

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

**Thursday, July 27, 2023  
7:00 PM**

**APPROVED**

**CALL TO ORDER**

The meeting was called to order at 7:00 PM by Chairperson Brooks

**ROLL CALL**

Present: Chair Robert Brooks  
Secretary John Erich  
Treasurer Terrance Adams  
Commissioner Merv Aronoff  
Commissioner David Barash  
Commissioner Vincent Kirkwood

Staff Present: Kelly Hyer, Executive Director  
Chris Frey, Parks Superintendent  
Stephanie Smith, Finance Manager  
Ashley Forton, HR Manager  
Ashley Stokes, Recreation Manager  
Carrie Manning, Recording Secretary

Absent: Commissioner Sally Wenczel - Excused

Public: Dr. Shahrokh Mansoori

**PLEDGE OF ALLEGIANCE**

**PUBLIC FORUM** - None

**APPROVAL OF AGENDA**

Prior to approval of the agenda, Chairperson Brooks added Item L to the Consent Agenda, A Resolution to Apply for a MI Community Center Grant Application and proposed moving New Business Item B up in the Meeting Agenda for the convenience of Dr. Mansoori and the elimination of New Business Item D, as there was no information available for presentation.

Motion by Commissioner Barash, seconded by Commissioner Kirkwood to approve the agenda with the recommended changes from Chairperson Brooks.

Prior to the vote, Secretary Erich read the Resolution.

Whereas, the West Bloomfield Parks and Recreation Commission supports the submission of an application titled, "Recreation Activity Center Expansion" to the Michigan Community Center grant program for the purpose to expand the current recreation activity center. The expansion will include

improvements and operational efficiencies for both existing and new programming, building conditions, staff workplace, and services for the senior community, at the West Bloomfield Civic Center.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6 - 0

## CONSENT AGENDA

Items A through L 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, June 22, 2023
- B) Approval of June Revenue and Expenditure Report
- C) Approval of Prepaid Expenses in the amount of \$339,412.55
- D) Approval of Expenditures paid by Check in the amount of \$80,963.58.
- E) Approval of Credit Card Refunds totaling \$14,729.00 for the month of June 2023.
- F) Receipt of the June Cash Balance
- G) Receipt of Mitchell Research and Communications Agreement
- H) Receipt of Arrowhead Bathroom Construction RFP
- I) Receipt of WB Parks Weather Policy
- J) One month Extension of Contract for Special Projects Director
- K) DLZ Pine Lake Park Site Plan Agreement in the amount of \$17,500
- L) Resolution to Apply for a MI Community Center Grant Application.

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6 - 0

## ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan did not attend the meeting but sent word to Chairperson Brooks noting that the May edition of Hour Magazine named West Bloomfield the top location in Oakland County for real estate and as a great place to live. Marshbank Park was called out, by name, in the article.

## NEW BUSINESS

**B. Consideration of Request by Dr. Shahrokh Mansoori to Replace the Existing Shed with a Larger Shed set upon a different footing and made of different materials than the Existing Shed.**

Presented by Executive Director Hyer- the West Bloomfield Parks and Recreation Commission has a license agreement with Shahrokh Mansoori. This agreement was made February 10th, 2006, with an expiration of 2041. This agreement states that Mansooris are allowed to occupy a small portion of land adjacent to the West Bloomfield Trail. Within this license agreement there are several terms outlined and under Section 5 of this agreement, Further Changes to the Licensed Area, it specifically states that

they have agreed to not make any further changes to this licensed area. Dr. Mansoori is asking to replace the existing shed, which is in disrepair, with a larger structure, set upon a different footing than the current shed. The motion is to deny the request but allow the Mansooris to replace their shed with one of the exact same dimensions and materials as the current shed.

**Motion by Commissioner Barash, seconded by Commissioner Aronoff to deny the request of Dr. Shahrokh Mansoori to replace his existing shed located on the licensed parcel with a larger shed.**

**Ayes: 5**

**Nays: 1**

**Absent: 1**

**Motion Carried: 5 - 1**

## **STAFF REPORT**

Executive Director Hyer presented the Leadership report to the Commissioners. She informed the Commissioners that the RFP bids for the Arrowhead Green Flush bathrooms at Arrowhead are being accepted now through August 9, 2023. Staff from DLZ have been on-site at the RAC, measuring outdoors and touring the building in preparation for the RAC expansion report and that Stakeholder and Staff input is welcomed in a survey sent out last week. Site Plan work has also begun on Pine Lake Park. Staff are being encouraged to add their preferred personal pronoun to their email signature to show the inclusiveness of the WBPR. Executive Director Hyer delivered a Green Team update, telling the Commission about eye-opening information from a guest speaker about what can and cannot go into a recycling bin and the struggle to “Recycle Right.” The ribbon cutting for the new Connect Location is August 23, 2023, and the Pine Lake Park dedication is October 11, 2023. She also wanted the public to be aware that a very small part of the WB Trail between Orchard Lake Crossing #2 and Seminary Road will be temporarily re-routed onto the grass beginning July 31, 2023, until August 8, 2023, and the parking lots at Arrowhead and Sylvan Manor will be closed on August 8 for asphalt crack filling and restriping.

