

**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, February 27, 2020 **APPROVED 3/26/2020****

CALL TO ORDER

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

ROLL CALL

Present: Chairperson Vincent Kirkwood
 Treasurer Merv Aronoff
 Secretary David Barash
 Commissioner Michele Hembree

Staff Present: Jennifer Tucker, Executive Director
 Joe Ketchum, Parks Superintendent
 Kelly Hyer, Recreation Superintendent
 Pat Helson, Administrative Assistant

Absent: Commissioner Robert Brooks
 Commissioner Gerald Sukenic
 Commissioner Sally Wenczel

Public: Township Liaison Jonathan Warshay
 Attorney Greg Need

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

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Commissioner Hembree, to approve the agenda with the removal of Item 11B; the by-laws call for five members of the Commission to be present in order to vote into going to a closed session.

Ayes: Unanimous

Nays: None

Absent: Brooks, Sukenic, Wenczel

Motion Carried, 4 to 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 January 23, 2020 Regular Commission Meeting.
- B) Approval of January Financial Reports.

Approved at the March 26, 2020 Commission meeting

- C) Approval of Prepaid Expenditures in the amount of \$428,019.93, Expenditures in the amount of \$110,348.12. Credit card refunds totaling \$813.00 for the month of January 2020.

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

Ayes: Unanimous

Nays: None

Absent: Brooks, Sukenic, Wenczel

Motion Carried, 4 to 0

STAFF REPORT

Director Tucker reported there was a big start to 2020.

Director Tucker presented photos of the WB Parks Connect facility where the senior activities are taking place with ping pong, stretch and tone, and different card games including Mahjong. There are also Wednesday lunches which have been fairly well attended and hope to see that participation climb.

On January 24, 2020 was the nature room re-grand opening. Some of the Commission and staff members worked hard to open up the facility. Many children attended to see all of the new displays and some of their old favorites. The muralist painted new areas for the resident animals.

Splash Landings/Splash Park Update. Tepid temperatures during January allowed noticeable changes in the structures at Splash Landing with roof trusses being erected. Operational meetings continue as staff works to draft the grand opening marketing plan, operational manual, determine signage needs, maintenance supplies, chemical purchases and staffing requirements.

The mParks Annual Conference and Trade Show was held on January 28-30, 2020 in Novi, Michigan. Nine staff members took part in some portion of the conference throughout the week. We were able to honor Kelly Hyer as the leadership award recipient. Ms. Hyer did a fantastic job of accepting her award and her speech was fantastic. It was a great evening. Congratulations, Kelly Hyer.

Parks Superintendent Ketchum gave the Parks Report. Staff continues to trim trees on the trail and various park sites. Marshbank Park has kept us busy cleaning up dead and leaning trees as well as underbrush. Also at Marshbank, we are installing a curtain system and new floor drains in the garage to create an indoor wash bay for trucks and equipment. This project started last year. We bought all of the materials for the installation of this new wash bay. We fall under the Township's storm water management plan and the State of Michigan required us to have a wash bay in which the water would go into a drain which then has an oil/water separator. It also then takes it onto the storm sewer. We had budgeted \$50,000 last year for a wash bay. We were looking at a piece of equipment that would sit outside; we could drive up, and clean our equipment. Staff came up with an idea to make a wash bay inside. John McKeown installed curtains in one of our bays in the existing garage, change the drain in the floor which contained radiant heat coils underneath. It was a big project; a lot of planning went into place and a lot of hard work. Our talented and dedicated staff came up with a great solution. At the end, the project cost between \$14,000 and \$15,000 and we did it all in-house, instead of the budgeted \$50,000. This meets the State's requirements at less cost. In the future, the intention would be to expand the garage and build a real wash bay on the end of the garage.

Staff had to do some repairs on some equipment. It was repaired in-house at a cost of about \$1,800; estimates for this would be somewhere between \$4,500 and \$5,500. Another example of our in-house talent

saving us money and time. John McKeown was able to order these parts and have them delivered overnight. This piece of machinery was back in play in about two days where we would have had to send this out.

