

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
VIRTUAL MEETING**

**Thursday, May 27, 2021 APPROVED
7:00 PM**

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

Staff Present: Jennifer Tucker, Executive Director
Joe Ketchum, Parks Superintendent
Administrative Assistant, Patricia Helson
Finance Accountant, Ruth Lyons
WBPRC Attorney, Greg Need
Pamela St. Peter, Recording Secretary

Absent: Kelly Hyer, Recreation Superintendent
Township Liaison, Steven Kaplan

Public: None

PUBLIC FORUM

None

APPROVAL OF AGENDA

Motion by Commissioner Adams, second by Commissioner Barash to approve the agenda.

**Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel
Nays: None
Absent: None
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.

Approved at the West Bloomfield Parks and Recreation Commission meeting of June 24, 2021

- A. Approval of Minutes from the April 29, 2021 Regular Commission Meeting.
- B. Approval of the April Revenue and Expense Reports.
- C. Approval of Prepaid expenditures in the amount of \$328,345.78.
- D. Approval of Expenditures paid by check in the amount of \$332,245.91.
- E. Approval of Refunds totaling \$3,067.00 for the month of April 2021.
- F. Receipt of the April cash balance.

Motion by Treasurer Aronoff, second by Commissioner Wenczel, to approve Items A through F on the Consent Agenda.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel
Nays: None
Absent: None
Motion Carried 7-0

ITEMS FROM TOWNSHIP LIAISON

Kris Darcy presented for Township Liaison Kaplan who was unable to attend tonight's meeting. Ms. Darcy congratulated WBPRC on the upcoming opening of Lily Pad Springs.

Food Truck Tuesday was this past Tuesday with Simply Spanish which was very popular. The next Food Truck Tuesday is June 15th.

At Monday's Township Board Meeting an emergency access drive was approved on the southeast part of the Civic Center complex.

Commissioner Erich asked when in-person meetings might resume. Ms. Darcy said they are considering moving forward with virtual board meetings through July and possibly looking at the first meeting in August being in-person.

Presentation of the 2021 Financial Audit – Plante Moran

Executive Director Tucker said the audit took place virtually this year. They are in a final draft form until the Township includes their audit as well. Stacey Reeves, Plante & Moran made a presentation to the Commission of the 2021 Financial Audit. She was accompanied by Kyle Vieth. Ms. Reeves stated that the Parks and Recreation Commission received an unmodified auditor's opinion on its financial statement, meaning it is without any qualifiers or modifications. It is the best that you can get from your auditors and means that it is free from material misstatements.

Mr. Vieth provided an overview of the graph package. The graphs are a pictorial statement of the Parks and Recreation financial statements. Mr. Vieth said the General Fund revenue decreased from the prior year by approximately \$200,000, primarily due to the decrease in recreation programs and facility rental revenue due to the pandemic. The largest revenue source continues to come from property taxes. Property tax revenues continued to increase in the current year but overall have remained consistent since 2013. In 2009, when the economic crisis occurred, the Commission was able to obtain the Restoration Millage of 2013 and without that millage the recovery from the economic crisis would have taken significantly longer.

The Active Recreation Millage was renewed in 2020 which will allow the WBPRC to continue to operate in a consistent manner going forward. Total expenditures increased in the current year by about \$500,000 which is primarily due to the capital outlay work on the Lily Pad Springs project. Personnel costs continue

to make up the majority of the Commission's expenditures which is not surprising since governmental work is people driven. Capital Outlay made up the largest portion of expenditures in the current year which is primarily related to the planned expenditures related to the completion of the Lily Pad Springs project.

Park Operations continue to make up the largest expense category along with Capital Outlay in the current year. Administrative Expenses have remained consistent with other years and are under 10% for the current year. General Balance – General Fund resembles the Commission's savings account. In the current year, operating expenditures decreased which is the result of the decreased expenses related to the pandemic. The pension plan is about 96% funded. Retiree Healthcare Funding Status is approximately 89% funded. That percentage is also a lot higher than typically seen in other municipalities.

Ms. Reeves referred to the End of Audit Report. She said the Commission shares a pension plan with the Township which is still in the process of finalizing the audit related to the pension plan. As soon as that is finalized the Township issues their audited financial statement, Plante Moran will update the Commission's report and finalize the audit. None of the information within this audit report is expected to change though. Ms. Reeves said the audit went extremely well. She thanked the Parks and Recreation team for their help during another entirely remote audit. The Parks and Recreation team was extremely well prepared and responsive throughout the entire process.

Chairman Brooks asked if staff is getting better at using their financial systems. Ms. Reeves said the implementation of the system went very well. There were no issues related to the IT control testing they performed or the ability to get the information they needed from the system. Chairman Brooks thanked Ms. Reeves and Mr. Vieth for their presentation and their hard work in conducting the audit. Director Tucker thanked everyone involved with the audit including Ms. Reeves, Mr. Vieth, Ruth Lyons and Stephanie Smith. Ruth Lyons thanked the WBPRC staff for their hard work and she also thanked the Commission for the new software.

