

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

**Thursday, March 28, 2024
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
15
16 Staff Present: Chris Frey, Parks Superintendent
17 Ashley Stokes, Recreation Supervisor
18 Meagan Tehako, Marketing & Communications Manager
19 Carrie Manning, Recording Secretary

20
21 Absent: Commissioner Sally Wenczel

22
23 Public: Gordie Wearsch, West Bloomfield resident

24
25 **PLEDGE OF ALLEGIANCE**

26
27 **PUBLIC FORUM- None**

28
29 **APPROVAL OF AGENDA**

30
31 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the agenda.**

32
33 **Ayes: 6**

34 **Nays: 0**

35 **Absent: 1**

36 **Motion Carried: 6-0-1**

37
38 **ITEMS FROM THE TOWNSHIP LIAISON- No items.**

39
40 **CONSENT AGENDA**

41
42 Items A through N are Consent Agenda matters considered to be routine by the Commission and enacted
43 by one motion unless a member of the Commission wishes to discuss one of the topics.

- 45 A. Approval of Minutes-Regular Commission Meeting February 22, 2024
- 46 B. Receipt of Township Approved February 5, 2024, Joint Workshop Minutes
- 47 C. Approval of February Revenue and Expenditure Report
- 48 D. Approval of Prepaid Expense Report in the amount of \$250,178.75
- 49 E. Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$152,009.56.
- 50 F. Approval of the February Credit Card Refund Report totaling \$5,683.00
- 51 G. Receipt of the February Cash Balance
- 52 H. Receipt of Plante Moran Engagement Letter for FY 2023
- 53 I. Receipt of Plante Moran PreAudit Letter for FY 2023
- 54 J. Senior Advisory Committee Appointment of Norma Macias
- 55 K. Receipt of Nowak & Fraus Engineers Contract for Drake Sports Park Detention Basin
56 Remediation Project
- 57 L. Receipt of DLZ Contract for Bloomer Park Paving Engineering Design Services
- 58 M. Receipt of WB Township Resolution to approve bond proposal and language.
- 59 N. Receipt of T&M Contract for concrete work on the WB Trail (Halsted + Walnut Lk)

60
61
62 **Motion by Commissioner Aronoff seconded by Commissioner Barash to approve items A through N on**
63 **the Consent Agenda.**

64
65 **Ayes: 6**
66 **Nays: 0**
67 **Absent: 1**
68 **Motion Carried: 6-0-1**

69
70 **STAFF REPORT**

71
72 Marketing & Communications Manager Meagan Tehako delivered the Administrative report to the
73 Commission. She outlined the extensive marketing plan around the Bond proposal. Plans involve Staff
74 training and education, information will be posted on social media pages, the homepage of the WBPRC
75 website, in the Summer Guide, signage in the parks and a postcard mailing. There will be two informational
76 meetings and offers have gone out to speak at local HOA meetings. There was good response to the Pine
77 Lake Park survey from close neighbors of the park and the Master Plan will be presented at an upcoming
78 Commission Meeting. Seasonal hiring is underway and is going very well with many returning staff.

79
80 Superintendent Frey updated the Commission on several things happening in the Parks and Maintenance
81 areas. Connect was closed for maintenance: 2/26-3/4 and re-opened Tuesday, 3/5. 80 feet of underground
82 drainpipe was replaced by the landlord's contractor, a bit larger of a project than originally anticipated.
83 At Pine Lake Park, staff finished taking down two of the playgrounds. Staff will make the repairs to the one
84 playground we are leaving. As planned, they installed used playground parts on the third playground to
85 make it safe and usable. This third playground will remain up. Two staff attended an eight-hour training
86 class regarding turf care best practices. Park staff completed safety training covering the use of the new
87 Morbark Chipper. Two staff members attended Great Lakes Park Training in Angola, IN. Hawk lights were
88 completed on the trail network at OL#2 and OL#3. Playground safety mulch and landscape mulch was
89 delivered to Marshbank Park this week and staff started placing playground mulch at Marshbank.

90
91 Supervisor Stokes provided the Recreation Report to the Commission. The two Daddy/Daughter Dances
92 were held with both almost sold out and Supervisor Stokes sent thanks out to all the volunteers that helped.
93 The Senior Valentines luncheon had 52 attendees. We will be awarded the mParks Foundation grant in the
94 amount of \$3,400 for the two accessible swings to be installed at Sylvan Manor Park and Bloomer Park.
95 Thanks to Abby and Mike for working on the grant request! The Summer Guide has been sent to the printer
96 and then will be mailed out. Several Staff members attended the mParks Annual Conference where awards
97 were accepted by Staff. Pre-season rentals and reservations are being accepted at Lily Pad Springs with

98 both private and semi-private rentals available this year. She provided information about several upcoming
99 events and registration deadlines, which are available on the WB Parks website.

