

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

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

**APPROVED**

**CALL TO ORDER**

The meeting was called to order at 6:01 PM by Chairperson Brooks

**ROLL CALL**

Present: Chair Robert Brooks  
Secretary John Erich  
Commissioner Merv Aronoff  
Commissioner David Barash  
Commissioner Vincent Kirkwood

Staff Present: Kelly Hyer, Executive Director  
Chris Frey, Parks Superintendent  
Ashley Stokes, Recreation Supervisor  
Stephanie Smith, Finance Manager  
Carrie Manning, Recording Secretary

Absent: Treasurer Terrance Adams  
Commissioner Sally Wenczel

Public: None

**PLEDGE OF ALLEGIANCE**

**PUBLIC FORUM- None present**

**APPROVAL OF AGENDA**

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

**Ayes: 5  
Nays: 0  
Absent: 2  
Motion Carried: 5-0-2**

**ITEMS FROM THE TOWNSHIP LIAISON - No report**

**CONSENT AGENDA**

Items A through I 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 from Regular Commission Meeting June 27, 2024.
- B) Approval of June Revenue and Expenditure Report.

- C) Approval of Prepaid Expenses in the amount of \$501,944.82.
- D) Approval of Expenditures paid by Check in the amount of \$83,236.01
- E) Approval of Credit Card Refunds totaling \$13,886 for the month of June.
- F) Receipt of the June Cash Balance.
- G) 2024 WBPRC Budget Adjustment#2
- H) Receipt of SMART 2024-2025 Contract
- I) Receipt of Plante Moran Engagement Letter for Accounting Services.

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

**Ayes: 5**

**Nays: 0**

**Absent: 2**

**Motion Carried: 5-0-2**

## **STAFF REPORT**

Executive Director Hyer commented on the final weeks of the marketing efforts for the upcoming Bond Proposal vote on August 6, 2024. She urged the public to ask any questions or go to the website to be informed about all the advantages of voting in favor of the Proposal. WBPR participated in the Chamber Health Fair, held on June 11<sup>th</sup> and that Staff had a Team Building event at the recent Staff meeting. Thanks to the Haley Stevens grant, Connect has launched three new well-being programs such as Laughing Yoga, Stress Free crafts, and a men's support group, to great success and participation. Connect will also be hosting a monthly Friday "Happy Hour" with mocktails and music. These programs were developed to help combat the rise in Senior social isolation.

Finance Manager Smith delivered a report to the Commission and public about activities in the Finance area as she primarily works more with internal partners than external, such as collaborating with the WB Township finance Staff. Recently, the yearly audit was completed by Plante Moran, with successful results. Finance Manager Smith reviewed some of the changes that have been happening in the Finance Department over the past year, including the implementation of the investment program, the change in the way the Finance meetings are structured and changes in their agenda, as well as some internal Best Practices and professional development. Budget meetings are now on a regular basis and involve the managers. She also reminded everyone that financial reports are available on the WBPR website.

Superintendent Frey reported on Parks and Maintenance, where Staff recently completed the sod renovations at Keith and Drake Sports Parks, resolving some drainage issues. Grant-funded, accessible playground swings were installed at Bloomer Park and Sylvan Manor Park. Park Staff completed work along the Trail at Walnut Lake Rd after recent sidewalk replacement and did maintenance and replacement of the ball field lights at Drake Sports Park. He reported that eight Staff attended CPR/AED training and two Staff attended and were certified as CPO (Certified Pool Operators). Recently the annual 18U Girls Softball Tournament took place at Drake Sports Park and Staff set up temporary fencing, maintained the fields in between games, as well as keeping the grounds clean. Superintendent Frey also mentioned that Staff also played host to the annual 5<sup>th</sup> Grade Graduation party and activity day at Keith, where they helped set up and run the activities.

Supervisor Stokes provided the Recreation Report to the Commission. The rescheduled Community garage sale was successful, selling out available spots on June 8<sup>th</sup>. Two Kids Komotion events have been held, both hosting over 400 attendees with Park Staffing doing set up/tear down and assisting with traffic control. Camp WB programs are in full swing, offering many different activity choices for everyone. Upcoming events include Bees, Butterflies, and Blooms, which is always a community favorite.

## **ITEMS FROM THE OFFICERS**

### **A. Items from the Chairperson**

Chairperson Brooks sent out messages to the Staff about July being Parks Month and thanking them for their hard work and involvement. He commented on the success of the Men's Support group and the importance of recognizing the need for it. Executive Director Hyer advised that the program may expand, and the facilitating social worker was supported by a grant.

## **B. Items from the Secretary**

Secretary Erich commented on the success of the Marshbank Music on Wednesday, with a wide variety of attendees, all having a great time. He commended Staff on handling all the arrangements and parking.

## **COMMITTEE REPORTS**

### **Executive: Chairperson Brooks**

Chairperson Brooks stated they met on July 11, 2024. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, and HR Manager Forton. They were given an update on the Bond Proposal, discussed job postings, the Sunshine and Staff spectacular for seasonal staff to be held on August 6<sup>th</sup> and were provided a Staff training update. Several ongoing projects were discussed, as well as the review of contracts and agreements. They discussed tonight's meeting agenda items, as well as some grant opportunities. Their next scheduled meeting is August 8, 2024, at 4:30PM.

