

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
West Bloomfield Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, February 23, 2017**

CALL TO ORDER

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

ROLL CALL

Present: Chairman Joseph Green
Treasurer Merv Aronoff
Secretary Robert Brooks
Commissioner Fizman-Kirsch
Commissioner Michele Hembree
Commissioner Jerry Sukenic
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Lauren Azoury, Park Naturalist

Absent: None

Public: 1

PUBLIC FORUM

None

APPROVAL OF AGENDA

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

**Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0**

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 January 26, 2017, Regular Commission Meeting.
- B. Approval of Minutes from the January 9, 2017 Special Commission Meeting.
- C. Approval of the January Financial Reports.

- D. Approval of prepaid expenditures in the amount of \$292,110.91. February expenditures in the amount of \$1,824.10 relating to 2016. February expenditures in the amount of \$73,224.70 relating to 2017. Credit card refunds totaling \$2,437.50 for the month of January 2017.
- E. Communications: None

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

**Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0**

STAFF REPORT

Executive Director Tucker reported that Nancy Keener, Special Events Programmer has official retired as of February 16, 2017. Nancy will be coming back for a few hours in the summer months to help us finish up a few projects.

The WBPRC Audit will begin on February 16, 2017 at our first audit meeting of the process. The Plante Moran Audit team will be at WBPRC from March 27th-31st.

On February 15, 2017, our new www.WBParks.org website went live. Our stationary, business cards and email signatures are being changed over also. We are working on changing the vehicle door insignias, uniforms and even the font we use every day in all our documents. The park sign redesign project for the park signs will be sent out for proposals in March as well; that is an \$80,000 expenditure.

Parks Superintendent Ketchum reported that staff is installing Pickle ball Courts in Drake Sports Park. They hope to have these courts ready by June 1st although that date is weather dependent. Staff continues to make tennis court renovations and RAC roof replacement. They also continue to trim trees on the trail and various park sites.

Staff continues to retrofit new LED lighting at Drake, Marshbank and Bloomer Park. Staff also continues to perform routine maintenance and repairs to mowers, utility carts and power equipment. Superintendent Ketchum reported that swings will not be installed in the parks as the safety surfaces are still frozen and not safe.

Commissioner Sukenic asked if there is a charge for the Pickle ball Court use. Superintendent Ketchum said there is no charge and no reservations will be taken; it is first-come first-served.

Park Naturalist Lauren Azoury stated she is standing in for Recreation Superintendent Hyer who is helping out at the Daddy Daughter dance tonight. We are gearing up for summer rentals and summer Camps. In February we will hold a training for our Customer Service Representative (2 full time CSRs plus 8 part time CSRs between both the RAC and FAC) to ensure everyone understands the facility booking procedures and camp registration procedures.

Two new programs started this month; Sparky Noodle baking classes and Lakeland Ice Arena Learn to Skate classes. Both classes were well attended and had positive feedback from parents.

The Polar Party was our large special event for January which took the place of Winter Weekends. There were indoor and outdoor events and 372 people attended. Snowshoe with your Sweetie was changed to

Hike with your Honey because of the lack of snow! We are also in the finals stages of our Mother/Daughter Tea planning. The theme this year is Bees.

January was the kick-off to some new updates that will help the operations of the Family Aquatic Center. We decided to schedule private lessons similar to our swim lessons in 5 week timeslots. Then we consolidated our swim instructor lesson plans and instructor note forms making it easier for instructors to prepare their lesson plans and run classes more efficiently. Splash Zone is a brand new type of open swim that encourages families to come and play classic games, using waterproof playing cards, large dice, chess pieces and much more!

The Kids Night Out nature interpretive program on 1/27 was very successful. This is a drop off program to give parents a night out. Kids wore pj's and learned all about bears and hibernating animals. Many parents requested that we continue to offer this program with great feedback on surveys.

The Senior Resource Group's Lunch and Learn program on January 18th had 24 people attend. Topics discussed were Healthy Nutrition; Collectables Evaluation; Medication Management. February offerings will be to Pewabic Pottery and the Parade Company Tour which sold out.

Recruitment for summer camp counselors is underway and we will have a nice mix of returning and new camp staff this summer. Staff is looking for volunteers to help out at the Sneak Peek event.

Upcoming Events and Activities:

Begin booking for summer rentals 3/1

St. Patrick's Day Lunch 3/16

Mother/Daughter Tea 3/19

Sneak Peek 3/25

Summer Brochure goes live 4/3

Spring Fling 4/13

Earth Day Celebration 4/21

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

None.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff encouraged residents to get outside and exercise and to make sure to stretch and warm up before engaging in activities.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on February 8, 2017 and discussed the February 23rd Commission Meeting Agenda; Park entrance signs update; Nancy Keener's retirement; Code of

Conduct draft; discussed Chamber of Commerce event to be held May 9th. The next meeting is scheduled for March 8th at 6 pm.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed January invoices, vouchers and the monthly budget status. They also reviewed the Commission's meeting items for tonight's meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve Request for Proposal for Planning, Design and Consulting Services for New Park Development at the Family Aquatic Center Site.

