

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

**Thursday, December 17, 2020
7:00 PM
APPROVED**

CALL TO ORDER

The meeting was called to order at 7:01 PM by Chair Kirkwood

ROLL CALL

Present: Chair Vincent Kirkwood
Treasurer Merv Aronoff
Secretary David Barash
Commissioner Terrance Adams
Commissioner John Erich
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
Township Attorney Greg Need
Pamela St. Peter, Recording Secretary

Absent: None

Public: None

PUBLIC FORUM

Chairman Kirkwood welcomed the newest commission members Terrance Adams and John Erich. .

APPROVAL OF AGENDA

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

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel

Nays: None

Absent: None

Motion Carried 7-0

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 November 19, 2020 Regular Commission Meeting.
- B. Approval of the November Financial Reports.
- C. Approval of Prepaid expenditures in the amount of \$612,733.59. Expenditures in the amount of \$48,843.23. Credit card refunds totaling \$1,064.00 for the month of November 2020.

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

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel
Nays: None
Absent: None
Motion Carried 7-0

Resolution Regarding the Open Meetings Act

Executive Director Tucker introduced Attorney Greg Need to the new commissioners. Mr. Need said this resolution is required by an amendment to the Open Meetings Act that was recently passed by the Michigan Legislature. The statute says there must be a policy with regard to remote meetings. The procedure will not change much since this pandemic began and the meetings started virtually. However, beginning with the next meeting, one difference is that if you are attending remotely you have to announce where you are located. Under the current law, WBPRC can meet remotely for any reason through the end of 2020. In 2021, the WBPRC can meet remotely if there is a medical reason or if there is a state of emergency declared. The Township declared a state of emergency last month. The WBPRC can continue to meet remotely so long as that declaration of emergency stays in effect.

After several questions by the commissioners, Mr. Need clarified that the requirement to identify yourself and location only applies to the Commission. For members of the public they only need to state their name to address the commission; they do not need to reveal their location. Secretary Barash asked if this gives any of the Commissioners the ability to participate via Zoom when meetings are held in the Township Hall Board Room. Mr. Need said it allows remote participation through the end of March for any reason and thereafter if there is a state of emergency or a Commissioner has a medical condition, they could elect to participate remotely.

Motion by Commissioner Adams, second by Treasurer Aronoff, to adopt the Resolution Regarding the Open Meetings Act dated December 17, 2020.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel
Nays: None
Absent: None
Motion Carried 7-0

STAFF REPORT

Executive Director Tucker welcomed new Commissioners Terrance Adams and John Erich. Congratulations to Commissioners Aronoff, Barash, Brooks, Kirkwood and Wenczel on their re-election.

Covid-19 updates: The MDHHS Executive Order is effective until 12/20/20. Staff, if able to do so, are working from home. The office remains open to the public by appointment only.

WBPRC did an Adopt-a-Family Giving Tree for staff to contribute to a local family. WB Parks Staff have also partnered with Blessings in a Backpack.

Recreation Superintendent Hyer said the Mega Cast is broadcast live every day from 10 am – Noon. Professional Development continues virtually and staff is very grateful to the Commission for these opportunities. WBPRC recently celebrated its 50th anniversary!

Heroes Appreciation 2020 was a fabulous community celebration, acknowledging veterans with a drive-by pick up lunch and gift bag at the Recreation Activities Center. 215 veterans participated. Civic Center TV produced a live broadcast of the event and many community partners provided donations making for a very special celebration of the veterans. Senior Programs continued in November with great participation.

The Winter Solstice Celebration is scheduled for Dec. 21st from 5-7 pm.

Parks Superintendent Ketchum reported that fall seasonal tasks are winding down and winter ones have begun. Blowing and mulching of leaves at all parks continued throughout November. Staff began brush mowing in the meadow areas, rain gardens and bio-swales in the parks and along the West Bloomfield Trail. These areas are mowed once per year to keep trees from growing and to promote native plant growth. New landscaping has been added at Keith Sports Park in an area where a storm toppled existing trees.

Staff training sessions were held virtually and staff completed the Commercial Pesticide Applicator classes via Zoom. Twenty-four hours of class training over a 3-year period is required to maintain a current certification. These courses were offered by the Michigan Green Industry Association.

In an effort to deter illegal parking, fencing has been installed at the Haggerty Road crossing of the West Bloomfield Trail. This will discourage cars or other vehicles from attempting access to the trail. Posts have been installed along the property line at the end of Maddy Lane to deny vehicles access to the West Bloomfield trail at that location.

