

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
VIRTUAL MEETING**

**Thursday, November 19, 2020
7:00 PM**

APPROVED

CALL TO ORDER

The meeting was called to order at 7:03 PM by Chair Kirkwood

ROLL CALL

Present: Chair Vincent Kirkwood
Treasurer Merv Aronoff
Secretary David Barash
Commissioner Robert Brooks
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Kelly Hyer, Recreation Superintendent
Administrative Assistant Patricia Helson
Township Liaison Warshay
Parks and Recreation Attorney Greg Need
Pamela St. Peter, Recording Secretary

Absent: Commissioner Sukenic
Commissioner Hembree

Public: None

PUBLIC FORUM

Township Liaison Warshay stated that Supervisor Kaplan is the new Township Liaison. He also welcomed the two new commissioners to the WBPRC. He said it was a great four years working with the commission.

Chairman Kirkwood thanked Mr. Warshay for his service.

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Commissioner Wenczel to approve the agenda, as presented.

Ayes: Aronoff, Barash, Brooks, Kirkwood, Wenczel
Nays: None
Absent: Hembree, Sukenic
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 October 22, 2020 Regular Commission Meeting.
- B. Approval of the October Financial Reports.
- C. Approval of Prepaid expenditures in the amount of \$239,267.09. Expenditures in the amount of \$522,584.34. Credit card refunds totaling \$3,324.00 for the month of October 2020.

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

Ayes: Aronoff, Barash, Brooks, Kirkwood, Wenczel

Nays: None

Absent: Hembree, Sukenic

Motion Carried 5-0

Presentation of Resolution in Honor of Marcy Suciu

Recreation Supervisor Hyer gave a presentation in remembrance of Mary Suciu. Chairman Kirkwood read the Resolution of Appreciation aloud, to declare its appreciation and gratitude to Mary Suciu.

STAFF REPORT

Executive Director Tucker congratulated those who are continuing with the WBPRC and thanked Commissioner Hembree as she will not continue to serve on the commission.

The WBPRC budget was approved by the Township Board this past Monday. Due to the MHHS Executive Order in effect from 11/18 to 12/9, staff is now working from home and there are staggered start times for those that have to report in person. There are no indoor rentals or indoor classes during this time.

Monday was the WBPRC 50th Anniversary. Executive Director Tucker presented a video in honor of that anniversary. She also shared a thank you voicemail that was received from a resident; staff was thrilled to receive the voicemail and it made a big impact on those who heard it.

The NRPA Annual Conference was virtual this year and was held on October 27-29th. It was attended by Recreation Supervisor Hyer and herself. They had over 60 sessions from which to choose as well as explore the latest equipment and products.

Parks Superintendent Ketchum said the finishing touches are being made to Lily Pad Springs. Plumbing fixtures are being attached, doors are up and the heat is on. The fencing still needs to be installed around the spray pad itself. All the toys and attachments have been installed on the pad. There is about 2-3 more weeks of work and the project will then be done until spring. There was a staff tour held which was very informative for all. The contractor was fantastic to work with and did a great job.

The Drake parking lot is complete and was opened before Election Day as it was a voting precinct. Nagle Paving was the contractor and they did a great job with clean up and restoration as well.

Recreation Superintendent Hyer reported on Recreation. She complimented staff's ability to go with the flow with the most recent MHHS Executive Order.

She said staff worked closely with Civic Center TV and the Greater West Bloomfield Chamber of Commerce for their first community live, virtual event called VIBE. Naturalist Azoury was a guest and discussed pumpkin art as well as green practices by WP Parks to inspire community members to implement their own green practices.

Trick-or-Treat Trail was reformatted this year and was very successful as Park-to-Treat-to-Go. There were four, one-hour timeslots for 60 cars each with over 400 children participating. All time slots were sold out. A parade full of costumed characters passed by the parking spot of the attendees while dropping candy into their Halloween bucket. Included in the parade was a stilt walker and a flamethrower on rollerblades. Music was also provided by a DJ. Staff is very appreciative of the community support received to make this event an enormous success.

Staff created Social Circles for senior interaction; it is limited to ten people for one hour outdoors with social distancing; different experts are brought in to talk about different topics.

Parking Lot Games was moved to Connect at Orchard Mall. Recreation kicked off a nature program to help with curriculum for homeschoolers; it is limited to individual households. Recreation also kicked off a fall perennial sale and it was very well received.

Upcoming events are Letters to Santa and the new Winter Solstice Celebration which is scheduled for December 21st from 5-7 pm. There will also be a Stuffed Animal Sleepover which is a free program where parents drop off stuffed animals to the Nature room. The stuffed animals will meet all the nature ambassadors and staff will photograph and document the sleepover and parents will then be sent home with the stuffed animals and photos of the sleepover.

Parks Superintendent Ketchum reported that staff is continuing with fall clean ups that include mulching and blowing leaves and cutting down perennials at all park sites as well as the WB Trail, Arrowhead Nature Preserve Trail and Bloomer Park Trail.

Renovations to the three baseball fields at Keith Sports Park have been completed. These renovations include scarifying existing materials as well as pulling materials. Staff then roto-tilled ten tons of new material into the fields and releveled them.

