

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

**Thursday, August 22, 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 Sally Wenczel

13
14
15 Staff Present: Kelly Hyer, Executive Director
16 Chris Frey, Parks Superintendent
17 Ashley Stokes, Recreation Supervisor
18 Ashley Forton, HR Manager
19 Carrie Manning, Recording Secretary

20
21 Absent: Commissioner David Barash- Excused
22 Commissioner Vincent Kirkwood- Excused

23
24 Public: Earnestina Moore

25
26 **PLEDGE OF ALLEGIANCE**

27
28 **PUBLIC FORUM-** Earnestina Moore is running for West Bloomfield School Board. She outlined her history,
29 qualifications, and platform for election.

30
31 **APPROVAL OF AGENDA**

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

34
35 **Ayes: 5**
36 **Nays: 0**
37 **Absent: 2**
38 **Motion Carried: 5-0-2**

39
40 **ITEMS FROM THE TOWNSHIP LIAISON - No Items this meeting.**

41
42 **CONSENT AGENDA**
43

44 Items A through I are Consent Agenda matters considered to be routine by the Commission and enacted by
45 one motion unless a member of the Commission wishes to discuss one of the topics.
46

- 47 A) Approval of Minutes-Regular Commission July 25, 2024
- 48 B) Approval of July Revenue and Expenditure Report
- 49 C) Approval of July/August Prepaid Expense Report in the amount of \$370,048.76
- 50 D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$479,218.90
- 51 E) Approval of the July Credit Card Refund Report totaling \$15,027.00
- 52 F) Receipt of the July Cash Balance
- 53 G) Receipt of Drake Sports Park - Detention basin Remediation Contract Modification #1
- 54 H) Receipt of Form 5572 Pension and OPEB FY2023
- 55 I) Receipt of Revised Form L-4029 2024 Tax Rate Request Form

56
57
58 **Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve items A through F on**
59 **the Consent Agenda.**
60

61 **Ayes: 5**
62 **Nays: 0**
63 **Absent: 2**
64 **Motion Carried: 5-0-2**
65

66 **STAFF REPORT**
67

68 Executive Director Hyer began with the passage of the Bond Proposal by West Bloomfield voters at 66.2%.
69 She thanked the residents and outlined some of the projects and improvements the bond money would
70 provide for. She reminded everyone that details are available for review on the WB Parks website. The
71 Fall Guide has been sent out and registration is open.
72

73 HR Manager, Ashley Forton updated the Commission with some New Hire news, including the hiring of Polli,
74 the new WBPRC mascot, who is already a big hit with the kids. Leadership held a Summer Staff Spectacular
75 celebrating the end of summer before some staff headed back to school. Professional Development
76 opportunities continue for Staff with some attending Adult Mental Health First Aid training and Staff is
77 already being registered for 2025 events.
78

79 Superintendent Frey and Staff responded to an incident at the dog park where a vehicle drove through the
80 large section of the dog park. A temporary fence was assembled minimizing downtime for users. The fence
81 is now 100% repaired and replaced. At Drake Sports Park, park staff repaired an irrigation leak in our four-
82 inch diameter irrigation water main. Over at the Civic Center, park staff removed and replaced a falling
83 wood deck over a low drainage area on the nature trails behind the library and repaired the drainage issue
84 with a PVC culvert pipe. Park Staff has also been busy installing 20 informational signs along the permanent
85 Storybook Trail, in cooperation with the WB Library, as well as installing new branded Park Rules and
86 parking signs at Pine Lake Park. Extra power washing and landscaping work had to be done in a few areas
87 due to the heavy rain we experienced, which washed sediment on to sidewalks and washed areas of the
88 WB Trail away.
89

90 Supervisor Stokes provided the Recreation Report to the Commission. The Marshbank Concert series
91 wrapped up another successful season, with attendance averaging around 650 attendees at each event and
92 generating approximately \$6,000 in revenue. She also expanded on the Storybook Trail completion, which
93 will kick off with the story Dinosaurs in the Garden on September 21, 2024. Nature Camps have also been
94 a success, including Night at the Nature Room. Sports camps ran with a new sports contractor, Funtime

95 Sports, to valuable feedback from parents and participants. The annual Camp Out event will be held on
96 September 27, 2024, which is sure to sell out. A second Meet Your Neighbors event will be held on
97 September 24, 2024, at the West Bloomfield Middle School, in conjunction with the Diversity Task Force.
98

99 **ITEMS FROM THE OFFICERS**

100
101 **A. Items from the Chairperson**

102
103 Chairperson Brooks was pleased at the passage of the Bond Proposal and thanked the team for all their
104 hard work.

