

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
West Bloomfield Parks and Recreational Activities Center  
4640 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, June 28, 2018**

**CALL TO ORDER**

The meeting was called to order at 7:00 PM by Chairman Brooks

**ROLL CALL**

Present: Chairman Robert Brooks  
Treasurer Merv Aronoff  
Secretary Joe Green  
Commissioner Margie Fiszman-Kirsch  
Commissioner Michele Hembree (Arrived 7:02 p.m.)  
Commissioner Gerald Sukenic (Arrived 7:02 p.m.)  
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director  
Joe Ketchum, Parks Superintendent  
Denny Troshak, Senior Programmer  
Township Liaison Warshay

Absent: None

Public: 3

**PUBLIC FORUM - Limited to two minutes per resident for new topics**

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, second by Commissioner Fiszman-Kirsch, to approve the agenda**

**Ayes: Unanimous  
Nays: None  
Absent: None  
Motion Carried, 7 to 0**

**RESOLUTION DECLARING JULY AS PARKS AND RECREATION MONTH**

Secretary Green read the Resolution into the record. The Resolution was signed by each of the Commission members. The Resolution will go into the record that July is recognized as Parks and Recreation month. Chairman Brooks stated that the Commission looked forward to the many activities that are recommended for July Parks and Recreation month.

**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 24, 2018 Regular Commission Meeting.
- B) Approval of May Financial Reports.
- C) Approval of Prepaid Expenditures in the amount of \$163,921.44. May Expenditures in the amount of \$141,506.66. Credit card refunds totaling \$6,421.50 for the month of May 2018.

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

**Ayes: Unanimous**  
**Nays: None**  
**Absent: None**  
**Motion Carried, 7 to 0**

## **STAFF REPORT**

Executive Director Tucker reported on the Drake Sports Park pond renovation. There are a total of nine ponds in the Park; four of the ponds are being renovated. Executive Director Tucker presented photos of action shots of the project.

Senior Advisory Team Initiative. Executive Director Tucker asked for applicants to fill 7 or 8 spots on an advisory team. There were 14 applications received. The first meeting will be held in early August. The applicants chosen had different interests from pickleball to senior softball to card playing to get a cross section of what our senior population would like to do.

Family Aquatic Update. Executive Director Tucker stated the Commission would discuss the plans for the Commission's approval on the Family Aquatic Center. The next step would be to go to the Planning Commission. Executive Director Tucker stated she would continue to update the Commission in the future.

Executive Director Tucker introduced Krishaun Burns as the 2018 Marketing Intern. Ms. Burns has expertise in photography; she has been doing different projects including bios for the staff. Krishaun did the Health Fair.

Executive Director Tucker highlighted Brett Lentz, Park Operations. Mr. Lentz runs the crew to mow the grass. Mr. Lentz holds a degree in exercise science from Central Michigan University.

Summer on the Bank. This is the first summer festival. It is taking the place of the fall festival which was held in October. There are great things that are going to be happening including a slip and slide, fishing, paddle sports, inflatable games, rock wall, pony rides and a band.

Photo Contest. More specifics on the website. Post a photo of one of the West Bloomfield Parks on Facebook, Twitter, Instagram and tag us at #WBlovesnature and you can enter to win a great prize pack. There were a lot of great photos last year.

Parks Superintendent Joe Ketchum gave the Parks report. New photo of staff was presented. There are 12 seasonal workers that were hired for the park staff this summer. Seasonal park training was on May 30th. A day and a half was done for safety training. Staff taught them how to drive the truck, park trucks, how to turn, etc. Full time staff will ride with them in the trucks for the first day on the job. They do not operate a piece of equipment that they have not been trained on.

Every day maintenance is extremely busy. This is the height of our season with graduation parties, family reunions, etc. The shelters are extremely busy. The shelters are power washed for every rental.

Pickleball Court Wind Screens. Wind Screens were installed for the pickleball courts. It is all finished. Screens were installed on the north, west side, south side and the northwest side. The east side was left open because we do not, commonly, receive winds from this side.

