

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

**Wednesday, July 23, 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

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

Absent: Treasurer Terrance Adams
Commissioner Sally Wenczel

Public: Laura Hester, Owner's Rep, LJH Development
Adam Gut- Frank Rewold & Sons
Kurt Ryder- Frank Rewold & Sons
Kamila Zinkovska- Jr Commissioner
Justin McKinney Jr- Jr Commissioner
Reagen Leese- Jr Commissioner

PLEDGE OF ALLEGIANCE

PUBLIC FORUM- None

APPROVAL OF AGENDA

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the agenda with amendments withdrawing items from the Township Liaison and items from the Treasurer due to his absence.

Ayes: 5

Nays: 0

Absent: 2

Motion Carried: 5-0-2

ITEMS FROM THE TOWNSHIP LIAISON- No items tonight.

CONSENT AGENDA

Items A through L 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-Special Commission June 16, 2025
- B) Approval of Minutes-Regular Commission June 25, 2025
- C) Approval of June Revenue and Expenditure Report
- D) Approval of June Prepaid Expense Report in the amount of \$414,625.74
- E) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$213,281.19
- F) Approval of the June Credit Card Refund Report totaling \$13,594
- G) Receipt of the June Cash Balance
- H) Receipt of fully executed lease between APEX Century Simsbury Plaza, LLC, and West Bloomfield Parks and Recreation Commission
- I) Receipt of fully executed Landscape Architect Agreement with GMA
- J) Receipt of fully executed Interiors Agreement with Intersect Studio
- K) Receipt of fully executed Geotechnical Agreements with G2 for Change Order #2 and #3
- L) Receipt of fully executed SMART Municipal Credit Program Contract FY 2025-2026

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

Ayes: 5

Nays: 0

Absent: 2

Motion Carried: 5-0-2

STAFF REPORT

Executive Director Hyer started off the Administration report with reports from several recent meetings she attended on behalf of the WBPRC. She commented on all the progress and recent developments with the Connect Community Center project. The June all-staff meeting was held on June 24, with guest speaker Chief Young. The Juneteenth celebration was a success, despite inclement weather, and offered special thanks to the WB Township Library for assisting the RAC with hosting activities.

Finance Manager Smith and Finance Associate Gapp provided a presentation to the Commission on all the recent activities going on within the financial area of the WBPRC. They are continuing to work on 2026 budget planning as well as reviewing ways they can work more sustainably with less paper waste and better internal processes, saving both money and time.

Superintendent Frey delivered the Parks and Maintenance report to the Commission. Staff have been busy with ballfield maintenance and a recent girls' softball tournament. 48 games were held over 2 days on 3 different fields, with maintenance happening before, in between, and after games. Staff continued with mid-season irrigation and turf care. After some recent storms, some repair and clean up was necessary across several of the parks. Irrigation repairs and system maintenance also continued throughout the parks.

Supervisor Stokes provided the Recreation Report to the Commission. The Senior ACL Grant program has ended, with the WBPRC looking for ways to continue to provide some of the programs that the grant provided coverage for. Staff have been keeping an eye on the weather and air quality reports and adjusting

the programs as needed. Camp season is in full swing and running very successful programs with the assistance of the Naturalists. National Trails Day was June 7th, with Staff handing out free tee-shirts and speaking with participants along the WB Trail. Both Lily Pad Springs and the Connect Center suffered power outages, with power being restored quickly by DTE. The Independence Day Picnic was moved indoors at Connect due to storm treats, also. The return of Summer-on-the-Bank was an overwhelming success with around 1,700 participants. Camp, seasonal, and Parks staff all worked together to support site layout, logistics coordination and parking management. Supervisor Stokes especially thanked programmer Smith and Marketing & Events Manager Tehako for leading the event. Upcoming events include the Marshbank Music series on Wednesdays, Kids Komotion events, pickleball leagues and Sunset Yoga Classes.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks thanked the Staff for their support in a time where so many important meetings, input, and items pertaining to the Connect center are going on. He thanked the Staff for all the additional time they have invested in getting this project to the finish line.

B. Items from the Secretary

Secretary Erich reiterated the comments from Chair Brooks.

COMMITTEE REPORTS

Executive: Commissioner Mindell presented the Executive Committee Report.

Commissioner Mindell stated they met on Wednesday, June 25, 2025. Present were herself, Treasurer Adams, Commissioner Barash, Executive Director Hyer, Superintendent Frye, and Finance Manager Smith. They reviewed and approved the agenda for the meeting tonight and two items related to the Connect project that will be reviewed tonight and the presentation coming up to the Township Board. Contracts for the Marshbank paving project were reviewed and grant items were discussed. Their next scheduled meeting is August 13, 2025, at 4PM

Finance: Report from Treasurer Adams

There was no Finance report this month.

NEW BUSINESS

A. Consideration for Approval of Employee Manual Review proposal to Eventure HR.

Motion by Commissioner Aronoff, seconded by Commissioner Mindell to approve the employee manual review proposal to Eventure HR at a total of \$6,750.00 and to authorize the Executive Director to execute the agreement.

