

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
West Bloomfield Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, Michigan 48323
Wednesday, April 19, 2017**

CALL TO ORDER

The meeting was called to order at 7:02 PM by Chairman Green

ROLL CALL

Present: Chairman Joseph Green
Treasurer Merv Aronoff
Secretary Robert Brooks
Commissioner Fiszman-Kirsch
Commissioner Michele Hembree
Commissioner Jerry Sukenic
Commissioner Sally Wenczel

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

Absent: None

Public: Mark Robinson of Johnson, Hill, and Land Ethics, Mike Flynn of Byce & Associate, and Township Liaison Jonathan Warshay.

PUBLIC FORUM

None

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Michele Hembree, 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 March 23, 2017, Regular Commission Meeting.
- B. Approval of the March Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$905,748.47. Expenditures in the amount of \$91,703.42 and credit card refunds totaling \$2,005.75 for the month of March 2017.

D. Communications: None

Motion by Treasurer Aronoff, second by Commissioner Sukenic, 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 2016 Audit process is underway. Plante Moran, our Audit consultant was at the administrative office the week of March 27. Their original projection was to be at the administrative offices for ten days. The audit went very smoothly and they completed their onsite work in five days. The rest of the audit will be done off site and the last piece of the audit puzzle is the pension projections that will be confirmed by the Township after their audit is complete.

Once again for 2017, WB Parks is partnering with the West Bloomfield Police Foundation for a fundraiser at the JCC's Berman Center. Last year's event was called "Concert for a Cause" and we were able to raise over \$24,000 for the West Bloomfield Police Foundation to put back into the community. For 2017, the event is called "Comedy for a Cause" and is scheduled for October 19th. West Bloomfield Fire Chief, Greg Flynn will be helping out with the live auction portion of the event. Details will be shared as they unfold, please plan to attend!

The Family Aquatics Center Site Redesign process is in motion. The bid proposals were due March 29. At this Commission meeting we are hoping to award the consulting contract. Shortly after that there will be the kick off meeting for the project.

The rebranding project is well on its way and staff is enjoying the new wearables. Staff is completing the RFP process to go out for bid on park signage.

Parks Superintendent Ketchum reported that the cement floors at the Bloomer Park bathrooms (approx. \$900) and Drake Sports Park maintenance garage (approx.. \$2900) have been refinished by stripping the epoxy paint, polishing the cement and then sealing it with a clear coat. This process is done every 4-5 years

Staff removed former logos and installed new decals on 34 pieces of equipment. The truck logos have turned out exceptional.

Drake park garage renovations have taken place including bathroom focus projects shown.

The Bloomer Dog Park improvements were shown denoted the limestone added into the big dog area.

Staff replaced all the screening material at the Marshbank Overlook.

Installed new quick connect couplers on the infields at the Community Sports Park and Drake Sports Park. These new quick connects will supply water to manual impact sprinklers to water down the infields to reduce dust and make the fields more playable.

All parking lots have been swept and vacuumed removing excess salt and debris from the winter. This also included vacuuming the permeable parking lot at Marshbank Park.

Staff continues to do spring cleanups at the parks by picking up sticks and leaves, blowing parking lots, picking up garbage, and cleaning out landscape beds, dividing perennials and adding mulch.

Staff cleaned carpets and furniture and stripped and waxed the tile floors at the RAC and FAC

Questions: Why are there gray stakes on pathway at Drake? They are placed there because of ADA accessibility, per Superintendent Ketchum. When will Pickle Ball Courts be available? Mid-May is expectation actual timing is based upon weather in order to put down a properly cured surface.

Recreation Superintendent Kelly Hyer reported that March was an incredibly busy month for Recreation.

March 1st was the first day of summer rentals. On March 1st, customers could rent shelters and rooms for the summer months (rooms thru August 31st and shelters thru October 1st). We did 45 rentals, totaling \$9300 just in facility rental revenue alone. In total for the entire month of March, we did 114 rentals, totaling \$22,200 in facility rental revenue. Fall rentals begin starting July 1, 2017. Staff believes the new booklet and website are having an effect on the brisk rental sales. Also prices are competitive with neighboring communities. It was questioned and noted that a few surrounding communities are getting greater fees for field / shelter rentals by Joe Ketchum. However, our 2015 Survey results kept us focused at giving value in our pricing without subsidizing costs.