Parks Superintendent Ketchum indicated that they are always willing to help the Township. If the fire department calls the Parks and Recreation Department, Parks and Recreation is willing to help. Station #5 was pictured for their annual spring cleaning, the firemen did a great job of cutting up a lot of brush while the Parks and Recreation department trimmed the trees for them. This is a great collaboration with the fire department.

Working with the Township Hall at the food truck rally, Parks and Recreation provided the picnic tables. Township Hall also had a BBQ this year where the Parks and Recreation department also provided picnic tables.

Baseball Field Maintenance. There was a quick count for the months of April and May, the Parks and Recreation staff did 372 baseball games. June was the busiest month of the year. During July and August, the baseball fields do slow down, however, we will pick up for cricket in July and August.

The West Bloomfield Youth Coalition had a food truck rally at Orchard Lake Mall where we provided fencing for them. The fence was borrowed from Oakland County Parks. It was a wonderful collaboration with them. Youth Coalition was able to use it for their event. The event was very successful at Orchard Lake Mall.

Chairman Brooks congratulated Brett Lentz in Operations. Chairman Brooks stated he was very happy that the Senior Advisory Committee was off to a good start. Chairman Brooks also indicated that the Drake Trail Restoration looked great.

Senior Programmer Denny Troshak gave the recreation report.

Mother/Daughter Tea was held at Drake Sports Park. In the past, it was held at the Family Aquatic Center. There were two sessions held on the same day since the location is smaller. It worked out well.

Special Event with our Naturalist. It was Star Wars Astronomy Night called, May the Fourth be with you because it was held on May 4th. They had 23 people attend this event.

Kids Komotion. There have been two events to date and they were well attended. Two more events are coming up. The participation for the young ones has been great.

Camps. The first week of camp had been completed. Staff went through over 40 hours of training. The State requires the camps to be licensed with 30 hours of training; but we have gone through 40 hours of training.

Music at Marshbank. The format changed this year. In the past, we've had five concerts and ran consecutively on Wednesdays. This year, there will be three concerts. The first one will be held on the Wednesday after the 4th of July. There will be two bands each evening. There will also be food trucks and a beer and wine tent.

The Senior Picnic is scheduled for the end of August. It is at Marshbank Park at the pavilion by the lake. This event is sponsored by Hartland/West Bloomfield, Marv and Betty Danto, and also Showcase Realty..

Nature Trails Day was held on June 2nd. This year, we left from Walnut Creek Middle School and walked approximately 6.8 miles to Sylvan Manor. There were 80 registrations this year. The majority of those people walked the entire length. American Cycle had some e-bikes on the trails. E-bikes are electronic bikes with a motor. There are three different levels which can go approximately 30 miles an hour on level 3; and 100 miles on one charge.

ITC Walk West Bloomfield is in full force. So far, there have been 16 walks, approximately 493 walkers, walking a total of 1,791 miles. There are 12 walks left. Averaging close to 30 walkers a night. This has been a great success.

There have been a number of volunteers helping out with a variety of different things. We appreciate all of the help from the community.

## **ITEMS FROM THE OFFICERS**

### **A. Items from the Chairperson**

Chairman Brooks reminded the listening audience to come early for Kids Komotion, the concerts and to stay late. If you don't come early, you may find yourself with being shuttled from parking areas. These events have been outstanding, the Operations group as done a fabulous job at the Kids Komotion. Our concerts, the various different bands are outstanding.

### **B. Items from the Secretary**

No report this month from Secretary Green.

### **C. Items from the Treasurer**

Treasurer Aronoff indicated he had received comments from the residents that like to do activities such as walking, and riding their bikes on the trail. It is a beautiful facility. If the residents take photographs of the area, you can go on a website called Rails to Trails Conservancy. The west side of our West Bloomfield Trail was an abandoned railway. There are thousands of abandoned railroads around the United States that are going to be converted into trails. The Railstotrails.org has a lot of interesting articles and photographs of some of the trails. You can have some photographs of our trail that were taken and uploaded to the site.

