

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

**Thursday, October 26, 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
Commissioner Sally Wenczel

Staff Present: Kelly Hyer, Executive Director
Chris Frey, Parks Superintendent
Ashley Stokes, Recreation Supervisor
Megan Tehako, Marketing Director
Carrie Manning, Recording Secretary
Brittany Trout
Kay McMahon

Absent: None

Public: Marie Botsford, West Bloomfield

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- A member of the Four Towns Citizens Action Team, Marie Botsford spoke to the Commissioners regarding the recently announced sale of the Highland Campus of Oakland Community College. She has met with several local commissions, community leaders and other parks and recreation groups regarding saving the Physical Education building and the open grounds and playing fields for the purpose of providing a place for residents to be able to use for outdoor and indoor organized activities. Chairperson Brooks thanked Marie Botsford for coming out and informing the Commission of their actions.

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 K 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.

Consent Agenda

- A) Approval of Minutes- Special Meeting / Workshop on September 18, 2023
- B) Approval of Minutes- Regular Commission Meeting September 28, 2023
- C) Approval of Minutes- Budget Meeting October 9, 2023
- D) Approval of September Revenue and Expenditure Report
- E) Approval of Prepaid Expense Report in the amount of \$429,791.70
- F) Approval of Invoice Journal Report in the amount of \$95,079.87
- G) Approval of the September Credit Card Refund Report totaling \$6,884.00
- H) Receipt of the September Cash Balance
- I) Pine Lake Country Club Temporary Construction Easement
- J) Leah Groya Contract for Pine Lake Master Plan
- K) Memo to Bloomfield Hills Schools regarding Pine Lake Park

Motion by Commissioner Adams, seconded by Commissioner Aronoff to approve items A through K on the Consent Agenda with the addition of Item 10B, from Commissioner Barash, to a discussion on future meeting times.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

ITEMS FROM THE TOWNSHIP LIAISON- No report this evening.

STAFF REPORT

Executive Director Hyer reviewed the Pine Lake Dedication, which had over 60 attendees. The Pine Lake Master Plan is moving ahead with the hiring of Leah Groya. Progress is also ongoing with the RAC Expansion Project with additional site visits and work with Mitchell Research & Communications to draft the public opinion survey with a goal of late October. Executive Director Hyer provided a professional development update, with 4 staff attending Best to Next Leadership Academy, 2 staff attending Michigan Winter Operations Conference, and 5 staff attending the MowDeo Event. She informed the Commission about the transition of personnel with Sheila Nittmann resigning after 4 years of working with the seniors at Connect and Brittany Trout leaving the WBPR after 6 years. Executive Director Hyer bid farewell to Brittany and spoke about her many accomplishments, accolades and all the projects she has been involved with over her time with the WBPRC. Megan Tehako, Ashley Stokes, and Chris Frey shared many of their memories and stories of Brittany and how much she meant to each of them. Brittany spoke of her time with the WBPR as her family away from family and thanked everyone for their kind words.

Superintendent Frey remarked that September marks the end of the outdoor shelter rental season. We hosted 137 shelter rentals over the 18-week outdoor rental season. During that same 18-week period we had 31 indoor facility rentals taking place at the Lodge. Each space is cleaned thoroughly in the Spring and

then throughout the Summer season. Labor Day Monday signals the closing of Lily Pad Springs for the season. Facility Manager Garry McCallum, who does most of the water maintenance at Lily Pad Springs, has done all the proper procedures to ensure our system is ready for the winter months ahead. Throughout this past season at LPS staff member Justine Pawloski worked closely with Garry to learn the water chemistry operation of the facility and was able to fill in when needed and will continue to be more hands on in the coming seasons. The end of summer marks a time for park staff to get inside our buildings and do a deep cleaning after the busy summer months. Park staff member Justine Pawloski spent several days in the Drake Community building following summer camps wrap-up and she performed the necessary tasks to get it ready for fall activities. Staff members Justine and Matt performed the same task at the Recreation Activities Center and worked late into the evening on Friday to handle all the carpet cleaning, thus allowing it time to dry over the weekend before staff returned on Monday. The restroom building at Bloomer Park received a fresh coat of interior paint in September. Facility Manager Garry McCallum sought out bids to perform the painting and interior paint was applied to all walls and ceilings along with interior and exterior doors. The same painting contractor was tasked with prepping and painting our storage container located at Drake Sports Park maintenance yard. Six (6) Park staff attended a free three-hour training/discussion on the benefits of using liquid de-icing products. The presenter talked about manufacturing brine and the different ways it can be applied. They got input from the different agencies in attendance as to what they were doing and how it was working for them. All ten (10) full time Park staff had our man lift certification renewed this past month. Each year our man lift piece of equipment need re-certifying to make sure it in proper working order and it's as safe as it can be. Every three years our staff needs their operator's license renewed. This takes place after a 90 min class presentation and a review of the lift outside. Park staff helped with the set-up, parking and take-down of the Camp Out annual event held at Marshbank Park. After setting up a few tents, tables, chairs, and fire pits park staff directed the food truck and astronomy folks to their set-up locations for the night. Park staff then lit and supervised the fire pits while night activities took place followed by a proper extinguishing of them upon activity end. The next morning Park staff member Matt Schaerer helped take down the remaining things from the night before and put the rest of the supplies away.

