

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

**Thursday, September 26, 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 Commissioner Sally Wenczel

15
16 Staff Present: Kelly Hyer, Executive Director
17 Chris Frey, Parks Superintendent
18 Meagan Tehako, Marketing & Communications Manager
19 Carrie Manning, Recording Secretary

20
21 Absent: None

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23 Public: None

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25 **PLEDGE OF ALLEGIANCE**

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27 **PUBLIC FORUM- None present**

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29 **APPROVAL OF AGENDA**

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

32
33 **Ayes: 7**

34 **Nays: 0**

35 **Absent: 0**

36 **Motion Carried: 7-0**

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38 **ITEMS FROM THE TOWNSHIP LIAISON**

40 Township Supervisor Kaplan updated the Commission on several projects in the township. He
41 invited the public to view the new mural painted on one of the crossovers in the main drive into
42 the Township campus. The mural was painted by the Soul Café, which is a local special needs
43 organization. Plans are to begin repainting crosswalks and lines on the campus parking lots and
44 driveways. Supervisor Kaplan reported that Priority Waste issues are improving and calls into his
45 office regarding the waste carrier have decreased. The former Village Palace location has been
46 purchased by the 5th Tavern and will become a two-story restaurant soon. Next to that, there are
47 plans to remodel and reopen the Starbucks which will include a drive thru.

48
49 **PRESENTATION - WEST BLOOMFIELD PUBLIC LIBRARY, CATHY RUSS, DIRECTOR**

50
51 The West Bloomfield Township Public Library is proposing a repeal and replace of a millage that is
52 set to expire in 2026. Proposing the millage vote in November saves money that would be required
53 to pay for a special election in 2025, saving \$100,000. The Main Library and Westacres Branch are
54 both nearing 25 years old and will require significant infrastructure replacements over the next 10
55 years. In addition to the building renovations, the money would also be used to make updates to
56 technology infrastructure, improvements to programming areas, including the Community Meeting
57 Room and outdoor spaces and expanding the digital collections. The proposal would replace the
58 expiring millage rate of 0.6586 which was implemented in 2020 with a rate of 0.70 which will
59 stretch through 2033. Several upcoming informational sessions have been scheduled to answer any
60 resident questions and provide more details on the millage proposal. Dates and times are available
61 on the Library website at wblib.org/millage.

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63 **CONSENT AGENDA**

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

- 67
68 A) Approval of Minutes-Regular Commission August 22, 2024
69 B) Approval of August Revenue and Expenditure Report
70 C) Approval of August Prepaid Expense Report in the amount of \$344,906.72
71 D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$150,780.09
72 E) Approval of the August Credit Card Refund Report totaling \$6,891.00
73 F) Receipt of the August Cash Balance
74 G) Receipt of 2024 Budget Adjustment #3
75 H) Receipt of WB Township Board Bond Authorizing Resolution (for bonds to finance park
76 projects)

77
78 **Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve items A**
79 **through H on the Consent Agenda.**

80
81 **Ayes: 7**
82 **Nays: 0**
83 **Absent: 0**
84 **Motion Carried: 7-0**

85
86 **STAFF REPORT**

87

88 Executive Director Hyer provided an update to the Bond Sale timeline, which will be October 8,
89 2024. She reported that the architecture RFP will soon be going out as part of the Community
90 Center project and Executive Director Hyer and Superintendent Frey have met with two architect
91 firms and a construction firm regarding the project. WB Parks staff participated in safety training
92 provided by the WB Police Department on August 27th and 28th. She thanked Training Officer Frost
93 and Community Liaison Dailey for educating the staff. The Arrowhead Bathroom has been
94 completed and a ribbon cutting ceremony was held to celebrate the project, which will be a year-
95 round facility.

96
97 Superintendent Frey delivered a Parks report to the Commission. Park staff power-washed all the
98 park entrance signs and dressed up the 20 Storybook Walk trail signs. Park staff set up soccer fields
99 at Drake, Marshbank and Keith in preparation for fall soccer. They also completed the annual end-
100 of-the summer deep cleaning and organization at the Drake Sports Park Community building.
101 Another main line irrigation repair at Drake Sports Park has been completed. Superintendent Frey
102 mentioned that Park staff assisted with set up and parking at Kids Komotion and the Pollinator
103 Festival, where both reported very good attendance. Staff started installing benches for the 2024
104 memorial bench program, with more installations to follow. Third-quarter water well samples
105 were turned into the Oakland County Health Department, including our first water samples from
106 Arrowhead. He also reported that work has been completed on the Drake Retention Pond project
107 and it will be germinated in the spring.

