

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

**Thursday, June 23, 2022  
 7:00 PM**

**APPROVED**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Secretary Vincent Kirkwood  
 Treasurer Terrance Adams  
 Commissioner Merv Aronoff  
 Commissioner John Erich  
 Commissioner Sally Wenczel

Staff Present: Kelly Hyer, Recreation Superintendent  
 Chris Frey, Parks Superintendent  
 Pat Helson, Administrative Assistant  
 Carrie Manning, Recording Secretary

Excused Absent: Chair Robert Brooks  
 Commissioner David Barash  
 Jennifer Tucker, Executive Director

Public: None present

**PLEDGE OF ALLEGIANCE**

**PUBLIC FORUM**

**APPROVAL OF AGENDA**

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

**Ayes: 5  
 Nays: 0  
 Absent: 2  
 Motion Carried: 5-0**

**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 May 26, 2022.
- B) Approval of May Revenue and Expense Report.
- C) Approval of Prepaid Expenditures in the amount of \$343,421.51.
- D) Approval of Expenditures paid by Check in the amount of \$55,559.01.
- E) Approval of Credit Card Refunds totaling \$6,311.20 for the month of May 2022.
- F) Receipt of the May Cash Balance.
- G) Receipt of Revised Benefits Manual Pages for our Commission Handbook that reflect Juneteenth as an Observed Holiday.

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

**Ayes: 5**

**Nays: 0**

**Absent: 2**

**Motion Carried: 5-0**

#### **ITEMS FROM THE TOWNSHIP LIAISON**

Acting Chairman Kirkwood noted there would be no report tonight.

#### **STAFF REPORT**

Superintendent Hyer and Superintendent Frey provided a Staff Report to the Commission. Superintendent Hyer welcomed new Parks Operations I staffer, Fisher Stuk to the team. Superintendent Hyer reported that Lily Pad Springs is open, and the modifications and additions made have been well received and appreciated. Entry to Drake Sports Park reopened on Saturday, June 18, 2022, and with the improvements, there is now access to the paved walking trail. As the access is new, Superintendent Hyer noted that new signage will be installed to direct walkers to the new path access. She also notified the Commission and Community that they are actively seeking sponsors for the new pathway, benches, and kiosks located along the path. Tents were purchased in partnership with the Library to allow outside reading and activities. Millage renewal postcards have been mailed out to Township residents. Superintendent Hyer covered the successes of organized activities, including the Table-to-Table Ride on National Trails Day (June 4, 2022), the return of Kids Komotion at Marshbank Park had an “enormous” crowd, and the Juneteenth Event held on June 18, 2022. She announced the return of Summer on the Bank program on July 16, 2022, with Music, Food Trucks, and wine and beer concessions.

Superintendent Frey reported on Park and Facilities Operations. In addition to on-going, routine maintenance of the grounds, including mowing, landscape, and building maintenance, staff has been assisting with the Township’s monthly “Food Truck Tuesday’s,” handling traffic flow for the incredible attendance at Kids Komotion, and hosting graduation parties, family picnics, and sporting events. Staff worked hard to get the Community Garden ready for its Memorial Day opening. Grass was trimmed and each plot was marked with stakes and twine, trash receptacles were placed, and the water was turned on. Superintendent Frey informed the Commission that only a few things were left to do for the contractors regarding the resurfacing and rebuilding of the Drake Sports Park parking lot.

Treasurer Adams asked about the cost of the plots in the Community Garden and Superintendent Hyer informed him the cost is \$40 for residents/\$55 for non-residents for the growing season and there is always a waiting list for plots.

Commissioner Wenczel asked about upcoming evenings at Lily Pad Springs and attendance since opening weekend. Superintendent Hyer commented the evenings at Lily Pad Springs will be a test to gauge interest and participation from 6:30-8:30 and will include Food Trucks. She reported there has been availability at Lily Pad Springs almost every day and room for walk-ups. Commissioner Wenczel commented on her appreciation for the Summer Reading Program.

Acting Chairman Kirkwood commented on the DIA "Inside out" art installations and how they were chosen. (By WBPR Staff and DIA Staff) He also commended staff from the Library on partnering on the outside activity/reading tents.

Item 9 on the Agenda was a resolution proclaiming July as Park and Recreation Month. Acting Chairman Kirkwood read aloud and signed the resolution.

## **ITEMS FROM THE OFFICERS**

### **A. Items from the Chairperson**

There were no items due to the excused absence of Chairman Brooks.

### **B. Items from the Secretary**

Secretary Kirkwood reported the Juneteenth Event was well represented and representative of what the Task Force is doing. He thanked WBPR Staff for all the hard work they put into the event. Secretary Kirkwood informed the Commission and Community of an upcoming Strategic Goal meeting for the Diversity Task force at the Library on July 9, 2022, from 9am-Noon for anyone who would like to attend.

### **B. Items from the Treasurer**

Treasurer Adams also made comments on the success of the Juneteenth event and asked about the possibility of making the upcoming Diversity Task force a hybrid meeting with Zoom capability for those who cannot make it in person. Secretary Kirkwood commented that was a good idea and they would check into doing that.

## **COMMITTEE REPORTS**

### **Acting Chairman Kirkwood delivered the Executive Committee Report**

Acting Chairman Kirkwood stated they met on June 2, 2022, at 6:00pm Present were Chairman Brooks, himself, Treasurer Adams, Superintendent Hyer, Superintendent Frey and Executive Director Tucker. They discussed items on tonight's meeting agenda, there were updates provided on COVID-19, personnel openings, and hirings. There were several updates to ongoing projects, including the Schulak Agreement, the Senior Services Location/next steps, the Bloomer boat launch, Drake Sports Park parking lot update as well as items they have been working on with the WBPRC Attorney Their next scheduled meeting is July 6, 2022, at 6pm.

### **Finance: Treasurer Adams**

Treasurer Adams indicated the Finance Committee met prior to tonight's meeting, June 23, 2022, at 6pm. Present were himself, Commissioner Aronoff, Superintendent Frey and Interim Finance Manager, Stephanie Smith. The Committee assessed the budget to actual spending for the month ending May 31, 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. Any questions or concerns were addressed and satisfied. The committee reviewed invoices, vouchers, and prepaid expenses for the month. The Committee also reviewed agenda items for tonight's meeting. The next meeting is scheduled on July 28, 2022, prior to the regular Commission meeting.

## **NEW BUSINESS**

### **A. Consideration to Approve the Michigan Municipal Risk Management Authority Insurance Renewal for 2022-2023.**

**Motion by Commissioner Aronoff, second by Commissioner Wenczel to approve the renewal of MMRMA Liability Insurance Policy for the 2022-2023 financial year in the amount of \$69,784.00.**

**Ayes: 5**

**Nays: 0**

**Absent: 2**

**Motion Carried: 5-0**

**PUBLIC FORUM - None present**

## **ANNOUNCEMENTS**

**Treasurer Adams and Commissioner Wenczel wished everyone a happy and safe 4<sup>th</sup> of July holiday.**

## **ADJOURNMENT**

There being no further business before the Commission the meeting was adjourned at 7:53PM

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.)