

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

**Thursday, January 25, 2024
6:00 PM**

APPROVED

CALL TO ORDER

The meeting was called to order at 6:00 PM by Chairperson Brooks

ROLL CALL

Present: Chair Robert Brooks
Secretary John Erich
Treasurer Terrance Adams
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 Manager
Justin Austin, Finance Assistant
Carrie Manning, Recording Secretary

Absent: Commissioner Merv Aronoff- Excused

Public: None

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- No public present.

APPROVAL OF AGENDA

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

ITEMS FROM THE TOWNSHIP LIAISON- No items from the Township this evening.

CONSENT AGENDA

Items A through G 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 December 14, 2023
- B) Approval of December Revenue and Expenditure Report
- C) Approval of Prepaid Expense Report in the amount of \$456,433.85
- D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$324,455.51
- E) Approval of the December Credit Card Refund Report totaling \$735.00
- F) Receipt of the December Cash Balance
- G) Approval of Updated Sponsorship Policy

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

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

Executive Director Hyer and Superintendent Frey provided an update on the Drake Playground Project. The Drake Sports Park Playground is a top priority item as the playground equipment is beyond its useful life and the placement of the playground would be better moved away from high traffic areas and closer to shelter areas. Currently the playground occupies approximately 4,600 sq. ft and was constructed in 1996. The proposed area for the new playground is approximately 5,600 sq. ft, with shaded areas, benches, and tables. The proposed area is away from high traffic areas. Four playground manufacturers were approached and three returned design ideas and bids.

Option one was over budget and the smallest as well as not providing an adequate playground.

Option two was slightly larger but was lacking any entertainment value for the budget.

Option three, the preferred option, provided more activities, was more spread out and offered dual slides, which have proven popular at Lily Pad Springs, and a 5-bay swing set.

Upcoming project dates include Vendor selection by February 2nd, beginning site work- July 1st, and projecting an October 1st Opening. The existing playground will stay usable until construction is finished.

Marketing Manager, Megan Tehako added that seasonal hiring is now underway. Staff participated in the 2024 Staff Retreat, held at the Sylvan Community Center. Staff participated in activities build around a Survivor theme.

STAFF REPORT

Executive Director Hyer provided news on some new hire and personnel changes on behalf of the leadership team. The 2024 leadership and admin goals were outlined. Each department will have established goals. An overall goal to cultivate leadership philosophy. Enhancing work/life balance. Developing a public relations plan for the upcoming bond. Establishing and maintaining Core Values and completion of the admin files organization plan. Executive Director Hyer also provided an overview of 2024 Capital projects, including the completion of the Arrowhead bathrooms, Drake detention pond project, the Drake playground project, and Karner Farm storage and ADA plans. RAC expansion plans continue to move forward, with a meeting on February 5th and development of the bond details in a joint meeting with the Township, prior to their regular meeting.

Superintendent Frey delivered the Parks report to the Commission. With colder temperatures taking hold, all playgrounds were closed for the season and signage was posted stating the same. Playgrounds were the last of the outdoor activities to be closed with the timeline being dictated by the onset of frozen playground surfacing, prompting closure due to safety concerns. Fall micro mowing is still taking place in December

with delays due to weather. The Drake Skate Park was finished in late December and was open over the unseasonably warm holiday week for people to enjoy. The ramps were replaced over the course of three (3) weeks. These new ramps have a steel structure under them covered by a new composite riding surface. The timing of the ramp replacement was right on time. Superintendent Frey also reported that the sled hills were open and that their open or closed status would be reported on the WB Parks Social Media pages. Staff is also continuing education courses, including being licensed in Pesticides and application.

Supervisor Stokes provided the Recreation Report to the Commission. Camp planning is underway with an effort to reach out to past staff and new staff recruitment. She gave a review of recent WB Recreation events with 67 Seniors attending the 2023 Ho Ho Holiday luncheon, Senior trips to Meadowbrook for a tour and lunch, and the DSO Home for the Holiday event. Supervisor Stokes reported that Dog Park registration is open for 2024. The 2024 Black Expo is scheduled from 1pm - 4pm February 10th at the Orchard Mall, the Daddy Daughter dances will be held February 7th and 8th, and the Connect Valentine Lunch will be held on February 9th.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks asked if any questions had been raised from the Pine Lake overview meeting. Executive Director Hyer replied that a survey of the area homeowners would be sought for input from them, and a workshop could be held. Chairperson Brooks also thanked the leaders for their Staff Report.

B. Items from the Secretary

Secretary Erich expressed his appreciation to Staff for always keeping things moving ahead, despite occasional obstacles.

C. Items from the Treasurer

Treasurer Adams offered his congratulations to the new hires and expressed his appreciation to Staff for all the well wishes and congratulations on the birth of his new daughter.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on January 11, 2024. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Supervisor Stokes, Finance Manager Stephanie Smith, HR Manager Forton, and Marketing and Communication Manager Tehako. They discussed tonight's agenda, Finance items regarding funding and bonds as well as the upcoming meeting with the Township. Some personnel items were discussed and the status of grant requests. Their next scheduled meeting is at 4:30pm on February 8, 2024, at the RAC.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Thursday, December 14, 2023, at 6:00pm. Present were himself, Commissioner Aronoff, Commissioner Barash, Finance Manager Smith, and Executive Director Hyer. The committee reviewed invoices, vouchers, and prepaid expenses for the month. The committee reviewed agenda items for tonight's meeting. The recently implemented investment plan is continuing to be very successful, adding almost \$20,000 in interest for the month of November 2023. The next Finance meeting time will be determined.

NEW BUSINESS

A. Resolution to opt-out of Public Act 152.

The entire resolution was read out loud and signed by Chairperson Robert Brooks and countersigned by Secretary John Erich.

Motion by Commissioner Erich, seconded by Commissioner Wenczel to Resolve to opt out of Public Act 152.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

B. Consideration to for Approval of Professional As-Needed Engineering Services with DLZ.

Presented by Executive Director Hyer, on occasion, staff requires professional engineering services. DLZ of Michigan, an engineering and architecture firm has provided their 2024 hourly rates.

Motion by Commissioner Wenczel, seconded by Commissioner Adams to accept the “As-Needed Engineering Services” proposal of DLZ of Michigan.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

C. Consideration to Approve a mowing contract with Green Meadows Lawnscape Inc.

Presented by Superintendent Frey, this expands the current contract for mowing from 7 sites to 10 sites to free up Staff for other projects and events. Currently, Staff is mowing up to 4 days a week and this contract will take that down to 1 day a week.

Motion by Commissioner Kirkwood, seconded by Commissioner Erich to Move to award the 2024 mowing contract to Green Meadows Lawnscape of Rochester Hills, Michigan for the amount of \$95,956 for a one-year contract period with the option for staff to approve two, one year renewal periods if they are satisfied with their work.

Ayes: 6

Nays: 0

Absent: 1

Motion Carried: 6-0-1

PUBLIC FORUM- None Present.

ADJOURNMENT

There being no further business before the Commission the meeting was unanimously adjourned at 7:25pm.

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.)