

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

**Thursday, June 27, 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 Sally Wenczel
14

15
16 Staff Present: Kelly Hyer, Executive Director
17 Ashley Forton, HR Manager
18 Matt Schaerer, Park Operations
19 Amos DeRosier, Operations Coordinator
20 Carrie Manning, Recording Secretary
21

22 Absent: Commissioner Vincent Kirkwood- Excused
23

24 Public: None
25

26 **PLEDGE OF ALLEGIANCE**
27

28 **PUBLIC FORUM- None**
29

30 **APPROVAL OF AGENDA**
31

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

34 **Ayes: 6**

35 **Nays: 0**

36 **Absent: 1**

37 **Motion Carried: 6-0-1**
38

39 **ITEMS FROM THE TOWNSHIP LIAISON- No items this evening.**
40

41 **DESIGNATION OF JULY AS PARK & RECREATION MONTH-** Chairperson Brooks read the designation in its
42 entirety and the Commissioners signed the resolution designating July as Park and Recreation Month.
43

44 **MASTER PLAN AND STRATEGIC PLAN STATUS UPDATE-** Executive Director Hyer provided the June updates
45 and reported on the status of the West Bloomfield Parks and Recreation Master Plan and Strategic Plan.
46 The current Master Plan dates from 2022-2026, with the next process beginning in 2025 with work done in
47 2026. Executive Director Hyer highlighted the Grant history, speaking to the open and active grants and
48 the completed grants. She reported on the progress of the Capital Projects as well as events created in
49 response to resident interest and market demand, always keeping programming current and fresh. The
50 Strategic Plan originated in 2017, with no expiration date, and is a live Plan that is constantly reviewed
51 and updated based on each Strategic Goal. Executive Director Hyer provided overview and progress on each
52 goal and items either in progress or completed under each Goal, as well as additions to the Strategic Plan
53 categorized under each Goal. Chair Brooks and the Commissioners thanked Executive Director Hyer and the
54 Staff for all their hard work and for organizing the update.

55
56 **CONSENT AGENDA**

57
58 Items A through H are Consent Agenda matters considered to be routine by the Commission and enacted
59 by one motion unless a member of the Commission wishes to discuss one of the topics.

- 60
61 A) Approval of Minutes-Regular Commission May 23, 2024
62 B) Approval of May Revenue and Expenditure Report
63 C) Approval of May/June Prepaid Expense Report in the amount of \$355,505.19
64 D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$129,108.02
65 E) Approval of the May Credit Card Refund Report totaling \$6,475
66 F) Receipt of the May Cash Balance
67 G) mParks Recreation Passport Overview
68 H) Receipt of 2025 WB Township Budget Schedule

69
70 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve items A through H on**
71 **the Consent Agenda.**

72
73 **Ayes: 6**
74 **Nays: 0**
75 **Absent: 1**
76 **Motion Carried: 6-0-1**

77
78 **STAFF REPORT**

79
80 Executive Director Hyer reported that the Bond Proposal campaign was in high gear and outlined the efforts
81 including pop up ads for West Bloomfield residents, signage with Bond information throughout the Parks,
82 as well as a post card mailing to residents. The signage also notated direct effects the Bond passage would
83 have in the areas where they were placed. She then proceeded to provide administrative updates,
84 including attending a local clergy meeting that included business leaders and elected officials. The
85 Juneteenth Jamboree was very successful and highly attended, with 500 to 600 people in attendance. Both
86 Seasonal Managers returned to Lily Pad Springs, and they are providing energy and share a great vibe with
87 the other Staff.

88
89 HR Manager, Ashley Forton then spoke to the Commission about all the Professional Development
90 opportunities that the Staff have been attending, including 9 Staff attending the mParks meeting, where
91 WBPRC was presented with two awards. Staff had the opportunity to attend a Diversity and Inclusion event
92 in May in Dearborn. Meagan and Abby attended the Marketing Summit, also sponsored by mParks, with
93 Meagan presenting on the topic of Activity Guides. HR Manager Forton also attended the SHRM convention,
94 held recently in Chicago, for HR professionals with meetings, trainings, and panels held on several different

95 Human Resource topics. HR is maintaining a list of opportunities and Staff that have attended Professional
96 Development meetings, better enabling more Staff to attend events and trainings in their areas.

97
98 Matt Schaerer provided the Commission with the Parks and Maintenance report. Restoration was made to
99 the WB Trail in the Walnut Lake area, where there were steep sides to the freshly paved area of the trail.
100 Providing more safety, Staff was able to build up the sides to the path with topsoil, grass, and landscaping.
101 Staff has installed Bond Signage along the Trail, and even assisted Pine Lake Cemetery with installing a
102 new rope on their flagpole. Staff has been busy installing shade and safety covers at the fields as well as
103 the wind screens at the Pickleball courts. Much preparation went into the opening of Lily Pad Springs
104 including overall cleaning, the main tank had to be cleaned, shade screens placed, and making certain the
105 chemicals needed were in stock. Staff also maintained the fencing at Bloomer Park as well as performing
106 general maintenance at Karner Farm. On Wednesday, May 22nd, an all-seasonal staff training day was held,
107 covering a wide range of topics. Staff prepared the Community Garden for the season by tilling all the soil,
108 stringing out all the plots, and placing all the numbered wood stakes at each plot. They also placed trash
109 cans and garden carts in the area.

