

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

**Wednesday, February 26, 2025  
6:00 PM**

**APPROVED**

**CALL TO ORDER**

The meeting was called to order at 6:00 PM by Chairperson Brooks

**ROLL CALL**

Present: Chair Robert Brooks  
Secretary John Erich  
Commissioner Merv Aronoff  
Commissioner David Barash  
Commissioner Amy Mindell  
Commissioner Sally Wenczel

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

Absent: Treasurer Terrance Adams

Public: Shane A.  
Carol F.

**PLEDGE OF ALLEGIANCE**

**PUBLIC FORUM- None**

**APPROVAL OF AGENDA**

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

**Ayes: 6**

**Nays: 0**

**Absent: 1**

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

**ITEMS FROM THE TOWNSHIP LIAISON**

Township Liaison Kirkwood updated the Commission on recent votes and items brought before the Township.

45  
46 **CONSENT AGENDA**  
47

48 Items A through N are Consent Agenda matters considered to be routine by the Commission and enacted  
49 by one motion unless a member of the Commission wishes to discuss one of the topics.  
50

51 **Consent Agenda**  
52

- 53 A) Approval of Minutes-Regular Commission January 22, 2025  
54 B) Approval of Minutes-Special Commission February 5, 2025  
55 C) Approval of December 31, 2024 Revenue and Expenditure Report  
56 D) Approval of 2024 Budget Adjustment #6  
57 E) Approval of January Revenue and Expenditure Report  
58 F) Approval of January Prepaid Expense Report in the amount of \$755,341.77  
59 G) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$103,465.12  
60 H) Approval of the January Credit Card Refund Report totaling \$2,572  
61 I) Receipt of the January Cash Balance  
62 J) Approval of Lily's Pad coexistence agreement  
63 K) Receipt of executed HED Agreement  
64 L) Receipt of Michigan Recreation Construction (MRC) Proposal for Conceptual Nature Playscape  
65 Design Services at Pine Lake Park  
66 M) Receipt of quote for purchase of enclosed trailer from Great Lakes Trailer Sales for \$16,495  
67 N) Receipt of Advertisement for Connect Community Center Request for Proposals (RFP) for  
68 Parking Study, Pathway Study and Traffic Impact Analysis  
69

70 **Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve items A through N**  
71 **on 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 presented an update on the Connect Community Center progress. The  
81 implementation of ProCore construction software has begun, title work was completed, and the design  
82 portion was underway. She reviewed the timelines for the Commission. HR Manager Ashley Forton spoke  
83 about some recent new hires and open opportunities. Staff participated in a snowshoe walk along the WB  
84 Trail as part of the Wellness initiative and as part of a fun afternoon with each other.  
85

86 Superintendent Frey spoke about all the winter activities happening in the Parks and Maintenance section.  
87 Winter tree trimming was an ongoing process, weather permitting. He informed the Commission of the  
88 process of creating, storing, and applying the saline and beet juice brine in snow removal and in preparation  
89 for snow events, saving the township money versus purchasing rock salt, which is much more expensive and  
90 harmful to the environment. Staff also built 4-5 new duck boxes and installed them.  
91

92 Supervisor Stokes provided the Recreation Report to the Commission. The Fourth annual Recreation retreat  
93 was held on January 23<sup>rd</sup> at Henry Ford West Bloomfield Hospital's greenhouse conference room. Twenty-  
94 two seniors attended a performance of Footloose at Meadowbrook theatre and winter adult and senior  
95 fitness programs began on January 6<sup>th</sup>. Over 20 seniors attended this month's Happy Hour at Connect.  
96 Candlelight Yoga launched on January 16<sup>th</sup>, selling out with 20 participants, and the Stuffed Animal

Sleepover program was held on January 24<sup>th</sup>. Upcoming events include the St. Pat's luncheon on March 17<sup>th</sup> at Connect, the annual Egg Scramble is coming up on April 17<sup>th</sup> and the Earth Day Celebration will be held on April 22<sup>nd</sup>.

