

**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, September 22, 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 Superintendent

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: Karmo  
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 August 25th Regular Commission Meeting.
- B. Approval of the August Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$529,745.56. Expenditures in the amount of \$66,520.45 and credit card refunds totaling \$7,835.20 for the month of August 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 displayed the tentative front cover of the Strategic Plan and updated the Commission that the WBPRC Staff was meeting with the Strategic Planning Consultant Johnson Hills and Land Ethics on September 22 for a last chance to get their feedback.

With the help of Human Capital, our Human Resources Consultants, we are very close to completing our salary survey and updated salary table. We hope to have the final version for approval and implementation for the 2017 WBPRC Budget documents.

With the help of Identity, the rebranding consultants, they have come up with two possible WBPRC logos that will be revealed to the Commission at a special meeting, hopefully in October.

Staff has been working on the WBPRC Budget diligently. The rough draft of the budget will be given to the Parks Commission on the evening of the September Parks Commission meeting. We are taking a close look at revenues and wrestling with the Capital Outlay Schedule to determine priorities in the first year of our Strategic Plan Implementation. The results of our work will be the topic of our WBPRC Budget Workshop on September 26<sup>th</sup> at 6:00 pm at the Recreation Activities Center. Bloomfield Knolls Park is on the Capital Improvement Plan for some updates and a survey was sent out to neighborhood residents for input and feedback.

Staff participated in radio training with Fire Chief Flynn which was very beneficial for staff. There was a blood drive on September 8<sup>th</sup> hosted at the RAC in memory of Sgt Patrick O'Rourke.

Executive Director Tucker announced the promotion of Kelly Hyer to Recreation Superintendent. Mrs. Hyer completed her full year as Recreation Supervisor and her accomplishments and team successes are too many to list. A sampling of the highlights are that she has led the charge to meet and exceed our recreation budget goals; she is responsible for the creation of many efficiencies that have benefited the whole department and is the lead on the implementation of our department wide software integration.

Parks Superintendent Ketchum reported that the ADA section of the Dog Park is officially open to the public and new dog drinking fountains have been installed in the small and big dog sections of the park. Double drinking fountains have been installed with money raised by resident Mary Roberts. The double drinking fountain is on the large side of the park. Staff's next goal is to add a paved path around the entire park to make it more accessible. Parks Superintendent Ketchum explained that there is a large section of the park for dogs over 35 lbs and then there is a small section of the park for dogs under 35 lbs. Dogs of any size can go in the ADA section. The ADA section has a double bowl fountain and they hope to add a double bowl fountain to the large section of the park as well by next year.

Six soccer fields have been laid out and painted for the fall soccer season.

Fall softball and baseball is in full swing at Drake Sports Park and staff is maintaining the fields for our men's softball leagues two nights a week, NFWB Little League on Friday Nights and Saturday mornings,

and the Congregational softball league on Sunday mornings. We are also maintaining the fields for cricket leagues on various days and nights.

Staff is performing seasonal cleaning at Drake, RAC, Marshbank and the FAC. After the busy summer season, carpets are being cleaned, floors scrubbed, walls washed and touched up with fresh paint.

The fence replacement project at the Community Sports Park started on September 6<sup>th</sup>. This project will be completed by the end of October. The shelter at the Community Sports Park has been sandblasted, primed and painted.

Recreation Superintendent Hyer reported that all 2017 budget requests are completed and a review of 2016 events are still underway. This is important before putting out a 2017 calendar of events and determining programming additions. One new concept we implemented was a "Seasonal Staff Satisfaction Survey" that was emailed out to 70+ seasonal recreation employees, including Family Aquatic Center lifeguards, lead lifeguards, assistant managers, pool cashiers, pool cashiers, Nature Camp staff and Camp WB staff.

The FAC had an exceptional summer due to the extremely high temperatures and it was only closed 8 days the entire summer. Attendance was increased by over 2700 people. Swim lessons were another focus this summer and group swim lessons were increased by 110 children. The outdoor pool closed on August 21<sup>st</sup> with the Final Wave Pool Party. The following weekend, the pool turned into a giant dog water park at the Pooch Plunge Dog Swim. 95 dogs, owners and family members joined us for the special day. Superintendent Hyer reported that Horseback Riding was very well received by the participants and most of them had not been on horses before. Family Fun Night at West Bloomfield High School was a very well attended event as well.

