

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
West Bloomfield Parks and Recreational Activities Center
4640 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, July 25, 2019**

APPROVED

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Kelly Hyer, Recreation Superintendent
Pat Helson, Administrative Assistant

Absent: Commissioner Gerald Sukenic

Public: 17
Township Liaison Jonathan Warshay

PUBLIC FORUM - Limited to two minutes per resident for new topics

Ms. Judy Domstein, West Bloomfield resident and Joanne Tioran, West Bloomfield resident, with the Senior Advisory Committee from the Parks Department introduced themselves.

Ms. Domstein informed the Commission about the progress with the new senior center. She stated they were excited and hoped that they could move into the new facilities really soon.

Ms. Tioran stated they were excited about the senior center. She thanked the Commission for voting the money towards the senior center. Ms. Tioran indicated the Commission was following their commitment in their strategic plan. Seniors are a big part of the community and she appreciated the time that the Commission was spending in considering them for the senior center.

Ms. Sylvia Whitmer, West Bloomfield resident, indicated she was pleased to say thank you to the Commission for how far they had come in the two years that they had been meeting and working. The Commission has been wonderful in supporting the kinds of ideas that they have and informing them on what they need to do to move ahead.

Ms. Mary Suci, West Bloomfield resident, indicated she was one of three instructors for the stretch and tone program through Parks and Recreation. She thanked the Commission for allowing them to speak tonight. The program is one of the largest at 80 members. She indicated she was looking forward to going to the new facilities when they are open.

Recreation Superintendent Hyer stated she appreciated all of the comments and thanked them for their time and effort on the senior advisory team which has been an essential part of this, as well.

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Commissioner Barash, to approve the agenda

Ayes: Unanimous
Nays: None
Absent: Sukenic
Motion Carried, 6 to 0

PRESENTATION OF APPRECIATION - TAYLOR CARROLL CAMP WB 2011-2018

Chairperson Wenczel read into the record the Resolution of Appreciation which was awarded to Taylor Carroll.

Ms. Carroll was recognized for her accomplishments at Camp WB from 2011-2018 by Ms. Ashley Stokes and Parks Superintendent Ketchum.

A group photo was taken with the Commission.

CONSENT AGENDA

Items A through E 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 June 27, 2019 Regular Commission Meeting.
- B) Approval of June Financial Reports.
- C) Approval of Prepaid Expenditures in the amount of \$290,458.55. Expenditures in the amount of \$61,545.68. Credit card refunds totaling \$4,028 for the month of June 2019.

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

Ayes: Unanimous
Nays: None
Absent: Sukenic
Motion Carried, 6 to 0

STAFF REPORT

Parks Superintendent Ketchum reported they were still seeing the results of the heavy rain fall that resulted in additional work for staff. Trees came down due to heavy leaf canopies and saturated soil to working multiple teams to reschedule games. The dedicated WB Parks staff handled it in stride and got the job done.

Update on Orchard Mall. Huntington Construction has been doing demo work in the building. Prior to getting building permits, they worked diligently and we are happy with their progress. Working with them has been pleasurable. We are looking forward to getting permits from the Township as soon as possible for the senior center. The Senior Advisory Group did a walk through on Monday; everything is looking good and progressing.

Splash Landing Update. We have taken the first delivery of all of the equipment from Vortex. Pictures were shown of the equipment being taken out of the enclosed trailers and the pallet system. Michigan Recreational Construction was there and they were able to unload all of the equipment.

Commissioner Kirkwood asked if the equipment was going to remain outdoors. Parks Superintendent Ketchum stated it would remain outdoors at the Drake Maintenance facility. A big section of the maintenance yard was cleaned out to put all of the equipment. It was also secured with a barricade so that it can't be damaged or run into by trucks. It is a locked facility at night. The equipment is designed to be outside including the motors and pumps, so there is no real concern being stored outside.

Commissioner Hembree asked if the equipment was inspected for damage at delivery. Parks Superintendent Ketchum indicated that was the responsibility of the contractor, Michigan Recreational Construction. Michigan Recreational Construction unloaded the equipment. They took inventory, a thorough inspection and pictures of the equipment.

