

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

Thursday, June 25, 2020 APPROVED

CALL TO ORDER

The meeting was called to order at 7:07 PM by Chair Kirkwood

ROLL CALL

Present: Chair Vincent Kirkwood
 Treasurer Merv Aronoff
 Secretary David Barash
 Commissioner Robert Brooks
 Commissioner Michele Hembree (Arr 7:30 pm)
 Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
 Joe Ketchum, Parks Superintendent
 Kelly Hyer, Recreation Superintendent
 Administrative Assistant Patricia Helson
 Township Liaison Warshay
 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, 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 May 28, 2020 Regular Commission Meeting.

Approved at the July 23, 2020 Commission Meeting.

- B. Approval of the May Financial Reports.
- C. Approval of Prepaid expenditures in the amount of \$145,177.82. Expenditures in the amount of \$329,508.99. Credit card refunds totaling \$2716.00 for the month of May 2020.

Motion by Secretary Barash, second by Treasurer Aronoff, 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

STAFF REPORT

Executive Director Tucker reported on Covid-19 updates. Amenities that reopened in May are dog park, tennis courts, restrooms, baseball and soccer fields, pickleball courts, skate park, FitTrack and shelter rentals. Indoor rentals and indoor classes, drinking fountains including fountains at the dog park and Connect facility are closed until further notice. Prior to returning to work, staff will receive PPE training, sanitizer training and have to wear masks. Hand sanitizer and gloves are provided in each work area. Staff undergoes a health screening every morning before they come in the door.

Many people were interested in memorial benches and that program is being refurbished but Parks and Recreation wanted to add another opportunity for folks to memorialize or donate towards the park system and they realized interpretive signage needed some updates. There is a new Nature Interpretive Sign Memorial Program; they can be in memory of or by donation or contribution. They are \$1500 to sponsor one sign or \$2500 to sponsor two signs. There are multiple different locations and topics available.

The new Pollinator Garden was donated by ITC. Chairperson Kirkwood came out and helped with the plantings. There is boundary fencing to keep deer and other animals out. Splash Landings has gained momentum. The floors have been poured in the building and sidewalks are also being poured. The Millage Renewal information has been mailed out to residents; this will be on the ballot on August 4, 2020.

Recreation Superintendent Hyer reported on recent Community Partnerships. This morning 150 senior care bags were handed out in partnership with Care Patrol with items donated by community partners. Customer Services Hours have been reinstated as of June 8 with limited staff. Starting June 22nd, customer service will be by appointment only. Hours are 10 am – 2 pm still but there are additional staff hours to process emails, faxes, drop box transactions and return voicemails. In Phase 5 of Michigan's reopening, doors will reopen to the public with regular business hours.

For National Trails Day, that event was cancelled in person. There was a curbside pick up for the t-shirt. Native Plant Sale was also by curbside service this year. There was a pre-order online sale with curbside pick up that resulted in 75 individual sales. This is Parks and Recreation 4th year in partnership with Plants for Ecology.

Virtual Recreation program is underway. There is a June Travel Series, Campfire Sing-Along, Zoom with a Naturalist, Oakland Astronomy Club and Taking Up Space happy hour program.

Outdoor Recreation includes Wheels to the Road, Pickleball, ITC Walk program, Adult Softball, Yoga and a new offering of Tai Chi. Upcoming events include a July Travel Series (Kenya), Parks and Recreation Month Live Segments, Marshbank Music (residents only, pre-registration required, one household per summer, \$10/car), Zoom with a Naturalist.

Approved at the July 23, 2020 Commission Meeting.

Parks Superintendent Ketchum said the original intent of the Pollinator Garden was to coordinate that with National Trails Day and it was going to be a large volunteer effort for an educational opportunity to plant the flowers. He thanked the entire staff, commissioners and administration for coming out to help plant those flowers on a very hot day. There were over 1000 native plants that were planted that day along with the fence installation.

Staff has continued baseball field prep. Softball leagues have recently started up. Parks is running at about half of the seasonal staff this year so the full time staff is working even harder this season. The Community Garden was opened up at the end of May. Little Libraries is a new project; two libraries were put together and installed by staff. One is at the front of the Lodge at Marshbank Park and the other one is near the overlook at the Lodge.