The Great West Bloomfield Camp Out sold out, with 280 people registering, even after they increased the amount of spots this year. There were two new activities to entertain families and staff looked forward to introducing new families to camping and seeing returning families. Fall Fest vendors are set and ready to go. Look for new food truck offerings as well as a new inflatable pony race activity. Fall Fest will be from 12 – 4 pm. Naturalist Lauren Azoury is recording some of her Minutes with Nature segments for Civic Center TV.

Commissioner Wenczel said she and her daughter attended a great program at the Nature Center with Naturalist Lauren. Superintendent Hyer agreed that Naturalist Lauren is a great educator and a mom herself, so she knows what keeps children interested.

Recreation Superintendent Hyer said that WBPRC is participating in a Recycling Event on October 16<sup>th</sup>. WBPRC was also invited to the Fire Department Open House on October 9<sup>th</sup>, from 12-3 pm at Station One.

**Upcoming Events and Activities:**

Marvelous Monarchs	9/7
Camp Out	9/12
Fall Fest	10/1
Hay Ride	10/14
Trick or Treat Trail	10/14

**ITEMS FROM THE OFFICERS**

**A. Items from the Chairperson**

Chairman Green congratulated Recreation Superintendent Hyer on her promotion.

**B. Items from the Secretary**

Secretary Brooks also congratulated Recreation Superintendent Hyer on her promotion and thanked her for the success of the recreation programs.

**C. Items from the Treasurer**

Treasurer Aronoff congratulated Recreation Superintendent Hyer on her promotion. He reported that he has received great feedback from residents about the new dog park ADA area.

**COMMITTEE REPORTS**

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

Chairman Green stated the committee met on September 7, 2016 and discussed the September meeting agenda; Human Capital Employee Manual Audit Update; Identity Marketing Tag Line and Logo Update; Strategic Plan Update; 2017 WBPRC Budget Outline including: Staff Budgets to Director by September 9<sup>th</sup>; WBPRC Budget Workshop on September 26 at 6 pm; WBPRC Budget Approval at the October 27<sup>th</sup> WBPRC meeting; and WBPRC Budget Approval at the November 10<sup>th</sup> Township workshop meeting. The next meeting is scheduled for October 13<sup>th</sup>.

**B. Finance: Report from Treasurer Aronoff**

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

**C. Strategic Planning**

Commissioner Karmo said there was no meeting last month but there is a meeting upcoming next week.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A) Consideration to Award Contract for the 2016 CDBG Trail Curb Ramp Improvements at Orchard Lake #1**

Parks Superintendent Ketchum reported that sealed bids were received on September 7, 2016 to remove architectural barriers and install ADA compliant ramps and pedestrian signal pedestals at the West Bloomfield Trail crossing at Orchard Lake #1. Two bids were received for this project as follows:

Rauhorn Electric, Inc.	\$53,790.00
J. Ranck Electric, Inc.	\$62,518.00

Our engineering firm Johnson and Anderson has reviewed the bids and based on their bid, the bidders past work for the Road Commission of Oakland County, and their MDOT pre-qualification; they recommended that a contract be awarded to Rauhorn Electric, Inc of Macomb, Michigan in the amount of \$53,790.00.

Commissioner Wenczel asked what type of platforms will be used for the signals. Superintendent Ketchum said the platforms are ADA accessible so they will be flat with less than a 1% slope with truncated domes for people with sight difficulties. Secretary Brooks asked if when staff goes out for bids whether the companies provide a timeline for the job from start to finish. Superintendent Ketchum said that is outlined in the project specifications when it goes out for bid.

**Motion by Treasurer Aronoff, seconded by Commissioner Hack to award the 2016 CDBG ADA Trail Curb Ramp Improvements contract to Rauhorn Electric, Inc in the amount of \$53,790.00.**

**Ayes: Aronoff, Brooks, Fizman-Kirsch, Green, Hack, Karmo, Wenczel**  
**Nays: None**  
**Absent: None**  
**Motion Carried, 7-0**

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

None

#### **PUBLIC FORUM**

Police Chief Patton thanked the WBPRC for the great work they are doing and said he looks forward to a continuing partnership.

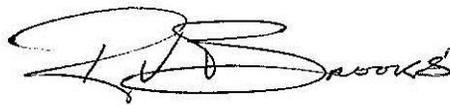
#### **ANNOUNCEMENTS**

Treasurer Aronoff told residents about a play group held in the public library at the Township civic center; it is for children five and under. Commissioner Fizman-Kirsch wished all the Jewish residents a happy and healthy new year. Chairman Green advised residents that Saturday is Hazardous Waste Collection Day in the Township from 9 am – 2 pm.

#### **ADJOURNMENT**

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 7:50 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'K. 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.)