

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
Township Board Room
4550 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, August 22, 2019 APPROVED**

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
 Secretary Michele Hembree
 Commissioner Vincent Kirkwood

Staff Present: Jennifer Tucker, Executive Director
 Joe Ketchum, Parks Superintendent
 Township Liaison Warshay
 Administrative Assistant Patricia Helson

Absent: Recreation Superintendent Kelly Hyer
 Commissioner Brooks
 Commissioner Sukenic

Public: 1

PUBLIC FORUM

None.

APPROVAL OF AGENDA

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

Ayes: Aronoff, Barash, Hembree, Kirkwood, Wenczel

Nays: None

Absent: Brooks, Sukenic

Motion Carried 5-0

CONSENT AGENDA

Items A through C 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 July 25, 2019 Regular Commission Meeting, as amended.

- B. Approval of the July Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$598,806.32. Expenditures in the amount of \$95,922.26. Credit card refunds totaling \$7,528.48 for the month of July 2019.

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

Ayes: Aronoff, Barash, Hembree, Kirkwood, Wenczel
Nays: None
Absent: Brooks, Sukenic
Motion Carried 5-0

STAFF REPORT

Executive Director Tucker gave an update on the dedicated senior services space at Orchard Mall. They are moving along quickly with about a quarter of the project being complete. The Splash Landing Project has had some movement forward. All tree clearing was done in July and silt fence and construction fence will be installed and inspected for approval. Many of the subcontractors have started other work due to the delay in the permitting process.

The Lake to Lake trail connection is moving along with the Hawk Light installation that will connect to the Commerce Airline trail. The trail will go all the way from the east side of Michigan to the west side of Michigan.

Parks Superintendent Ketchum reported that staff spent a full week replacing 13 sheets of Skate-Lite surfacing on the Skate Park Ramps. Staff also performed extensive repairs to the frames of the ramps. They also hosted the annual North Metro Detroit Senior Softball Tournament at Drake and Keith Sports Parks. The three day event hosted teams from Oak Park, Clarkston, Waterford, Oxford, Rochester, Birmingham and West Bloomfield. Teams paid a rental fee for this tournament which covered the costs.

Staff provided assistance in all three Wednesday night concerts and two of the three kid's concerts. Staff set up and took down numerous pop-up tents, signs and banners, bounce houses for kids, the 20x30 tent and fencing for the beer and wine area as well as lots of picnic tables/seating and temporary parking lots. Between the five concerts that have taken place so far, staff has parked over 3000 cars. The last kid's concert of the season is on September 11th.

Staff continues to visit all landscape beds in the park system to perform weekly maintenance. Weeds are removed and staff trims any bushes or perennials that require care as well as clean up or replenishes mulch as needed. Mulch is raked back into place and anything that gets out into the lawn areas or hard surfaces is cleaned.

Great Lake to Lake Trail Ride will be September 13-18th. The ride will come through West Bloomfield on September 17th. It goes from South Haven to Port Huron and is limited to 250 riders. This is the inaugural ride. The trails are West Bloomfield's most used facility and everyone is very proud they can host the riders on this trail ride. Cost is \$750/pp to participate.

Secretary Hembree asked if there is any new technology for ramps for the skate park. Superintendent Ketchum said there are different ideas for ramps; some companies have gone to concrete for the ramps. Staff gets good feedback from the riders that use both concrete and Skate-Lite and they like the Skate-Lite better. Commissioner Hembree said she loves the Senior Softball Tournament and thinks it is wonderful. Commissioner Kirkwood asked who designed the new senior services space at Orchard Mall. Director Tucker said the space lent itself to the design. Walls were removed to create an exercise space. There are accessible restrooms. Commissioner Kirkwood asked if it will be all open space or will there also be office

space. Director Tucker said there is a small office space and also a front counter. There is a lounge area when you first enter the space and also enclosed gathering areas. There is a large exercise room and another room that could hold an art class. Commissioner Kirkwood asked if there is a computer room. Director Tucker said the space does not have fiber and cannot be connected to the network so staff is doing imaginative things via the Cloud to bridge that gap. She agrees that a computer room would be another great aspect for this space. Staff is also considering a kiosk area which would be available for seniors to look at the WBPRC brochure online.

Commissioner Barash asked if staff will receive notice of when the riders will be in the Township during the Lake to Lake ride as it may be a nice opportunity for residents to cheer them on as they come through. Superintendent Ketchum said he believes they will be coming through the Township about 9 am on September 17th. Once they know more that will be put on the website. Treasurer Aronoff asked who is handling the trails. Director Tucker said the trail ride itself is handled by a trail alliance. Superintendent Ketchum said the vision of the trails is to have universal signage with West Bloomfield signs having its own logo and mile markers along with the Great Lake to Lake emblem. There was a Memo of Understanding but WBPRC was not ready to sign onto that although they will continue to be involved with the alliance to try and stay on top of what is happening with the trail. Treasurer Aronoff asked if these are rail trails. Superintendent Ketchum said most of these are rail trails and only a couple sections have not yet been completed or the rail has not yet been abandoned so those communities have to take some sidewalks to connect.

