

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
West Bloomfield Township Hall Boardroom  
4550 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, January 25, 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  
Secretary Joe Green  
Commissioner Michele Hembree  
Commissioner Gerald Sukenic  
Commissioner Sally Wenczel

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

Absent: Commissioner Margie Fiszman-Kirsch

Public: Township Liaison Jonathan Warshay

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

Chairman Brooks thanked Commissioner Green for serving as Chair for the last two years. Chairman Brooks thanked Treasurer Merv Aronoff for his continuation of Treasurer.

**APPROVAL OF AGENDA**

Chairman Brooks noted that under New Business, Item D, WBPRC 6200 Farmington Site Design Meeting was added to the agenda.

**Motion by Treasurer Aronoff, second by Secretary Green, to approve the agenda as presented.**

**Ayes: Unanimous  
Nays: None  
Absent: Fiszman-Kirsch  
Motion Carried, 6 to 0**

**CONSENT AGENDA**

Chairman Brooks indicated that in this Consent Agenda the Minutes of the December meeting had been reviewed and revised to correspond to the cable video and other materials obtained. Any personal conflicts that were observed and recorded would be adjudicated by Commissioners individually and handled appropriately.

Commissioner Sukenic indicated he was instrumental in producing the revised Minutes and recused himself from the approval of the Consent Agenda.

Secretary Green stated for clarification in the December Minutes, Commissioner Fiszman-Kirsch's name was misspelled throughout the Minutes.

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 December 21, 2017 Regular Commission Meeting
- B. Approval of the December Financial Reports.
- C. Approval of Prepaid Expenditures in the amount of \$254,306.13. January expenditures in the amount of \$81,225.22 relating to 2017. January expenditures in the amount of \$58,784.21 relating to 2018. Credit card refunds totaling \$606.00 for the month of December 2017.

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

**Ayes: Unanimous**  
**Nays: None**  
**Recused: Sukenic**  
**Absent: Fiszman-Kirsch**  
**Motion Carried, 5 to 0**

## **STAFF REPORT**

Director Tucker gave an update on the Family Aquatic Center. Phase one of the project is almost complete. We hope to be on schedule for the February completion date for this phase. Later in the agenda, a date would be chosen for the Commission to review the design.

Director Tucker stated Human Capital is the human resource consultant. The human resource process is redefined to date and we've asked Human Capital to reduce their hours in the office. Less seasonal employees are going to be hired, and a few processes would be done internally. If there is a question or an issue, we could contact them on an on-call basis. Human Capital is also working on several different projects by completing the benefits manual, employee manuals and job descriptions with the staff.

The 2018 WBPRC Financial Audit. Plante Moran will be onsite starting March 21st. Pre-audit preparation has begun.

MRPA Annual Conference is February 6th through 9th, 2018 in Detroit. The West Bloomfield Parks staff will receive an innovative park maintenance award at this function. Delegates from our office will be attending and look forward to continuing education.

Superintendent Ketchum gave the Parks report and presented photos.

Tree trimming is the winter activity and a continuous operation on the trail. The snow has not hindered tree trimming as in the past.

Snow Operations. The weather has been quite unusual as far as getting a lot of snow or 45 degree weather and rain. Pictures were shown of the park staff pre-treating the parking lots with brine solution before the storm. The pre-treatment of brine solution before a storm prevents the snow from sticking on the road when they go to plow the next day.

Pictures were shown of the West Bloomfield Trail Nature Preserve and the staff plowing Schulak Farm.

During the winter, the staff orders baseball supplies, chalk and infield materials, drying agents that is used when it rains; garbage bags, cleaning supplies, etc. Staff evaluates how much supplies were used during the year and finds the best deals to order in bulk.

The Park staff continues to have education opportunities. Mr. Mike Fallon, turf grass specialist, went to the Michigan Turf Grass Conference, January 3rd through 5th, 2018 in East Lansing, Michigan. It is a great opportunity to work with experts in turf grass management to find the latest trends, most environmentally friendly and economical ways to take care of the turf grass throughout the park system.

Commissioner Sukenic asked Superintendent Ketchum the gross acreage of the FAC. Superintendent Ketchum answered approximately five acres. Commissioner Sukenic asked the acreage of the pocket park; Superintendent Ketchum answered 2.39 acres.

Superintendent Hyer presented slides for her overview of online registration trends. Superintendent Hyer indicated last year was the highest performing year for registration. Last year was the launch for new registration software. One of the goals was to increase online registration which was accomplished.