Parks Superintendent Ketchum indicated staff had been extremely busy doing every day maintenance. For an example, the shelter rental is power washed and completely cleaned before every shelter rental. Staff does an outstanding job taking care of these facilities. The skate park is 13 years old and starting to delaminate; the material for some of the ramps have been replaced by staff.

Summer on the Bank. Summer on the Bank was July 13th, this was a wonderful event. Staff weathered the storm of the heat. Every staff member has a list of duties prior to the event for every detail. It is impressive team work from putting up the tents, setting up tables and chairs, putting out the extra garbage cans and bags, signage and flagging. There were arts and crafts, face painting, and bouncers. The staff is ready for emergencies with extra parts. There were approximately 2,200 people in attendance and no complaints were heard. It was a great day.

Kids Komotion. There was one event, and the second was cancelled. It is like a mini festival putting up inflatable, setting up tables and chairs, tents, garbage cans and signs. Another big aspect is parking. A lot of time is spent assisting the public in parking the cars. Staff does a great job in handling that aspect of the special events.

There were a few large storms in the past few weeks. There was tree damage. Staff was able to cut and chip most of the trees and limbs. For the bigger pieces, a contractor is hired to come out and pick up the logs. To prevent oak wilt, the cut is sprayed with paint.

There was a USA Softball National Qualifying tournament at Keith Sports Park on June 20, 21 and 22, 2019. It is a showcase for the State of Michigan. They bring in teams from all over the country. It is for 16 to 18 year old girls. Great talent and a lot of coaches in attendance. There were many comments and compliments from outside of the community who are amazed at the condition of the parks. It is USA Softball which used to be called ASA, Amateur Softball Association. This is the governing body that actually does control the USA Softball Olympic Team. This is a national qualifying tournament. The winner of this tournament would then move onto the national tournament. This tournament pays to use the park fields.

Treasurer Aronoff asked what is done with the wood chips from a fallen tree. Some communities give excess top soil or wood chips to the community. Parks Superintendent Ketchum indicated in some instances, excess wood chips are blown into the woods and spread; some are used for mulching purposes for landscaping. When there is excess, it may be donated to a wood burning plant to get used for power. Parks Superintendent Ketchum stated that they would love to give it away to the residents but the issue is that they don't have a facility to store it or to have it open to the public to come and pick up.

Commissioner Hembree complimented the Park team on its cleanliness and beautification in the parks.

Commissioner Barash indicated he had attended the concerts in the park. He also complimented Parks Superintendent Ketchum and his staff for the spectacular efforts to make the parks look beautiful.

Parks Superintendent Ketchum thanked the Commission for their kind words but also thanked the residents of West Bloomfield and the Commission for their support to allow the staff to get educated, use their skills and bring ideas back to West Bloomfield to put them to use.

Commissioner Kirkwood asked if a tree falls into the residential areas, should the resident call the Parks and Recreation department. Parks Superintendent Ketchum indicated that if the residence borders a park, then yes, they need to call West Bloomfield Parks and Recreation. If they have a concern of a tree that looks like it is leaning, or looks like it is dangerous, give West Bloomfield Parks and Recreation a call, as well.

Recreation Superintendent Hyer gave the recreation report.

The Fall Guide is at the printer. Online registration for most of the programs will start on Monday, August 5, 2019. The guide will be online soon.

Summer on the Bank. This was an extraordinary day. Approximately 2,200 people attended. The goal was to increase participants this year but it was doubled. Pictures were shown of the petting farm. The fishing pier was open, there were water inflatables, live music and food trucks. Recreation Superintendent Hyer thanked Civic Center TV for their support. Civic Center TV were there the entire day interviewing people and they featured it on the Splash the following week.

Mud Day. This event happened on International Mud Day. There were different stations which included digging around for worms, and making mud pies. The kids did get a little dirty in the mud and they loved it.

Concert Updates. The June Kids Komotion concert was cancelled, but they will be back on August 8th, August 29th, and a rescheduled one will take place in September. Pictures were shown at the Marshbank Music Series. The park does open at 5:30 for the concerts. The first band starts at 6:30, second band goes on at 8:00 p.m. Attendance was approximately 800 plus people. The temperature was perfect. There was amazing support, the revamping of the concert series was well received. Recreation Superintendent Hyer thanked Civic Center TV, Dave Scott and his team, who did a live broadcast which amped up the element of the concert series for a live broadcast. Civic Center TV and Motown Digital interviewed people to connect more people to our parks and concert series.

