

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
Township Board Room
4550 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, November 15, 2018**

CALL TO ORDER

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

ROLL CALL

Present: Treasurer Merv Aronoff
Commissioner David Barash
Secretary Margie Fiszman-Kirsch
Commissioner Michele Hembree
Commissioner Sally Wenczel (arrived 8:46 pm)

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

Absent: Commissioner Jerry Sukenic

Public: 3

PUBLIC FORUM

None.

APPROVAL OF AGENDA

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

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

CONSENT AGENDA

Items A through D 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 October 9, 2018 Special Commission Meeting.
- B. Approval of Minutes from the October 25, 2018 Regular Commission Meeting.
- C. Approval of the October Financial Reports.

D. Approval of prepaid expenditures in the amount of \$175,974.92. October expenditures in the amount of \$223,311.34. Credit card refunds totaling \$2,168.00 for the month of October 2018.

Motion by Treasurer Aronoff, second by Commissioner Fiszman-Kirsch, to approve Items A through D on the Consent Agenda.

Ayes: Aronoff, Barash, Brooks, Fiszman-Kirsch, Hembree

Nays: None

Absent: Sukenic, Wenczel

Motion Carried 5-0

STAFF REPORT

Executive Director Tucker reported that just today WBPRC has been approved for the two road commission permits for the ReFAC. Staff is hoping to put the bid packages together by the first of January when the contractors return from the holiday.

The Heroes Appreciation Breakfast was on November 9th at the Orchard Mall. Commissioners Hembree and Barash were there to help out. There were 100 attendees including veterans and their guests. This was a fantastic event. This event came up after the budget was set so WBPRC and Township staff were able to raise \$2,650 to put on this event; this didn't cost the Township anything. Orchard Mall is a fantastic partner and provided the space for free.

The Winter Activities Guide is coming up and registration is open on December 3rd. There is an upcoming community fundraising event at the Orchard Mall benefitting the Detroit Dog Rescue. This is a radio-thon with 96.3 FM and they will be there all day tomorrow, 6 am – 7 pm. All donations go towards a no kill shelter.

Parks Superintendent Ketchum reported that staff has started the winterization of the parks. This includes blowing out sprinkler systems at Drake Sports Park, Keith Sports Park, Marshbank Park, Schulak Farm, Karner Farm and the Recreation Activities Center. There were a lot of irrigation issues at Drake Sports Park this summer and fall. All unheated bathrooms have been closed and winterized for the winter season. Staff shuts off water, drains water lines and fills the lines with R.V. antifreeze at facilities within Drake Sports Park, Keith Sports Park, Marshbank Park, Karner Farm and Bloomer Park. Staff is also preparing equipment for winter use by installing plows and de-icing equipment. The Drake Sports Park fencing project has been completed; Nationwide Fence Company did an outstanding job dealing with the weather. The only thing left to be done is installing the gates and fence material to the dugout/spectator areas. Staff was able to take measurements to order netting and shade material that Staff will install in the spring. Staff also took down windscreens and nets at the Pickle ball and tennis courts. They also plug up the holes where the poles are to prevent expansion during the winter. Staff is not yet finished blowing leaves; it has been a tough fall and they hope to get a break in the weather to finish the leaves. Specifically, Staff blows leaves off the entire West Bloomfield Trail and trails at Bloomer Park, Marshbank Park, Drake Sports Park, the Civic Center and the Arrowhead Nature Preserve.

Superintendent Ketchum also reported that staff attended the Winter Operations Conference and Trade Show at Shanty Creek Resort in Bellaire. The conference had numerous seminars about the best practices and latest technologies and materials for dealing with ice and snow removal and fleet maintenance. He thanked the Commission for giving Staff him the opportunity to take staff to these seminars and giving them the education that they need and yearn for to make them more effective and make their jobs easier.

Staff also assisted the Recreation Staff with the Trick or Treat Trail at Marshbank Park. Staff set up tents, signs, tables, chairs and blow up decorations. Staff also assisted volunteers and vendors in setting up tents and providing electrical service. Due to rain, staff had to set up and air dry or wipe down every piece of equipment used at the event, the next day.

Recreation Superintendent Hyer said she is so appreciative of her staff. They knew going into the fall that it would be a challenge but staff has consistently met and/or exceeded all of their attendance goals. They were all humbled to be a part of the Heroes Appreciation Breakfast. The Mother/Son Dance had 168 people registered. Glen Oaks Country Club is a wonderful host. The menu was tweaked; it still had fancy offerings but was also geared towards the kids. The Trick or Treat Trail had 36 vendors. The last hour it poured rain. They saw 629 kids came through the trail, plus parents and other attendees.

Nature Programs in October included Hayrides with a Naturalist and Pumpkin Science. These were sold out programs with a waitlist.

