

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

Thursday, July 23, 2020 APPROVED

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 (arr 7:08)
 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

PLEDGE OF ALLEGIANCE

PUBLIC FORUM

None.

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

Approved August 27, 2020

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 June 25, 2020 Regular Commission Meeting.
- B. Approval of the June Financial Reports.
- C. Approval of Prepaid expenditures in the amount of \$248,150.20. Expenditures in the amount of \$40,121.48. Credit card refunds totaling \$3199.00 for the month of June 2020.

Motion by Treasurer Aronoff, second by Commissioner Brooks, 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 June are pavilions and playgrounds. Indoor rentals and indoor classes, drinking fountains including fountains at the dog park and Connect facility are closed until further notice. Director Tucker asked people to social distance with masks at the parks.

Splash Landing Progress: The splash pad is currently laid out and won't be back filled until everything is pressure tested. The building is up and the floors have been poured. The electrical is being installed and grading is beginning.

Director Tucker also reported on Recreation. July is Parks and Recreation Month. Each week Brittany and Megan do an outdoor recreation activity and it is streamed via FB live. Summer-in-a-Bag Pick Up is via curbside pick up and 80 bags were sold at \$5 each that included items such as bubbles, a kite to decorate, a beach ball and more.

Camp Staff Training has been taken place. The WBPRC camps are licensed and WBPRC needs to have 40 hours of training for staff counselors. Parks Superintendent Kethchum said the camp inspector said the WBPRC camp staff training program is the best he has seen. There is a drive up health check every morning for the children attending the summer day camps. She stated that the parent of a day camper recently tested positive and all campers were tested as well as camp staff.

ITC Walk Club has been going very well. There is an average of 40 walkers per walk. Wheels to the Road is a self guided cycling club. Pickleball is a well loved activity. Marshbank Music has already had two concerts; preregistration is for residents only and is \$10/car. Occupancy is limited to 100 people including staff and the band. At the first concert, 3200 people were listening live on the radio (89.3FM) or via FB Live.

August and September programs are now in the virtual Mid-Summer Guide. All the programs will be virtual.

Parks Superintendent Kethchum reported on the trail repairs behind Town Hall. Culverts were installed into low areas and crushed limestone and stone is added to help guide the water to the culverts. Irrigation repairs have also been done. Staff worked with Town Hall to install another camera onto the RAC that looks onto the parking lot. Shelter rentals have been taking place; there are social distancing signs at all shelters, playgrounds and ball fields.

Approved August 27, 2020

Interpretive Sign change out has been taking place. The public has the ability to sponsor these signs. There are a few signs still available.

Treasurer Aronoff asked if signs can be changed without removing the frames. Superintendent Ketchum said the panels can be pulled out and replaced and if the sign frame is damaged it can be pulled off without pulling out the foundation because the frame is surface mounted.

Secretary Barash said he is impressed with the use of the camera on top of the RAC to be proactive in snow removal measures. Commissioner Brooks asked for examples of how staff relates to virtual programs versus the normal programming. Director Tucker said fitness classes can all be virtual now; people can participate from their living room. Staff can also tap into resources they haven't been able to before because they are virtual. Chairman Kirkwood asked about quarantine for the camper whose parent tested positive for COVID. Director Tucker said the student is not allowed back in camp for the duration of the parent being ill, typically 14 days and then an additional 10 days with no symptoms. Chairman Kirkwood asked how storm damage is assessed by staff. Superintendent Ketchum said the public is out on the trails and they call him and report damage.

Commissioner Hembree asked how staff is taking care of themselves as they clean and prepare shelters for rentals. Superintendent Ketchum said that staff wears masks and rubber gloves and social distances from the public as they are working in the parks. Commissioner Hembree thanked staff for working on the front lines and taking care of the Township's parks and recreation needs.

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

Chairman Kirkwood said he loved the Summer in a Bag and his kids thought the contents were great. He is also very impressed at the 3200 people listening into the Marshbank Music concert.

B) Items from the Secretary

Secretary Barash said he attended the first concert at Marshbank and he thanked the sponsors for continuing to support WBPRC. He enjoys walking in the parks with his wife and sees so many other people enjoying being outdoors.

C) Items from the Treasurer

Treasurer Aronoff said he is happy to see the public enjoying the ITC walks and the cycling club as well as getting out onto the lake. He hopes everyone is getting outside everyday for some exercise and even moving indoors when possible. He advised the public to be careful about a hand sanitizer that has been found to be toxic and to look into that.

COMMITTEE REPORTS

A. Executive: Chair Kirkwood

Chair Kirkwood stated that the Executive committee met on July 14, 2020 via Zoom. They talked about the July 27, 2020 Commission meeting agenda. This discussion included the COVID-19 update. They talked about trail initiatives; FEMA funding and CARES Act funding application process. There was a Splash Landings update. The next meeting is scheduled for August 18, 2020 at 6:00 pm. It is currently scheduled as a virtual meeting.

Approved August 27, 2020

B. Finance: Report from Treasurer Aronoff

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

NEW BUSINESS

None.

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Warshay reported that anyone who is running for local office needs to file their pre-election campaign statement by July 28, 2020 at 5:00 pm if they do not have a reporting waiver. The Township Board received notice that the Township lead attorney Nancy Cooper Green is retiring. She will be missed.

Since Parks and Recreation last met, the Township Board has held two regular meetings. On July 13th there was a regular meeting. They did some budget amendments because of COVID. The Board is considering fire truck replacement and bought a couple of fleet work trucks. There was a liquor license transfer approval to a custom gift basket business. There was an Emergency meeting last week revoking the permit for the Art Fair because the limit on outdoor gatherings is 100. The Township is applying for three grants for some of the COVID expenses; payroll expenses for emergency personnel and hazard pay for employees. Trustee Warshay said with COVID, as people aren't working there is no income tax and there is no discretionary spending so sales tax is affected. Income tax and sales tax are the main sources of revenue for Michigan. The state then provide a lot of that money to cities, counties and townships. The Township is hoping to recoup some of this lost revenue through these grants.

Commissioner Hembree wished everyone health and safety at the Township. Commissioner Brooks encouraged everybody to submit an absentee ballot for the election on August 4th. He asked how the clerk's office will handle voting at the precincts. Trustee Warshay said there will be sanitizing stations and the election workers are instructed on how to keep everything sanitized as well. There is already a record number of absentee ballots that have been mailed in for this election; 17,000 ballots have already been mailed in.

PUBLIC FORUM

None.

ANNOUNCEMENTS

Commissioner Wenczel wanted to draw the public's attention to the wild part of the parks such as wild flowers and the pollinator friendly plants. Everything is in full bloom. Chairman Kirkwood said it was torrentially raining during his pick-up of Summer in the Bag and staff was still smiling and happy. Commissioner Hembree gave her condolences to John Lewis' family.

Approved August 27, 2020

ADJOURNMENT

There being no further business before the Commission, Commissioner Brooks made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:02 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.)

Approved August 27, 2020