Parks and Recreation is now hiring for all part time positions for recreation and park staff for summer. Please check out the website at [WBParks.org](http://WBParks.org), click about us, employment opportunities button and you will find all job postings and job descriptions. The best timeframe to submit an application is now before the positions are filled.

Facility rentals will begin March 1st. On March 1st, we anticipate approximately 50 customers for facility rentals. If you have a specific date or specific facility for a summer picnic, open house, etc., please reserve beginning March 1st. The rental opportunities brochure has been updated. There is one facility price increase with the information in that brochure.

Summer Camp. The summer camp guide will go out via West Bloomfield Today with an online version. This will be a great way for the residents to receive information in an early fashion.

Nature Updates. The snowshoe program needs approximately three inches for the snowshoe rental. Staff has gone out on the trail. The family snowshoe program was, unfortunately, cancelled due to lack of snow.

Snowshoe with your Sweetie registration is almost sold out. Check out the snowshoe rental after the next big snow.

Senior programs and classes. There is an increased number of AARP appointments for tax services. If you are looking to get your taxes done, go to the brochure or online for qualifying parameters.

New this year is a winter bird walk which is almost sold out. We are offering identity theft workshop in February. The newest round of trips got released in early December. Most trips are sold out. The trips are well received by our residents.

Senior Resource Group (SRG), partnership with the Chamber of Commerce. We have been working with the committee to offer additional opportunities such as trips and lectures. We are impressed with the lecture series, which is all sold out for the spring. Also, there are a few restaurant ramblers that are sold out but some may have a few openings.

Upcoming Events. Special events include a Polar Party. This event was moved indoors two years ago which is nature focused with the winter animals.

Daddy/Daughter dance registration is still open as well as our Mother/Son bowling event.

Spring Fling Egg Hunt is early this year. This event will be held in March at Drake Sports Park.

Earth Day celebration has grown in popularity during the last couple of years. We are asking residents to pre-registration this year. The first 50 pre-registrations get a free seedling.

Another reminder, there are some senior holiday celebrations coming up: February Valentines, Get Heart Smart with your Sweetie; our senior dance; as well as our St. Patrick's Day luncheon.

Volunteer With Us. There are volunteer opportunities for students looking for volunteer hours, people who are looking to get involved in the community for any age, a wide variety of experiences and different opportunities ranging from our nature room volunteers to events behind the scene. Go online and you can click on all of the links to see the details.

Chairman Brooks stated that there are Daddy/Daughter and Mother/Son events but are there any Daddy/Son events? Superintendent Hyer stated that they are releasing a new program in the fall which will be an archery program.

## **ITEMS FROM THE OFFICERS**

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

No additional items from Chairman Brooks.

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

Secretary Green welcomed everybody back for 2018, exciting year ahead of us, enjoy your parks.

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

Treasurer Aronoff wished the staff and the residents a very happy new year. He was very pleased with the progress of the FAC thus far. Treasurer Aronoff congratulated everyone to winning the Innovative Park Maintenance Award.

## **COMMITTEE REPORTS**

### **A. Executive: Report from Chairman Brooks (January 10 at 6 p.m.)**

Chairman Brooks stated the Executive Committee meeting was held on January 10th at 6:00 p.m. The items discussed were listed in the packet.

The first item was this meeting's agenda draft. The second item was an update on the FAC and the demolition. Director Tucker gave the Executive Board a verbal update which was also given earlier during this meeting. The dates for the Marshbank Concert Series were given. Dates were discussed for the Commission training workshop which would be discussed and synchronized to our schedule. The MParks Conference, Item 5, is going to be held February 6th through February 9th, which everyone is encouraged to attend; some staff members will be attending. The MERS plan changes were reviewed. The next meeting is scheduled for February 13th, but may be changed.

## **B. Finance: Report from Treasurer Aronoff (January 25 at 6 p.m.)**

Treasurer Aronoff stated the Finance Committee met tonight at the Town Hall at 6:00 p.m. Present were Treasurer Aronoff, Commissioner Wenczel and Director Tucker. The Committee assessed the budget to actual spending for the month ending December, 2017. This would include the administration, recreation, parks operation and transportation departments. The data indicates line item budgeting for the year, the amount spent on each item for the month, 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. We were also provided revenues associated with property taxes, recreation and other sources of income. These figures express projected cash flow as well as amounts collected for the month, year to date and the percentage of the projected amount for the year. The Committee was satisfied with the positive results as revenues, post fund balance would more than meet spending for the monthly and year to date totals. Also, the Committee reviewed invoices, vouchers and prepaid expenses for the month.

