

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

**Thursday, April 25, 2024  
6:00 PM**

**APPROVED**

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2 **CALL TO ORDER**

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

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6 **ROLL CALL**

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8       Present:               Chair Robert Brooks  
9                               Secretary John Erich  
10                              Treasurer Terrance Adams  
11                              Commissioner Merv Aronoff  
12                              Commissioner David Barash  
13                              Commissioner Sally Wenczel

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16       Staff Present:       Kelly Hyer, Executive Director  
17                              Chris Frey, Parks Superintendent  
18                              Ashley Stokes, Recreation Supervisor  
19                              Ashley Forton, HR Manager  
20                              Carrie Manning, Recording Secretary  
21                              Steven Kaplan, Township Supervisor

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23       Absent:               Commissioner Vincent Kirkwood

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25       Public:               None present.

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27 **PLEDGE OF ALLEGIANCE**

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29 **PUBLIC FORUM- None.**

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31 **APPROVAL OF AGENDA**

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

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35 **Ayes: 6**

36 **Nays: 0**

37 **Absent: 1**

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

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40 **ITEMS FROM THE TOWNSHIP LIAISON**

41  
42 Township Supervisor Kaplan updated the Commission and public on the success of the Township's latest  
43 No-Haz event. A record 700 vehicles passed through with their items and the Supervisor reminded residents  
44 they could drop off any items at any time at the sponsor's 5 Mile and Merriman location. Stop into the

45 Supervisor's office and pick up a voucher and show West Bloomfield residency. The Supervisor reiterated  
46 the Township's support of the WB RAC Bond initiative.

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48 **CONSENT AGENDA**

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

- 52  
53 A) Approval of Minutes-Regular Commission Meeting March 28, 2024  
54 B) Approval of March Revenue and Expenditure Report  
55 C) Approval of Prepaid Expense Report in the amount of \$407,450.46  
56 D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$124,728.38  
57 E) Approval of the March Credit Card Refund Report totaling \$4,311.00  
58 F) Receipt of the March Cash Balance  
59 G) Approval of Updated Background Check policy  
60 H) Receipt of L-4029 2024 Tax Rate Request Form  
61 I) Receipt of Updated 2024 WBPRC Meeting Schedule

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63 **Motion by Commissioner Barash, seconded by Commissioner Aronoff to approve items A through I on**  
64 **the Consent Agenda.**

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66 **Ayes: 6**  
67 **Nays: 0**  
68 **Absent: 1**  
69 **Motion Carried: 6-0-1**

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71 Executive Director Hyer provided the Master Plan for Pine Lake Park to the Commission. The Master Plan  
72 was determined with input from a public mailing to nearby residents around Pine Lake Park and throughout  
73 the Township. Residents were asked both what they wanted to see in the Park and any concerns about the  
74 Park. The Master Plan is broken down into Phases/Years (Four) and a total budget of \$6.5 million. Major  
75 items in the Master Plan include parking lot repairs, connecting and improving the pathways within the  
76 Park, a new playground, and extensive repairs or replacement of the ballfield, tennis/pickleball, and  
77 basketball courts. A permanent restroom is not feasible on the land, due to lack of utilities, but a seasonal  
78 restroom has already been installed and is being maintained by Park Staff. The Pine Lake Park Master Plan  
79 and exhibits are available for public viewing on the Pine Lake Park page of the West Bloomfield Parks  
80 website. Executive Director Hyer answered questions from the Commissioners clarifying the Master Plan  
81 and regarding the length of the Pine Lake Park lease as to possibly extending it due to the amount of  
82 improvements and investment the WBPRC is planning for the Park.

83  
84 Next, Executive Director Hyer updated the Commission on the RAC expansion and Bond proposal. The next  
85 step in concept drawings were presented along with updates to the expansion plan. The expanded RAC  
86 would provide multigenerational spaces for activities, nature presentations and classes, as well as space  
87 that could be used or rented out for any occasion. Outdoor areas provide more opportunities to partner  
88 with the Library for classes or meetings. The new expansion would encompass the existing RAC building  
89 and also provide office space for Staff and Maintenance storage.

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91 **STAFF REPORT**

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93 Executive Director Hyer delivered the Administration report to the Commissioners, announcing the hiring  
94 of Crystal M. Smith to the Administrative Assistant position. A beautiful candlelight vigil was held in memory  
95 of Sherri-Ann Wynter and Commissioner Kirkwood delivered a moving speech on her impact to the  
96 community and the WB Diversity Task Force.

