

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
West Bloomfield Township Hall Conference Rooms 75 and 76  
4550 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, February 25, 2016**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Chairman Joe Green  
Treasurer Merv Aronoff  
Secretary Robert Brooks  
Commissioner Carol Hack  
Commissioner Marc Jeffries  
Commissioner Paul Karmo

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

Absent: Commissioner Fizman-Kirsch

Public: None

**PUBLIC FORUM**

None

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, second by Commissioner Hack, to approve the agenda as presented.**

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

**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 January 28, 2016 Regular Commission Meeting.
- B. Approval of the January Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$228,885.03. Expenditures in the amount of \$69,872.26 relating to 2015 and expenditures in the amount of \$123,275.91 relating to 2016. Credit card refunds totaling \$1,227.00 for the month of January 2016.
- D. Communications - None

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

**Ayes: All**  
**Nays: None**  
**Absent: Fizman-Kirsch**

**Motion Carried, 6-0**

**STAFF REPORT**

Executive Director Tucker reported the current events starting with upcoming quotes. For two months, human resource firms have been interviewed. The plan is to create an "RFQ" and present an option at the March Park Commission meeting.

Brett Lentz is the newest employee. Brett was hired in January, he is a graduate of Central Michigan University, has been in the department on a seasonal basis for four years, led the mow crew last summer, and was in charge of seasonal help. Brett did a nice job in the interview process and was chosen for the position.

The update for the invasive species grant was received through the Department of Natural Resources. \$3.6 million in invasive species grants. One of nineteen projects funded for a total of \$243,775 in Oakland County. Executive Director Tucker stated that a coordinator for CISMA would be interviewed and hired to handle paperwork. The coordinator will be housed out of the Oakland County Parks and Recreation and there would be a fiduciary stewardship network for this grant. This is an exciting time for Executive Director Tucker and four others to lay infrastructure for this initiative against invasive species to continue.

Executive Director Tucker outlined the highlights of the mParks Annual Conference. Eight West Bloomfield Parks and Recreation staff attended, WB P&R received the innovative Park Resources award for the second year in a row. Executive Director Tucker presented a session on CISMAs for Parks. Kelly Hyer, Recreation Supervisor served as Conference Chair this year. Meagan Kurnat, Marketing Coordinate presented the mParks Marketing Awards.

Chris Frey, Park Supervisor, reported that park staff did building upgrades at the family aquatic center in the kitchen. The upgrade included a flooring project in the kitchen used by staff on a daily basis and for people who rent the facility. The kitchen floor was last replaced in 1999, therefore it was time for a facelift. Staff building technician, John, installed the subfloor, new wood, and trim. A second unplanned project was the hot water heater in the building. A staff lifeguard noticed water on the floor. Staff was able to rearrange the schedule so that classes could continue as scheduled the next Saturday. We managed to save \$3,800 in the process by doing the repair in-house.

Park Supervisor Frey reported on the HVAC Upgraded Systems software at Recreation Activities Center. Technicians can control the system from the office, home computer, or smart phones. Lighting, heating, and air conditioning can be scheduled for specific classes to minimize waste. This software can fine tune the systems by better controlling the lighting and heating at the facilities to minimize wasteful energy.

The trimming of trees and brush dominate winter activities when the staff is not performing snow removal. This is a good year for tree maintenance.

The sled hills were finally open at Marshbank Park and Town Hall Park. The sled hills are checked on a daily basis even when they are not open. The main office can be called for sled hill conditions.

Park Supervisor Frey reported on the routine maintenance on the equipment. We have the capability to do modifications and fabrications to our equipment. Repairs can be made to help staff use the equipment safely. Every year, the staff mechanic goes through the summer equipment following recommendations of the service manuals on 50 pieces of handheld and ride-on equipment.

Updates were given on the replacement truck and Toro. There were questions on the warranty of the Toro. The warranty covers the entire equipment for two years and starts when delivery is taken, which would be next month. The warranty would be covered for two mowing seasons. The truck should be delivered in 6 to 8 weeks.

