

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION  
VIRTUAL MEETING**

**Thursday, June 24, 2021  
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 Merv Aronoff  
                                 Commissioner David Barash  
                                 Commissioner Terrance Adams  
                                 Commissioner John Erich  
                                 Commissioner Sally Wenczel

Staff Present:            Jennifer Tucker, Executive Director  
                                 Kelly Hyer, Recreation Superintendent  
                                 Joe Ketchum, Parks Superintendent  
                                 Administrative Assistant, Patricia Helson  
                                 Township Liaison, Steven Kaplan (Arr. 7:30 p.m.)  
                                 Pamela St. Peter, Recording Secretary

Absent:                    None

Public:                    None

**PUBLIC FORUM**

None

**APPROVAL OF AGENDA**

**Motion by Commissioner Barash, second by Commissioner Wenczel to approve the agenda.**

**Ayes:                    Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel**

**Nays:                    None**

**Absent:                  None**

**Motion Carried: 7-0**

**CONSENT AGENDA**

Items A through F 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 May 27, 2021, Regular Commission Meeting.
- B. Approval of the May Revenue and Expense Reports.
- C. Approval of Prepaid expenditures in the amount of \$954,860.19.
- D. Approval of Expenditures paid by check in the amount of \$53,702.05.
- E. Approval of Refunds totaling \$6,434.00 for the month of May 2021.
- F. Receipt of the May cash balance.

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

**Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel**  
**Nays: None**  
**Absent: None**  
**Motion Carried 7-0**

**STAFF REPORT**

Executive Director Tucker reported that in regard to the Covid-19 updates: Michigan rolled back major restrictions effective June 22<sup>nd</sup>. Currently, WBPRC is no longer required to have unvaccinated employees wear masks except in camps and public transportation. There are no more restrictions on events and programs. CONNECT is open for preregistered classes and will be completely open by September. Township Board will begin in person meetings in August. The Parks Commission is not obligated to be back in person until January 2022.

Covid-19 SMART CARES ACT funding was received in the amount of \$50,220.00. The funds received will be used to reimburse for HVAC Air Purifiers in all systems; 4 laptops; bus alterations and Covid-19 related supplies.

Lily Pad Springs opened! The grand opening was fantastic. Director Tucker extended a welcome to Brandon Rothenberg as a part-time marketing associate and who will be helping the Marketing Manager with her duties. Matthew Brandimarte also joins the WBPRC Team as an IT Desktop Support Technician.

Staff is still working on the Master Plan Update: livingLAB is completing the inventory for WBPRC; several staff, Commissioner Wenczel and livingLAB representatives met at the universally accessible Scarlet's Smile-Dodge Park in Commerce to gather ideas; once all information has been reviewed and organized, next steps will include outreach and engagement with the public for input. This is anticipated to begin in September.

Recreation Superintendent Hyer reported that Kids Komotion concerts attendance limits have been lifted. Families are thankful that WBPRC is able to hold events again. Lily Pad Springs has been an entire staff endeavor and she is very thankful to staff for their continued hard work. They are pushing through about 500 guests a day!

Garlic Mustard Pulls resumed this summer over a course of three weeks with volunteers putting in many man-hours. Staff is continuing to revamp procedures for next year.

Nature Update includes the Native Plant sale that included over 400 orders with curbside pickups! The "Wheels to the Road" Program is hugely successful and the walking programs average 70-90 walkers per walk. Pickleball is also going strong and there are teachers for all levels. CONNECT will be reopening fully after Labor Day. There are still outdoor social circles, curbside pick ups and lunch-to-go programs continuing. Upcoming events include the Marshbank Music Series in July for \$10/car.

Parks Superintendent Ketchum reported that this is their busy time of year. Parks staff helps out Recreation with camps and concerts including set-up, tear down and parking. Changing rooms at Lily Pad Springs are now finished. Staff is also going through the punch list of duties at Lily Pad Springs after back-ordered parts have arrived. Food Truck Tuesday tables and garbage cans are installed by Parks staff after each event.

Treasurer Aronoff said WBPRC is lucky to have such talented directors and supervisors who find such excellent staff. Commissioner Kirkwood asked about the laptops purchased with the CARES ACT funds. Director Tucker said one laptop went to Superintendent Ketchum because he oversees the SMART bus drivers. Also, the Finance Accountant received a laptop as well since she handles SMART CARES money. Heidi Russell also helps administer the SMART program so one of the laptops went to her. Commissioner Wenczel asked if there is a scheduled trail maintenance for the natural trails. Superintendent Ketchum said staff does regular maintenance on the trails when needed but a lot of times there is no maintenance to be done until there is a bad storm. Commissioner Wenczel asked if the picnic tables at Lily Pad Springs and Food Truck Tuesdays have the ability to erect an umbrella. Superintendent Ketchum said those designs do not accommodate umbrellas but they will be considered for the future. Commissioner Wenczel suggested tents be used at Food Truck Tuesday as the parking lot gets blazing hot mid-summer. Superintendent Ketchum said staff has considered moving the trucks to an area where there is natural shade. Chairman Brooks asked how many vehicles are allowed per concert. Superintendent Hyer said last year they were limited to 100 cars for the concert series but this year they are limiting attendance to 200 preregistered cars.

## **ITEMS FROM TOWNSHIP LIAISON**

Township Liaison Kaplan reported that on September 13<sup>th</sup> all Township Boards and Commissions will be returning to live meetings; these will not be hybrid meetings. This decision does not bind the WBPRC as it is an independent board. Emergency Status will be continued through December 31, 2021.

