

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
Township Board Room
4550 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, November 21, 2019 APPROVED 12.19.19**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Wenczel

ROLL CALL

Present: Chair Sally Wenczel
 Treasurer Merv Aronoff
 Commissioner David Barash
 Commissioner Robert Brooks
 Secretary Michele Hembree
 Commissioner Vincent Kirkwood

Staff Present: Jennifer Tucker, Executive Director
 Joe Ketchum, Parks Superintendent
 Kelly Hyer, Recreation Superintendent
 Administrative Assistant Patricia Helson
 Township Liaison Warshay
 Gregory Need, Esq.

Absent: Commissioner Sukenic

Public: None

PUBLIC FORUM

None.

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay reported Commissioner Barash and Director Tucker were at the Township on Monday evening to have the Parks and Recreation Commission budget approved. The roundabout at Maple and Middlebelt should be open the second week of December. At the last Township Board meeting there was a presentation from the Water Department head about a letter that many people may have received about anti-siphoning. On the outside spigot of your home you now have to have an anti-siphon which keeps water from being sucked into your home by accident. These are available at the hardware store. Also, your sprinkler system has to be tested every five years. These are all at the homeowner's expense. The state is now requiring every municipality to do these things to keep the drinking water safe from contaminants. The Township will hold a meeting to approve the Township's budget on December 16th. There was some refunding of bonds which will save the taxpayers over \$1.5 million. Mr. Warshay wished everyone a happy and meaningful Thanksgiving.

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Commissioner Barash, to approve the agenda with removal of Item 7 (Presentation of North Farmington West Bloomfield Youth Baseball/Softball League).

Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel
Nays: None
Absent: Sukenic
Motion Carried 6-0

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 October 24, 2019 Regular Commission Meeting, as amended.
- B. Approval of the October Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$279,179.59. Expenditures in the amount of \$439,792.01. Credit card refunds totaling \$1, 492.00 for the month of October 2019.
- D. Receipt of Communication from the Greater West Bloomfield Cable Commission dated October 24, 2019.

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

Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel
Nays: None
Absent: Sukenic
Motion Carried 6-0

STAFF REPORT

Executive Director Tucker gave an update on the dedicated senior services space at Orchard Mall. They are moving along with new furniture and fixtures. The Senior Advisory Committee has already met. Staff has done a great job selling sponsorships for the flyer rack. It is \$500/year for a business to put flyers in the rack. This is also a way of controlling the amount of paper that comes in and making the space neat and tidy.

WB Parks Splash Landing update: Hopefully next week the parking lot will be installed. The majority of the block buildings have been built and the goal is to get a roof on the buildings so contractors can work on the interior throughout the colder months. Stone may need to be put down because the site is very wet. Storm water has also been installed.

Parks Superintendent Ketchum reported that staff assisted with adding directional signage for the Clinton River Trail at the Orchard Lake #4 crossing in Sylvan Lake. Winterization has begun. Equipment is being prepared for winter by installing plows and de-icing equipment. All unheated bathrooms have been closed and winterized for the season. There is an outdoor port-a-john at Drake Sports Park. Water is shut off, water lines are drained and have been filled with R.V. antifreeze. Winterization also includes blowing out sprinkler systems at Drake and Keith Sports Parks, Marshbank Park, Schulak and Karner Farms and the Recreation Activities Center. Sledding hills were not open for the recent snowstorm because staff did not have time to get fencing up. When conditions allow, staff will install the sled hill fencing.

Getting the final touches wrapped up at the Connect has kept staff busy as well. They have repaired and replaced ceiling tiles, installed door hardware, AED cabinet, fiber optic lines, fire extinguishers and set up furniture and desks. They have also tackled installing signs, soap and paper towel dispensers and delivered table and chairs to the site.

Staff has also been busy with fall clean-up at the parks. Staff has been busy blowing and mulching leaves at all park sites as well as the entire West Bloomfield Trail and the trails at Bloomer and Marshbank Parks, Drake Sports Park, the Civic Center and the Arrowhead Nature Preserve. Staff also took down tennis court and pickle ball court nets and put away soccer goals. Superintendent Ketchum said he and his staff appreciate the equipment that the Commission gives the Parks Department and they really take care of it to make it last.

