

**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, December 15, 2016**

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

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Kelly Hyer, Recreation Superintendent

Absent: Commissioner Sally Wenczel

Public: 1

PUBLIC FORUM

A resident spoke about the issue of drones in the Township's parks. He stated he wanted to fly his drone in a park. After checking with Code Enforcement, they said there was no current ordinance prohibiting the flying of drones in the parks. While flying his drone he was approached by Mike Thelen and told that he could not fly his drone in the parks. He believes his rights were violated as there is no ordinance in place prohibiting the use of drones in the parks.

Executive Director Tucker said they have spoken with this resident several times and also consulted with the Township Attorney on this issue. The Township cannot control the talent level of the drone operator, so for the safety of everyone who frequents the parks, drones are excluded from the parks. There are also privacy issues related to the use of drones.

Paul Karmo congratulated the Commission members on their elections and welcomed the new Commission members. Commissioner Fizman-Kirsch congratulated Mr. Karmo on his appointment to the Environmental Commission.

APPROVAL OF AGENDA

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

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

Resolution of Appreciation Recognizing Employees for Years of Service

Chairman Green read the Proclamation Honoring John McKeown, Ruth Lyons, Amy DeRosier, and Mike Thelen for their years of service.

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 November 17 Regular Commission Meeting and the Special Meeting Minutes from November 10, 2016.
- B. Approval of the November Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$219,133.59. Expenditures in the amount of \$61,442.57 and credit card refunds totaling \$977.00 for the month of November 2016.
- D. Communications: None

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

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

STAFF REPORT

Executive Director Tucker reported that with the New Year approaching, we are finishing up 2016 loose ends in preparation for 2017. Some of the ongoing 2016 projects that will spill over into 2017 are: finalizing the rebranding project and creating a temporary transportation plan for the damaged SMART bus. Staff is still working on the manual updates, employee procedures, and job description updates for the Human Resources audit. The 2017 Winter Guide will hit mailboxes any time now.

We finally launched ReCPro and it is now our main registration and facility software. The link is available on our website, as well as our updated customer service guidelines. We are working out the kinks, but the transition has gone fairly smoothly.

Also in December there is a scheduled power outage on December 19th and the Recreation Activities Center will be closed. The transformer that services the Township Civic Center Complex is being replaced due to the Library's upgrades. The Police Department and Township have generators so they may not be impacted. Staff are being relocated for that day or will have the option to take a Personal Day. Indoor facilities will be closed on December 25, 26, 30 and January 2nd.

Parks Superintendent Ketchum reported that staff installed the ice deterrent bubble system at the canoe/kayak launch at Marshbank Park.

Staff installed drainage tile on the three baseball fields at the Community Sports Park.

Staff has set up the sledding hills at Marshbank Park and Town Hall. He noted that hills will be closed if the weather is icy due to safety concerns.

Five staff members attended an all-day core manual pesticide class to keep their commercial pesticide applicator licenses current.

Staff has outfitted three trucks with snowplows and de-icing equipment for the upcoming winter season. They are using a combination of beet juice and salt brine as a more environmentally friendly alternative to rock salt.

Recreation Superintendent Hyer reported that as we wrap up 2016 we are already well into planning for 2017. To overall prepare for 2017, we have seasonal and part time positions posted.

Our Bowl with Santa event has grown to be very popular this year. Last month we increased our original maximum from 60 to 90 and still sold out two weeks prior to the event. We also had a 30+ waitlist. Next year, we will look to reserve more lanes to accommodate more families.

November trips - DSO "Popera" had 12 people attend this month's concert. Sensational Shopping in November had 6 people travel to Laurel Park Manor. SRG Tour of the Morley Candy Factory and Edsel Ford Estate had 27 people and 5 sponsors tour these two facilities with lunch at the Edsel Ford Estate.

Denny attended the USA Softball Council meeting November 11-17 in Shreveport, LA. Much was discussed regarding the new name change from ASA/USA Softball to USA Softball. The field owner's insurance policy premium was increased from \$300 to \$500. There were no major rule changes for the 2017 season other than banning weapons from the dugout or playing field.

Denny and Heidi attended Michigan Association of Senior Centers Conference November 2-4 in Mt. Pleasant. Topics included "The Age of Love" film about Speed Dating. The Health Department presented the program "Too Sexy for my Senior" about STD's with seniors. Jack McCall presented strategies for breaking barriers that hold seniors back and tapping truest sources of motivation.

Superintendent Hyer stated that 2017 volunteer opportunities have been posted online.

Commissioner Fizman-Kirsch asked what will happen to incoming phone calls on the day the RAC is closed. Supervisor Hyer said calls will be forwarded to the FAC that day. Secretary Brooks thanked staff for their volunteerism as well as the volunteering link online.

