

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
Township Board Room  
4550 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, January 24, 2019**

**CALL TO ORDER**

The meeting was called to order at 7:00 PM by Secretary Michele Hembree

**ROLL CALL**

Present:                   Treasurer Merv Aronoff  
                              Commissioner David Barash  
                              Commissioner Robert Brooks  
                              Commissioner Vincent Kirkwood

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

Absent:                   Chair Sally Wenczel  
                              Commissioner Jerry Sukenic

Public:                   1

**PUBLIC FORUM**

None.

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, second by Commissioner Brooks, to approve the agenda, as amended.**

**Ayes:                   Aronoff, Barash, Brooks, Hembree, Kirkwood  
Nays:                   None  
Absent:                Sukenic, Wenczel  
Motion Carried 5-0**

**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 December 20, 2018 Regular Commission Meeting.
- B. Approval of the December Financial Reports.

- C. Approval of prepaid expenditures in the amount of \$242,405.14. Expenditures in the amount of \$40,846.94 relating to 2018. Expenditures in the amount of \$10,483.84 relating to 2019. Credit card refunds totaling \$579.00 for the month of December 2018.

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

**Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood**  
**Nays: None**  
**Absent: Sukenic, Wenczel**  
**Motion Carried 5-0**

### **Resolutions for Years of Service**

Commissioner Brooks read the Resolutions of Appreciation to thank Naturalist, Lauren Azoury for her 5 years of dedicated service to the Parks and Recreation Commission; Marketing Manager, Meagan Kurnat for her 5 years of dedicated service to the Parks and Recreation Commission; Park Operations II, Garry McCallum for his 10 years of dedicated service to the Parks and Recreation Commission; Senior Programmer, Dennis Troshak for his 15 years of dedicated service to the Parks and Recreation Commission and Bus Driver, Aaron Veatch for his 15 years of dedicated service to the Parks and Recreation Commission. Director Tucker and Superintendents Ketchum and Hyer each thanked these dedicated employees for going above and beyond their duties and being superb additions to the Parks and Recreation staff.

### **STAFF REPORT**

Executive Director Tucker reported on the West Bloomfield Dog Park. In 2018, there were over 17,000 visits to the dog park. That was a decrease from 2017 which could be attributed to the weather as 2017 summer was warm and hot. Membership for 2018 was \$30 for residents and \$60 for non-residents. In 2019 membership fees will be increasing to \$40 for residents and \$70 for non-residents. Improvements have been made to the space such as water sources and ADA accessibility. Superintendent Hyer said that if someone comes in for a membership they are required to watch an orientation video to familiarize themselves with the rules. The commission was shown the video. Director Tucker thanked Parks Supervisor Chris Frey for his fantastic job hosting the video.

The Family Aquatic Center Redesign project continues to move forward. The Oakland County Water Resource Commission permit has been approved. Bid documents for the construction project will be put out to solicit proposals on January 10, 2019. Today was the mandatory pre-bid meeting identified in the bid specs; 20 people attended. Staff will be coming to the commission at the February meeting for an approval. Director Tucker said the Winter Activities Guide is out and registration started on December 3<sup>rd</sup>.

The mParks Annual Conference is January 29 – February 1, 2019. Staff will be attending the conference and attending workshops.

Parks Superintendent Ketchum reported that staff has been removing and trimming trees at Drake Sports Park, the RAC, Marshbank Park and the West Bloomfield Trail. Staff will continue to trim trees throughout the winter months. Trees that are being removed are dead, leaning toward dangerous locations or are invasive to the area. Trimmed trees are usually along trails, open fields or property lines. This is an extensive project that is done every year. Staff trims trees up off the ground so better maintenance can be done and to keep the ground under them clean; it is also a way to keep the trees healthy.

Sled hills at Marshbank Park and Civic Center are up but are both currently closed. Staff has been taking inventory of supplies and has started placing orders for the 2019 season.

Recreation Superintendent Hyer reported that the location for Stretch & Tone has moved to Temple Israel. This is a free senior exercise program that runs on Tuesdays and Thursdays from 9-10 am. She thanked the previous host, Orchard Mall, for allowing WP Parks to use space during the fall.

