

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

Thursday, April 23, 2020 APPROVED 5/28/2020

CALL TO ORDER

The meeting was called to order at 7:04 PM by Chair Kirkwood

ROLL CALL

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

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

Absent: Commissioner Sukenic

Public: None

PUBLIC FORUM

None.

APPROVAL OF AGENDA

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

Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel

Nays: None

Absent: Sukenic

Motion Carried 6-0

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 March 26, 2020 Regular Commission Meeting.

B. Approval of the March Financial Reports.

C. Approval of Prepaid expenditures in the amount of \$859,770.06. Expenditures in the amount of \$21,243.63. Credit card refunds totaling \$14, 656.75 for the month of March 2020.

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

Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel

Nays: None

Absent: Sukenic

Motion Carried 6-0

STAFF REPORT

Executive Director Tucker said staff has been working on the CCTV Megacast during the pandemic. It is a way in which to let the public know what the Parks and Recreation is working on and to reiterate that they are considered an essential service and will be doing some maintenance in the parks.

Director Tucker stated that a new initiative is the Connect Support Line. This is a phone support program for West Bloomfield seniors who are looking to stay connected during the COVID-19 shutdown. Seniors can leave a message and Monday-Friday a staff member will call them back to make sure they are getting what they need during this hard time.

Live with Lauren segments began on Facebook with a new topic each week. The first segment reached more than 4,000 people.

Additional campaigns that were launched on social media include: Earth Day, pets helping staff work from home; staff wellness ideas, nature breaks led by staff; Mr. and Mrs. Bunny visit neighbors and thank front line workers.

Director Tucker then presented the Restoration of Operations Procedure Manual which was designed to start the operations of the parks back up. This document is the procedure for how WBPRC will come out of the pandemic. Staff put together timelines and resources that staff is looking at to guide them through this; staff is following orders from Governor Whitmer, the Oakland County Executive and guidelines set by the CDC.

The Emergency Operations Center is the command of this situation and are considered the experts during the pandemic. The administrative team comes together weekly to mitigate any unforeseen issues and ensure that everything is in place.

The plan goes through the exposure, symptoms, a decision making flow-chart for whether a team member should or should not be in attendance at work and the steps for returning back to the workplace.

WBPRC employees are lower exposure risk due to the ability to socially distance from the public. For workers that are outside in the field and may be approached by the public, there are parameters and PPE that can be put in place to protect them. There is no programming going on right now, the Senior Center is closed and the customer services representatives are currently not working. There may be a need for installation of barriers and blocking off hallways to route people in different ways in the building to mitigate exposure. Staff is identifying appropriate PPE and procuring that and are also establishing procedures for the workplace. Parks staff put together information to understand sanitizer products and their use. There has been investment in a release fogger to sanitize areas.

There will be limited contact with high touch areas. Everyone will do a health screening if they are going into a facility. There are also parameters for fleet management and the vehicles are disinfected after each use. SMART transit bus requirements are that riders have to have a health assessment before riding and have to wear PPE.

Employee responsibilities have been addressed and how to clean and disinfect in case someone is symptomatic.

There are 5 steps to the program: Step one is where WBPRC is at now in trying to figure out what needs to be done to start opening up. Step two is starting to open up operations with very restrictive PPE deadlines and social distancing. Step three is almost to where everything was before the pandemic. Step four may include programming for ages 50 and under. Step five is business as usual including special events, athletic programming and opening the senior center. This is a very fluid program and if there is a spike in cases there can be a step back.

Chairman Kirkwood asked who is part of the EOC. Director Tucker said the EOC is headed by the Fire Chief and it is located out of Station #5. Chairman Kirkwood asked if there is a separate plan for seniors. Director Tucker said there is and the Senior Center is closer to step four or five as that is the most vulnerable population.

Commissioner Hembree said there may be privacy concerns with health screening questions. She asked staff to be conscious of the ventilation systems and products being used so employees are not put at risk. She then addressed concerns with storage areas as the virus can lay active for over 24 hours. She also wants to make sure WBPRC is in compliance with all levels of government and suggested staff look at what parks and recreation departments in other communities are doing to open up again. She also encouraged Director Tucker to reach out with any needs staff may have.

Commissioner Brooks added that depending upon the type of facility, there may need to be different requirements for reopening.

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

Chairman Kirkwood said the Commission is ready and willing to provide anything staff needs.

B) Items from the Secretary

Secretary Barash said he read through the entire manual and was very impressed at the detail. He is impressed with the use of the electrostatic sprayers as a way to disinfect spaces that the human hand cannot reach. He thanked Commissioner Hembree for bringing up HIPA related issues during health screenings.

C) Items from the Treasurer

Treasurer Aronoff advised the public to wear a mask when using the trails; observe social distancing and refrain from touching animals as it is unknown if they are carriers of Covid-19.

COMMITTEE REPORTS

A. Executive: Chair Kirkwood

Chair Kirkwood stated that the committee met on April 23, 2020 via Zoom. They talked about the April 23, 2020 Commission meeting agenda. This included the COVID-19 update including Emergency Operation Center, Employee Health Screenings and After Quarantine Transition Plan. There was also a Splash Landings Update. The 2019 Audit is scheduled for April 9-17th. The next scheduled meeting is May 12th at 3 pm.

B. Finance: Report from Treasurer Aronoff

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

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Warshay reported that there were two meetings since the WBPRC last met. At the April 6th meeting, the Township Board upheld two Environmental Commission decisions. New iPads and modems were bought for EMS rigs. Fireworks displays were also approved: Pine Lake – July 1st. Union Lake – July 3rd. Upper Straits Lake – July 11th. Green Lake – July 11th. Cass Lake – July 2nd.

At the April 20th meeting, there was a public hearing for Pebble Creek Bridge Reconstruction and that resolution was approved. The Parks and Millage Renewal was approved to be put on the August primary ballot. Township Liaison Warshay also said there will be a road closure adjacent to West Bloomfield on Middlebelt between 9 and 10 Mile, beginning April 27 – June 29. Local access only will be maintained.

NEW BUSINESS

- A) Consideration to Approve the 2020 Tax Rate Request as presented.

Director Tucker stated the Oakland County Board of Commissioners requires the L-4029 form be approved by the West Bloomfield Parks and Recreation Commission and signed by the Chairman and Secretary or Treasurer. The form will then be submitted to establish the millage rates.

Motion by Commissioner Wenczel, second by Secretary Barash, to approve the millage language and placement on the August 2020 Primary Ballot for renewal.

Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel
Nays: None
Absent: Sukenic
Motion Carried 6-0

PUBLIC FORUM

None

ANNOUNCEMENTS

Chairman Kirkwood thanked everyone for attending the Zoom meeting. He also thanked Director Tucker for her work on the procedures manual and it is well done and very needed. He thanked Superintendants Ketchum and Hyer, Chris Frey and the Recording Secretary for attending the Zoom meeting. He encouraged everyone to stay safe and healthy and added that it is very important to maintain mental health as well as physical health during this time.

Commissioner Wenczel wished everyone a happy Earth Day and she is proud of the steps the parks take to be environmentally friendly.

Commissioner Brooks said that when things happen it changes how you think. He believes that if meetings can be done via Zoom and programs brought to people that cannot get out of their homes because they are a vulnerable population, he thinks the WBPRC should continue to consider those people and keep them in their programs even after this lockdown.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:00 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.)