

**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, July 28, 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 Carol Hack
Commissioner Fiszman-Kirsch
Commissioner Paul Karmo (7:05 pm)
Commissioner Sally Wenczel

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

Absent: None

Public: Howard Rosenberg, Township Liaison

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: Karmo
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 from the June 30, 2016 Regular Commission Meeting.
- B. Approval of the June Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$275,817.33. Expenditures in the amount of \$91,621.81 and credit card refunds totaling \$1,843.00 for the month of June 2016.
- D. 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, 7-0

STAFF REPORT

Executive Director Tucker reported that the WBPRC and the West Bloomfield Police Foundation Fundraiser, Concert for a Cause raised over \$23,000 and talks are already underway for 2017. The Fall Activities Guide is coming out August 8th. Staff will also be scheduling a Strategic Planning Committee meeting in August; the strategic plan is in its final phases.

Human resource consultants, Human Capital, has shared their audit findings. After a three hour meeting, we set priorities of what items should be addressed and their order of priority. The three items that will be worked on concurrently are: employee manual changes/ additions, job description updates, salary study and daily human resource operations/procedures.

On July 13th, WBPRC lead staff had a kick off meeting with Identity Marketing, our contracted branding consultants. The consultants gathered information through a list of questions. An overall design direction is being created for our review and then when approved, the creative process will begin.

Marshbank Park natural area restoration project is underway and they just met with the Environmental Services Director to find out the processes to be able to accomplish this project. Some areas were made into bioswales and rain gardens.

Executive Director Tucker reminded everyone to exercise their right to vote on August 2nd. The Parks and Recreation Millage Renewal will be on the ballot and information was emailed to residents and is also on the website.

Parks Superintendent Ketchum reported that the Parks Department has been busy. He noted the Dog Park improvement project is continuing. Donations last year raised money for a double sided drinking fountain for the dogs; that was put in the big side of the dog park. Parks Department has ordered a couple of smaller fountains that will be put into the small side and the ADA accessible side of the dog park. A Masonist with the City of Orchard Lake came in to help staff with this project.

June projects included:

- Installing water supply lines, drains, and cement pads at the dog park for the new dog drinking fountains. We expect to open the new ADA section of the dog park in early August.
- Washing and repairing all wood decks and bridges in the Nature Preserve
- Repairing washouts and removing downed trees after the recent storms in the Nature Preserve and on the Trail.
- Repairing water main lines for the sprinkler systems at Drake and Marshbank.

Superintendent Ketchum noted that next year Parks Department will be coming before the Commission for another variable speed pump to be installed at Drake Sports Park well to reduce sprinkler system damage.

The Tow Lift was taken out into the field; staff is power washing buildings with that lift and getting into areas they otherwise couldn't. Staff has also been busy washing and repairing all wood decks and bridges in the

Nature Preserve. Parks maintenance duties also includes cleaning shelters before all rentals; the shelter is power washed and garbage cans are moved.

Staff has also been repairing washouts and removing downed trees in the Nature Preserve after the recent storms. On the trail, staff is mixing cement in with the crushed limestone to help avoid ruts.

Secretary Brooks asked if there is a number for residents to report downed trees along the trail. Superintendent Ketchum said there is a number on the website and he encourages people to report anything unusual along the trail. Secretary Brooks also asked how staff utilizes summer help. Superintendent Ketchum said summer staff is evaluated at the end of each season and they decide which employees they want to bring back the next season. Those employees need to accept the position by February and thereafter the department starts accepting applications. Commissioner Wenczel asked if anything can be done to combat poison ivy along the Nature Preserve. Superintendent Ketchum said staff cuts it back and tries to get it off the trail as much as possible and signs are posted warning trail users.

Recreation Supervisor Hyer reported that the Fall brochure goes live on August 1st and it will hit households about August 8th. There are some new activities in the Fall brochure; a drop-in Ping Pong program, Publish Your Own Book class, new art programs for kids and new Paddleboarding classes at Marshbank Park. Signature events will return such as the Fall Campout, Fall Fest and the Trick or Treat Trail.

