

**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, December 20, 2018**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chairman Brooks

ROLL CALL

Present: Chairman Robert Brooks
Treasurer Merv Aronoff
Commissioner David Barash
Commissioner Michele Hembree
Commissioner Gerald Sukenic (Arrived 7:25 p.m.)

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Kelly Hyer, Recreation Superintendent

Absent: Commissioner Sally Wenczel

Public: Township Liaison Jonathan Warshay

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

Ms. Jennifer Graham, Adult Co-chair for United We Walk Committee, in addition to being a first grade teacher at Roosevelt Elementary School. Ms. Graham thanked the Parks and Recreation department for their service and commitment to the United We Walk Committee. Ms. Graham introduced Ms. Lara Mathias.

Ms. Lara Mathias, Junior, West Bloomfield High School, formally thanked Chairman Brooks, Director Tucker and all the Commissioners for their continued support of United We Walk since January, 1995, the date of its first annual event. The Parks and Recreation Commission and staff have actively participated and supported United We Walk through the years by participating in the Peace Unity Walk, attending the auditorium program and by serving as a sponsor of refreshments for event participants. Ms. Mathias also thanked Ms. Ashley Stokes, Recreation Programmer, West Bloomfield Parks and Recreation, who served under Mr. Ted Davis, West Bloomfield Parks and Recreation, for their participation and sponsorship.

Ms. Graham thanked the Parks and Recreation staff and Commission for their commitment and dedication to their committee. Ms. Graham invited the staff and Commission to their upcoming event on January 20, 2019 to celebrate their 25th anniversary. There will be several events taking place that day with programs to begin at 2:30 p.m. followed by the walk down Orchard Lake; 3:30 p.m. refreshments, followed by a community service project which will be donated to the Grace Centers of Hope in Pontiac to extend their commitment of service.

APPROVAL OF AGENDA

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

Ayes: Unanimous

Nays: None

Absent: Sukenic, Wenczel

Motion Carried, 4 to 0

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 December 4, 2018 Special Commission Meeting.
- B) Approval of Minutes from the November 15, 2018 Regular Commission Meeting
- C) Approval of November Financial Reports.
- D) Approval of Prepaid Expenditures in the amount of \$254,791.47, November expenditures in the amount of \$106,072.08. Credit card refunds totaling \$705.00 for the month of November 2018.
- E) Acceptance of the Resignation of Commissioner Margie Fiszman-Kirsch

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

Ayes: Unanimous

Nays: None

Absent: Sukenic, Wenczel

Motion Carried, 4 to 0

RESOLUTION IN HONOR OF MARGIE FISZMAN-KIRSCH

Secretary Hembree read a resolution honoring Ms. Margie Fiszman-Kirsch for her many years of commitment and hard work while serving on the West Bloomfield Parks and Recreation Commission.

Chairman Brooks thanked Ms. Fiszman-Kirsch for her commitment and time spent on this Commission to make the Commission what it is today. Ms. Fiszman-Kirsch was not present at this meeting; she was in the process of moving to Florida.

STAFF REPORT

Director Tucker updated the Commission in reference to the Family Aquatic Center. The new name will be announced at the January, 2019 meeting. The next step will be in January, 2019, the bid packages will go out to potential bidders; February, 2019, the Commission will be reviewing the potential proposals.

Director Tucker indicated that signs are now installed for the WB Trail interpretive sign project. Some of the sign fixtures were upgraded. Some signs lacked the new branding. The signs are less word oriented and more picture oriented. New memorial signage will be upcoming as well, which will be paid for through the memorial program.

The winter activities guide is out, registration opened December 3rd.

Employee Appreciation Day was held on the afternoon of December 14, 2018. The staff went to On the Dunes for fowling which is a combination of football and bowling. Friendly competition and a great afternoon was enjoyed by staff.

2019 MParks Annual Conference will be held on January 28 through February 1st, 2019 in Kalamazoo, Michigan. The Committee this year includes Ms. Kelly Hyer and Ms. Meagan Kurnat, Conference Chair. The staff is looking forward to attending the conference.

Parks Superintendent Ketchum thanked the Commission for allowing the Parks and Recreation staff to have their employee appreciation day, an afternoon spent together as a team.

Parks Superintendent Ketchum stated the staff conducted a surplus equipment sale by listing items on Craig's List and Facebook. The Commission approved the sale of surplus equipment. \$21,270.99 was netted by the sale, an all time record. By conducting the sale in-house, the Parks and Recreation Department was able to keep all of the money. In the past, a fee was paid for others to hold the auction. Parks Superintendent Ketchum thanked Garry McCallum and Chris Frey, who put all the information together for the sale. Everyone was very happy with the results.