Any questions or concerns were acknowledged and all reports were properly organized. The items on the agenda for tonight's meet were also discussed.

Any requests for details on our budgeting and revenue, please contact the administration office. The next meeting will take place in February prior to the Commission meeting.

Commissioner Sukenic indicated he had some questions to the Treasurer and Commissioners. Commissioner Sukenic stated that it seemed that approximately 80% of our budgeted amount goes to salaries and benefits for employees and also seemed overloaded. Treasurer Aronoff indicated that Director Tucker could elaborate more but all of the expenses and percentages on the reports are approved by the Commissioners and included in the budget each month and year. Commissioner Sukenic stated he was familiar with that procedure but he would like to know the justifications as to why we spend so much on direct salaries, and direct benefits that accrue for the staff and so little to operations. Director Tucker indicated that she did not have the numbers available at the meeting but during the last audit in 2016, approximately 55% of the budget goes to staff. Director Tucker stated that she would be more than happy to gather the information for Commissioner Sukenic.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **A. Consideration to Approve BS&A New Financial Software and Start Up Services**

Director Tucker indicated that she gave the Commission some background information regarding the software. FINTRAC would no longer be supported by the company that supported our current software. A software change will be needed to move forward. The bulk of the expense is converting the information, loading the system, set up and training. The system is widely used in Michigan for municipal finances and is also used by the West Bloomfield Township. The software is very versatile. The software is licensed per agency, not each computer.

**Motion by Treasurer Aronoff, second by Commissioner Hembree to Approve Consideration to Approve BS&A New Financial Software and Start Up Services for a total of \$44,915.00**

**Ayes: All**

**Nays: None**

**Absent: Fiszman-Kirsch**

**Motion Carried, 6 - 0**

**B. Consideration to Approve the Purchase of a Utility Cart**

Director Tucker requested the approval for the purchase of a 2018 Toro Workman. This machine would be in addition to our current equipment. This is the lowest bid price. The Toro dealer does good work and is reliable as they were used while Director Tucker worked at another municipality.

**Motion by Secretary Green, second by Treasurer Aronoff to Approve the Purchase of a 2018 Toro Workman MDX for a total of \$10,421.72**

**Ayes: All**

**Nays: None**

**Absent: Fiszman-Kirsch**

**Motion Carried, 6 - 0**

**C. WBPRC Governance Collaboration and Communication Training - February 13 & 21, 6:00 p.m. to 8:00 p.m.**

Chairman Brooks indicated this is the Parks and Rec Governance Collaboration and Communication Training. Interest was expressed in having Commission training in early 2018. The workshop would be led by Joycelyn A. Davis, CEO of Jade Strategies. Ms. Davis will facilitate governance collaboration and communication training. Ms. Davis has worked with the greater West Bloomfield Cable Commission, Oakland County, City of Oak Park, and others. The training is in communication, strategies, community engagement, issue management, review of by-laws, individual versus body of whole, role of directors, open meetings act and Freedom of Information Act and ethics. Chairman Brooks asked the Commissioners to look at their calendars and establish two dates for two hours of training each day. The dates discussed were February 12th and February 19th. If these dates are available, the dates would be confirmed by email.

**D. WBPRC, 6200 Farmington Site Design Meeting**

Director Tucker stated that they would like to move forward to review with the commission the design work for the property at 6200 Farmington Road. They were hoping to look at the last week of February, beginning of March to establish a special meeting to review the plans. Director Tucker indicated there was a crucial deadline on February 22nd for the design to be completed.

Commissioner Sukenic stated he had discussed with Chairman Brooks his concerns regarding the whole project. Commissioner Sukenic indicated he talked to the excavation contractor and they are far from the demolition completion. Superintendent Ketchum stated they were calling for a final inspection on January 26, 2018.

Chairman Brooks indicated Commissioner Sukenic contacted him to see if there could be a review of the reFAC at some point after the completion of the grading for best use case. Chairman Brooks stated he took that under advisement and he would like to have a meeting with the Commissioners to make sure that everyone who may also have these concerns to be satisfied instead of waiting to the point where we have a hard stop on the 22nd.

