

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

**Thursday, May 26, 2022
7:00 PM**

APPROVED

CALL TO ORDER

The meeting was called to order at 7:00pm 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
Chris Frey, Parks Superintendent
Pat Helson, Administrative Assistant
Carrie Manning, Recording Secretary
Stacey Reeves - Plante Moran
Philip Femminineo - Plante Moran
Deb Hines- Center for Individual and Organizational Effectiveness

Absent: None

Public: None

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- None presented

APPROVAL OF AGENDA

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

**Ayes: 7
Nays: 0
Absent: 0**

Approved at the West Bloomfield Parks and Recreation Commission Meeting June 23, 2022

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 April 21, 2022.
- B) Approval of April Revenue and Expenditure Report.
- C) Approval of Prepaid Expenditures in the amount of \$361,719.49.
- D) Approval of Expenditures paid by Check in the amount of \$483,565.31
- E) Approval of Credit Card Refunds totaling \$2,232.00 for the month of April 2022.
- F) Approval of Proposal for Human Resource Services from Center for Individual & Organizational Effectiveness in an amount not to exceed \$34,000 as Recommended by the Executive Personnel Committee on May 9, 2022.
- G) Receipt of the Cash Balance.

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

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

ITEMS FROM THE TOWNSHIP LIAISON

Chairman Brooks reported there was no one present from the office this evening.

Presentation of the 2021 Financial Audit - Plante Moran

Executive Director Tucker introduced Stacy Reeves and Phillip Femminineo from Plante Moran to share their report regarding the results of their recent 2021 financial audit.

Stacy Reeves shared her overview of the report, stating that the Opinion is a “clean opinion” or an “unmodified opinion” which is the highest level of assertion that they can offer that the financial statements are free of material misstatement. Phillip Femminineo presented the Commission with the physical report of the audit and shared his presentation, electronically, with the public.

There were not any questions from the Commissioners regarding the presentation. Next, the audit results letter from Plante Moran was reviewed, and the representatives commended the WBPRC staff for their cooperation with the audit. They commented that the staff was well prepared, responsive to any questions and that there were no identified issues.

Chairman Brooks thanked the Plante Moran representatives and the WBPRC staff for their hard work.

Executive Director Tucker asked the Commission for a motion to accept the results of the audit. Commissioner Aronoff made a motion to accept the Financial Audit presented by Plante Moran and Commissioner Wenczel seconded the motion.

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

STAFF REPORT

Approved at the West Bloomfield Parks and Recreation Commission Meeting June 23, 2022

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

Executive Director Tucker reported that Lily Pad Springs is opening on Friday, May 27, 2022. Construction on the Drake Sports Park parking lot is underway, and residents will be notified as soon as the park reopens by social media, signage, and direct e-mailing. Transition of the Connect Senior Center has begun with activities being presented at the Recreation Center until the move to the Abbott Middle School location can be completed. DIA Inside/Out Reproductions have been installed at various locations. Lily Pad Spring staff training and orientation has been completed.

Superintendent Hyer informed the Commission of meeting with two of the local area Chamber of Commerce. Superintendent Hyer reported the resignation of two staff members into full-time positions in other areas and commended them both for all their hard work and thanked them for being so flexible and their willingness to always jump in and help wherever needed. She wished them both luck in their future endeavors. Spring Fling Egg Hunt was sold out and a huge success despite some bad weather and the same with the Earth Day activities. The Community Garage Sale had over 200 shoppers and will be presented again in the future. A new walking program, March into Spring, was also successful this year. Seniors have been supportive of the Connect move. Upcoming events include National Trails Day on June 4th at Marshbank or Walnut Creek Middle School. Kick-off walks have included over 100 walkers. The 13th Annual Health and Wellness Event will be held on June 8th from 11am to 2pm.

Commissioner Erich commented on the success of the Spring Fling Egg Hunt and the Community Garage Sale. He gave credit to the Staff for the success of both. Commissioner Wenczel expressed her excitement for the opening of Lily Pad Springs and staff reported the tents currently up at LPS will remain up for shade throughout the season, which will be appreciated. She also commented on her enjoyment of the Frog and Toad Walk.