Fall Clean-up continues. It was a nasty October/November for fall clean-up, and now it is warm in December where the staff was moving/blowing leaves, micro mowing and cleaning gutters. This time of year is an opportunity without the foliage to knock down tree limbs, and brush on the trails.

Brine Making. About four years ago, the staff started making brine. A ton of rock salt creates 1,000 gallons of brine. The staff is able to extend the salt usage and reduce the amount of salt. The brine is mixed with beet juice and peppermint. The peppermint helps with the odor of the beet juice. The attempt is not only to provide safe and walkable parking lots, and sidewalks but it is also doing a service to our community by reducing the impact on the environment with the reduction of salt usage to protect our trees, landscape beds and plants.

Parks Superintendent Ketchum thanked the Commission and residents for their support to attain these kinds of jobs, ideas and technology.

Light Pole Replacement and Repair. Another example of the in-house staff installing a new light pole in the parking lot to replace and reduce the cost to the Commission.

Sled Hill Installation. The sled hills were installed in early November. The snow is now gone. Hopefully, it will snow soon for the sledders to enjoy the hills.

Dock Bubblers. The staff installed the bubbler systems at Marshbank Park, the canoe/kayak launch. The dock is so heavy, it cannot be removed. The bubbler system makes it so that ice will not form around the dock. It has been an efficient way to protect the dock without having to tear apart the dock every year and pull it out.

Bloomfield Knolls Basketball Court. The contractor was able to provide virgin asphalt to finish the project. The staff was able to get the final paving course on the basketball court and the pathway leading to Bloomfield Knolls. The basketball hoops will not be set until the spring, which will be a nice addition to the park to enjoy. The company did a great job and we will, definitely, look forward to working with them in the future.

Parks Superintendent Ketchum congratulated four members of the staff: Garry McCallum, Brandon Jackson, Matt Schaerer, and Brett Lentz who completed the written and driving test to obtain their commercial driver's license. The new CDL requirements were more difficult than in the past which took a lot of studying and practice to complete.

Treasurer Aronoff questioned if anyone sold brine already prepared. Parks Superintendent Ketchum indicated there are different salt landscape suppliers that sell prepared brine in pre-packaged bins and tanks. It is more economical to prepare in-house. The salt costs are much less than a private company or private landscape supply yard when using a cooperative bid program with multiple municipalities.

Recreation Superintendent Hyer indicated the new guide offered new programs which were highlighted in the written staff report. More pet recreation programs are offered such as Canine Good Citizen and Pet Massage which are very popular at this time. Other offerings include Daddy Do, Up Do classes, a boot camp for hair care. Two sessions of Family Game Night were added. Youth Etiquette and Teens Business Etiquette Classes.

Another teen class includes teens helping seniors who need assistance with their new iPhones, iPads, Androids, etc. Teens who need NHS hours or who want to give back to the community can volunteer. We are hoping to get approximately 15 to 20 teens; maximum sign-up for 30 seniors. Hoping for a ratio of one to one. The date is January 15, 2019 at 5 p.m.

New Exercise Classes. Look in the new activities guide which were sent out last week.

Harvest Luncheon. The luncheon was held before Thanksgiving. 64 seniors attended the program which is sponsored by Notting Hill each year. There was a wonderful spread of turkey, green beans, homemade corn bread and cranberry sauces.

Bowl with Santa. This event is sold out every year. Wonderland Lanes is a great partner who allows us to add attendance each year. There were over 100 people. There was a photo station, Santa attended and also bowled. There was also an ugly sweater contest. This event continues to sell out each year. It is a great way for the community to attend. Civic Center TV did a nice job highlighting the program.

Live Animal Show. Birds of Prey came out. Different vendors help us with the live animal shows. The kids and families can get up close to the animals.

There are a series of Girl Scout and Boy Scout workshops. There was a Webelo workshop held last month. Recreation Superintendent Hyer thanked the naturalist, Patrick, and the volunteers.

Upcoming events:

Polar Party. The Polar Party is limited and will sell out.

Daddy/Daughter Dance. The Daddy/Daughter Dance does sell out.

New Event: Tim Ferris, a partner in the senior resource Group, does a lot of work for the Chamber of Commerce. He is very knowledgeable about All Things Detroit and Belle Isle, in particular. He is going to be the tour guide for a Night at the Aquarium to be held in March. There is a ticketed price for transportation, and a ticketed price to go on your own. A DNR recreation passport will be required, if you go on your own. That evening, Tim will show us around the aquarium. The timing of this event, you will arrive during daylight and view the skyline, then when you leave, it will be night time in which you will see the skyline at night as well. It is a wonderful evening out. We appreciate our partnership with SRG and Tim Ferris for always thinking outside the box and bringing different opportunities to our community.

