

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

**Thursday, June 22, 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: Kelly Hyer Executive Director
Chris Frey, Parks Superintendent
Marketing & Communications Manager, Meagan Tehako
HR Manager, Ashley Forton
Finance Manager, Stephanie Smith
Carrie Manning, Recording Secretary
Township Supervisor, Steve Kaplan
Kailyn McMahon, Senior Services Manager

Absent: None

Public: Dr. Shahrokh Mansoori

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- Mr. Shahrokh Mansoori spoke to the Commission regarding an outbuilding on his property, which backs up to the West Bloomfield Trail. He maintains the area of his property that is leased to the WB Trail and expressed that he would like to replace the structure, which is in disrepair, with a new storage building. Chairman Brooks thanked Dr. Mansoori for coming to the Commission and asked him to forward pictures and any other pertinent information to the WBPRC.

APPROVAL OF AGENDA

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the agenda with the recommendation from Chairman Brooks to move item 16 A- New Business Item A, and to make it item 7.5 on the Agenda.

Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0

CONSENT AGENDA

Items A through I 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, May 25, 2023.
- B. Approval of May Revenue and Expenditure Report.
- C. Approval of Prepaid Expenses in the amount of \$284,168.31.
- D. Approval of Expenditures paid by Check in the amount of \$116,091.37.
- E. Approval of Credit Card Refunds totaling \$6,091.00 for the month of May 2023.
- F. Receipt of the May Cash Balance.
- G. Receipt of the Amendment to the Scope of the West Bloomfield Township Cash Investment Policy to include Investment Activities of the Commission Parks and Recreation funds.
- H. Receipt ARPA Interlocal Agreement Amendment from Oakland County regarding the Oakland Together Senior Initiative grant funds.
- I. Approval of Certified Resolution accepting ARPA Interlocal Agreement Amendment from Oakland County.

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

Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0

ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan updated the Commission on several new and ongoing projects in the township, including the opening of Schuler's Books and the progression of new complexes near Panera Bread. He also reported the results from a police and FBI report that found West Bloomfield to be one of the safest communities in Michigan. The Commissioners appreciated the report.

NEW BUSINESS

A. Consideration to Approve Agreement with DLZ for Professional Services as part of the next action item steps for the Recreation Activities Center Expansion plan.

Motion by Commissioner Erich, second by Commissioner Barash to approve the authorization of Executive Director Hyer to sign an agreement with DLZ for \$67,500 for Professional Architectural and Engineering Design services for a needs assessment and master plan for the Recreation Activities Center expansion.

Ayes: 7
Nays: 0
Absent: 0

Motion Carried: 7-0

Executive Director Hyer read a Resolution Honoring Minna Schwarz-Seim

WHEREAS, the West Bloomfield Parks and Recreation Commission, acting as the duly elected representatives of the residents of the Township, does hereby declare its appreciation and gratitude to Minna Schwarz-Seim; and

WHEREAS, Minna became active with WB Parks through the AARP Tax-Aide Program working with the same for eleven years, and recently having announced her retirement; and

WHEREAS, in the ten days of tax assistance this year (including two days at the Bloomfield Township Library) current year tax returns were filed for 151 clients as well as five prior year returns. Most clients are low to moderate income clients; and

WHEREAS, in acknowledgement of her dedication and ceaseless efforts to support the growth of Senior Programming for WB Parks, from which the Commission and residents have benefitted tremendously through the years,

NOW, THEREFORE, BE IT RESOLVED that the West Bloomfield Township Parks and Recreation Commission does proclaim many thanks and sincere appreciation to Minna Schwarz-Seim.

We, the undersigned, elected Commissioners of the West Bloomfield Parks and Recreation Commission, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Commission at a meeting held on the 22nd day of June 2023.

Ms. Schwartz-Seim expressed her thanks to her team that helped her do the work in preparing the tax returns. She also expressed thanks to the WBPRC for the welcoming and comfortable environment they provide for herself and her team to work in.

Executive Director Hyer, Kailyn McMahon and the Commission thanked Ms. Schwartz-Seim for all the good work she has done for their Connect members.

Secretary Erich read a Resolution recognizing the Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including West Bloomfield; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all residents, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS West Bloomfield recognizes the benefits derived from parks and recreation resources.
NOW THEREFORE, BE IT RESOLVED BY West Bloomfield Parks and Recreation Commission that July is recognized as Park and Recreation Month.

Executive Director Hyer provided the Commissioners with documents that updated the Commission on the WB Parks' Strategic and Master Plans. The Commissioners appreciated seeing the progress and results on paper and Executive Director Hyer let them know it would be kept updated and they could expect to see the next update in December.

Executive Director Hyer, Marketing Manager Meagan Tehako and HR Manager Ashley Forton presented the Commission with an overview of the first Employee Engagement Survey results. The survey had a 32 out of 36 response rate and included 27 questions, overall. A detailed, full report was provided to the Commissioners. The respondents were surveyed in 4 different areas and responses were completely confidential. The results of the survey will provide leadership with details of areas that need attention or improvement as well as a baseline for future surveys to gauge improvement areas.