Executive Director Tucker stated that as a result of the WBPRC Strategic Plan and other factors, it has been determined that the Family Aquatics Center (FAC) should be demolished and redesigned to better suit the needs of the community and alleviate the high cost to operate the deteriorating facility.

WB Parks is interested in obtaining bids from multidisciplinary firms or established teams that can provide an entire package of services from master planning through to construction drawings and construction administration of all the project elements. Proposals are sought from firms with recognized expertise and verifiable experience in design and development of splash pads and/or water playgrounds, park buildings, playgrounds and play opportunities and landscape improvements in park settings. WB Parks intends to award a single professional services contract for this project. This project is not currently budgeted because there is not a true cost estimate. WB Parks does have money set aside for development of this project so it is able to be funded.

Commissioner Sukenic asked if the outdoor pool will be opened this year. Executive Director Tucker said the pool will be opened but this will be the final season. WB Parks will also be looking for public input as far as what the community would like for the development.

Motion by Treasurer Aronoff, seconded by Secretary Brooks, to approve the Request for Proposal for Planning Design, and Consulting Services for the Redevelopment at the Family Aquatic Center Site pending any changes identified by Living Lab.

**Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0**

B) Consideration to Approve the Purchase of a stand-on riding lawn mower.

Parks Superintendent Ketchum reported that staff is recommending the purchase of a 2017 Hurricane Z3 stand on riding lawn mower. The Hurricane Z3 will replace our 1991 Toro 322 Groundmaster mower/blower. Staff has tested this blower in the field this last fall and found it to be a very efficient machine that is easy to use.

Staff requested quotes from three distributors of the Hurricane and received the same price from all three vendors. Staff is recommending purchasing the machine from Weingartz of Clarkston, MI for its proximity to West Bloomfield and the Commission's past experience working with Weingartz. The quotes are:

Weingartz	\$10,950.06
J.W. McKittrick	\$10,950.06
Saxtons Power Equipment	\$10,950.06

Commissioner Fizman-Kirsch asked if there is any residual value of the 1991 Toro 322 Groundmaster. Superintendent Ketchum said it will be put out for resale eventually.

Motion by Secretary Brooks, seconded by Commissioner Fizman-Kirsch to approve the purchase of a 2017 Hurricane Z3 Blower for \$10,950.06 from Weingartz of Clarkston, Michigan.

Ayes: All
Nays: None
Absent: None
Motion Carried, 7-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay said there is not a lot of Township business currently. The Township Board approved the new safety path plan which is two new segments of the trail network; they will be using CDBG funding. There is also a plan to design and build 4 more trails next year.

Commissioner Fizman-Kirsch asked about plans for the former Ealy Elementary Property. Township Liaison Warshay said he is not aware of plans for that property. Commissioner Sukenic said it was designed for a two-story 185 unit complex; the developer was requested by the Township to redesign it with less density and that is being worked on now. Treasurer Aronoff asked about development on the corner of Northwestern Highway and Maple Road. Liaison Warshay said there will be another gas station at that corner. He added that Orchard Lake Road will be constructed this year and will become a boulevard. Commissioner Wenczel said she hopes the Township Board is giving thought to smart crosswalks and pedestrian friendly amenities.

PUBLIC FORUM

Sylvia Whitmer said she is on the Oakland County Senior Citizens Council and she'd like to do a better job of representing what WBPRC does and communicate that information to seniors. She asked if there is a West Bloomfield Township Senior Citizens Council, how WBPRC communicates with them and how the Oakland County Senior Citizens Council can communicate with WBRPC. She added that she has spoken to Executive Director Tucker already and will continue to reach out to her regarding senior citizen issues.

Treasurer Aronoff said the Parks and Recreation Commission is always getting feedback from the senior citizen community in West Bloomfield Township and the Commission is always considering different activities and programs they can implement for the senior community. Commissioner Fizman-Kirsch said she is happy that Ms. Whitmer attended tonight's meeting and stated that the Commission is always interested in feedback from the residents. She requested Ms. Whitmer meet with staff and provide them with information she is privy to by having participated in other communities' senior councils; it would be helpful to know what services are offered in other communities that West Bloomfield Township can offer to its senior residents.

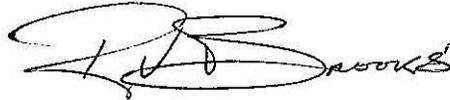
ANNOUNCEMENTS

None

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 7:55 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Brooks', written in a cursive style.

Secretary Robert Brooks

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.)