Mr. Garry McCallum is the chief order supply person. He spends most of January and February going through inventory, and ordering supplies. He goes through it, checks the inventory and distributes it out to the different park sites over the course of the year.

Education. Parks Superintendent Ketchum thanked the Commission and the residents for allowing the staff to go to educational opportunities. Ms. Justine Pawloski attended the two day "College of Knowledge" Certification course in Ann Arbor offered by the International Sanitary Supply Association Cleaning Management Institute (ISSA CMI). They are one of the most recognized education and certification providers in the professional cleaning industry.

Mr. Chris Frey and Mr. Matt Schaerer attended the Great Lakes Parks Institute Training at Pokagon, Indiana. This annual parks training conference has been put on by Indiana University since 1947 with the sole purpose of bringing park professionals from the Great Lakes Region together to teach best practices and network with fellow professionals.

Sled hills are open after the big snow day.

Commissioner Hembree emphasized the specialty and workmanship of the parks staff. She thanked Park Superintendent Ketchum for being open minded to allow the staff the freedom to show their expertise. Parks Superintendent Ketchum indicated the staff is talented, dedicated and has great knowledge. He thanked the Commission and the residents to allow them to explore opportunities and receive the education and knowledge.

Commissioner Hembree indicated the cleaning training and certificate is very important especially since everybody is on edge right now with the Corona virus. She stated she would like Ms. Pawloski to take her training and share it further.

Commissioner Barash echoed Commissioner Hembree's words of appreciation to the parks staff. Education gives people a sense of self pride and it is important to them to take the extra knowledge which shows the value of their position. He stated he hoped Mr. McKeown also gets to share his wealth of knowledge and his skills with his colleagues as they are working.

Recreation Superintendent Kelly Hyer gave the recreation report and did a recap on a couple of the special events.

Polar Party was successful. We brought in a new ice sculpture concept. This year was interactive with mini putt putt. One of our sponsors brought in the Dirt Doctors. There was a new interactive photo station. Participants went inside an igloo photo cube to take selfies or a picture from the professional cameraman. Polly the Pollinator made her first appearance, the new department mascot. The concept is to spread the message about how important it is for bees but also make it fun for people.

Lakes Area Chamber of Commerce newsletter did a recap of our ribbon cutting for Connect. It was very nicely done. It included several pictures and a nice write-up.

Marketing Manager Meagan Kurnat recently attended a photograph workshop. Comfort Care is one of our newest sponsors who came on board for senior dance. Recreation Superintendent Hyer thanked the two local chambers: Lakes Area and West Bloomfield, and how important it is for us to go out and connect with

different sponsors and local business people. It means a lot when they talk about us in their email blasts, we love it.

Professional Development. Oakland County offers municipalities discounted rates for any of their professional development courses. We take advantage of the discounted classes.

mParks holds Networking Meetings throughout the year. Our programming staff attends these classes where they talk about challenges in the workplace, and anything related to event planning. This was held at the Romulus Athletic Center.

West Bloomfield Parks and Recreation is hiring. Ms. Annabelle Raines is the newest part time, park naturalist. She is going to focus on animal care and outreach.

We are holding camp interviews. The first camp group interviews are this weekend. We can still take applicants that are interested for customer service positions, Splash Landing positions which include attendants, and assistant manager. We hired three new customer service reps. Summer staff recruitment was held during job fairs at Eastern Michigan University, Michigan State University and Central Michigan University.

Day Camp Information. The day camp booklet is out; Camp Guide is online. Registration will be Saturday, March 21, 2020. The website has all of the forms and information online. You can, also, download the brochure.

Facility rentals begin on Monday, March 3, 2020. If you live in West Bloomfield and looking to reserve a summer facility, now is the time to get your paperwork organized. Non-residents can start booking on March 9, 2020.

Connect. We are over 300 members strong. We have met our goal for 2020.

Photos were shown of one of the SRG trips, the Motown Tour trip.