110
111 Amos DeRosier provided the Recreation Report to the Commission. Another season of Kids Komotion kicked
112 off their summer concert series with Staff helping set up and directing traffic for around 700 attendees.
113 All Sessions are open at Lily Pad Springs, with a seasonal staff orientation being held on May 18th. Sessions
114 include a sensory friendly session on Monday and two twilight sessions. National Trails Day was June 1st
115 with 92 walkers beginning the walk at Walnut Creek Middle School and 150 t-shirts given out to participants.
116 Also commenting on the opening of the Community Garden, where there are 64 plots available along with
117 an approximate 1-year waiting list. Summer concerts at Marshbank Park are beginning with the first one
118 being held Wednesday, July 10th with live music and food trucks.

119
120 **ITEMS FROM THE OFFICERS**

121
122 **A. Items from the Chairperson**

123
124 Chairperson Brooks thanked the entire WB Staff for their support. He also offered his sorrow to the families
125 of the Rochester Splash Park shooting and thanked Staff and WB Police for their response and presence at
126 Lily Pad Springs after that event took place.

127
128 **B. Items from the Secretary**

129
130 Secretary Erich attended the Juneteenth event and attended the Senior Services Advisory Committee
131 meeting on May 28th where they reviewed several grants available to Seniors.

132
133 **C. Items from the Treasurer**

134
135 Treasurer Adams welcomed Chairperson Brooks back and wished everyone a Happy 4th of July.

136
137 **COMMITTEE REPORTS**

138
139 **Executive: Chairperson Brooks**

140
141 Chairperson Brooks stated they met via Zoom on Thursday, June 13th. Present were himself, Secretary
142 Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes,
143 Finance Manager Smith, HR Manager Forton, and Marketing & Communication Manager Tehako. They
144 reviewed the agenda items for tonight's meeting, reviewed the Bond Proposal campaign, reviewed
145 personnel items, and postings. The Committee were provided with several updates on projects such as the

146 Arrowhead bathroom, Drake Sports Park playground, and pickleball engineering. They reviewed contracts
147 and agreements as well as grant opportunities. Their next scheduled meeting is July 11, 2024, at 4:30pm.
148

149 **Finance: Report from Treasurer Adams**
150

151 Treasurer Adams indicated the Finance Committee met Thursday, May 23, 2024, 6:00pm. Present were
152 himself, Commissioner Barash, Commissioner Kirkwood, Finance Manager Smith, and Executive Director
153 Hyer. The committee reviewed moving the finance folder to an electronic version where previous reports
154 can be reviewed and agenda items for tonight’s meeting. Crystal Longmire started May 7th as PT Interim
155 Finance Assistant. Investment interest continues to accrue at a highly successful rate with approximately
156 \$136,000 through May. The committee also reviewed revenue through the month of May, invoices,
157 vouchers, and prepaid expenses for the month. The next meeting is scheduled prior to the regular
158 Commission meeting on July 25th at 5:00pm.
159

160 **NEW BUSINESS**
161

162 **A. Consideration for Approval of the Drake Sports Park Detention Basin Remediation Contract to**
163 **Catskill Remedial Contracting Service, Inc.**
164

165 **Motion by Commissioner Barash, seconded by Commissioner Aronoff to Move to Approve the Drake**
166 **Sports Park Detention Basin Remediation Contract to Catskill Remedial Contracting Service, Inc in the**
167 **amount of \$444,131.75.**
168

169 **Ayes: 6**
170 **Nays: 0**
171 **Absent: 1**
172 **Motion Carried: 6-0-1**
173

174 **B. Consideration for Approval of 2024-2025 Michigan Municipal Risk Management Authority**
175 **(MMRMA) Insurance Contract renewal**
176

177 **Motion by Commissioner Wenczel, seconded by Commissioner Barash to Move to Approve the Michigan**
178 **Municipal Risk Management Authority Insurance Renewal for the 2024-2025 financial year in the**
179 **amount of \$75,648.**
180

181 **Ayes: 6**
182 **Nays: 0**
183 **Absent: 1**
184 **Motion Carried: 6-0-1**
185

186 **C. Presentation of registration software analysis and recommendation of Xplor**
187 **Technologies**

188 Executive Directory Hyer presented, for informational purposes, the implementation of new software
189 due to the discontinuation of the current ReCPro registration software after being acquired by a
190 competitor. After consideration of available programs, XPlor Technologies was determined to be the
191 best fit. Currently, IT and Legal are reviewing the contracts with training and roll out expected to go
192 live in December.
193

194 **PUBLIC FORUM- None**
195

196 **ANNOUNCEMENTS-** Commissioner Wenczel announced a fundraiser for Friends of the Rouge on August 7th,
197 2024, at the Livonia location of HopCat, including live music and a silent auction. The cost is \$60 for current
198 members or \$75 general. Information is available on the website therouge.org.
199

200 **ADJOURNMENT**

201
202 There being no further business before the Commission the meeting was adjourned at 7:37PM.
203

204 Reviewed by,
205 **John Erich**
206

207
208 (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
209 where it may be heard.)