108
109 Marketing and Communication Manager, Meagan Tehako, provided the Recreation Report to the
110 Commission. On August 1st, the seniors visited the Outdoor Adventure Center in Detroit and
111 enjoyed a brunch and learn titled A Life of a Honeybee presented by Bees in the D. Camp WB
112 hosted its annual Ice Cream Social on August 8th for parents and campers, with 200 people
113 registered to attend. We successfully concluded our camp season on August 16th. Implementation
114 of Xplor software began, marking the beginning of moving from ReCPro to Xplor. The entire process
115 will take five months. Recreation Supervisor Stokes and Recreation Operations Coordinator
116 DeRosier will be co-leading this project. WBPRC collaborated with two West Bloomfield high school
117 students on a video project for the Heroes Appreciation Breakfast. Four veterans were interviewed
118 by the students as part of the project. Connect hosted the first Single Mingle Happy Hour, which
119 is a grant-funded program. She updated recently held and future events, including the annual
120 Bees, Butterflies and Blooms Pollinator Festival which was held August 25th with 350 in
121 attendance. Participants can now track their Monarchs online, which is a new feature this year.
122 Upcoming events include the Senior Health Showcase, Trick or Treat Trail on October 27th, and
123 Group Hayrides will be running from October 10th through the 18th. Lastly, the 2025 sponsorship
124 opportunities brochure is now available online, please contact the WBPRC, if interested.

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126
127 **ITEMS FROM THE OFFICERS**

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129 **A. Items from the Chairperson- No items**

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131 **B. Items from the Secretary**

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133 Secretary Erich Complimented the staff on the Bond sales work.

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135 **C. Items from the Treasurer- No items**

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COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on September 12, 2024. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Smith, HR Manager Forton, and Marketing & Communication Manager Tehako. Their discussions covered several items, including personnel updates, the Bond proposal and sale, the upcoming Budget Workshop, and items on tonight’s agenda. The Committee was updated on projects underway and reviewed contracts and agreements. Their next scheduled meeting is October 10, 2024, at 4:30pm at Connect.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met August 27, 2024. Present were himself, Commissioner Barash, Commissioner Kirkwood, Finance Manager Smith, and Executive Director Hyer. The committee was provided with updates regarding accounting services and the bond sale. They discussed the Budget Workshop and reviewed agenda items for tonight’s meeting. The reported investment interest is at \$197,238.87 year to date. The committee also reviewed invoices, vouchers, and prepaid expenses for the month. The next meeting is scheduled prior to the regular Commission meeting on October 24, 2024.

NEW BUSINESS

A. Consideration for Approval of 2024 Budget Amendment #3.

Net increase in budgeted year fund balance of \$277,271.

Motion by Commissioner Wenczel, seconded by Commissioner Barash to Move to approve the 2024 Budget Amendment #3 which increases the Budgeted 2024 end of year fund balance by \$277,271.

**Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0**

B. Consideration for Approval of the Schedule of 2025 WBPRC Holidays

Motion by Commissioner Aronoff, seconded by Commissioner Kirkwood to Approve the recommendation for the 2025 Holiday schedule.

**Ayes: 7
Nays: 0
Absent: 0
Motion Carried: 7-0**

184 C. Consideration for Approval of the Schedule of 2025 WBPRC Meeting Dates
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186 Motion by Commissioner Aronoff, seconded by Commissioner Erich to Move to approve the
187 2025 West Bloomfield Parks Commission meeting schedule, shifting the regular meeting day
188 to the fourth Wednesday of the month, except for November and December.
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190 Ayes: 7
191 Nays: 0
192 Absent: 0
193 Motion Carried: 7-0
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195 D. Consideration for Approval of the Employee Cell Phone Reimbursement Policy
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197 Administrative staff has been updating Commission policies throughout the year. The proposed
198 motion is to approve the Employee Cell Phone Reimbursement Policy.
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200 Motion by Commissioner Wenczel, seconded by Commissioner Aronoff to approve the
201 Employee Cell Phone Reimbursement Policy as presented.
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203 Ayes: 7
204 Nays: 0
205 Absent: 0
206 Motion Carried: 7-0
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208 E. Consideration for Approval of Additional \$22,750 for Michigan Recreation Construction
209 for Drake Playground Project
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211 Additional funds needed for building permits, additional site prep supplies and additional labor and
212 materials for drainage.
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214 Motion by Commissioner Kirkwood, seconded by Commissioner Aronoff to Approve an
215 Additional \$22,750 for Michigan Recreation Construction for Drake Playground Project
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217 Ayes: 7
218 Nays: 0
219 Absent: 0
220 Motion Carried: 7-0
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222 PUBLIC FORUM- None present
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224 ANNOUNCEMENTS- No announcements
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226 ADJOURNMENT
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228 There being no further business before the Commission the meeting was adjourned at 7:10pm.
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230 Reviewed by,
231 John Erich

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(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.)