Superintendent Frey delivered the Park and Facilities report, telling the Commission how the Park Staff serviced all the ballpark lights at Drake Sports Park, working 60 to 80 feet up in the air. This is a yearly task the Staff completes, replacing any bulbs that need to be replaced as well as taking a closer look at each light, looking for any issues that may need to be addressed. This year, 12 lightbulbs were changed out, 2 sockets were re-wired, and 2 capacitors were replaced. In June, WB Parks, along with Novi Parks, hosted the Ultimate Fast Pitch Showcase girls’ softball tournament at Drake Sports Park. This is a major event that takes place every year, drawing compliments from players and parents each year. Over 72 games were played over 3 days. Park Staff teamed up with Keith Elementary School to plan activities to safely help host the annual 5<sup>th</sup> grade graduation party at Keith Sports Park. Staff set up tables, tents, chairs, a gas grill for cooking, and signage for the Kids Komotion concert at Marshbank Park. Staff directed traffic and made sure the whole event went smoothly.

Recreation Manager, Ashley Stokes provided the Recreation Report to the Commission. She reported that almost 800 kids attended the Kids Komotion concert at Marshbank Park. Also, at Marshbank, the Music series kicked off in July, but the weather has not been very cooperative. The concerts continue into the first week of August. Nature Day Camps and Camp WB have been in full swing with Camp WB selling out each week. Ashley spoke of how busy the WBPR have been keeping the community’s Seniors, with lunch trips and visits to Eastern Market being very popular. Upcoming events include the 2<sup>nd</sup> Community Garage Sale scheduled for August 5<sup>th</sup>, with a couple of seller spots remaining, and the Bees, Butterflies and Blooms coming up on August 27<sup>th</sup>.

## **ITEMS FROM THE OFFICERS**

## **A. Items from the Chairperson**

Chairperson Brooks thanked the Staff for the informative reports. He also expressed how impressed he was with the time and effort put into the new Weather Policy presented tonight.

## **B. Items from the Secretary**

Secretary Erich complimented Staff on the Marshbank Concert and Food Trucks. He thanked Executive Director Hyer for the weekly Friday updates and the information shared in them. He also complimented the details in the Financial Reports.

## **B. Items from the Treasurer**

Treasurer Adams agreed on the value of the weekly Friday updates.

## **COMMITTEE REPORTS**

### **Executive: Chairperson Brooks**

Chairperson Brooks stated they met on July 17, 2023, at 4:30PM via Zoom. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Superintendent Frey, Finance Manager, Stephanie Smith and Megan Tehako, Marketing Manager. The Committee discussed tonight's meeting agenda and were updated on several ongoing projects, including the emergency repair of the HVAC system at the Marshbank Lodge, the Connect ribbon cutting and updates on the Pine lake Park project. The Committee also discussed proposed contract and lease agreements and the status of several grant submissions. They talked over some personnel matters and the agenda for the Commission Training meeting. Their next meeting is scheduled for Thursday, August 10, 2023, at 4:30 PM at the RAC.

### **Finance: Report from Treasurer Adams**

Treasurer Adams indicated the Finance Committee met prior to tonight's meeting at 6:00pm. Present were himself, Commissioner Aronoff, Commissioner Barash, Executive Director Hyer, and Finance Manager Smith. Treasurer Adams commented on the different direction that the Committee is taking, which he feels will be an improvement and will provide more benefit to the Parks system. The Committee meeting included a guest speaker, Susan Hendricks, Finance Director for West Bloomfield Township and will continue to meet with other finance professionals in the upcoming Committee meetings. He also talked about the other investment opportunities the WBPRC would be exploring in the future. The Committee also went over the financial reporting and reported the WBPRC is running under budget for the year. The next meeting is scheduled prior to the regular Commission meeting on August 24, 2023, at 6pm.

## **NEW BUSINESS**

### **A. Consideration to Approve the 2024 West Bloomfield Parks Commission Meeting Schedule**

**Motion by Commissioner Aronoff, seconded by Commissioner Barash to Approve the 2024 West Bloomfield Parks Commission Meeting Schedule**

**Ayes: 6**

**Nays: 0**

**Absent: 1**

**Motion Carried: 6 - 0**

**C. Consideration of Marshbank Lodge Heating/Cooling Repair**

**Motion by Commissioner Aronoff, seconded by Commissioner Barash to Approve the Repair to the Marshbank Lodge HVAC system with Denny's Heating and Cooling at a cost not to exceed \$38,980 with a 20% contingency.**

**Ayes: 6**

**Nays: 0**

**Absent: 1**

**Motion Carried: 6 - 0**

**D. Removed from the Agenda.**

**E. Consideration to Approve the Date for the Budget Workshop.**

**Monday, October 9, 2023, was determined to be the date for the 2024 Budget Workshop Meeting with the tentative location to be Connect.**

**PUBLIC FORUM- None**

**ANNOUNCEMENTS- None**

**ADJOURNMENT**

**There being no further business before the Commission the meeting was adjourned at 8:21PM.**

**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.)**