Winterization of the parks has begun. Water has been shut off for the season at all unheated bathroom locations, water lines have been drained and filled with R.V. antifreeze and "closed" signs installed. Marshbank Lodge restrooms remain open year round and there are portable restrooms available at Drake, the dog park and Arrowhead for winter. Winterization also included blowing out sprinkler systems at Drake, Keith, Marshbank, Schulak and the RAC. All windscreens and shade covers have been removed and stored for the season.

Commissioner Brooks said he looked at the Drake parking lot paving and it actually makes the buildings look new; the contractors did a super job. Secretary Barash said staff is doing an amazing job during this pandemic. He is very appreciative and honored to be a part of the WBPRC. He looks forward to the new members joining the commission. Commissioner Wenczel thanked staff for their hard work and being so flexible and creative with programming.

Chairman Kirkwood said the 50th Anniversary photos on social media are very cool to see. He also attended the Trick-or-Treat-to-Go which was a lot of fun. He asked Director Tucker and Supervisor Hyer if they could share some ideas that they learned from their attendance at the NRPA conference. Director Tucker said they do share all of the information and staff can utilize any of the videos from that conference as well.

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Kaplan said he is a big fan of WBPRC. He loves the parks and he thinks the staff is wonderful. He shared a recent phone call from a resident complimenting parks staff on their maintenance of the parks and trails. He thanked the commissioners for all of their contributions to the Township.

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

Chairman Kirkwood acknowledged the work of Mary Suciu and all the things she's done for the WBPRC and also welcomed the new commissioners to the WBPRC.

B) Items from the Secretary

Secretary Barash thanked all the residents of West Bloomfield and the surrounding communities for supporting the West Bloomfield Parks and Recreation by coming to our parks, utilizing our facilities and participating in events. He wished everyone a happy and safe Thanksgiving.

C) Items from the Treasurer

Treasurer Aronoff complimented staff on the wonderful work they have done this year. Lily Pad Springs looks better than he ever imagined it could. He also extended a Happy Thanksgiving to all the staff and residents of West Bloomfield. He urged everyone to follow all the precautions to remain safe.

COMMITTEE REPORTS

A. Executive: Chair Kirkwood

Chair Kirkwood stated that the Executive Committee met on November 11, 2020 via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: Upcoming 2021 Officers; Electeds start date is 11/20/20. In Person Meetings start in January, 2021 – Creating a Policy; Commission Orientation. They also discussed Drake Sports Park Parking Lot Project; Covid 19 Update – Numbers are increasing; Lily Pad Springs Update. The next WBPRC meeting is scheduled for December 17, 2020 via Zoom. The next Executive Committee meeting is scheduled for December 9, 2020 at 6:00 pm via Zoom.

B. Finance: Report from Treasurer Aronoff

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

NEW BUSINESS

A) Consideration to Approve the Purchase of a 2020 Toro Workman MDX Utility Cart

Parks Superintendent Ketchum stated that staff is recommending the purchase of a 2020 Toro Workman MDX Utility Cart from Spartan Distributors of Auburn Hills. This utility cart will replace a 2007 Toro Workman. This cart will be used at Lily Pad Springs.

The Commission in the past has purchased equipment from Spartan Distributors using Cooperative Bid Programs. These cooperative programs allow local government to use set bid prices saving the agency time and money. The price for this utility cart is \$11,047.94 through the Spartan Distributors National IPA Agreement Contract #2017025.

Chairman Kirkwood asked what is the use of this cart. Superintendent Ketchum said it will be used for picking up and removing garbage; moving supplies; moving landscaping supplies.

Motion by Commissioner Wenczel, second by Secretary Barash, to Approve the purchase of a 2020 Toro Workman MDX Utility cart for \$11,047.94 from Spartan Distributors of Auburn Hills.

Ayes: Aronoff, Barash, Brooks, Kirkwood, Wenczel

Nays: None

Absent: Hembree, Sukenic

Motion Carried 5-0

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

Chairperson Kirkwood stated that the Executive Committee, as indicated in the WBPRC Bylaws, has evaluated the Executive Director's performance for the 2020 work year. The Committee's findings will be discussed with the Executive Director in closed session. The meeting will be reopened for a motion of acceptance of the evaluation findings.

(The Commission entered into Closed Executive Session at 8:22 pm)

(The Commission reconvened at 8:56 pm)

Motion by Commissioner Brooks, second by Treasurer Aronoff, to Accept the Evaluation of the Executive Director.

Ayes: Aronoff, Barash, Brooks, Kirkwood, Wenczel

Nays: None

Absent: Hembree, Sukenic

Motion Carried 5-0

PUBLIC FORUM

Mr. Terrance Adams thanked the residents for electing him to the WBPRC. He thanked the commissioners and staff for their support. He is grateful and happy to be part of the commission for the next four years.

ANNOUNCEMENTS

Commissioner Wenczel urged everyone to make smart decisions for the Thanksgiving holiday and to remain safe. Chairman Kirkwood wished everyone a happy Thanksgiving.

ADJOURNMENT

There being no further business before the Commission, Commissioner Wenczel made a motion to adjourn, and unanimously supported. The meeting was adjourned at 9:00 P.M.

Respectfully Submitted,

Secretary David Barash

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.)