

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
Township Board Room  
4550 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, October 26, 2017**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Chairman Joseph Green  
Secretary Robert Brooks  
Treasurer Merv Aronoff  
Commissioner Fizman-Kirsch  
Commissioner Michele Hembree  
Commissioner Jerry Sukenic  
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director  
Joe Ketchum, Parks Superintendent  
Kelly Hyer, Recreation Superintendent

Absent: None

Public: 2

**PUBLIC FORUM**

None.

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, second by Commissioner Fizman-Kirsch, to approve the agenda as presented.**

**Voice Vote: Unanimous  
Absent: None  
Motion Carried, 7-0**

**Consideration to Approve Resolution for Exemption from the Publically Funded Health Insurance Contribution Act**

Chairman Green read the Resolution aloud to the Commission and the public.

**Motion by Treasurer Aronoff, seconded by Commissioner Wenczel, to approve the Resolution for Exemption from the Publically Funded Health Insurance Contribution Act.**

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

**Nays: Sukenic**  
**Absent: None**  
**Motion Carried**

## **CONSENT AGENDA**

Items A through D 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 September 14, 2017 Regular Commission Meeting.
- B. Approval of Minutes from the October 3, 2017 Budget Special Meeting.
- C. Approval of the September Financial Reports.
- D. Approval of prepaid expenditures in the amount of \$395,485.03. Expenditures in the amount of \$384, 874.97 and credit card refunds totaling \$2,739.50 for the month of September 2017.

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

**Ayes: Aronoff, Brooks, Fizman-Kirsch, Green, Hembree, Wenczel**  
**Nays: None**  
**Abstain: Sukenic**  
**Absent: None**  
**Motion Carried**

## **STAFF REPORT**

Director Tucker stated that the Family Aquatic Center's Redesign Phase 1 Project Request for Bid Proposals was posted September 15. The received proposals will be considered at the October Park Commission meeting. Staff has continued to clean out and sort through the many years of accumulation at the facility. The deck chairs have been sold to a West Bloomfield subdivision lake association for \$2000, but other items that have served us for many years have been liquidated to other municipalities or Township Departments. Some of the landscaping that we cannot use is going to the Sheiko Elementary Learning Garden Project. Many partnerships have been forged or strengthened through this effort. Director Tucker also stated that hazardous material testing has been completed. Asbestos removal began on the 25<sup>th</sup>. Utilities will be disconnected the first week of November.

Parks Supervisor Chris Frey was asked to present a session at the SEMCOG Snow Conference on September 22. Chris presented on the WBPRC snow removal operation including the use of salt brine to reduce salt and financial waste. The session was well received. The National Parks and Recreation Annual Conference (NRPA) was held on September 26-28 in New Orleans, Louisiana. Meagan Kurnat, Marketing Coordinator and Executive Director Jennifer Tucker attended the conference. Meagan also attended a preconference session on Marketing. Among the educational sessions attended were topics such as Recreation Cost Recovery, Employee Recognition, Strategic Planning, Water Park Design, and Conservation Programs. The vendor hall began on the 27<sup>th</sup> and had over 400 vendors that are used in the parks and recreation field. The vendor show was very beneficial to be able to connect with a great deal of suppliers in one place.

Parks Superintendent Ketchum reported that the Drake Sports Park trail renovation is complete and restoration around the construction area is now underway. The project actually came in under budget. This is a busy time of year with fall clean-ups; fall leaf mulching and removal is underway along with fall tree trimming. Shelter screens at Keith Sports Park are being taken down. Staff has been aerating all athletic

fields and applying a final fertilization to park sites. Staff has winterized and blown out all the sprinkler systems within the parks and at the end of next week staff will winterize the buildings. The first new signs have been installed at Drake Sports Park and the Recreational Activities Center. Some of the signs were originally built wrong; they were supposed to be aluminum frames and they ended up being steel, therefore the contractor is remaking them. The signs that were constructed properly were installed.

Superintendent Ketchum stated that staff attended the 2017 mParks Mowdeo at St. Clair County Parks on September 28. The Mowdeo consists of educational classes in the morning and mowing skills competition in the afternoon. Another training program was a Winter Operations Conference that was attended by staff on October 17 and 18; that conference specialize in snow and ice management.

The variable speed pump for the well at Drake Sports Park has been installed. In regards to the public water situation due to the water main break, staff was able to put together a public filling station for potable water. There are four filling stations with drinkable water derived from the well at Keith Sports Park.

