

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

**Thursday, November 16, 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
Ashley Stokes, Recreation Supervisor
Ashley Forton, HR Manager
Steven Kaplan, Township Supervisor
Carrie Manning, Recording Secretary

Absent: Commissioner Sally Wenczel - Excused

Public: None

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- None present.

APPROVAL OF AGENDA

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

ITEMS FROM THE TOWNSHIP LIAISON

Township Supervisor Kaplan updated the Commission on the retirement of Deputy Police Chief Lawson, informing the Commission that he is moving on to become the Chief of the Franklin Police department. Supervisor Kaplan offered his congratulations on the success of the Heroes Breakfast as well as commenting on what a wonderful addition the new Connect location has been to the community. He let the

Commissioners know about all the positive feedback he has received regarding Executive Director Hyer and her responsiveness and professionalism. Supervisor Kaplan informed the Commission of the plans for a Meijer to move into the current Marvelous Marvins location in Farmington Hills and the impact that could have on the West Bloomfield retailers in the area. Chairperson Brooks thanked Supervisor Kaplan for always keeping the Commission informed and for his positive words regarding the WBPRC.

CONSENT AGENDA

Items A through F 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- Regular Commission Meeting October 26, 2023
- B) Approval of October Revenue and Expenditure Report
- C) Approval of Prepaid Expense Report in the amount of \$286,081.28
- D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$85,525.79
- E) Approval of the October Credit Card Refund Report totaling \$4,960
- F) Receipt of the October Cash Balance

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

Public Hearing- Proposed 2024 Budget

Chairperson Brooks opened the Public Hearing on the proposed WBPRC 2024 Budget at 7:08PM in order to allow for questions or opinions from the public. There were no questions or opinions from the public. The Public Hearing closed at 7:08PM.

STAFF REPORT

Executive Director Hyer spoke about several things happening in the WBPR leadership area. Over 200 people attended the 6th Annual Heroes Breakfast, including 109 Veterans. Executive Director Hyer thanked the partners in the event, the West Bloomfield Township Library, the West Bloomfield Fire and Police, and the West Bloomfield Schools, with West Bloomfield Middle School hosting the popular event. She reported on progress with the RAC Expansion project, meeting with DLZ in November and expecting a second draft soon, which will be presented to the Commission. The first draft of the public opinion survey has been completed and one more stakeholder meeting will be held in December.

Human Resource Manager, Ashley Forton spoke to the Commission regarding professional development opportunities provided to staff of the WBPR with four Staff attending the Best to Next Leadership Academy, two Staff attending the Michigan Winter Operations conference and 5 Staff attending the Mow-deo, held in October. Leadership's intent is to give everyone an opportunity to attend classes and demonstrations in their areas of work as much as possible.

Superintendent Frey provided the Commission with the Parks report, updating the yearly program for Memorial benches along the Trail Network, Nature Preserve, and throughout the parks. Eight new park benches were purchased, locations were selected by the bench owners, new bench owners selected their memorial plaque text and benches were installed. Four new benches were installed on the West Bloomfield Trail Network, three new benches in the West Bloomfield Nature Preserve and one new bench on the

walking trail at Drake Sports Park. Benches on the West Bloomfield Trail and Nature Preserve are in-ground mounted, and the benches installed at most other park sites have a concrete slab poured and the bench is surface mounted. Last month the Park Staff had turf restoration taking place at Drake Sports Park. After phase three of the Parking lot renovations which were completed in 2022 the lawn restoration portion was not up to our Park standards. Park staff took care of the necessary irrigation repairs that needed completing and Summer Landscaping was hired to perform the restoration work. On October 1st Park staff started regular maintenance at Pine Lake Park. The temporary Park entrance sign was installed, a Park rule sign was added along with trash receptacles, dog waste bag dispensers and signage. Weekly mowing started and fall clean-up has started and will continue at the park. Shade covers, tents and wind screens must be removed, cleaned, and stored for the winter. Park staff can lower the tents at their current locations and wash and let dry out in the sun. Shade covers and wind screens are a different problem. Some are too high to safely reach and clean in place and some are not tight enough to get cleaned properly. Staff will remove them from their locations, bring them back to the shop where we can lay them out on a flat surface and use different equipment to get them clean. We have 26 shade covers in the park system and this year we had four (4) tents set up. As part of professional development, Superintendent Frey reported that two (2) Park staff were fortunate to attend the Michigan Winter Operations Conference. Many professionals in their field from all over the state presented 15 topics. A few of the topics included electric vehicles and lithium battery dangers, discussions on salt in the environment and best practices on why to reduce salt usage and proper timing to apply salt, how different agencies plan and prepare for a large weather event and how agencies are using social media to keep Michigan drivers updated on road conditions by showing “real time” mapping of trucks on roads by using cameras and road sensors to collect real time road condition data. WB Parks Fleet Technician John McKeown was asked to be on a panel discussion this year. The panel discussed all the different items to think about when planning for a new truck, truck up-fitting with equipment that can be used year-round and best practices for servicing and maintaining a fleet of vehicles. The panel then took questions from the conference attendees. This year there were around 300 in attendance. In October, Parks staff assisted Recreation staff with set-up, as well as driving the tractor, for the Annual Fall Hayride events at Marshbank Park. The parks Special Event Planner, Garry McCallum, met with Naturalist Lauren Azoury to map out the route and finalize plans for the multiple night event. Park staff also set-up for our annual Trick or Treat Trail event. Once again, Garry McCallum met several times with Recreation Programmer Brittany Trout to plan and map out the vendor stations, costume characters stations, food truck location and photo stations. The entire Parks crew assisted by setting up tents along the trail, as well as tables, chairs, blow ups, and electrical service for several stations. With 45 vendors and 700 participants, Trick or Treat Trail has a lot of moving parts and pieces to the set up and take down, more than other events, but both Park and Rec staff really work well pulling this off each year.

