

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

**Thursday, October 27, 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: Joe Ketchum, Interim Executive Director
Kelly Hyer, Recreation Superintendent
Chris Frey, Parks Superintendent
Pat Helson, Administrative Assistant

Absent: None

Public: None

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- None present

APPROVAL OF AGENDA

Motion by Commissioner Aronoff seconded by Commissioner Barash 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 Regular Commission Meeting- September 29, 2022.
- B) Approval of Minutes from Special Budget Meeting, October 3, 2022.
- C) Approval of September Revenue and Expenditure Report.
- D) Approval of Prepaid Expenditures in the amount of \$269,395.37.
- E) Approval of Expenditures paid by Check in the amount of \$68,966.79.
- F) Approval of Credit Card Refunds totaling \$2,829.17 for the month of September 2022.
- G) Receipt of the September 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

ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan - Schuler's Book Store appears to be a go in the prior Stein Mart location. The HHW (Household Hazardous Waste) 625 senior citizens on Friday and 663 vehicles on Saturday. Supervisor Kaplan expressed his appreciation of Interim Executive Director Ketchum.

STAFF REPORT

Interim Executive Director Ketchum delivered the administrative report. He introduced the WB Parks Insider to the Commission. The Insider is a monthly staff newsletter that includes "High Fives", a chance for staff members to be recognized for their hard work, it provides timely information to the staff, and highlights staff birthdays and anniversaries. Interim Director Ketchum reported that over 30 employees attended a team building luncheon and activities day. These events were a direct outcome of the staff brainstorming session and meetings. Interim Director Ketchum also provided a reminder to the community of the importance of the Transit Millage and its impact to the community.

Superintendent Frey provided an outline of the numerous activities the Parks Staff undergoes at the end of the summer season to both clean up and prepare for the winter months. He reported that there were 172 shelter rentals over the 18-week outdoor season. Each space is cleaned before and after rentals. As part of the prep for winter, staff fertilized all Park sites. This is all done by in house staff as opposed to hiring an outside firm. Superintendent Frey reported to the Commission that Lily Pad Springs was closed after Labor Day and all water lines were drained and the entire site was winterized. Also, at this time of the year, staff performs a deep cleaning of all the buildings, from floors to windows and clean, take down and pack away all temporary tents and shade structures.

Superintendent Hyer presented the Recreation report. She gave kudos to the Recreation staff for all their "behind the scenes" support and flexibility this summer. There were over 300 campers at the Camp-Out and Superintendent Hyer expressed her thanks to the Oakland Astronomy Club for their involvement and education. Superintendent Hyer reported on a successful Senior Pickleball tournament and that it was a sellout. She reminded the community of upcoming events: The Senior Health expo, the Heroes Appreciation Breakfast, and a Women's Self-Defense class at Drake Sports Park.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks reiterated the importance of the transit millage.

B. Items from the Secretary

Secretary Kirkwood talked about the DEI 101 event held in early October and how well attended the event was. Secretary Kirkwood shared comments about the growing popularity of Pickleball.

B. Items from the Treasurer

Treasurer Adams wished the community a safe and fun Halloween and stressed the importance of voting.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on October 3, 2022, at 5:00pm. Present were himself, Secretary Kirkwood, Treasurer Adams, Interim Executive Director Ketchum, Superintendent Frey, Superintendent Hyer, and Finance Manager Smith. They discussed the 2022 Budget Workshop Agenda, the Edgewood Planned Development, and the DEI 101 Event sponsored by the Diversity Task Force. The Committee was also provided updates on ongoing projects, including the Schulak lease, the RAC Feasibility Report, the Simsbury Plaza Lease agreement among other projects. The Committee talked about the upcoming Township Board meeting. The Committee discussed personnel job descriptions that will come from C4ioe as well as other updates from C4ioe. Their next scheduled meeting is November 7, 2022.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Thursday, October 27, 2022, at 6:00pm. Present were himself, Commissioner Aronoff, Commissioner Barash, Interim Executive Director Ketchum, and Finance Manager Smith. The Committee assessed the budget to actual spending for the month ending September 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. Through September, the Commission was approximately \$1,850,000 under budget. The committee reviewed invoices, vouchers, and prepaid expenses for the month. The committee reviewed agenda items for tonight's meeting. Any questions or concerns were addressed and satisfied. The next meeting is scheduled prior to the regular Commission meeting on November 17, 2022, at 6pm, prior to the monthly Commission meeting

Strategic Planning: Report from Commissioner Wenczel

Commissioner Wenczel reported the Committee met, via Zoom, on October 25, 2022. Present were herself, Interim Executive Director Ketchum, Secretary Kirkwood, and Commissioner Erich. The committee discussed the appraisal value of Schulak Farm and next meeting is to be determined.

NEW BUSINESS

A. Consideration to Approve the Selling of Surplus Equipment

Motion by Commissioner Barash second by Commissioner Wenczel to Approve the sale of a 2013 GMC and a 2008 GMC.

Ayes: 7

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

B. Consideration to Approve the Amended 2022 WBPRC Budget

Motion by Commissioner Adams second by Commissioner Barash to approve the Amended 2022 WBPRC Budget.

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

C. Consideration to Approve the 2023 WBPRC Budget

Motion by Commissioner Adams second by Commissioner Wenczel to approve the 2023 WBPRC Budget

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

PUBLIC FORUM - None

ANNOUNCEMENTS
None

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:05pm

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.)