Upcoming Events and Activities:

DSO Trip	12/16
SRG Redford Theater Trip	12/17
Adventure Day	12/29
Polar Party	1/28
Pirate's Gold Rush at the Pool	2/11
Snowshoe with your Sweetie	2/12
Valentine Day Holiday Party 50+	2/13
Daddy Daughter Dinner Dance	2/25 or 2/26

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Green wished everyone a happy holiday season.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff stated that the library offers appointments with a tutor to go over computer topics for problems the residents may be having at home. These are one-on-one appointments and you must call to register.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on December 5, 2016 and discussed the December 15th Commission Meeting Agenda; Rebranding Project – Logo; December 8, 2016 Special Meeting for Commission Orientation; Comp time Management; Staff Changes – 2017; January Workshop – Strategic Planning, 2017 projects; December 19, RC closed; ReCPro Software live on 12/5, and the SMART bus that was totaled. The next meeting is scheduled for January 9th at 6 pm.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed November transactions.

C. Strategic Planning

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve Purchase of 2017 Chrysler Pacifica Mini Van.

Parks Superintendent Ketchum provided a brief overview of the purchase of 2017 Chrysler Pacific Mini Van. Staff is recommending the purchase of a 2017 Chrysler Pacifica Mini Van from Jim Riehl Chrysler of Lapeer, Michigan. This van will replace our 2007 Chrysler Town and Country mini van. The van will be used by staff for training, special events, errands, and summer camp transportation.

The Commission in the past has purchased vehicles using the Oakland County Cooperative Bid Program. The county allows local units of government to purchase equipment off their bid contracts saving local government's time and money. Jim Riehl Chrysler has the county bid for 2017. The cost for a 2017 Chrysler Pacifica is \$28,095.00. This vehicle has a three year 36,000 mile bumper to bumper warranty and five year 60,000 mile power train warranty.

Motion by Treasurer Aronoff, seconded by Secretary Brooks to approve the purchase of a 2017 Chrysler Pacifica Van from Jim Riehl Chrysler for the price of \$28,095.00.

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

B) Consideration to Approve Best Choice Printing with the 2017 Brochure Printing Contract.

Executive Director Tucker provided a brief overview of the brochure printing bid. She stated that on October 10th, staff distributed the bid specs for the 2017 Activity Guides to 15 area printing companies. Bids were due by November 3rd via hard copy or email. Five companies submitted bids for our consideration. Although it is not the lowest bid, staff is recommending we award the bid to Best Choice Printing. We've worked with this company for the past two years and continue to be impressed by their professionalism, product quality and reliability. We've worked with this lowest bidder in the past and the quality Best Choice produces is far superior. Furthermore, the bid price came in lower than 2016's bid, even though we are increasing our paper size in 2017 to 8.5 x 11". We will be producing three Activities Guides in 2017.

Motion by Commissioner Sukenic, seconded by Treasurer Aronoff to approve the bid submitted by Best Choice Printing for 2017 brochure printing.

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

C) Consideration to Approve the Amendment of the 2016 Budget.

Executive Director Tucker stated the amendments include adjustments to the expenditure side of the budget. All amendments are within the budget with changes as follows:

- Within the Administrative Cost Center, contracted services line item and part time salaries line item were increased from the consultant line item due to additional work load.
- Within the Recreation Cost Center, office supplies, part time salaries and contracted services were increased and program expenses were decreased.
- Parks Operations Cost Center had a \$50 increase in employee physicals due to a change of facility.
- Transportation Cost Center was increased in a few areas due to additional services and the numerous bus issues that have occurred in 2016.
- Offsetting funds have been pulled from increased additional revenues and unused expenditure lines.

Motion by Treasurer Aronoff, seconded by Commissioner Fiszman-Kirsch to approve the proposed amendment of the 2016 Parks and Recreation Fund Budget dated 12/15/2016 (with no change to Revenue and Expenditure totals).

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

D) Election of 2017 Parks and Recreation Commission Officers

Motion by Secretary Brooks, seconded by Commissioner Fizman-Kirsch, to re-elect the following 2017 Parks and Recreation Commissioner Officers:

**Chairman Green to the position of Chairman
Secretary Brooks to the position of Secretary
Treasurer Aronoff to the position of Treasurer**

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

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay said there has been a temporary Interim Building Official who was made permanent at the Board meeting on December 5th. Also, the Treasurer's salary was restored to what it was the previous term. Pieology is moving into the building at the corner of Northwestern Highway and Orchard Lake Road; they hold a liquor license. There was also a presentation of Green for Life who purchased Rizzo Environmental Services at the end of September.

PUBLIC FORUM

None

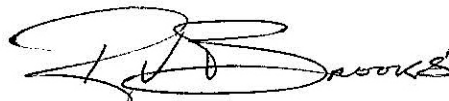
ANNOUNCEMENTS

Treasurer Aronoff welcomed the new Commission members and wished residents happy holidays and a happy new year. Commissioner Fizman-Kirsch also welcomed the new Commission members. She also thanked the community for voting her in for a third term and said she is honored to be able to represent the community. Commissioner Hembree thanked the Parks and Recreation Commission; she said she started out by volunteering and encouraged all residents to get out and volunteer as it is a very rewarding experience.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:00 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'P. St. Peter', written over a horizontal line.

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.)