Summer programs are going strong such as Safety Town, Cookin' at Crispellis, Challenger Sports Camps and Marshbank Music Series. Nature camps are highly attended. As of July 26th, 6,400+ visitors have used the outdoor pool. Lifeguards have been doing very well with their trainings this summer. Supervisor Hyer noted that staff will be uploading events with volunteer opportunities.

Upcoming Events and Activities:

Kids Komotion Concert	8/18 pm
Marshbank Music Series	7/13 – 8/10
Final Wave	8/21
Picnic in the Park for 50+	8/25
Pooch Plunge	8/27
Registration for Fall SRG trips	8/31

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Green welcomed Commissioner Wenczel to the board.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff also welcomed Commissioner Wenczel to the board. He recommended that trail users visit www.trailink.com. The site has the West Bloomfield trail network listed and contains pictures, reviews, and historical information. Users are also able to upload pictures and reviews.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on July 28, 2016 and discussed the July meeting agenda; ATT Cell Tower Lease; Human Capital Employee Manual Audit Update; Longevity Marketing Start up Meeting; Utility Efficiencies; Upcoming Professional Development and the 2017 WBPRC Budget Outline. The next meeting is scheduled for August 10th.

B. Finance: Report from Treasurer Aronoff

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

C. Strategic Planning

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve the 2016 Tax Rate Request

Executive Director Tucker provided the 2016 Tax Rate Request. It indicates the maximum allowable levy which does include the Headley Rollback. She noted the Oakland County Board of Commissioners requires the form be approved by the West Bloomfield Parks and Recreation Commission and signed by Chairman Green. The form will then be submitted to establish the millage rates.

Motion by Treasurer Aronoff, seconded by Commissioner Hack to approve the 2016 Tax Rate Request as presented.

Ayes: Aronoff, Brooks, Fizman-Kirsch, Green, Hack, Karmo, Wenczel

Nays: None

Absent: None

Motion Carried, 7-0

ITEMS FROM THE TOWNSHIP LIAISON

Howard Rosenberg, Township Liaison welcomed Commissioner Wenczel to the WBPRC. He noted that the reason there are empty chairs at the meeting is a testament to the Commission and staff and what a great job they do. He stated the pancake breakfast is Saturday morning at the high school cafeteria. While there will not be gluten free batter, attendees will be able to bring their own, and have pancakes made at the event. Money raised by this event to help children in the community. Township Liaison Rosenberg reminded residents of the election on August 2nd and the Fine Arts Show on Saturday and Sunday. There will be 75 booths and it is only \$5 to attend.

Commissioner Fizman-Kirsch asked when the construction will start at the intersection of Maple and Orchard Lake roads. Township Liaison Rosenberg stated the Township has signed a contract with the OCRC to redo the intersection. There will be a double left turn lane northbound on Orchard Lake Road to westbound Maple and then westbound on Maple to southbound on Orchard Lake. There will be longer

deceleration and acceleration and right turn lanes. Construction is expected to begin sometime this Fall. Secretary Brooks asked if there will be a roundabout at the intersection. Township Liaison Rosenberg said there will not be a roundabout.

PUBLIC FORUM

None

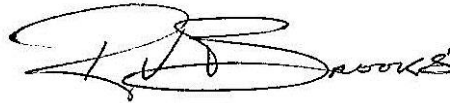
ANNOUNCEMENTS

Commissioner Karmo said the election is on Tuesday and they are important to Parks and Recreation and also for the Township as a whole; he encouraged everybody to vote. Secretary Brooks stated there is a link on the website to buy tickets for the Charity Cakes event. Treasurer Aronoff reminded trail users to stay on the trail so as to avoid poison ivy.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and it was unanimously supported. The meeting was adjourned at 7:55 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'H. Brooks', written over a horizontal line.

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.)