## **COMMITTEE REPORTS**

### **A. Executive: Report from Chairman Brooks (June 4 at 6 p.m.)**

The Executive Committee made up of Chairman Brooks, Secretary Green and Treasurer Aronoff met on June 4th at 6 p.m. The agenda included a draft agenda for today, process for aiming of the FAC, art installations in the park, and West Bloomfield Civic Center complex master plan update. Space solution updates were discussed and also key dates for our project that was shown earlier. The next meeting is scheduled for July 16th at 6 p.m.

### **B. Finance: Report from Treasurer Aronoff (June 28 at 6 p.m.)**

The finance committee meeting met at Township Hall at 6 p.m. Present were Executive Director Tucker, Commissioner Fiszman-Kirsch, Commissioner Wenczel, Treasurer Aronoff and Plante Moran representatives. The 2017 audit report was discussed in detail. There is a report done every month which is available to the residents on the website or contact the Parks and Recreation office for a copy. The revenue plus the fund balance far exceeds the expenditures thus far for the Parks and Recreation department.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A. Presentation of the 2017 Audit - Plante Moran**

Plante Moran presented the audited financial statements to the Commission. In the packets received by the Commission is the actual financial report as well as a letter addressed to the Commission, which is their required end of audit communication that is provided annually.

The graph package is the pictorial view of some of the information that is in the large financial report. The report included the actual graphs. The independent auditor's reports or Plante Moran's opinion, the Commission was given the financial report and Plante Moran's unmodified or clean opinion again this year. That's the highest level of assertion Plante Moran can provide that the financial statements are free of material misstatement. This is an important factor as you are going through the financial statements in determining whether or not these financial statements can be relied upon with the information provided.

### **B. Consideration to Approve the Site Plan for 6200 Farmington Road**

Also known as the ReFAC project. Executive Director Tucker gave an overview of process starting with the strategic plan when it was decided that the Family Aquatic Center needed to be updated and go into a different aquatic direction. The Commission had seen the basic plan and overview of the 6200 Farmington Road design. The staff worked with Johnson Hill Land Ethics on this plan. Executive Director Tucker wanted to make sure that the Commission was receiving exactly what they wanted.

Mr. Mark Robinson gave an overview of the plan and the construction drawing. The renderings presented several months ago were not shown. There are three major components including the splash pad which is the center piece of the park; two buildings and the parking lot. There are shade structures around the parameter of the splash pad, additional concrete decking for people to sit and sun. There are site furnishings, a few flower pots to dress up the area and there is a 4 foot fence enclosure around the entire facility. The larger of the two buildings is to house all of the pump equipment, etc., for the splash pad. The third building is the restrooms. The second and smaller building closest to the entrance is the ticket booth. The back portion of the building is an open air, pavilion-like dressing rooms. Parking is somewhat different from the original family aquatic center parking. It was taken apart and reconstructed because of deterioration. The existing storm water system collapsed and was rendered unusable. The connections between the parking and the facilities are very straightforward. Future expansion of the park may include additional play opportunities for children as well as adult fitness.

Commissioner Sukenic indicated that there was a larger plan showing the overall project where 50% or more of the overall plan was landscaping, green areas. Mr. Robinson indicated everything that is not Splash Pad, parking and the connections between would be restored. The storm water retention pond would be reconstructed. The areas slated for future developments such as a playground would be established with turf at this point in time. Commissioner Sukenic stated the plan appeared that there were planting areas all around the project and he was concerned that this project was more of a landscape project than a water project. Executive Director Tucker stated in the current plan, there are some open spaces for families to go have lunch or sit and relax because there is no food in the splash pad. There is a lot of green but a lot of that is turf.

Commissioner Sukenic asked for the breakdown of hours that a person would use the splash pad. Executive Director Tucker stated there would be two hour blocks which are being investigated. Studies have shown how long people would use the splash pad, and it was settled on the two hour timeframe. Individual wrist bands would be sold for those timeframes. The cost may be \$4; operation costs are being investigated as well.

