

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

**Thursday, December 14, 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
Stephanie Smith, Finance Manager
Megan Tehako, Marketing and Communications Manager
Carrie Manning, Recording Secretary

Absent: None

Public: Jeffrey Nagarah

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- None

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

SPONSOR OF THE YEAR- Premier Pet Supply

Marketing and Communications Manager Megan Tehako presented Jeffrey Nagarah, from Premier Pet Supply, with the Sponsor of the Year Award for 2023. Manager Tehako reviewed the qualifiers and praised Premier Pet Supply to the Commission, commenting that they sponsored the Egg Hunt, Camp Out, Trick or

Treat Trail and sponsor the Dog Waste Stations throughout the Parks. The Commissioners thanked Premier Pet Supply and Mr. Nagarah for all their support.

ITEMS FROM THE TOWNSHIP LIAISON- No items this evening.

ANNUAL STAFF RECOGNITION-

Staff with milestone employment anniversaries were honored by their leaders.

- Superintendent Frey honored Justine Pawloski for 5 years, hired in 2015 as seasonal and then hired as full time in 2018. As the Head Custodian, Justine is first in every day. She has been assisting Garry with rentals and following up on them as well as obtaining her Certified Pool Operator and Pesticide licenses.
- Executive Director Hyer honored Lauren Azoury for 10 years, praising her work in Nature Programming, maintaining, and enriching animal habitats, and spearheading the Green Team.
- Supervisor Stokes honored Manager Megan Tehako for her 10 years, also. Supervisor Stokes commended all her hard work on the rebranding campaign, noting her social media and local connections to the Chamber and Businesses. She also was heavily involved in revamping the WBPR Website.
- Superintendent Frey next honored Garry McCallum for 15 years. Garry has worked in several areas for the WBPR, from water operations at Lily Pad Springs to taking over as Facilities Manager, most recently. Garry has taken over organizing the ordering of supplies and manages facility rentals and special operations.

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 November 16,2023
- B) Approval of November Revenue and Expenditure Report
- C) Approval of Prepaid Expense Report in the amount of \$254,754.02
- D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$32,906.29
- E) Approval of the November Credit Card Refund Report totaling \$2,094.00
- F) Receipt of the November Cash Balance

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

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

Resolution authorizing the Executive Director to sign paperwork for any Contracts/Memorandums authorized by the Commission.

Secretary Erich read the resolution aloud, resolving:

1. The West Bloomfield Parks and Recreation Commission does hereby authorize the Executive Director to execute all contracts and legal documents which have previously been approved by the Commission.

2. The Commission shall retain the right to require the Chairperson and/or Secretary, or both, to execute such documents if such direction is included in the resolution approving the specific contract or legal document.

Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the Resolution authorizing the Executive Director to sign paperwork for any Contracts/Memorandums authorized by the Commission.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

Update on WB Parks Strategic and Master Plans

Executive Director Hyer provided a report on the successes and statuses of the WBPRC Strategic and Master Plans to the Commission. Executive Director Hyer outlined the procedure to develop the current Master Plan and future Master Plans and then provided the 2023 updates to the Master Plan, outlining the progress and achievements including grant updates, the sale of Schlak Farm, adding Pine Lake Park and the ongoing work of the Michigan Natural Features Inventory. She also spoke of the completion of projects including the Bloomer Boat Launch, projects at Drake Sports Park and multiple changes to and additional programs offered to the community. Moving on to the Strategic Plan, Executive Director Hyer noted that the original plan was developed in 2017 and expressed recommendation to go out for bid for consultation on the next Strategic Plan in 2024 to be adopted in 2025. Executive Director Hyer listed the 7 goals of the Strategic Plan and gave an overview of each of them.

STAFF REPORT

Executive Director Hyer delivered the Leadership report to the Commission beginning with a couple of personnel announcements with Finance Assistant Mike Cypak retiring after nearly 25 years of service to the WBPR and with Abby Burgess transitioning to the role of Marketing Associate as of December 1st. The WBPR is hiring for a few different positions that have opened with these transitions. This was the second year of Operation Good Cheer, and a Staff Appreciation event was held at Wonderland Lanes on December 8, 2023, and everyone had a great time. Executive Director Hyer reported a good update from DLZ on the RAC expansion project and expecting one more update prior to the end of the year before being presented to the Commission. The public opinion survey has been completed and is being analyzed. One additional Stakeholder meeting is expected in January.