Treasurer Aronoff asked if the Parks Department snow plows the trail. Superintendent Ketchum said they do not. The trail network is a gravel crushed limestone product. If they plow it, it must be kept to a certain standard for liability reasons; that would then require salt and they do not want to salt. Additionally, if you put salt on gravel, it becomes mush. When there is a lot of snow they get a lot of cross-country skiers and they try to keep it open with snow for those skiers. The Township does not maintain safety paths for the same reason. Commissioner Barash thanked Superintendent Ketchum for his report and said he appreciates being informed of the other little things the Parks Department does. Commissioner Kirkwood asked if staff is doing any rentals at Connect. Director Tucker said they are holding off on that a little while. That may be an option in the future but they want to see how everything functions first. Commissioner Kirkwood asked if sponsors have special use of the facility. Director Tucker said that is not part of the sponsorship package. Secretary Hembree said the collaboration that takes place by the Parks Department is amazing. Commissioner Brooks asked if the valves that are used for anti-back flow are used in the sprinklers as well. Superintendent Ketchum said they are; every building has a back flow preventer and the sprinkler systems as well. Commissioner Brooks asked if security is part of the Connect lease with Orchard Mall. Director Tucker said the security that roams the mall is part of their lease payment so that is an amenity for the Connect patrons.

Recreation Superintendent Hyer reported that the Recreation Department has hired a new part-time Naturalist and they are excited to have her on board. There are snow shoes available for rental. They were hoping to have people snow shoeing last Monday but nobody came. They are all thrilled with how Connect is turning out and excited for the potential in 2020. She gave a shout out to Orchard Mall because this would not be possible without their collaboration and partnership in giving the Commission such affordable pricing. She is also thankful for Civic Center TV who is working on a promotion for Connect and the Township for donating some office furniture they were no longer using. Staff began selling memberships to Connect last month and they have pre-sold 48 memberships (64 people). They are selling individual and couple memberships. The goal for 2020 is 300 memberships to Connect.

Trick-or-Treat Trail was a success with some changes from the previous years. They did not have a costume contest this year but instead had a guessing contest with multiple winners which was made possible by all the donations from the vendors that participated in the event. Recent events have included a Naturalist led segway tour as well as Children's CPR class. There are a few spots left for Bowl with Santa which is the last event of the year. There will be a blood drive at the RAC on December 18th from 12-6 pm.

Commissioner Kirkwood asked if the Segways are rented for the tour with the Naturalist. Superintendent Hyer said that is treated like a class with Great Lakes Segway. This company was at the MParks conference last year trying to partner up with local parks and recreation departments to do contracted services. They have been in business several years and own all the Segways; there will be more tours offered in 2020. They also have a representative go on the tours to make sure everyone is using them properly and everything is working correctly. Director Tucker said these tours allow people with limited mobility an ability to use the trail where they may not have had access to the trails before. Commissioner Kirkwood asked Superintendent Hyer to elaborate on the Connect memberships that are available. Superintendent Hyer said the goal is to have 300 members next year. There are a few benefits to joining:

Access to free coffee and wi-fi; separate membership email list with first notification for events; discounts on certain programs; some programs are free for members. Annual memberships are \$15 for an individual or \$25 for a couple for West Bloomfield residents. Nonresident membership costs are \$25 for an individual and \$45 for a couple.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chair Wenczel thanked staff for their hard work. The programs are amazing.

B. Items from the Secretary

Secretary Hembree said a resident made a comment to her that Marshbank Park needs a bigger venue for parties.

C. Items from the Treasurer

Treasurer Aronoff wished the residents, staff and Commission a Happy Thanksgiving. He advised everybody to drive safely if they are traveling on the holiday weekend.

COMMITTEE REPORTS

A. Executive: Chair Wenczel

No meeting.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed the October invoices, vouchers and the monthly budget status. They also discussed the agenda items for tonight's meeting. The next meeting is scheduled in December prior to the regular Commission meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

PUBLIC FORUM

None.

ANNOUNCEMENTS

Commissioner Barash said that on Friday, January 10th at Notting Hill at 7:30 am, the Greater West Bloomfield Chamber of Commerce will be hosting its annual board installation breakfast. You can purchase tickets by calling the Chamber office. This is a wonderful event and he encourages everybody to attend. He also wished everybody a Happy Thanksgiving.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 7:50 P.M.

Respectfully Submitted,

Secretary Michele Hembree

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.)