

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

**Wednesday, October 22, 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  
Treasurer Terrance Adams  
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: None

Public: Junior Commissioner Chelsea Kocher  
Robin Kocher

**PLEDGE OF ALLEGIANCE**

**PUBLIC FORUM- Junior Commissioner Chelsea Kocher introduced herself to the Commission.**

**APPROVAL OF AGENDA**

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

**Ayes: 7**

**Nays: 0**

**Absent: 0**

**Motion Carried: 7-0**

**ITEMS FROM THE TOWNSHIP LIAISON**

Township Liaison Kirkwood updated the Commission on the recent meetings of the Township Board.

## CONSENT AGENDA

Items A through M 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-Regular Commission September 24, 2025
- B) Approval of Minutes-Budget Workshop Special Meeting September 29, 2025.
- C) Approval of September Revenue and Expenditure Report
- D) Approval of September Prepaid Expense Report in the amount of \$333,947.18
- E) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$300,183.72
- F) Approval of the September Credit Card Refund Report totaling \$7,426.00
- G) Receipt of the September Cash Balance
- H) No Report Connect Community Bond Reimbursement from Township Report - two reimbursements anticipated in October
- I) Receipt of MMRMA 2024-2025 Net Asset Distribution for \$7,781
- J) Receipt of the fully executed Professional Service Agreement between WB Parks and Food Strategy, Inc.
- K) Receipt of the fully executed Professional Service Agreement between WB Parks and PEA Group
- L) Receipt of 2025 Letter of Intent from WB Parks to WB Schools
- M) Receipt of the fully executed AIA Document A133 Standard Form of Agreement (and Exhibits A-D )Between Owner and Construction manager as Constructor between WB Parks and Frank Rewold and Sons

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

**Ayes: 7**

**Nays: 0**

**Absent: 0**

**Motion Carried: 7-0**

**Motion by Commissioner Adams, seconded by Commissioner Barash for a Public Hearing on the Proposed 2026 Budget.**

**Ayes: 7**

**Nays: 0**

**Absent: 0**

**Motion Carried: 7-0**

**Chairperson Brooks opened the Public Hearing at 6:11PM. There being no questions from the public, Chairperson Brooks closed the Public Hearing at 6:12PM.**

**The 2026 Budget will be presented to the Commission in November for adoption.**

### **Presentation on Employee Engagement Survey.**

HR Manager Forton presented the Commission with the results of the latest Employee Engagement Survey. Participation in the survey was particularly good, with 35 responses from the 42 participants. Overall, results showed improvement from 2023 in all areas surveyed, which were Culture, Professional Development, Leadership, and Employee satisfaction. Follow-up surveys based on any critical responses were provided to determine action items.

## STAFF REPORT

Executive Director Hyer provided an overview of the Connect Community Center presentation shown to the WB Township board on Monday, October 20, 2025. She also provided an update of progress and details on the overall timeline of the project. More details and dates were provided as to where staff would be housed during construction, with everyone scheduled to be out of the current building by the end of January 2026. A budget workshop meeting specific to the Connect Community Center was scheduled for November 10, 2025, at 5:30pm at the RAC. Executive Director Hyer provided a short administrative report to the Commission regarding attendance at mParks Leadership meeting, the monthly staff meeting, and information about an interior design workshop for the Connect Community Center. Commissioner Wenczel asked about the possibility of saving the Pewabic tile in the current RAC building as well as other commemorative items and Executive Director Hyer replied that they were looking for ways to save as much as possible.

Superintendent Frey reported that Phase 1 of the Marshbank asphalt project wrapped up about 3 weeks early before moving on to the next phase. Parks staff moved and installed 18 tons of stone along the newly re-surfaced asphalt walking path, assembled benches, and picnic tables. Lighting repairs at Drake Sports Park included replacing 20 light bulbs, 4 capacitors, and 1 light. Pine Lake Park served as the host location for the West Bloomfield High School's Cross Country Jamboree. Participants from nine schools ran four different races on the course. Parks staff also repaired an irrigation break and replaced the bin cover at the Marshbank Maintenance garage.