Director Tucker stated that they would do whatever the Commission directs, that is their job. The Commission has on multiple occasions not only approved the strategic plan but also had approved the bid specifications and the contract for designing the site. A considerable amount of money has been spent. When she was hired, this was drive of the Commission and a portion of her interview process. The splash pad has been in the works for quite some time, it has been very well thought through with not only portions of this Commission but previous Commissions. Director Tucker indicated that her and the staff believes that it is a great use for the site because that neighborhood wants a water feature back because the pool is now, obviously, gone.

The site has been considered for senior services and they really believe that our seniors need to be in the hub of action which is right here at the Township where they have multiple places to go to for services. Director Tucker stated that she would be more than happy to review the reasons but she was hesitate not to approach the Commission with those facts, so if the brakes are on now, time would be lost and we are at a crucial point.

Chairman Brooks stated that's why Commissioner Sukenic brought his concerns forward, it is at a critical time and we are at the point where the ground would be graded. This would clear all of the Commissioners concerns that they may have relative to the items discussed, and included in the Minutes which have been voted on by all of the Commissioners. The consistency of this Commission is to be in line with the Commissions in the past. This Commission is not looking to change the direction, but would like to pause to make sure that we are doing the right thing for the residents of the community.

Commissioner Sukenic wanted to clarify the financial bid for the replacement of the pool heater. Superintendent Ketchum indicated the pool heater was fixed, not replaced. The cost to upgrade the pool, the heater, the filter was approximately \$2 million dollars.

Commissioner Sukenic proposed that the Commission meet with the neighbors of the FAC regarding ideas to explore for best use before the final plans are made for that property which may include a splash pad, senior citizen facility, several sports courts, shuffle board, basketball courts, etc., that are not included now.

Chairman Brooks indicated we all share the passion of getting this right and doing what is right for our residents. We should all meet and bring forward all of the same information that was discussed by previous Commissions and this Commission so that we are all 100% on the same page.

Director Tucker stated that steps have been taken, researched and assessed. This information is not necessarily for public forum. The process in which it would take to establish a portion of the pocket park is extensive and is a part of the subdivision's open space plan. It would be very cumbersome to help facilitate whatever is on that property. As far as the courts, there is still opportunity and some of those concerns have been addressed. At this point, the priority set forth by the Commission is the infrastructure, restroom facilities, mechanical room and the splash pad. Eventually, a dry playground is also on the list but funds are limited.

Commissioner Sukenic stated that in 2008 and 2012, there were two training meetings directed by Ms. Debbie Macon and included in the meetings were the by-laws. Commissioner Sukenic asked for the by-laws to be reviewed to see if a Commissioner could serve in any capacity as an elected officer of the Commission for more than two terms.

## **ITEMS FROM THE TOWNSHIP LIAISON**

Mr. Jonathan Worshay wished everyone a Happy New Year.

As far as Township business, Mr. Worshay stated there had been one meeting in January. The Township Board made an agreement with Sprint for the cell tower lease. The Township would receive more revenue, and have the same agreements as the other lessees.

There will be a special meeting held on Monday, January 29, 2018. The agreement with police commands are up for approval by the Board. There will be a work session about the senior housing development that is proposed at Eagle Elementary at 14 Mile and Middlebelt. There was an approval for a residential housing market study and future needs analysis.

Commissioner Sukenic brought up the discussion of the moratorium. Mr. Worshay indicated The moratorium that was on the Township Board agenda was removed and not addressed.

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

Commissioner Sukenic stated he met with Mr. David Groth, the facility coordinator for Henry Ford Hospital, West Bloomfield and he indicated that they were grinding stumps for the proposed road off of 14 Mile Road. Their next project is going to be the Wellness Path Extension from behind the greenhouse out to Maple Road. Chairman Brooks stated that he serves on the Environmental Board, so he was aware of the work being done.

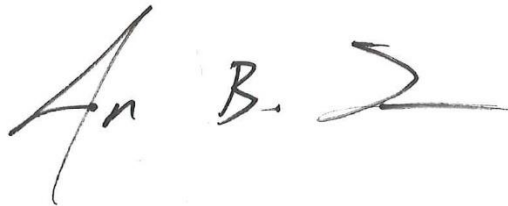
**ANNOUNCEMENTS**

Commissioner Wenczel wished Commissioner Fiszman-Kirsch a speedy recovery and wished her well.

**ADJOURNMENT**

There being no further business before the Commission, Chairman Brooks made a motion to adjourn, and was unanimously supported. The meeting was adjourned at 8:12 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "A. B. Green", written in a cursive style.

Secretary Joe Green

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.)