

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

**Thursday, May 25, 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 Sally Wenczel

Staff Present: Joe Ketchum, Interim Executive Director
Kelly Hyer, Recreation Superintendent
Chris Frey, Parks Superintendent

Excused Absence: Commissioner Vincent Kirkwood

Public: Stacey Reeves, Plante Moran
Philip Femminineo, Plante Moran

PLEDGE OF ALLEGIANCE

PUBLIC FORUM - None Present

APPROVAL OF AGENDA

Prior to the approval of the Agenda, Chairman Brooks has asked that items A through G, minus B, be up for approval on the Consent Agenda, with Item B be called out separately. He also noted that Item A on New Business has been removed and Item D has been added.

Motion by Commissioner Aronoff seconded by Commissioner Wenczel to approve the amended agenda.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

CONSENT AGENDA

Approved at the West Bloomfield Parks and Recreation Commission Meeting of June 22, 2023

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 Regular Commission Meeting April 27, 2023.
- B) To be Presented Separately.
- C) Approval of April Revenue and Expenditure Report.
- D) Approval of Prepaid Expenses in the amount of \$343,489.62.
- E) Approval of Expenditures paid by Check in the amount of \$65,427.69.
- F) Approval of Credit Card Refunds totaling \$4,129.00 for the month of April.
- G) Receipt of the April Cash Balance.

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

B) Approval of Minutes from Special Meeting, May 9, 2023.

Chairman Brooks summarized the minutes from the Special Meeting, which each of the Commissioners had a full copy of. Chairman Brooks outlined the procedure used to interview candidates for the Executive Director position and the closed ballot procedure they used for determining the top two finalists and for the Final Vote. After conclusion of the Final Vote, which was unanimous, it was determined that the Commission would hire Kelly Hyer as the new West Bloomfield Parks and Recreation Executive Director. Commissioner Wenczel congratulated Kelly Hyer on her new position, commended the Commission on their teamwork throughout the entire process and she also thanked Interim Executive Director Ketchum, on behalf of the Commission, for his interim leadership.

Motion by Commissioner Adams, seconded by Commissioner Barash to approve item B, on the Consent Agenda.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

ITEMS FROM THE TOWNSHIP LIAISON - Not present at the meeting.

Presentation of the 2022 Financial Audit from Plante Moran, presented by Stacey Reeves and Philip Femminineo of Plante Moran.

The Representatives of Plante Moran presented the Commission with a financial statement Draft that would be finalized and dated May 25, 2023, and will be uploaded to the Treasury website for public viewing. Stacy Reeves shared her overview of the report, stating that the Opinion is a “clean opinion” or an “unmodified opinion” which is the highest level of assertion that they can offer that the financial statements are free of material misstatement. Phillip Femminineo presented the Commission with the physical report of the audit and shared his presentation, electronically, with the Commission and Public. Next, the audit results letter from Plante Moran was reviewed, and the representatives commended the WBPRC staff for their

cooperation with the audit. They commented that the staff was well prepared, responsive to any questions and that there were no identified issues. The Plante Moran representatives informed the Commission about new items that were reviewed this year and some items that will be implemented and reviewed next year. Chairman Brooks thanked the Plante Moran representatives, to Finance Manager Stephanie Smith, and the WBPRC staff for their hard work.

Presentation and Receipt of Information on the Bloomfield Schools Pine Lake Agreement

Interim Executive Director Ketchum presented the Commission with an overview of the Pine Lake Project, its benefit to the community and how the property fits so well into the WB Parks System. He also presented the estimated annual costs projection, slides of the proposed layout of the park, and the Next Steps that will be taken.

STAFF REPORT

Interim Executive Director Ketchum provided the Commissioners with an Admin update. On May 15, 2023, the WB Township Board unanimously approved the sale of Schulak Farm. The anticipated closing date is May 30, 2023. Staff affiliated with our new Connect facility will move to their new location on Tuesday. Most scheduled programs begin on Tuesday, May 30, 2023, with some modifications in the previous routine schedules. The Hawklights are being installed on the WB Trail at both Orchard Lake crossings. The underground work has been completed; however, the overhead signage arms are on backorder. Food Truck Tuesdays are being held at the Civic Center site. Lily Pad Springs opens on Friday, May 26, 2023.

Superintendent Frey presented the Parks and Facilities update and was happy to report all Park restrooms and drinking fountains are now open for the season. Each spring, the wells and water must go through a four-day process and then subject to testing at the Oakland County Health Department twice. After receiving clear test results, the restrooms can then be open to the public. Furthering efforts to be more environmentally friendly, Bloomer Park, Keith Sports Park and Drake Sports Park all had their original drinking fountains switched over to drinking fountains with bottle filling stations. The bottle stations have been a huge success with several thousand fill ups, saving thousands of plastic bottles from going into landfills. Deep Spring cleaning was performed in all Parks facilities floor to ceiling. Final outdoor spring clean ups of turf and landscape areas has also wrapped up, including power washing of all exterior surfaces, sidewalks, dugouts, and patios. Superintendent Frey commented that 15 seasonal staff members have started working and are in the process of being trained, with full staff having a full training day on May 24th. Park Staff has been busy preparing all the outdoor facilities and the WB Trail Network for public use, with all the athletic fields now open for the season. Park Staff also assisted with the Spring Fling Egg Scramble.