Kaylin McMahon provided the Recreation Report to the Commission. The Nature Team hosted some Spooky Animal Storytimes and Staff hosted 317 people for the group Hayrides at Marshbank over 25 separate sessions. The Diversity Task Force hosted the Meet Your Neighbors event at Connect which drew over 185 attendees and was a great success. Connect drop-in programs have been very popular, drawing over 100 seniors per day with over 800 for the month for ping-pong and game room. The member event was Oktoberfest, catered by the Jagged Fork and was a great deal of fun for both members and Staff. Volunteers have dedicated over 120 plus hours to sending out mailers and helping with Camp Out. She informed the community of some upcoming events, which include the Harvest Day Lunch, which has already sold out with a wait list, the Heroes Appreciation Breakfast on November 7, 2023, and High Tops and Heels on November 16, 2023.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks expressed his thanks and good wishes to Brittany Trout. He commented to the difference she has made in many lives. He then commented on how well attended the Pine Lake Park dedication was and thanked the other Commissioners and public for attending. He encouraged all residents to attend any of the WBPRC events in the future.

B. Items from the Secretary

Secretary Erich also commented on all the positive publicity for the Pine Lake event and the partnerships it promoted.

C. Items from the Treasurer

Treasurer Adams offered his congratulations and thanks to Brittany Trout and Sheila Nittmann.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on Thursday, October 12, 2023, at 4:00pm. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Smith and Marketing and Communication Manager Tehako. They discussed the agenda for tonight's meeting, updates on several ongoing projects and reviewed contracts and agreements. The Committee reviewed grant opportunities and were provided with the status of grant submissions already made. They were provided with some personnel updates and changes as well as reviewing some ongoing legal issues. Their next scheduled meeting is Thursday, November 9, 2023, at 4:30pm in Room 101 of the RAC.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Thursday, September 28, 2023, at 5:45pm. Present were himself, Commissioner Aronoff, Finance Manager Smith, and Executive Director Hyer. The Committee was provided with an Investment Presentation from Teri Weingarden, Treasurer, West Bloomfield Township and Kristin Angel, Senior Director, Investment Services, MI Class. They reviewed the investment plan and plan to be 100% compliant with the policy by October 2nd. The Committee assessed the budget to actual spending for the month ending August 31, 2023. The Committee discussed the items on the Consent Agenda. This included reviewing the expense and revenue reports. 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 November 16, 2023, prior to the monthly Commission Meeting.

Item 10B- Commissioner Barash asked for a discussion amongst the Commission regarding the possibility of changing the times of future meetings to an earlier time. Commissioner Barash suggested either 6pm or 6:30pm, commenting it will make for a shorter day for the WBPRC Staff that attend the meeting as well as for the Township Supervisor or an appointee to be able to attend. Staff comments included having to check the availability of meeting space for the alternative times as well as checking the availability of CCTV coverage. Chairperson Brooks, noting that the schedule had already been approved, suggested this be brought up for a future vote once there is a chance to investigate the alternatives as well as discussion regarding the Finance Committee meeting, which takes place prior to the regular meeting.

NEW BUSINESS

A. Consideration to approve Budget Amendment #2 with a net increase to the Fund Balance of \$175,950

Presented by Executive Director Hyer, this is the second budget amendment for the 2023 fiscal year. Executive Director Hyer briefly outlined the planned Capital Projects and the expenditures on each of them. Highlights include:

- Increased revenue from receipt of Oakland Together Grant for Senior Services. Some funds have been used in 2023 and some will carry over for future use.
- Administrative adjustments due to Administrative Assistant retirement and move to PT.

- Increased cost of Recreation Instructors for Youth due to high demand for new programs offered including Liverpool soccer. Offset by increased revenue.
- Adjustment to reduce Parks FT wages and increase PT as a FT position was budgeted and not filled.
- Increased cost for Parks Professional & Contractual Services due to contracting for the Drake turf repair not completed at completion of parking lot.
- Net increase of \$13,000 to capital projects due to a decrease in cost for RAC expansion work in 2023, cancellation of basketball color coat project and an increase due to adding Pine Lake Park DLZ contract and cost of Master Plan.

Motion by Commissioner Adams, second by Commissioner Wenczel to approve the proposed 2023 Budget Amendment #2 resulting in a net increase to the Fund Balance of \$175,950.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

B. Consideration to Approve the 2024 WBPRC Budget

Motion by Commissioner Adams, second by Commissioner Wenczel to adopt the 2024 General Appropriations Act as presented for West Bloomfield Parks and Recreation.

Presented by Executive Director Hyer, outlining the major factors pertaining to the 2024 budget, indicating the areas of concentration. Personnel Investment, Training and Development, Technology, Capital Project Investments, and Ongoing Financial Sustainability. The budget includes estimated revenues of \$6,659,300, Expenditures of \$7,939,260, amounting in net revenues and expenditures totaling (\$1,279,960).

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

PUBLIC FORUM- None

ANNOUNCEMENTS

Commissioner Aronoff wished everyone a safe Halloween and reminded homeowners of tripping hazards in their yards and drivers to be careful of the children on the roads.

Commissioner Barash urged Kindness and to support each other in the aftermath of the Maine shootings and commented on how the West Bloomfield Community is such a close knit and supportive community.

Chairperson Brooks urged the public to notify the WBPR or other community entity when you have an event or gathering so everyone is aware.

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 7:59pm.

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.)