## **ITEMS FROM THE OFFICERS**

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

Chairperson Brooks expressed his thanks for the exceptional Annual Report.

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

Secretary Erich commended Activity Coordinator Bernadette for her service at Connect.

### **C. Items from the Treasurer**

Treasurer Adams was absent this evening.

## **COMMITTEE REPORTS**

### **Executive: Chairperson Brooks**

Chairperson Brooks stated they met on February 11, 2025. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Stephanie Smith, HR Manager Forton and Marketing & Communication Manager Tehako. They discussed the items for tonight's meeting agenda, items revolving around the Bond project and RFP's, the Pine Lake Park project as well as reviewing contracts and agreements. They also spoke about grant opportunities and personnel openings. Their next scheduled meeting is March 12, 2025, at 4:00PM.

### **Finance: Report from Treasurer Adams**

Treasurer Adams was absent, but Commissioner Wenczel spoke briefly on the Committee meeting held January 22, 2025. Present were Treasurer Adams, Commissioner Barash, Commissioner Wenczel, Finance Manager Smith, and Executive Director Hyer. The committee reviewed invoices, vouchers, and prepaid expenses for the month. The committee reviewed agenda items for tonight's meeting. The interest from the investment fund through December stands at \$318,560.29. The next meeting is scheduled prior to the regular Commission meeting on February 26, 2025, prior to the monthly Commission Meeting.

## **NEW BUSINESS**

### **A. Consideration for the Approval of Connect Community Center Bond Project Civil Engineering Services to Nowak & Fraus Engineering for the amount of \$113,394.00.**

Motion by Commissioner Wenczel seconded by Commissioner Barash to approve Nowak & Fraus Engineering (NFE) the Civil Engineering Services Agreement, for the addition and renovation of the Connect Community Center bond project, at a cost not to exceed \$113,394.00 and authorize the Executive Director to execute the agreement, pending attorney review and approval and with any changes recommended by the attorney.

**Ayes: 6**

**Nays: 0**

**Absent: 1**

149 **Motion Carried: 6-0-1**  
150  
151 **B. Consideration for Approval of the First Amendment to Cooperative Agreement between**  
152 **Bloomfield Hills School District and the West Bloomfield Parks and Recreation Commission for**  
153 **Pine Lake Park.**  
154  
155 **Motion by Commissioner Barash, seconded by Commissioner Wenczel to approve the First**  
156 **Amendment to the Cooperative Agreement between Bloomfield Hills Schools and the West**  
157 **Bloomfield Parks and Recreation Commission and authorize the Commission Chair to execute**  
158 **the document.**  
159  
160 **Ayes: 6**  
161 **Nays: 0**  
162 **Absent: 1**  
163 **Motion Carried: 6-0-1**  
164  
165 **C. Consideration for the Approval of a Special Commission Meeting for Monday, April 21,**  
166 **2025.**  
167  
168 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the Special**  
169 **Commission Meeting date.**  
170  
171 **Ayes: 6**  
172 **Nays: 0**  
173 **Absent: 1**  
174 **Motion Carried: 6-0-1**  
175  
176 **D. Consideration for the Approval of a Memorandum of Understanding**  
177 **between the Charter Township of West Bloomfield and the West Bloomfield**  
178 **Parks and Recreation Commission related to the Parks and Recreation Capital**  
179 **Improvement Project.**  
180 **Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the Memorandum of**  
181 **Understanding between the Charter Township of West Bloomfield and the West Bloomfield**  
182 **Parks and Recreation Commission related to the Parks and Recreation Capital Improvement**  
183 **Project and authorize the Executive Director to execute the agreement.**  
184  
185 **Ayes: 6**  
186 **Nays: 0**  
187 **Absent: 1**  
188 **Motion Carried: 6-0-1**  
189  
190 **PUBLIC FORUM- None**  
191  
192 **ANNOUNCEMENTS**  
193 **Michigan Week invitations have been sent out and all are encouraged to attend.**  
194  
195 **ADJOURNMENT**  
196

197 There being no further business before the Commission the meeting was adjourned at 7:22PM.

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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.)