

**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, March 24, 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  
Secretary Robert Brooks  
Commissioner Carol Hack  
Commissioner Paul Karmo

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

Absent: Commissioner Fiszman-Kirsch  
Commissioner Marc Jeffries

Public: None

**PUBLIC FORUM**

None

**Proclamation in Honor of the Retirement of Steve E. Booker**

Chairman Green read aloud the proclamation in honor of the retirement of Steve E. Booker on his retirement from the Commission.

**APPROVAL OF AGENDA**

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

**Ayes: All**  
**Nays: None**  
**Absent: Fiszman-Kirsch, Jeffries**  
**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 February 25, 2016 Regular Commission meeting.

- B. Approval of the February Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$159,963.29. Expenditures in the amount of \$53,418.49 and credit card refunds totaling \$1,256.00 for the month of February 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: Fisman-Kirsch, Jeffries**  
**Motion Carried, 5-0**

**STAFF REPORT**

Executive Director Tucker reported Spring/Summer brochure will be on-line April 4, 2016 and in mailboxes the week of April 11<sup>th</sup>. The Youth Recognition Awards was attended by Commissioner Hack. The Commission is also working with the West Bloomfield Police Foundation holding a Concert for a Cause. The goal of the foundation is to help fallen officers and other service professionals. This event will have a concert and silent auction on June 23<sup>rd</sup> at the Berman Theater. Director Tucker reported that she renewed her certification through the National Recreation and Parks Association. The staff at West Bloomfield carries over 55 certifications. Recently staff did a staff development and team building Pancake Day, which took place before the staff meeting. That meeting is where they go through the Commission agenda and update staff of what's going on so they know how to respond to public inquiries. Executive Director Tucker also said they appreciate their partnership with Civic Center TV.

Parks Superintendent Ketchum reported that this time of year they are ordering supplies; cleaning supplies, ball field supplies and mulch which will be deposited into the parks' trees and landscape beds. They have also ordered playground safety surface which is engineered wood chips. Staff is doing spring clean up at the parks as well. The first scheduled baseball game is March 31<sup>st</sup>.

Staff is also performing pre-season maintenance on mowers, small power equipment, utility carts and trucks and getting the equipment ready for the spring/summer season. They also did an office renovation at the Family Aquatic Center and some reorganization of the kitchen at the RAC to make it more user friendly.

Recreation Supervisor Hyer reported they have kicked off the Dog Park registration and registered 123 people since February 1<sup>st</sup>. Community Garden registrations have 18 reservations out of 60 since the process started March 1<sup>st</sup>. The Camp staff went to the Metro Parent Expo and they had 94 families stop by the booth. The Daddy Daughter Dance was held February 25 with the first sold out crowd in 12 years. The Mother Daughter Tea will be in collaboration with Park Naturalist Lauren Azoury this year, on May 15, 2016. The Groundhog Live Animal Show on February 2<sup>nd</sup> sold out with 45 people. On April 22<sup>nd</sup> we will be partnering with the Township to host all 5<sup>th</sup> graders from Sheiko Elementary. Karmen Santourian, Engineering Specialist with the Development Services Department has organized a morning for these 200 students to rotate through three stations at the Civic Center: Aquatic Animals; a Rain Garden and Electric Vehicle presentation and an interactive Watershed Demonstration.

**Upcoming Events and Activities:**

Summer Camp and Swim Sneak Peak	April 16
Earth Day Celebration	April 22
Touch a Truck	May 6

Supervisor Hyer reported that the 2016 Summer Camp Guide is now available online. She also introduced the summer lead recreation staff; Camp WB manager and staff; WB Nature Camp manager and staff and the Pool Manager and staff.

## **ITEMS FROM THE OFFICERS**

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

None

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

None.

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

Treasurer Aronoff reported that elections are coming up and incumbents who are up for reelection are out talking to the public. He said he has also received positive feedback from users of the Dog Park and program enrollees. He is proud of the staff for the wonderful work they do.

## **COMMITTEE REPORTS**

### **A. Executive: Report from Chairman Green**

Chairman Green stated the committee met on March 14, 2016 and discussed the March meeting agenda; Strategic Plan Update; Partnership Fundraiser with the WB Police Fundraiser; Update on Workers Compensation Status. The next meeting is scheduled for April 12th at 4 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. They also reviewed the Commission's meeting items for tonight's meeting.

### **C. Strategic Planning**

Commissioner Karmo stated the committee had a special meeting with the whole commission and the strategic planning consultants where they gave us the halfway report regarding their direction and the commission provided comments. The Strategic Planning committee will be meeting with the consultants regularly until a final report is produced, hopefully by the end of the summer.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

A) Consideration to Approve of Land Millage Language to be on the August 2016 Voter's Ballot

Executive Director Tucker reported that the ½ mil Land millage expires in 2017. The Park Commission has indicated that the renewal of this millage shall be sought on the ballot at the August 2, 2016 Primary Election. The Land Millage yielded \$1,231,284.31 in 2015 and is for acquisition, preservation, enhancement and maintenance of land for parks and recreational purposes. The term of the millage is from 2018-2027.

