

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

**Thursday, November 18, 2021
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 Merv Aronoff
Commissioner David Barash
Commissioner John Erich
Commissioner Terrance Adams
Commissioner Sally Wenczel

Staff Present: Jennifer Tucker, Executive Director
Kelly Hyer, Recreation Superintendent
Joe Ketchum, Parks Superintendent
Chris Frey, Parks Supervisor
Ruth Lyons, Finance Manager
Pat Helson, Administrative Assistant

Absent: None

Public: None

PLEDGE OF ALLEGIANCE

PUBLIC FORUM

Commissioner Barash gave a shout out to Parks and Recreation for the Veteran's breakfast at which he was able to assist. Commissioner Erich thanked Chairman Brooks for his words spoken at the Veteran's breakfast. Chairman Brooks indicated he was humbled to speak before this group.

APPROVAL OF AGENDA

Motion by Commissioner Adams seconded by Commissioner Aronoff 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.

- A) Approval of Minutes from October 21, 2021 Five Year Master Plan Special Meeting.
- B) Approval of Minutes from the October 28, 2021 Regular Commission Meeting.
- C) Approval of October Revenue and Expense Report.
- D) Approval of Prepaid Expenditures in the amount of \$267,478.98
- E) Approval of Expenditures paid by Check in the amount of \$40,880.04
- F) Approval of Credit Card Refunds totaling \$1,625 for the month of October 2021.
- G) Receipt of the October Cash Balance.

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

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

ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan indicated he spoke on an episode of Civic Center TV's "the Splash" and mentioned the Veteran's breakfast on air. He provided information about the high number of motor vehicle versus deer collisions; 91 through November 10, 2021. West Bloomfield has joined a consortium with 5 communities seeking solutions. He hears from residents on both sides of the deer feeding issue. Rochester Hills has an ordinance against feeding them but he's not so sure we want to go that far. He again mentioned the successful Veteran's breakfast event. The Perennial West Bloomfield Apartments are moving forward. These will be developed on the site of the previous Performance Auto (prior to that it was the Cauley dealership) which is a brownfield being reclaimed and this is very exciting for our community. Compost will be picked up through December 16, 2021. Additionally, although neighboring communities needed to impose a boil water alert as a result of the October 31, 2021 water main break at 14 Mile and Drake, West Bloomfield Township pressure was such that we never had to issue such an alert; he gave kudos to our Water Utilities Department. Commissioner Barash indicated he is excited about the apartment project. Commissioner Wenczel asked is there anywhere in the Township in which deer hunting is allowed? No, it is not allowed in the Township. Commissioner Brooks asked if a burn date had been established for the Jacobs Drain. Supervisor Kaplan responded it may occur in December.

STAFF REPORT

Executive Director Tucker, Superintendent Hyer and Superintendent Ketchum provided a Staff Report to the Commission. Topics included the Master plan update; any input from the Commission is requested by November 30, 2021. Also provided was a Needs Assessment update. Narcan training was provided for 15 staff with another session of training to be offered to the remaining staff and the public. We partnered with the Red Cross for two blood drives; the one tomorrow is nearly full but there is another opportunity for blood donations on December 3rd. The development of a Green Team was discussed. This resulted from our staff input discussion recently held and will provide follow through on a Master Plan topic. Our public education will focus on connecting our brand to the green initiative, highlighting green practices, our no mow campaign and tracking and measuring results. Commissioner Wenczel is pleased with the development of a Green Team and indicated that the Township has created a similar team to work toward carbon neutral with Dr. Howard Rosenberg as a member. She encouraged quarterly meetings with the Township's team.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks is happy to see the overdose prevention training. He will be attending the January 24, 2021 joint meeting with the Township and encourages anyone to attend as well. He indicated that the Senior Services Advisory Team is enthusiastic about fundraising for future needs. He gave kudos to Commissioner Erich for involvement with the Trick or Treat Trail.

