

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

**Thursday, December 16, 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
Administrative Assistant, Patricia Helson
Pamela St. Peter, Recording Secretary

Absent: None

Public: None

PUBLIC FORUM

Donna Miller stated that she is a 25-year resident of West Bloomfield Township. She wrote to Director Tucker about her dog park concerns not grandfathering in the nonresidents, especially in lieu of the fact that she cannot get into a pickleball class as it is filled with nonresidents. Brian Belieske said he is disappointed in the decision that nonresidents cannot participate in the dog park. He too believes the nonresidents should be grandfathered in and as those nonresidents fall off that they are not renewed.

APPROVAL OF AGENDA

Motion by Treasurer Aronoff, second by Secretary Barash to approve the agenda.

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

Approved at the West Bloomfield Parks and Recreation Commission January 27, 2022

CONSENT AGENDA

Items A through H 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 the November 18, 2021, Regular Commission Meeting.
- B. Approval of the November Revenue and Expense Report.
- C. Approval of Prepaid expenditures in the amount of \$288,589.89.
- D. Approval of Expenditures paid by check in the amount of \$6,984.99.
- E. Approval of Credit Card Refunds totaling \$2,474.00 for the month of November 2021.
- F. Receipt of the November cash balance.

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

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

PRESENTATION OF YEARS OF SERVICE RECOGNITION FOR WB PARKS AND RECREATION STAFF

Recreation Superintendent Hyer and Parks Superintendent Ketchum congratulated Ronda Besler and Brett Lentz for their 5 years of service. Amy DeRosier and John McKeown are celebrating 15 years of service! Mike Thelen is celebrating 20 years of service! Director Tucker echoed thanks and congratulations to those staff members celebrating their years of service. Commissioner Barash reflected on a recent email shared by Director Tucker applauding and thanking the entire Parks and Recreation Commission staff and said regardless of time served on staff, it is the heart and soul put into the work by every employee that is so important. Chairman Brooks read the Resolution of Appreciation into the record.

REPORT FROM TOWNSHIP LIAISON

Kris D'Arcy spoke on behalf of Township Supervisor Steve Kaplan. The emergency access drive is complete except for landscaping which will be completed in the spring. The DTE redundancy loop installation has been postponed due to staffing and contractor issues; this project should start in January of 2022 and should be completed within the first quarter of 2022. Boards and Commission meetings will be returning to in-person meetings in January 2022. The board room has been reconfigured to accommodate social distancing of the board members. The Jacob's Drain prescribed burn will take place tomorrow from 11:30 am – 3:00 pm with fire personnel on site to ensure public safety. Chairman Brooks asked when it was decided to return to in-person meetings. Ms. Darcy said the legislation has not moved to continue their ability to declare a State of Emergency and as of the beginning of the year they do not have the option to continue via Zoom. As much as it makes sense with the new variants to not return to in-person meetings yet, the legislation did not push through to continue with virtual meetings.

STAFF REPORT

Executive Director Tucker reported on the Master Plan Update and stated that on November 17th the final General Public Meeting regarding the Draft Master Plan was held. A Joint Township and WBPRC Public

Approved at the West Bloomfield Parks and Recreation Commission January 27, 2022

Hearing and Adoption is scheduled to take place on January 24, 2022, at 6:00 pm. Staff is also in the throes of the Recreation Activities Center Needs Assessment Plan Update. Meetings continue with the Plante-Moran CRESA Team. Staff and members of the Senior Service Advisory Team have visited: Costick Center; Bloomfield Hills Senior Center; Canton Senior Center; Waterford Senior Center; Richardson Center. Information Technology and Business Technology Staff have kept busy with the following: Ordering and purchasing Samsung tablets for all Commissioners as approved by this Commission. Creating a Terminal Server for Users at Connect. Updating all work laptops to the 20H2 version of Windows 10. Working with the Township IT Network Security Team in replacement and updating old firewalls as well as e-mail filters; replacing a network switch at Marshbank Lodge which assists in networking the camera, WI-FI and I-vu systems. This will occur around the holidays when things slow down. During the 2020 holiday season the WBPR staff adopted an eight-member family, providing them with clothing, toys and even bunk beds complete with mattress, sheets and pillows. This holiday season they are also excited to be supporting the Southwest Oakland County Toys for Tots Campaign. The Employee Appreciation Event took place on December 10th which included bowling and a White Elephant.

Recreation Superintendent Hyer reported on the Community Collaborations with the Optimist Club and Police Foundation. Professional development continued with an Oakland County food safety certificate program. The Harvest Luncheon took place at Connect and the Gobble Gobble Game On was also held. Letters to Santa was sold out with over 100 families participating. Prepping Connect took place with volunteers decorating every room with different themes. Senior Holiday Art & Sell took place with 14 artisans participating and good feedback received. Holiday Sing a Long took place and the seniors loved it! Connect Membership Spotlight features a special senior every month. Nature programs continued in the fall and registration is now open for all of the winter nature activities. Winter Solstice Celebration is on December 21 from 5-7 pm. Snowshoe programs and rentals are ready for snow. Black History Month will be back this year and Secretary Kirkwood was instrumental in getting this program organized.

Parks Superintendent Ketchum reported that staff continued with fall cleanups. This includes leaf removal, cutting down perennial beds and micro mowing the WB trail. Tennis and pickleball court winterization have taken place and staff has set up sled hills. Snow removal and de-icing equipment is being prepared for winter.