Supervisor Stokes provided the Recreation Report to the Commission. The Walk WB program wrapped up, averaging around 321 weekly walkers, with 43 signing up for the Brisk Weather walking session which meets each Saturday at 2PM. Naturalist Anthony facilitated an education table at the 2025 Rough River Water Festival at Cranbrook, providing a learning experience for four different school groups. The Camp Out event at Marshbank Park hosted 265 people. Fishing and Storytime with Bassquatch had 44 attendees. Staff toured the LegaSea Reptarium with the contractor who will be constructing the new turtle pond in the Connect Community Center. Upcoming events include the sold-out Trick or Treat Trail, Hi Tops and Hi Heels dance, the Heroes Appreciation Breakfast on November 4<sup>th</sup>, and a new event, Pumpkin Playoff, on November 8<sup>th</sup> as a way to responsibly dispose of your Halloween pumpkins in a friendly competition.

## ITEMS FROM THE OFFICERS

### A. Items from the Chairperson

Chairperson Brooks did not have any items tonight.

### B. Items from the Secretary

Secretary Erich thanked everyone for their efforts and leadership with the Connect Community Center project.

### C. Items from the Treasurer

Treasurer Adams did not have any items tonight.

## COMMITTEE REPORTS

### Executive: Chairperson Brooks

Chairperson Brooks stated they met on October 8, 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 & Events Manager Tehako. They discussed the progress and recent decisions regarding the Connect Community Center, reviewed the items on the agenda for tonight's meeting, along with other current projects. The Committee reviewed agreements, personnel items, and outstanding legal items. Their next scheduled meeting is November 12, 2025, at 4:00PM.

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

Treasurer Adams indicated the Finance Committee met Wednesday, September 24, 2025, at 6:00pm. Present were himself, Commissioner Barash, Commissioner Wenczel, Finance Associate Gapp, and Executive Director Hyer. The committee reviewed invoices, vouchers, and prepaid expenses for the month. The committee reviewed agenda items for tonight's meeting, draw requests, and preparations for the 2026 Budget and Budget Workshop (held September 29<sup>th</sup>). The interest from the investment fund, year to date, stands at \$235,460.35. The committee reviewed the finance reports for the month. The next meeting is scheduled prior to the regular Commission meeting on October 22, at 6pm, prior to the monthly Commission Meeting.

#### **NEW BUSINESS**

##### **A. Consideration for Approval of the Temporary Easement Agreement for Orchard Lake Road Crossing #1 (off WB Trail)**

**Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve the Temporary Easement Agreement to Orchard Shoppe's, LLC and authorize the Executive Director to execute the agreement, pending attorney review and approval and with any changes recommended by the attorney.**

Presented by Parks Superintendent Frey, this request regards the replacement of a traditional wooden traffic light pole with a metal light post along the WB Trail, west of Orchard Lake Rd.

**Ayes: 7**

**Nays: 0**

**Absent: 0**

**Motion Carried: 7-0**

##### **B. Consideration for Approval of 2025 Budget Amendment #3.**

**Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the 2025 Budget Amendment #3 which increases the budgeted fiscal year end 2025 fund balance by \$1,236,125.**

Presented by Executive Director Hyer, the 2025 changes are a net increase in budgeted year fund balance of \$1,236,125 resulting in a YE 2025 Budgeted Fund Balance, after amendment, of \$5,835,498.

**Ayes: 7**

**Nays: 0**

**Absent: 0**

**Motion Carried: 7-0**

#### **PUBLIC FORUM- None**

**ANNOUNCEMENTS-**

Commissioner Wenczel acknowledged the presence of Junior Commissioner Kocher.

Commissioner Aronoff wished all residents a safe and fun Halloween, reminding parents to keep their kids on sidewalks to avoid tripping on some decorations and for drivers to beware of children on the roads.

**ADJOURNMENT**

There being no further business before the Commission, the meeting was unanimously adjourned at 7:07PM.

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.)