

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
Township Board Room  
4550 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, September 19, 2019**

**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  
Recreation Superintendent Kelly Hyer  
Administrative Assistant Patricia Helson

Absent: Commissioner Sukenic  
Township Liaison Warshay

Public: None

**PUBLIC FORUM**

None.

**APPROVAL OF AGENDA**

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

**Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel**

**Nays: None**

**Absent: Sukenic**

**Motion Carried 6-0**

**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 August 22, 2019 Regular Commission Meeting, as amended.

- B. Approval of the August Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$352,208.31. Expenditures in the amount of \$290,174.82. Credit card refunds totaling \$3,549.25 for the month of August 2019.

**Motion by Treasurer Aronoff, second by Commissioner Barash, to approve Items A through C 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 quickly and all the finishes and paint colors have been confirmed; the carpet has been installed and painting and fixtures are complete. The rooms have been named and the WBPRC is actively seeking sponsorships for the rooms as well as for artwork, fitness equipment, weekly luncheons, plant life and health/fitness lectures. The target date for the space to be completed is October.

WB Parks Splash Landing foundations have been poured and will be backfilled tomorrow. The Lake to Lake Trail inaugural ride just took place. WBPRC had a comfort station for the ride and some staff members were present and helping out.

Parks Superintendent Ketchum reported that normal, routine maintenance such as mowing, fertilizing, cleaning bathrooms, shelters and picnic areas continues to be performed by staff. All of the parks and facilities have been heavily used this summer.

A culvert and three inches of stone have been added along the West Bloomfield Trail between Halsted and Walnut Lake Roads. This was added to balance the water on either side of the trail to hopefully keep the water from flooding the trail this spring.

Staff put up a SAG area for the Lake to Lake Trail ride; this was in conjunction with American Cycle and Fitness. Rose Sallen, WBPRC Customer Service Representative did the ride!

Treasurer Aronoff asked if there has been any issue this year with Canadian Geese. Superintendent Ketchum said that staff is in a constant battle with geese. They use coyote cutouts which help with the migrating geese but not the ones that are already here. Secretary Hembree said they could try adding motion lights to the coyote cutouts which may help to scare off the geese at night. She said she also spoke to a biker who often uses the trail and alerted her to overhanging trees along the trail. Superintendent Ketchum said they are always trimming back the trees on the trail; they are on the trails doing this on a regular basis. They also do a lot of tree trimming in the winter which is the best time to trim trees. Commissioner Brooks asked what noise abatement process has been used at the senior space at Orchard mall. Director Tucker said they really won't know until they move into the space. There were only a few new walls that were constructed and the other walls were pre-existing. Secretary Hembree thanked Commissioner Kirkwood for thinking about technology issues at the senior space and asked how that is progressing. Director Tucker said they will not be able to have fiber in the building. They will have RecPro through the internet and the phone lines will be transferred to cell phones at the front desk. Secretary Hembree suggested obtaining a grant or donation for technology in this space. Director Tucker said she thinks that when they eventually look for a larger facility the technology has to be top notch.

Recreation Superintendent Hyer reported that the Senior Resource Group enjoyed a Detroit Scavenger Hunt on August 16<sup>th</sup>. The trip was quite an adventure as the participants and their SRG chaperones

downloaded an app and competed against other WB Parks teams to complete scavenger hunts in the area surrounding the DIA and Hart Plaza. On August 1<sup>st</sup>, 42 participants enjoyed the Humble and Human exhibit and docent led gallery tours at the DIA. Motor Coach Transportation was provided by the DIA. On August 6<sup>th</sup>, 29 participants ventured to Detroit to tour the historic Inn at 97 Winder which was in partnership with the Great West Bloomfield Historical Society. There was a S'mores Hike & Campfire and a Family Kayak that were very well received.