Nature Camp Update. The camp counselors made an incredible impact on the nature camps this year doing great things with the kids. Pictures were shown of the participants getting connected with nature. There are some spots available for registration.

Camp WB Update. The majority of the staff was here tonight. The kids are constantly busy doing different activities. Whereas the Nature Camp is nature all of the time, Camp WB participants do inside and outside activities, fishing, canoeing, wet and wacky Fridays, field trip, horseback riding and visits by the ice cream truck. Camp WB has been sold out for all of the weeks before June. People seek out this camp.

Tails to the Trails. People love their dogs in West Bloomfield. This idea came to us and it is very successful. There are more walks coming up. If you have a dog and want to get involved, check out the offerings online.

Senior Trips. Pictured was a trip to Meijer Garden, another partnership with our senior resource group which partnered with the WB Chamber of Commerce.

Fall Soccer Program. Last minute reminder, if you are looking for a fall soccer program, there is extended registration through next week.

Upcoming events. Kids Komotion and Marshbank Music. There is also Picnic in the Park for seniors on August 22nd. There are still openings for registration.

Commissioner Barash indicated he had attended a number of events and it is an amazing and spectacular sight to see all of the residents and non-residents having a good time, using all of the different facilities. Everything was beautiful and very professional. Commissioner Barash thanked everyone for their efforts and what they do for the community.

Commissioner Kirkwood stated he knew Kids Komotion was geared towards the children. He asked if the concert series was geared towards the adults. Recreation Superintendent Hyer indicated they try in programming to create an identity for each event. With Marshbank Music Series, this is an opportunity to make sure we are serving adults. Some things were switched around last year; adults appreciate more with the food trucks versus hot dogs and burgers on the grill. Staff wanted to bring in the beer and wine tent for the adults; keeping it simple by having sponsors come out to have giveaways such as Koozies. Generally speaking, it has always brought out an older audience, a lot of retirees or working people. You do see young kids and families, they are more than welcome. A lot of parents do bring the kids and realize Marshbank is a great destination because they can go and enjoy their music but then seek out the playground, if needed.

Commissioner Kirkwood asked if there was something new and exciting offered in the fall guide. Recreation Superintendent Hyer stated yes. A hayride is offered with a naturalist at Marshbank Park. It is a nice, long hayride with a naturalist right at sunset. It is a great experience but there is an age minimum because the hayride is 45 minutes. Now being offered is mini hayrides for any age. There are always a lot of new workshops such as financial investment, if you are selling your home, public speaking, etc. There are also trips.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Wenczel thanked the staff for all of their hard work. The parks are absolutely gorgeous.

B. Items from the Secretary

Secretary Hembree indicated she wanted to talk about marketing and advertising for events such as the dog park, the new senior center, etc., to let people know what's going on in the community.

C. Items from the Treasurer

Treasurer Aronoff reminded the residents of the annual Orchard Lake Fine Arts event on July 27 and 28, 2019. This is a wonderful event with many artists, rated one of the top art fairs in the country.

COMMITTEE REPORTS

A. Executive: Report from Chairperson Wenczel (no meeting)

B. Finance: Report from Treasurer Aronoff (July 25 at 6 pm)

The Finance Committee met on July 25th at Town Hall at 6 p.m. Present were Commissioners Barash, Brooks, Director Tucker, Administrative Assistant Pat Helson and Treasurer Aronoff. The Committee assessed the budget to actual spending for the month ending in June, 2019. This would include the

administration, recreation, parks operation and transportation departments. The data indicates line item budgeting for the year, the amount spent on each item for the month and the amount spent on each item for the year to date and the percentage of the budget spent on each item for the year to date. We provided revenues associated with property taxes, recreation and other sources of income. These figures express projected cash flow as well as amounts projected for the month, for the year to date and the percentage of the projected amount for the year. Our committee was satisfied with positive results as revenues plus fund balance were more than meets spending for the monthly and year to date totals. The committee reviewed invoices, vouchers and prepaid expenses for the month. Any questions or concerns were acknowledged and all reports were properly organized. We also discussed items on the agenda for tonight's meeting.

