

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
West Bloomfield Township Hall Boardroom
West Bloomfield, Michigan**

**Thursday, January 27, 2022
7:00 PM**

APPROVED

CALL TO ORDER

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

ROLL CALL

Present: Chair Robert Brooks
Secretary Vincent Kirkwood
Treasurer Terrance Adams
Commissioner Merv Aronoff
Commissioner David Barash
Commissioner John Erich

Staff Present: Jennifer Tucker, Executive Director
Kelly Hyer, Recreation Superintendent
Joe Ketchum, Parks Superintendent
Chris Frey, Parks Supervisor
Ruth Lyons, Finance Manager
Pat Helson, Administrative Assistant
Carrie Manning, Recording Secretary

Absent: Commissioner Sally Wenczel Excused

Public: 1

PLEDGE OF ALLEGIANCE

PUBLIC FORUM

Mr. Fridman of West Bloomfield thanked the parks crew for their work on the WB Rail Trail. He expressed a need for potable water as well as consideration for electric vehicle chargers at the West Bloomfield Woods Nature Preserve trailhead. Chairman Brooks expressed his appreciation for his comments and taking an active role with ideas for our parks and for his positive comments.

APPROVAL OF AGENDA

Chairman Brooks stated they will not have Agenda item 7- Items from the Township Liaison as the Liaison provided notice he was unable to attend this evening.

Motion by Commissioner Aronoff seconded by Commissioner Barash to approve the agenda.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood

Nays: None

Absent: Wenczel

Motion Carried: 6-0

CONSENT AGENDA

Items A through F 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 December 16, 2021
- B) Approval of December Revenue and Expense Report.
- C) Approval of Prepaid Expenditures in the amount of \$364,664.72
- D) Approval of Expenditures paid by Check in the amount of \$24,843.99
- E) Approval of Credit Card Refunds totaling \$2,588 for the month of December 2021
- F) Receipt of the December Cash Balance.

Motion by Commissioner Barash, seconded by Commissioner Aronoff to approve items A through F on the Consent Agenda.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood

Nays: None

Absent: Wenczel

Motion Carried: 6-0

ITEMS FROM THE TOWNSHIP LIAISON

Removed from agenda.

RESOLUTION TO APPLY TO THE OAKLAND COUNTY PARKS AND RECREATION TRAILWAYS AND PARKS IMPROVEMENT GRAND PROGRAMS

Executive Director Tucker expressed the grant came up and had to be put together quickly. Superintendent Ketchum presented the plan to install a two bathroom facility with drinking water at the West Bloomfield Woods Nature Preserve trailhead. Total cost of the project is approximately \$200,000. A grant request would be submitted to the Oakland County Parks and Recreation Park Improvement Grant Program for \$100,000 with the WBPRC matching the amount at \$100,000. Examples and details were presented and outlined. Chairman Brooks read the resolution in its entirety.

Motion by Commissioner Barash, seconded by Commissioner Erich.

Discussion regarding the amount of the match of \$100,000 provided by the Commission by Secretary Kirkwood and clarified by Superintendent Ketchum. Treasurer Adams asked for clarification on the type of match preferred. Commissioner Barash maintained how the amount of the match would help

the chances of being awarded the grant. Superintendent Ketchum said this had been on their master plan list for many years.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood

Nays: None

Absent: Wenczel

Motion Carried: 6-0

STAFF REPORT

Executive Director Tucker, Superintendent Hyer and Superintendent Ketchum provided a Staff Report to the Commission.

Executive Director Tucker- Administrative Report- Due to COVID resurgence, masking is required in the building by patrons and staff if 6' cannot be maintained. Indoor facilities are not being rented as well. Master Plan update- Meeting with Township Board was held on January 24, 2022. Legal notices were published. Staff is touring surrounding centers as part of the Recreation Activities Center Needs Assessment. Lily Pad Springs won the 2022 Great Lakes Facility Award. Brittany Trout was named New Professional 2022 and the Stuffed Animal Sleepover program won an Innovative Programming award.

Superintendent Hyer- Recreation report- Hosted the Lakes Area Chamber of Commerce for coffee at Connect. The Winter Solstice event had 230 people attended. Senior programming update. Upcoming events include Black History Month events, Mom to Mom sale, Egg hunt and Earth Day.

