

**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, March 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

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

Absent: Commissioner Sally Wenczel

Public: 4

PUBLIC FORUM

None

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Secretary Fizman-Kirsch, to approve the agenda as presented.

Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 6-0

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 February 23, 2017, Regular Commission Meeting.
- B. Approval of the February Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$164,148.67. Expenditures in the amount of 38,146.26 and credit card refunds totaling \$1,004.00 for the month of February 2017.
- D. Approval to renew the three year mowing contract with Willis Lawn and Snow with no change to cost.
- E. Approval of the West Bloomfield Parks and Recreation Code of Conduct dated March 15, 2017.
- E. Communications: None

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

Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 6-0

STAFF REPORT

Executive Director Tucker reported that the Family Aquatics Center Site Redesign process is moving along. The requests for proposals for design work were sent out the week of February 27. The mandatory prebid meeting was on March 15th at the Family Aquatics Center. There were four companies there. The bid proposals are due March 29. We are hoping to have a Special Meeting with the Commission on April 19 to award a contract.

At the March 6, 2017 West Bloomfield Township meeting, the Board approved the transfer of two parcels that defaulted into the Township's hands due to past unpaid taxes. Staff worked with the Township Assessor for a seamless property transaction. No costs were incurred by WBPRC. The parcels are along the trail corridor and equate to 6.32 acres. The properties location is north of Walnut Lake Road between where the trail crosses Arrow Head Road and Walnut Lake Road.

Next week is the audit for the 2016 financial year. The auditor will be on site at least seven days. In regards to the rebranding project, staff is putting together the RFP to go out for signs.

Parks Superintendent Ketchum reported that the sled hills have been closed for the season and staff has removed fencing and signs. Playgrounds are all opened and tennis courts are open at Community Sports Park. The Skate Park is open but the bathrooms are not open yet. Parks staff removed storm damaged trees throughout the park system after the wind storm on March 8th. Staff painted Room 102 and the front office, installed new chair rail and office cubicles at the RAC to create more work spaces for staff. Staff also installed new electrical and data lines for the work cubicles. Staff repaired and reattached damaged netting at Drake Sports Park baseball fields and Skate Park.

Staff members Chris Frey, Garry McCallum and Brett Lentz attended the Great Lakes Parks Training Institute at Pokagon State Park in Angola, Indiana. The institute promotes the parks maintenance standards and trends from around the great lakes states. Class subject matter included the latest trends in park design, drones in parks, work orders - why they matter, supervisor roundtable, sustainable park management, and training part time & seasonal employees.

Staff members Dan Raupp, Mike Thelen, and Brett Lentz attended Site One University offered by Site One Landscape Supply. The cost of this event was five canned goods which were donated to Gleaners. Classes offered that were attended by staff included turf management, irrigation repairs, installation and troubleshooting.

Recreation Superintendent Kelly Hyer reported that she continues to sit on the WB Youth Assistance Committee. They are in the thick of planning a series of parent videos in collaboration with Civic Center TV. Local experts in the field of parenting topics will speak on 4 minute videos. Messages will be short but succinct and always available online.

There are two community events coming up in May; Pet Adoption Day, Saturday, May 6 and Charity Cakes, May 20. Kelly and Ashley both attended the Coalition for Youth Community Meeting. It was a public forum on marijuana (possibility of legalization, risks, health & brain function, legal/enforcement issues). We hosted a Senior St. Patrick's Day Luncheon for 35 seniors.

The new Naturalist, Patrick Endres came in and hit the ground running and is a great new addition to the staff. Earth Day celebration is free and no registration is required. The first 50 kids will receive a tree. We are hosting the first ever Seniors dance in May and that will be held at Glen Oaks.

Superintendent Hyer said they are now hiring for summer and reaching out to college students. There are also many volunteer opportunities available.

Secretary Brooks asked: when a college student applies to work for WBRPC, whether schedules are flexible. Superintendent Hyer said as far as Recreation, they can work around their vacation schedules, sports schedules, college orientation, etc. With Day Camp programs, they are less flexible because training is one week long and the work schedule is 8 weeks. Swim season is longer so they are able to be more flexible. Superintendent Ketchum said they try and work schedules around vacations.

