

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

**Thursday, February 22, 2023  
6:00 PM**

**APPROVED**

1  
2 **CALL TO ORDER**

3  
4       The meeting was called to order at 6:00 PM by Chairperson Brooks

5  
6 **ROLL CALL**

7  
8       Present:               Chair Robert Brooks  
9                               Secretary John Erich  
10                              Treasurer Terrance Adams  
11                              Commissioner Merv Aronoff  
12                              Commissioner David Barash  
13                              Commissioner Vincent Kirkwood  
14                              Commissioner Sally Wenczel

15  
16  
17       Staff Present:       Kelly Hyer, Executive Director  
18                              Chris Frey, Parks Superintendent  
19                              Ashley Stokes, Recreation Supervisor  
20                              Ashley Forton, HR Manager  
21                              Carrie Manning, Recording Secretary

22  
23       Absent:               None

24  
25       Public:               None

26  
27 **PLEDGE OF ALLEGIANCE**

28  
29 **PUBLIC FORUM-** None present.

30  
31 **APPROVAL OF AGENDA**

32  
33 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the agenda.**

34  
35 **Ayes: 7**

36 **Nays: 0**

37 **Absent: 0**

38 **Motion Carried: 7-0**

39  
40 **ITEMS FROM THE TOWNSHIP LIAISON**

41  
42 Township Supervisor Kaplan called attention to the new West Bloomfield Township complex sign at the  
43 entrance to the West Bloomfield campus that has recently been completed. He had news for residents  
44 requesting more frequent recycling in that the Township has arranged for ERG, in Livonia, to accept

45 household hazardous recycling from West Bloomfield residents providing ID. Supervisor Kaplan received  
46 positive feedback on his column in West Bloomfield Today regarding the WBPRC. The Township is seeking  
47 interns and externs (paid hourly) for the summer.  
48

49 **CONSENT AGENDA**

50  
51 Items A through L are Consent Agenda matters considered to be routine by the Commission and enacted by  
52 one motion unless a member of the Commission wishes to discuss one of the topics.  
53

- 54 A) Approval of Minutes-Regular Commission Meeting January 25, 2024
- 55 B) Approval of January 2024 Revenue and Expenditure Report
- 56 C) Approval of Prepaid Expense Report in the amount of \$307,781.91
- 57 D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$148,116.64
- 58 E) Approval of the January Credit Card Refund Report totaling \$3,162.00
- 59 F) Receipt of the January Cash Balance
- 60 G) Receipt of Unapproved February 5, 2024, Joint Workshop Minutes
- 61 H) Receipt of DLZ Drake Playground contract
- 62 I) Receipt of Sabo PR contract
- 63 J) Receipt of Gabriel Roeder GASB 74 & 75 valuation contract
- 64 K) Receipt of 2023 WB Parks Annual Report
- 65 L) Receipt of Synopsis of ecological surveys by Michigan Natural Features Inventory (MNFI)

66  
67 **Motion by Commissioner Aronoff, seconded by Commissioner Kirkwood to approve items A through L**  
68 **on the Consent Agenda.**  
69

70 **Ayes: 7**  
71 **Nays: 0**  
72 **Absent: 0**  
73 **Motion Carried: 7-0**  
74

75 **STAFF REPORT**

76  
77 Executive Director Hyer updated the Commission on the Bond Proposal Resolution, which is on the agenda  
78 for the WB Township meeting on March 4, 2024. The Bond Proposal campaign has launched to inform the  
79 public including information available at all upcoming WBPR events. Executive Director Hyer outlined all  
80 the upcoming timelines, communications and events surrounding the Bond Proposal. She also updated the  
81 Commissioners on the recent mailing to residents on what the public would like to see at Pine Lake Park.  
82

83 HR Manager Ashley Forton told the Commission about recent new hires and personnel changes. She provided  
84 a rundown of recent Professional Development Opportunities and events attended by Staff. She displayed  
85 the new Now Hiring flyers being posted for seasonal help.  
86

87 Superintendent Frey provided the latest Parks activities. Winter tree work has continued; however, it has  
88 been challenging to get heavier equipment to some areas due to the changing ground conditions this winter.  
89 Staff has been concentrating on trimming potentially dangerous or low hanging trees and branches and  
90 hedges. Asphalt work is also being done in parking lots due to the changing conditions as well as Staff  
91 applying sand to the unpaved parking lot at Karner Farm. Staff have repaired the slide at Marshbank and  
92 have been busy stocking up on summer supplies for the baseball fields and parks. Staff held off as long as  
93 they could before having to install the bubblers at the Marshbank canoe & kayak launch. The bubblers help  
94 prevent ice from forming and damaging the launch.  
95

96 Supervisor Stokes provided the Recreation Report to the Commission providing information on the success  
97 of recent WBPR events. Seventy-five vendors and approximately 460 people attended the Black Expo on  
98 February 10<sup>th</sup>, surpassing numbers from previous years. Facility and shelter rentals begin on March 1<sup>st</sup>.  
99 Upcoming events include the Veterans Resource Fair on March 14<sup>th</sup>, the Connect St. Patrick's luncheon on  
100 March 15<sup>th</sup>, the Easter Egg Scramble on March 21<sup>st</sup>, and the Earth Day Celebration on April 6<sup>th</sup>. Supervisor  
101 Stokes also informed the Commission that they have been reaching out to past seasonal staff and have  
102 around 20 Staff returning for the 2024 season.