WB Parks received 7 wood duck nesting boxes from Eagle Scout Ryan Andrick, Troop #326. This was a community service project that met all the requirements for him to become an Eagle Scout. These will be placed throughout the nature preserve and wetland areas of West Bloomfield. Naturalist Lauren Azoury stated that these boxes provide habitat for Wood Ducks or Screech Owls. In addition to the boxes he raised an additional \$328.66 which he donated to the Nature Room and Acting Chair Hembree acknowledged Eagle Scout Ryan Andrick and his Troop #326. The new nesting boxes will be able to replace the older or damaged nesting boxes in the parks. Acting Chair Hembree asked about the shape of the hole in these boxes. Naturalist Azoury said that the shape keeps predators out of these boxes.

Superintendent Hyer said there are many different ways to volunteer with WB Parks and Recreation. Recently, there was a Teens Helping Seniors workshop; teens came out to help seniors with technology. Different stations were set up that seniors were able to rotate through.

Upcoming events:

Polar Party 1/26

Fox Theater Tour 2/7

Mother/Son Bowling 2/9

Snowshoe with your Sweetie 2/10

Daddy Daughter Dinner Dance 2/20 & 2/21

Mom/Son Bowling 3/3

St. Patrick's Day Luncheon 3/15

Sneak Peek 3/23

Spring Fling 4/12

Commissioner Kirkwood asked where membership stands now with the Dog Park. Superintendent Hyer said they offer 350 residents memberships and 50 non-residents memberships. They will not be close to the 400 maximum until May or June. April and May are big registration months. Commissioner Kirkwood asked if the Dog Park is promoted outside of the Activities Guide. Superintendent Hyer said it is a fine balance; staff wants to make sure they are maximizing the park where it is not too crowded. If they are not at capacity by June 1<sup>st</sup>, staff may offer more non-resident memberships. Commissioner Barash asked if the orientation video is new this year. Director Tucker said it has been redone post-rebranding. Also, a couple of the rules had to be modified. Acting Chair Hembree thanked Parks Supervisor Frey for participating in the video.

## **ITEMS FROM THE OFFICERS**

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

Acting Chair Hembree introduced Commissioner Kirkwood and congratulated him for his appointment to the commission. Commissioner Kirkwood introduced himself and stated that WB Parks and Recreation was a part of his and his wife's decision making process in deciding where to live. He thanked his fellow commissioners for being so welcoming and looks forward to working with everyone.

**B. Items from the Secretary**

None.

**C. Items from the Treasurer**

Treasurer Aronoff reminded residents that the library will be hosting Magic with a Twist on Saturday, January 26<sup>th</sup> from 10:30 – 11:00 am.

**COMMITTEE REPORTS**

**A. Executive: Report from Acting Chair Hembree**

Acting Chair Hembree stated that the committee met on January 10<sup>th</sup>. They talked about the January 24, 2019 Commission meeting draft agenda: Millage Timeline; Upcoming Retirement; Senior Services Advisory Team Update; Key Dates for ReFAC Project; Questions about process and responsibilities. The next scheduled meeting is February 7<sup>th</sup> at 6 pm.

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

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed December invoices, vouchers and the monthly budget status. They also discussed the agenda items for tonight's meeting. The next meeting is scheduled in January prior to the regular Commission meeting.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**(A) Consideration to Approve Best Choice Printing Bid Proposal for 2019 Brochure Printing**

Executive Director Tucker stated that staff distributed the bid specs for the 2019 Activity Guides to 15 area printing companies. Eight companies submitted bids for consideration; however, only five were able to meet the bid specifications that were sent out. Staff is recommending the commission award the bid to Best Choice Printing once again in 2019. Their bid was lowest and met all staff's specifications. Staff has worked with this company for the past four years and continue to be impressed by their professionalism, product quality and reliability.

