

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

**Thursday, February 25, 2021  
7:00 P.M.**

**APPROVED**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Chair Robert Brooks  
Secretary Vincent Kirkwood  
Treasurer Merv Aronoff  
Commissioner David Barash  
Commissioner Terrance Adams  
Commissioner John Erich (Arr 7:15 pm)  
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director  
Joe Ketchum, Parks Superintendent  
Kelly Hyer, Recreation Superintendent  
Administrative Assistant, Patricia Helson  
Township Liaison, Steven Kaplan  
WBPRC Attorney, Greg Need  
Pamela St. Peter, Recording Secretary

Absent: None

Public: 6

**PUBLIC FORUM**

None

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, second by Commissioner Barash to approve the agenda, as amended.**

**Ayes: Adams, Aronoff, Barash, Brooks, Kirkwood, Wenczel**

**Nays: None**

**Absent: Erich**

**Motion Carried: 6-0**

**CONSENT AGENDA**

Approved at the West Bloomfield Parks and Recreation Commission Meeting of March 25, 2021

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 January 28, 2021 Regular Commission Meeting, as corrected.
- B. Approval of the January Financial Reports.
- C. Approval of Prepaid expenditures in the amount of \$278,987.45. Expenditures in the amount of \$56, 088.65. Credit card refunds totaling \$239.00 for the month of January 2021.

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

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

### **PRESENTATION OF RECOGNITION FOR BLACK HISTORY MONTH**

Executive Director Tucker stated there are Resolutions for people within the Township that have made contributions during the pandemic. Chairman Brooks read the Proclamation recognizing Black History Month. He also presented an award in Special Recognition in honor of Black History Month to Officer David McNealy and Dr. Norwood. Chief Patton said Officer McNealy was the first African American police officer in West Bloomfield Township and accepted the award on his behalf. Chairman Brooks also thanked Officer McNealy for his many years of service and friendship. Dr. Norwood thanked the Commission for the award and the opportunity to serve the township. Chairman Brooks thanked Dr. Norwood for her diligence and service at West Bloomfield Henry Ford Health System.

### **ITEMS FROM TOWNSHIP LIAISON**

Township Liaison Kaplan thanked Officer McNealy and Dr. Norwood as they represent the best of the best residents and employees of West Bloomfield.

Mr. Kaplan reported that the Township Board will be allocating funds to renovate the police station as it is small and overcrowded. There is a work session in March on this project. The next Food Truck Tuesday will be May 25<sup>th</sup> and the restaurant serving the township will be Simply Spanish. There will be three separate shredding events in 2021. There are two household hazardous waste days every year which included shredding but shredding constituted 25% of the motorists who participated. The Township Board thought it would benefit the community to have shredding days on April 17, July 31 and November 6. The Household Hazardous Waste Day and Shredding Day will also now include Keego Harbor. The dates for Household Hazardous Waste Days are scheduled for May 1<sup>st</sup> and October 2<sup>nd</sup>.

Finally, the Township has been flooded with calls from residents about medical marijuana grow houses in their neighborhoods. The Board will be taking action on this issue.

### **STAFF REPORT**

Recreation Superintendent Hyer gave a presentation relative to the Black History Month Committee. Residents volunteered to serve on a task force. Every Friday in February the Commission has held a Black History Month program. Executive Director Tucker thanked Commissioner Kirkwood as being the catalyst

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for this committee. Chairman Brooks congratulated Commissioner Kirkwood and the committee members for the exceptional programs.

Executive Director Tucker reported in regard to the Covid-19 updates: REMO HALO Air Purifiers have now been installed in all of the facilities. Staff is adhering to the MDHHS Executive Orders which still require staff to work from home if they can. Staff has started to come in a bit more. They are open to the public by appointment only and the people coming in are health screened as well.

Applications are being accepted for: Camp WB Manager and Counselors; Nature Camp Manager and Counselors; Camp Program Assistant Manager; Lily Pad Springs Assistant Manager and Attendants; Park Maintenance. She also introduced and welcomed Mike Hodgins as the Manager of Lily Pad Springs.