Superintendent Hyer said that registration is coming to an end for the fall dance program. WBPRC is still partnering with the same company but there will be different instructors this fall. Upcoming nature programs include one of the most sought after events which are Hayride with the Naturalist and staff has also put together a mini-hayride before the Hayride with the Naturalist. The Camp Out is this weekend and was sold out within three weeks of registration opening. There is the upcoming Health & Wellness Expo as well as the Hero's Appreciation Breakfast.

Chairman Wenczel said the new trail looks awesome and she also noticed the new sign at the nature preserve. Superintendent Hyer said there are sponsorship opportunities available for the other signs that still need to be replaced.

## **ITEMS FROM THE OFFICERS**

### **A. Items from the Chairperson**

Chair Wenczel said there is a special budget meeting on October 3<sup>rd</sup> at the RAC, room 101. She also reminded the commissioners about the training session on September 25<sup>th</sup> and 26<sup>th</sup> at 6 pm at the Lodge at Marshbank Park. Food will be provided for both meetings.

### **B. Items from the Secretary**

Secretary Hembree said there is a lot of talk about the EEE Virus which is contracted by mosquitoes and she knows there maybe some nervous campers at the WBPRC Camp Out. Director Tucker said there have been no cases of EEE in Oakland County but she knows there is some concern among the campers. Precautions that can be taken are wearing long sleeves and pants as well as using age-appropriate bug repellent. Staff is also in contact with Oakland County Health regarding this public health issue.

### **C. Items from the Treasurer**

Treasurer Aronoff said that on Sunday at the West Bloomfield Township library David Roth, a singer/songwriter will be performing at 2:30 pm and 4:30 pm.

## **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 August invoices, vouchers and the monthly budget status. They also discussed the agenda

items for tonight's meeting. The next meeting is scheduled in October prior to the regular Commission meeting.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**(A) Consideration to Approve the 2020 WBPRC Meeting Schedule.**

Executive Director Tucker stated that the dates are the suggested meeting schedule for the West Bloomfield Parks and Recreation Commission for 2020. Meeting location will be in the Township Board Room unless it is unavailable. All meetings are scheduled for 7:00 pm. All meetings are the fourth Thursday of the month except where noted.

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

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

**(B) Consideration to Approve sealed bid for professional services for the Drake Sports Park Sidewalks and Parking Lot Paving Project.**

Parks Superintendent Ketchum stated that the parking lot at Drake Sports Park is 22 years old and there are also some sidewalk issues. They need an engineering firm to come in and do survey work as well as write the bid specs and do the drawings. They will also put it out to bid for WBPRC and do construction management on the project.

Sealed bids were requested for professional services for engineering, design drawings, bid documents and construction management from three engineering firms.

Bids are as follows:

Nowak and Fraus Engineers, Pontiac	\$79,500.00
Johnson and Anderson, Waterford	\$125,200.00
Hubbell, Roth and Clark, Bloomfield Hills	\$135,100.00

Staff is recommending the commission approve the bid from Nowak and Fraus Engineers for \$79,500.00. This project was specified for three phases over the next three years. The bid price reflects all three phases. The Commission has hired Nowak and Fraus for similar projects and has been satisfied with their work. Credentials and business practices have been verified with LARA.

Secretary Hembree said her concern is that the Commission has asked that they be given LARA verification and she would like it to come in with the bid. She doesn't just want to see language in the bid that there is

LARA verification. She asked staff to please make sure they include the LARA verification information when staff packets are being sent out. She doesn't want to see language that a bid was LARA verified, she wants to see the information for herself. Treasurer Aronoff asked if this project includes the walking path around Drake Sports Park. Superintendent Ketchum said the walking path around Drake Sports Park was redone three years ago and Nowak and Fraus were the engineers on that project as well. Commissioner Kirkwood asked what work Nowak and Fraus will be doing. Superintendent Ketchum said they will do the survey work, design drawings, put the bid specs together and put out the bid for WBPRC and then they will give the bid recommendation. Once the bid has been procured then in the construction phase they will do construction management for WBPRC. The actual cost of the project is not included in this price. In the upcoming budget hearings the price for this project will be discussed.