Staff closed the Pickleball and Tennis Courts for the season. For the upcoming winter season, annual maintenance has been performed on all four trucks along with the installation of snow plows and de-icing equipment on each vehicle. Staff has taken delivery of 50 tons of rock salt which was purchased through a cooperative contract that includes the City of Orchard Lake Village and Farmington Hills. Staff also began making brine for use during the upcoming winter season.

The sled hills have been installed at Marshbank Park and the Civic Center site location. Staff also installed the ice deterrent bubbler system at the canoe/kayak launch at Marshbank Park. Staff left the playgrounds open as long as they could this year but they have finally been closed as the safety surface began to freeze and was no longer considered safe.

Treasurer Aronoff asked if the trail is salted during the winter. Superintendent Ketchum said the trails are not maintained during the winter. They are left natural which also allows cross-country skiers to enjoy the trails after a good snowfall. Commissioner Adams asked if the trails are marked “at your own risk” during the winter. Superintendent Ketchum said the only signs posted are at the sledding hill; it is an inherent risk when you go into a park.

Chairman Kirkwood asked about the status of Lily Pad Springs. Director Tucker said it is status quo and construction is coming to a close.

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Kaplan said that former Police Chief Ron Cronin passed away yesterday and the Township flag is now flying at half staff. The Executive Director of the WBT library has retired after 30 years

of service. On December 7, 2020 the Township Board approved a balanced budget. There is a healthy fund equity balance. In the next two years the police department will be renovated and there will possibly be a second floor added.

The Township has done a study and will likely approve an emergency ingress/egress road onto the Township campus. The projected cost of \$175,000 will flow from forfeiture funds

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

Chairman Kirkwood said it has been a pleasure serving as the Chairman for this Covid year.

B) Items from the Secretary

Secretary Barash thanked everybody for all their hard work over this past year with special thanks to Ruth Lyons and Pat Helson. He also welcomed the new commissioners.

C) Items from the Treasurer

Treasurer Aronoff welcomed the new commissioners and said he looks forward to working with them. He also commended Executive Director Tucker for her performance this year. The staff also did a wonderful job considering the situation this year. He wished everybody a Merry Christmas and Happy New Year.

COMMITTEE REPORTS

A. Executive: Chair Kirkwood

Chair Kirkwood stated that the Executive Committee met on December 9, 2020 via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: Upcoming 2021 Officers; Possible Commission Orientation dates are January 6 and 13, 2021. Chairman Kirkwood said that once the new officers are elected tonight he will let the new Chairman select the Commission Orientation date.

They also discussed the Lily Pad Springs Update. The next WBPRC meeting will be announced after the election of officers.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed the November 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 January prior to the regular Commission meeting.

NEW BUSINESS

A) Consideration to Approve the Interlocal Agreement for CARES Act Distribution.

Executive Director Tucker stated that on behalf of the Parks Commission, they has submitted a Cares act Grant application to reimburse the Commission for Park Maintenance Staff wages for a portion of 2020. Due to the parks being designated an essential service by Governor Whitmer during the COVID-19 Pandemic, some of the work done can be reimbursed through the Cares Act. As a requirement of receiving Cares Act Grant funds, Oakland County requires an interlocal agreement to be approved by the Parks Commission. Attorney Greg Need has reviewed the agreement and has no changes.

Commissioner Adams asked if there was a specific amount applied for. Director Tucker said that the WBPRC applied for \$127,000 but there is a cap of \$50,000 for this grant.

Motion by Treasurer Aronoff, second by Secretary Barash, to Approve the Oakland County Interlocal Agreement for Cares Act Funds Distribution.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel

Nays: None

Absent: None

Motion Carried 7-0

B) Consideration to Approve the Purchase of a 2021 GMC 3500 HD Truck

Parks Superintendent Ketchum stated that they come before the Commission about this time every year to put in their orders for trucks. The reason it is done this early in the year is because they are very hard to get and it takes time to get the trucks from the dealership. They will also be reusing the aluminum bed from the current truck.

Staff is recommending the purchase of a 2021 GMC 3500 HD Truck from Todd Wenzel Buick GMC out of Westland. Staff is also recommending that Truck and Trailer Specialties out of Howell be awarded the bid to up-fit the truck with equipment. This truck will replace the current 2009 GMC Chipper Truck.