Our next finance committee meeting will take place in August prior to the regular Commission meeting.

NEW BUSINESS

A. Consideration to Approve the Suspension of the Minimum Fund Balance Policy of Six Months.

Presented by Parks Superintendent Ketchum. In October 2015, the Commission adopted a minimum fund balance to be six months of budget expenditures in the next fiscal year. Within the current 2019 Budget Capital Projects have been approved for \$3,160,000. The expectation is that not all \$3,160,000 will be expensed to the current year; however, it is recommended by Plante Moran, the Commission's Financial Auditors, that a suspension of the minimum fund balance be adopted until current Capital Projects are complete. Due to the fact that we have these large capital outlay projects with the Spray Park, Splash Landing and the new Senior Center at Orchard Mall, the recommendation from Plante Moran is that we suspend the minimum because we could, possibly, go below that fund balance during these projects and to not put that back up until we are done with these projects.

Treasurer Aronoff asked if Plante Moran recommended to possibly change the amount during this period or just to completely suspend the Minimum Fund Balance. Parks Superintendent Ketchum answered to suspend. Parks Superintendent Ketchum's suggestion would be to suspend the Minimum Fund Balance Policy now so there would not be a possibility for violation of the policy.

Motion by Brooks, seconded by Barash to Approve the Suspension of the Minimum Fund Balance Policy of Six Months until the Completion of our Current Capital Projects.

Ayes: All

Nays: None

Absent: Sukenic

Motion Carried, 6 - 0

B. Discussion of Scheduling the Budget Meeting in the First Week of October.

Presented by Parks Superintendent Ketchum. The 2020 Budget Meeting is going to be here very soon. A meeting date to go over the budget is necessary to set our budget timeline. The WBPRC Budget goes to the Township Board for approval on November 18, 2019. Staff recommends consider scheduling a special meeting on September 30, October 1, 2 or 3.

Motion by Brooks, seconded by Barash to Approve the Commission Budget Meeting and Schedule it for October 3, 2019 starting at 6:00 p.m.

Ayes: All

Nays: None

Absent: Sukenic

Motion Carried, 6 - 0

C. Consideration to Approve the Recreation Activities Center Sealcoating Contract.

Presented by Parks Superintendent Ketchum. Staff requested quotes for sealcoating and crack sealing from two companies. The two companies were the lowest bidders for the Township parking lot and the Library parking lot sealcoating projects. A&R Sealcoating was the lowest bidder for the Township when they went out for bid earlier this spring and Options Paving and Concrete was the lowest bidder for the Library when they went out for bid this summer. Staff is recommending the lower quote from Options Paving and Concrete. Staff has checked all the references and found no LARA violations. Staff is satisfied Options Paving and Concrete can perform the work. Staff also confirmed that the sealcoating product is compliant with the Township's Ordinance banning coal tar sealants. This work will be scheduled to happen over Labor Day weekend.

Money is budgeted for parking lot repairs in the Parks and Operations Budget under Land Improvements.

Parks Superintendent Ketchum stated the parking lot was paved six years ago. There will be a meeting between the entities on the Civic Center site to discuss parking lot improvements in the future because asphalt does seem to hold up like it used to and a plan needs to be implemented in the future for the parking lots before they deteriorate.

Motion by Barash, seconded by Aronoff to Approve the Quote to Sealcoat the Recreation Activity Center Parking Lot from Options Paving and Concrete for the amount of \$9,122.76.

Ayes: All

Nays: None

Absent: Sukenic

Motion Carried, 6 - 0

D. Consideration to Dissolve the Commission Policy Review Committee.

Presented by Chairperson Wenczel. Moving forward with creating the Commission Policy Review Committee before our training on September 25th & 26th was a misunderstanding. Due to our struggle to find compatible training days, the training dates were pushed back and the committee was formed prematurely. Strategic Training Consultant, Joselyn David indicated that the committee was intended to be formed within the training framework and with Ms. Davis' guidance.

