

**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, August 25, 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  
Commissioner Sally Wenczel

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

Absent: None

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: None  
Motion Carried, 7-0**

**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 July 28 Regular Commission Meeting
- B. Approval of the July Financial Reports
- C. Approval of Prepaid Expenditures in the amount of \$227,016.87. Expenditures in the amount of \$74,057.16, and credit card refunds totaling \$4,708.00 for the month of July 2016.
- D. Communications - None

**Motion by Commissioner Hack, second by Treasurer Aronoff 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 the Parks and Recreation Land Millage passed with a 79.14% approval rating. Executive Director Tucker thanked the residents for their approval and support. Executive Director Tucker indicated this is a fantastic grade card for this Commission and the Parks and Recreation staff.

Human Resource Consultant, Human Capital, gave staff their first rough draft of the WBPRC Employee Manual with recommended changes. Staff will begin the review process in late August. Staff is completing a salary survey from the consultant to ensure the wages are competitive along with the job descriptions.

Identity Marketing met with key staff members with their initial logos and tag line suggestions. Staff will come to the Committee next month to showcase and give their recommendations.

Parks Superintendent Ketchum reported the college student employees left and went back to school. He thanked the full time staff for mentoring the college students. Staff continues to weed, trim, landscape beds throughout the park system, as needed.

Parks Superintendent Ketchum indicated a resident wanted to do a memorial for his wife; the Township ran out of bench space. The resident asked what he could do, and agreed to repair the overlook at the ravine in the Nature Preserve and put in a bench in memory of his wife. The resident showed staff a picture of him and his wife at the overlook for each season of the year. Staff thanked him for his donation.

Summer projects included:

- Cut and removed trees and logs from the Franklin River watershed within the West Bloomfield Nature Preserve
- Repaired the wooden overlook in the Nature Preserve; staff replaced the original wooden drain culvers and installed new galvanized steel culvert pipes and also installed and restored different areas of the trail in the Nature Preserve with new limestone
- Trimmed and removed dead and encroaching trees and limbs along the West Bloomfield Trail

West Bloomfield hosted the Oakland County Senior Softball tournament at the Community Sports Park on August 8-10, 2016 with great reviews. Parks Superintendent Ketchum thanked the staff for their hard work.

Parks Superintendent Ketchum also thanked the recreation staff for all of the Kids Komotion programs and the concert series this summer at Marshbank Park.

Recreation Supervisor Hyer reported the recreation staff is diligently wrapping up their summer programs along with planning and evaluating the programs for next year.

Recreation Supervisor Hyer presented photos of the Marshbank Music Series, Kids Komotion programs and Concert Series, Shark Attack at the FAC and nature camps. She thanked the sponsors and patrons for their participation. A full report will be given to the Commission in September.

### **Upcoming Events and Activities**

Pooch Plunge - 8/27

Registration for Fall SRG Trips begins 8/31

Marvelous Monarch Programs - 9/7

Great West Bloomfield Camp Out - 9/12

Fall Fest - 10/1

Volunteer sign up opportunities are through genius links on the website, if you are interested.

Recreation staff is planning their booth in West Bloomfield's Family Fun night event, September 9th at West Bloomfield High School.

### **ITEMS FROM THE OFFICERS**

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

Chairman Green thanked the residents for their approval and support of our parks in West Bloomfield.

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

Secretary Brooks thanked Executive Director Tucker, Parks Superintendent Ketchum, Recreation Supervisor Hyer and the staff for all of their hard work on the programs to make them a success in the community.

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

Treasurer Aronoff commented to the residents that it is a good idea to do dynamic warm-ups by swinging your arms, rolling your neck, touching your toes, etc., as opposed to just stretching and holding to avoid getting sore/hurt while walking, running or bicycling.

### **COMMITTEE REPORTS**

**A. Executive: Report from Chairman Green (August 10 at 6:00 p.m.)**

Chairman Green stated the Executive Committee met on August 10, 2016 at 6:30 p.m. Secretary Brooks and Executive Director Tucker were present. The Human Capital Employee Manual, Addendum to the cell phone reimbursement policy, update on the Smart Bus system, the marketing update, strategic plan, and the dates for the upcoming budget workshops were discussed. The next meeting is scheduled for September 7, 2016 at 6 p.m. The meeting adjourned at 7 p.m.