STAFF REPORT

Executive Director Tucker reported that in regard to the Covid-19 updates: Vaccinated staff is no longer required to wear masks when doing most job duties; transportation still requires masks on busses; proof of vaccination is on file. Director Tucker also went over the MIOSHA requirements related to Covid-19. Park Superintendent Ketchum celebrate 29 years at WBPR. The Commission had a sneak peek of Lily Pad Springs; everyone is excited for the opening on June 1st! Staff has also been working diligently on the Strategic Plan update. Staff has also started work on the 5-year Master Plan Update. This will involve a master plan of Drake Sports Park as well which will be more detailed. WBPRC is now hiring for full time, part time and seasonal positions.

Senior Coordinator Heidi Russell and Programmer Ashley Stokes presented the Recreation Report. Ms. Stokes said the Community Garage Sale took place on April 24th and all seller spots were sold out. There were about 400 shoppers that participated in the event and 28 sellers; they are looking to host another garage sale in the fall.

Camp Update: The Camp WB program has sold out all weeks. Ms. Russell also introduced the Camp Leads Andre Harris (Camp Program Assistant Manager) and Hannah Finn (Nature Camp Manager). Daisha Johnson (Camp WB Manager) and Alyssa Chambers (Camp WB Assistant Manager). Kids Komotion and Marshbank Music require advance registration.

Ms. Russell reported on Senior Programs including the first Veterans Meet-Up. In June there will be an Ice-Cream Social, July there will be a picnic and photo shoot and August will include a Summer Social.

Parks Superintendent Ketchum reported that staff has assisted with installing tents at the RAC for recreation programming. Staff also put together the Community Garden and it was opened a week early. Staff is completing their punch list at Lily Pad Springs including installation of an emergency phone, signage and stickers.

Staff has installed all the shade structures at the parks system. Drake Parking Lot Phase II is done and light fixtures will be put up as soon as the poles are received.

Treasurer Aronoff asked if staff has to rent equipment for the heavy work. Superintendent Ketchum said they do not have to rent equipment as the Commission purchased a new Caterpillar backhoe with a front end loader and backhoe. Staff is fully trained on the backhoe. Commissioner Wenczel asked if kids under 12 will have to wear face masks during summer activities and camps. Director Tucker said after July 1, no masks are necessary. Chairman Brooks asked if staff is being given time off to get vaccinated. Director Tucker said vaccination was arranged through the Township via the fire department. Staff will need to take sick time to get their vaccination.

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

None.

B) Items from the Secretary

Secretary Kirkwood said the tour of Lily Pad Spring was great.

C) Items from the Treasurer

Treasurer Aronoff urged everyone to visit the National Recreation and Parks Association website as it is a great resource for what is going on at parks across the nation.

COMMITTEE REPORTS

A. Executive: Chairman Brooks

Chair Brooks stated that the Executive Committee met on May 10, via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: Project Update, Master Plan, Recreation Activities Center Renovation RFP, Splash Pad operations; Drake Parking Lot project; IT position in corroboration with the Township; Bloomer Boat Launch project will begin in August and the Shulack appraisal. The next meeting is scheduled for June 9th at 6 pm.

B. Strategic Plan: Commissioner Wenczel

Commissioner Wenczel said the Strategic Planning Committee did not meet this month but they are excited to review a rough draft and outline in the next couple of weeks and she looks forward to the committee giving their input.

B. Finance: Report from Treasurer Aronoff

Treasurer Aronoff stated the committee met before tonight's meeting and discussed and reviewed the April invoices, vouchers and the monthly budget status. The next meeting is scheduled in June prior to the regular Commission meeting.

NEW BUSINESS

A. Consideration to Approve the 2021 Tax Rate Request

Executive Director Tucker stated that the Oakland County Board of Commissioners requires the Commission to agree to the level at which they would like to be funded as pertains to their millages. In the past, the Commission has elected to be funded at 100%.

Motion by Treasurer Aronoff, second by Commissioner Barash, to Approve the 2021 Tax Request, as presented.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel
Nays: None
Absent: None
Motion Carried 7-0

PUBLIC FORUM

None.

ANNOUNCEMENTS

Commissioner Erich said he has been working with a social justice group in West Bloomfield and they are working on a Juneteenth celebration at West Bloomfield High School parking lot at 10 am. He encouraged all the commissioners to attend. Commissioner Wenczel said Access Music Academy is looking for anywhere to perform their music. Chairman Brooks congratulated Commissioner Wenczel as a Michigan Week Awardee. Commissioner Barash wished everybody a happy holiday weekend.

ADJOURNMENT

There being no further business before the Commission, Commissioner Barash made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:10 P.M.

Respectfully Submitted,

Vincent Kirkwood

Pamela St. Peter
Recording Secretary

(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.)