American Red Cross Blood Drives are being held At CONNECT on February 5, March 12 and April 9. The hours will be from 8:30 am – 5:00 pm and appointments are preferred. Recreation Superintendent Hyer thanked staff who is willing to come into work and put on the public programs. She also stressed that West Bloomfield Parks is now hiring and encouraged people to apply!

The Snowshoe program was very successful this winter but with the coming of spring will soon be coming to a close. The new Nature room has been very successful for the animals and she hopes the residents will be able to get use out of this room soon. The Senior parking lot program celebrating Michigan's 184<sup>th</sup> Birthday was very successful and fun.

Parks Superintendent Ketchum thanked the Recreation staff for their hard work and dedication work during the pandemic. Winter maintenance continues on the sled hills as they are being used every day. February was a very busy month with snow removal. Staff is doing final construction work on Lily Pad Springs. A new water meter and enhancements were installed at Drake Sports Park. This will make the system more efficient and easier to winterize. Wood duck box maintenance was able to be completed.

Commissioner Barash asked if there is an opportunity to advertise for employment on banners along Orchard Lake Road. Superintendent Ketchum said he does not think that would be allowed because of zoning ordinances in the township. Secretary Kirkwood asked if a ticker could be put on the Parks & Recreation website as a countdown to the opening of Lily Pad Springs. He also asked if there is an opportunity for a behind-the-scenes tour of Lily Pad Springs. Executive Director Tucker said both those ideas are in the works and will be addressed at the Executive Committee meeting next month.

## **ITEMS FROM THE OFFICERS**

### **A) Items from the Chairperson**

Chairman Brooks thanked all the operations for their creativity during this pandemic and the complementary work that takes place between Parks and Recreation. He thought the new staff report format was good as well as concise.

### **B) Items from the Secretary**

Secretary Kirkwood thanked everyone who served on the Black History Month Committee and all who participated in the programs as they were very well received by the residents. He asked if there is a Covid-19 testing going on at the fire station on Orchard Lake Road between Pontiac Trail and Walnut Lake Road. Chief Patton said there is a drive-thru vaccination clinic going on at that station. Everyone who is showing up at this station is registered with the county and has an appointment.

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## **C) Items from the Treasurer**

Treasurer Aronoff congratulated Officer McNealy and Dr. Norwood for their award recognition. He is proud to be a member of this community. He asked any residents who would like the commission to look into a special program or activity to let them know.

## **COMMITTEE REPORTS**

### **A. Executive: Chairman Brooks**

Chair Brooks stated that the Executive Committee met on February 4, 2021 via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: COVID-19 updates; Lily Pad Springs Update; Pay Schedule updates; Master Planning projects. The next Executive Committee meeting will be March 11, 2021 at 6 pm. Commissioner Wenczel reported on the Strategic Plan Subcommittee. She said it met on February 15<sup>th</sup> with Attorney Greg Need to discuss priority projects and any legal steps that need to be followed with the Strategic Plan in 2021. The initial focus is on Shulak Farm.

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

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed the January invoices, vouchers and the monthly budget status. The next meeting is scheduled in March prior to the regular Commission meeting.

## **NEW BUSINESS**

### **A) Consideration to Approve the Drake Sports Park Parking Lot Renovation Phase II**

Parks Superintendent Ketchum stated that at the August 27, 2020 regular meeting, the Commission awarded Nagle Paving Company the First Phase of the Drake Sports Park Parking Lot Restoration Project. Staff was pleased with their performance and completion of Phase One. After meeting with staff and Nowak and Fraus, our engineer for this project, Nagle agreed to honor their 2020 pricing for Phase Two of this project. Phase Two of the project includes the big parking lot near the soccer field and the maintenance garage service area. The project will begin in April and should be finished about June 1<sup>st</sup>. Nagle's price for Phase Two is \$865,091.75. Nowak and Fraus checked their pricing based on the quantities supplied to Nagle and is recommending Nagle Paving Company be extended a contract for Phase Two.