March 25th was the first day of camp and swim registration. On March 25th, customers could register for any of our summer Camp offerings or group swim lessons. Our goal for the day was \$16,000 (on this day in 2016 we did \$13,000). We surpassed our goal, completing over 30 transactions, resulting in \$18,000 in revenue.

Kelly commented on what's new in The Upcoming Summer Brochure:

- ✓ Senior Dance
- ✓ Native Plant Sale
- ✓ Lifeguarding Classes
- ✓ First Aid/CPR Classes
- ✓ Water Safety Day & Swim Evaluation Open House ("Revamped" not necessarily new)
- ✓ Karate for Kids
- ✓ Tour a Recycle Plant
- ✓ Family Kayak
- ✓ S'mores Day Hike & Campfire
- ✓ Camps: Junior Lifeguard, Little Medical School & Little Veterinarian School, Computer Building, Graphic Design, Painting with Design, Sculpture
- ✓ Bee Hotel & Sunflower Project

Upcoming events and activities were also highlighted:

Summer Brochure went live 4/3
Spring Fling 4/13 – noted egg hunt and very positive survey feedback
Earth Day Celebration 4/21
Pet Adoption day 5/6
Senior Dance 5/11
Charity Cakes 5/20
Native Plant Sale 5/21
Touch A Truck 6/2 – will start at 5pm vs past years.
National Trails Day 6/3
Go Fish 6/11
Big Splash (outdoor pool opens) 6/17

The annual Mother/Daughter Tea was held in March this year and we had another SELL OUT crowd! It was "bee themed" and Parks Director Jennifer Tucker was one of our featured presenters along with Naturalist Lauren Azoury. This event could not be possible without one of our BEST volunteers, Ms.

Heather. Heather is a lifelong friend of Nancy Keener and has an inventory of beautiful real tea cups and saucers of over 100. She brings her collection each year to make this possible.

Our Sneak Peek event took place on March 25th to showcase our Camp WB, Nature Camp, Specialty Camps and Swim Lessons. Participants were able to preview our summer camps, nature camps and aquatics classes that we will be offering for our 2017 summer season. In addition, the event marked the first day of camp and swim lesson registration. Our camp managers were in attendance to answer questions and market our Camp WB and Nature Camps. We also had about ten representatives for our specialty camp attend and market their camps as well. This is our second annual Sneak Peek event and it was even more successful than last year's event revenue wise but did have less number of people attend (162 families in 2016 vs 83 in 2017). We look forward to continuing this event to kick off our summer season.

Regarding the Family Aquatics Center, we are switching gears for our summer operations and preparing to open our outdoor pool. In doing so, we completed two group interviews with the other recreation staff. We found 20+ candidates that we are excited to bring on our team for the 2017 summer season. As we begin the hiring process for our lifeguards, swim instructors and cashiers, we are also updating our certifications and fine-tuning our training curriculum to maintain a competitive program with national aquatic standards. There is still summer employment opportunities located on our WB Parks website.

At Sneak Peek, for aquatics, we set up an information table, held free swim evaluations to test participants on what swim level they are at and could meet our swim instructors. Overall it was a great way to kick off our summer programs.

Regarding the Senior Resource Group: The March offerings will be "Spring Cleaning": Topics Decluttering; Living Green; Life Styles with Spring Trends had twenty five people attend this lunch and learn program. Programs offered by the SRG in April lunch and learn will be "Active April" and a trip to the Redford Theatre to see Mary Poppins on April 22. Sign up for the summer SRG Trips will be Thursday, April 27.

Question to Administration: What is going on with Shulak property? Per Director Tucker, P&R is looking at options for use due to low accessibility and parking features. Within the barn is storage of only an old sleigh due to bat infestation. The carbon paintings previously stored were moved some years ago.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

None

B. Items from the Secretary

Secretary Brooks encouraged Commissioners to vote in the upcoming WBSD Mileage renewal on May 2nd.