Commissioner Karmo asked if there is any benefit to putting this millage in the primary election instead of the general election. Director Tucker stated they discussed this extensively at the Executive Board and the reason the primary election was chosen is because if it is not successful, the issue could be revisited in November.

**Motion by Secretary Brooks, seconded by Treasurer Aronoff to approve the Language and request that the ½ Mil Millage Renewal be placed on the August 2, 2016 Primary Ballot.**

**Ayes: Aronoff, Brooks, Green, Hack, Karmo**

**Nays: None**

**Absent: Fizman-Kirsch, Jeffries**

**Motion Carried, 5-0**

#### B) Consideration to Approve the Human Resource Service Contract

Executive Director Tucker reported that over the last several years, the number of administrative personnel and job responsibilities have shifted so much that now current staff are overburdened and need some relief in the area of Human Resources (HR). Additionally, within the last two years, there have been substantial changes in regards to federal reporting due to the Affordable Healthcare Act. Recognizing that we do a competent job of keeping as current as we can with HR issues, we still are in the Parks and Recreation business and are not HR experts.

As a way of protecting the Commission and reducing the burden of some of our staff members, the WBPRC Administrative Staff have interviewed three human resource companies in the past four months. Initially we asked for quotes for services including:

- Payroll services (which we currently handle in house)
- An audit of our human resource processes including our employee manual
- Onsite HR support for spring hiring along with other tasks including year end W-2 preparation
- Other HR services they offered

Staff solicited proposals from companies and received two bids. WBPRC recommends that we contract with Human Capital to audit our HR processes and schedule onsite HR support, as needed.

Commissioner Karmo asked how often Parks and Recreation will need help with the HR issues. Director Tucker said during the busy season it could be once a week, but this will create a relationship with an HR company that staff can then ask questions of that they may not know specific operational answers to. Commissioner Karmo asked if the contract will be renewed every year. Director Tucker responded once they see how it is working out and if there is a benefit to achieve their goals, it is something that can be budgeted. Treasurer Aronoff asked if Human Capital has experience working with other municipalities. Director Tucker said they currently service Orion Township; they have also worked with other Parks and Recreations however, this is probably the first experience with a Parks and Recreation that is separate from a township.

**Motion by Commissioner Hack, seconded by Secretary Brooks to approve the proposal submitted by Human Capital for an audit of WBPRC Human Resource processes and on-site support services as needed not to exceed \$15,000.00 in the budget year of 2016.**

**Ayes: Aronoff, Brooks, Green, Hack, Karmo**  
**Nays: None**  
**Absent: Fizman-Kirsch, Jeffries**  
**Motion Carried, 5-0**

C) Consideration to Approve the Purchase and Installation of a Variable Speed Pump at Community Sports Park

Parks Superintendent Ketchum reported that staff is recommending the purchase and installation of a variable speed pump from Ray's Well Drilling. The replacement of the current equipment with a variable speed pump will reduce wear on the system and extend its life. It will also reduce the amount of electricity used to run the pump and keep water pressure constant eliminating pipe hammering and reducing repairs to the system. Staff requested quotes from three well drilling companies and received two quotes.

Staff is recommending the Commission approve the quote from Ray's Well Drilling for the amount of \$12,696.00. Ray's Well Drilling has performed work for the Commission in the past and staff is satisfied with the quality of his work. This work comes with a 1 year parts and labor warranty. Superintendent Ketchum said this system is currently in operation at Marshbank Park and staff may come back next year for a request to have this same system installed at Drake Road Sports Park.

Secretary Brooks asked if any testing of the water is done after installation. Superintendent Ketchum said every winter the facilities are winterized and when they are opened in the spring the county requires the wells be chlorinated and then the water to be tested subsequently; so the water is tested before the facilities are opened to the public. This pump will be installed before that chlorination process takes place.

**Motion by Commissioner Hack, seconded by Commissioner Karmo to approve the purchase and installation of a new variable speed pump at the Community Sports Park to Ray's Well drilling for the amount of \$12,696.00**

**Ayes: Aronoff, Brooks, Green, Hack, Karmo**  
**Nays: None**  
**Absent: Fizman-Kirsch, Jeffries**  
**Motion Carried, 5-0**

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

None

#### **PUBLIC FORUM**

None

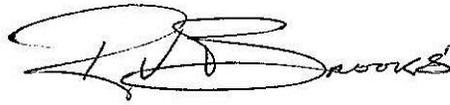
#### **ANNOUNCEMENTS**

Treasurer Aronoff complimented staff on the beautiful rental brochure which includes all the different parks and rental rates at the resident and non-resident level.

#### **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 "H. Brooks". The signature is fluid and cursive, with the first letter "H" being particularly large and stylized.

**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.)