

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
West Bloomfield Township Hall Boardroom
West Bloomfield, Michigan**

**Thursday, March 24, 2022
7:00 PM**

APPROVED

CALL TO ORDER

The meeting was called to order at 7:03 PM by Acting Chairman Kirkwood

ROLL CALL

Present: Secretary Vincent Kirkwood
Treasurer Terrance Adams
Commissioner Merv Aronoff
Commissioner David Barash
Commissioner John Erich

Staff Present: Jennifer Tucker, Executive Director
Kelly Hyer, Recreation Superintendent
Joe Ketchum, Parks Superintendent
Chris Frey, Parks Supervisor
Steven Kaplan, WB Township Supervisor
Pat Helson, Administrative Assistant
Carrie Manning, Recording Secretary

Excused Absent: Chairman Robert Brooks
Commissioner Sally Wenczel

Public: None present

PLEDGE OF ALLEGIANCE

PUBLIC FORUM - None present

APPROVAL OF AGENDA

Motion by Commissioner Aronoff seconded by Commissioner Erich to approve the agenda.

Ayes: 5

Nays: 0

Absent: 2

Motion: Carried 5-0

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 February 24, 2022.
- B) Approval of February Revenue and Expense Report.
- C) Approval of Prepaid Expenditures in the amount of \$238,910.10.
- D) Approval of Expenditures paid by Check in the amount of \$48,492.46.
- E) Approval of Credit Card Refunds totaling \$1,804.00 for the month of February 2022.
- F) Receipt of the February Cash Balance.

Motion by Commissioner Adams seconded by Commissioner Aronoff to approve items A through F on the Consent Agenda.

Ayes: 5
Nays: 0
Absent: 2
Motion Carried: 5-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan read a letter of appreciation from a resident, Dennis, regarding a recent emergency that occurred at his home. EMS arrived within three minutes of calling 911 Emergency and persuaded his wife to be hospitalized. The resident was very appreciative of their commitment. Supervisor Kaplan also informed the Commission about West Bloomfield being named a 4-star community inclusive of town, board, library, and parks by a study comparing taxation & property values with the services offered.

PUBLIC HEARING- At 7:13pm, a public hearing convened regarding the WBPRC Drake Sports Park Accessible Playground and Restroom Michigan Trust Fund Grant application.

Executive Director Tucker presented the resolution, outlined by Superintendent Ketchum. Superintendent Ketchum added public comments regarding two things about this playground. The intent is to make this a universally accessible and ADA compliant facility. In this process we hope to interview some people from within the ADA community and offer them opportunity for input, especially when we get it to the design phase. The intent is to reach out to the public and have a meeting as to the accessibility of this public playground and bathroom facility. We have had public input during the Master Plan process and this facility was brought up during that meeting, emphasizing the playground and the bathrooms. Additionally, when we do get to the design phase, we will have another public forum meeting to ask for more public input. The emphasis of this facility is to provide accessibility to the playground and to the bathrooms and more importantly, more safety. Currently you must cross the parking area to get to the bathrooms and this will alleviate that safety issue. The current playground is 22 years old and in need of repair and updating. The public hearing was closed at 7:18pm

Acting Secretary David Barash read the resolution into public record.

Whereas, the West Bloomfield Parks and Recreation Commission supports the submission of an application titled Drake Sports Park Accessible Playground and Restrooms to the Department of Natural Resources Development Grant for development of an accessible playground and restroom facilities at Drake Sports Park and whereas, the proposed application is supported by the community's five year approved Parks and Recreation plan and whereas, West Bloomfield Parks and Recreation is hereby making a financial

commitment to the project in the amount of \$1,000,000 matching funds, in cash and or/force account and now, therefore, be it resolved that the West Bloomfield Township Parks and Recreation Commission, hereby authorizes submission of a Department of Natural Resources Development Grant application for \$300,000 and further resolves to make available its financial obligation amount of \$1,000,000 (333%) of a total of \$1,313,765.70 project cost during the 2023-2024 fiscal year.

Motion by Commissioner Erich seconded by Commissioner Barash to approve.

Ayes: 5
Nays: 0
Absent: 2
Motion Carried: 5-0

STAFF REPORT

Executive Director Tucker, Superintendent Hyer and Superintendent Ketchum provided a Staff Report to the Commission.