Commissioners Fiszman-Kirsch and Hembree discussed their concerns regarding parking. Executive Director Tucker stated these were operation type questions. Capacity has to be reviewed and probably would be set by the fire and/or health department. There are two designated spaces with electricity provided for food trucks.

The 4 foot height of the fence is enough of a barrier which would not appear unsightly. It is a management tool that allows controlling the number of people that are in the area. Aluminum fencing is low maintenance.

Commissioner Wenczel discussed her concerns to implement a kid-sized toilet and kid-sized sink in both the men's and women's bathrooms, if possible. Chairman Brooks indicated that at this stage, we wouldn't want to go into a deep discussion but we could have this added to the motion as consideration. Mr. Robinson indicated the architects on this project are not represented here tonight, they have an option or contingency plan, if you choose to go with the additional youth toilets. Brenda Waterman spoke with Director Tucker regarding the costs. Mr. Robinson stated if the Commission wished to insert youth toilets into the project, they are prepared to support that. It is a matter between the staff and the Commission on how to manage and operate the facility. Chairman Brooks indicated he would be willing to insert this into a motion, if we knew the general cost and we have an idea of what is being added. This project is ADA accessible on the plan. Is it possible to add this into the current plan? Mr. Robinson stated the footprint of the plan would have to be larger to accommodate those facilities. Commissioner Wenczel indicated she would like to craft this project as modern and futuristic, kid-friendly as possible. Executive Director Tucker stated she had spoken with the architect extensively about this, one sink can be lowered, but the cost would be to make the building larger.

Commissioner Sukenic questioned if the air handler could be mounted on the roof. Executive Director Tucker stated this may be a code issue but they would find out. This is a considerable amount of space that could be added to help the bathroom.

Commissioner Fiszman-Kirsch questioned what percentage of the actual space in the facility is utilized in the present stage. Is there any area in the plan where a winter event could be staged, for example, an ice rink? Mr. Robinson indicated these questions would have to be considered by staff and the Commission but that was not where this particular project was headed. Chairman Brooks indicated the plan was to move quickly in order to do something more in the areas where you would have more outdoor activities on this side of the Township.

Commissioner Sukenic indicated that he was opposed to the splash pad rather than building a new swimming pool that the community had requested.

Treasurer Aronoff indicated he would agree to add to the motion the word "consideration" for the items that the Commissioners had requested to be looked at into the plan. There does not seem to be 100% consensus on the changes that can be made.

Chairman Brooks indicated the motion could be done in numerous ways but we had listened to almost 45 minutes and it was time to move forward.

Executive Director Tucker indicated the children's size toilets and sinks was something that could be added as an alternate in the bid package. If the price came back astronomical and the Commission decided that it was not something that they wanted to do, it could be deleted. The plans could be changed to do this. The cost should be approximately \$9,000 to \$10,000 for both. Installing them in the family changing rooms because there is more space.

Superintendent Ketchum stated that the parking lot concerns would be determined at the planning level.

Chairman Brooks stated that in September, 2018, the bid packages go out to the prospective contractors. Everything tonight that we want in consideration should be/must be inside of the bid packages.

Commissioner Fiszman-Kirsch indicated she appreciated the point of clarification but she did not want to come back and have another Marshbank situation in which we will say, "I wish we would have..".

**Motion by Treasurer Aronoff, second by Commissioner Wenczel to consider:**

**The addition of toilets and sinks for kid-friendly restrooms, whether we have to expand the footprint or whether it can be investigated;  
We would like to have parking spaces considered relative to 100 spots due to potential expansion;  
We would like to understand the capacity by the fire department at the point of the planning;  
We would like to have the air handler looked at in Plan A100 to be mounted to the roof to offset bathroom expansion which was requested by both staff and by Commissioner Sukenic.**

**Ayes: Brooks, Green, Aronoff, Fiszman-Kirsch, Hembree, Wenczel**

**Nays: Sukenic**

**Absent: None**

**Motion Carried, 6 - 1**

**C. Consideration to Approve a Bid to Install Fencing at Drake Sports Park**

Executive Director Tucker indicated there were three companies that had submitted bids. The lowest bidder, Future Fence, did not meet bid specifications. There was a mutual understanding of the project with Nationwide Fence. The total amount needed to be changed to \$156,640.