C. Items from the Treasurer

None

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on April 13, 2017 and discussed the April 19th Commission Meeting Agenda; Audit Contract, Michigan Week Breakfast representation, and Potential Partnerships within community service organizations. The next meeting is scheduled for May 17th at 6 pm.

B. Finance: Report from Treasurer Aronoff

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve a Bid Proposal for Planning, Design, and Consulting Services for the Redevelopment at the Family Aquatic Center Site.

A power point review was given by Mark Robinson of Johnson, Hill, and Land Ethics (JHL) supported by Mike Flynn of Byce & Assocs. (Kalamazoo). Johnson Hill Land Ethics was recommended by staff after having received three proposals. The two other bidders were from Living Lab and LAP Creative.

Staff is recommending the Commission approve the bid from Johnson Hill Land Ethics as it meets all specifications and is lowest bid by a significant margin. Their firm, with or without the addition of subcontractors has the most experience of all the bidders in aquatic facility design. We have a vetted working relationship and their firm knows our agency and goals very well. Due to price and institutional knowledge, Staff is recommending the approval of the bid proposal submitted by Johnson, Hill, and Land Ethics.

Timing – June 15th Master Plan submission and review with project end early August 2017.

Q&A:

Commissioner Fiszman-Kirsch asked for JHL's deliverables. Mark Johnson spoke to each deliverable and scope of services in proposal. Director Tucker supplemented explanation with timing and project plan given to each bidder and signed as a verification of the bid.

Commissioner Fiszman-Kirsch asked about possibility of asbestos materials in the FAC building materials. Director Tucker explained that such an issue could cause delays but would be investigated in demolition contract which would be separate from this proposal.

Commissioner Hembree wanted to make sure that JHL understood that the plans should be accommodating for all residents while looking at durability, repair ability, prior problems with FAC. With these concerns in mind, she asked for explanation of how many designs would be submitted? JHL responded that the Commission would need to be very decisive in the first two months of the project phase to deliver a properly aligned plan to meet each of these concerns.

Commissioner Sukenic asked if there would be any final completion & penalty clauses assigned to the approved bid. Both Mark Robinson of JHL and Director Tucker agreed that this measure would be applicable for the construction phase.

Commissioner Fiszman-Kirsch asked about life expectancy of the proposal? JLH answered that it is a factor of the solution proposed and possible expansion features that can be budgeted.

Commissioner Fiszman-Kirsch asked if the existing FAC building would be demolished? Superintendent Ketchum referred to the current annual maintenance costs at the FAC and encouraged leveling of the existing facility due to maintenance.

Commissioner Hembree asked about stakeholder meetings. All Commissioners agreed as well as JLH that such meetings held frequently during the project are key to a successful outcome. Commission agreed that a sub-committee be formed to include the voice of: families with young children & campers, immediate neighbors adjacent to FAC property (noise), inner-generational, staff inputs, polling's of those who participate in current P&R activities (i.e. Marschbank concert goers), including studies and collected study data.

(JLH Representatives allowed to be dismissed for voting by the Commission)

Motion by Treasurer Aronoff, seconded by Commissioner Hembree, to approve the bid from Johnson, Hill, and Land Ethics for the amount of \$1121,035 (including alternative site) for the Planning, Design, and Consulting Services for the Redevelopment at the Family Aquatic Center Site.

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

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay discussed the Youth Coalition Dinner at Huerto's Restaurant. He shared that our past Commissioner Paul Karmo resigned his Environmental Board post as he was moving to Birmingham. He reminded us of the upcoming Police Memorial program at noon on May 3rd. He also shared that on May 11th the Township Boardroom would have its official grand re-opening following the necessary water repairs.

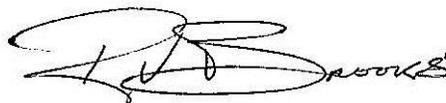
PUBLIC FORUM - None

ANNOUNCEMENTS - None

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 9:30 PM

Respectfully Submitted,



Robert Brooks
Substitute Recording Secretary