

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION REGULAR MEETING
Township Board Room
4550 Walnut Lake Road
West Bloomfield, Michigan 48323
Thursday, September 14, 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 Sally Wenczel

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

Absent: Commissioner Jerry Sukenic

Public: None

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: Sukenic

Motion Carried, 6-0

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 August 24, 2017 Regular Commission Meeting.
- B. Approval of the August Financial Reports.
- D. Approval of prepaid expenditures in the amount of \$354,698.73. Expenditures in the amount of \$53,013.99 and credit card refunds totaling \$5,416.58 for the month of August 2017.

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

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

STAFF REPORT

Director Tucker stated that the Family Aquatic Center's last day of public operation was August 28. Staff has started to relocate the contents that will be kept and the rest will go into a public sale. The sale of items will need to be completed in October so that demolition of the FAC redesign project can take place on the current schedule.

It is budget season again. Staff has been working on the review of the 2017 budget projections and the creation of the 2018 WBPRC budget. With the elimination of the FAC operation, there are many line items that will be affected on the revenue and expenditure sides of the budget. We are sorting out these figures and will come to the Commission with our recommendation at a budget workshop special meeting. The P&R budget will be on the November 6th Township Board agenda. Director Tucker continued by saying that the National Parks and Recreation Association conference is at the end of this month; Meagan Kurnat and she will be attending.

Parks Superintendent Ketchum stated that staff is installing 9 concrete foundations for the new park entrance signs. The City of Orchard Lake is helping dig the holes for the foundations using their backhoe. Staff has installed over 50 tons of crushed limestone over the walking trail in the nature preserve at Arrowhead Road. The stone is being installed to try to prevent erosion. Staff has also been working on the Drake Road walking path repaving. Allied Construction came in and ground up the material of the existing trail; there are irrigation lines under the path in numerous locations and some of them were hit. Staff has been out all day repairing the irrigation lines so the pavement can go in. Then staff will top dress and seed the sides of the trail. There is some delay in the ADA ramps truncated domes; the model the Township usually uses are on backorder.

Staff is performing seasonal cleaning at Drake, the RAC and Marshbank. After the busy summer season, carpets are being cleaned, floors scrubbed, walls washed and touched up with fresh paint.

Fall softball and baseball is in full swing at Drake Sports Park and staff is maintaining the fields for our men's softball leagues meeting two nights a week, NFWB Little League on Friday nights and Saturday mornings, and the Congregational softball league on Sunday mornings. Staff is also maintaining the fields for cricket leagues on various days and nights. Six soccer fields have also been laid out and painted for the fall soccer season.

Recreation Superintendent Kelly Hyer reported that Brittany Trout officially joined our team this month and the transition has been a great experience for the whole team. She is a quick study and has already shown her ability to be flexible and help out wherever she is needed. Her flexibility was displayed when Kids Komotion was cancelled on August 17 and instead she helped scoop ice cream at Camp WB's Ice Cream Social.

Final Wave was held on August 20th and was the final day for the Outdoor Open Swim. Patrons had the chance to create their own craft boat, color craft visors, play multiple pool games and have an ice cream

sundae. 189 patrons came to join us on the Family Aquatic Center's final day. Pooch Plunge was held on Saturday, August 26 where dogs of all sizes got to run around and have a good time at the pool. Marvelous Monarchs on August 30th had 40 people attend. The butterflies were tagged as part of a citizen scientist program with monarchwatch.org on hand to monitor Monarch migration and populations. The Township is required by the DEQ, for their permit for environmental wastewater management, to do education. When staff does a program like the Marvelous Monarchs, they keep track of how many people came and what learning materials were provided.

Superintendent Hyer stated that they had a very busy camp season. Patrick had a great first summer. There are new open hours scheduled for the Outdoor Nature Center and those times are listed online and in the guide. Staff has added a second hayride because there is always a waitlist. Those dates are October 19th and 20th. There is the upcoming senior program, Health and Wellness Expo at Henry Ford Hospital on October 13th. The goal is to seat 200 seniors and they anticipate doing that once again this year. The Camp Out is sold out. A new event is a Masquerade Ball. Staff has heard from several parents that they would like a dance for the whole family so this new event will be in November. Bowl with Santa will be the last event of 2017.

Secretary Brooks asked: what is the limitation for camp out participants? Superintendent Hyer said it is a balance between the activities and the space where everyone is camping. They want to make it an intimate experience for families and give the guests the time and space to do all the planned activities. There are 280 guests coming and the pavilion seats less than 100 people for dinner. Secretary Brooks also asked how the Pickleball is going. Superintendent Hyer said it is amazing. Every morning there is a group on the courts. A few improvements have already been done to the courts. Two free Pickleball clinics were held and were full. Staff has heard from residents that they want more activities so they are exploring ideas to create a league or club. The ribbon cutting event was rained out and postponed until two days later. There was a live Facebook feed of the event that has received many views.