Commissioner Wenczel said she loves this part of the meeting and thanked Commissioner Kirkwood for all his efforts in Black History Month. She also thinks many communities would benefit from the Township's brine program for de-icing. Commissioner Barash asked if there will be a need for a training class for the new tablet technology. Director Tucker said staff can schedule one-on-one training for each commission member if desired or needed.

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

Chairman Brooks encouraged all the commissioners to add their input to the Master Plan. He also wished everybody happy holidays!

B) Items from the Secretary

Secretary Kirkwood mentioned the West Bloomfield Diversity Task Force and encouraged all of the commissioners to RSVP for the Black History 101 Museum that is coming to the library. He thanked the Township Board for their efforts both in meetings and financially and also thanked the Library Director and her team for their involvement in the Task Force as well as their financial support for the activities planned in February.

Approved at the West Bloomfield Parks and Recreation Commission January 27, 2022

C) Items from the Treasurer

Treasurer Aronoff complimented staff for all of their wonderful work on the trail this year as well as the work that goes into the Lake-to-Lake trail by the many communities along the way. He wished everyone happy holidays!

COMMITTEE REPORTS

A. Executive: Chairman Brooks

Chair Brooks stated that the Executive Committee met on December 9th via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: Covid-19 updates; General Master Plan Project; Facility Needs Assessment; Purchase Agreement; Connect Lease; Senior Services Manager; Park Maintenance; Employee Appreciation. The next meeting is scheduled for January 13th at 6 pm.

B. Finance: Report from Treasurer Aronoff

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

NEW BUSINESS

1. Consideration to Approve the Purchase of a 2022 GMC Sierra 3500 Truck.

Superintendent Ketchum stated that staff is recommending the purchase of a 2022 GMC Sierra Truck from Todd Wenzel Buick GMC out of Westland. The vehicle will replace our current 2013 GMC truck. Staff utilizes this truck for opening and closing parks making it one of the most heavily utilized trucks in our fleet. This vehicle will also be up fitted at a later date and a bid will be brought to the commission in January.

The Commission in the past has purchased vehicles using the Oakland County Cooperative Bid Program. In this program, Oakland County Purchasing requests bids for equipment and vehicles for the county's needs. The county allows local units of government to buy equipment off their bid contracts saving local government's time and money. Todd Wenzel Buick GMC is the supplier of GMC trucks for the County. Staff is recommending the purchase of a 2022 GMC Sierra 3500 Truck for the County bid price of \$30,677.00. The vehicle warranty is three years or 36,000 miles.

Commissioner Wenczel said she hopes at some point an electric option is available for a vehicle such as this. Secretary Kirkwood said he would be interested in seeing pictures of the condition of the truck that is being replaced as well as the new truck that is being purchased. Commissioner Barash said he would also like to see what is being purchased. He asked what the WBPRC saves being a part of this bid program. Superintendent Ketchum said he could get with Todd Wenzel GMC and they could probably provide that information.

Motion by Treasurer Aronoff, seconded by Commissioner Wenzel, to approve the purchase of a 2022 GMC Sierra Truck for \$30,677.00 from Todd Wenzel Buick.

Approved at the West Bloomfield Parks and Recreation Commission January 27, 2022

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

2. Consideration to Approve the Purchase of a Model T-14 24 Foot Flat Deck Heavy Equipment Trailer.

Superintendent Ketchum stated that staff is recommending the purchase of a Model T-14 24-foot, flat deck heavy equipment trailer. Staff will utilize this trailer to move equipment and for use during special events. This trailer will replace the current trailer which was purchased in 2007 and is worn and rusting out. The new trailer is made of galvanized steel and should last 20 years.

The Commission in the past has purchased vehicles and equipment using cooperative bid programs. These cooperative bid programs allow local units of government to purchase equipment off their bid contracts, saving time and money. Truck and Trailer Specialties, Inc. has the State of Michigan Bid Contract #071B7700086 for trailers. The State Bid Price for this trailer is \$20,240.00. There is a current 480-day estimate for the build and delivery of this trailer.

Motion by Commissioner Adams, seconded by Commissioner Wenczel, to approve the purchase of a Model T-14 24 Foot Flat Deck Heavy Equipment Trailer for \$20,240.00 from Tractor and Trailer Specialties, Inc. of Howell, Michigan.

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

3. Election of the 2022 WBPRC Officers

Motion by Chairman Brooks to Approve Commissioner Brooks for Chairperson, Commissioner Kirkwood for Secretary and Commissioner Adams for Treasurer to serve for 2022.

Chairman Brooks appointed Commissioner Aronoff and Commissioner Barash to the Finance Committee. He would like to continue the Strategic Plan Committee being led by Commissioner Wenczel with Commissioner Erich and Commissioner Kirkwood.

PUBLIC FORUM

Chairman Brooks said the WBPRC signage on Orchard Lake Road looks amazing. He asked Director Tucker to discuss the status of meetings for 2022. Director Tucker said that as it stands today, in the first of the year the Commission meetings will be in-person. If something changes she will let the Commission know. Commissioner Barash asked if there is a hybrid option for attending meetings. Director Tucker said that is only possible for service members.

ANNOUNCEMENTS

Approved at the West Bloomfield Parks and Recreation Commission January 27, 2022

Chairman Brooks wished everyone a happy and safe holiday season.

ADJOURNMENT

There being no further business before the Commission, Treasurer Aronoff made a motion to adjourn, and unanimously supported. The meeting was adjourned at 9:00 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.)

Approved at the West Bloomfield Parks and Recreation Commission January 27, 2022