

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

**Wednesday, December 17, 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: None

PLEDGE OF ALLEGIANCE

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

PUBLIC FORUM- Commissioner Mindell spoke about the passing of Ronnie Waters on December 15th. Mr. Waters was a long-time social justice advocate who had spent 40 years in jail. Mr. Waters used that time to reform and educate himself and went on to become a well-known and respected West Bloomfield resident.

ITEMS FROM THE TOWNSHIP LIAISON- No items tonight.

SPONSOR OF THE YEAR- Henry ford Health West Bloomfield Hospital.

Karima Bentounsi and Jennifer Zaroni accepted the award for Sponsor of the Year 2025. A part to the WBPRC for many years, they are appreciated for their partnership and level of support provided going back to the 1982 marathon and beyond. Sponsors of numerous activities such as the Senior Health Expo, Diversity taskforce, fall prevention programming, and senior education, they have been a reliable, professional, and passionate partner.

ANNUAL STAFF RECOGNITION FOR MILESTONE YEARS OF SERVICE.

Ben Bur- 10 years

Presented by Superintendent Frey, Ben was the first full-time driver and is now the Transportation Coordinator. Ben also organizes yearly Christmas gift giving opportunities, giving back to the community and children all over Michigan.

Kelly Hyer- 10 years

Presented by HR Manager Forton, now Executive Director Kelly Hyer was pivotal in opening the first Connect Senior Center in 2020 as Recreation Superintendent and now heading up all activities related to the future Connect Community Center.

Heidi Russell- 10 years

Presented by Recreation Supervisor Stokes, Heidi is known as “little but mighty” and has excelled at programming trips for the Seniors. Heidi is also retiring this year, and everyone wished her well and congratulated her.

Stephanie Smith- 10 years

Presented by Executive Director Hyer, Finance Manager Smith had quite a trip to her current position. Beginning her career in banking, Stephanie took time off to raise her children and then made a comeback: holding several positions within the WBPRC up to her current position, which she has held since 2022.

The Commissioners congratulated all for their Milestone years of service and expressed their gratitude for all they have contributed to West Bloomfield and to the WBPRC.

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 November 12, 2025,
- B) Approval of Minutes-Regular Commission November 19, 2025,
- C) Approval of November Revenue and Expenditure Report
- D) Approval of November Prepaid Expense Report in the amount of \$657,539.60
- E) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$342,432.14
- F) Approval of the November Credit Card Refund Report totaling \$2,822.00
- G) Receipt of the November Cash Balance Report
- H) Receipt of Connect Community Bond November Reimbursement from Township Report
- I) Receipt of 2025 Budget Adjustment #3
- J) Receipt of fully executed SMART & WB Township Vehicle Agreement for the additional vehicle to add to our SMART community transit fleet inventory, a 2019 Ford E-450/Champion bus, 13 passenger, #39109
- K) Receipt of fully executed T-Mobile Drake Cell Tower First Amendment
- L) Receipt of the MML Workers' Compensation Fund - Loss Analysis Report

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

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

Update on WB Parks Strategic and Master Plans

Executive Director Hyer provided year-end updates on the WB Parks Strategic and Master plan components. The next Master plan will be filed for the years 2027-2031, providing eligibility for grants and programming. Maintaining capital projects and exploring grant opportunities is of high importance to the WBPRC. She highlighted where current projects stand, including the future Connect Community Center, improvements at Drake Sports Park, and the West Bloomfield Trail. Projects range from paving to new and future playgrounds at Pine Lake Park, Bloomer, and the Outdoor play areas. Paving, placing memorial benches and the playground at Marshbank Park were mentioned. Staffing has been stabilized following the pandemic years with the addition of HR Manager Forton, employee surveys, and an upcoming 2026 salary study and employee handbook. A new initiative is to introduce Trail Ambassadors on the WB Trail to assist users with their questions and help ensure everyone follows the Trail Guidelines by maintaining a visible presence. This project is open to volunteers, and anyone interested is encouraged to complete a Trail Ambassador survey on the WBPRC website.

STAFF REPORT

HR Manager Forton informed the Commission of some recent professional development opportunities that staff members have attended, including the Senior Center Conference, mParks joint parks meeting and NRPA training. Staff had December training sessions, focusing on deicing, snow clearing for safety as well as emergency action plans encompassing chemical fires, fire, tornado, active shooter, and first aid.