105
106 **B. Items from the Secretary**

107
108 Secretary Erich also thanked West Bloomfield citizens for passing the Bond Proposal and commented on the
109 different age ranges enjoying the Marshbank Music series, with everyone having a great time.

110
111 **C. Items from the Treasurer**

112
113 Treasurer Adams thanked everyone for voting and commended Staff for all their work done on educating
114 and informing the public about the proposal.

115
116 **COMMITTEE REPORTS**

117
118 **Executive: Chairperson Brooks**

119
120 Chairperson Brooks stated they met on Thursday, August 8, 2024. Present were himself, Secretary Erich,
121 Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes,
122 Finance Manager Smith, HR Manager Forton, and Marketing & Communication Manager Tehako. They
123 reviewed and approved tonight’s meeting agenda, reviewed the passage of the Bond Proposal and next
124 steps. The Committee discussed some personnel matters, were updated on the progress of several projects
125 as well as reviewing contracts and agreements. Their next scheduled meeting is September 12, 2024.
126

127 **Finance: Report from Treasurer Adams**

128
129 Treasurer Adams indicated the Finance Committee met Thursday, July 25, 2024, at 7:45am, via Zoom.
130 Present were himself, Commissioner Barash, Commissioner Kirkwood, Finance Manager Smith, and
131 Executive Director Hyer. The committee reviewed agenda items for tonight’s meeting. The committee
132 also discussed the Accounting Services RFP, the upcoming Budget Workshop meeting, and reviewed the
133 Finance Reports for July. The Committee also reported investment interest at \$166,933.86 YTD.
134

135 **NEW BUSINESS**

136
137 **A. Consideration for Approval of authorization of Executive Committee to approve an agreement**
138 **with Pine Lake County Club**

139
140 **Motion by Commissioner Wenczel, seconded by Commissioner Erich to Move to authorize the West**
141 **Bloomfield Parks and Recreation Commission Executive Committee to approve an agreement with Pine**
142 **Lake Country Club to resolve the encroachment dispute and for the Chairperson to execute the**
143 **agreement.**

144
145 **Ayes: 5**
146 **Nays: 0**

147 **Absent: 2**
148 **Motion Carried: 5-0-2**

149
150 **B. Consideration for Approval of updated 2024 WB Parks and Recreation Commission Meeting**
151 **Schedule**

152
153 **Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the updated 2024**
154 **West Bloomfield Parks and Recreation Commission meeting schedule by adding a 2025 budget**
155 **workshop on October 10, 2024, at 6pm at Connect.**

156
157 **Ayes: 5**
158 **Nays: 0**
159 **Absent: 2**
160 **Motion Carried: 5-0-2**

161
162 **C. Consideration for Approval of Information Technology Services Agreement between WB**
163 **Township and WB Parks and Recreation Commission**

164
165 **Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to Move to approve the**
166 **Memorandum of Understanding for Information Technology Services between the Charter Township**
167 **of West Bloomfield and the West Bloomfield Parks and Recreation Commission.**

168
169 **Ayes: 5**
170 **Nays: 0**
171 **Absent: 2**
172 **Motion Carried: 5-0-2**

173
174 **PUBLIC FORUM- None**

175
176 **ANNOUNCEMENTS**

177 **Commissioner Wenczel reminded everyone to be respectful of their neighbors' gardens at the Community**
178 **Garden and to only pick and enjoy items from their own garden plots and not those belonging to others.**
179 **Commissioner Aronoff also commended Executive Director Hyer and her team on the Bond Proposal.**

180
181 **ADJOURNMENT**

182
183 **There being no further business before the Commission the meeting was adjourned at 6:53PM**

184
185 **Reviewed by,**
186 **John Erich**

187
188
189 **(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**
190 **where it may be heard.)**