

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

Thursday, August 27, 2020 APPROVED

1
2 **CALL TO ORDER**

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4 The meeting was called to order at 7:02 PM by Chair Kirkwood

5
6 **ROLL CALL**

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8 Present: Chair Vincent Kirkwood
9 Treasurer Merv Aronoff
10 Secretary David Barash
11 Commissioner Robert Brooks
12 Commissioner Michele Hembree
13 Commissioner Sally Wenczel

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15 Staff Present: Jennifer Tucker, Executive Director
16 Joe Ketchum, Parks Superintendent
17 Kelly Hyer, Recreation Superintendent
18 Administrative Assistant, Patricia Helson
19 Township Liaison Warshay
20 Pamela St. Peter, Recording Secretary

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22 Absent: Commissioner Sukenic

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24 Public: None

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27 **PUBLIC FORUM**

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29 None.

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32 **APPROVAL OF AGENDA**

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

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

37 **Nays: None**

38 **Absent: Sukenic**

39 **Motion Carried 6-0**

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42 **CONSENT AGENDA**

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44 Items A through C are Consent Agenda matters considered to be routine by the Commission and enacted
45 by one motion unless a member of the Commission wishes to discuss one of the topics.

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47 A. Approval of Minutes from the July 23, 2020 Regular Commission Meeting.

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- B. Approval of the July Financial Reports.
- C. Approval of Prepaid expenditures in the amount of \$439,108.07. Expenditures in the amount of \$417,641.03. Credit card refunds totaling \$13,103.50 for the month of July 2020.

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

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

STAFF REPORT

Executive Director Tucker reported that the Millage Renewal passed by 75%. She thanked the West Bloomfield Township voters for their support. That millage is for the next ten years and will be renewed in 2032.

Covid-19 updates: Offices are open by appointment only. 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. Since schools are returning in a virtual platform, they are trying to figure out ways to handle that within their department for employees as well as determining if there is a need to be filled with residents.

Girl Scout Monarch Waystation will be at Marshbank Park. The garden that was planted along the trail, the Girl Scouts came out and earned a badge at that location. The Girl Scouts have decided to do a station at Marshbank Park for pollinating.

Splash Landing Progress: The splash pad is moving along. The pad has been poured where the splash elements will go. The pad will have a brush finish and will allow for better gripping of feet when it is wet.

Recreation Superintendent Hyer reported on Recreation. Recreation staff has been on Civic Center Mega Cast since day one and especially during July Parks and Recreation Month. Kids Komotion had three concerts in August which were very successful. She thanked the Commissioners for allowing these concerts to go on. Youth Programs have gone on and were successful. Camp WB brought in entertainment for the kids with partnership from Oakland County Parks and a grant that was received that allowed mobile recreation to be brought to the camp.

Family Programs involved a lot of hikes this summer and these are led by a Naturalist. Fall programs will include the Naturalist using a microphone so social distancing can be enforced among the hikers. Outdoor Fitness classes were hugely popular this summer and were held at the parks; spaces were rented in the park at hugely discounted rates from local fitness centers and bookings continue through the fall.

The Fall Guide will be coming out next week! Customer Services hours at the desk are almost back to normal and the online registration is always open.

Parks Superintendent Ketchum thanked the construction company for adding the Splash Landing pad brush pattern. Everyday maintenance includes staff removing wasp nests and cleaning of garbage cans. Playground maintenance has been taking place as well as irrigation system repairs.

Boat launch parking lot at Bloomer Park has been heavily used this summer. Staff moved some parking bumpers to make the parking lot wider and longer. Parking spots were also striped.

101
102 Six detention pond maintenance projects at Drake Sports Park have been completed. Some of the culverts
103 were mud-filled so they were cleaned out. The project actually came in under budget. There are three
104 more ponds that need to be maintained.

105
106 Staff has been cleaning gutters and power washing parks buildings. Staff also helped out with Kids
107 Komotion and concerts this summer by spray painting areas on the lawn to ensure social distancing.
108 Superintendent Ketchum also thanked the public for approving the Millage and supporting the WB Parks &
109 Recreation.

110
111 Commissioner Hembree said the splash pad concrete texture is beautiful and asked what is the life
112 expectancy and upkeep for that. Superintendent Ketchum said the concrete is well designed and
113 engineered and will last probably 20-25 years with very minimal upkeep. She also thinks the painted circles
114 on the lawn for the Kids Komotion concerts were visually appealing and such a great idea. She thanked the
115 Parks staff for their hard work and attention to detail.

116
117 Commission Barash said that Parks and Recreation staff has been doing a great job in very challenging
118 times. He also complimented the detention pond project and said the ponds are beautiful while also being
119 utilitarian.