At this time, a formal vote to dissolve the Commission Policy Review Committee is recommended.

Motion by Aronoff, seconded by Barash to Dissolve the Commission Policy Review Committee.

Discussion regarding this matter. Commissioner Hembree indicated she was concerned with not having Executive Board meetings because things appears to be a bit one sided. Chairperson Wenczel stated there was an email sent to the entire Commission by Director Tucker including the comments from Joselyn Davis that explained this thoroughly on why this action was taken.

Commissioner Brooks stated there was a motion on the floor but dissolving a committee was done because the trainer wanted to put it together inside of the training. Commissioner Brooks suggested that instead of dissolving the committee completely to stop all activity and keep the same members until such time where we decide together at the training whether or not we want to completely dissolve it.

Treasurer Aronoff withdrew his motion.

Motion by Brooks, seconded by Barash, that We Stop All Activity With the Current Committee Until After Training and then Revisit at that time.

Ayes: Wenczel, Aronoff, Barash, Kirkwood, Brooks

Nays: Hembree

Absent: Sukenic

Motion Carried, 5 - 1

ITEMS FROM THE TOWNSHIP LIAISON

Trustee Warshay indicated fireworks were done for the summer. Fireworks are not after the 4th of July holiday until the Saturday and Sunday before Labor Day.

August 6 is an election in the Township. There are two proposals on the ballot. One is safety paths and the other is public safety. Both are expiring next year so the Township is asking that voters consider renewing them this year. The safety paths have not been fully built at this point. The millage for the safety path would be continued at the current rate, reduced by the Headlee amendment.

The public safety millage is for fire, EMS, and dispatch. Approximately two thirds of the budget comes from that millage. The other third is made up from the Township's general fund. The proposal asks that they be combined.

It is not too late to register to vote. You can register at the Clerk's office at Town Hall. It is too late to register at the Secretary of State. Because of Proposal 3 passage in the last election, we have no reason absentee. Those under 60 or other reasons can ask for a ballot.

Trustee Warshay indicated he is on the cable commission and he will pass on the comments made by Recreation Superintendent Hyer.

Trustee Warshay stated there were two meetings since he was last here. The Trustees met on July 8 and July 22nd. There was a workshop about the zoning ordinance for the number of boats and docks in the Township. A committee was formed to address this issue. Members of the public are welcome to provide their input, as well. Apple Island was put in the National Register of Historic Places.

On July 22nd, the Trustees approved the gathering permit and parade resolution for the Walk for Friendship which will be held on September 1, 2019. Also for the Maccabi Games at the Jewish Community Center which will be held on August 5 through the 8th.

A quarter of a million dollars was approved for an ambulance. Many of the vehicles were purchased at the same time. There is a program to stretch the purchases out so that the budget is not hit at once for millions of dollars in expensive vehicles.

There is not a completion date for the new fire station.

PUBLIC FORUM - Limited to 2 minutes per Resident for new topics

ANNOUNCEMENTS

The Parks and Recreation Department will be helping out the West Bloomfield Police Department with the largest team water balloon fights. It is police officers, kids and water balloons. That will be held at Drake Sports Park on Monday at 3:30 pm. You do have to be pre-registered for ages 10 to 15.

Saturday at 8:30 am at Doherty Elementary is one of the last Saturday ITC Walks, then Tuesday at the Recreation Center at 7 p.m. is the final walk. Attendance for these walks have increased over 23%, there are 628 registered walks total for this year.

The press release went out for Orchard Mall, the senior services, consolidation of all of our senior services. Ideas are being taken from the public on new programs they would like to see as well as instructors.

Commissioner Barash thanked the Senior Advisory Committee members for addressing the Commission. He indicated he had heard nice comments about their committee from Supervisor Hyer.

ADJOURNMENT

There being no further business before the Chairperson Wenczel made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Secretary

Mona Freiburger
Recording Secretary

The West Bloomfield Parks and Recreation Commission will provide necessary aids for access, such as requests for a sign language interpreter or accommodations for a disability, please contact Ruth Lyons at 248-451-1925. Please make your requests early as a week will allow us to provide seamless access.

(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.)