

**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, October 27, 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 Paul Karmo  
Commissioner Sally Wenczel

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

Absent: Commissioner Fiszman-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: Fiszman-Kirsch  
Motion Carried, 6-0**

**Consideration to Approve Resolution for Exemption from the Publicly Funded Health Insurance Contribution Act**

Chairman Green read the Resolution to Adopt the Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act into the record.

**Motion by Treasurer Aronoff, seconded by Commissioner Hack, to approve the Resolution for Exemption from the Publicly Funded Health Insurance Contribution Act.**

**Ayes: All  
Nays: None**

**Absent: Fizman-Kirsch**  
**Motion Carried, 6-0**

### **Public Hearing on 2017 Parks and Recreation Commission Budget**

Executive Director Tucker provided a brief overview of the Amended 2016 and the proposed 2017 WBPRC Budgets. Chairman Green opened the meeting to the public. No one appeared to speak.

### **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 September 22nd Regular Commission Meeting.
- B. Approval of the September Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$337,063.35. Expenditures in the amount of \$183,148.34 and credit card refunds totaling \$3,681.00 for the month of September 2016.
- D. Communications: None

**Motion by Secretary Brooks, 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 that the Strategic Plan is in its final stretch. On October 17<sup>th</sup> the Commission had a special meeting and gave feedback to Johnson, Hills and Land Ethics on the rough draft provided. Leadership Staff will be meeting with the firm on October 21 to also provide the feedback.

The National Parks and Recreation Association Annual Conference was on October 4-7 in St. Louis, MO. The Administrative Team and the Marketing Coordinator were budgeted to attend the conference to strategically align WBPRC with tools to be the best for our community. There were many educational sessions and a vendor show with over 400 vendors.

The WBPRC rebranding project has ramped up after the Commission approved the logo concept at the October 17 Special Meeting. Identity, our rebranding consultant, will be adding color and additional marketing guidelines to the logo to be received by the end of October.

On October 9<sup>th</sup> from 12 pm to 3 pm the West Bloomfield Fire Department had an Open House at Station #1 on Orchard Lake Road. West Bloomfield Parks and Recreation Commission participated with a booth and also provided bussing from the high school parking lot to the station for 139 participants. It was a fantastic weather and a great turn out for the event.

Mike Lee and John McKeown attended Winter Operations Conference in Bellaire, Michigan on October 18 and 19. The conference specializes in snow and ice management.

Parks Superintendent Ketchum reported that staff helped MParks Parks Resource Committee host the third annual Mowdeo at Drake Sports Park on September 29. 48 Parks Professional from around the state attended the Mowdeo which included educational seminars and lunch sponsored by Spartan Distributors.

The Community Sports Park fence project continues. All fence posts and a majority of the fence fabric has been installed. Cement curbing around the backstops is almost completed. We expect this project to be completed by the end of October.

Staff has completed the LED lighting project by replacing 764 light bulbs throughout the park system. These light bulbs included all interior and exterior lights. The cost of this project was reduced by \$3,300 of rebates from DTE energy. DTE estimates the cost savings of these bulbs will pay for itself in two years.

Staff removed and replaced 34 new signs and posts for the Township at the Civic Center site. The Township purchased all the new signs and posts.

Staff installed and graded 120 tons of gravel at Karner Farm driveway and parking lots and installed 40 tons of gravel at the Bloomer Boat Launch parking lot and ramp.

Staff attended a winter maintenance workshop put on by the Southeast Michigan Council of Government at the Farmington Hills DPW. The workshop demonstrated best practices for snow removal and deicing. The workshop also discussed the winter forecast and demonstrated some new apps that MDOT and NOAA recommended.

Recreation Superintendent Hyer reported that Recreation staff has really been working double time this month; balancing status quo operations on one hand and training/practicing/preparing for our new registration software program that will go live in December on the other. All aspects of our daily operations are currently being reviewed and rewritten in order to function similarly in the new software. Amy DeRosier is the lead Customer Service Representative for West Bloomfield Parks and Recreation and plays an essential role in our daily operations. She is working tirelessly on creating all the behind the scenes training tools that our staff will need as reference guides. She is also working on editing all the various pick-lists and grids that need to be populated, edited and double checked.

In addition, our IT Coordinator Mike Capyak has been instrumental with working with ReCPro in migrating our 14,000 person database from RecTrac to ReCPro. Additionally, Ruth Lyons, Executive Assistant has loaded more detail financial accounts that will assist in our new daily balancing reporting processes in ReCPro. Winter offerings have been loaded into the system and will be open to the public on December 5<sup>th</sup>. There will be a new Shopping Cart look and staff is trying to make it a better experience for customers.

140 seniors participated in the annual Health and Wellness Expo program held jointly with Henry Ford Hospital. The Basically Bats program at MarshBank Park was a full house as was the Hayride held on 10/14. Additionally, the Trick-or-Treat Trail was been sold out with 550 kids registered. There were 30 businesses and/or service groups that participated along with costumed characters. The upcoming Bowl with Santa has already surpasses last year's numbers so staff has added more spots; 90 kids can be taken for the event.

Superintendent Hyer stated that 2017 volunteer opportunities will be posted soon online.

**Upcoming Events and Activities:**

Harvest Day Lunch 50+	11/10
Bowl with Santa	12/3

**ITEMS FROM THE OFFICERS**

**A. Items from the Chairperson**

None.

**B. Items from the Secretary**

None.

**C. Items from the Treasurer**

Treasurer Aronoff advised residents about an educational program being held tomorrow at the Jewish Community Center. It is a series called Digital Literacy and the program runs from 1-2 pm.

