

**PROCEEDINGS OF
CHARTER TOWNSHIP OF WEST BLOOMFIELD
PARKS & RECREATION COMMISSION
West Bloomfield Township Hall Boardroom
West Bloomfield, Michigan**

**Thursday, April, 27, 2023
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 John Erich
Treasurer Terrance Adams
Commissioner Merv Aronoff
Commissioner David Barash
Commissioner Vincent Kirkwood
Commissioner Sally Wenczel

Staff Present: Joe Ketchum, Interim Executive Director
Kelly Hyer, Recreation Superintendent
Chris Frey, Parks Superintendent
Ashley Forton, HR Manager
Carrie Manning, Recording Secretary

Absent: None

Public: None

PLEDGE OF ALLEGIANCE

PUBLIC FORUM

APPROVAL OF AGENDA

Motion by Commissioner Aronoff seconded by Commissioner Barash to approve the agenda.

Ayes: 7

Nays: 0

Absent: 0

Motion: Carried 7-0

CONSENT AGENDA

Items A through F 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 Regular Commission Meeting March 23, 2023.
- B) Approval of March Revenue and Expenditure Report.
- C) Approval of Prepaid Expenses in the amount of \$300,022.60.
- D) Approval of Expenditures paid by Check in the amount of \$114,621.45.
- E) Approval of Credit Card Refunds totaling \$4,550 for the month of March.
- F) Receipt of the March Cash Balance.

Motion by Commissioner Barash, seconded by Commissioner Aronoff to approve items A through F on the Consent Agenda.

Ayes: 7

Nays: 0

Absent: 0

Motion: Carried 7-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan could not attend and did not send a report this month.

STAFF REPORT

Interim Executive Director Ketchum introduced the new HR Manager, Ashley Forton, to the Commissioners. The new HR Manager has hit the ground running, re-doing forms, and assisting in the onboarding of almost 60 new seasonal employees. Interim Executive Director Ketchum also commented that she has presented him with an extensive list of new ideas and plans for the WBPRC. The Commissioners welcomed the new HR Manager to the team. A meeting was held on April 19, 2023, via Zoom regarding the Pine Lake property. The meeting was open to the public with good interaction and questions on all sides. Interim Executive Director Ketchum looks forward to the agreement being finalized by the attorneys for Bloomfield Hills and the WBPRC and will then be presented to the West Bloomfield School Board in May and then to the WBPRC in June for approval. All seasonal staff Park positions have been filled but there are still positions available for camp counselors and leadership. An all-staff meeting was held Wednesday, April 26th, at the new Connect location to allow staff to get familiar with the new facility. WBPRC held Take Your Child to Work day on April 27, 2023, and around 25 kids attended and learned about what went on within the West Bloomfield Parks and Recreation areas. Interim Executive Director Ketchum thanked the staff for making the day a success.

Superintendent Frey detailed the new signage being installed throughout the Parks. At the Bloomer Park Boat Launch, signage was updated to prohibit Power Loading, which could be detrimental to the surface area below the newly installed ramp surface. New signage has also been installed at Drake Sports Park to direct walkers to the new start of the trailhead to prevent having them from walking across the parking lot, providing a safer route to the walking trail. Nine members of the staff attended the mParks Spring Michigan Occupational Safety and Health Administration (MIOSHA) training workshop. Topics covered included general industry safety standards, personal protection equipment, Narcan training as well as aerial lifts, ladders and active shooter training. Superintendent Frey informed the Commission that some work was done on the plumbing at Lily Pad Springs to isolate some of the different plumbing fixtures. This will allow Staff to turn off one fixture without affecting all the fixtures, reducing service interruptions to the visitors.

Superintendent Hyer reported to the commission that indoor pickleball, held at West Hills Middle School, sold out in March with a total of 112 participants. The hope is that the successful partnership will continue. She also sent praises to the partnership with the WB Township Library for their partnership for March

Reading month. Nature education continues, regardless of the uncooperative Michigan weather. The May 13th Community Garage sale, held on the West Bloomfield Township campus, is a sellout for vendors. The sale starts at 8:00am. The Diversity Task force is presenting a summer series, beginning in June with the first program: LGBTQ+ 101, to be held on June 2, 2023, at 2:00pm at the West Bloomfield Township Library. The program is free, but registration is encouraged. Finally, the Senior Health Fair is being held in conjunction with the West Bloomfield Chamber of Commerce on June 14, 2023, at 11:00am at the West Bloomfield Town Hall.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks would like to thank Pat Helson for putting binders together for the Commissioners with all the latest updates. He also attended the West Bloomfield Historical Society open house and supports their search for a new space. Chairman Brooks also encouraged all to attend Michigan Week, starting May 12, 2023.

B. Items from the Secretary

Secretary Erich did not have any items this month.

