting donations of bottled water and money. Donations are being accepted at the Clerk's office until Friday, February 12th.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:15 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Marc DeFuria". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Acting Secretary

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.)