

**PROCEEDINGS OF  
CHARTER TOWNSHIP OF WEST BLOOMFIELD  
PARKS & RECREATION COMMISSION REGULAR MEETING  
Township Board Room  
4550 Walnut Lake Road  
West Bloomfield, Michigan 48323  
Thursday, November 16, 2017**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Secretary Robert Brooks  
Treasurer Merv Aronoff  
Commissioner Fizman-Kirsch  
Commissioner Michele Hembree  
Commissioner Jerry Sukenic (arr 7:05 pm)  
Commissioner Sally Wenczel

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

Absent: Chairman Joseph Green

Public: None

**PUBLIC FORUM**

None.

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, second by Wenczel to approve the agenda as presented.**

**Voice Vote: Unanimous**

**Absent: Green, 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 October 26, 2017 Regular Commission Meeting.
- B. Approval of the October Financial Reports.
- C. Approval of prepaid expenditures in the amount of \$221,304.44. Expenditures in the amount of \$58,091.55 and credit card refunds totaling \$2,415.00 for the month of October 2017.

**Motion by Commissioner Fiszman-Kirsch, second by Treasurer Aronoff to approve Items A through C on the Consent Agenda.**

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

**Nays: None**

**Absent: Green, Sukenic**

**Motion Carried**

**STAFF REPORT**

Director Tucker stated that Winter Activities Guide just went out and online registration begins December 4<sup>th</sup>. The Family Aquatic Center update is that most of the utilities have been turned off except electricity. The design phase has begun. The bid proposal for Phase I was approved. The project contracts have been prepared and reviewed by the WBPRC Attorney. The pre-demolition meeting will be on November 10<sup>th</sup>.

The West Bloomfield Police Foundation Comedy for a Cause Fundraiser in partnership with West Bloomfield Parks was held at the Berman Theater on October 19<sup>th</sup>. The event was sold out and raised over \$31,000 before expenses. On October 24<sup>th</sup>, Executive Director Tucker and Marketing Coordinator Kurnat and Programmer Trout attended the Greater West Bloomfield Chamber of Commerce Leadership Luncheon. The speaker was Mr. Tom Wilson of Olympia Entertainment. The event was well attended.

Parks Superintendent Ketchum reported that staff continues fall operations. Staff received an Innovative Parks Resource Award from MParks.

Staff is busy preparing buildings for winter; they drain the buildings and connect a pump to the water lines which puts antifreeze into the sinks and toilets. This saves staff from having to take toilets and faucets apart. In the spring, the water is turned back on and the antifreeze is drained out.

Staff poured concrete to fix sidewalk repairs and fill the elevator pit at Drake Sports Park. They were also busy preparing the FAC for demolition. Staff finished removing fixtures for reuse in the parks such as lights bulbs, hot water heater, signs, electrical fixtures, picnic tables, and toilet and faucets sensors. Staff also removed perennial plants which will be repurposed throughout the park system.

Vice-Chairman Brooks said that repurposing is wonderful way to use our resources. He asked if all the park buildings are locked up because if not, it could be a risk to animals. Superintendent Ketchum said the buildings are locked up, although the antifreeze is food grade and does not pose a risk to animals or humans.

Recreation Superintendent Hyer reported that staff has been doing some reorganizing; many FAC items were repurposed so they took the opportunity to reorganize all the supplies. Staff has also taken time to do team building and tried a new DIY program that will be offered in the spring; rock painting. Superintendent Hyer and the Recreation Operations Coordinator attended the annual ReCPro training in Sterling Heights which is an opportunity to review all new upgrades and functions of the registration software. Staff also attended the Northwest Parks and Recreation Vendor Showcase in Southfield; they had a chance to meet vendors and entertainers in the area.

The Live Animal Show: Night Creatures was presented by the Organization for Bat Conservation and was sold out. Trick-or-Treat Trail was another sold out event. Staff is enhancing the outdoor play area at the RAC and the changes will be unveiled in the spring. The Harvest Day Lunch was held on November 9 and sponsored by Notting Hill of West Bloomfield; seniors were served a hot meal and everyone left with a food box.

Superintendent Hyer stated that registration for the Winter Guide goes live on December 4<sup>th</sup>. Staff is working with a DECA student from West Bloomfield High School who is focusing on business and marketing, and has selected WBPRC as his yearlong project. Today, the WBPRC normal email went out including a survey from this student which will help him in his project.