Superintendent Frey outlined the procedure and all the steps that must be taken to open the restrooms in the parks. The facilities cannot be opened until the temperatures permit then wells must be chlorinated, water must be pressurized and then must sit for 24 hours, after that, they must be cleaned out for use. All the outdoor restrooms also get power washed from walls to floors. Overall, the process can take up to 2 weeks and weather is always a challenge. Spring deep cleaning has been taking place. Carpets, windows, and walls have been deep cleaned. Water bottle filling stations have been installed at Marshbank Park and Lily Pad Springs. They were just installed April 1st and 575 12 oz. bottles have already been reported to have been filled according to the electronic readout. At the Bloomer Boat Launch, concrete slabs have been removed and been reinstalled twice and will eventually have to be reinstalled, permanently, in July or August. It was planned to reuse the existing slabs after improving the pitch needed to launch boats, however, the concrete proved to be brittle to be reused. The launch is currently usable, but the contractor intends to return in July or August, after most residents have launched their boats, to additionally stabilize the project. Parking lot restoration at Drake Sports Park should be wrapped up by mid-June. Traffic islands have been reconfigured for current specs for vehicles. Superintendent Frey reported that they have added 10-11 new staff members.

Secretary Kirkwood asked about signage for Connect at Abbott and Director Tucker answered that they will have a Connect sign over the current school sign and that Oakland Schools will be overseeing the IT installation. Commissioner Barash thanked Superintendent Frey for all the detailed information as it is good for the community to know. Treasurer Adams asked about the extra expense being incurred for the Bloomer Boat Launch. Superintendent Frey answered that WBPRC is only being charged for the concrete slabs and not for any extra labor.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks thanked all the WBPRC staff for all their hard work and congratulated everyone on the good press they have been getting. He commented on the DIA reproductions and how impressive they look.

B. Items from the Secretary

Secretary Kirkwood provided information on the progress of the Diversity Task Force and on the upcoming Juneteenth Celebration taking place on June 18th at West Bloomfield High School. He thanked the many people who have been participating and helping on the Task Force.

C. Items from the Treasurer

Treasurer Adams welcomed Stephanie, who attended her first Finance meeting today. Treasurer Adams thanked Superintendent Frey for the explanation about the bathrooms and commended his staff on the good condition of the baseball fields.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on May 9, 2022. Present were himself, Secretary Kirkwood, Treasurer Adams, Superintendent Hyer, Superintendent Frey, and Executive Director Tucker. They discussed the agenda for tonight, National standards for COVID-19, personnel updates, projects updates. They also discussed the Recreation activities Center Feasibility Study. They went through updates on the Bloomer Park Boat Launch and Drake Sports Park parking lot projects. Also discussed were the upcoming Millage Ballots to the County and ongoing legal items the attorneys were working on. Their next scheduled meeting is June 2, 2022, at 6pm.

Finance: Treasurer Adams

Treasurer Adams indicated the Finance Committee met May 26, 2022, prior to the regular Commission meeting. The Committee assessed the budget to actual spending for the month ending April 30, 2022. This included the divisions of administration, recreation, parks, transportation, and the Commission. The Committee was also provided revenues associated with property taxes, recreation, and other sources of income. The committee was satisfied with positive results and reported they are under budget year to date. The committee reviewed agenda items for tonight's meeting. Any questions or concerns were addressed and satisfied. The next meeting is scheduled June 23, 2022, prior to the regular Commission meeting.

Strategic Planning: Commissioner Wenczel

Commissioner Wenczel reported that the Strategic Planning Committee did not meet during May.

NEW BUSINESS

A. Consideration to Approve the 2022 Tax Rate Request.

Approved at the West Bloomfield Parks and Recreation Commission Meeting June 23, 2022

Motion by Commissioner Barash second by Commissioner Aronoff to approve the 2022 Tax Rate Request as presented.

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

B. Consideration to Approve the Quote for Irrigation Repairs for Parking Lots at Drake Sports Park Presented by Superintendent Frey who asked that the quote from Summers Irrigation to complete irrigation repairs and reconfiguration related to the parking lot construction project. The Parks staff normally maintains normal operations and minor repairs, however, the scope of the work that needs to be done related to this project needs to be completed by an irrigation professional. Money for these repairs was budgeted for under Capital Projects.

Motion by Commissioner Wenczel second by Commissioner Adams to approve the quote for irrigation repairs at Drake Sports Park in the amount of \$25,825.00 to Summers Irrigation.

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

PUBLIC FORUM- None presented

ANNOUNCEMENTS

Superintendent Hyer informed the Commission that the website for Lily Pad Springs is updated. She encourages everyone to make sure to check the hotline before coming to the park to make sure it is open due to weather conditions. The Hotline number is 248-451-1940. Residents can pre-register for access up to 30 days prior and non-residents can pre-register 15 days in advance. Admission is limited to 40 households per day plus walk-ups. She also noted that the latest issue of Senior Happenings has been mailed out.

Commissioner Wenczel reminded the Commission and public of the Friends of the Rouge Fundraiser on August 11, 2022, At the Phoenix Mill.

ADJOURNMENT

There being no further business before the Commission the meeting was unanimously adjourned at 8:25pm.

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.)