Commissioner Sukenic addressed a concern that there will no longer be a place to ride bikes once the Pickelball Courts are installed. Superintendent Ketchum said he understands that people use the pads to teach their kids how to ride bikes, but they cannot leave the pads as is for those activities. They will be renovating the paths around the park so those will be able to be used and the parking lot, in the middle of the day, is not busy and could probably be used also.

Commissioner Hembree said she was asked by a resident if there are times for seniors to come in and play games. Superintendent Hyer said there is open game room Mondays and Tuesdays at the RAC from 11 am - 3 pm. There is also drop-in for mahjong, coloring, ping-pong and a drop-in exercise program as well. No registration is required.

Upcoming Events and Activities:

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

Chairman Green welcomed the new Naturalist Patrick Endres. He also loves the new office changes.

B. Items from the Secretary

Secretary Brooks said the rebranding brings new life to West Bloomfield Parks and Recreation.

C. Items from the Treasurer

Treasurer Aronoff informed residents of a weekly tutorial at the West Bloomfield Library; these are on Fridays and are to help residents who have trouble using their computer software.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on March 15, 2017 and discussed the March 23rd Commission Meeting Agenda; Special Meeting to award the FAC Redesign Contract the week of April 17; Update on Drake Sports Park elevator; Update on Park Signs Replacement Project; Continuation of Mowing Contract; WBPRC Code of Conduct - First Draft; Addition of 6.3 acres of property to the WBTrail Network; Renovation to the RAC. The next meeting is scheduled for April 19th at 6 pm.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed February invoices, vouchers and the monthly budget status. They also reviewed the Commission's meeting items for tonight's meeting and the Plante Moran Pre Audit Communication.

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve a Bid Proposal to Install Fencing for the Pickleball Courts at Drake Sports Park.

Parks Superintendent Ketchum stated that staff is recommending the Commission approve the bid to install fencing for the new pickleball courts at the Drake Sports Park from Ace Fencing. Sealed bids were requested from three fence contractors. Only one bid was returned.

Ace Fence Company \$19,356.00

Staff is recommending the Commission approve the bid from Ace Fencing for the amount of \$19,356.00. Ace Fence Company has performed work for the Commission in the past and staff is satisfied with the quality of their work. This work comes with a 5 year labor warranty and 12 year limited warranty on the product.

Commissioner Sukenic asked if this is just standard fencing for the outside or for the courts themselves. Superintendent Ketchum said this bid is for the outside fence. Netting will come with the pickleball court installation.

Motion by Treasurer Aronoff, seconded by Secretary Brooks, to approve the bid from Ace Fence Company for the amount of \$19,356.00 for the Fencing at the Drake Sports Park Pickleball Courts.

**Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 6-0**

B) Consideration to Approve a Bid Proposal to install four Pickleball Courts at Drake Sports Park.

Parks Superintendent Ketchum reported that staff is recommending the Commission approve a bid to install four pickleball courts on the existing Safety Town pad at Drake Sports Park. Sealed bids were requested from four tennis court installation contractors. Sealed bids were due March 7th.

Bids are as follows:

Pro Surfaces \$10,998.00
Goddard Coatings \$17,440.00
Arnt Asphalt Inc \$21,000.00
Courtsmiths Inc. No Bid

Staff is recommending the Commission approve the bid from Pro Surfaces for the amount of \$10,998.00. Pro Surfaces has performed work for the Commission in the past and staff is satisfied with the quality of their work. This work comes with a 1 year labor warranty and 5 year limited warranty on the product.

Superintendent Ketchum advised the Commission that next month they will be coming up with bids for the project to repave the walking trail and bikes can be used on that trail. Commissioner Fizman-Kirsch asked if staff is recommending people to adjacent communities for a safety program. Superintendent Ketchum said that WBPRC is still offering Safety Town; there are not as many elementary kids in the district now as in years past so the program only runs for one week. Superintendent Ketchum also stated that there will be a grand opening after the pickleball courts are installed, some demonstrations and possibly leagues.

Motion by Commissioner Sukenic, seconded by Commissioner Fizman-Kirsch to approve the bid from Pro Surfaces for the amount of \$10,998.00 to install four pickleball courts at Drake Sports Park.

**Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 6-0**

C) Consideration to Approve a Proposal to Repair Cracks, Color Coat and Restripe Tennis Courts at Drake Sports Park and Community Sports Park.

Parks Superintendent Ketchum stated that staff is recommending the Commission approve the bid from Pro Surfaces to repair cracks, color coat, and restripe seven tennis courts. Sealed bids were requested from four tennis court installation contractors. Sealed bids were due March 7th.

Bids are as follows:

Pro Surfaces	\$32,228.00
Goddard Coatings	\$34,580.00
Arnt Asphalt	\$62,590.00
Courtsmiths Inc	No Bid

Staff is recommending the Commission approve the bid from Pro Surfaces for the amount of \$32,228.00. Pro Surfaces has performed work for the Commission in the past and staff is satisfied with the quality of their work. This work comes with a 1 year labor warranty and a 5 year limited warranty on the crack repairs. Superintendent Ketchum stated that the tennis courts are repaired about every five years and in five years the courts will likely need a complete and total renovation.

Motion by Treasurer Aronoff, seconded by Commissioner Sukenic, to approve the bid from Pro Surfaces for the amount of \$32,228.00 to renovate tennis courts at the Drake and Community Sports Parks.

Ayes: All

Nays: None
Absent: Wenczel
Motion Carried, 6-0

D) Consideration to Approve a Proposal to Install a New Roofing System at the Recreation Activity Center.

Parks Superintendent Ketchum stated that Staff is recommending the Commission approve the bid from True Colors Industrial, LLC to install a new roofing system for the RAC. The current roof is 21 years old and is past its useful life. We are currently experiencing leaks which staff has repaired. Sealed bids were requested from three industrial roofing contractors. Sealed bids were due March 7th.

Bids are as follows:

True Colors Industrial, LLC	\$27,800.00
Beyer Roofing	\$35,263.00
Roof Management	\$38,511.00
Newton Crane	\$39,850.00

Staff is recommending the Commission approve the bid from True Colors Industrial, LLC for the amount of \$27,800.00. Staff has checked references and is satisfied that True Colors can perform the work. This work comes with a 12 year warranty on the product and labor. True Colors will also do an annual inspection at no cost for 12 years.

This project was not budgeted in this year's budget and they were hoping to get through to next year; however the roof has sprung leaks. This should be about a 15 year roof.

Motion by Treasurer Aronoff, seconded by Commissioner Hembree, to approve the bid from Pro Surfaces for the amount of \$27,800.00 to install a new roofing system at the Recreation Activity Center.

Ayes: All
Nays: None
Absent: Wenczel
Motion Carried, 6-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay gave his best wishes to Commissioner Wenczel and her family. Renovations in the Board Room at Town Hall will be completed and the first meeting will be held on April 17th. There will be an open house beforehand to which WBPRC is invited.

Mr. Warshay stated he has answers to questions that were addressed at the last meeting. The former Shell Station is being rebuilt and is supposed to feature a modern, attractive convenience store; gas pumps will be located in the back. Construction will begin early in the summer. There will be new tenants in the development with Panera Bread and those will be a T-Mobile store and Naf Naf Grill. There will be safety paths along both sides of the new Orchard Lake boulevard.

In regards to recent Board action taken, the two parcels that the Township deeded to WBPRC came about because there was no other access to those properties other than by trail. No action was taken on a mute swan petition from a home owners association. The Board also approved an agreement to start the process for Henry Ford Hospital to build a driveway off 14 Mile because Maple Road being under construction will eliminate access to the hospital. Henry Ford still needs to go through the approval process and observe the wetlands and woodlands rules. Commissioner Fizman-Kirsch asked if that new driveway will only be for emergency vehicles. Mr. Warshay said that entrance will be for anybody to get to the hospital because there will be no entrance from Maple Road.

PUBLIC FORUM

None

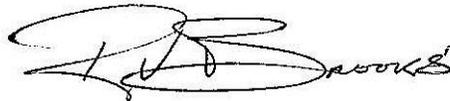
ANNOUNCEMENTS

Commissioner Fizman-Kirsch congratulated Commissioner Wenczel on her newborn baby girl.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:15 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Brooks', with a stylized flourish at the end.

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.)