Upcoming Events. Wednesday luncheons; Mondays at 2:00 pm is the deadline to register. There have been approximately 20 to 30 people in attendance. The maximum is 40. We have launched our Senior Happenings newsletter which contains all of our new offerings for March and April. Mondays, we offer coffee talks and also included in the newsletter is Bunco. There will be a new Tigers Day luncheon which is listened as well as checkers.

Reminder of Upcoming Events. Mother/Son Bowling on March 14; Egg Hunt on Thursday, April 9th. These events sell out.

WB Kicker Spring League, ages 3 to 7. Registration is ongoing now. There is a fall league, as well.

Commissioner Barash congratulated Ms. Hyer on the award she received at mParks. He indicated he attended and appreciated being invited along with all of the Commissioners to attend. It was a good learning experience and nice to see what goes on in their world from their point of view.

Commissioner Barash inquired about the 300 members of Connect, and the percentage of non-residents. Ms. Hyer answered approximately 15 to 20% were non-residents. The senior newsletters are sent to active seniors, approximately 3600 households, and 400 extra newsletters are at the office. If you are a Connect member, participated in a program with us, or there is an opportunity for you to get on our mailing list, you get pulled, so it is the people that are truly active.

Chair Kirkwood congratulated Ms. Hyer on her award. He thanked the volunteers who attended the daddy/daughter dance, although it was bad weather.

Chair Kirkwood stated the training sounds fantastic. He suggested, especially with the Corona virus, if there was an opportunity for Ms. Justine Pawloski to debrief and share with staff her knowledge and training. Mr. Ketchum and Ms. Hyer both indicated they implement training information at staff meetings, if somebody has gone to any professional development to share their top takeaways or their favorite takeaway. They try to take time to do information sharing also between the different work groups.

Director Tucker indicated they are partnering with the Township to do a 15 minute informative talk with a representative of Henry Ford Hospital on the Corona virus. This will be held on March 18, 2020 at 8:30 a.m. at Township Hall.

Chair Kirkwood inquired about the Wednesday lunches for the seniors at a cost of \$7. He asked how staff felt about the \$7 fee. Ms. Hyer indicated, overall, the seniors come in to socialize. It is not about the actual meal, which is an added bonus. With the Connect membership, you receive one free lunch. At first, they noticed people wanted to sign up for the one lunch and be done. Fast forward to now. The seniors love it and look forward to their new social group.

Chair Kirkwood asked if the \$7 fee for the lunch excluded anyone. Ms. Hyer indicated she has not heard of anybody asking for assistance. Lunch includes the entrée, side, dessert and a drink. She stated she will listen to make sure that the \$7 fee is not a concern.

Chair Kirkwood stated he wished the fee could be \$5, the \$5 gets them their lunch, and they don't have to come up with an additional \$2. Ms. Hyer indicated we have partnerships with local businesses, and talking to individuals, there is support out there. She stated she would see if there is a business that would like to sponsor. Director Tucker indicated our direct costs are at that level, but not to say that there isn't something that we can get a sponsorship or some type of program within the county to work something out.

Chair Kirkwood inquired about Mr. McKeown, who has been saving the Township money and what we are doing to reward him. Mr. Ketchum indicated we will keep him, salaries are reviewed. It is a great relationship and he does appreciate working here.

Chair Kirkwood talked about the 50th anniversary logo. It looks fantastic but he did not see the logo on everything. Director Tucker indicated a lot of the information we have so far was created in 2019. The recreation activity center and also Connect has the logo local and right on the front doors. We are pushing it out as much as we can, it will be on all of our marketing.

Chair Kirkwood stated he is excited about the Splash Pad and inquired if there could be some type of countdown to keep building the excitement. Director Tucker stated the Splash Pad manager, Mr. Mike Hodges, has been putting together information that will be coming out on our website as far as the features. Director Tucker stated an approximate opening date exists but it is not public.