Commissioner Wenczel asked what is the life span of this new paving job. Jason Longhurst of Nowak and Fraus Engineers said the life span is estimated to be 20 years with proper maintenance. Chairman Brooks asked if the entire phase is asphalt or if there any concrete work. Superintendent Ketchum said all the sidewalks will be concrete and there is a large portion of the service yard that will also be concrete. They are also adding a significant section of new sidewalk along the southeast portion of the parking lot and that is being designed for future development. Secretary Kirkwood asked if this is the best time to be doing this work and whether early fall might be better. Superintendent Ketchum said ideally this would be done in late August but they will definitely see significant price change if they wait. He does not see any interference with park users any more than it would be in the fall. They do not plan on cancelling any activities for this project or closing the park for any extended period of time.

Secretary Kirkwood asked if this job was bid out to any other company other than Nagle. Superintendent Ketchum said when they bid out Phase One it was bid out to multiple companies and Nagle won that bid.

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When they looked at the budget the ultimate project was larger than the budget so they took the service yard out. The northern section of the project was never technically bid out but Nagle is applying their unit prices to the quantities for that northern section of the parking lot and the service yard.

**Motion by Commissioner Wenczel, second by Treasurer Aronoff, to Approve the bid from Nagle Paving Company for the Drake Sports Park Parking Lot Renovation Phase II in the amount of \$865,091.75**

**Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel**  
**Nays: None**  
**Absent: None**  
**Motion Carried 7-0**

### **B) Consideration to Approve the Repair of the Bloomer Park Boat Launch**

Parks Superintendent Ketchum stated that staff was notified in late October that the boat launch ramp at Bloomer Park was in need of repair. Staff immediately investigated the issue and initiated research for solutions. Staff found the last two cement slabs at the end of the launch in the water have slipped out of place causing two large holes. These holes are now causing boat trailer to get stuck. Numerous contractors that specialize in marine work were contacted but due to the permitting process and scope of the project, finding qualified contractors to bid on this project was difficult. Staff was able to identify two contractors that specialize in this work and requested sealed bids from those contractors.

Bids are as follows:

Advanced Lakefront Services	\$25,178.00
American Marine	\$36,800.00

Staff has checked references and is satisfied that Advanced Lakefront Services can perform the work. This bid includes all the permitting. This company will do all the design work and permitting. This project could take between 6-10 months. This project has a one year warranty on workmanship and structural integrity. Staff also suggests an additional \$5000 contingency be added to cover any unforeseen permit fees or other issues.

Secretary Kirkwood asked why this project will take 6-10 months. Superintendent Ketchum said the permit process will delay this project because it needs to go before the Township and the DEQ for permits. The repair job itself will only take 5-6 days. Secretary Kirkwood asked how they will protect the residents who use this ramp in the interim. Superintendent Ketchum said they will place warning signs on the ramp.

**Motion by Treasurer Aronoff, second by Commissioner Barash, to Approve the Bloomer Park Boat Launch Repair Bid from Advanced Lakefront Services in the amount of \$25,178.00 and an additional \$5,000.00 in contingency funds for unforeseen costs.**

**Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel**  
**Nays: None**  
**Absent: None**  
**Motion Carried 7-0**

### **PUBLIC FORUM**

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None.

## **ANNOUNCEMENTS**

Commissioner Erich apologized for his tardiness to tonight's meeting. He also thanked Treasurer Aronoff and Director Tucker for a good orientation of the finances and budget which really brought him up to speed. Commissioner Barash thanked Chris Frye for attending tonight's meeting. Secretary Kirkwood wanted to share that he recently learned that Black History Month is only celebrated in February in the United States and Canada. In the UK, Ireland and Netherlands, it is celebrated in October. Commissioner Wenczel thanked all the efforts for the Black History Month programs and congratulated Dr. Norwood and Officer McNealy on their recognition. Chairman Brooks thanked Chief Patton for joining the meeting tonight. He is a great supporter of WBPRC.

## **ADJOURNMENT**

There being no further business before the Commission, Commissioner Barash made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:35 P.M.

Respectfully Submitted,

**Vincent Kirkwood**

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.)