Leadership is proposing a special work session for Commission and Leadership staff to review training topics on a still to be determined future date due to staff availability.

STAFF REPORT

Executive Director Hyer reported that her transition into the Executive Director position is going smoothly, and leadership is working on a job description to post for the Recreation Supervisor position. She is reviewing budgets with Finance Manager Stephanie Smith and working on a Human Resources 101 document which will help staff know when and to whom to go to with questions or concerns, as the WBPRC has not had a Human Resources Manager before now. Executive Director Hyer informed the Commission that the Juneteenth Event went very well and thanked the Commissioners and public that attended. She also commented that Connect had posted to hire a part-time programmer for the new location.

Superintendent Frey delivered the Parks Operations report, commenting that Staff was in the thick of their busiest season and that things were going well with a full staff. Staff have been installing sunshade covers over seating areas at the West Bloomfield Dog Park, Marshbank Lodge and over the Marshbank concert pad. They have also installed shade covers over the players' benches and spectator areas at Keith and Drake Sports parks, which are also for the safety of the players and spectators, protecting them from foul balls. The Community Garden area was prepared just in time for the Memorial Day opening. Staff rototilled the area 4-5 times and stake and twined off each plot area for the gardeners. Event tents have been installed at the Civic Center Complex and at Lily Pad Springs, each in new areas that were determined to be better situated. Each new area had to have the sod removed, stone laid, watered down and packed. The new Connect location is open for its soft opening with Staff working hard to get the space prepared with cleaning, followed by painting, building cubicles, and laying new carpet space. Activities are already taking place at the new Connect location with a grand opening planned for later this summer.

Meagan Tehako provided the Recreation Report to the Commission. She gave a report of several successful WBPRC events, including the 7th Annual Native Plant sale, selling over 2,000 plants, the first of two neighborhood Garage sales, held at the Civic Center Complex, and the success of the walking program. Lily Pad Springs is open full-time, holding 3 sessions each day and 4 on Tuesday, with the Twilight program. Ms. Tehako informed the Commissioners that the Recreation Department was going to begin holding Quarterly Meetings, discussing things that are going well and any things that might need to be worked on or improved. She highlighted upcoming events, including 4 Marshbank Music evenings and the rebranded Bees, Butterflies and Blooms pollinator festival.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairman Brooks talked about learning so much about turtles while out on the West Bloomfield Trail.

B. Items from the Secretary

Secretary Erich thanked the Commission and Staff for all their reports and their continued hard work.

C. Items from the Treasurer

Treasurer Adams also thanked Staff and wished all a happy and safe 4th of July Holiday.

COMMITTEE REPORTS

Executive: Chairman Brooks

Chairman Brooks stated they met on June 7, 2023. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Finance Manager Stephanie Smith, and Marketing Manager Meagan Tehako. They discussed tonight's agenda, the Connect opening, and the Pine Lake Park project. There were several ongoing Grant updates, and the Committee discussed some Personnel plans. Their next scheduled meeting is tentatively scheduled for July 13th or 17th, depending on training dates.

Finance: Treasurer Adams

Treasurer Adams indicated the Finance Committee met Wednesday, June 22nd at 6:00pm. Present were himself, Commissioner Aronoff, Commissioner Barash, Executive Director Hyer, and Finance Manager Smith. The committee reviewed agenda items for tonight's meeting, any questions or concerns were addressed and satisfied and that the Commission was under budget, year to date. The next meeting is scheduled prior to the regular Commission meeting on July 27, 2023, at 6pm, prior to the monthly Commission Meeting.

Strategic Planning: Commissioner Wenczel

Commissioner Wenczel stated the Strategic Planning Committee had completed the projects it had been overseeing and that the Committee would now be dissolved.

HR Committee: Commissioner Erich

Commissioner Erich stated they met on Wednesday, June 21, 2023. The Committee discussed some HR issues, creating job descriptions, wrapped up working with Amy Cell LLC and it was decided to dissolve the HR Committee as its projects had been completed.

NEW BUSINESS

B. Consideration for Approval of the Michigan Municipal Risk Management Authority Insurance Renewal for 2023-2024

Motion by Commissioner Wenczel, second by Commissioner Barash to approve the Michigan Municipal Risk Management Authority insurance renewal for the 2023-2024 financial year in the amount of \$72,013.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

C. Consideration to Approve the Bloomfield School Pine Lake Park Agreement.

Motion by Commissioner Aronoff, second by Commissioner Erich to approve the authorization of Chairperson Brooks to execute the Bloomfield Schools Pine Lake Park agreement on behalf of the Commission.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

PUBLIC FORUM - None

ANNOUNCEMENTS

Commissioner Wenczel wished everyone a happy Summer Solstice.

Chair Brooks wished the best to Meagan Tehako on the upcoming birth of her baby.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:45pm

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.)