**Motion by Commissioner Brooks, second by Treasurer Aronoff, to Award the Bid for the 2019 Brochure Printing to Best Choice Printing.**

**Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood**

**Nays: None**

**Absent: Sukenic, Wenczel**

**Motion Carried 5-0**

**(B) Consideration to Approve the Orchard Mall LLC Lease**

Executive Director Tucker stated that staff sought out and compared lease opportunities for additional program space. After comparing the spaces, staff found that would accommodate WBPRC's space requirements, the annual Orchard Mall lease is \$40,000 a year less than the annual lease of other smaller spaces. Even with the intended improvements of \$103,490 over the term of the lease, the total cost is lower.

The space at Westwood Lake Shopping Center at Haggerty & Pontiac Trail is 6,000 sf at \$15 per foot. At this location WBPRC would be responsible for improvements (\$30,000 at a minimum) and would have to sign a five year lease. Total cost over five years was \$96,000 per year.

The space at Orchard Mall at Orchard Lake Road is 7,196 sf at \$7 per sf. The Commission would be responsible for improvements (per the improvements bid at \$103,490) and they would sign a three year lease. Total cost over three years is \$84,869 per year and total cost over five years is \$71,070 per year. Staff is recommending the Commission approve the Executive Director to move forward with the lease of the WB Orchard Mall space at 6335 Orchard Lake Road. All lease documents will be prepared and reviewed by the WBPRC Attorney prior to the signing of the lease.

**Motion by Treasurer Aronoff, seconded by Commissioner Barash, to approve the West Bloomfield Parks Executive Director to sign the 3 year lease with Orchard Mall LLC.**

**Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood**  
**Nays: None**  
**Absent: Sukenic, Wenczel**  
**Motion Carried 5-0**

**(C) Consideration to Approve Huntington Construction Company Bid Proposal for Building Improvements**

Executive Director Tucker stated that a request for bids for WB Orchard Mall lease space improvements were advertised and received on December 13, 2018. Four companies attended a mandatory pre-bid meeting in November 2018 and sealed bids were received by four companies. Huntington Construction was the low bidder at \$103,490.00 and this was also under budget of what the Commission had in the budget.

Mr. Barash asked if the Commission has used Huntington Construction in other projects before. Director Tucker said they have not but the mall has and they are doing the work at Planet Fitness. The mall manager has been happy with their work.

**Motion by Commissioner Brooks, seconded by Treasurer Aronoff, to approve the contract with Huntington Construction Company for building improvements at a cost not to exceed \$103, 490.00.**

**Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood**  
**Nays: None**  
**Absent: Sukenic, Wenczel**  
**Motion Carried 5-0**

## **(D) Consideration to Reassess the WBPRC Meeting Rate of Pay**

Acting Chair Hembree said out of respect she doesn't feel comfortable addressing this agenda item without Commissioner Sukenic being present as the information she prepared this evening is based on a discussion from the December 2018 commission meeting. She would like this to be postponed until the February meeting.

## **ITEMS FROM THE TOWNSHIP LIAISON**

Township Liaison Warshay reported that the Township Board has only had one meeting since the Commission last met and that was on January 14<sup>th</sup>. The Board approved a zoning ordinance to allow drive-thru facilities in the township. There will be strict regulations regarding this ordinance. The Board extended the moratorium on building multi-family units in single family areas. They are still waiting for the Planning Commission to come back with its recommendations. He continued by saying that West Bloomfield is paying its fair share for improvements to security at the district court. It is paying in proportion to the number of cases it has and the township is reimbursing Bloomfield Township which put up all the money.

The Board also approved a liquor license at a gas station. State law has made a change that municipalities cannot prohibit liquor licenses at gas stations. Commissioner Brooks asked if that was the Township's last liquor license. Liaison Warshay it is not because this is for packaged liquor. Commissioner Barash asked if there are limitations to the number of these licenses. Liaison Warshay said he believes package liquor licenses are different from establishment license numbers. He believes package liquor licenses are easier to get.

## **PUBLIC FORUM**

None.

## **ANNOUNCEMENTS**

Acting Chair Hembree reminded the public of the Polar Party this Saturday night.

## **ADJOURNMENT**

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:20 P.M.

Respectfully Submitted,

**Secretary Michele Hembree**

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.)