Superintendent Ketchum also gave the Recreation report. Marshbank Music Series had record attendance at the concert last night with 1015 people. Concerts were broadcast this year by the all new Lakes FM 89.3. Motown Digital were the sound technicians. There were also five food trucks at each concert, beer tents, two bands per night and outstanding weather that all contributed to the success of the music series this summer. Kids Komotion has two more concerts remaining on August 29th and September 11th.

Camp WB was a huge success this year and sold out for every week of camp in July with 55 campers each week. Beekeeper for a day was also very successful with the adult program selling out. This program was sponsored by Henry Ford; they sponsor the hives every year and use the honey in their own cooking classes. Senior Resource Group took trips to the Frank Lloyd Wright-Smith house and the Dequindre Cut Graffiti Hike and Atwater Brewery. The Dequindre Cut Graffiti Hike took them from the Adventure Center to Eastern Market.

Greater West Bloomfield Campout is on September 20th and registration is now open.

Commissioner Kirkwood asked what it takes for someone to be a sponsor of a Kids Komotion concert. Director Tucker said there is a brochure of sponsorship opportunities and interested individuals can contact Megan Kurnat for more information. Superintendent Ketchum said the website also lists the sponsorship opportunities.

Chair Wenczel asked if WBPRC gets any of the honey from B's in the D and the Beekeeper for a Day program. Director Tucker said staff does not ask for any as Henry Ford is footing the bill and uses all of it for their cooking classes. Treasurer Aronoff asked how people are counted that come to the concerts. Superintendent Ketchum said Chris Frey or whoever may be at the front gate has a little counter and counts people as they come in. They are only doing a car count so the attendance numbers could actually be higher as staff are not catching walk-ins because of the multiple access points into Marshbank Park.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chair Wenczel said it has been an awesome summer at WBPRC and she has only good reviews for the camps and parks.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff said that on Saturday at 7 pm the West Bloomfield High School marching band will be performing; they are getting ready for state finals in November. This will be a fun event and he hopes everyone can attend.

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 July invoices, vouchers and the monthly budget status. They also discussed the agenda items for tonight's meeting. The next meeting is scheduled in September prior to the regular Commission meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

(A) Consideration to Approve the 2020 Office Closure Schedule.

Executive Director Tucker stated that the dates are the recommended holidays/observances for the WBPRC. The intent is to close the administrative offices on those days. Administrative Staff is recommending the office remain closed on December 28, 29 and 30 between Christmas and New Year's. Administrative Staff is recommending closing the office due to difficulty scheduling customer service staff and expected very low customer traffic. Previously, we have received only 4 phone calls. The calls were forwarded to a Staff Member's mobile phone and addressed appropriately. Staff will be asked to use their leave time or work with an approved work plan.

Secretary Hembree noted that municipalities usually have more days off than those noted on the attached schedule and asked whether these dates will be expanded upon. Director Tucker said that staff also gets eight personal days to account for the days off that other municipalities get because there are so many different religions and WBPRC wants to make sure that everyone is covered. Staff can use their eight personal days as they wish. Secretary Hembree asked if there are any days that are missing off the schedule. Director Tucker said there are other national holidays that are not on this list and the Township is closed on some days that WBPRC is not and that is because WBPRC is servicing clients.

Superintendent Ketchum explained that about ten years ago WBPRC used to match the holiday schedule of the Township. They found that certain holidays such as Columbus Day, Veterans Day, Martin Luther King Day and Presidents Day, WBPRC still had programming doing on that would service clients on those days. Those days were taken away from staff and in return the commission gave staff five extra personal days. Commissioner Barash said the proposed office closure schedule gives staff a great break from December 24th until January 4th. Superintendent Ketchum said that it is a great break, especially after a long summer because staff has been working nonstop since June 1st.

Motion by Treasurer Aronoff, seconded by Commissioner Barash, to Approve the 2020 West Bloomfield Parks Commission Building Closure Schedule.

Ayes: Aronoff, Barash, Hembree, Kirkwood, Wenczel
Nays: None
Absent: Brooks, Sukenic
Motion Carried 5-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay reported that this coming Tuesday, August 27th, the Oakland County Clerk will be at Township Hall from 10:00 – 11:30 am and the residents can do all sorts of services that they would usually have to travel to Pontiac for. The Township Board Meetings are now simulcasting on the new Lakes FM.

There was an election in West Bloomfield on August 6th. Two millages for Public Safety and Safety Paths were overwhelmingly passed. He thanked the voters for their support of these millages. There was one regular Township meeting on August 12th and at that time there was a Public Hearing to start the process to approve the development at Eagle Elementary School. This will allow for a 52-unit condo complex to be built on the site. Liaison Warshay also reported that West Bloomfield High School will be having their Homecoming on Friday, October 4th and a road closure was approved for that. The next meeting is next Monday and trustees will be assessing the Township's facilities and safety paths in terms of what needs to be done in terms of maintenance and upkeep. There was also a budget meeting this week; the Township Board does one budget meeting a month in August, September, October and November and then in December there will be a hearing on the budget prior to the Township considering its adoption.

PUBLIC FORUM

None.

ANNOUNCEMENTS

Chair Wenczel reminded commissioners of the special meeting on September 25th and 26th. Director Tucker said there is a budget meeting on October 3rd. Chair Wenczel said she will send out an email reminder for these meetings.

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.)