### **Finance: Report delivered by Commissioner Barash**

Treasurer Adams indicated the Finance Committee met Thursday, June 27, 2024, at 6:00pm. Present were Treasurer Adams, himself, Commissioner Kirkwood via phone, Finance Manager Smith, and Executive Director Hyer. The committee reviewed agenda items for tonight's meeting, spoke about the accounting services RFP, and announced investment interest at \$136,691.69 YTD. Commissioner Barash thanked Finance Manager Smith for initiating the investment program and for many internal improvements in the Finance area. The committee also reviewed invoices, vouchers, and prepaid expenses for the month. The next meeting is to be held July 25, 2024, at 7:45 via Zoom.

## **NEW BUSINESS**

### **A. Consideration for Approval of 2024 Budget Amendment #2.**

**Motion by Commissioner Aronoff, seconded by Commissioner Kirkwood to approve the 2024 Budget Amendment#2 which increases the Budgeted 2024 end of year fund balance by \$425,035.91.**

**Ayes: 5**

**Nays: 0**

**Absent: 2**

**Motion Carried: 5-0-2**

### **B. Consideration for Approval of Allied Construction contract for Bloomer and Arrowhead Asphalt paving.**

Background-In 2023 Park staff meet with asphalt contractors to understand the scope of the work and obtain a cost estimate to repair, replace and rebuild failing parking lots and sidewalks at Bloomer Park, Arrowhead and Sylvan Manor Park. It was decided during the site visits that Sylvan Manor Park could wait another 3-5 years before undergoing this type of work.

**Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the Allied Construction bid for asphalt improvements to the Bloomer Park and Arrowhead parking lots in the amount of \$248,920.25.**

Ayes: 5  
Nays: 0  
Absent: 2  
Motion Carried: 5-0-2

### C. Informational Item Only - Joint Statement of Understanding

A joint statement of understanding between the West Bloomfield Parks and Recreation Commission and the Oakland County Parks and Recreation Commission. The Executive Director and the Director agree in concept and desire to pursue a mutually acceptable agreement in the future between the West Bloomfield Parks and Recreation Commission (“Commission”) and the county of Oakland, by and through the Oakland County Parks and Recreation Commission (“County”) for the joint development of Pine Lake Park, located at 3333 W. Long Lake Rd. in the Township of West Bloomfield (“Park”).

The Executive Director and the Director acknowledge the following mutual understandings:

- It is recognized that the Commission has an existing Agreement with the Bloomfield Hills School District, owner of the land, that acknowledges the Commission as operator of the Park including the ability to add capital infrastructure.
- The Commission and County will work together in good faith to establish a new agreement (“Pine Lake Agreement”) based upon mutually acceptable terms outlining the relationship of the Parties and securing the funding necessary for the Park, including the following:
  - o The Commission would be responsible for ongoing Park management, operations, and maintenance.
  - o The County will provide a minimum payment of \$1 million to fund capital improvements associated with the development of the Park.
  - o The Commission and County shall collaborate in implementing the Pine Lake Park Master Plan and the design of improvements within the Park
  - o Signage and promotional materials will be co-branded, along with Bloomfield Hills School District, as a partnership of the three entities.
  - o The Commission will not charge a fee to Oakland County residents for entrance to the Park or usage of park amenities greater than the rate charged to Township residents.
- The County’s participation in the Pine Lake Agreement is contingent upon voter approval of an increased property tax millage rate dedicated to finance the activities of the County. This Statement of Understanding shall not be construed to bind either Party to the proposed Pine Lake
- Agreement or infer the approval of these terms by the West Bloomfield Parks and Recreation Commission, West Bloomfield Township Board of Trustees, Bloomfield Hills School District, Oakland County Parks and Recreation Commission, or the Oakland County Board of Commissioners.

**D. Consideration for Approval of the Sale of Surplus Equipment.**

Equipment has been identified as surplus. Staff is recommending that the equipment be sold using a variety of on-line auction sites with minimum starting bids required. Local pick-up only.

**Motion by Commissioner Barash, seconded by Commissioner Aronoff to approve the sale of listed surplus equipment.**

**Ayes: 5**

**Nays: 0**

**Absent: 2**

**Motion Carried: 5-0-2**

**E. Consideration for Approval of Additional \$33,700 for Michigan Recreation Construction for Drake Playground Project.**

After finishing the updated details of the project between WB Parks, DLZ and WB Township the scope of the original contract with MRC had to be adjusted with regards to the following: Silt fence installation, building permits pulled, adjusting the concrete size and the need for added concrete and stone base underneath, adjusting the drainage system and more restoration.

**Motion by Commissioner Barash, seconded by Commissioner Aronoff to Move to approve the additional proposed change order bid from Michigan Recreational Construction for the Drake Sports Park playground improvement project in the amount of \$33,700.00.**

**Ayes: 5**

**Nays: 0**

**Absent: 2**

**Motion Carried: 5-0-2**

**PUBLIC FORUM- None present**

**ANNOUNCEMENTS**

Secretary Erich reminded everyone to vote on August 6 and to pay attention to the Primary ballot instructions to only vote in one row on partisan candidates in order to keep the ballot valid and won't be disqualified.

**ADJOURNMENT**

There being no further business before the Commission the meeting was adjourned at 7:15PM.

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.)