

**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, May 26, 2016**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chairman Green

ROLL CALL

Present: Chairman Green
Treasurer Merv Aronoff
Secretary Robert Brooks
Commissioner Carol Hack
Commissioner Marc Jeffries

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Nancy Keener, Recreation Coordinator

Absent: Commissioner Fiszman-Kirsch
Commissioner Paul Karmo

Public: 20

PUBLIC FORUM

None

RECOGNITION OF TRAIL STEWARDSHIP EFFORTS BY SCOTCH ELEMENTARY 4TH GRADERS

Executive Director Tucker recognized representatives from the 4th grade classes at Scotch Elementary. Each year the students visit part of the trail network system, they get information on watersheds and pollution and then explore the trail looking for litter and removing the highly invasive garlic mustard plants to help increase biodiversity on the trail. A total of six classes collected over 725 pounds of Garlic Mustard.

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Commissioner Jeffries, to approve the agenda as presented.

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

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 April 28, 2016 Regular Commission Meeting.
- B. Approval of the April Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$747,668.75. Expenditures in the amount of \$132,730.64 and credit card refunds totaling \$597.00 for the month of April 2016.
- D. Communications:
 - Receipt of Letter of Appreciation from Ms. Karmen Santourian of West Bloomfield Township.
 - Receipt of Letter from Plante & Moran regarding Census data.

Motion by Treasurer Aronoff, second by Commissioner Hack to approve the Items A through D on the Consent Agenda.

Ayes: All
Nays: None
Absent: Fizman-Kirsch, Karmo
Motion Carried, 5-0

STAFF REPORT

Executive Director Tucker reported that the Michigan Week Breakfast was held on May 20th from 7:00 am to 9:00 am at Glen Oaks Country Club. WBPRC will have two award winners at the breakfast. Both our Executive Director and one of our outstanding volunteers will be receiving awards.

In partnership with the Friends of the Rouge, the WBPRC had a fish survey of Morris Lake. It is 21 acres and WBPRC was given a list of the types of fish that were seen. The quantity of the fish in the lake is an indicator for the health of the lake.

Last night there was an Invasive Species Public Workshop. This program was funded by the Michigan Invasive Species Grant.

Shelter rentals videos are being done to help with the rentals. WBPRC is providing virtual tours.

The WBPRC and the West Bloomfield Police Foundation Fundraiser, Concert for a Cause is on June 23rd at 6:30 p.m. The event is shaping up to be a fantastic evening. Entertainment, a live auction, and a guest list of movers and shakers in the community, promise to deliver a night to remember. The WB Police Foundation has done a great job securing sponsorships and donations.

Parks Superintendent Ketchum reported that the summer staff is comprised of 12 seasonal employees, a good mix of veteran and rookies. There is also 7 full time staff.

The Community Garden is open to the public and is full. A weed barrier was put in this year and a crushed limestone pathway between the plots.

Staff found Garlic Mustard plants in Marshbank Park and staff quickly eradicated them. Staff also replaced 30 irrigation valves at Community Sports Park. These valves were originally installed 30 years ago and were malfunctioning. Pools have been drained, cleaned and filled for summer use.

Little League Baseball and Softball, Men's Softball and Youth Soccer Leagues are in full swing, keeping staff busy grooming, marking, and painting fields.

Recreation Coordinator Keener reported that Touch a Truck was another rousing success this year. Over 100 volunteers brought 23 trucks to display at the event. Over 2400 people visited the event. They bounced, sat in the giant trucks, did chalk drawings on the snow plow (an old plow we received from Farmington that was repainted with chalk paint) and enjoyed delicious food from 6 food trucks. There were over 800 cars and even with the addition of overflow parking at B'Nai, parking continues to be a challenge.

Mother Daughter Tea was held Sunday May 15, which sold out with 11 more participants than last year.

The outdoor pool is open for ½ days June 13 – June 17; full hours begin June 18.

Kelley Marcaccio is working diligent with the American Red Cross to complete our aquatic program accreditation for our staff and programs, including our Swim Lesson program. On June 2, the Northwest Parks and Recreation committee, led by Kelley, will be holding their first aquatic workshop tailored to lead aquatic staff from around the State. Troy Parks and Recreation is hosting and they are anticipating 40 people to attend this free workshop.

Upcoming Events and Activities:

National Trails Day	June 4
Model Boat Regatta	June 4
Hunters of the Sky	June 8
Big Splash	June 11
Go Fish	June 12

Commissioner Brooks thanked staff for considering permeable surfaces for the Community Garden pathways. He also commended Parks Superintendent Ketchum on the returning summer staff and said it speaks volumes as to his good leadership. Chairman Green congratulated Executive Director Tucker and all other award recipients at the Michigan Week breakfast.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Green congratulated Executive Director Tucker and all other award recipients at the Michigan Week breakfast.