B. Items from the Treasurer

Treasurer Adams welcomed HR Manager Ashley Forton and thanked Staff for their continued hard work.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on April 13, 2023. Present were himself, Secretary Erich, Treasurer Adams, Interim Executive Director Ketchum, Superintendent Chris Frey, Superintendent Kelly Hyer and Finance Manager Stephanie Smith. They discussed the items on the agenda for this meeting and were also updated on several ongoing projects, including the Partnership project with the Bloomfield Hills Schools regarding the Pine Lake property, the Arrowhead Bathroom project, and grant updates. They were also provided with an update on the Schulak Property sale. Their next meeting is tentatively scheduled for Thursday, May 11th, 2023, at 4:30 PM at The Lodge at Marshbank Park

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met prior to the regular WBPRC meeting, April 27, 2023, at 6:00pm. Present were himself, Commissioner Aronoff and Commissioner Barash. Staff gave an update on the Investment Policy and how they wanted to handle budget amendments for the Commission in the future. The Committee assessed the budget to actual spending for the month ending March 31, 2023, including the divisions of administration, recreation, parks, transportation, and the Commission. The data indicates line-item budgeting of the year, the amount spent on each item for the month, the amount spent on each item year to date and percentage of the budget spent on each item for the year to date. The Committee was also provided revenues associated with property taxes, recreation, and other sources of income. The committee was satisfied with positive results and reported they are under budget year to date. The committee reviewed invoices, vouchers, and prepaid expenses for the month. The committee reviewed agenda items for tonight's meeting. Any questions or concerns were addressed and satisfied. The next meeting is scheduled prior to the regular Commission meeting on May 25, 2023, at 6pm, prior to the monthly Commission Meeting.

Strategic Planning: Report from Commissioner Wenczel

Commissioner Wenczel stated the committee did not have a formal meeting this month but did have informal conversations within the committee around New Business Item C- Sale of Schulak Property.

HR Committee: Report from Commissioner Erich

Commissioner Erich did not have a formal report for the HR Committee this month.

NEW BUSINESS

A. Consideration to Review Candidates for the Executive Director Position.

The Commissioners determined, voting by number only, the four finalists to be interviewed for the Executive Director opening. Interviews will be conducted at 6:00pm on Tuesday, May 9, 2023, at the West Bloomfield Recreation Activity Center, Room 102. AmyCell LLC would be available to review any questions the Commissioners would like to submit for review prior to the interviews as well as providing a list of prospective questions for the Executive Director finalists. The Commissioners agreed to remain open to the final date of hiring the new Executive Director, pending their final review and any final considerations.

B. Consideration to Approve the Purchase and Installation of New Ramps and Rails for the Skate Park at Drake Sports Park.

Presented by Interim Executive Director Ketchum, Staff is recommending the Commission approve the purchase and installation of new ramps and rails for the Skate Park at Drake Sports Park. The current ramps are 16 years old, and staff has had to annually make major repairs and renovations. American Ramp Company visited our site, was given a budget and worked with Staff to create 3 concept designs. Those were presented to the public using a QR code to vote on which design they liked the best. Design 3 was selected. The cost of the ramps and installation is \$260,291.63. The project is budgeted for 2023 under Capital Projects and American Ramp Company has a cooperative bid contract that gives the Commission a discount of \$19,591.00. The steel frames have a 15-year warranty from American Ramp Company.

Motion by Commissioner Wenczel second by Commissioner Aronoff to approve the purchase and installation of new ramps from American Ramp Company for the amount of \$260,291.63.

Ayes: 7

Nays: 0

Absent: 0

Motion: Carried 7-0

C. Consideration to Approve the Purchase Agreement from Schulak Farm LLC to purchase the Schulak Farm.

Presented by Interim Executive Director Ketchum, the recommendation from the Strategic Plan Committee is that the Commission approve the cash sale of Schulak Farm to Schulak Farm LLC for the amount of \$735,000.00. Interim Executive Director Ketchum has signed the purchase agreement with the following contingencies: Commission Attorney review, approval of the WBPRC and approval by the West Bloomfield Township Board.

Motion by Commissioner Aronoff, second by Commissioner Barash to approve and accept the purchase agreement from Schulak Farm LLC for the amount of \$735,000.00, subject to approval by the Commission attorney and approval by the West Bloomfield Township Board.

Ayes: 7

Nays: 0

Absent: 0

Motion: Carried 7-0

PUBLIC FORUM- None present.

ANNOUNCEMENTS- Commissioner Wenczel would like to remind everyone to vote in the election on Tuesday, May 2, 2023, regarding the West Bloomfield Schools bond issue. Chairman Brooks wanted to remind everyone about the upcoming Interfaith Prayer Luncheon on May 4 at noon and that the WBPRC is hosting the event.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:07pm

Reviewed by,
John Erich

(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.)