Superintendent Hyer stated that the Senior Health & Wellness Expo had great attendance of 200 seniors. This is a nice partnership with Henry Ford Hospital. The SRG trip to Mexican Town for Day of the Dead was a sold out event. There are a few spots open for the second session of New Resident Orientation on Tuesday, Nov. 20th.

Upcoming events are:

Bowl with Santa 12/1

Commissioner Hembree thanked Superintendent Hyer for everything she does; she put in a lot of work for the Heroes Appreciation Breakfast. It was a beautiful event. Commissioner Barash agreed that it was great to be a part of the Heroes Appreciation Breakfast; this was truly a community event. Chairman Brooks stated that all of the things that the operations do, speak to the community partnerships and the wonderful volunteers. The community recognizes WBPRC because it gets involved. WBPRC cares a lot about the assets that the community entrusts them with. Treasurer Aronoff said he often gets compliments from residents about all that WBPRC does. The community is very appreciative of what staff does, the events and programs that are put on and the way the parks are maintained.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks thanked the veterans for allowing WBPRC Staff to celebrate with them. It was suggested to him that the Pledge of Allegiance be said in future meetings. He thinks this is a wonderful idea and starting in December, the Pledge of Allegiance will now be said at the beginning of the WBPRC meeting. He also thanked staff for stepping up when other staff members are out for various reasons. He hopes everybody gets some rest during the upcoming holiday season and takes the time to celebrate not only with family but with other staff members.

B. Items from the Secretary

Secretary Fiszman-Kirsch said she was reminiscing about the ten years that she has been on the Commission and every time she thinks they have gone as far as they can, something new and more exciting comes up. She thanked Staff for making the Commission's job so easy.

C. Items from the Treasurer

Treasurer Aronoff also wished Staff and his fellow commissioners a Happy Thanksgiving. He added that next Wednesday, November 21st, the Music Lady will be at the library at 11:00 am.

COMMITTEE REPORTS

A. Executive: Report from Chairman Brooks

Chairman Brooks stated that the committee met on November 7th. They talked about the November 15th Commission meeting draft agenda: Director's Evaluation; Commission Timeline; Key Dates for ReFAC Project. There is a Special Meeting scheduled for December 4th at 6 pm. The Executive Committee meeting will precede this at 5 pm.

Chairman Brooks also stated that the Election of Officers will be on the agenda for the December meeting. Treasurer Aronoff was assigned as the Chair of the Subcommittee for nomination of officers. He asked Treasurer Aronoff to put together a Subcommittee of three commissioners and bring back nominations at the December meeting. The open positions are Chair, Treasurer and Secretary.

B. Finance: Report from Treasurer Aronoff

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

UNFINISHED BUSINESS

None

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay stated that the Heroes Appreciation Breakfast was a great event. Major Burnett talked about the history of the Tuskegee Airmen and it was a fascinating speech. He also enjoyed serving the veterans and he looks forward to helping out again next year. Liaison Warshay reported that there has only been one Township Board meeting since the last WBPRC meeting. There was a budget meeting. The Board put into next year's budget to refurbish at least one of the fire trucks because they are corroding. These repairs will cost about \$100,000. There is a joint meeting next Monday at 6 pm with the Planning Commission. This will be a report of the study that was done about multi-family housing and senior housing to see what is needed in the Township in terms of future planning. He wished everybody a Happy Thanksgiving.

NEW BUSINESS

(A) Consideration to Approve the 2018 WBPRC Employee Manual and Benefits Manual revised November 2018

Executive Director Tucker stated that WBPRC Administrative Staff has been working with Human Capital, our Human Resource Consultant and our Employment Attorney, to update the Employee and Benefit Manuals. The process began with a review of the manual by the Human Capital Consultants who identified areas that needed to be updated due to changes in laws and health care reform along with changes that were made due to best practices. The updates were addressed and the flow of the document was improved. Director Tucker said she believes this is a solid document and more user friendly. There are now two manuals for full-time employees; part-time employees will not be given the benefits manual and full-time employees will be given both.

Chairman Brooks asked if the Employment Attorney looked at this document from the standpoint of whether it would pass an audit if WBPRC were audited for quality of process. Director Tucker said there were things that he identified that staff needed to change. The Employment Attorney deals with many other municipalities and would point out inconsistencies to other communities; he was very thorough.

Motion by Treasurer Aronoff, second by Commissioner Barash, to Approve the 2018 WBPRC Employee Manual and Benefits Manual revised November 2018.

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

(B) Discussion of a Potential Special Meeting Date

Executive Director Tucker stated that this meeting has been scheduled for December 4th at 6 pm.

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

(C) Evaluation of the Executive Director – Closed Session

(The WBPRC went into Closed Session at 7:45 p.m. The Commission reconvened at 8:45 p.m.)

PUBLIC FORUM

None.

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 8:48 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Margie Fiszman-Kirsch". The signature is written in a cursive, flowing style.

Secretary Margie Fiszman-Kirsch

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.)