Commissioner Sukenic stated there is a ditch at Drake Sports Park near the Path to Wellness. Superintendent Ketchum said there was an irrigation leak that needed to be repaired. That ditch has already been filled. Commissioner Sukenic asked about the trail near the convalescent home. Superintendent Ketchum said that portion of trail is not being repaired as it is not really accessible or open to the public; the path ends at the fence. Commissioner Sukenic asked if the old pool equipment from the FAC was bid, sold or put up for auction. Director Tucker said the pool chairs were priced individually and bought by a local beach association. It was a first come, first serve sale. Commissioner Sukenic said he was contacted by a local condo association who may be interested in any additional pool equipment that is for sale. Director Tucker said that a lot of other items have gone to other municipalities because they were purchased with taxpayer dollars; they will be for municipal use. Commissioner Sukenic asked if during demolition of the FAC, whether anything can be salvageable. Superintendent Ketchum said that when they went to bid for demolition, the requirement was that the selected company was to remove the salvage. Commissioner Hembree thanked Chris Frey, John McKeown and Meagan Kurnat for their excellent work.

Recreation Superintendent Hyer reported that the Winter/Spring brochure went out at the end of July. Staff has been busy with registrations and kicking off fall programming. Two Pickleball clinics were held. Staff has met with some of the regular Pickleball players and they have made some suggestions to staff. Those players take pride in the courts.

Staff is continuing to empty out recreation supplies and equipment from the FAC. Amy DeRosier, Recreation Operations & Systems Coordinator, managed this massive undertaking. Over six weeks staff has emptied the majority of the useful recreation related items from the FAC, but also re-evaluated items at the RAC and storage locations. Additionally, the majority of fitness classes have been moved to the RAC. The Programmer relocated into a cubicle and his office is now near to the fitness equipment storage.

Family Fun Night at West Bloomfield High School was a success. The Camp Out was sold out with 280 campers participating. Staff did a Facebook Live session at the Camp Out and it received 1500 views. With a second Naturalist, a second Hayride has been added. Superintendent Hyer said they could not pull off this event without Parks staff; it is really a collaborative event. The Senior Health and Wellness Expo was a success; over 150 seniors attended. Nature programs have been selling out.

Upcoming Special Events:

Trick-or-Treat Trail	10/29
Harvest Day Lunch 50+	11/9
Family Dance Party	11/16
Bowl with Santa	12/2

Nature Events:

Mommy & Me Hikes	11/2 & 12/7
Make Your Own Walking Stick	11/4
Toddlers on the Trail	11/8
Sensational Sharks	12/9

Commissioner Wenczel said staff is doing a fantastic job of taking advantage of free advertising avenues such as Facebook, Instagram, Twitter and email.

**ITEMS FROM THE OFFICERS**

**A. Items from the Chairperson**

None.

**B. Items from the Secretary**

None.

**C. Items from the Treasurer**

Treasurer Aronoff complimented staff on the public water fill stations and said it is a good contribution to the community.

**COMMITTEE REPORTS**

**A. Executive: Report from Chairman Green**

Chairman Green stated the committee met on October 3, 2017 and discussed the October 26<sup>th</sup> Commission Meeting Agenda; Employee Changes Update. The next meeting is scheduled for November 8<sup>th</sup> at 6 pm.

**B. Finance: Report from Treasurer Aronoff**

Treasurer Aronoff stated the committee met before tonight’s meeting and discussed and reviewed September invoices, vouchers and the monthly budget status.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A) Consideration to Approve the Bid from ABC Demo for Phase I of the Family Aquatic Center Redesign Project.**

Executive Director Tucker stated that the Request for Proposals for the demolition of the Family Aquatic Center building and pool were advertised and received on October 12, 2017. Eleven companies attended a mandatory pre-bid meeting on October 3, 2017 and sealed bids were received from seven companies. Bids are as follows:

<u>Company</u>	<u>Demo Bid</u>	<u>Bid Alternate</u>
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Universal Consolidated Enterprises	\$147,075.00	\$15,000.00
Homrich	\$223,500.00	No Alternate
Farrow Group, Inc.	\$237,000.00	\$6,250.00
E.T. Mackenzie Company	\$242,110.00	\$7,450.00
Dore & Associates Contracting	\$248,400.00	No Alternate
Blue Star, Inc.	\$283,800.00	\$12,500.00
International Construction	\$319,000.00	\$19,900.00

Staff is recommending the Commission approve the bid from Universal Consolidated Enterprises for \$147,075.00. Staff has received and checked four references and is satisfied Universal can perform the work. The alternate bid for \$15,000.00 is for top-soil and seeding the site. Staff is hopeful the township will not require site restoration as new construction is expected in the spring of 2018. Commissioner Fizman-Kirsch asked if the bid includes all materials to be hauled away. Superintendent Ketchum said it does and the material will be properly disposed by selected contractor. Commissioner Sukenic said there is a very large difference between the proposed bid and the next one and asked if staff went over all construction documents with the contractor. Superintendent Ketchum said there was a pre-bid meeting where all companies walked the entire site and talked about all aspects of the project; every contractor had an opportunity to ask questions. Commissioner Sukenic asked if there will be any subcontractors on this project. Superintendent Ketchum said he is not aware of any. Commissioner Sukenic asked who will oversee this project and what is the completion date? Superintendent Ketchum said the Project Site Engineer and he will oversee the project and the demolition will be completed in 45 days.