Superintendent Hyer provided a Staff Recreation Report to the Commission. Connect Staff is busy preparing for the opening of the new Center with a soft opening for select programs beginning in late May. April was highlighted with two very success special events, Spring Fling Egg Scramble and Earth Day Celebration. The new format for the Egg Scramble was very successful and the plan is to stick with it in the future. Overall, 800 children were registered for the event. Superintendent Hyer thanked the Staff for braving the cold and wind to make it a successful event. Attendance for the Earth Day Celebration was 262 people with a record number of conservation partners and sponsors. Camp Staff Recruitment continued through April and is now fully staffed and looking forward to welcoming Summer Campers, with registration already a big success story. Camp WB has already sold-out half of the camp weeks! Lily Pad Springs preparation was in full swing with a new Co-Manager and two Assistant Managers hired.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks offered his congratulations to Kelly Hyer on her new position as Executive Director.

B. Items from the Secretary

Secretary Erich commended Superintendent Frey on his comments regarding the opening of the Airline Trail, phase 2, and how it positively affects the West Bloomfield Trail.

B. Items from the Treasurer

Treasurer Adams also congratulated Kelly Hyer on her new position and thanked Joe Ketchum for all his hard work and contributions to the Commission.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on May 11, 2023. Present were himself, Secretary Erich, Treasurer Adams, Superintendent Frey, Superintendent Hyer, Finance Manager Smith and Interim Executive Director Ketchum. They discussed several items on tonight's meeting agenda and were presented with updates on ongoing projects, including the Pine Lake Partnership, the Arrowhead Bathroom project, some grant updates as well as the progress being made at the new Connect location. Their next scheduled meeting is June 7, 2023, @ 3:45, Room 101 at the RAC.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Thursday, May 25, 2023, at 6:00pm. Present were himself, Commissioner Aronoff, Commissioner Barash, Interim Executive Director Ketchum, and Finance Manager Smith. The Committee was presented with a review of the Plante Moran audit from Stacey Reeves and Philip Femminineo, representatives of Plante Moran. The Committee assessed the budget to actual spending for the month ending April 30, 2023. This included 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 June 22, 2023, at 6pm, prior to the monthly Commission Meeting.

Strategic Planning: Report from Commissioner Wenczel

Commissioner Wenczel did not have a report from the Strategic Plan Committee for May.

HR Committee: Report from Commissioner Erich

Commissioner Erich did not have a report from the HR Committee for May.

NEW BUSINESS

A. Item A was Removed from the Agenda

B. Consideration to Approve Cell Tower Lease Agreement with Dish Wireless, LLC, at Drake Sports Park.

Motion by Commissioner Wenczel second by Commissioner Erich to Approve Cell Tower Lease Agreement with Dish Wireless, LLC at Drake Sports Park.

Presented by Interim Executive Director Ketchum, Dish Wireless LLC has approached Commission with a lease agreement for one of two unoccupied spaces at Drake Sports Park. The Lease would provide rental income to WBPRC with an agreement of \$1,600/month, \$19,200/year for 5 years with a 3% increase, annually. The Lease has been reviewed by the Commission's Attorney.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

C. Consideration to Approve Edgewood Parking Lot and Pathway Easement

Motion by Commissioner Erich second by Commissioner Barash to Approve the Edgewood Parking Lot and Pathway Easement with Toll Northeast V Corporation (Toll Brothers).

Presented by Interim Executive Director Ketchum, an agreement has been reached, after working with the Toll Brothers and the Township Planning Department, for a 13-space parking lot and safety path to the WB Trail. The location is part of a planned residential development and will serve trail users at the far west section of the WB Trail. Toll Brothers will build and construct the parking lot and path, which the Commission will maintain, going forward.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

D. Added to the Agenda- Consideration to Authorize Interim Executive Director Ketchum to execute, on behalf of the Commission, all documents required to complete the sale of Schulak Farm.

Presented by Interim Executive Director Ketchum, the approval would allow him to execute, on behalf of the Commission, all documents required to complete the sale of the property for \$735,000.00.

Motion by Commissioner Wenczel second by Commissioner Barash to Approve the Authorization of Interim Executive Director Ketchum, to Execute, on behalf of the Commission, all Documents required to Complete the sale of 6889 West Maple Road, commonly known as Schulak farm, to Schulak Farm, LLC, pursuant to the Purchase Agreement between the Parties previously executed.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

PUBLIC FORUM - None Present

ANNOUNCEMENTS

Commissioner Barash wishes his wife a Happy Birthday.

Commissioner Wenczel reminds the public of the next Day of Service, June 10th at 9am, sponsored by the Rotary Club and thanks to the Parks Staff for donating wood chips and materials for the event.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 9:23pm.

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.)