Supervisor Ashley Stokes provided the Recreation Report to the Commission. She reported on the social media campaign to change opinion with knowledge about three creatures which do not always have a good reputation: The snake, the toad, and the millipede. Supervisor Stokes also commented on the success of Trick or Treat Trail, highlighting the 700 participants and 45 vendors as well as all the hard work from the WPRC Staff that made the event one of the best so far. Over at Connect, the Seniors participated in pumpkin decorating and are looking forward to the Ho Ho Holiday lunch, which is a sell-out, with a wait list. Other upcoming events include the Daddy Daughter Dance, which will be held at the JCC again this year, and the Wild Winter Walk, which will be held on January 27, 2024, with registration opening soon.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks spoke of the inspiring Heroes Breakfast, touching on the new sentiment that Veterans should be thanked for our freedoms as opposed to their service. He thanked all that took part in the event.

B. Items from the Secretary

Secretary Erich also spoke of the Heroes Breakfast and commented on how nice the venue of the West Bloomfield Middle school was.

C. Items from the Treasurer

Treasurer Adams reiterated the comments from the other officers.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on Thursday, November 9, 2023, at 4:30PM at the RAC. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Supervisor Stokes, Finance Manager Stephanie Smith and Marketing and Communication Manager Tehako. They discussed items on the agenda for tonight's meeting, reviewed current and upcoming projects. They also were provided updates on ongoing grant submissions as well as future opportunities. The Committee reviewed some personnel items as well as ongoing legal issues. Their next scheduled meeting is Thursday, November 30, 2023, in room 101 at the RAC.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Monday, October 23, 2023, via Zoom. Present were himself, Commissioner Aronoff, Commissioner Barash, Finance Manager Smith, and Executive Director Hyer. The Committee reviewed the 2024 Budget and the 2023 Budget #2 Amendment items. The Committee reviewed the September Revenue and Expenditure Report, Prepaid Expense Report, Invoice Journal Report, Credit Card Refund Report, and the Cash Balance Report. The committee was satisfied with the positive results from the new investment plan. The next meeting was scheduled prior to the regular Commission meeting on November 16, 2023, at 6pm.

NEW BUSINESS

A. Consideration to amend the approved 2024 West Bloomfield Parks Commission Meeting Schedule.

Executive Director Hyer confirmed that the meeting space, CCTV, and the reporting secretary were all available to make the change of time for the meetings.

Motion by Commissioner Barash, seconded by Commissioner Erich to amend the approved 2024 West Bloomfield Parks Commission Meeting Schedule to change the meeting times from 7pm to 6pm as presented.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

B. Consideration to Approve the Purchase of a 2023 GMC Savana 3500 Cube Truck.

Presented by Superintendent Frey, purchase of the vehicle is budgeted for in the 2024 parks operation budget under capital outlay however the motion is being presented now as the dealership is holding 2023 pricing. This vehicle will replace the current 2013 Cube Truck.

Motion by Commissioner Aronoff, seconded by Commissioner Barash to Move to approve the purchase of a 2023 GMC Savana 3500 Cube Truck for \$44,987.00 from Todd Wenzel Buick GMC and approve to up fit the truck with safety equipment from Truck and Trailer Specialties, Inc. for \$2,925.00.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

C. Consideration to Approve the Purchase of a 2023 Morbark 1821 Brush Chipper.

Presented by Superintendent Frey, the Morbark chipper is budgeted in the 2024 parks operation budget under capital outlay but is being presented to the Commission now due to the purchase of the 2023 model to save money. This chipper will replace our current 1998 Morbark chipper which has outlasted its useful life and parts are hard to find for it when it breaks down.

Motion by Commissioner Barash, seconded, by Commissioner Kirkwood to Move to approve the purchase of a 2023 Morbark chipper from Morbark LLC for the Sourcewell bid price of \$72,889.58.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

D. Consideration for Approval of the First Amendment to the AT&T Cell Tower Lease Agreement at Drake Sports Park.

Presented by Executive Director Hyer, AT&T has approached the Commission to amend their original agreement between AT&T and the Commission from February 22, 1999. The amendment calls for \$40,000 annual rent starting in February 2024, with an annual increase of 2.5% per year. This amendment term is for an initial 10 years and up to three additional five-year terms the lease amendment has been reviewed by WBPRC legal counsel.

Motion by Commissioner Aronoff, seconded by Commissioner Kirkwood to Move to First Amendment of AT&T Cell Tower Lease Agreement at Drake Sports Park.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

PUBLIC FORUM- None present.

ANNOUNCEMENTS

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:00PM.

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.)