

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

**Thursday, April 29, 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 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 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 the March 25, 2021 Regular Commission Meeting.
- B. Approval of the March Revenue and Expense Reports.
- C. Approval of Prepaid expenditures in the amount of \$184,094.77.
- D. Approval of Expenditures paid by check in the amount of \$95,014.58.
- E. Approval of Refunds totaling \$569.00 for the month of March 2021.
- F. Receipt of the March cash balance.
- G. Receipt of the letter regarding the Townes at the Trail dated April 12, 2021.

Motion by Treasurer Aronoff, second 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

RECOGNITION OF EAGLE SCOUT DRU BURKE, TROOP #54

Naturalist Annabelle Raines presented Dru Burke with a Certification of Appreciation & Excellence in Stewardship. Dru created and built ten new nesting boxes to install on the civic center trail. Dru planned and fundraised for the entire project. He also uninstalled the old nesting boxes. He then led the construction and installation of the new boxes. The bird they are hoping will use these boxes are blue birds as they have sustained the most habitat loss. WBPRC has also started a brand-new nest box monitoring program which is run by volunteer citizen scientists. The volunteers have confirmed that a few of the boxes are being used by Tree Swallows and Chickadees which are a native species of birds. Dru thanked the Commission for the award and said that he has learned that leadership is very hard to master.

STAFF REPORT

Executive Director Tucker reported that in regard to the Covid-19 updates: The Recreation Activities Center is open to the public, M-F, 8 am – 4:30 pm and no appointments are needed. Summer events are within MHDDS guidelines and protocols and the reopening of Connect is being evaluated. Lily Pad Springs will not be able to open until the gathering order has been lifted. As of today, there is an open date set for June 1st but that is out of the hands of WBPRC due to orders from MHDDS.

Staff is embarking 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.

Director Tucker said that she has been in attendance at Environmental Commission and Township Board meetings regarding the Townes at the Trail development. We are seeking Tri-Party funding for Hawk Light Crossings at Orchard Lake #2 and Orchard Lake #3 locations.

Recreation Superintendent Hyer said the Bunny Trail was a sell-out at Bloomer Park. Recreation also created a Hop to the House event which was limited to 20 households. Nature programs included presentations to the West Bloomfield Rotary Club and a curbside St. Patrick’s Day event. Senior curbside events continue! Upcoming events include Walk West Bloomfield, an all-virtual Native Plant Sale on May 16th and Kids Komotion concerts which are limited to 300 guests with preregistration required.

Parks Superintendent Ketchum reported that dock repair has been occurring at Marshbank Park. Spring clean up is underway. Mulch is being placed in flower beds, bathrooms at the parks have been cleaned up

as well. Well chlorination has taken place at all the seasonal facilities that have wells. Once that has been completed staff can open up the facilities.

Staff has made updates to the Nature Play area and includes a new water wall, music wall and a new turtle nest protector. As the weather improves, Superintendent Ketchum reminded residents to leash their dogs, abide by bike etiquette and share the parks so they can be enjoyed by all.

Secretary Kirkwood asked if the turtle nest protectors are a new addition to the parks. Director Tucker said typically milk crates are used but these are more refined but she is not sure what Naturalist Azoury has done in the past. Commissioner Adams asked how much of an issue is parking to access the trail network. Superintendent Ketchum said it can be difficult at Arrowhead which has already been expanded. There are definitely parking issues though. WBPRC is in the process of trying to buy more parking for access to the trails. Commissioner Wenczel said she is so thankful for the Nature for Homeschoolers programs for her daughters.

ITEMS FROM THE OFFICERS

A) Items from the Chairperson

Chairman Brooks said that caring for one another and the parks is what the WPRC is all about. He thanked Director Tucker and the WBPRC staff for all their wonderful work.

B) Items from the Secretary

Secretary Kirkwood thanked staff for getting the bathrooms opened at the parks. He also thanked Dru Burke for the nesting boxes.