120
121 Chairman Kirkwood asked about senior programs since Connect has been closed. Superintendent Hyer
122 said last week a concert was held for seniors in lieu of hosting the annual picnic. The Senior Services
123 Advisory Board has also been meeting outdoors for the last two weeks. Staff is looking ahead to December
124 and January for senior programs to ensure they can be held safely. Senior Care Bag Giveaways have been
125 ongoing with the next one being held in September. WB Parks & Recreation has also partnered with Meals
126 on Wheels and all summer long four routes go out every day with 8-10 meals for WB seniors.

127
128 Commissioner Hembree suggested chair exercise classes for seniors via Zoom and a virtual tour of the
129 parks in the fall and winter so seniors can feel connected to the outdoors and the parks. Chairman
130 Kirkwood agreed that a virtual tour of the parks was a great idea.

131 132 133 **ITEMS FROM THE OFFICERS**

134 135 **A) Items from the Chairperson**

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137 Chairman Kirkwood thanked the community for passing the Millage and supporting the WB Parks &
138 Recreation Commission.

139 140 141 **B) Items from the Secretary**

142
143 None.

144 145 146 **C) Items from the Treasurer**

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148 Treasurer Aronoff said there is a Great Lake to Lake trail extending from South Haven to Port Huron and
149 greatlaketolake.org is a great resource for the public. This website has information about lodging and
150 restaurants along the way and includes maps of all the trails involved in this 275 mile trail.

151 152 153 **COMMITTEE REPORTS**

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155 **A. Executive: Chair Kirkwood**
156

157 Chair Kirkwood stated that the Executive committee met on August 18, 2020 via Zoom. They talked about
158 the August 27, 2020 Commission meeting agenda. This discussion included the variance for the
159 neighboring property of Drake Sports Park. They discussed the COVID-19 update and there was a Splash
160 Landing update. The next meeting is scheduled for September 9, 2020.
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163 **B. Finance: Report from Treasurer Aronoff**
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165 Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed the July
166 invoices, vouchers and the monthly budget status. They also discussed the agenda items for tonight's
167 meeting includes the upcoming audit. The next meeting is scheduled in September prior to the regular
168 Commission meeting.
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171 **ITEMS FROM TOWNSHIP LIAISON**
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173 Township Liaison Warshay reported that the Township is doing Hazardous Waste Days on September 25-
174 26; September 25th from 1-7 pm and September 26th is 9-2 pm. There is only St Vincent DePaul collection
175 for donated items on Saturday the 26th. The Township will also arrange appointments for pickups for shut-
176 ins between Sept. 4th and Sept. 22nd.
177

178 On October 1st the Clerk's office is sponsoring a Flu Vaccine Clinic in partnership with the Visiting Nurse's
179 Association. This clinic is from 2:30 – 4:30 pm.
180

181 The Township Board met on August 17th. Some of the emergency purchases that were made because of
182 the Covid crisis will likely be reimbursed by the County through the CARES Act and the Township will likely
183 be reimbursed about \$300,000.00. There is other funding that is being submitted for of over \$1 million in
184 reimbursements.
185

186 The Township is buying body cameras for the police and also upgrading the cameras in the police cars;
187 those should be in place this fall. A couple of paramedics are being hired. The Board members are also
188 interviewing candidates tomorrow for the ZBA and Environmental Commission.
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191 **NEW BUSINESS**
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193 A) Consideration to Approve the 2021 Office Closure Schedule.
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195 Director Tucker stated that the proposed dates are the recommended holidays/observances for the
196 WBPRC. The intent is to close the administrative offices on those days. Administrative staff is
197 recommending the office remain closed on December 28, 29 and 30 between Christmas and New Year's.
198 Administrative Staff is recommending closing the office due to difficulty scheduling customer service staff
199 and expected very low customer traffic. Previously, the few calls received were forwarded to a Staff
200 Member's mobile phone and addressed appropriately. Staff will be asked to use their leave time or work
201 with an approved work plan.
202

203 **Motion by Secretary Barash, second by Treasurer Aronoff, to approve the 2021 West Bloomfield**
204 **Parks Commission Office Closure Schedule.**
205

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

207 **Nays: None**
208 **Absent: Sukenic**
209 **Motion Carried 6-0**

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211 B) Consideration to Approve the 2021 WBPRC Meeting Schedule.