Staff has been installing nets and shade covers at the ball fields. The shade covers protect spectators from the sun as well as foul balls.

Commissioner Brooks asked how the community garden is watered. Superintendent said there are multiple spigots at each section of the garden and the gardeners bring their own hoses or cans to water their plots.

Secretary Barash said he has been enjoying Drake Park and said it looks beautiful and thanked staff for maintaining it so well.

Chairman Kirkwood asked how long the sponsorship for the Nature Interpretive Signage lasts. Executive Director Tucker said it last ten years. Chairman Kirkwood asked what was in the donated senior care bags. Superintendent Hyer said they included PPE gloves and face shields, travel emergency kits, sunglasses, chocolate ears, hand sanitizer, puzzle book, journal, flashlights and pens.

Chairman Kirkwood asked how sponsorship of the Little Libraries works. Director Tucker said the sponsorship is \$1000. Chairman Kirkwood asked what will change with Parks and Recreation when the state enters Phase 5. Superintendent Hyer said staff is speculating what will occur; the outdoor gathering numbers will increase and allow for some indoor recreation. Commissioner Hembree said she has never seen the Little Libraries crafted as well as those done by staff; they are beautiful. She also thanked the volunteer who sponsored and bought the nature books for those two libraries.

Commissioner Hembree asked if there is an agency or referral for seniors that may need PPE. Superintendent Hyer said if seniors need a mask she is sure staff could source that out to them but she has not heard of any such requests.

July is Recreation Month Resolution

Chairman Kirkwood read the resolution designating July as Recreation Month in West Bloomfield Township.

Motion by Commissioner Wenczel, second by Treasurer Aronoff, to Accept the Resolution for the Designation of July as Recreation Month.

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

Nays: None

Absent: Sukenic

Motion Carried 6-0

ITEMS FROM THE OFFICERS

Approved at the July 23, 2020 Commission Meeting.

A) Items from the Chairperson

Chairman Kirkwood said tonight's staff report was very well done. The Executive Director and Superintendants have created some really great programs during a very difficult time. Things are under control and the right people are obviously in place.

B) Items from the Secretary

Secretary Barash thanked Chairman Kirkwood for those words of encouragement.

C) Items from the Treasurer

Treasurer Aronoff said he hopes everyone is getting outside everyday for some exercise. Being outside is a great source of Vitamin D and will help boost your immune system which is very important.

COMMITTEE REPORTS

A. Executive: Chair Kirkwood

Chair Kirkwood stated that the Executive committee met on June 16, 2020 via Zoom. They talked about the June 25, 2020 Commission meeting agenda. This discussion included the need for Attorney Need to be present at these meetings as deemed necessary. Executive Director Tucker gave a Covid-19 update. There was a Splash Landings update. The next meeting is scheduled for July 14, 2020 at 6:00 pm. It is currently scheduled as a virtual meeting.

B. Finance: Report from Treasurer Aronoff

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

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Warshay reported that since Parks and Recreation last met, the Township Board has held two regular meetings and a special meeting. During the special meeting on May 29, two precincts were moved to the West Bloomfield Community Services building as there is work going on at the elementary school during the August 4th primary election. The Township Clerk said she expects to have the highest absentee voter number of ballots ever.

During the regular meeting on June 8th, some more money was approved for the elections department because of the expected turnout at the August primary. The Township Board also adopted a resolution for temporary approval for outdoor dining spaces in response to the phased businesses reopening. This makes it easier for restaurants who serve food outside to get their permits.

During the regular meeting on June 22nd, the Board approved a special assessment district for Peninsular Park roadway improvements which is a subdivision that West Bloomfield shares with Commerce Township. The Board received a Covid report from Chief Flynn who is head of the Emergency Operations Center.

Approved at the July 23, 2020 Commission Meeting.