Superintendent Frey updated the Commissioners on the Parks and Facilities activities. Every fall, staff performs our long list of park land areas that receive rough field and trail mowing. The brush hog (a large pull behind mower) that is connected to our tractor, mows open meadows, sides of flat trails, rain gardens, bio-swales, storm water retention areas and areas that have been dedicated as (weekly) no-mow zones. (for the pollinators) Park Manager Mike Thelen and Facility's Manager Garry McCallum were fortunate to attend the first of a two-year program called Supervisor Management School (SMS) at Oglebay Park located in Wheeling West Virginia. This program is made possible through NC State and NRPA and includes four days of classroom training, lots of interaction and group activities with supervisors from across the country. Recreation Supervisor Ashley Stokes was also in attendance. Superintendent Frey informed the Commission that DLZ Surveying performed a property line boundary survey at Pine Lake Park this month. All four sides of the property were staked out where adjacent property abutted the park land. This survey was completed so Park staff could properly perform maintenance without crossing over onto neighboring property whether that is mowing, tree maintenance or general park maintenance. It was also needed to help with the Master Plan development for Groya Consulting. Park staff spent 8 days dismantling the original skate park ramps located inside Drake Sports Park. The wood framed ramps were 16 years old and desperately needed

repair. In April of 2023, the Park Commission approved the purchase of the new skate park ramps that are steel frame construction with a composite material riding surface. For the upcoming winter season, Fleet Technician John McKeown has started preparations on four main snow removal trucks along with the installation of snowplows and de-icing equipment on each vehicle. We have also begun making brine for use during the upcoming winter season. Staff have been training and re-familiarizing themselves as to how to operate the de-icing equipment in a safe and efficient manner.

Supervisor Stokes provided the Recreation Report to the Commission, highlighting some November events and activities. High Tops and High Heels had 100 mothers and sons attending the dance, including dinner. The Harvest Day luncheon at Connect had 60 participants. Nature programs including the Astronomy Night Hike and Toss or Turn, a recycling program, were also well attended as was Animals after Dark, with 31 participants. Supervisor Stokes then talked about some upcoming events including Wild Winter Walk, January 27, 2024, at 6:00pm, the 3rd Annual Black Expo on February 10, 2024, from 1:00pm- 4:00pm at the Orchard Mall, and the Daddy Daughter Dinner Dances on February 7th and 8th from 6:00pm to 8:30pm.

Marketing and Communications Director Megan Tehako provided an update on the Memorial Bench Program. Garry McCallum assisted Director Tehako in doing inventory on all the existing benches, any that needed replacing or locations for new benches. She is working on providing better donor awareness: that it is a 10-year program and better record keeping regarding the donors for future communication.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks gave a shout out to Ben Bur for a second successful Operation Good Cheer.

B. Items from the Secretary

Secretary Erich mentioned Township Supervisor Kaplan for the article in West Bloomfield Today about the park's history. He commented that the new Winter Guide looks great and on the great article by Executive Director Hyer in the guide.

C. Items from the Treasurer

Treasurer Adams congratulated all the employees hitting their employment milestones and how it speaks to the longevity of Parks employees. He wished everyone Happy Holidays.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on November 30, 2023. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Smith and Marketing, HR Manager Forton, and Communication Manager Tehako. They discussed tonight's agenda, open positions, and personnel changes. The Committee discussed ongoing projects, and contracts/agreements and future park tours for the Commissioners. They reviewed grant updates and legal issues. Their next scheduled meeting is January 11, 2024, at 4:30pm.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met November 16, 2023. Present were himself, Commissioner Aronoff, Commissioner Barash, Superintendent Frey, and Executive Director Hyer. The

Committee discussed the WBPRC budget, approval and signing of Appropriations Act and Township approval. The Committee talked about the retirement of Finance Assistant Capyak and the posting of the position, the investment interest for the month of October 2023 was also talked about and the success of the new investment plan. The Committee reviewed October Revenue and Expenditure Report, Prepaid Expense Report, Invoice Journal report, credit Card Refund Report and the Cash Balance Report. The Committee discussed new meeting times when Commission Meetings move to 6:00pm and tabled the discussion until January.

NEW BUSINESS

A. Consideration to approve the 2024 WBPRC Budget

Presented by Executive Director Hyer, The proposed budget includes estimated revenues of: \$6,659,300. Expenditures of \$7,939,260. Net revenues and expenditures totaling: (\$1,279,960)

Motion by Commissioner Barash, seconded by Commissioner Aronoff to move to adopt the 2024 General Appropriations Act for West Bloomfield Parks and Recreation Commission as presented.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

B. Consideration to approve Budget Amendment #3 to add \$299,900 to the 2023 end of year fund balance.

Motion by Commissioner Wenczel second by Commissioner Barash to Move to approve proposed budget amendment #3 to decrease revenue by \$100,000 and decrease expenses by \$399,900 resulting in an increase to the expected 2023-year end fund balance of \$299,900.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

C. Consideration for the Election of the 2024 WBPRC Officers

Motion by Commissioner Adams second by Commissioner Aronoff to Move to Approve Commissioner Robert Brooks for Chairperson, Commissioner John Erich for Secretary and Commissioner Terrance Adams for Treasurer to serve for 2024. Additionally, Commissioner Aronoff notified the Commission that he was going to step away from the Finance Committee in 2024.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

PUBLIC FORUM- None

ANNOUNCEMENTS

ADJOURNMENT

There being no further business before the Commission the meeting was adjourned at 8:38pm.

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.)