**Motion by Treasurer Aronoff, seconded by Commissioner Barash, to award the RFP for professional services for the Drake Sports Park Sidewalks and Parking Lot Paving Project to Nowak and Fraus Engineers of Pontiac in the amount of \$79,500.00**

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

**(C) Consideration to Approve sealed bid for professional services for the Phase 2 Drake Sports Park Detention Pond Restoration Project.**

Parks Superintendent Ketchum stated that last year, the detention ponds were done in the front of the park. The ones in the middle and back also need to be renovated and cleaned up so they work properly. They are 22 years old.

Sealed bids were requested for professional services for engineering, design drawings, bid documents and construction management from three engineering firms.

Bids are as follows:

Nowak and Fraus Engineers, Pontiac	\$22,450.00
Johnson and Anderson, Waterford	\$26,840.00
Hubbell, Roth and Clark, Bloomfield Hills	\$17,900.00

Staff is recommending the Commission approve the bid from Nowak and Fraus Engineers for \$22,450.00. Nowak and Fraus bid is not the lowest, however their bid for the Drake Sports Parking Lot Paving project is significantly lower than the other bids and staff feels hiring one engineering firm for both projects will simplify the process. The Commission has hired Nowak and Fraus for similar projects and has been satisfied with their work. Credentials and business practices have been verified with LARA. Nowak and Fraus were also the original company that designed Drake Sports Park and these detention ponds 22 years ago.

**Motion by Treasurer Aronoff, seconded by Commissioner Barash, to award the RFP for professional services for the Drake Sports Park detention pond restoration project to Nowak and Fraus Engineers of Pontiac in the amount of \$22,450.00**

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

## **(D) Consideration to Approve the Interest of Partnering with West Bloomfield Township for Installation of the West Bloomfield Fiber System.**

Director Tucker stated that in 2018, West Bloomfield Township was a party in a lawsuit with Comcast that determined that the communication fiber network that the Township (including Police and Fire departments), Parks and Recreation and the Greater West Bloomfield Cable Commission utilized was owned by Comcast. To continue to use Comcast as a provided, those users would have to collectively pay \$131,000.00 for one year of service. The Township has decided to build their own fiber network to link the current facilities. The cost to build such a system is estimated at 1.5 million dollars. Harry Palmer, Township IT Director, has gone through great lengths to calculate the route the system would follow and how costs would be allocated among departments. Just as any other asset, there is maintenance such as contracting with a vendor for utility marking services and line repair. As WBPRC does not want to own or be responsible for the fiber network, I asked what the cost would be calculated if WB Parks was charged per month. The monthly rent would be \$442.10 in the current estimate in potential perpetuity. There are many variables in this project including 1. The number of sights/computers WBPRC supports; 2. What the final cost is to build the system; 3. If WBPRC is able to install the fiber line underground along the trail due to the restrictions on the property because it was purchased with Trust Fund Grant money and; 4. Is the Commission willing to allow this additional utility along the trail where I have found that we have/had 23 lease agreements. Currently there has been no indication that this would be a paying easement situation. There are many nuances to the proposed use of the trail as the route for the communication fiber that I would recommend after an investment of time and research, Staff writes up an agreement with the WBPRC Attorney for the Commissions consideration if this is the direction that is preferred. An agreement would make a clear understanding of what is expected of each party.