Executive director Tucker provided an update on the relaxed mask mandate which has been eased for staff and patrons however masks are still to be worn on the buses. There was a meeting on March 10th regarding the Recreation Activity Center needs and assessment update to inform the Commission as to where the project is and heading. The mParks Conference was held in Traverse City in which several of the staff participated and also presented. Several awards have been awarded to the WBPRC. Lily Pad Springs won the mParks Park Design Award, Brittany Trout won the mParks New Professional award, we also received the Golden Wrench award for the wet/dry vacuum innovation and the Innovative Recreation Award for the Stuffed Animal Sleepover. Superintendent Hyer welcomed a new nature intern and gave updated attendee numbers for Connect. Photos and information were provided as to attendance and participation for the Black History Month events. All events were well attended and received much positive feedback from the community as well as local television coverage. The St. Patrick's Day luncheon was packed full of participants. Weather was uncooperative with planned Snow-Shoeing activities. Upcoming activities include the Spring Fling at Marshbank Park, and Earth Day activities planned at the recreation activities center. Superintendent Ketchum reported on off season deliveries of safety surface for playgrounds and mulch. Fire safety equipment was inspected during the month of February. Wood Duck Box maintenance was done while the ponds were frozen. Boxes were repaired and new ones installed. Staff attended the GLPTI (Great Lakes Parks Training Institute) where attendees took classes and received re-certifications. Lily Pad Springs received an award from the GLPTI. Two new part-time bus drivers were hired. Executive Director Tucker and Superintendents Hyer and Ketchum emphasized the need to hire seasonal help and are asking the high school and the community to spread the word for young adults sixteen and over.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Acting Chairman Kirkwood mentioned the Diversity Task Force and upcoming meetings and planning future events.

B. Items from the Secretary

Acting Secretary Barash complimented all the staff on all the awards and thanked them for all their dedication.

B. Items from the Treasurer

Treasurer Adams attended the St. Pat's event at Connect and commented that it was a very lively event.

COMMITTEE REPORTS

Executive: Provided by Acting Chairman Kirkwood

Acting Chairman Kirkwood stated they met on March 10, 2022. Present were himself, Chairman Brooks, Commissioner Adams, and Executive Director Tucker. They discussed the agenda for tonight's meeting, had a COVID-19 update regarding masking no longer being required. A list of projects were updated, including the Schulak Agreement, Connect Lease, open personnel decisions, several financial items and grant applications. Their next scheduled meeting is April 7, 2022.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met prior to tonight's meeting, March 24, 2022. Present were himself, Commissioner Aronoff, Commissioner Barash, Executive Director Tucker and Finance Manager, Ruth Lyons. The Committee discussed budget to spend YTD through February, reviewed February invoices and vouchers as well as a review of Commission Meeting items. The Committee was also provided data for revenues from property taxes, recreation programs income as well as other sources of income. The next meeting is scheduled on April 21, 2022, prior to the regular Commission meeting

Strategic Plan Committee Report: Commissioner Erich

Commissioner Erich indicated the Committee met March 23, 2022, to discuss the proposed lease purchase agreement of the Schulak Farm property. It's their recommendation that negotiations would be delayed at this time until the situation with the Connect lease is resolved. The space could be utilized for staffing on a temporary basis.

NEW BUSINESS

A. Consideration to approve the contract to complete the Drake Sports Park parking lot project. Superintendent Ketchum reported that sealed bids were requested from four qualified asphalt companies. Three bids were received. After analysis of the bids and project by Nowak Fraus Engineers, the recommendation is to award the bid to T&M Asphalt Paving Inc. The park will be closed for 2-3 weeks only while work on the entrance to the park is done. The park will remain open for the remainder of the project. Commissioner Barash questioned the difference of contractors from the different phases and if this was going to affect the quality of the project. Superintendent Ketchum confirmed that T&M Asphalt agreed to use the same materials as the previous phases with no impact to the cost.

Motion by Commissioner Aronoff second by Commissioner Erich to approve the bid for a phase 3 Drake Sports Park Parking lot restoration bid to T & M Asphalt Paving Inc. for the amount of \$977,810.

Ayes: 5
Nays: 0
Absent: 2
Motion Carried 5-0

B. Consideration to approve the language for the Renewal and Restore of General Millage of .2435 mills that expires in 2023 (Commonly known as the "General Millage").

Motion by Commissioner Aronoff second by Commissioner Barash to approve the language for the Renewal and Restore of General Millage of .2435 mills that expires in 2023 and be placed on the August 2, 2022, Primary ballot.

**Ayes: 5
Nays: 0
Absent: 2
Motion: Carried 5-0**

C. Consideration to approve the language for the Renewal and Restore of Restore Millage of .35 Mills that expires in 2023 (commonly known as the “Restore Millage”).

Motion by Commissioner Aronoff second by Commissioner Adams to approve the language for the Renewal and Restore of Restore millage of .35 mills that expires in 2023 and be placed on the August 2, 2022, Primary ballot.

**Ayes: 5
Nays: 0
Absent: 2
Motion: Carried 5-0**

PUBLIC FORUM - None present

ANNOUNCEMENTS - Plea for Hiring from the Staff and Superintendents.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:25pm

Reviewed by,
Vincent Kirkwood

(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.)