The Commission in the past has purchased vehicles and equipment using cooperative bid programs. These cooperative programs allow local units of government to purchase equipment off their bid contracts, saving time and money. Todd Wenzel Buick GMC has the Oakland County Bid Contract #00528 for truck purchases. Truck and Trailer Specialties has the State of Michigan Bid Contract #071B770008 for truck up-fitting. The County bid price to purchase the 2021 GMC 3500 HD is \$32,882.00. The State bid price to up-fit the truck with equipment is \$11,805.00. The vehicle warranty is three years or 36,000 miles.

Treasurer Aronoff asked if there is any dealer warranty on this truck. Superintendent Ketchum said the dealer warranty is the same which is 3 years/30,000 miles and the installer of the equipment has the one year warranty on the equipment installation. Modifying the vehicle will not change the warranty. Chairman Kirkwood asked if this truck will be traded in or sold. Superintendent Ketchum said these trucks will be included in the yearly surplus sale items; this is usually done in the fall.

Motion by Commissioner Wenczel, second by Treasurer Aronoff, to Approve the Purchase of a 2021 GM 3500 HD Truck from Todd Wenzel Buick GMC for \$32,882.00 and approve up-fitting the truck with equipment from Truck and Trailer Specialties, Inc. for \$11,805.00.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel

Nays: None

Absent: None

Motion Carried 7-0

C) Consideration to Approve the Purchase of a 2021 Chevrolet Express Cube Truck

Parks Superintendent Ketchum stated that staff is recommending the purchase of a 2021 Chevrolet Cube Truck from Todd Wenzel Buick GMC out of Westland. Staff is also recommending that Truck and Trailer Specialties out of Howell to be awarded the bid to up-fit the truck with equipment. This truck will replace our current 2008 Cube Truck. These Cube Trucks are like working/moving garages. The current truck is now leaking in the roof and needs to be replaced. Up-fitting will include installing safety lights and equipment and trailer hitches as these trucks are received from the dealership pretty bare.

The Commission in the past has purchased vehicles and equipment using cooperative bid programs. These cooperative programs allow local units of government to purchase equipment off their bid contracts, saving time and money. Todd Wenzel Buick GMC has the Oakland County Bid Contract #00528 for truck purchases. Truck and Trailer Specialties has the State of Michigan Bid Contract #071B770008 for truck up-fitting. The County bid price to purchase the 2021 Chevrolet Express Cube Truck is \$28,135.00. The State Bid price to up-fit the truck with equipment is \$13,350.00. The vehicle warranty is three years or 36,000 miles.

Motion by Commissioner Brooks, second by Commissioner Adams, to Approve the Purchase of a 2021 Chevrolet Express Cube Truck for \$28,135.00 from Todd Wenzel Buick GMC and approve to up-fit the truck with equipment from Truck and Trailer Specialties, Inc for \$13,350.00.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenzel
Nays: None
Absent: None
Motion Carried 7-0

D) Election of the 2021 WBPRC Officers

Motion by Secretary Barash, second by Commissioner Wenzel, to Approve Commissioner Brooks as Chairman, Commissioner Kirkwood as Secretary and Commissioner Aronoff as Treasurer of the WBPRC for the year 2021.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenzel
Nays: None
Absent: None
Motion Carried 7-0

Commissioner Brooks thanked the 2020 Executive Committee for their diligent work this year. Commissioner Wenzel thanked Chairman Kirkwood for all of his leadership this year. Chairman Kirkwood thanked Director Tucker for her guidance this year and Treasurer Aronoff and Secretary Barash for their guidance as well.

PUBLIC FORUM

None.

ANNOUNCEMENTS

Commissioner Erich thanked Director Tucker for her orientation and Chairman Kirkwood and Pat Helson for their assistance. Secretary Barash welcomed the new commissioners to the WBPRC. Commissioner Brooks said he will let the commissioners know at the next meeting how they will get a picture of the new commission. Commissioner Wenzel thanked staff for working so hard, being creative and flexible during

2020. She wished everyone a safe and happy new year. Commissioner Adams thanked everyone for welcoming him to the WBPRC. He announced that the West Bloomfield School District is offering free meals for any child 18 and under. You do not have to live in the district to qualify.

ADJOURNMENT

There being no further business before the Commission, Commissioner Wenczel made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:36 P.M.

Respectfully Submitted,

Vincent Kirkwood

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.)