**Motion by Treasurer Aronoff, seconded by Commissioner Fizman-Kirsch, to Approve the Bid Proposal from Universal Consolidated Enterprises for the amount of \$147,075.00 with Alternate Option of \$15,000 for Restoration, if required.**

**Ayes: Aronoff, Brooks, Fizman-Kirsch, Green, Hembree, Wenczel**  
**Nays: Sukenic**  
**Absent: None**  
**Motion Carried**

**B) Consideration to Approve the Amended 2017 WBPRC Budget.**

Executive Director Tucker stated that the following changes are being made to reflect needed adjustments for a more accurate 2017 budget.

Changes to the Revenue Cost Center are as follows:

- Millage Property Tax line items have been updated to reflect actual property tax revenue.
- Recreation Income line item adjustments reflect actual program revenue throughout the year and unearned revenue due to the closing of the FAC.
- Miscellaneous Income line item did not meet projected revenue due to a smaller dividend sharing check from Liability Insurance.

Changes to Expenditures are as follows:

- Major changes include:
  - Family Aquatic Center Redesign Project
  - Urgent roof replacement at the RAC
  - Unexpected engineering cost for Drake Sports Park Path
- Minor adjustments have been made to more accurately reflect costs.
- All minor adjustments as well as the absorption of the replacement roof at the Recreation Activity Center will be covered within the original approved 2017 budget.

- The exceptions to the 2017 Budget will be the FAC Redesign Project and unforeseen cost relating to the DSP Asphalt Path.

Changes since the October 3<sup>rd</sup> Special Meeting:

- Workers Compensation line items have been adjusted accordingly for all departments. A net zero effect is on the overall budget.
- Two transportation line items have been modified to reflect an unforeseen random fourth quarter physical. A zero net effect on the overall budget.
- The Re-FAC line item has increased by \$50,000 due to asbestos abatement and increased demolition cost. Increase is shown in expenditures.

**Motion by Secretary Brooks, seconded by Treasurer Aronoff, to Approve the 2017 Amended WBPRC Budget as presented.**

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

**Nays: Sukenic**

**Absent: None**

**Motion Carried**

**C) Consideration to Approve the 2018 WBPRC Budget.**

Executive Director Tucker stated that there are a few modifications to the 2018 budget. Those are as follows:

- Workers Compensation levels are projected to increase considerably in 2018.
- Salaries have been adjusted by a 3% cost of living increase and one step increase if appropriate, per the WBPRC pay structure.
- The addition of two new full time Park staff.
- 2018 Healthcare premiums have been increased by 10%.
- The Retiree Health Care Trust has decreased for 2018 as indicated by the contribution projections released by actuaries.
- New financial software budgeted at \$45,000.
- Park Capital Cost Center includes:
  - \$108,000 Backhoe
  - \$11,000 Toro Utility Cart
  - \$15,500 SWAP Loader Spray Tanker
  - \$8,000 30 Ft. HD Equipment Trailer
  - \$15,500 Arrowhead Kiosk
  - \$50,000 Ford F-250 Truck
- Capital Projects Cost Center includes:
  - \$2,600,000 for the FAC Redesign Project
  - \$250,000 for the replacement of ball field fences at DSP
  - \$75,000 for the renovation of retention ponds at DSP as required
  - \$50,000 for basketball court renovation at Bloomfield Knolls

**Motion by Treasurer Aronoff, seconded by Secretary Brooks, to Approve the 2018 WBPRC Budget, as presented.**

**Ayes: Aronoff, Brooks, Fizman-Kirsch, Green, Hembree, Sukenic, Wenczel**

**Nays: None**

**Absent: None**

**Motion Carried**

## ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay stated that Commissioner Wenczel sent him information on 3D crosswalks for Orchard Lake Road; he will forward it to the Township Supervisor. It is paint that looks like shadows and is meant to slow down traffic. Mr. Warshay said the Deputy Chief of the Police Department has advised that the boil water advisor is expected to be lifted on Sunday; residents are able to keep up to date on the police department's Facebook page. Additionally, due to the water main break, 14 Mile is closed; there is no estimate of when that will be fixed.

The Township's budget process is underway. The Town Board did approve the Cable Commission's budget.

## PUBLIC FORUM

None

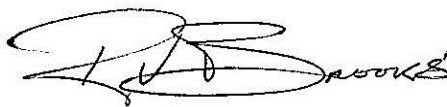
## ANNOUNCEMENTS

Commissioner Hembree encouraged residents to check on their elderly neighbors while the boil water advisory is ongoing. Commissioner Fiszman-Kirsch stated that this Saturday, at the police department, there is an opportunity for safe disposal of expired and unused medications; that will be from 10 am – 2 pm. Treasurer Aronoff advised residents to drive slowly and carefully through neighborhoods, when traveling on Halloween. Secretary Brooks also reminded residents to be careful when lifting large containers of water.

## ADJOURNMENT

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Brooks', written over a faint circular stamp or watermark.

**Secretary Robert Brooks**

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.)