Upcoming Special Events:

Camp Out	9/22 & 23 SOLD OUT
Senior Health and Wellness Expo	10/13
Fall Fest	10/14
Trick-or-Treat Trail	10/29
Harvest Day Lunch 50+	11/9
Family Dance Party	11/16
Bowl with Santa	12/2

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

None.

B. Items from the Secretary

None.

C. Items from the Treasurer

Treasurer Aronoff encouraged any residents or commissioners to write down and submit to staff any new event or program ideas.

COMMITTEE REPORTS

A. Executive: Report from Chairman Green

Chairman Green stated the committee met on September 6, 2017 and discussed the September 14th Commission Meeting Agenda; ReFAC Update; Shulak Farm; WBPRC Budget timeline: Budget Workshop – October 3rd, Budget Approval – October 26th, Township Board Approval – November 6; AT&T Contract Renegotiation Request; Home Owner Association Request. The next meeting is scheduled for October 3rd at 6 pm.

B. Finance: Report from Treasurer Aronoff

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A) Consideration to Approve the Request for Proposals Document for Phase 1 of the Family Aquatic Center Redesign Project.

Executive Director Tucker stated that the Request for Proposals is scheduled to be sent out and a contract awarded in October. The RFP was written by Bryce & Associates and reviewed by JH&LE (design consultants), Craig Manser (insurance agent), and WB Parks Staff. The document is 126 pages long. The project Request for Proposals document includes:

1. Demolition of Building
2. Demolition of Outdoor Pool
3. Demolition of Site Elements Associated with the Building and Pool
4. Partial Removal and Capping of Utilities
5. Engineered Fill
6. Site Stabilization

Director Tucker stated that after the document is approved and sent out, it will be posted on three different bidding websites. Bids will be due on October 12 at 10:00 am. Consideration to approve a bid contract will be on the Commission's October regular meeting agenda. Work will be completed within 45 days from the day that notice to proceed is received by the winning contractor.

Commissioner Hembree asked if staff ever posts these types of documents in the library. Director Tucker said the size of this job is such that she is not sure the library is the place a contractor would look. It is an interesting idea otherwise. Commissioner Fiszman-Kirsch said she is a bit troubled about having an open ended proposal and thinks the Commission should set an upper range of what it thinks the project is valued at as well as require at least 2-3 different bids. Secretary Brooks said what they have found in the past when bidding out jobs, that were of large value, is that numbers are received which are aligned to the number that is put out. He agrees that 2-3 bids should be the minimum received but if a bid amount is put out, that is typically the amount that staff will get back. Treasurer Aronoff said that staff may be able to find out the average going rate for a similar job. Director Tucker said staff has done research by meeting with different contractors to get a general idea of cost. Staff has a good idea of what a decent price would be. However, there are still some unknown environmental factors and it is hard to pinpoint a number at this point in time. Superintendent Ketchum said they fully expect to get more than 3 bids on this project. While a demo project of this scope has never been done by WBPRC before, that is one reason why they had an

architectural firm write up the specs; he thinks the commission will be protected. Director Tucker agreed that staff has done proper due diligence.

Commissioner Fiszman-Kirsch asked if staff has approached the City of Detroit for demo experts and also suggested staff contact SEMCOG for additional resources on going demolition rates. She said she is also concerned about the possibility of asbestos. Superintendent Ketchum said they are doing an environmental survey and they hope to receive the report by the end of the week. He has a good feeling there is no asbestos in the building because of the renovations that were done in 1999. Secretary Brooks suggested that the staff require recommendation letters from any companies submitting bids. He thinks an issue is getting a company that is not only reputable - but financially stable.

Motion by Treasurer Aronoff, seconded by Secretary Brooks, to Approve the Request for Proposals Document for Phase 1 of the Family Aquatic Center Redesign Project.

Voice Vote: Unanimous
Absent: Sukenic
Motion Carried, 6-0

B) Consideration to Approve the 2018 Commission Meeting Schedule.

Executive Director Tucker stated that the meeting locations on the proposed schedule will be determined by the Executive Committee. All meetings are scheduled for 7:00 pm and are on the fourth Thursday of the month except where noted.

Motion by Treasurer Aronoff, seconded by Secretary Brooks, to Approve the 2018 West Bloomfield Parks Commission Meeting Schedule.

Voice Vote: Unanimous
Absent: Sukenic
Motion Carried, 6-0

C) Consideration to Approve the 2018 Commission Building Closures.

Executive Director Tucker stated that the proposed dates are the recommended holidays/observances for the WBPRC. The administrative offices will be closed on those days. There is one instance between Christmas and New Years that Administrative Staff is recommending the office remain closed, December 26 and 27th. Administrative Staff is recommending closing the office due to difficulty scheduling customer service staff and expected very low customer traffic. Staff will be asked to use their leave time or work with an approved work plan.

