

**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, November 17, 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
Commissioner Carol Hack
Commissioner Paul Karmo
Commissioner Sally Wenczel

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

Absent: Secretary Robert Brooks
Commissioner Fizman-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: Brooks, Fizman-Kirsch
Motion Carried, 5-0**

Resolution of Appreciation Recognizing Commissioner Hack and Commissioner Karmo

Chairman Green read the Proclamation Honoring Commissioner Hack and the Proclamation Honoring Commissioner Karmo into the record.

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 October 27 Regular Commission Meeting.

- B. Approval of the October Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$135,395.49. Expenditures in the amount of \$66,954.68 and credit card refunds totaling \$319.00 for the month of October 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: Brooks, Fiszman-Kirsch
Motion Carried, 5-0

STAFF REPORT

Executive Director Tucker reported that the Strategic Plan is coming to a close. The content is complete and staff just has to put the finishing touches on the aesthetics of the plan, incorporating the new logo when it is finished. A monogram was chosen at a special meeting. Staff has asked for a few format changes that will help them use the strategic plan in staff enrichment and marketing such as shortening the goals into concise titles and defining pillars that make up WBPRC.

Regarding human resources audit report, staff is still reviewing the employee manual. They have started meeting with each of the staff members discussing pay structure and new processes for evaluations and self-appraisals.

The phragmites treatment in the parks, along 12.9 miles of roadway, have been completed after WBPRC's permit from the Township's Environmental Board was issued. We hope to see good results from the treatments. The Department of Environmental Quality Permit Reports will also be compiled and submitted by November 30th.

The bio swale restoration project has begun at Marsh Bank Park. The first round of treatment on the invasive species in those areas was done in October. One application of seed was also applied. We will hope to see progress in the spring in the form of new vegetation in the first year of this multiyear project.

Parks Superintendent Ketchum reported that staff has been busy working on fall cleanups in the parks, putting away soccer goals, winterizing buildings, and sprinkler systems. Fall leaf mulching and removal will be completed this month. Staff is also preparing equipment for winter by mounting snow plows and salt spreaders on trucks. In addition, they are performing preventative maintenance on all snow blowers and equipment to be used this winter. Staff also did fall turf aerations.

This fall Staff winterized all buildings and sprinklers using in-house personnel. In years past, we would hire a contractor who would go around with staff to blow out sprinkler systems and seasonal bathrooms. This fall staff rented an air compressor and eliminated the contractor saving the Commission approximately \$600.

The Community Development Block Grant (CDBG) Americans with Disabilities Act (ADA) accessibility project at the Orchard Lake #1 crossing on the West Bloomfield Trail has been completed. New ADA accessible ramps and push button pedestals were installed to bring this intersection into compliance with ADA requirements.

Staff rebuilt the dog park key-fob magnetic gate. A broken electrical conduit that was caused by frost heaving the ground was repaired and a new mounting system was fabricated for the fob scanner and the exit button.

Recreation Superintendent Hyer reported that the Trick-or-Treat Trail was sold out two weeks prior to the event and flowed near perfectly on the day of the event. The Trick-or-Treat trail sold out for all 4 time slots for a combined total of 550 children. 25 businesses and community service groups combined with 17 costumed characters and manned inflatables to give the participants 42 different stops along the ½ mile trail at Marshbank.

This fall, one of the new drop-in activities for senior citizens is ping-pong. This activity was at the suggestion of a resident and has had a consistent group showing of 4-5 players. We hope that as the weather turns that we see an increase in participation as this is a nice indoor activity. We are continuing to work on improving customer service guidelines and new registration software and are still on track to go live with this for registration on December 5th.

The upcoming Bowl with Santa event has almost sold out. Due to the demand, we have been able to increase the maximum from 60 to 90 participants and hope to hit the new max by December. We are also looking forward to the implementation of a new component of the event – called “The Ugly Sweater contest”.

October was one of the busiest months for Indoor Open Swim, welcoming 233 patrons. This is one of the higher attendance counts. Starting in January, we will be implementing additional open swim hours to accommodate the high demand.

One of our Camp Administrators, Ashley Stokes, attended a one day American Camp Association Conference (ACA Fall Gathering) at Sherman YMCA in August, MI. The conference was composed of interactive keynote and multiple breakout sessions; attendees were made up of day and overnight camp lead staff members. There were great networking opportunities to problem solve and discuss various camp topics and best practices. Our camp administrator came away with great tools to make improvements in customer service, administrative procedures, and staff retention.

Parks Naturalist Lauren Azoury attended two conferences in October. The first was focused on natural play area design and benefit and also nature preschool partnerships with nature centers and school districts. The second conference was the annual Michigan Alliance for Environmental and Outdoor Education conference. It included networking with formal and informal educators, multiple breakout sessions with expert speakers in topics including wild edibles, urban forest stewardship, classroom management and citizen science stewardship programs.