Superintendent Ketchum gave an overview of the project and indicated the current fencing is 22 years old, it is a vinyl coated fence. Vinyl coated fencing peels. Pictures were shown of the peeling fence. The current fencing is a weak gauge fence. The dugout areas do not meet ADA standards. The netting also needs to be replaced.

**Motion by Secretary Green, second by Treasurer Aronoff to Approve a Bid from Nationwide Fence for the amount of \$156,640 to remove and replace the softball field fences at Drake Sports Park**

**Ayes: All**

**Nays: None**

**Absent: None**

**Motion Carried, 7 - 0**

**D. Consideration to Approve the MMRMA Insurance Renewal for 2018-2019**

Executive Director Tucker indicated the policy runs from July to July and is up for renewal. The cost had decreased slightly. MMRMA is a liability pool. When the municipalities do well and/or don't have accidents, in which we were accident free in 2017, the decrease in premium is approximately \$4,000 to \$5,000 a year.

**Motion by Commissioner Wenczel second by Treasurer Aronoff to Approve the MMRMA Insurance Renewal for 2018-2019 financial year in the amount of \$53,721.00**

**Ayes: All**

**Nays: None**

**Absent: None**

**Motion Carried, 7 – 0**

**ITEMS FROM THE TOWNSHIP LIAISON**

Township Liaison Warshay indicated he met with Superintendent Hyer at the food truck rally which was an amazing event. All sort of organizations participated from all over the Township. June 11th, the Township Board approved a three year agreement with the Orchard Lake Fine Art Show to be run by Hot Works. It is for three years. This year's dates are July 27, 28 and 29th, then the same weekends in 2020 and 2021.

This past week, the Township Board approved acquiring more easements for the Safety Path, so there would be more available throughout the Township. The Township Board approved a permit for the Friendship Circle Walk which will be held on Sunday, September 2, 2018 at 10:00 a.m.

The contract was awarded for Fire Station #3. The cell tower leases on municipal property are active. Mr. Salhaney did a good job standardizing the leases. There are a couple of environmental appeals that were sent back to the Environmental Board.

Commissioner Sukenic mentioned his concerns on the road improvement on Inkster Road which had been closed for about a week and a half. Liaison Warshay indicated he was not sure of the full extent but there had been some emergency repairs there. Chairman Brooks indicated that this was the Oakland County Road Commission. The Township has very little to do with that. Chairman Brooks inquired when the grass in the center island from Maple to 14 Mile was going to be installed and if it was delayed because of the sprinkling system. Liaison Warshay indicated they had not reported to them. The lights and the landscaping were supposed to be installed this year.

Commissioner Fizman-Kirsch indicated that many people do not attend the art fair in West Bloomfield because of the charge of \$5 per person. She asked who receives the money. Liaison Warshay indicated that they are one of the few that charges. It is the organization that puts on the show; the money is used for their programs, some of which include awarding prizes and youth programs. Commissioner Fizman-Kirsch suggested if the Township could request a local donation to one of the organizations such as the Optimist Club.

**PUBLIC FORUM** - Limited to 2 minutes per Resident for new topics

**ANNOUNCEMENTS**

## ADJOURNMENT

There being no further business before the Chairman Brooks made a motion to adjourn, and unanimously supported. The meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'A. B. S.', written in a cursive style.

Secretary

Mona Freiburger  
Recording Secretary

**The West Bloomfield Parks and Recreation Commission will provide necessary aids for access, such as requests for a sign language interpreter or accommodations for a disability, please contact Ruth Lyons at 248-451-1925. Please make your requests early as a week will allow us to provide seamless access.**

(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.)