After careful consideration, the committee recommends the Commission approve the Employee Manual review proposal to Eventure HR. Eventure HR is a Michigan-based company that will be able to provide virtual as well as on-site services. Eventure HR is committed to putting together three employee manuals to suit all levels of our staff and has shown commitment to spending time with key players in the decision-making process to ensure they have a full understanding of what we are looking for. The 2025 and 2026 fiscal year budgets will include the funds necessary

to award and fully utilize the contract for the employee manual review proposal in this motion. Between the two fiscal years, the project is not to exceed \$7500.00 which includes any contingencies.

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

B. Consideration for Approval of 2025-2026 Michigan Municipal Risk Management Authority (MMRMA) Insurance Coverage Proposal

Motion by Commissioner Barash, seconded by Commissioner Aronoff to Approve the Michigan Municipal Risk Management Authority Insurance Coverage Proposal for 2025-2026, in the amount of \$79,830.

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

C. Consideration for Approval of Connect Community Center Bond Project Low Voltage Agreement to Tower Pinkster for the amount of \$50,697.50.

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve Low Voltage Agreement, for the Connect Community Center bond project to Tower Pinkster, at a cost not to exceed \$50,697.50 and authorize the Executive Director to execute the agreement, pending attorney review and approval and with any changes recommended by the attorney.

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

D. Consideration for Approval of WB Trail rules and wayfinding sign removal and replacement project to Bill Carr Signs for a cost of \$89,960

Motion by Commissioner Aronoff, seconded by Commissioner Erich to approve the WB Trail rules and wayfinding sign removal and replacement project to Bill Carr Signs in the amount of \$89,960.

Signage at a total of 11 intersections will be replaced and updated. WB Parks staff worked with a graphic designer to create an updated design concept that better reflects the brand and more efficiently communicates messaging. The bid request was sent to 7 companies, most of which were provided by a regional trail contact with Oakland County. Three companies submitted bids, and one company came in under budget. The bid contract includes the removal of current signage and posts, the installation of 20 rule signs, the installation of 20 stop signs and site remediation.

Ayes: 5
Nays: 0
Absent: 2

Motion Carried: 5-0-2

E. Information only for Presentation of initial Connect Community Center draft budget & overview of budget process

Budget Process Outline - Connect Multigenerational Community Center

1. Initial Draft Budget-Created based on financials included in DLZ's concept plan, dated December 2023.
2. Professional Services Begin (2023)-Hired the Owner's Representative (Owner's Rep), who used the concept plan to refine the initial draft project budget:
 - Hard Costs: \$19.3M
 - Soft Costs: \$2M
 - Design Contingency: 5% of soft costs.
 - Construction Contingency: 10%
 - Total Project Cost: \$22M
3. Ongoing Draft Budget Updates (2024-2025)-As RFPs were issued, reviewed, and firms selected, the draft budget was continuously updated. As of April 2025, the following contracts were awarded:
 - Owner's Representative
 - Architect
 - Civil Engineering
 - Geotechnical Services (Soil Borings)
 - Traffic Impact Study
4. Construction Manager (CM) Services Award - April 2025-At a Special Commission meeting, CM services were awarded in two motions:
 - a. Pre-construction services (not-to-exceed amount)
 - b. CM fee (percentage for profit and overhead)
5. Set Budget Presentations & Approvals - Per MOU between WB Township and WB Parks
 - a. Staff meeting between Finance and Budget personnel to finalize internal processes and reporting expectations
6. Ongoing Draft Budget updates (2025) - As of June 2025, the following contracts were awarded:
 - Landscape Architect
 - Environmental Engineering (Expanded G2 scope of work)
 - Interior Design
 - Low Voltage (to be awarded July 2025)
7. Pre-Construction Phase-The selected CM conducted detailed cost estimating during this phase, estimated May-June (3 weeks)
 - a. Reviewed initial construction budget from CM, June 20
 - b. Reviewed budgeted exceptions list, June 23
 - c. Reviewed and accepted some Value Engineering opportunities June-July
8. Checkpoint 1 - Schematic Design (SD) Estimates and Project Budget
 - a. Park Commission Presentation: July 23, with refinements through August 18.
 - b. Township Board Presentation: Tentative - August 18.
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 - b. Township Board Presentation: Tentative - August 18.
9. Checkpoint 2 - Design Development (DD) Estimates and Project Budget Update (June-July): A 7-week phase including updates to hard costs (e.g., furniture) and soft cost reviews in August.
 - a. Park Commission Presentation: Tentative - September date TBD, with refinements through October.

- b. Township Board Presentation: Tentative - October date TBD.
- 10. Checkpoint 3 -Construction Drawings (CD) Bidding and Final Project Budget (November-January): An 8-week phase for finalizing bid documents and Gross Maximum Price (GMP) Amendment.
 - a. Pre-Bid Budget Review: Fall 2025 (before end of the year), separately at Commission and Township Board
 - b. Post-Bid Budget Update and Approvals: Winter 2026 separately at Commission and Township Board

PUBLIC FORUM- None present.

ANNOUNCEMENTS-

Executive Director Hyer introduced and thanked the Jr. Commissioners who attended the meeting.

ADJOURNMENT

There being no further business before the Commission, the meeting was unanimously adjourned at 8:04PM.

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.)