

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

**Thursday, August 24, 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
Commissioner Merv Aronoff
Commissioner David Barash
Commissioner Vincent Kirkwood
Commissioner Sally Wenczel

Staff Present: Kelly Hyer, Executive Director
Stephanie Smith, Finance Manager
Mike Thelen, Parks Manager
Amos DeRosier, Operations Coordinator
Ashley Forton, HR Manager
Carrie Manning, Recording Secretary

Absent: Treasurer Terrance Adams - Excused

Public: None present

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- None

APPROVAL OF AGENDA

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

CONSENT AGENDA

Items A through H 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 Training Commission Meeting, July 24, 2023
- B) Approval of Minutes from Regular Commission Meeting July 27, 2023
- C) Approval of July Revenue and Expenditure Report
- D) Approval of Prepaid Expense Report in the amount of \$390,505.76
- E) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$80,985.13
- F) Approval of the July Credit Card Report totaling \$19,532.00
- G) Receipt of the July Cash Balance
- H) Dish Network Lease Agreement

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0

ITEMS FROM THE TOWNSHIP LIAISON- No report this meeting.

STAFF REPORT

Executive Director Hyer reported that over 160 people attended the ribbon cutting ceremony at the new Connect location. It was attended by all the Senior Services Staff as well as several of the partners and sponsors such as the WB Township Library and Meals on Wheels. There were also 55 new members signed up and 10 renewals during the following Open House. The event was so successful that the Open House may become an annual event. Executive Director Hyer announced progress on Pine Lake Park with an opening ceremony set for October 11, 2023, at 5:45pm. A special project is set for Karner Farms in 2024 with accessibility updates to the Dog Park and, possibly, to the Community Garden. Work on the RAC Expansion project is proceeding with finalizing the millage language and surveys for the Public and Staff. Two Team Building events were held, one at Lily Pad Springs and the second at Marshbank Park.

Parks Manager Mike Thelen delivered the Park and Facilities report to the Commission. Staff were busy in July performing trail maintenance in the West Bloomfield Nature Preserve. Staff moved and placed over 70 tons of crushed limestone back into the Nature preserve to cover tree roots, repair washouts, and perform general maintenance for the safety of those enjoying the Preserve. Parks Staff assisted the Recreation Staff for the Marshbank Music series with attendance ranging from 600- 1,000 people at each event. Eight Staff attended a class on storm water and pollution prevention in conjunction with the West Bloomfield Township to maintain our MS4 storm water license. Park Staff repurposed a 20x20 foot tent, purchased for outdoor activities during the pandemic, and installed it at the Drake Sports Park Pickleball court for some much-needed shade. Parks Tech Manager, John McKeown, fabricated brackets to attach to the asphalt surface and then safely adapt the ten legs to those brackets. This will allow the tent to be reused each year as it makes it easier to be taken down during the Winter and then put back up in the Spring.

Operations Coordinator, Amos DeRosier, provided the Recreation Report to the Commission. The Marshbank Music Concerts were an overwhelming success, with over 1,000 people attending the shows. Staff were busy directing traffic to the various parking lots at Marshbank, as well as the overflow lot in the front of the park, keeping up with emptying the trash cans, answering questions from the public, and keeping the bathrooms tidy. The Connect Seniors have been busy participating in Wheels to the Road program as well as attending one of the Tigers' games and have been maxing out the Bingo participation at 33 players. Upcoming events include Bees, Butterflies, and Blooms and the annual Camp Out is expected to sell out. Register for the Friday, September 22, 2023, event at Marshbank Park on the WBPR Website as well as upcoming Fall Hayrides, also at Marshbank Park.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chair Brooks sent out kudos to Treasurer Adams for the Luau idea for the Lily Pad Springs event and thanked Ashley Forton, HR Manager, as he felt it was important for Staff and their families to come together and get to know each other outside of work. Chair Brooks commented how overwhelmed he was with the Connect opening and the proud reaction of Recreation Coordinator Kaylin's daughter regarding her Mom's hard work. He commended Staff on the repurposing of the shade tent to Drake Sports Park and has received calls of thanks. Chair Brooks wanted to remind staff to continue to monitor the COVID-19 situation and to keep up on the news of the new variant.