Commissioner Fiszman-Kirsch said she has an issue with the number of days the building will be closed. She believes the building should remain open with activities the working parent can use for their children. At the minimum she believes staff should operate as a skeleton crew. She also believes it is a good opportunity to have a staff and Commission retreat on one of the two afternoons that the building is closed; this time could be used to bounce around suggestions and ideas for the upcoming year as well as recap the previous year. Commissioner Wenczel asked if it could be a party instead of a formal meeting. Superintendent Ketchum said that staff has already made their arrangements for vacation time and staff will not be available on those dates for a meeting. People have planned family vacations and they are out of town. Commissioner Fiszman-Kirsch said the proposed dates are not part of a normal holiday schedule. Superintendent Ketchum stated that he and his staff have already put in their requests for vacation days at that time and the dates have already been approved for this year. Commissioner Wenczel said she thinks the idea is a good one, but maybe to have such a meeting during a lunch hour and during a time that is not

during the holidays where people are looking forward to having time off. Commissioner Fiszman-Kirsch said the WBPRC is a service oriented organization and that is the point she is trying to make.

Chairman Green said he believes the idea of a meeting with the Commission and staff is an excellent idea but not easy to arrange at this point in time. Commissioner Hembree said that staff does a wonderful job and they put in a lot of extra hours outside of their normal workday. Out of respect to the hardworking staff, the schedule for 2017 has already been made and left as is and any ideas for a retreat should be considered for 2018 instead. Chairman Green said the commissioners are more than welcome to attend the Employee Appreciation Day and would give the commissioners a chance to meet staff who they don't generally get an opportunity to interact with.

Director Tucker said that staff is using personal or other benefit days on the 26th and 27th and they are not additional days that the Commission is giving. Secretary Brooks said the idea for a Commission/staff retreat is good for 2018. Director Tucker added that staff loses weeks of vacation time throughout the year because they do not have time to take it and closing the building for the 26th and 27th gives them no excuse to be able to take their vacation time. One exemplary staff member gave back two weeks of vacation time this year. That is part of the drive to get these staff members a time to be with family and not be worried about West Bloomfield P&R. Superintendent Hyer said for 2017, they are putting an emergency phone number in and staff will be taking care of anybody's concerns from the phone. There is an adventure day planned for kids of working parents on December 28th.

Superintendent Ketchum said he has been with the township for 25 years and the week between Christmas and New Years is generally the slowest; it provides an opportunity to close the buildings and let the staff rest. There are energy savings costs to closing the buildings during that week also. Over the years, they have tried many activities during this break while the schools are closed and there is very little participation. Commissioner Wenczel asked if the Commission has ever considered giving a Jewish holiday day off as she doesn't see one listed. Director Tucker said they have only provided an abridged list and the Commission gives eight personal days per year when staff can observe any holiday they want. Chairman Green said the Commission may want to look at the vacation policy; while he respects staff and they do a great job, they need to reset their buttons every now and then, by taking their vacation time.

Motion by Secretary Brooks, seconded by Commissioner Wenczel, to Approve the 2018 West Bloomfield Parks Commission Building Closure Schedule.

Voice Vote: Unanimous
Absent: Sukenic
Motion Carried, 6-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Liaison Warshay said if there is already an Employee Appreciation Day scheduled maybe the commission should consider closing for the entire day and doing the workshop or retreat during the first part of the day and celebrate afterwards.

Mr. Warshay said that since the commission's last meeting, the Township Board has met twice. On August 28th there was a budget meeting; they will have two more budget meetings before the budget is approved. At the most recent meeting on September 11th they implemented a new plan review process wherein the township is using an employee - instead of an outside firm, and it is saving the township several thousand dollars a month.

Mr. Warshay advised Rutledge Park is getting new streets. It is a three-step process and the first step passed with a petition from the residents. Township labor contracts expired at the end of this year so there

will be various negotiations going on. The township also settled with Comcast over the fiber optic network and the township will be building its own network.

Mr. Warshay continued by saying that one side of Orchard Lake Road is finished. Henry Ford West Bloomfield was approved to put in an entrance from 14 Mile because next year Maple Road between Halstead and Drake will be under construction, so there will be times people will not be able to get to the hospital from Drake Road. On October 17th, Henry Ford Hospital is doing their grand opening of the Path to Wellness from 5-7:30 pm. There will be a guided tour, light refreshments, and it is open to the public. Reservations are recommended and can be made on the Henry Ford website. Commissioner Hembree said the Path classes were very helpful to her when her father was ill and it is a wonderful resource if someone needs help.

PUBLIC FORUM

None

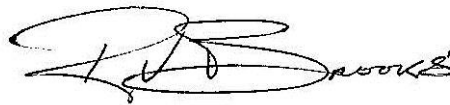
ANNOUNCEMENTS

Commissioner Fiszman-Kirsch wished the Jewish residents a happy holiday and New Year. Treasurer Aronoff reminded residents of the township's Hazardous Waste event on Saturday, September 16th, 9 am – 2 pm.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:00 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Brooks', written over a horizontal line.

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.)