Superintendent Frey and the Parks and Maintenance team have been busy preparing areas for current and future memorial bench installation. Routine snow removal and making sure that sidewalks are safe for Parks users has also kept the team busy in December, with the early snow. The Parks team has also begun installing the first trail counters along the WB Trail, with the ability to count both walker/runners and cyclists, as well as monitoring speed. From installation to December 15th, the count has been around 2,700 users.

Supervisor Stokes provided a brief Recreation Report to the Commission. She spoke of recent successful events including the annual Heroes breakfast, the Harvest Day Lunch at Connect, High Tops and High Heels dance, and the new Pumpkin Playoffs. Popular programs continue to be Stretch & Tone, chair yoga, and Pilates classes. The Rousch tour was also a hit with the seniors. Upcoming events include the Daddy/Daughter dance, Valentine's Day luncheon, and the Black Expo, all coming up in February.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks commended all the awards to team members and the progress made over the year. He reminded residents that dog tags are now available online. A dog tag is necessary to obtain a fob for the dog park.

B. Items from the Secretary

Secretary Erich did not have any items this evening.

C. Items from the Treasurer

Treasurer Adams expressed his congratulations to those celebrating milestone anniversaries. He also commended Finance Manager Smith on her appointment with the GFOA. (Government Finance Officers Association.)

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on December 3, 2025. Present were himself, Secretary Erich, Treasurer Adams, Executive Director Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Stephanie Smith, and HR Manager Forton. They discussed the agenda items for tonight's meeting as well as the Milestone recognition of Staff. They talked about the RAC move out plan, contract and agreement updates, and outstanding legal items. Personnel items were also discussed. Their next scheduled meeting is January 14, 2026.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Wednesday, November 19, 2025, at 6:00pm. Present were himself, Commissioner Barash, Commissioner Wenczel, Finance Manager Smith, 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. The interest from the investment fund, year to date, stands at around \$350,000. The committee reviewed the finance reports for the month. The next meeting is scheduled prior to the regular Commission meeting on December 17, 2025, at 6pm, prior to the monthly Commission Meeting.

Sustainability: No report tonight but will be meeting in January.

NEW BUSINESS

A. Consideration for Approval of Lease Agreement with West Bloomfield School District for Green Media Center

Motion by Commissioner Barash, seconded by Commissioner Aronoff to approve two-year Lease Agreement with West Bloomfield School District for Green Media Center, effective January 1, 2026, through December 31, 2027.

Ayes: 7

Nays: 0

Absent: 0

Motion Carried: 7-0

B. Consideration for Approval of new Personal Time Off (PTO) Policy that combines vacation days with personal business leave days

Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the new Paid Time Off policy, replacing the existing vacation and personal business leave policies, with any additional edits required by legal or HR review.

Ayes: 6
Nays: 1
Absent: 0
Motion Carried: 6-1

C. Consideration for Approval of interior design services Change Order #2 for Connect Community Center Bond Project to Intersect Studio in the amount of \$16,532.25.

Motion by Commissioner Wenczel, seconded by Commissioner Mindell to approve change order #2 for the interior design services for the Connect Community Center Bond Project to Intersect Studio in the amount of \$16,532.50 for additional design hours and meetings needed.

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

D. Consideration for Approval of architectural design services Change Order #3 Connect Community Center Bond Project to HED in the amount of \$46,000.

Motion by Commissioner Aronoff, seconded by Commissioner Barash to approve change order #3 for the architectural services for the Connect Community Center Bond Project to HED in the amount of \$46,000 for design edits to design development design sets and construction documents.

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

E. Consideration for Approval of 2025 Budget Amendment #4

Motion by Commissioner Wenczel, seconded by Commissioner Aronoff to approve the 2025 Budget Amendment #4 which increases the budgeted fiscal year end 2025 fund balance by \$151,400.

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

F. Election of 2026 WBPRC Officers.

Commissioner John Erich was nominated for Secretary. He accepted. No other nominations. Approval vote was 7-0 for Commissioner Erich for 2026 Secretary.

Commissioner Terrance Adams was nominated for Treasurer. He accepted. No other nominations. Approval vote was 7-0 for Commissioner Adams for 2026 Treasurer.
Commissioner Robert Brooks was nominated for Chairperson. He accepted. No other nominations. Approval vote was 7-0 for Commissioner Brooks for 2026 Chairperson.

Committee assignments were discussed with no changes to the Executive, Finance, and Sustainability Committees for 2026.

PUBLIC FORUM- None

ANNOUNCEMENTS

ADJOURNMENT

There being no further business before the Commission, the meeting was unanimously adjourned at 8:06PM.

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.)