Lastly, Chair Kirkwood stated the photos and images for the reports are good, but he would like to see a couple of videos, some action from the events. Ms. Hyer indicated they would start incorporating little snippets into the reports.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chair Kirkwood stated the Gala for the Greater West Bloomfield Community Coalition proudly presents the 11th Annual Fundraising Gala Dinner to be held on Wednesday, March 18, 2020 at 5:30 pm at Bay Pointe Golf Club in West Bloomfield, MI. The tickets are \$65 per person which includes dinner and one drink ticket. There are sponsorship opportunities, as well. For more information, contact the Greater West Bloomfield Community Coalition, Lisa Berkey, the Executive Director.

B. Items from the Secretary

No comments.

C. Items from the Treasurer

Treasurer Aronoff congratulated Ms. Hyer on her award. He recommended preventative measures of washing your hands, using hand sanitizers, keeping away from sick people, covering your face when you sneeze and also exercising and supplements to prevent illnesses.

COMMITTEE REPORTS

A. Executive: Report from Chairman Kirkwood (February 6 at 6 p.m.)

Chair Kirkwood indicated the Executive Committee met on February 6, 2020 at 6 p.m. at the Recreation Activities Center. Present were Chair Kirkwood, Treasurer Aronoff, Secretary Barash and Director Tucker. The Commission meeting agenda, Splash Landing and Connect updates were discussed as well as the Township fiber project update. The next Executive Committee meeting will be held on March 12, 2020 at 6 p.m. at the Recreation Activities Center.

B. Finance: Report from Treasurer Aronoff (February 22 at 6 p.m.)

The Finance Committee met at Town Hall at 6 pm. Present were Director Tucker, Administrative Assistant Pat Helson and myself, Chairperson of the Finance Committee, Mr. Aronoff. The Committee assessed the budget to actual spending for the month ending January 2020. This would include the administration, recreation, parks operation, and transportation departments. The data indicates line item budgets 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. We were also provided revenues associated with property taxes, recreation and other sources of income. These figures express projected cash flow as well as the 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 more than meets spending for the monthly and year to date totals. The Committee reviewed invoices, vouchers and prepaid expenses for the month. Any questions or concerns were acknowledged and all reports were properly organized. We also discussed items on the agenda for tonight's meeting. Our next finance committee meeting will take place in March 2020 prior to the regular Commission meeting.

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Warshay stated gave announcements and updates to the Commission.

Thursday, March 12, 2020, at 7 p.m., there will be the State of the Communities where the Township and three cities: Orchard Lake, Sylvan Lake and Keego Harbor leaders will be participating in a question and

answer format. This will be held at Abbott Middle School. If you can't go, you can list on Lakes FM 89.3 or at Civic Center TV.

Friday, May 8, 2020 is Michigan Week where we celebrate all of the good people and things that have happened in Greater West Bloomfield for the past year. This will be held at Wabeek Country Club. Tickets go fast. At Michiganweek.org, tickets are \$30 which includes breakfast.

Some residents have asked why the streets are not plowed faster, or there are issues of potholes. The Township does not own its roads, the County does, so the Township does not maintain them, we don't clear them, we rely on the County to do it. When there are issues, we contact the County and our Township Supervisor knows who to call to do the work required, so that our residents can pass safely on the roads.

The first Township meeting was January 27, 2020. Oakland County is celebrating its 200th birthday this year. They are planting trees. If you are interested, contact the county.

The Township is getting a new, mini pumper fire truck at a cost of \$325,000.

Pebble Creek Bridge Reconstruction is ongoing. It is going to be a special assessment district. We approved a couple of resolutions. There is still a third one to be approved. Those bridges are falling apart and the county would actually shut them down, so people cannot pass. The residents, unfortunately, are going to have to pay for that at a cost of between \$1.9 and \$2 million dollars.

We are working with Commerce Township on a special assessment district for Peninsula Park as well. Most of the residents live in Commerce; there are some in West Bloomfield. They want new roads as well.

A couple of liquor license applications were denied for not meeting certain requirements at the January meeting.

