

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

**Thursday, February 24, 2022
7:00 PM**

APPROVED

CALL TO ORDER

The meeting was called to order at 7:00 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
 Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
 Kelly Hyer, Recreation Superintendent
 Chris Frey, Parks Supervisor
 Pat Helson, Administrative Assistant
 Meagan Kurnat, Marketing Director
 Carrie Manning, Recording Secretary

Absent:

Public: 2

PLEDGE OF ALLEGIANCE

Chairman Brooks asked everyone to take a moment to consider all the troubles going on in the world and to keep in mind all the people in the Ukraine and the people in all the nations and that we just ask for Justice and Peace.

PUBLIC FORUM- None present

APPROVAL OF AGENDA

Chairman Brooks stated that Item B has been removed from the New Business.

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

Ayes: 7

Nays: 0

Absent: 0
Motion Carried: 7-0

CONSENT AGENDA

Items A through H 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 Joint Minutes from January 24, 2022.
- B) Approval of Regular Commission Meeting Minutes from January 27, 2022.
- C) Approval of January Revenue and Expense Report.
- D) Approval of Prepaid Expenditures in the amount of \$278,957.60
- E) Approval of Expenditures paid by Check in the amount of \$52,194.48
- F) Approval of Credit Card Refunds totaling \$1,597 for the month of January 2022.
- G) Receipt of the January Cash Balance.
- H) Receipt of the Plante-Moran Pre-Audit Letter.

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

Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0

SPONSORS OF THE YEAR RECOGNITION

Marketing Director, Meagan Kurnat & Superintendent Hyer presented Linda Ybarra-Borzzone from Sunrise of Bloomfield as the Connect Senior Services sponsor of the year for her contribution to the community. Mrs. Ybarra-Borzzone was commended for her participation with the Trick or Treat Trail event, the Senior Concert Series as well as free blood pressure checks and providing Spanish lessons to seniors. Next, Sponsor of the Year was awarded to Jeff Edwards of Soaring Eagle Realty. Mr. Edwards was praised for his participation and sponsorship of the Trick or Treat Trail, the Spring planting event as well as for his enthusiasm and maintaining his support throughout the pandemic. The Commissioners commended both winners on their support and sponsorship.

ITEMS FROM THE TOWNSHIP LIAISON

Removed from the agenda

STAFF REPORT

Executive Director Tucker, Superintendent Hyer and Parks Supervisor Frey provided a Staff Report to the Commission.

Executive Director Tucker commented on an arrangement to receive N95 masks from the State of Michigan for distribution to the public at the activities center and to residents. The Master plan was approved by both Boards and has been submitted to the Department of Natural Resources for review and approval. The Master Plan is available on the WBPRC website for review. Feedback on the Needs Assessment plan has been received and reviewed by Plante-Moran representatives. A Special meeting has been scheduled for March 10, 2022, at 6pm for a presentation and discussion. Lily Pad Springs has

received its official trademark for the name. Lily Pad Springs will be opening on Memorial Day weekend. Welcome to our new Recording Secretary, Carrie Manning.

Superintendent Hyer recapped January events such as the Happy Birthday Michigan event and functions happening at Connect. The nature staff has been hosting animal enrichment programs and attending taxidermy workshops. Naturalist positions are open, and the interview process will begin soon. Appointments can be made for Zooming with a Naturalist program. Connect celebrated its second anniversary with cake and ice cream and drop in attendance is increasing. February Black History Month Events are wrapping up with the Black Expo weekend at the Orchard Mall with over thirty-five vendors participating. Mom 2 Mom sale, Easter Egg Hunt and Earth Day events are coming up.

Parks Supervisor Frey remarked on the sixteen snow events, to date, which have been ongoing. Clearing snow, pre-treating and removal of hard pack snow has been ongoing. The 3" list that the staff undertakes, including clearing snow around the trash enclosures, fire hydrants, emergency door and cleaning between sidewalks and parking areas. Tree trimming is also an ongoing process, as some trees can only be trimmed during the winter months. Staff have also been attending continuing education events such as turf, irrigation, and fertilizer training. Stocking up for Summer continues, with deliveries of paint and chalk for the ball and soccer fields. A building at Lily Pad Springs has been undergoing some work in order to provide area for staff breaks and lunches as well as installing some lockers for the staff. A wall has also been built as a noise barrier for the equipment that runs LPS. New intercoms have also been installed in helmets to provide the ability for the tree trimming crew to communicate with each other. This is an important item for the safety of the staff.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks commended the Connect anniversary and bringing people back together as well as the Black History Month events.