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Superintendent Frey also had a new hire announcement with Michael Garner as the new Parks Technician, who comes with years of irrigation experience. Staff removed the sled hill fencing and signage for the season and installed the tennis nets, pickleball nets and put the playgrounds back together from winter storage. The Arrowhead bathroom project is underway, and Staff installed three new benches and power washed the surface at the Drake Sports Park Skate Park.

Supervisor Stokes provided the Recreation Report to the Commission, speaking to how successful recent events have been, including over 670 kids registered for the Egg Scramble and over 400 RSVPs for the Oakland County Veteran’s Resource Fair. The St. Patrick’s luncheon at Connect had 68 seniors attend and is planning a Kentucky Derby Day on May 3<sup>rd</sup>. Camp Registration is open, with more classes than ever, with themed camps for sports, STEM, and the arts. The West Bloomfield Community Garage Sale is coming up on May 11<sup>th</sup> and spots are sold out. Native Plant pick up is coming soon and Lily Pad Springs is set to open on May 24, 2024.

**ITEMS FROM THE OFFICERS**

**A. Items from the Chairperson**

Chairperson Brooks advised the Commission he will be absent from the May and possibly June Commission meetings and that Secretary Erich will be leading the Meetings in his absence.

**B. Items from the Secretary**

Secretary Erich expressed how excited he was to see the Summer Guide and how much quantity and variety of programming was available.

**COMMITTEE REPORTS**

**Executive: Chairperson Brooks**

Chairperson Brooks stated they met on Thursday, April 11, 2024, at 4:00pm in RAC Room 101. 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. They discussed items on the agenda for the April Commission meeting, and were provided with updates on several ongoing projects, including the Arrowhead Bathroom, the Drake Sports Park Playground. The Committee reviewed contracts, agreements, and grant opportunities. Their next scheduled meeting is Monday, May 6, 2024, at 4:30pm.

**Finance: Report from Treasurer Adams**

Treasurer Adams indicated the Finance Committee met March 28, 2024, at 5:00PM. Present were himself, Commissioner Barash, Commissioner Kirkwood, Finance Manager Smith, Park Superintendent Frey, and Stacey Reeves, from Plante Moran, by phone. The committee reviewed agenda items for tonight’s meeting. The Committee reported receiving income from Credit Card Revenue Sharing for 2023, Personal Property Tax Reimbursement, Winter Tax funds and Investment interest. The committee also reviewed invoices, vouchers, and prepaid expenses for the month. The next meeting is scheduled prior to the regular Commission meeting on May 23, 2024, at 5pm.

**NEW BUSINESS**

**A. Consideration for Approval of Seasonal Bonus Policy.**

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Presented by HR Manager Forton WB Parks seasonal bonus policy will pay out .50 cents for each hour worked during the period of April 1 through September 30 for the positions listed above. The projected cost for 2024 is estimated to be around \$7,000. These figures are included in the 2024 Adopted Budget.

**Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to Move to accept the Seasonal Bonus Policy.**

**Ayes: 5**  
**Nays: 1**  
**Absent: 1**  
**Motion Carried: 5-1-1**

**B. Consideration for Approval of Employee Referral Policy.**

Presented by HR Manager Forton, the employee referral policy states that WB Parks will pay out \$100 for each referral that is hired and successfully completes at least 30 days of employment. This policy is valid during the period of January 1 through March 31. There were no referrals in 2024. The budget for 2025 will be recommended to be \$500.

**Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to Move to accept the Employee Referral Policy.**

**Ayes: 5**  
**Nays: 1**  
**Absent: 1**  
**Motion Carried: 5-1-1**

**C. Consideration for Approval of Employee Recognition Policy.**

Presented by HR Manager Forton, WB Parks employee recognition policy will pay out between \$25-200/employee depending on the years of service. In 2023 we had four employees, with a total estimated cost of \$630. The projected cost for 2024 will be the same as 2023, \$630. Going forward, this amount will be budgeted annually.

Years of Service	Part-Time Reward Amount	Full-Time Reward Amount
5	\$25	\$50
10	\$50	\$75
15	\$75	\$100
20	\$100	\$125
25	\$125	\$150
30	\$150	\$200

**Motion by Commissioner Aronoff, seconded by Commissioner Erich to Move to accept the Employee Recognition Policy.**

**Ayes: 6**  
**Nays: 0**  
**Absent: 1**

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

201 **PUBLIC FORUM- None**

202 **ANNOUNCEMENTS- None**

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204 **ADJOURNMENT**

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206 There being no further business before the Commission the meeting was adjourned at 8:00PM.

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209 **Reviewed by,**  
210 **John Erich**

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213 Approved at the West Bloomfield Parks and Recreation Commission Meeting of May 23, 2024

214 (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.)