**B. Finance: Report from Treasurer Aronoff (August 25 at 6:00 p.m.)**

Treasurer Aronoff reported the Finance Committee meeting was held at 6:11 p.m. on August 25, 2016. Present were Executive Director Tucker, Commissioners Hack, Fiszman-Hirsch and himself. They discussed and reviewed the July invoices, vouchers and the monthly budget status. They also reviewed the Commission's meeting items for tonight's meeting. The meeting was adjourned at 6:55 p.m. The next meeting for the finance committee will be prior to the next regular meeting in September.

**C. Strategic Planning**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A) Consideration to Approve the repair quote for Marshbank Maintenance Facility HVAC System**

Staff is recommending the Commission to approve the installation of a high efficiency boiler and a new heat pump at the Maintenance Facility at Marshbank Park. Currently, there are two heat pumps that provide heating and cooling to the building; one heat pump has cracked heat exchangers and the other heat pump has a bad compressor. The heat pumps have been damaged over the years due to initial poor design, installation, and control systems. Staff is recommending that the Commission replace one heat pump with a high efficiency boiler that will supply heat to the building during high demand times and replace the other heat pump with a heavy duty commercial grade heat pump. Staff feels this combination will eliminate the heating and cooling issues.

John McCue explained the HVAC system to the Commission. He indicated the design never functioned properly; there was a design flaw in the sizing of equipment versus the space that needed to be cooled. Mr. McCue answered the questions of the Commission regarding the design flaw.

Staff recommended the Commission approve the quote from Denny's Heating, Cooling and Refrigeration for the amount of \$37,600.00. Denny's has performed work for the Commission in the past and staff is satisfied with the quality of their work. This work comes with a one year parts and labor for all work; five year manufacturer's warranty on the boiler heat exchanger.

This project was not budgeted for 2016 budget. Staff suggested monies budgeted to replace entrance signs to be reallocated for this repair.

**Motion by Treasurer Aronoff, seconded by Hack to approve repair quote for Marshbank Maintenance Facility HVAC System from Denny's Heating, Cooling and Refrigeration Service for the amount of \$37,600.00**

**Ayes: All**

**Nays: None**

**Absent: None**

**Motion Carried, 7-0**

**B) Consideration to Approve the 2016/2017 Conservation Plan**

Executive Director Tucker stated she went to the West Bloomfield Township Environmental Board and presented the treatment plan for phragmites on park property including 12.9 miles of road right-of way with grant funds. She met with Mr. Marshall Labadie, Director of Development Services to understand the permitting process in regards to our Parks and Recreation conservation efforts. There are two ongoing projects which were presented to Mr. Labadie. The first project is phragmites control, both in our Parks and Road Commission right-of-ways. The commitment to treatment and removal of phragmites takes years of maintenance. The contractor has been approved by the Commission. Executive Director Tucker would like to expand the scope of the project and offer her time and guidance to the Township residents to aid in their phragmites control and not cost the Commission any additional monies. Thus far, two homeowner associations and two individual homeowners are interested and involved. Executive Director Tucker would like the Commission's support to implement the pilot program.

The proposed pilot program would be to offer bid pricing for Plantwise (and possibly three vetted contractors in the future) and assistance in permitting for the Township and State to West Bloomfield homeowner associations and landowners. All fees and liabilities would be their responsibility. The project is part of our commitment to resource conservation and will help our residents to steward their own properties. This stewardship is pinnacle to keep West Bloomfield a high quality lake community and keeping within our mission of preserving our habitat, minimizing our drainage and fire risks, and keeping property values up.

The second project is to restore the retention areas and bio-swales at Marshbank Park. These areas were installed when the park was renovated in 2010. These areas have degraded to non-native and some invasive species that make these areas unattractive to human and wildlife. The drainage area is not functioning as intended and permitted. Staff would like to extend the contract at county contract pricing with Plantwise to renovate these areas, including chemical treatment, prescribed burning and reseeding that will span 2016 and 2017.

Executive Director has been approved for all State of Michigan DEQ permits in regards to road right-of-ways and park restoration areas. As of August 12, 2016, West Bloomfield Township Environmental Commission has our permit applications and will consider approval as their schedule allows.