B. Items from the Secretary

Secretary Kirkwood invited everyone to the Black History Month Expo. The Commissioner commended work on the Diversity Task Force and that the work of the task force will be ongoing.

B. Items from the Treasurer

Treasurer Adams gave accolades to the staff for Black History Month events.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated the Executive Committee met on February 10, 2022. Present were himself, Commissioner Kirkwood, Commissioner Adams, and Executive Director Tucker. They discussed tonight's agenda, COVID-19 updates, particular grant applications, Master Plan, and leases. There was also a dog park update. Their next scheduled meeting is March 10, 2022, before the special needs assessment meeting.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met February 24, 2022, prior to the Commission meeting. Present were himself, Commissioner Aronoff, Commissioner Barash, Executive Director Tucker and Ruth Lyons. The Committee assessed the spending for January 2022 versus the budget which was on target at 8%. The Committee was also provided data for revenues from property taxes, recreation programs income as well as other sources of income. They reviewed invoices, vouchers, and prepaid spending as well as tonight's agenda. The next meeting is scheduled on March 24, 2022, prior to the regular Commission meeting.

Strategic Plan Committee from Commissioner Wenczel

Commissioner Wenczel reported the Strategic Plan Committee met on January 27, 2022, at 1:00pm. Present were herself, Attorney Greg Need, Commissioner Erich, Director Tucker, and Secretary Kirkwood. Discussed were questions that Attorney Need would present to the Friendship Circle concerning the Schulak property before signing any agreement. The Strategic Plan Committee also met on February 7, 2022, at 4:00pm. Present were herself, Attorney Need, Commissioner Erich, Director Tucker, and Secretary Kirkwood. Attorney Need presented his inquiries regarding the Schulak contract, and they approved them however no agreement has been officially signed.

NEW BUSINESS

- A. Consideration to approve the addition of National Freedom Day as a WBPRC observed holiday.**

Executive Director Tucker noted that National Freedom Day also known as Juneteenth has been officially recognized as a Federal Holiday. Offices would be closed, and the date would coincide with the federally recognized day.

Motion by Commissioner Aronoff second by Commissioner Adams to approve.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

- B. Item was removed from New Business agenda**

- B. Consideration to approve bid proposal to remove and replace the Drake Sports Park Service Yard Fence.**

Parks Supervisor Frey provided evidence and commented on the deterioration of the current 25-year-old fencing, including heaving footings, damaged gates, and hardware that in in need of replacement. Sealed bids were requested from four fence contractors that have done work for the Commission in the past and have good project history with the WBPRC. The staff is recommending the Commission approve the bid from Nationwide Construction Group for the amount of \$48, 843.00. This was budgeted for under the 2022 budget.

Motion by Commissioner Adams second by Commissioner Aronoff to approve.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

PUBLIC FORUM- None present

ANNOUNCEMENTS

Commissioner Wenczel wanted to inform everyone of an organization intending to build a mental health treatment facility on a site that contains protected wetlands and woodlands according to environmental ordinances. The plan would take down up to eighteen acres of mature forest including 200-year-old trees. The Environmental Commission voted no, as it would take 60% of the protected woodlands versus the recommended 25% the ordinance proposes. The Planning Commission approved the project over the recommendation of the Environmental Committee. This is the first time this has happened, and Commissioner Wenczel encourages everyone to investigate this and do their own research. The Commissioner proposed a forum during the month of April to come together and secure common goals for the future protection of our environment.

Chairman Brooks thanked Commissioner Wenczel for her passionate presentation.

Secretary Kirkwood asked Executive Director Tucker for an update of the mask mandate. Director Tucker noted that masking will be relaxed for staff and patrons as of Monday, February 28, 2022.

ADJOURNMENT

There being no further business before the Commission, adjournment was unanimously approved, and the meeting was adjourned at 8:10pm.

**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.)