

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

**Thursday, March 25, 2021  
7:00 PM APPROVED**

**CALL TO ORDER**

The meeting was called to order at 7:02 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  
Kelly Hyer, Recreation Superintendent  
Administrative Assistant, Patricia Helson  
Township Liaison, Steven Kaplan  
WBPRC Attorney, Greg Need  
Pamela St. Peter, Recording Secretary

Absent: None

Public: None

**PUBLIC FORUM**

None

**APPROVAL OF AGENDA**

**Motion by Treasurer Aronoff, 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 C 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 February 25, 2021 Regular Commission Meeting.
- B. Approval of the February Revenue and Expense Reports.
- C. Approval of Prepaid expenditures in the amount of \$292,355.61.
- D. Approval of Expenditures paid by check in the amount of \$43,576.30.
- E. Approval of Refunds totaling \$391.00 for the month of February 2021.
- F. Receipt of the February cash balance.
- G. Receipt of the Plante Moran pre-audit letter.

**Motion by Treasurer Aronoff, second by Commissioner Adams, 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 TOWNSHIP LIAISON**

Township Liaison Kaplan reported that Household Shredding Days are April 17, July 31 and November 6. The dates for Household Hazardous Waste Days are scheduled for May 1st and October 2<sup>nd</sup>. GFL erroneously sent email invoices to 4000 households not indicating the discounts that people are entitled to so Town Hall has been inundated with phone calls regarding this matter.

The Township Board continues to hold its meetings virtually. These meetings can continue to be held virtually until December 31, 2021 because the Township has declared a State of Emergency. The Township Board also sadly accepted the resignation of Robert Brooks from the Environmental Commission. Director Tucker said Lily Pad Springs is now hiring! Go to [www.wbparks.org](http://www.wbparks.org) for employment opportunities. Recreation Superintendent Hyer said there will be seven different dates, by invitation only, for soft openings of Lily Pad Springs. Staff will be able to practice operations and as guests leave they will receive a survey so there is immediate feedback.

### **STAFF REPORT**

Executive Director Tucker provided an operational update for Lily Pad Springs. The Lily Pad Springs website has been designed and contains a great deal of information. Director Tucker showed drone footage and aerial photographs of Lily Pad Springs. Commissioner Wenczel said it is amazing how the space has been transformed. Parks Superintendent Ketchum said all the shape structures have been installed. All the picnic tables and benches have been installed as well. Inside work continues to be done in the bathrooms and ticket booth. Final inspections should be completed by mid-April. There will be a ribbon cutting ceremony on May 26<sup>th</sup>.

In regard to the Covid-19 updates: The Recreation Activities Center will be open to the public starting April 1<sup>st</sup>. Outdoor pavilion rentals will be permitted with the 300 person outdoor gathering limits. CONNECT opening is under review and dependent on Covid-19 case levels which are currently increasing.

Plante Moran is conducting the 2020 annual financial audit from April 5-9. Pre-audit tasks are underway. Staff position updates: Stephanie Smith has been promoted to Finance Assistant II. Sheila Nittman was promoted to CONNECT Membership Manager. The new Adventure Guide has been released.

Recreation Supervisor Hyer said summer camp registration begins in April. Returning camp participants can register early. The COVID-19 restrictions this summer will be very similar to what was done last summer. There will be no fieldtrips except to Lily Pad Springs. Virtual Dance Party was held with 20 families and was very well received. Summer nature program registration begins April 5<sup>th</sup>. Earth Day Celebration registration is ongoing. Community Garage Sale is a new event and will be held on April 24<sup>th</sup> from 8 am – 2 pm in the parking lot of the RAC.

Parks Superintendent Ketchum reported that building housekeeping took place in February. The sled hill has been closed. Playground safety surfacing has been replenished. Tennis and Pickleball courts have been opened but seasonal restroom facilities are not opened yet but should be reopened by April 10<sup>th</sup>. Executive Director Tucker introduced Mike Hodgins who was a seasonal employee who has now been hired as a full-time employee running Lily Pad Springs. Commissioner Wenczel asked if there is a playground inspector that comes out every year. Superintendent Ketchum said there is a certified playground inspector on staff and he inspects the playgrounds monthly.

Treasurer Aronoff asked if there is anything required for residents to participate in the Community Garage Sale. Superintendent Hyer said it is a parking lot style sale and the 33 families who are participating had to pre-register. Secretary Barash thanked all the part-time and seasonal staff who do such great jobs and have the opportunity to advance their careers throughout the system. Commissioner Kirkwood asked if there is an opportunity for sponsorship of Lily Pad Springs. Director Tucker said that conversation has been started but they first want to get a grasp on what will be of value to the sponsor and patrons; they will have a better idea about sponsorships once the park has been opened for about a month.

## **ITEMS FROM THE OFFICERS**

### **A) Items from the Chairperson**

Chairman Brooks welcomed Mike Hodgins to his new role with Parks staff. He thinks the Adventure Guide would be great to be able to give out to local HOA's.

### **B) Items from the Secretary**

Secretary Kirkwood thanked Director Tucker for speaking to students for him and representing the commission so well.

### **C) Items from the Treasurer**

Treasurer Aronoff welcomed Mike Hodgins to his new role with Lily Pad Springs. Michigan Department of Natural Resources is putting on a fishing event with the Detroit River next weekend and he encouraged interested residents to go to Michigan.org or the Michigan Department of Natural Resources website for more information.

## **COMMITTEE REPORTS**

### **A. Executive: Chairman Brooks**

Chair Brooks stated that the Executive Committee met on March 11, 2021 via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: COVID-19 updates; Projects Updates; Master Planning projects and the Strategic Plan. The next meeting is scheduled for April 12<sup>th</sup> at 6 pm.

Commissioner Wenczel said the Strategic Planning Committee did not meet this month but is scheduled to meet in April and she will provide an update then.

**B. Strategic Planning Committee**

Commissioner Wenczel said the Strategic Planning Committee did not meet this month but is scheduled to meet in April and she will provide an update then.

**C. Finance: Report from Treasurer Aronoff**

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

**NEW BUSINESS**

None.

**PUBLIC FORUM**

None.

**ANNOUNCEMENTS**

Secretary Kirkwood also thanked Superintendent Hyer for speaking to his students last month. She and Director Tucker both did an excellent job. Commissioner Wenczel has been proud to share stories of all the creative recreation programs that have been held over the last year. Chairman Brooks said that staying connected with your community is something special when going through a period like a pandemic.

**ADJOURNMENT**

There being no further business before the Commission, Commissioner Barash made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:05 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.)