Commissioner Sukenic asked if staff tracks how many people see the information that it puts out. Superintendent Hyer said staff does a great job of analyzing all the data. Marketing Coordinator Kurnat prepares marketing reports and she includes Facebook, Instagram and Twitter reaches. Commissioner Fiszman-Kirsch asked if the tagline “Nature of Community” is new. Superintendent Hyer said that is WBPRC’s newest tagline that it was revealed with the rebranding.

Upcoming Special Events:

Bowl with Santa 12/2

Nature Events:

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**

Vice-Chairman Brooks stated that WBPRC could not be successful without its partnerships and he thanked Notting Hill for their partnership.

**B. Items from the Secretary**

None.

**C. Items from the Treasurer**

Treasurer Aronoff complimented Superintendent Ketchum and staff on receiving the Innovative Resource Award.

**COMMITTEE REPORTS**

**A. Executive: Report from Vice-Chairman Brooks**

Vice-Chairman Brooks stated the committee met on November 8, 2017 and discussed the November 16<sup>th</sup> Commission Meeting Agenda; WBPRC Budget which was approved on November 6<sup>th</sup>; ReFAC update: Abatement is complete and environmental testing is clear; met with Township Development Services to review concept; Met with OCRC about driveway location; Process for Plan Approval. The next meeting is scheduled for December 6<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 October invoices, vouchers and the monthly budget status.

**UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **A) Consideration to Approve Purchase of 2017 Ford F350 4x4 Crew Cab Truck.**

Executive Director Tucker stated that staff is recommending the purchase of the 2017 Ford F350 Truck from Signature Ford of Owosso, Michigan. The truck will replace our 2006 GMC 3500 truck. Staff is asking to order this truck now as it will take 3 to 6 months for it to be built and delivered. The Commission will also receive 2017 pricing if ordered this month.

The Commission in the past has purchased vehicles using the State of Michigan's Cooperative Bid Program. The State allows local units of government to purchase equipment off their bid contracts saving local government's time and money. Signature Ford of Owosso has the State Bid Contract #071B1300009. The cost for a 2017 Ford F350 4x4 Crew Cab is \$49,476.00. This cost includes the purchase of the truck and equipment. The equipment for this truck includes snow plow, trailer hitch, fuel storage tank, emergency lights and aluminum flatbed box. This truck comes with a three year/36,000 mile bumper to bumper warranty and a five year/60,000 mile powertrain warranty.

**Motion by Treasurer Aronoff, seconded by Commissioner Wenczel, to Approve the purchase of a 2017 Ford F350 from Signature Ford for State of Michigan Contract price not to exceed \$49,476.00.**

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

**Absent: Green**

**Motion Carried**

### **B) Consideration to Approve Purchase of 2017 Caterpillar 420 F21T Backhoe/Loader**

Executive Director Tucker stated that staff is recommending the purchase of a 2017 CAT 420 F21T Backhoe/Loader. This piece of equipment will be used by staff to load and unload materials, remove large stumps, move boulders, move large equipment and supplies. This piece of equipment will also be used to dig holes, trenches and clean out ditches and culverts. Presently staff has to rent, borrow or hire a contractor to deal with this type of large equipment and supplies as the current tractor will not lift more than 1200 pounds.

The Commission in the past has purchased vehicles using the State of Michigan's Cooperative Bid Program. The State allows local units of government to purchase equipment off their bid contracts saving local government's time and money. Michigan CAT of Novi Michigan has the State of Michigan Bid Contract #071B770084. The cost of the 2017 CAT 420 F21T is \$107,718.00. This loader comes with one year bumper to bumper warranty and a 7 year/4,000 hour power train warranty.

Commissioner Hembree asked if staff has plans to transition some of the older equipment. Superintendent Ketchum said that staff has two tractors that are a smaller variety and they are used for other smaller operations. This new piece of equipment will not be replacing any of the tractors that staff currently uses. Vice Chairman Brooks asked if there is a trailer for this piece of equipment. Superintendent Ketchum said this equipment can be driven on the road. This is more cost effective than what staff has to do currently which is to hire contractors that staff should be able to do in-house. Staff, in the past, has borrowed a similar piece of equipment from the City of Orchard Lake. However, they are not allowed to operate the equipment so Orchard Lake has to send an employee. Commissioner Fiszman-Kirsch asked: what is the weight lifting capability of this new tractor? Superintendent said it is 8200 lbs.

