

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

**Thursday, November 17, 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
Acting Treasurer 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

Excused Absent: Treasurer Terrance Adams

Public: Sylvia Whitmer, Jack Alexanian, Ben Bur, Bharat Mehta, Kay McMahon, Sheila Nittmann, Heidi Russell.

PLEDGE OF ALLEGIANCE

PUBLIC FORUM - Sylvia Whitmer, a 58-year resident of West Bloomfield, spoke to the Commission in her capacity as a member of the Oakland County Senior Advisory Council. She spoke of the growing senior population in Oakland County and West Bloomfield and the issue of trying to work through a list of important factors concerning this segment of the population. She expressed data pointing to certain areas where more information and training is needed, especially around funding: where and how to apply for grants that have become available expressly for the Senior sector, and where they would best be used. The West Bloomfield Parks and Recreation Staff is involved in this training to distribute and apply for these funds. She also expressed her appreciation to the WBPRC and their staff for their support of Senior residents.

APPROVAL OF AGENDA- Chairman Brooks has withdrawn Items from the Township Supervisor from the agenda due to an excused absence.

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

**Ayes: 6
Nays: 0
Absent: 1**

Motion Carried: 6-0

CONSENT AGENDA

Items A through F 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, October 17, 2022.
- B) Approval of October Revenue and Expense Report.
- C) Approval of Prepaid Expenditures in the amount of \$273,427.19.
- D) Approval of Expenditures paid by Check in the amount of \$254,153.32.
- E) Approval of Credit Card Refunds totaling \$2,110 for the month of October 2022.
- F) Receipt of the October Cash Balance.

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

Presentation of Resolution of Appreciation in Honor of Dick Roberts

Dick Roberts became active with WB Parks immediately upon his moving to West Bloomfield Township in 1987. In acknowledgement of his dedication and ceaseless efforts to support the growth of Senior Programming for WB Parks, from which the Commission and residents have benefitted tremendously through the years. The West Bloomfield Township Parks and Recreation Commission does proclaim many thanks and sincere appreciation to Dick Roberts. Senior Membership Manager, Sheila Nittmann provided the Commission and Community an in-depth biography of Mr. Roberts and outlined all the many contributions he has made to the WBPRC Senior Programs. A presentation was made to Mr. Roberts to be delivered to him.

Presentation of Resolution of Authorization for West Bloomfield Parks and Recreation Match without Donated Funds - Three parts.

Number One- The West Bloomfield Parks and Recreation Commission supports the Department of Natural Resources (DNR) submission of an application titled "West Bloomfield Trail and Nature Preserve Improvements" to the SPARK Grant Program for construction of new bathrooms, renovation of existing bridges, overlooks, trail surface, and park enhancements that include pedestrian counters and improved signage at the West Bloomfield trail and nature preserve.

Motion to Approve by Acting Treasurer Aronoff, Second by Commissioner Wenczel

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

Number Two- The West Bloomfield Parks and Recreation Commission supports the Department of Natural Resources (DNR) submission of an application titled "Drake Sports Park Playground Relocation and Replacement and Construction of a New ADA Accessible Bathroom" to the SPARK Grant Program for

relocating and replacing the playground and construction of a new ADA accessible bathroom at Drake Sports Park.

Motion to Approve by Commissioner Barash, Second by Acting Treasurer Aronoff

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

Number Three- The West Bloomfield Parks and Recreation Commission supports the Department of Natural Resources (DNR) submission of an application titled “Drake Sports Park Skate Ramp Improvements” to the SPARK Grant Program for replacing existing skate park ramps at Drake Sports Park.