Supervisor Kaplan said the Open House for Lily Pad Springs was a great event and enjoyed attending. Towne Court is opening; this is the apartment complex behind Panera Bread and encompasses 192 units. He added that Town Hall has two umbrella tables and they are happy to swap one out for Food Truck Tuesdays. They could also move the food trucks to the southeast area of the Town Hall parking lot as there are shady areas there. There just would not be as much visibility for the trucks.

Supervisor Kaplan said there will a national grocery store chain coming to West Bloomfield although he cannot yet divulge the name of that chain.

Chairman Brooks asked if there is any signage planned for the upcoming art show. Supervisor Kaplan said there will be banners running across Orchard Lake Road as well as one in Keego Harbor. Chairman Brooks said the Township's operational staff is second to none. Commissioner Wenczel said it is great news to hear about the new developments coming into the Township. She asked if there are future plans to further pedestrian friendliness since more residents will be inhabiting the area. Supervisor Kaplan said he is happy to chat about Commissioner Wenczel's ideas in that regard.

## **JULY IS RECREATION MONTH RESOLUTION**

Chairman Brooks read the resolution designating July as Recreation Month.

## **JUNETEENTH RECOGNITION RESOLUTION**

Commissioner Kirkwood read the resolution of Recognition of Juneteenth as National Freedom Day.

## **ITEMS FROM THE OFFICERS**

### **A) Items from the Chairperson**

Chairman Brooks said the month of June is noted as Youth Employment Month. He talked to some of the young employees at Lily Pad Springs and thanked staff for keeping them inspired, getting them trained and making their summer special.

### **B) Items from the Secretary**

Secretary Kirkwood reminded the community that June is Pride month. He also welcomed Brandon and Matthew to the WBPRC team. He also thanked Officers Skelly and McNealy for bringing their squad car to his son's 3<sup>rd</sup> birthday party.

### **C) from the Treasurer**

Treasurer Aronoff said he has received so many compliments on Lily Pad Springs and he is very proud of how it turned out. He also said Americawalks.org is a tremendous resource about walking and encouraged anybody who likes to walk go to that website.

## **COMMITTEE REPORTS**

### **A. Executive: Chairman Brooks**

Chair Brooks stated that the Executive Committee met on June 9, via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: General Master Plan project, Splash Pad operations; Cell Tower update; IT position in corroboration with the Township – Starts June 28<sup>th</sup>; PT Marketing Associate hired; Summer staff hiring; Promoted additional Assistant Splash Pad Manager; Drake Parking Lot – Done except parking lot lights; Schulak Appraisal – Not all inclusive. The next meeting is scheduled for July 14<sup>th</sup> at 6 pm.

### **B. Strategic Plan: Commissioner Wenczel**

Commissioner Wenczel said the Strategic Planning Committee met on June 23<sup>rd</sup>. They discussed the Schulak Property final appraisal and next steps for contacting interested parties. They discussed a timeline for future meetings with Township officials. They also discussed a formal recommendation to the Commission hopefully by fall. They also discussed strategic plan final draft and timeline. All commissioners should be seeing the rough draft very soon. The next meeting is July 28<sup>th</sup> at 3 pm.

### **B. Finance: Report from Treasurer Aronoff**

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed the May invoices, vouchers, and the monthly budget status. The next meeting is scheduled in July prior to the regular Commission meeting.

## **NEW BUSINESS**

### **A. Consideration to Approve the Electrical Service Update for the Civic Center Campus collaborating with the Township Board, Library and Police Department.**

Superintendent Ketchum said that over the past 10-15 years there have been multiple power outages and brown outs that have damaged not only equipment in the RAC but also equipment in the police department. The power feed to the Civic Center Campus comes in from the west through the Recreation Activities Center and then feeds the rest of the campus. The single point of entry means that whenever there is a disruption in power, the whole campus is affected. DTE has suggested to bring in a second feed from the east through the Police Department; by doing so, DTE can reverse feed the site and in most cases restore power sooner and reduce down time. The Township advised us of this plan several months ago anticipating this project would be scheduled next year. However, the latest power outage caused severe equipment damage at the Police Department which has influenced that timeline. The Township would like to complete the project this year at a cost of \$44,000.00. WB Parks has been asked to contribute one-fourth of the cost, which is \$11,000.00.

Commissioner Barash asked if this project will be part of the renovations planned for the police department. He asked if WBPRC has an equal problem as the other collaborators. Superintendent Ketchum said he believes the WBPRC has a great problem in the fact that they do not have a back-up generator. They have had to shut down the office numerous times over the last 5-7 years due to power outages and he does think everyone is equally benefitting with this collaboration. Commissioner Barash asked if there will be consideration for a generator in the future when any renovations to the RAC are made. Superintendent Ketchum said it would not be money well spent right now to put in a generator because if they end up increasing the size of the RAC that generator would be obsolete; if they look to expanding the RAC they will also look at adding a generator.

**Motion by Treasurer Aronoff, second by Commissioner Wenczel, to Approve \$11,000 toward the Electrical Service Update for the Civic Center Campus collaborating with the Township Board, Library and Police Department.**

**Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel**  
**Nays: None**  
**Absent: None**  
**Motion Carried 7-0**

## **PUBLIC FORUM**

Commissioner Barash thanked Commissioner Kirkwood for sharing his experience with his son and said it is so important to show the interactions between the public and law enforcement.

## **ANNOUNCEMENTS**

Commissioner Wenczel said tonight is the full Strawberry Moon. Treasurer Aronoff wished everybody a safe and happy 4<sup>th</sup> of July!

## **ADJOURNMENT**

There being no further business before the Commission, Commissioner Barash made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:15 P.M.

Respectfully Submitted,

**Vincent Kirkwood**

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.)