Currently, funds are budgeted for 2016.

Commissioners Fizman-Kirsch and Wenczel expressed their concerns regarding the use of chemicals in treating phragmites and this project being a consuming project for Executive Director Tucker. Executive Director Tucker stated there is no capacity through the West Bloomfield Development Services Department, we are filling a gap. Executive Director Tucker answered she would be more than willing to work with the Township. She has seen invasive species devastate other municipalities.

Treasurer Aronoff asked about the negative occurrences because of the phragmites. Executive Director Tucker indicated phragmites causes drainage issues, degrades the infrastructure, and property values.

Secretary Brooks applauded the Parks and Recreation staff for educating the residents on invasive species including phragmites and allowing the residents to use our contractor but to hold the Parks and Recreation department harmless if something goes wrong.

Commissioner Karmo stated there is merit to Commissioner Fizman-Kirsch's comment regarding invasive species being an ongoing issue. He questioned Executive Director Tucker if this would become a priority as a Commission and her as director; if she thought either hiring someone on staff or training our staff on these new techniques; and if she had any suggestions to the Township board to make changes or make it easier for residents to combat invasive species either privately or an organization like us. Executive Director Tucker indicated she would be more than willing to work with the Township on this project.

**Motion by Commissioner Karmo, seconded by Treasurer Aronoff to approve the 2016/2017 Conservation Plan as presented, giving permission to the West Bloomfield Parks and Recreation Executive Director to seek Township permits for phragmites control in park properties and Marshbank Park restoration areas. In addition, allow the Executive Director to work with West Bloomfield homeowner associations and individual property owners by extending contract pricing, permit help to residents, as possible and appropriate, for phragmites control.**

**Ayes: All  
Nays: None  
Absent: None  
Motion Carried, 7-0**

C) Consideration to Approve 2016 Employee Appreciation Day

Executive Director Tucker indicated during the past few years, the Commission had approved the closing of the Recreational Activity Center and the Family Aquatics Center for an afternoon to hold a luncheon and give awards for service to staff members. This year, Executive Director Tucker is asking the Commission to permit the RAC and FAC to close on Friday afternoon, December 9, 2016.

**Motion by Treasurer Aronoff, seconded by Fizman-Kirsch to approve 2016 Employee Appreciation Day**

**Ayes: All  
Nays: None**

**Absent: None**  
**Motion Carried, 7-0**

D) Consideration to Approve the 2017 Holiday Schedule

Executive Director Tucker recommended an itemized list of days for the 2017 Holiday Schedule for the administrative offices to be closed. There are two instances: July 4th and between Christmas and New Year's that administrative staff is recommending the office remain closed. The July 4th holiday falls on a Tuesday. Staff is recommending that full time staff is asked to use their time or can choose to work with an approved work plan.

**Motion by Commissioner Hack, seconded by Treasurer Aronoff to approve the 2017 Holiday Schedule**

**Ayes: All**  
**Nays: None**  
**Absent: None**  
**Motion Carried, 7-0**

E) Consideration to Approve the 2017 WBPRC Meeting Schedule

Executive Director Tucker presented the suggested meeting schedule for the West Bloomfield Parks and Recreation Commission for 2017. Meeting locations will be determined by the Executive Commission. All meetings are scheduled for the fourth Thursday of the month at 7:00 p.m. except where noted.

**Motion by Commissioner Hack, seconded by Commissioner Karmo to approve the 2017 WBPRC Meeting Schedule**

**Ayes: All**  
**Nays: None**  
**Absent: None**  
**Motion Carried, 7-0**

**Items from the Township Liaison**

None

**PUBLIC FORUM**

None

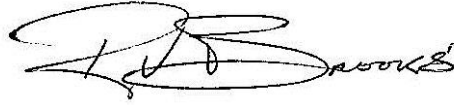
**ANNOUNCEMENTS**

Commissioner Fizman-Hirsch stated today was the 100th Anniversary of the national parks. Happy 100th Anniversary.

**ADJOURNMENT**

There being no further business before the Commission, Chairman Green made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Mona Freiburger', written in a cursive style.

**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.)