212
213 Director Tucker said the meeting location will be determined by the Executive Committee. All meetings are
214 scheduled for 7:00 pm. All meetings are the fourth Thursday of the month except where noted:

215
216 Thursday, January 28, 2021
217 Thursday, February 25, 2021
218 Thursday, March 25, 2021
219 Thursday, April 29, 2021 (fifth Thursday)
220 Thursday, May 27, 2021
221 Thursday, June 24, 2021
222 Thursday, July 22, 2021
223 Thursday, August 26, 2021
224 Thursday, September 30, 2021 (fifth Thursday)
225 Thursday, October 28, 2021
226 Thursday, November 18, 2021 (third Tuesday)
227 Thursday, December 16, 2021 (third Tuesday)

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229 **Motion by Commissioner Brooks, second by Treasurer Aronoff, to approve the 2021 West**
230 **Bloomfield Parks Commission Meeting Schedule.**

231
232 **Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel**
233 **Nays: None**
234 **Absent: Sukenic**
235 **Motion Carried 6-0**

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238 C) Consideration to Approve the Bid for Phase One of the Drake Sports Park Parking Lot Restoration
239 Project.

240
241 Superintendent Ketchum stated that in 2019, the Commission approved Nowak and Fraus Engineering to
242 engineer, design and assemble bid specifications for the restoration of the Drake Sports Park Parking lots.
243 Bids were requested from eight qualified asphalt companies and four companies responded to the bid
244 request. Bids are as follows:

245
246 Nagle Paving Company \$688,253.75
247 T&M Asphalt Paving, Inc \$785,800.00
248 Fessler and Bowman, Inc \$898,183.00
249 Allied Construction Company \$918,308.00

250
251 \$320,000 was approved for the 2020 capital project account for Phase 1 of the Drake Parking Lot
252 restoration. At the time of the 2020 budgeting process, the engineering for this project was not complete
253 therefore the estimated cost was inaccurate. To reduce costs, Nowak and Fraus asked Nagle Paving to
254 remove the Drake Maintenance Garage Driveway and Parking area from their original bid, bringing the bid
255 price to \$547,378.25. With construction costs of \$547,378.25 and previously approved engineering costs of
256 \$32,000 the total cost of Phase 1 will be \$579,378.25. The Capital Outlay Drake Parking Lot account will
257 need to be increased by \$260,000.00.

259 Secretary Barash said he has walked that area recently and the work that is proposed definitely needs to be
260 done. It is a heavily trafficked area and is in disrepair. Chairman Kirkwood asked if this will need to be
261 landscaped area and whether the bid price includes that. Superintendent Ketchum said the bid price does
262 include restoration. Commissioner Wenczel said she said this repair coincides well with the rehab of the
263 detention ponds that has recently been done; this will be a nice clean surface that will protect the ponds
264 from runoff. She thinks this is necessary for the sake of all the money spent on the pond repairs.
265 Commissioner Hembree agreed that this is necessary but asked if the costs might go down next year, also
266 considering the WBPRC profit and loss during this pandemic. Superintendent Ketchum said he does not
267 foresee the project costs going down at all in the future. Commissioner Brooks asked if the Drake Sports
268 Park facilities will be closed during this project. Superintendent Ketchum said the timeline for this project is
269 45 days and the buildings will be closed down during that time but port-a-johns will be set up. The
270 programming schedule also took these repairs into account and was adjusted accordingly.

271
272 **Motion by Commissioner Wenczel, second by Treasurer Aronoff, to approve the bid from Nagle**
273 **Paving Company for the amount of \$579,378.25.**

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275 **Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel**
276 **Nays: None**
277 **Absent: Sukenic**
278 **Motion Carried 6-0**

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281 D) Consideration to Schedule the 2021 Budget Meeting in Early October.

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283 Director Tucker stated that the 2021 WBPRC Budget process is underway. A budget meeting is usually
284 scheduled in early October. A meeting date needs to be established to set the budget timeline. The
285 WBPRC Budget will go to the Township Board for approval on November 16, 2020. Staff recommends
286 scheduling a special meeting.

287
288 **Motion by Commissioner Wenczel, second by Treasurer Aronoff, to approve the Commission**
289 **Budget Meeting scheduled for October 8, 2020 at 6:30 pm via Zoom (unless otherwise indicated).**

290
291 **Ayes: Aronoff, Barash, Brooks, Hembree, Kirkwood, Wenczel**
292 **Nays: None**
293 **Absent: Sukenic**
294 **Motion Carried 6-0**

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297 **PUBLIC FORUM**

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299 None.

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302 **ANNOUNCEMENTS**

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304 Treasurer Aronoff wished the public a Happy New Year! Secretary Barash thanked all the WBPRC
305 sponsors for their continuing support.

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308 **ADJOURNMENT**

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310 There being no further business before the Commission, Commissioner Wenczel made a motion to adjourn,
311 and unanimously supported. The meeting was adjourned at 8:25 P.M.

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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.)