Motion to Approve by Commissioner Wenczel, Second by Commissioner Barash

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

STAFF REPORT

Interim Executive Director Ketchum delivered the Administration report. Interim Executive Director Ketchum thanked the community for passing the Transportation millage and for what it means to the WBPRC, and the services provided to the Senior programs. Providing a leadership team update, he informed the Commission that 2023 Budget updates were shared with staff, a job posting was made for an HR Manager, and he remarked about the upcoming Staff Appreciation Event on December 9, 2022. On that date, buildings would close at 11:30am. Interim Executive Director Ketchum said a tentative Professional Development day is planned for January 10, 2023, for staff training, to set goals with planned guest speakers. Staff is participating in “Operation Good Cheer” and collecting gifts for 8 foster children.

Superintendent Frey gave the Commission a Park and Facilities update. Staff helped set up and drove the tractor for the annual Fall Hayride at Marshbank Park. They also set up the Trick or Treat Trail, including setting up tents along the trail, as well as tables, chairs, and blow ups along the trail. Winterization of the parks is ongoing. Water has been shut off and water lines have been drained and filled with antifreeze, if necessary. Irrigation systems have also been blown out by staff with an air compressor and bathrooms have been closed. Portable restrooms are available at some of the facilities. Turf maintenance is still taking place, including aerification and fall fertilization. Superintendent Frey also reported the completion of the perimeter fence around the Drake Sports Park service yard. This was part of the Phase 3 in the Drake parking lot renovation plan.

Superintendent Hyer provided the Recreation report. The Trick or Treat Trail was a huge success. With good weather, the event was sold out at 700 children with a turnout of around 645. Forty-one vendors turned out to provide treats for the participants. For the Fall Hayride, Superintendent Hyer reported that Staff completed 24 hayrides, for approximately 370 riders. The Seniors have also had a busy Fall, with 44 attending the trip to the Detroit Institute of Art for the Van Gogh in America exhibit. There were also 30 people that attended the Senior Tailgate event. Fall sports wrapped up for adult softball and pickleball. She reminded residents of upcoming events: the Holiday Sing-Along event and the Winter Solstice Celebration in December.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks expressed his thankfulness to all the Staff or all their hard work. He thanked Kaylin for asking him to emcee the Heroes Appreciation Celebration, commenting that it was just an outstanding event. He encouraged all residents to go to Civic Center TV to watch the event if they missed it.

B. Items from the Secretary

Secretary Kirkwood also reiterated how well the Parks are running and expressed his gratitude to everyone for all the work they do.

B. Items from the Treasurer

Acting Treasurer Aronoff encouraged everyone to remain active during the cold winter months. Whether using indoor facilities with equipment or watching videos to stay in shape. He also wished everyone a Happy Thanksgiving.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on November 7, 2022, at 4:30pm. Present were himself, Secretary Kirkwood, Treasurer Adams, Interim Executive Director Ketchum. Superintendent Frey, Superintendent Hyer and Finance Manager Smith. They discussed tonight's meeting agenda, the SPARK grant applications, and the December Commission meeting date change to December 14th, 2022. The Committee was updated on several ongoing projects, including lease agreements and future partnerships. They also discussed personnel issues and openings. Their next scheduled meeting is December 8, 2022, at 4:30 PM.

Finance: Report from Acting Treasurer Aronoff

Acting Treasurer Aronoff indicated the Finance Committee met Thursday, November 17, 2022, at 6:00pm. Present were himself, Chairman Brooks, 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 the revenues exceeded expenditures and are under budget year to date. 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 had no new information to report.

NEW BUSINESS

A. Consideration to Approve the Quote for the 2023 Activity Guide Printing.

Superintendent Hyer presented the request to approve Kaufman Printing for the printing of the 2023 Activity Guide. Kaufman has completed the past couple of jobs with no complaints or any issues. The actual cost of each cycle will vary depending on program offerings and page counts.

Motion by Acting Treasurer Aronoff, second by Commissioner Barash to approve the recommendation.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

PUBLIC FORUM - None

ANNOUNCEMENTS- Commissioner Wenczel commented on resident complaints of flashlights in the Nature Preserve after dusk, when closed. The Commission advised anyone seeing this to call the police to investigate.

The Commission wishes everyone a Happy Thanksgiving.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:41 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.)