103

104 **ITEMS FROM THE OFFICERS**

105

106 **A. Items from the Chairperson**

107

108 Chairperson Brooks spoke about his interview on WB CCTV where he talked about the RAC Expansion Plans.  
109 He thanked the Commissioners for their help and support.

110

111 **B. Items from the Secretary**

112

113 Secretary Erich attended the Valentine's Day Luncheon at Connect and commented on its success.

114

115 **C. Items from the Treasurer**

116

117 Treasurer Adams thanked Leadership for the new Staff Report format.

118

119 **COMMITTEE REPORTS**

120

121 **Executive: Chairperson Brooks**

122

123 Chairperson Brooks stated they met on Thursday, February 8, 2024, at 4:30pm. Present were himself,  
124 Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Finance Manager  
125 Stephanie Smith, Recreation Supervisor Ashley Stokes, HR Manager Ashley Forton, and Marketing &  
126 Communication Manager Meagan Tehako. They discussed tonight's meeting agenda, as well as several  
127 ongoing projects and talked about some contract and agreements. The Committee talked about several  
128 personnel changes, openings and hiring plans. They were provided with updates on several issues by  
129 Leadership. Their next scheduled meeting is March 14, 2024, at 4:30pm, live and with a virtual option.

130

131 **Finance: Report from Treasurer Adams**

132

133 Treasurer Adams indicated the Finance Committee met Thursday, January 25, 2024, at 5:00pm. Present  
134 were himself, Commissioner Kirkwood, Commissioner Barash, Finance Manager Smith, Finance Associate  
135 Justin Austin, and Executive Director Hyer. The committee was introduced to Finance Associate Justin  
136 Austin and discussed starting the 2025 resolution draft for PA152, to be included in the October budget  
137 workshop. They talked about the upcoming March audit and the cost. The Committee reviewed invoices,  
138 vouchers, and prepaid expenses for the month. The committee reviewed agenda items for tonight's  
139 meeting as well as investment interest from December in the amount of \$19,182. Any questions or concerns  
140 were addressed and satisfied. The next meeting is scheduled prior to the regular Commission meeting on  
141 February 22, 2024, at 5pm, prior to the monthly Commission Meeting.

142

143 **NEW BUSINESS**

144

145 **A. Consideration for the Approval of Sinclair Recreation for the purchase of the Game Time**  
146 **playground components and the installation of the poured-in-place safety surfacing.**

147

148 **Motion by Commissioner Wenczel, seconded by Commissioner Kirkwood to approve the playground**  
149 **replacement bid to Sinclair Recreation for the purchase of the Game Time playground components**  
150 **and the installation of the poured-in-place safety surfacing in the amount of \$279,049.62.**

151  
152 **Ayes: 7**  
153 **Nays: 0**  
154 **Absent: 0**  
155 **Motion Carried: 7-0**

156  
157 **B. Consideration for the Approval of Michigan Recreational Construction for the installation and**  
158 **existing playground removal.**

159  
160 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the new playground**  
161 **installation and existing playground removal to Michigan Recreational Construction in the amount of**  
162 **\$209,600.00.**

163  
164 **Ayes: 7**  
165 **Nays: 0**  
166 **Absent: 0**  
167 **Motion Carried: 7-0**

168  
169 **C. Resolution requesting bond proposal.**  
170 **Secretary Erich read the Resolution Requesting Bond Proposal in its entirety.**

171  
172 **The Resolution was made by Secretary Erich and supported by Commissioner Aronoff to approve and**  
173 **adopt the Resolution. The Commission unanimously approved the Resolution and Chairperson Brooks**  
174 **and Secretary Erich signed the Resolution.**

175  
176 **Ayes: 7**  
177 **Nays: 0**  
178 **Absent: 0**  
179 **Motion Carried: 7-0**

180  
181 **D. Consideration for the Approval of 2024 Budget Amendment #1.**

182  
183 **Motion by Commissioner Kirkwood, seconded by Commissioner Adams to approve the 2024 Budget**  
184 **Amendment #1, which will decrease the 2024 end of year fund balance by \$350,000.**

185  
186 **Ayes: 7**  
187 **Nays: 0**  
188 **Absent: 0**  
189 **Motion Carried: 7-0**

190  
191 **PUBLIC FORUM- None present.**

192  
193 **Commissioner Wenczel moved to consider a closed session pursuant to Section 8(1)(a) of the Open Meetings**  
194 **Act to conduct a periodic personnel evaluation of the Executive Director, at the request of the Executive**  
195 **Director and was unanimously seconded by the Commissioners. The Commission began Closed Session at**  
196 **6:57pm. The Closed session ended at 7:21pm.**

197  
198 **ANNOUNCEMENTS**

199 **Commissioner Barash thanked Chairperson Brooks for his Splash Interview.**

200 Chairperson Brooks reminded the Commissioners that April is the deadline to determine running for the  
201 Commission.

202  
203 **ADJOURNMENT**

204  
205 There being no further business before the Commission the meeting was adjourned at 7:22pm.

206  
207 **Reviewed by,**  
208 **John Erich**

209  
210 Approved at the West Bloomfield Parks and Recreation Commission Meeting of March 28, 2024

211  
212 (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  
213 where it may be heard.)