Bonds will also be issued for the fiber optic network that will be installed. The audit has been completed. Additionally, water and sanitary sewer rates will not be increased for 2020/2021 fiscal year. The Board also approved an agreement with Oakland County for the CARES Act which is how some of the federal funding is coming through to reimburse for costs. That is one way to get back some of the money that municipalities have spent on Covid. It does not reimburse everything though but the Township hopes to recoup some of its direct costs. The Board approved conditional rezoning for Planterra to install an outdoor ceremony garden. The Board also approved a contract for election services with the county; this will not cost anything but the county may be doing all the absentee ballot counting which will be more efficient than the Township doing its own absentee ballots.

NEW BUSINESS

A) Consideration to Award the 2020 to 2024 Financial Audit Contract.

Director Tucker stated that is from Plante Moran who just completed the auditing of WBPRC for 2019. There will be no increase for 2020-2024. There is an option to extend this contract at 2% additional for 2023 and 2024. That is a very small increase and pretty comparable to cost of living. Staff has a great working relationship with Plante Moran. A different team of Plante Moran also works with the Township. WBPRC has to share information with the Township as far as the pension so it makes the process easier to work with the same company. Staff is recommending that WBPRC renew with Plante Moran.

Commissioner Hembree asked if there a way to get out of the contract if it is ever needed. Director Tucker said if the Commission is ever unhappy with Plante Moran, there is a way to dissolve the contract. She will double check to make sure that is in writing.

Motion by Secretary Barash, second by Commissioner Brooks, to Award the 2020 to 2024 Financial Audit Contract to Plante Moran.

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

Nays: None

Absent: Sukenic

Motion Carried 6-0

B) Consideration to Award the Drake Sports Park Detention Pond Maintenance Contract.

Superintendent Ketchum stated that this contract is for the Drake Sports Park Detention Pond contract. There are nine detention ponds at Drake Sports Park. Over the years the Township has told WBPRC that it has to maintain these detention ponds. Four of those were done in 2018 and staff intends to do the remaining five ponds in 2020. The contract was bid out in March and the bids were very high. Staff regrouped and lowered the scope of the project to just do the front two ponds, worked with the Township on the bid specs and rebid it. There is now a backlog of work due to COVID-19 and only one bid came back. That bid is from RBV Contracting for \$139,250.00. RBV is the excavating company that Michigan Recreation is using at the Splash Landing Project. Nowak & Frause has also worked with RBV. Staff has compared the cost to the initial bids that were received for the five ponds and this bid comes in lower. While staff doesn't normally like coming in with just one bid, staff has worked with RBV in the past and they have done a background check; no issues were found with this company and staff is very happy with the work they did at Splash Landing. The pricing of the bid also includes the remaining contract for Nowak & Frause of \$9,550 to a total amount for the total project cost of \$148,800.00.

Commissioner Hembree thanked Superintendent Ketchum for researching this company and said that while she is concerned that there is only one bid, she understands what is going on in the world. She asked how Approved at the July 23, 2020 Commission Meeting.

the dollars will pay for themselves in the long run having the repair work done by this company. Superintendent Ketchum said staff and Nowak & Frause considered waiting another year to bid out the project but having done that in the past there has really been no difference in costs; he thinks this is a fair price considering the bids they received in March. Commissioner Hembree thanked Superintendent Ketchum for being so considerate in the management of the WBRPC money.

Motion by Secretary Barash, second by Treasurer Aronoff, to Award the Drake Sports Park Detention Pond Maintenance Contract to RBV Contracting for the amount of \$139,250.00 to restore two of the remaining five detention ponds at Drake Sports Park.

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

PUBLIC FORUM

Commissioner Hembree spoke as a resident of West Bloomfield Township and expressed condolences to the losses suffered due to COVID-19 and also to the 2020 graduates. She read a passage by Harriet Tubman and said she is praying for healing and change for the world.

ANNOUNCEMENTS

Commissioner Wenczel thanked Commissioner Hembree for her words. She said she hopes everyone continues to listen deeply to each other.

ADJOURNMENT

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

Respectfully Submitted,

Secretary David Barash

Pamela St. Peter
Recording Secretary

Approved at the July 23, 2020 Commission Meeting.