B. Items from the Secretary

Secretary Erich commented on the Marshbank Music events and their success, including the organizers' great selection of the participating bands. He also spoke of all the great comments he received on the new Connect location. Secretary Erich commented on how much the weather has affected the camps, concerts, and events and commended Staff on how quickly they have transitioned to back up plans. He also thanked the Staff for being so flexible to re-prioritize workload and plans to take care of storm damage, always taking the safety of the parks and residents to the top of the list.

C. Items from the Treasurer

Treasurer Adams was excused from the meeting.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on Thursday, August 10, 2023, at 4:30pm at the RAC. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, and Finance Manager Smith. They discussed the agenda for tonight's meeting and were updated on several ongoing projects, including the Marshbank Lodge HVAC repair, the Connect opening and the rebuilding of the Skatepark. The Committee reviewed and discussed contracts, agreements, and the status of several grants. They discussed some personnel matters and reviewed outstanding legal matters. Their next scheduled meeting is Thursday, September 14, 2023, at 4:30pm at the RAC.

Finance: Commissioner Aronoff presented on behalf of Treasurer Adams

Commissioner Aronoff indicated the Finance Committee met prior to tonight's meeting, at 6:00pm. Present were himself, Treasurer Adams, Commissioner Barash, Executive Director Hyer, and Finance Manager Smith. The Committee welcomed guests Teri Weingarden, West Bloomfield Township Treasurer and Mark Kivimaki, VP & Relationship Manager from Comerica Bank. The Committee discussed procedures to be used for funds and the protection of those funds. The committee reviewed July's revenue and expenditure report, prepaid expense report, other reports, and assessed the monthly spending to budget to actual spending. This included the divisions of administration, recreation, parks, transportation, and the Commission. The next meeting is scheduled prior to the regular Commission meeting on September 28, 2023, at 6pm, prior to the monthly Commission Meeting.

NEW BUSINESS

A. Consideration to Approve the 2024 West Bloomfield Parks Commission Holiday Schedule

Approved at the West Bloomfield Parks and Recreation Meeting of September 28, 2023

Motion by Commissioner Aronoff, seconded by Commissioner Erich to approve the 2024 Holiday schedule as presented and reduce full time staff personal business days from 8 days to 7 days.

Ayes: 6
Nays: 0
Absent: 1
Motion Carried: 6-0

B. Consideration to approve the contract with Michigan Recreation Construction, Inc. to provide construction of the Arrowhead Restroom

Motion by Commissioner Aronoff, seconded by Commissioner Barash to Award the Contract with Michigan Recreation Construction, Inc. to Provide Construction of the Arrowhead Restroom for an amount of \$252,200.

Ayes: 6
Nays: 0
Absent: 1
Motion Carried: 6-0

C. Consideration to Approve a Contribution in the Amount of \$17,500 for the Civic Center Campus front entrance project.

Motion by Commissioner Erich, seconded by Commissioner Aronoff to allocate \$12,500 for the landscaping while tabling the contribution for the sign until it is approved by the Township.

Ayes: 5
Nays: 1
Absent: 1
Motion Carried: 5-1

D. Consideration to approve a Budget Amendment with a net increase to the Fund Balance of \$848,274.

Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the proposed 2023 budget amendment to total revenues of \$6,938,300 and total expenditures of \$6,090,026, with a net increase to the Fund balance of \$848,274.

Ayes: 6
Nays: 0
Absent: 1
Motion Carried: 6-0

E. Consideration for approval of McLeod USA Trail Network Fiber Lease Agreement.

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the McLeod USA Trail Network Fiber Lease Agreement in the amount of \$40,500, plus attorney fees in the amount of \$1,000, for a term of ten years, to be paid to West Bloomfield Parks in one lump sum in 2023.

Ayes: 6

Nays: 0
Absent: 1
Motion Carried: 6-0

F. Consideration to Determine The Special Workshop Date for September

Motion by Commissioner Barash, seconded by Commissioner Erich to approve a Special Workshop Date for a discussion on the Recreation Activities Center expansion on Monday, September 18, 2023 at 5:30pm.

Ayes: 6
Nays: 0
Absent: 1
Motion Carried: 6-0

PUBLIC FORUM- None

ANNOUNCEMENTS

Executive Director Hyer reminded the public that Lily Pad Springs' last day of operation for the season is September 4, 2023.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:17pm

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.)