**Motion by Treasurer Aronoff, seconded by Commissioner Fiszman-Kirsch, to Approve the purchase of a 2017 Caterpillar 420 F2IT Backhoe/Loader from Michigan CAT of Novi for the Price of \$107,718.00**

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

**Nays: None**

**Absent: Green**

**Motion Carried**

**C) Consideration to Approve Purchase of a Spray Tank Swap Loader.**

Executive Director Tucker stated that staff is recommending the purchase of a Spray Tank Swap Loader from Truck & Trailer Specialties of Howell, Michigan. This Spray Tank will be used for anti-icing and de-icing operations for parking lots and sidewalks. This tank will also be used for watering trees and landscape beds in the parks where no irrigation is present. Staff will also look to use this tank for dust control at the Karner Farm and the West Bloomfield Trail. Staff is asking to order this Swap Loader Tank now as it will take 3 to 6 months for it to be built and delivered. The Commission will also receive 2017 pricing if ordered this month.

The Commission in the past has purchased vehicles using the State of Michigan's Cooperative Bid Program. The State allows local units of government to purchase equipment off their bid contracts saving local government's time and money. Truck & Trailer Specialties has the State of Michigan Bid Contract #071B7700086. The cost for the Swap Loader Spray Tank is \$15,008.00.

**Motion by Commissioner Wenczel, seconded by Treasurer Aronoff, to Approve the purchase of a Swap Loader Spray Tank from Truck & Trailer Specialties for the amount of \$15,008.00.**

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

**Nays: None**

**Absent: Green**

**Motion Carried**

**ITEMS FROM THE TOWNSHIP LIAISON**

Township Liaison Warshay stated that the Township is purchasing a new fire truck which costs about what two of the WBPRC's new items cost combined. This month the Board approved several appointments to boards and commissions, including the ZBA. The Township Board also approved the WBPRC budget; which state law requires the Township Board to do so even though they are an independently elected body and have a separate funding source. The Township Board also approved the Cable Commission's budget.

14 Mile Road was opened this evening between Drake and Farmington Road; the road had to be repaired due to the water main break. Orchard Lake Road is still under construction between 14 Mile and Maple Road and that construction should wrap up this month. Trustee Warshay stated that this Monday's agenda will have the issue of marijuana dispensaries on the agenda. There is a proposed resolution to not allow them in the Township and also to license primary caregivers under state law.

Commissioner Wenczel asked what is happening with the service road that is going in at the WB HF hospital. Trustee Warshay stated that it was sent back to the Environmental Board and he hasn't heard anything since then. Commissioner Wenczel asked what kind of plantings will there be on the boulevard. Trustee Warshay said he has not seeing anything on that yet. He is sure the Development Services Director will be providing that information soon. Vice Chairman Brooks said the plantings are an OCRC

project and if you go on the OCRC website you can see some of the details for the boulevard. Commissioner Fiszman-Kirsch asked if citizens of the Township will have to bear some of the costs of the wasted water from the water main break. Trustee Warshay said he does not know the answer to that. However, he thinks it broke on the south side of the road so the break may have been before it got to the Township. Additionally, he believes the Water Authority would spread the cost around their entire operating cost, not just assess it against one community. Vice Chairman Brooks suggested going to the Water Board website and find out more about the cause of the break because the assessment states the cause of the break is due to a power surge and he is guessing costs will not be leveraged against residents at all. The infrastructure around metro Detroit is quite old and power surges in the pipes cause these types of problems.

#### **D) Evaluation of the Executive Director – Closed Session**

**The Commission went into Closed Session at 7:55 pm and reconvened at 8:40 pm.**

Vice Chairman Brooks stated that the purpose of the closed session was for the evaluation of Executive Director Tucker and the Commission would like to thank her for the great job that she has been doing for WBPRC. He noted that there will still be a formal review with the Executive Committee and he again thanked her for the great work she is doing.

#### **PUBLIC FORUM**

None

#### **ANNOUNCEMENTS**

Treasurer Aronoff wished residents a very Happy Thanksgiving. Commissioner Fiszman-Kirsch encouraged residents to go outside for a walk and take good use of the parks after their meal. Commissioner Wenczel asked all residents to be careful driving through construction zones.

#### **ADJOURNMENT**

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:45 P.M.

Respectfully Submitted,



Acting Secretary Margie Fiszman-Kirsch

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.)