

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

**Thursday, May 23, 2024
6:00 PM**

APPROVED

1
2 **CALL TO ORDER**
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4 The meeting was called to order at 6:00 PM by Secretary Erich (Chairperson in Chairperson Brooks'
5 absence.)
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7 **ROLL CALL**
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9 Present: Secretary John Erich (acting Chairperson)
10 Treasurer Terrance Adams
11 Commissioner Merv Aronoff
12 Commissioner David Barash
13 Commissioner Vincent Kirkwood
14 Commissioner Sally Wenczel
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17 Staff Present: Kelly Hyer, Executive Director
18 Chris Frey, Parks Superintendent
19 Ashley Stokes, Recreation Supervisor
20 Stephanie Smith, Finance Manager
21 Crystal M. Smith, Administrative Assistant
22 Carrie Manning, Recording Secretary
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24 Absent: Chairperson Brooks - Excused
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26 Public: Philip Femminineo- Plante Moran
27 Stacey Reeves- Plante Moran
28 Eamen Howard
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30 **PLEDGE OF ALLEGIANCE**
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32 **PUBLIC FORUM- None**
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34 **APPROVAL OF AGENDA**
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36 **Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve the agenda.**
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38 **Ayes: 6**

39 **Nays: 0**

40 **Absent: 1**

41 **Motion Carried: 6-0-1**
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43 **ITEMS FROM THE TOWNSHIP LIAISON - No report this evening.**
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Recognition of Thea Sailer, WB Parks Volunteer

Thea Sailer first attended a Stretch and Tone class in 2010 and began teaching the classes in 2013. She credits the class, staff and Connect attendees with keeping herself in shape as well as providing a fun and supportive community. Staff praised Thea for being a kind, creative, and talented individual and thanked her for everything she has contributed to Connect and to her fellow attendees. Thea’s motto is to “Be the change you would like to see in the World” and the Staff and Commissioners thanked her for being exactly that and for her contribution to West Bloomfield Parks.

2023 Audit Presentation by Plante Moran

Philip Femminio and Stacey Reeves, from Plante Moran, presented the result of their annual accounting audit to the Commission. Overall, there were no outstanding items found and any questions and items in question were addressed by WBPRC Staff. The auditors thanked the Staff for their cooperation and assistance. The Commissioners thanked Plante Moran staff for their report and for the minimal disruption to staff and operations while the audit was underway.

CONSENT AGENDA

Items A through J 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 April 25, 2024
- B) Approval of April Revenue and Expenditure Report
- C) Approval of April/May Prepaid Expense Report in the amount of \$306,504.45
- D) Approval of Invoice Journal Report (Expenditures by Check) in the amount of \$165,790.23
- E) Approval of the April Credit Card Refund Report totaling \$8,241
- F) Receipt of the April Cash Balance
- G) Receipt of 2024 Budget Adjustment #1
- H) Approval of WB Parks updated Purchasing Policy
- I) Approval WB Parks updated Parks and Facility Rental Policy
- J) Receipt of Advertisement for Sealed Bid Proposals for the construction of Drake Sports Park Detention Basin Remediation

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

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

STAFF REPORT

Executive Director Hyer introduced Crystal M. Smith to the Commissioners. Ms. Smith started as Administrative Assistant on Monday, April 8th. She assists several members of the leadership team in day-to-day operations. Communication and Marketing is well underway for promotion and education of the upcoming Bond proposal. WBPRC participated in Bring Your Kids to Work Day with several children of Staff attending and participating in planned activities. Executive Director Hyer attended the Historical Society’s newest “You Auto Know” signed dedication at the Holiday House. The Diversity Task Force is planning another “Meet Your Neighbors” fall event, following the success of the first event.

97 Superintendent Frey delivered the Parks report, stating that spring clean-up is ongoing, including restoring
98 any turf damage from water flows and winter plowing. Staff has turned on water wells and pressurized
99 park restrooms at all locations. All restrooms were power washed and cleaned in preparation for the season
100 and are open for use. Spring landscape and turf clean-up took place at Marshbank, Keith and Bloomer parks.
101 All parking lots have been swept and cleaned. In addition to all the work, ten park Staff attended MIOSHA
102 training at Oakland County Parks that covered different safety topics.

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104 Supervisor Stokes provided the Recreation Report to the Commission. Lily Pad Springs is open as of
105 Memorial Day weekend. Beginning June 10th, all sessions will be open, and the Community is urged to
106 always consult the West Bloomfield Parks website for availability and LPS conditions. June 1st is National
107 Trails Day. Activities begin at 8am at Walnut Lake Middle School. The annual Earth Day Celebration was
108 held with over 250 people in attendance. Fabulous Fifties luncheon sold out at Connect and the new Derby
109 Day luncheon was also a success. Events at Connect continue to have exceptionally good attendance and
110 are very popular. Touch-a-Truck is back, after a four-year absence, and was an overwhelming success. With
111 a team effort, Staff worked together to park over 400 vehicles.

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113 **ITEMS FROM THE OFFICERS**

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115 **A. Items from the Treasurer**

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117 Treasurer Adams wished everyone a happy, safe and fun Memorial Day.

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119 **COMMITTEE REPORTS**

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121 **Executive: Chairperson Brooks**

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123 Treasurer Erich delivered the Executive Committee Report. He stated the Committee met on Monday, May
124 6, 2024, at 4:30PM. Present were Chairperson Brooks, Secretary Erich, Treasurer Adams, Executive Director
125 Hyer, Parks Superintendent Frey, Recreation Supervisor Stokes, Finance Manager Smith, HR Manager
126 Forton, and Marketing & Communication Manager Tehako. They discussed the items for the meeting
127 Agenda, were provided with personnel updates and the Bond proposal. The Committee talked about many
128 ongoing projects and were provided with status reports. They recapped the recent Parks tour and how
129 valuable and informative it was for the Commissioners. Their next scheduled meeting is via Zoom on
130 Thursday, June 13, 2024, with the time to be determined.

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132 **Finance: Report from Treasurer Adams**

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134 Treasurer Adams indicated the Finance Committee met Thursday, April 25, 2024. Present were himself,
135 Commissioner Barash, Finance Manager Smith, and Executive Director Hyer. The committee reviewed
136 agenda items for tonight's meeting. New Comerica Bank representatives have been appointed and the
137 Committee will reach out to set up introductory meetings. The Plante Moran audit was reviewed, with
138 findings and results to be presented at tonight's meeting. The committee also reviewed invoices, vouchers,
139 and prepaid expenses for the month. Investment interest continues to soar, with year-to-date interest at
140 almost \$74,000. The next meeting is scheduled prior to the regular Commission meeting on June 27, 2024,
141 at 5pm.

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143 **NEW BUSINESS**

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145 **A. Consideration for Approval of Marshbank Park Paving Engineering Design and Construction**
146 **Services.**

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148 **Motion by Commissioner Aronoff, seconded by Commissioner Kirkwood to Move to approve the proposal**
149 **for Marshbank Park paving engineering design and construction services from DLZ Engineering in the**
150 **amount of \$188,800.00.**

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152 **Ayes: 6**
153 **Nays: 0**
154 **Absent: 1**
155 **Motion Carried: 6-0-1**

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157 **PUBLIC FORUM- None**

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159 **ANNOUNCEMENTS**

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161 **ADJOURNMENT**

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163 **There being no further business before the Commission the meeting was unanimously adjourned at 7:09PM.**
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165 **Reviewed by,**
166 **John Erich**

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169 **(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**
170 **where it may be heard.)**