One of the items that came up in this process is that Orchard Lake Road is very busy and will be a tight squeeze to put a fiber down the edge of that road. The Township would prefer if they could take a portion of the eastern side of the trail and run fiber in that location. The Township has done their best to come up with some potential parameters of such a project. Director Tucker said she will work with WBPRC's attorney to put together some language for an agreement and they will come back to the Commission when they know a few more hard facts. Chairman Wenczel asked if this will limit use of the trail when the fiber is being installed. Director Tucker said she does not think so; there are 23 other easements there. WBPRC has had other utility work that has occurred there but they will restore all the areas that are affected. Commissioner Barash asked what the monthly rent represents. Director Tucker said she has the same question. She believes it is the associated costs with, not only depreciation of the system itself but also for services that are going to be required such as Miss Dig. Commissioner Brooks asked how many hours Director Tucker anticipates spending on this phase of the project. Director Tucker said they are already into this about 12 hours. She is hoping to get a tighter grasp of what they are actually asking and figure out what the value is of going down the trail. Commissioner Brooks asked if this fiber would conflict with the ITC lines that run along the trail. Director Tucker said she does not think so as there are other things that run underground there. It's a good process for the WBPRC as well to figure out what is underground along the trail. Superintendent Ketchum said they do have a fiber company that exists on the trail and it's been therefore over 28 years. That company has an easement on the trail and it runs the entire length of the trail. This will be on the opposite side of the trail as that other fiber network. Secretary Hembree asked if this cost of \$422.10 is forever. Director Tucker said it is in perpetuity. She imagines that as costs go up the WBPRC portion could go up. Secretary Hembree asked what could make costs go up. Director Tucker said she would imagine if the vendor services went up the WBPRC costs could go up. The fiber would actually belong to the Township and the agreement would be with the Township. Secretary Hembree asked how this will affect the budget. Director Tucker said about six months costs were recorded into the 2020 budget. Secretary Hembree asked what was put into the budget. Director Tucker said it was just what the monthly costs would be because they have nothing else to go on at this point. Commissioner Brooks asked if there is anything that WBPRC has today that could fall off from entering into this agreement. Director Tucker said no and that they will still be paying the same bills and software. Commissioner Barash asked if this is the monthly cost to utilize this system. Director Tucker said that is correct. Commissioner Barash

asked if there is a lease agreement to the Township to lease the trail space. Director Tucker said there is a value to go down the trail so there could potentially be some cost offset. They will be sure to look into all of those nuances. Treasurer Aronoff asked if this fiber optic network will be connected to Comcast. Superintendent Ketchum said this system will only be the Township's but they will still be paying for Comcast. This fiber will connect all the parks, phones, computers and the Township. The Township is trying to build their own ring and then WBPRC, police, fire and the Township will all be on that same ring of fiber. Then instead of paying into Comcast for the use of that ring they will be paying into the Township instead. Chairman Wenczel said this should save the WBPRC money in the long run because they won't be paying Comcast.

**Motion by Commissioner Brooks, seconded by Treasurer Aronoff, to Approve the Executive Director to gather information and work with the WBPRC Attorney to create an agreement if permitted.**

**Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel**

**Nays: None**

**Absent: Sukenic**

**Motion Carried 6-0**

## **ITEMS FROM THE TOWNSHIP LIAISON**

No report because Township Liaison Warshay is out of town.

## **PUBLIC FORUM**

None.

## **ANNOUNCEMENTS**

Commissioner Barash said there are two upcoming events: 10<sup>th</sup> Anniversary Birthday Celebration of Henry Ford West Bloomfield. This is on Saturday, September 21<sup>st</sup> from 10 am – 3 pm. Also, the Greater West Bloomfield Chamber of Commerce is holding the 13<sup>th</sup> Annual Key to the Township Awards Dinner on September 24<sup>th</sup> at Shenandoah Country Club from 6 pm – 9 pm. A number of community business owners and the West Bloomfield Chief of Police will be honored and awarded. Commissioner Brooks congratulated Curt Lawson who is the incoming President of the Optimists Club of West Bloomfield. Treasurer Aronoff said that next week is the Jewish New Year and he sent out good wishes to the residents, staff and commissioners for a happy and healthy new year.

Secretary Hembree said the Friendship Circle event was fantastic. They were rained on for hours but people still came out. Chairman Wenczel thanked all the teachers for taking care of their children and wished them good luck this school year.

## **ADJOURNMENT**

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:00 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.)