ITC has been working on the monopoles on the trail which were erected last week and on Monday. The lines were going to be moved on Wednesday but due to the weather, work was stopped. It takes only a day to take down the old towers, then they will start picking up the road and refurbishing the area.

Secretary Brooks congratulated the team for leading edge technology for park systems, innovation and cost savings in making sure that the controls can be remotely accessed for great value and cost savings in West Bloomfield.

Recreation Supervisor Hyer reported that there is a new brochure in print, 8 1/2 by 11, for rental opportunities. Photographs were shown on the latest special events which included Parks and Recreation's Snowshoe with your Sweetie, Parks and Recreation's Trip to Redford Theater, Parks and Recreation's Lunch and Learn, and Valentine's Day Programs. Awesome feedback was received from the events. The trip to the Redford Theater was sold out within a couple of weeks with a waiting list. We are looking to offer these types of trips more frequently. Coming up in the spring will be a tour of Detroit.

### **Upcoming Events and Activities:**

St. Patrick's Day Luncheon, March 17th at 11:30 a.m.

Spring Fling, March 18th, two age groups choose between 6:30 p.m. or 7:30 p.m.  
Flashlight Egg Hunt at 8:00 p.m. for ages 5 - 12

Mother and Son Bowling, March 19th at 1 p.m.

All pre-registration.

Summer Camp and Swim Sneak Peek

April 16, 2016

9 a.m. - 1 p.m. at Family Aquatic Center

Meet our staff, ask questions

Free to attend, free refreshments, free games, see flyer for details.

2016 summer camp guide now available online, also being mailed to past camp participants, registration starts Monday, April 18 at 8 a.m.

Summer Camp Guide is available. Big change in operational procedures is presented within guide. Parents complete registration including payment and paperwork at the time of registration which will cut back frustration and phone calls. The parents will appreciate new procedure.

West Bloomfield is now hiring. Current postings include building supervisor, lead lifeguard. Summer season postings include lifeguards, camp counselors, seasonal CSRs, lead lifeguards, nature camp counselors. Interviews are slated for March and April. Please submit applications now.

Recreation Supervisor Hyer presented a slideshow of the nature highlights. Bring a group to the nature room. \$50 for West Bloomfield groups for one hour appointment; choose a nature walk and indoor

combination program or spend the hour indoors, only. Increase your visit to an hour and a half for an additional \$25. Book your visits directly with Lauren.

Earth Day Celebration will be held on April 22nd, free of charge, no pre-registration, drop in only for families.

Reminder, if you would like to volunteer for Parks and Recreation, contact Lauren by calling (248) 451-1900 or email her at lazoury@westbloomfieldparks.org

Treasurer Aronoff asked about rental and capacity of the recreation center. Recreation Supervisor Hyer indicated that a rental brochure is available online outlining prices and capacity, meeting style, days and hours available for rental for spring and summer.

March 1st is the first day residents can reserve for spring and summer rentals.

## **ITEMS FROM THE OFFICERS**

### **A. Items from the Chairperson**

Chairman Green congratulated and commended the staff for their innovation, cost savings and adding great value in keeping the Township leading edge for park systems and in the State.

### **B. Items from the Secretary**

Secretary Brooks had a question relative to the information that was given on the grant for the viewers regarding the \$243,775 given to Oakland County. Secretary Brooks asked Executive Director Tucker how much of the grant monies would be utilized inside West Bloomfield. Director Tucker stated that the amount would echo last year which the Township treated 13 miles of road right of ways for phragmites in cooperation with Oakland County. As of today, there is approximately \$13,000 of grant money, but depending on how much Oakland County is willing to fund, it could be a greater amount. The grant would also entail for West Bloomfield residents the different types of handouts, continuing education, and other areas which the Township would need to control phragmites to protect property values and safety concerns.

### **C. Items from the Treasurer**

Treasurer Aronoff stated in his report that he was impressed and pleased with the new kitchen floor installed at the Family Aquatic Center.