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

Upcoming Events and Activities:

Bowl with Santa	12/3
Winter/Spring Registration	12/5
Restaurant Rambler Registration begins on	12/21

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

None.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff thanked Commissioners Hack and Karmo for their years of service. He also stated that although the weather is getting cooler, he admires the residents who keep active. Commissioner Wenczel said she appreciates the residents who wear reflective clothing while they exercise outdoors.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on November 17, 2016 and discussed the November 17th Commission Meeting Agenda; November Special Meeting for Spray Park Presentation; November 20th Transition; Board Training in early December; Executive Director Evaluation; MERS Part Time Staff Contribution; 2017 WBPRC Budget Outline. The next meeting is scheduled for December 5th at 6 pm.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed October 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 the committee has been hard at work for the last couple of years. He added that tonight under New Business there is a Motion to Approve the Strategic Plan.

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve the AT&T Mobility Modification and Addition of Cell Tower Equipment.

Executive Director Tucker provided a brief overview of the AT&T Mobility Modification and Addition of Cell Tower Equipment. She stated that AT&T Mobility is requesting to upgrade their equipment on the cellular tower at Drake Sports Park with the addition of three LTE antennas. WBPRC Staff have worked with AT&T since April of this year following their request to make these upgrades. AT&T was required to provide acceptable soil borings and structural analysis to assure that the tower could support the updates and additional equipment before West Bloomfield Township or West Bloomfield Parks and Recreation Commission would consider their application. Also, a Wireless Communications Facilities Site Maintenance Agreement was drafted by the WBPRC Attorney after a long process with AT&T's Legal Department.

Now that these two obligations have been fulfilled, the next step is for WBPRC to consider approving AT&T Mobility to apply for a Township permit for updating existing equipment and to add three additional LTE antennas. Their current contract does allow these upgrades and additions with approval. There is no monetary increase in the lease agreement.

Motion by Treasurer Aronoff, seconded by Commissioner Hack to approve the AT&T Mobility Modification and Addition of Cell Tower Equipment.

Ayes: All
Nays: None
Absent: Brooks, Fiszman-Kirsch
Motion Carried, 5-0

B) Consideration to Approve the 2017 Strategic Plan.

Executive Director Tucker provided a brief overview of the 2017 Strategic Plan. The Strategic Plan Final Draft was provided to the commissioners. The changes were derived from the Commission and WBPRC Staff's input. Most of the format and structure changes have been requested from the Staff to make the plan more useable for staff enrichment and marketing. Once the Strategic Plan is approved staff will do any final tweaking that will need to be done. Commissioner Karmo thanked Johnson Hill Land Ethics Studio for all the work they did on the Strategic plan. He believes the final product is practical, achievable and will keep the parks relevant for another generation. Commissioner Wenczel said she is very impressed with the plan and likes the philosophy. Commissioner Hack said she likes the plan a lot and thinks it will take the WBPRC far and wide. Commissioner Aronoff said the plan is very well done and impressive and should make the community better. Chairman Green thanked Johnson Hill Land Ethics Studio for the time they put into the plan and he thinks the residents will be very pleased.

Motion by Commissioner Karmo, seconded by Treasurer Aronoff to approve the 2017 Strategic Plan.

Ayes: All
Nays: None
Absent: Brooks, Fiszman-Kirsch
Motion Carried, 5-0

C) Evaluation of the Executive Director – Closed Session

Motion by Treasurer Aronoff, seconded by Commissioner Hack, to go into Closed Session.

Ayes: All
Nays: None
Absent: Brooks, Fiszman-Kirsch
Motion Carried, 5-0

(Closed Session from 7:50 – 8:20 pm)

Motion by Treasurer Aronoff, seconded by Commissioner Hack, to continue the Parks and Recreation Commission Regular Meeting.

Ayes: All
Nays: None
Absent: Brooks, Fiszman-Kirsch
Motion Carried, 5-0

ITEMS FROM THE TOWNSHIP LIAISON

None

PUBLIC FORUM

None

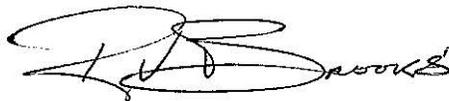
ANNOUNCEMENTS

Commissioner Hack said the date for the Michigan League Breakfast is May 19, 2017. She looks forward to hearing from the Commission for nominations for the breakfast. She also said she has had 16 years on the WBPRC and thanked the public for trusting in her and voting her into office four times. She said she loved every minute of her time on the commission. Commissioner Karmo echoed the sentiments of Commissioner Hack and thanked the staff and his fellow commissioners. Treasurer Aronoff said Commissioner Karmo and Commissioner Hack will be deeply missed and wished them both success in the future. Treasurer Aronoff also wished the residents a Happy Thanksgiving. Chairman Green said it was a pleasure serving with Commissioner Hack and Commissioner Karmo on the commission and he hopes to see them at future events.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:25 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'P. St. Peter', with a stylized flourish at the end.

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.)