Superintendent Ketchum- Parks report- Bloomer Park boat launch update- permits were approved to start fixing the launch. EV hookups are being added to Drake Sports Park for future use. Bioswales maintenance has been in progress as well as snow removal training and equipment maintenance. Touchless toilet fixtures have been installed at Drake Sports Park. Trash can cleaning, maintenance and re-painting was completed for spring. Tree-trimming is continuing on trails and in parks. A bubbler has been installed at the kayak launch to prevent ice damage.

Commissioner Barash commented and commended everyone on all the accolades and awards that have been received.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks mentioned he is really happy to be back and that it is good to be together and to see everyone. He also gave shout outs to all the staff mentioned in the reports for all the good work and kudos they have received. A special shout out to Brittney Trout and Annabelle for all their hard work. He also commended Superintendent Ketchum for sticking with the Bloomer Park boat launch project.

B. Items from the Secretary

Secretary Kirkwood echoed the shout outs, commendations and awards the staff and programs have received. The Strategic Committee met January 27, 2021. WB Diversity Task Force events are in February and he is excited their planning is coming to fruition. He said thanks to the Library, Cathy Russ, to Jeff Crocker and the Township.

C. Items from the Treasurer

Treasurer Adams welcomed everyone back and to in person meetings. He also commented on the awards and good comments and how proud he was of everyone.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on January 13, 2022 at 6pm. Present were himself, Secretary Kirkwood and Treasurer Adams. They discussed an HR Update regarding 360 reviews. They prepared themselves for the Master Plan meeting. Discussed were some items relating to work that needs to be done with some deeds, the agenda for tonight, COVID updates, projects and purchase agreements, and leases. Their next scheduled meeting is February 10, 2022 at 6pm.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met January 27, 2022 at 6pm. Present were himself, Commissioner Barash, and Commissioner Aronoff. The Committee discussed December invoices and vouchers, year-end/monthly budget status, commission items on tonight's agenda. He thanked the previous Treasurer, Commissioner Aronoff, for all his support and guidance. The next meeting is scheduled February 24, 2022 at 6pm.

Chairman Brooks also expressed his appreciation to Commissioner Aronoff for all his past work, service and tutoring. Commissioner Erich questioned a couple expenditures on the report and Superintendent Ketchum clarified it was due to a donation.

NEW BUSINESS

A. Consideration to Approve Bid Proposal to Renovate Tennis and Pickleball Courts at Drake Sports Park and the Keith Sports Park.

Superintendent Ketchum stated that staff is recommending the Commission approve the bid proposal to repair cracks, color coat, and restripe tennis and pickleball courts. Leading bidder, Goddard Coatings, has performed work for the Commission in the past and their work comes with a 1 year labor warranty and 5 year limited warranty on the crack repair. The project was budgeted for in the 2022 budget. Projected end of life for the courts is 5 years when they will have to be reconstructed.

Motion by Commissioner Aronoff second by Commissioner Erich to approve.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood

Nays: None

Absent: Wenczel

Motion Carried: 6-0

B. Consideration to approve the Up-Fitting of a 2022 GMC Sierra 3500 HD Truck.

Superintendent Ketchum stated staff is recommending that Truck and Trailer Specialties be awarded the bid to up-fit a 2022 GMC Sierra 3500 HD Truck; the bid amount is \$17,900.00. This includes safety lights, adding a bed to the truck as well as a tool box.

Motion by Commissioner Barash second by Treasurer Adams to approve.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood

Nays: None

Absent: Wenczel

Motion Carried: 6-0

C. Consideration to Approve the WBPRC 2022 Budget Amendment #1.

Executive Director Tucker presented a transition plan to bridge a key employee's retirement and add a new full time Park Operations 1 position covering nights and weekends during the busy season. Adjustments are included to other park maintenance staff that will be taking on more responsibility during this transition. Motion is asking for an increase of \$98,200.00. A new Parks Supervisor will be coming on in the fall.

Motion by Treasurer Adams second by Secretary Kirkwood to approve.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood

Nays: None

Absent: Wenczel

Motion Carried: 6-0

PUBLIC FORUM

None

ANNOUNCEMENTS

Commissioner Barash thanked and congratulated the Diversity Task Force for their efforts and work.

ADJOURNMENT

There being no further business before the Commission, Commissioner Aronoff made a motion to adjourn, and was unanimously supported. The meeting was adjourned at 8:20pm.

Reviewed by,
Vincent Kirkwood

(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.)