Maple Sugaring. This is a partnership with Orchard Lake Schools.

Other events include: Mother and Daughter Tea Party

Mother and Son Bowling in the Spring.

Ms. Lauren Azoury welcomed Lilly Louise, the Friday after Thanksgiving at 6 a.m. She is doing great and, hopefully, she will return in February.

Commissioner Sukenic questioned if seniors are charged for any of the events. Recreation Superintendent Hyer indicated some of the programs are free, not just for seniors, but it depends on the program. Some programs have a fee, whether it is a drop-in fee or a pre-registration fee, series of classes or ticket price. This also includes some of the family events, and some of the nature events. Some events offered are free or low cost.

Commissioner Barash stated the new programs are wonderful. Commissioner Barash indicated his mother will be moving to West Bloomfield. He showed her the programs available in the community. Commissioner Barash's mother is in wonderful health and looking forward to being with friends and family. He thanked everyone who participated in putting the programs together, which looks great and is a wonderful reflection on our community.

Chairman Brooks stated the booklet is outstanding with the different events including the dancing section. Chairman Brooks indicated the teens helping seniors is outstanding for the young people who are inspirational to our seniors. He encouraged the seniors to come out on January 15th at 5 p.m.

Chairman Brooks applauded the staff and team for getting the folks together with the outstanding resources in the metropolitan area, the partnership with Detroit SNG. The Detroit Aquarium is awesome.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks congratulated Commissioner Wenczel, the new Chair, Commissioner Hembree, Secretary and Commissioner Aronoff, Treasurer, for the Commission in 2019.

B. Items from the Secretary

Secretary Hembree thanked the Commission, who is serving her third year and her first term as Secretary on the Commission. Secretary Hembree indicated that she keeps a catalog in her vehicle; when an opportunity arises, she gives booklets or guides to residents and non-residents about the activities of the West Bloomfield Parks and Recreation department. It is a wonderful place to visit.

C. Items from the Treasurer

Treasurer Aronoff congratulated Lauren on her new arrival. He indicated the residents were excited about the splash pad. They have enjoyed the facilities in other communities with splash pads, and they are excited about the upcoming splash pad in West Bloomfield.

COMMITTEE REPORTS

A. Executive: Report from Chairman Brooks (December 4 at 6 p.m.)

Chairman Brooks stated there was an executive personnel committee meeting on December 4th, at 5 p.m. Present at the meeting were Margie Fizman-Kirsch, Secretary, Merv Aronoff, Treasurer and himself. Tonight's agenda was reviewed, the Commission timeline was discussed, along with upcoming Commission training in 2019. Key dates on the splash park project were also discussed. The next meeting will be held on January 10, 2019 at 6 p.m.

B. Finance: Report from Treasurer Aronoff (December 20 at 6 p.m.)

Treasurer Aronoff stated the Finance Committee met at the Town Hall at 6 p.m. Present were Chairman Brooks, Director Tucker, and himself. The Committee assessed the budget to actual spending for the month ending November, 2018. This would include the administration, recreation, parks operation and transportation departments. The data indicated 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. The revenues associated with property taxes, recreation and other sources of income were provided. These figures express projected cash flow as well as amounts collected for the month, for the year to date and the percentage of the projected amount for the year. The 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 pre-paid expenses for the month. Any questions or concerns were acknowledged and all reports were properly organized. The agenda for tonight's meeting was also discussed. The next Finance Committee Meeting will take place in January, 2019 prior to our regular Commission meeting.

Commissioner Sukenic inquired about the capital project purchases, the ReFAC, if the \$133,189 represented just the demolition. Director Tucker stated the amount is the design cost, plan costs and also a small portion of the demolition but it is primarily consultant work at this point.

Commissioner Sukenic inquired about the MB Capital bond payment. Director Tucker indicated the amount is the Marshbank bond. The splash pad budget had been moved to the 2019 budget.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Consideration to Approve the Purchase of a Swap Loader Chipper Box

Parks Superintendent Ketchum explained the equipment request to the Commission for approval. A swap loader truck was purchased two years ago, where you are able to swap out your pieces of equipment. Right now, there is a dump truck, a water tank, and, salt and brine tank. Three pieces of equipment that can go onto this one truck. The chipper box would be used for the tree cutting and trimming activities in the parks. This piece of equipment would be purchased from the same company that we bought the truck and the other pieces of equipment. Parks Superintendent Ketchum asked the Commission to approve this purchase this year to receive 2018 pricing. The equipment would not be received for approximately four to six months which would be under the 2019 budget.