100
101 **ITEMS FROM THE OFFICERS**

102
103 **A. Items from the Chairperson**

104
105 Chairperson Brooks congratulated the Staff on all the awards they have been presented at the meetings
106 and trainings they have attended.

107
108 **B. Items from the Secretary**

109
110 Secretary Erich attended the Senior Services Advisory Council Meeting and found it very interesting. He
111 has also attended a couple of the Connect luncheons and commented on how well they went.

112
113 **C. Items from the Treasurer**

114
115 Treasurer Adams commented on the release of the Annual Report to the public and thanked the Marketing
116 team for that.

117
118 **COMMITTEE REPORTS**

119
120 **Executive: Chairperson Brooks**

121
122 Chairperson Brooks stated they met on Thursday, March 14, 2024, via Zoom. Present were himself,
123 Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, HR Manager Ashley
124 Forton, Finance Manager Stephanie Smith and Marketing & Communication Manager Meagan Tehako. They
125 reviewed the agenda for tonight's meeting. They discussed Ballot Language and next steps for the Bond,
126 dates to present to the Commission for park tours, some personnel openings and were provided updates on
127 ongoing projects. The Hawk lights have been completed and work has begun on the Arrowhead bathrooms
128 with a projected Ribbon Cutting on June 1, 2024, at 9:30am which is also Trails Day. The Committee
129 reviewed contracts and agreements, grants, outstanding legal issues and the upcoming Michigan Week
130 kickoff- May 10, 2024, at 7am. Their next scheduled meeting is April 11, 2024, at 4:30pm.

131
132 **Finance: Report from Treasurer Adams**

133
134 Treasurer Adams indicated the Finance Committee met Thursday, February 22, 2024, at 5:00pm. Present
135 were himself, Commissioner Barash, Commissioner Kirkwood, Finance Manager Smith, and Executive
136 Director Hyer. The Committee discussed Amendment #1 to the 2024 budget and the upcoming Plante Moran
137 audit. They went over several tax items and reviewed the January investment interest. The committee
138 reviewed invoices, vouchers, and prepaid expenses for the month. The committee reviewed agenda items
139 for tonight's meeting. Any questions or concerns were addressed and satisfied. The next meeting is
140 scheduled for April 25, 2024, at 5pm, prior to the monthly Commission Meeting.

141
142 **NEW BUSINESS**

143
144 **A. Consideration for Approval of Nowak & Fraus Engineers Contract for the Drake Sports Park
145 Detention Basin Remediation for Bid and Contract Administration with Construction Management**

146
147 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to move to approve the Drake
148 Detention Basin Remediation Project proposal to Nowak & Fraus Engineers for a total of \$29,450.00.**
149

150 **Ayes: 6**
151 **Nays: 0**
152 **Absent: 1**
153 **Motion Carried: 6-0-1**

154
155 **B. Consideration for Approval of purchase of four (4) Shade System structures from Penchura, LLC.**

156
157 **Motion by Commissioner Barash, seconded by Commissioner Aronoff to move to approve the purchase**
158 **of four Shade System structures, required drawings and delivery from Penchura LLC, in the amount of**
159 **\$27,917.00.**

160
161 **Ayes: 6**
162 **Nays: 0**
163 **Absent: 1**
164 **Motion Carried: 6-0-1**

165
166 **C. Consideration for Approval of special meetings on April 30 and October 5 for park tours.**

167
168 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to motion to approve the addition**
169 **of two special Commission meetings for the purpose of park tours:**

- 170 • **Tuesday, April 30, 2024, at 3pm at the Recreation Activities Center**
- 171 • **Saturday, October 5, 2024, at 9am at the Recreation Activities Center**

172
173 **Ayes: 6**
174 **Nays: 0**
175 **Absent: 1**
176 **Motion Carried: 6-0-1**

177
178 **PUBLIC FORUM- None**

179
180 **ANNOUNCEMENTS**

181 **Commissioner Kirkwood advised the Township would honor Sheri Ann Wynter with a Resolution at the next**
182 **regular Township meeting.**

183 **Commissioner Aronoff spoke about the Rails to Trails website for information about the West Bloomfield**
184 **Trail and to post pictures and comments about the trail to the website.**

185
186 **ADJOURNMENT**

187
188 **There being no further business before the Commission the meeting was adjourned at 7:06PM.**

189
190 **Reviewed by,**
191 **John Erich**

192
193 **Approved at the West Bloomfield Parks and Recreation Commission Meeting of April 25, 2024**

194
195 **(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**
196 **where it may be heard.)**