B. Items from the Secretary

Secretary Kirkwood concurs with Commissioner Wenczel about connecting with the Township on Green endeavors. Secretary Kirkwood additionally commented how much he enjoyed the hayride in which he participated and how it brought his community together when he invited a Rabbi and his family to join the Commissioner's family on a hayride.

C. Items from the Treasurer

Treasurer Aronoff was impressed with the hayrides and would enjoy seeing one followed by a square dance in the future. He also appreciates the establishment of a Green Team. He encouraged anyone who is going to participate in cold weather activities to prepare for the same by stretching beforehand.

COMMITTEE REPORTS

Executive: Chairman Brooks (November 10, 2021)

Chairman Brooks stated they met on November 10, 2021 at 6:00 pm. Present were himself, Secretary Kirkwood and Treasurer Aronoff. They discussed COVID-19 (no change in operations), the Master Plan, Facility Assessments, the purchase agreement with Schulak and where it's at, the budgeting process, the Townes on the Trail Development, Lily Pad Springs, the Connect lease and the Senior Services Manager posting, the Narcan training, upcoming FOIA training, the Bloomfield Schools Task Force, the upcoming employee appreciation event and the DIA Grant Partnership. Their next scheduled meeting is Thursday, December 9, 2021 at 6:00 pm.

Finance: Report from Treasurer Aronoff (November 18, 2021)

Treasurer Aronoff indicated the Finance Committee met tonight prior to the regular Commission meeting. Present were Executive Director Tucker, Finance Manager Ruth Lyons, Commissioners Adams and Barash and also Treasurer Aronoff. The Committee discussed and reviewed the October, 2021 invoices, vouchers and the monthly budget status. The next meeting is scheduled in December prior to the regular Commission meeting.

NEW BUSINESS

A. Consideration to Approve Printing Contractor

Motion by Treasurer Aronoff, second by Commissioner Barash to move to award the Bid Proposal for the 2022 Activity Guide Printing to Kaufman Printing Services.

Ayes: Adams, Aronoff, Barash, Brooks, Erich, Kirkwood, Wenczel

Nays: None

Absent: None

Motion Carried 7-0

B. Consideration to approve the Implementation of Electronic Packets in 2022

Commissioner Barash inquired as to how many years we have been using Best Choice for printing services. Secretary Kirkwood responded that he had read seven years. Commissioner Barash stressed the importance of building a relationship with any company and wanted to make certain we weren't being penny-wise and pound foolish; he wanted to make certain the recommendation was a confident one. What is it about the company that is directing this discussion? Executive Director stated that the Marketing Director, Ms. Kurnat, had provided a pretty clear explanation to the Executive Director's inquiry in this regard. There was a price increase at the last minute with our most recent print job and we had to compromise both quality and quantity. This decision was made without just the cost being an influence. If approved, the approval is for this budget year only, we are not locked into this company, but certainly could extend the contract should we be pleased with their prices and quality.

Motion by Commissioner Wenczel, second by Treasurer Aronoff to move to begin electronic meeting packets in 2022 as soon as tablets are available and set-up.

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

Chairperson Brooks requested that the record reflect we should explore where Commissioners serve on more than one Commission, can the tablets be common for both?

C. Consideration to Accept the Evaluation of the Executive Director (closed session)

Chairperson Brooks stated that the Executive Committee, as indicated in the WBPRC Bylaws, has evaluated the Executive Director's performance for the 2021 work year. The Committee's findings will be discussed with the Executive Director in closed session. The meeting will be reopened for a motion of acceptance of the evaluation findings.

(The Commission entered into closed session at 8:28 pm and reconvened at 8:42 pm)

Motion by Treasurer Aronoff, second by Commissioner Barash, to Accept the Evaluation of the Executive Director.

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

PUBLIC FORUM

None.

ANNOUNCEMENTS

Commissioner Barash said "hi" to Pat, he had seen Ruth in an earlier meeting as well.

Commissioner Brooks wished everyone a happy Thanksgiving and any other holiday. Have a safe holiday in a COVID safe manner and take care of your family. If you need to get out, go out and use our parks.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 9:05 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.)