Commissioner Barash inquired if the new equipment would require regular maintenance from regular use. Parks Superintendent Ketchum stated it does not. A chipper box fills up with chips, the main purpose, but also holds all of the tools and saws. The purchase of the chipper box would speed up and make us more efficient out in the field.

Motion by Aronoff, seconded by Barash to Approve the Purchase of a Swap Loader Chipper Box
Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 5 - 0

B. Recommendation to West Bloomfield Township Board to Fill WBPRC Vacancy

Director Tucker indicated tonight was the conclusion of the interview process for the Commission vacancy. Two candidates were interested in the vacancy. After much discussion, the Commission decided on Vincent Kirkwood as the West Bloomfield Parks and Recreation recommendation. The vacancy had to be filled within 45 days of a resignation.

Motion by Brooks, seconded by Aronoff for Recommendation to West Bloomfield Township Board to Fill WBPRC Vacancy

Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 5 - 0

Commissioner Sukenic indicated there was an informal discussion regarding raising the stipend for the Commission. Commissioner Sukenic stated he would like to bring this topic up for discussion or vote. Chairman Brooks asked if this topic could wait for a motion in January. Chairman Brooks indicated that the proper way is to bring forward a proposal for a motion with background. This topic was discussed in some detail on December 4 on a sidebar to raise the stipend, which is an \$85 amount given per meeting. Chairman Brooks recommended that this item be handled by having a written proposal with background information and a recommended motion for the January meeting.

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay expressed his thanks to Commissioner Fiszman-Kirsch for her service. She was an excellent Commissioner and she will be missed. Mr. Warshay welcomed nominee Kirkwood. Mr. Warshay stated he was in attendance at the special meeting and was impressed, and he looked forward to voting in favor of putting Mr. Kirkwood on this Commission at the next Township Board meeting.

Mr. Warshay stated there was a joint meeting with the Planning Commission on November 19th, where they received a housing market study that was done about senior housing in the Township. At that time, the main result was that there is probably a surplus of senior housing. The Township Board directed the Planning Commission to review and prepare revisions to the master plan and zoning regulations to affect development such that we balance senior housing surplus with the young families and diverse community development. This will take a number of months before they hear back from the Planning Commission to go through the master plan and make recommendations. It is in everyone's interest to have a mix in the community.

There was a special meeting and a regular meeting on November 26th. The special meeting was to consider candidates for the Board of Review. At the regular meeting, a public hearing was held regarding the music for next year. A resolution was also approved to put some requirements for liquor licenses. There is only one left at this point. So refinements were added, a resolution was approved to require the granting of the license to benefit the central business district; certain requirements were also put in place.

There was a special meeting on December 13th for interviews to replace the Developmental Services Director. Those duties were added to the planning director, Amy Neary. She is now serving both of those roles. Ms. Neary is very familiar with all of the things that go on. Someone may be added to the planning office to assist her because two jobs is quite difficult.

At that meeting on December 13th, United We Walk was honored for their 25th anniversary. Mr. Andrew Schaffler, West Bloomfield high school student, was added as a non-voting trustee.

The State has enacted a lot of legislation since the election. One of them has to do with small cell wireless facilities, basically, for 5G. The federal government is trying to take away the rights of municipalities to charge to do some of the regulations. The charge helps pay for the services that we don't have taxes to cover. This reduces the budget and the taxes. Chairman Brooks stated 5G is going to be a game changer especially in the auto industry; proceeding on fiber network and replace the one that Comcast owns. It is not for households. Right now, we have fiber services, several are connected, owned by Comcast. It could be owned by the Township; rather than go through a legal battle, we could come to an agreement to build our own.

Commissioner Sukenic asked for an update on the roads. He indicated that he went to the clerk's office to see the proposal for Maple Road. Commissioner Sukenic inquired if there was going to be a bike path on the north side of Maple Road connecting to Middlebelt Road with the roundabout. Mr. Warshay stated he had not seen the plans. He has heard that the road would be closed for a number of months.

Mr. Warshay wished everyone Happy Holidays, Happy New Year and hoped for good and great things.

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

ANNOUNCEMENTS

Chairman Brooks wished the residents a great holiday season, he wished the Parks Commission health and happiness for the new year.

Treasurer Aronoff indicated Chairman Brooks had done a wonderful job as chairperson and wished him the best for the new year.

ADJOURNMENT

There being no further business before the Chairman Brooks made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,
Secretary Michele Hembree

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.)