## **COMMITTEE REPORTS**

### **A. Executive: Report from Chairman Green (February 9)**

Chairman Green stated the Committee met on February 9, 2016. Present: Green, Aronoff, Brooks and Director Tucker. Committee members reviewed the Commission meeting agenda and spoke regarding the strategic planning meeting date. A meeting will be held with the consultants within the next two to three weeks. The internal phones are installed with training to be implemented soon.

The mParks Conference was last week, staff was represented; Kelly Hyer, Recreation Supervisor served as Conference Chair, and West Bloomfield received innovative park resources award for second year in a row.

### **B. Finance: Report from Treasurer Aronoff (February 25)**

Treasurer Aronoff stated that the Finance Committee met today at 6:10 p.m. Present: Aronoff, Jeffries, Ruth Lyons, Kelly Hyer, and Stacy Reeves from Plante and Moran. Discussion included pre-audit analysis, overview and timing of the audit, information relative to the audit and security concerns regarding internal control for prevention of fraud/hacking. The status of the monthly budget was discussed along with the batch report (included in the packet) where pre-paid expenses were not detailed as in prior reports. A copy of the expenses detailed can be obtained from Ruth Lyons. Meeting was adjourned at 6:50 p.m.

### **C. Strategic Planning (March 10, Scheduled)**

The next meeting for Strategic Planning will be held on March 14, 2016 at the Recreation Building, scheduled at 6:30 p.m. Executive Board will meet prior at 4:30 p.m.

### **UNFINISHED BUSINESS**

None

### **ITEMS FROM THE TOWNSHIP LIAISON**

None

### **NEW BUSINESS**

#### **A) Consideration to Approve the Purchase of RecPro Software**

Executive Director Tucker indicated that they had been looking into new software for quite some time. Currently, staff is using RecTrac since 2007. Prior to that, RecWare software was used and discontinued. RecTrac was created by the U.S. Army which has limited flexibility, hinders marketing capabilities, and is not intuitive. RecTrac customer service incurs additional cost and response time is not quick.

Executive Director Tucker and Recreation Supervisor Hyer have previous experience with RecPro software.

Recreation Supervisor Hyer stated that in 2015, RecTrac notified their current customers to inform them that they were releasing a new version of their software, still supporting their old version but encouraged them to go with the new version which has a price tag as well as the maintenance contract. The prices are included in the packet. A demo was slated to be loaded on our system in 2015 but RecTrac indicated that the new software was not ready to be released until 2016. At this time, staff researched RecPro. Based on our research and experience with RecPro, which was created by recreation professionals, there are many options that are customized and simplified for everyday use. RecPro does not require HTML programming as RecTrac. RecPro is easy to maintain, allows us to gain efficiencies at the front desk as well as the work performed in each brochure. RecPro is also mobile device friendly without extra cost. RecPro is a Michigan based company whereby any of their training can be onsite, not just remote. Their customer service department has an amazing track record, is quick to troubleshoot and if not, RecPro will give a timeframe to complete project. RecPro also does not charge for add-ons.

Executive Director Tucker recommends the purchase of RecPro, which is a sound business decision and would pay us back within two years. RecTrac is more expensive through their maintenance contract with fewer services. The IT tech for the park system was notified to make sure that RecPro software is compatible to the current system, and that it is a reasonable decision. A second server is no longer needed with the purchase of RecPro with a cost savings of \$4,600.

**Motion by Commissioner Jeffries, seconded by Treasurer Aronoff to approve the purchase of RecPro Software at a cost not to exceed \$15,800 including training and support contract.**

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

**Items from the Township Liaison**

None

**PUBLIC FORUM**

None

**ANNOUNCEMENTS**

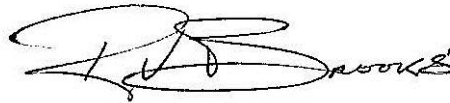
None

**ADJOURNMENT**

| There being no further business before the Commission, Chairman Green -made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

**Secretary**



Mona Freiburger  
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.)