

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
West Bloomfield Township Hall Boardroom
West Bloomfield, Michigan**

**Thursday, April 21, 2022
7:00 PM**

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 Terrance Adams
Commissioner Merv Aronoff
Commissioner David Barash
Commissioner John Erich
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
Kelly Hyer, Recreation Superintendent
Joe Ketchum, Parks Superintendent
Chris Frey, Parks Supervisor
Ruth Lyons, Finance Manager
Pat Helson, Administrative Assistant
Carrie Manning, Recording Secretary

Absent: None

Public: Donna Miller, Valerie Malaney, Brandon Eldridge

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- D Miller spoke to the Commission regarding the difficulty in signing up for the Pickleball league, stating the inconsistency that only residents can use the dog park, but non-residents are able to sign up for pickleball in the West Bloomfield Parks. She asked the Commission to consider giving residents precedence over non-residents.

V Malaney spoke to the Commission to consider joining the Mayors Monarch Pledge - adopting action items in protection of the monarch butterflies in honor of Earth Day.

Chairman Brooks expressed his appreciation for the residents to bring their concerns to the Commission and they would put the items under review.

APPROVAL OF AGENDA

Prior to approval of the agenda, Chairman Brooks excluded Item 7 from the agenda and proposed moving Item 13B after Item 15 in the agenda.

Motion by Commissioner Aronoff seconded by Commissioner Erich to approve the agenda.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried 7-0

CONSENT AGENDA

Items A through G 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 Special Meeting of March 10, 2022.
- B) Approval of Minutes from March 24, 2022
- C) Approval of March Revenue and Expense Report.
- D) Approval of Prepaid Expenditures in the amount of \$212,491.12.
- E) Approval of Expenditures paid by Check in the amount of \$95,011.24.
- F) Approval of Credit Card Refunds totaling \$2,160.00 for the month of March 2022.
- G) Receipt of the March Cash Balance.

Motion by Commissioner Barash, seconded by Commissioner Aronoff to approve items A through G on the Consent Agenda.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried 7-0

Presentation for Years of Service Recognition for Joe Ketchum, Park Superintendent

Chairman Brooks adopted and approved a resolution whereas the West Bloomfield Parks and Recreation Commission declared their appreciation and gratitude to Joe Ketchum for 30 years of dedicated service to the West Bloomfield Parks and Recreation.

Presentation for Years of Service Recognition for Ruth Lyons, Finance Manager

Chairman Brooks adopted and approved a resolution whereas the West Bloomfield Parks and Recreation Commission declared their appreciation and gratitude to Ruth Lyons for 16 years as the Finance Manager for the West Bloomfield Parks and Recreation Commission

The Commissioners, Superintendent Hyer and Executive Director Tucker expressed their sincere appreciation for the service and loyalty provided by both Superintendent Ketchum and Finance Manager Lyons.

STAFF REPORT

Executive Director Tucker, Superintendent Hyer and Superintendent Ketchum provided a Staff Report to the Commission.

Executive Director Tucker informed the Commission that the grant from Oakland County had been approved for the Green Flush Bathroom facility and potable water at the West Bloomfield trailhead on April 8th. Staff also pursuing a grant for Social Worker Services for Seniors Project for \$85,000 backed by

Congresswoman Haley Stevens. Director Tucker also updated the grant status for the accessible playground at Drake Sports Park and that would be decided on by the end of the year. On April 11th the West Bloomfield School District approved the one-year agreement for Connect to move to the facility at Abbott Middle School. Director Tucker announced several new staff members. Kailyn McMahon- Senior Services Manager, David Anthony- Naturalist, Abby Burgess- Marketing Associate and Jack Schneider- Parks Operations I. Superintendent Hyer updated the Commissioners on the success of the First Mom 2 Mom sale. There were 35 tables of vendors and over 300 shoppers attended the event. Senior attendance at Connect is up. Programs including Bingo, St. Patrick's Day Luncheon, Blood Pressure checks and Spanish lessons have been very popular. Native Plant Sale online registration opens at midnight May 15th. Concerts in the Park will resume May 19th at Marshbank Park and Food Truck Tuesday's event will be held on May 17th at the Civic Center complex.

Parks Supervisor Frey reported the snow and ice equipment had been removed, serviced, and stored for the season. Sled Hills have been taken down and fencing removed. Landscape materials have been delivered and staff has re-hung the swings in the playgrounds after removing them during the winter to protect them from the winter elements. General Spring cleanup has begun in the parking lots and mulch has been installed in the landscape beds. Staff attended training classes offered through the Michigan Green Industry Association as well as the mParks Spring MIOSHA workshop. Topics covered were general safety issues, proper use of fire extinguishers, personal protection equipment and aerial lifts and ladders.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks welcomed the new hires.

B. Items from the Secretary

Secretary Kirkwood also welcomed the new hires and congratulated Superintendent Ketchum and Finance Manager Lyons on their retirements.

C. Items from the Treasurer

Treasurer Adams welcomed the new hires and reported on personally attending recent events.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on April 7, 2022, at 6pm. Present were himself, Secretary Kirkwood, and Treasurer Adams. They discussed tonight's agenda, COVID-19 updates, personnel updates, and open positions. There was discussion on exit and 360 reviews. The Committee discussed updates on several ongoing projects including the Schulak Agreement, Senior Services location, the Finance Audit, and grant applications. Their next scheduled meeting is May 9th at 6pm.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met April 21, 2022, prior to the Commission meeting. The Committee assessed budget to actual spending for the period ending March 31st, revenues associated with property taxes, recreation, and other sources of income. The committee was satisfied with the positive results and reported under budget on spending for the first quarter of the year. Also discussed were items on tonight's Commission agenda. The next meeting is scheduled on May 26th, prior to the regular Commission meeting.

Strategic Plan: Report from Commissioner Wenczel

Commissioner Wenczel reported that the Committee did not meet this month but will be meeting before the next Commission meeting.

PUBLIC FORUM - None

ANNOUNCEMENTS - None

A motion was made by Commissioner Aronoff and seconded by Commissioner Wenczel to add Resolution A² to Item 13: New Business.

**Ayes: 7
Nays: 0
Absent: 0
Motion Carried 7-0**

NEW BUSINESS

A. Consideration to Approve the contract with DLZ Michigan Inc.
Staff is recommending the Commission approve the proposal for “as needed” professional services for an amount not to exceed \$23,000. DLZ has performed similar work in the past for the Commission and Staff has been satisfied with their work.

Motion by Commissioner Wenczel second by Commissioner Aronoff to Approve.

**Ayes: 7
Nays: 0
Absent: 0
Motion Carried 7-0**

A². Consideration for a Resolution of Support for the Social Work Services for Seniors Project.
West Bloomfield Township Parks and Recreation Commission has submitted a request to Congresswoman Haley Stevens’ Office as part of the Community Project Funding Requests in the amount of \$85,000. The Project will provide a social work professional to assist Senior Citizens find resources that increase their quality of life.

Chairman Brooks called for a vote on the Resolution.
**Ayes: 7
Nays: 0
Absent: 0
Motion Carried 7-0**

Chairman Brooks certified the Resolution.

Motion by Commissioner Barash second by Commissioner Wenczel to move to Closed Session at 8:17pm. Closed Session ended at 9:55 pm.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 9:56 pm.

Reviewed by,
Vincent Kirkwood

(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.)