B. Items from the Secretary

Secretary Brooks said the Parks and Recreation staff is doing an incredible job.

C. Items from the Treasurer

Treasurer Aronoff wished the residents a safe and enjoyable Memorial Day weekend.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on May 26, 2016 and discussed the May meeting agenda; Strategic Plan Update; Scheduled the Strategic Planning Public Input Meeting for June 16th at 7:00 pm; Woodpecker Lake Update, Touch a Truck, Michigan Municipal League, Seasonal Bus Driver Position, Michigan Week Breakfast and the Smart Bus Program. The next meeting is scheduled for June 16th at 6 pm.

B. Finance: Report from Treasurer Aronoff

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

C. Strategic Planning

None

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve the Michigan Municipal Risk Management Authority Insurance Renewal for 2016-2017.

Executive Director Tucker reported that the renewal of the Michigan Municipal Risk Management Association Insurance comes up at this time yearly. After an evaluation of assets, MMRMA has indicated that the 2016-2017 financial years’ premium is \$48,361. This is a decrease from 2015-2016 financial years’ premium which was \$48,771. The 2016 budget contains adequate funds to cover the first six months of the aforementioned policy. The remained of the policy will be budgeted in the 2017 budget process.

Motion by Secretary Brooks, seconded by Treasurer Aronoff to approve the renewal of MMRMA Liability Insurance Policy for the 2016-2017 financial year’s in the amount of \$48,361.

Ayes: Aronoff, Brooks, Green, Hack, Jeffries
Nays: None
Absent: Fisman-Kirsch, Karmo
Motion Carried, 5-0

B) Consideration to Approve the Updated Fixed Asset Policy

Executive Director Tucker reported that during the 2015 financial audit a discussion took place with Plante Moran regarding our current Fixed Asset Policy. Fixed assets include land improvements, building and structures, furniture, equipment and vehicles that are purchased for \$1000 and have a useful life in excess of one year. Below is the allotted life of these assets:

Buildings and structures	25-40 years
Computer technology	4-8 years
Land improvements	10-20 years
Machinery and Equipment	5-10 years
Office furniture and fixtures	10-20 years
Vehicles	5-10 years

These items are all intended to be large assets but with the current \$1000 recording value as the standard, we find that some items are considered to be fixed assets and meet the criteria but not the spirit of the policy. After discussing this issue with the financial auditors, we have concurred that raising the fixed asset amount to \$2,500 is appropriate. This change will not adversely affect our asset worth and will show a clearer picture of our asset inventory.

Motion by Commissioner Jeffries, seconded by Commissioner Hack to approve the WBPRC fixed asset threshold to be increased to a \$2,500 value threshold and to update the Fixed Asset Policy accordingly.

Ayes: Aronoff, Brooks, Green, Hack, Jeffries

Nays: None

Absent: Fizman-Kirsch, Karmo

Motion Carried, 5-0

C) Consideration to Approve Selling Surplus Equipment

Parks Superintendent Ketchum reported that the following list of equipment has been identified as surplus. Staff is recommending that the equipment be sold using Craig's List with minimum bids required.

2007 GMC 3500 Truck	\$3,000.00 minimum bid
2001 30x40 Party Tent	\$1,000.00 minimum bid
2000 Border Patrol System	\$500.00 minimum bid
2002 Ransomes 951D Mower	\$3,000.00 minimum bid

Secretary Brooks suggested staff ensure the minimum bids are above what they have been depreciated for on the books.

Motion by Commissioner Jeffries, seconded by Commissioner Hack to approve the sale of listed surplus equipment.

Ayes: Aronoff, Brooks, Green, Hack, Jeffries

Nays: None

Absent: Fizman-Kirsch, Karmo

Motion Carried, 5-0

ITEMS FROM THE TOWNSHIP LIAISON

None

PUBLIC FORUM

None

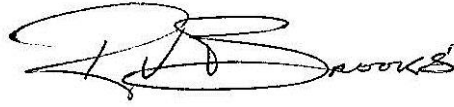
ANNOUNCEMENTS

Commissioner Hack reminded the public of the Concert for a Cause on June 23rd. Treasurer Aronoff suggested trail users who are starting off with an exercise plan this spring go on the internet and educate themselves on stretching, warming up, and cooling down to help prevent soreness and injuries.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, that was unanimously supported. The meeting was adjourned at 8:15 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "P. St. Peter". The signature is stylized with large, overlapping loops and a cursive style.

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.)