C) Items from the Treasurer

Treasurer Aronoff also congratulated Dru Burke on his award. This Sunday at 1:00 pm, CROP is raising money to fight hunger, poverty and displacement by hosting a walk-through Farmington, Farmington Hills and West Bloomfield. It starts at the OCC Orchard Ridge campus.

COMMITTEE REPORTS

A. Executive: Chairman Brooks

Chair Brooks stated that the Executive Committee met on March 12, 2021 via Zoom. They talked about the agenda for tonight's meeting. They discussed Commission Matters: COVID-19 updates relative to Lily Pad Springs; Hiring Starting Wage inquiry; IT position in corroboration with the Township; RAC renovation RFP, the Plante Moran audit; Drake parking lot update; Bloomer Boat Launch, Hawk light crossings and Schulak appraisal. The next meeting is scheduled for May 10th at 6 pm.

B. Strategic Plan: Commissioner Wenczel

Commissioner Wenczel said the Strategic Planning Committee did not meet this month; it meets quarterly and she anticipates a meeting will be held in May.

B. Finance: Report from Treasurer Aronoff

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

ITEMS FROM TOWNSHIP LIAISON

Township Liaison Kaplan reported that the emergency ingress/egress path on the southeast part of the Civic Center complex will be built this year at a cost of \$200,000 paid with by forfeiture funds. This is an important project as there is currently only one way in and one way out of the civic center complex.

Household Hazardous Waste Day is scheduled for Saturday, May 1st between 9 am – 2 pm. Shredding events are being held separately. Senior Citizens can visit town hall on Friday between 4 pm – 6:30 pm.

Commissioner Barash said he is amazed by the amount of development currently underway in the Township. Commissioner Wenczel said she would encourage more green infrastructure be implemented in the upcoming projects such as green roofs, bioswales, rain gardens and native plantings. Supervisor Kaplan said the township does encourage the developers to meet LEED standards.

NEW BUSINESS

A. Consideration to Approve the Bid Proposal for the WBPRC General Master Plan

Executive Director Tucker stated that in 2017, the WBPRC approved the WB Parks Strategic Plan which addressed and laid out a strategy to commence some of the ambitious goals we would like to accomplish or are working on. At this point it is time to update the WB Parks Master Plan. The plan will not only look at inventories and include the latest demographic data for West Bloomfield Township, but also include the strategic plan elements and input from the public. The Master Plan also included an additional project to design Drake Sports Park to include a new play structure, restrooms and the like. Five vetted firms were sent Request for Proposals based on their experience and past projects. Two consulting firms replied with proposals.

livingLAB	\$39,160
Beckett & Raeder	\$49,000

Taking into consideration criteria of the Request for Proposals, the firms experience and past working relationship, both are great candidates. Proposals were compared for congruency and the results are equal. With that being said, price is the final determining factor with nearly a \$10,000 difference. Staff is recommending livingLAB as the consulting firm we would like to work with. This project is to commence in early June and go to the Park Commission for consideration to be approved in December 2021.

Commissioner Kirkwood asked what will be taking place at this stage of the master plan. Director Tucker said the Master Plan needs to be renewed every five years. Since she started at WBPRC the commission wanted to do a strategic plan instead. At this point, the WBPRC has executed quite a few of the strategic plan objectives and it is time to roll that into a master plan. This will also incorporate public input and will be put into a format wherein staff can apply for grants and there will be one document moving forward. Secretary Kirkwood asked what is the timeframe for this project. Director Tucker said the timeframe is for a final draft document to the commission by December 6, 2021. Treasurer Aronoff said the public can find previous WBPRC Master Plans on the WBPRC website. Commissioner Wenczel said this would be a good time to incorporate green infrastructure.

Motion by Commissioner Barash, second by Treasurer Aronoff, to Approve the Bid Proposal for the WBPRC General Master Plan to livingLAB in the amount of \$39,160.

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

PUBLIC FORUM

None.

ANNOUNCEMENTS

None.

ADJOURNMENT

There being no further business before the Commission, Commissioner Barash made a motion to adjourn, and unanimously supported. The meeting was adjourned at 8:20 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.)