**COMMITTEE REPORTS**

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

Chairman Green stated the committee met on October 17, 2016 and discussed the October 17<sup>th</sup> Commission Special Meeting Agenda; October 27<sup>th</sup> Commission Meeting Agenda; November Special Meeting for Spray Park Presentation; November 20 Transition; Board Training in early December; Executive Director Evaluation; 2017 WBPRC Budget Outline. The next meeting is scheduled for November 10<sup>th</sup> at 6 pm.

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

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed September 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 a Special Meeting with the Parks and Recreation Commission at MarshBank Lodge. They received a draft proposal of the Strategic Plan and the Commission gave final comments.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A) Consideration to Approve amended 2016 Budget and 2017 Parks and Recreation Commission Budget.**

Executive Director Tucker provided a brief overview of the Amended 2016 and the proposed 2017 WBPRC Budgets, including changes that have been made since the September 26 Special Meeting.

Amended 2016 Budget Notes:

- Workers Compensation insurance premiums have gone up dramatically due to an injury claim in 2014. The cost has gone from \$40,000 to \$83,000.
- Pension has been increased slightly.
- The consultant line item was increased for the remainder of the Strategic Plan.
- A contracted service line item has been created to account for Human Capital, our Human Resource consultants.
- Contracted services have increased in the Recreation Cost Center due to the use of increased summer camp instructors.

- Seasonal Salaries have been increased in the Recreation Cost Center to accommodate an unprecedented summer season at the FAC and the additional camp staff for a sold out WB Camp season.

Changes since the September 26 Special Meeting:

- The Tax Tribunal has shown an increase due to a recent settlement with a local golf course.
- Uniform line item has increased in the Recreation Cost Center to fund uniform shirts for additional front line customer service staff.
- The refreshment line item has been increased due to increased population.

2017 Parks and Recreation Overview with Additions from the September 26<sup>th</sup> Special Meeting:

- Workers Compensation levels are projected to increase again in 2017.
- Salaries have been adjusted by a 2% cost of living increase and one step increase if appropriate, per the WBPRC revised pay structure.
- Health Care has decreased slightly and prescription drug coverage has increased for a minor adjustment.
- The Retiree Health Care Trust is the same rate as 2016. The contribution projections have not been released by Actuaries.
- The Scholarship line item has been updated to reflect \$5,000. In the past, funding the scholarship line was done as a separate agenda item but after being discussed with the Executive Committee, it will be included in the same agenda item.
- Park Capital Costs Center and Capital Projects Cost Center has been updated.

**Motion by Treasurer Aronoff, seconded by Commissioner Hack to approve the 2016 Amended and the 2017 WBPRC Budgets, as presented.**

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

**Nays: None**

**Absent: Fizman-Kirsch**

**Motion Carried, 6-0**

**B) Consideration to Approve the Purchase of a 2017 Ford F550 Diesel Dump Truck.**

Superintendent Ketchum reported that staff is recommending the purchase of a 2017 Ford F550 Truck from Signature Ford of Owosso, Michigan. This truck will replace the 2004 GMC 4500 dump truck that was totaled in an accident earlier this year. The WBPRC received \$21,000.00 for the totaled truck.

The Commission in the past has purchased vehicles using the State of Michigan's Cooperative Bid Program. The State allows local units of government to purchase equipment off their bid contracts saving local governments' time and money. Signature Ford of Owosso has the State Bid Contract #071B130009. The cost for a 2017 Ford F550 Diesel Truck is \$45,781. This cost is only for the cab and chassis and does not include equipment.

The equipment to be added to this truck includes plow, emergency lights, hydraulics and interchangeable hook lift dump boxes. This equipment is also priced using the State of Michigan Bid Contract Pricing.

Staff will be purchasing two different interchangeable hook dump boxes for this truck. One dump box for moving materials and the second dump box for deicing parking lots and roads. Staff will be able to change out the dump boxes in just a few minutes enabling them to use this truck more often and efficiently.

Commissioner Hack asked how long this truck is expected to last. Superintendent Ketchum stated that most trucks last ten years, but it depends on mileage, and the one it is replacing is from 2004. Secretary

Brooks asked if the truck and dump boxes are two different financial assets on the books and questioned whether they depreciate at different rates. Superintendent Ketchum said it is one asset, depreciating at the same rate. Executive Director Tucker said the truck will be ordered this year but it will take a while to build so it won't be coming out until the 2017 budget year. Superintendent Ketchum said Manufacturers Warranty on the truck and chassis is 3 years/36,000 miles and after-market equipment is warranted for 1 year.

**Motion by Secretary Brooks, seconded by Commissioner Hack to approve the purchase of a 2017 Ford F550 from Signature Ford for State of Michigan Contract price, not to exceed \$130,000.00.**

**Ayes: Aronoff, Brooks, Green, Hack, Karmo, Wenczel**  
**Nays: None**  
**Absent: Fizman-Kirsch**  
**Motion Carried, 6-0**

**ITEMS FROM THE TOWNSHIP LIAISON**

None

**PUBLIC FORUM**

None

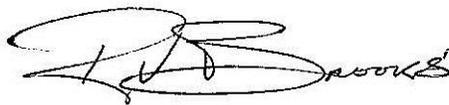
**ANNOUNCEMENTS**

Treasurer Aronoff asked residents to be careful driving on Halloween. Commissioner Karmo said the election is upon us and there are some good candidates on the ballot. The West Bloomfield Beacon came out with candidate profiles and he asked residents to take a look and get acquainted with the candidates for office at the local 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 7:50 PM.

Respectfully Submitted,



**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.)