February meeting. We are scheduling Pebble Creek on March 23, 2020. It should be the final public hearing on that matter.

The Township Board approved some new ordinances that will help us with rental inspections.

A couple of vehicles were budgeted and approved for the fire department. Working with maintenance and other things, so that we can spread these out and make the costs a little more level for the Township.

Another liquor license was denied as well for not meeting certain requirements.

The fiber optic agreement with the Park Commission was approved.

The next Township meeting will be held on March 23, 2020.

Secretary Barash thanked Trustee Warshay and his Township colleagues and staff for everything they do for the Township.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Consideration to Approve the Township Fiber Network Agreement.

The Commission at their September Regular Commission meeting made a motion to approve Director Tucker and Attorney Greg Need to work with the Township to draft an agreement to be reviewed by both boards. The attached copy is the latest revision of the agreement. This is going to facilitate a fiber infrastructure network that will service the parks as well as all other Township locations and will connect all of these locations under one infrastructure system that will be owned by the Township. This item is, basically, giving permission for the Township to go down a portion of our WB trail. Attorney Need indicated they did receive a comment from Commissioner Barash to add language to the agreement so that the Township would reasonably restore any portion of any parks and recreation land that was disturbed by the construction, maintenance or repairs of the trail. The Township attorney submitted language that would do that. The Township is required to follow all rules and regulations including the use of our property to construct this fiber trail.

Attorney Need indicated he did not know the exact construction mechanism or schedule but the agreement does provide the Township to use every effort to minimize the impact on residents.

Trustee Warshay indicated the network was maintained by Comcast. There were some issues as to who owned it, there was litigation on it. The result is that the Township is allowed to use it for a certain period of time before it starts costing \$130,000 a year. The Township decided to build its own. We have a project manager hired that we approved last year. We are bringing in a firm to manage that with some expertise. The construction has not been approved yet, so it would be premature to say when construction that would affect the trail would take place. Mr. Ketchum indicated they will install this fiber optic as you would install a pipe for your sprinkler system. It will be a line dredger that will go along the side of the trail, so it would not actually affect the trail surface. Mr. Ketchum did not see this being a huge impact to the trail for a long period of time, possibly a couple of days. This will go through two sections: Orchard Lake number #1 and Orchard Lake number #2. Each one of those sections will be closed when they are going through. At Orchard Lake Road, they will have to bore underneath the ground. It shouldn't be that much of a disturbance to the trail.

Motion by Commissioner Barash, second by Treasurer Aronoff to Approve the Township Fiber Network Agreement as presented in our packets this evening with the additional language as expressed by Attorney Neat.

Ayes: All

Nays: None

Absent: Brooks, Sukenic, Wenczel

Motion Carried, 4 - 0

B. Consideration to Accept the Evaluation of Executive Director (closed session).

By-laws call for 5 members of the commission to be present in order to vote into going to closed session. Item 11B was removed from the agenda.

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

ANNOUNCEMENTS

Commissioner Hembree congratulated Ms. Hyer on her award.

Commissioner Hembree stated this is Black History month. She congratulated Southfield Parks and Recreation for their community effort on Black History month. Black History month was officially recognized in 1976 by President Gerald Ford to honor the accomplishments of Black Americans in every area of endeavor

throughout history. Commissioner Hembree stated she would like to see the Township of West Bloomfield do a community effort about Black History month next year.

Commissioner Hembree indicated she attended CPR and Narcan training. She stated the drug epidemic is very unfortunate. The training is approximately three hours. Commissioner Hembree stated the training is very important and asked the community to attend a training session, if possible.

Commissioner Hembree spoke about Ms. Barrett Harr, mental health person at the Jewish Family Services. She stated there are a lot of mental health issues. Commissioner Hembree indicated if parents, in particular, are looking for some place to have a conversation with their children about mental illness, or have questions, to give Ms. Harr at the Jewish Family Services, a call; she is a wonderful person.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Secretary David Barash

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.)