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

Wednesday, September 23, 2026
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 Meagan Tehako, Marketing and Events Manager Kahlia Chehade, Administrative Assistant
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- None

ITEMS FROM THE TOWNSHIP LIAISON- Trustee Kirkwood reviewed recent business brought before the Township and approvals the Township has recently passed down as well as some personnel appointments.

CONSENT AGENDA

Items A through J(b) 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.

Consent Agenda Items

A) Approval of Minutes-Regular Commission August 26, 2026,
B) Approval of August Revenue and Expenditure Report
C) Approval of August Prepaid Expense Report in the amount of $413,944.73
D) Approval of Invoice Journal Report (Expenditures by Check & ACH) totaling $1,000,728.92
    a. Checks in the amount of $196,270.81
    b. ACH to be paid to Frank Rewold & Sons for the August Application and Certificate for payment #4 in the amount of $804,458.11.
E) Approval of August Credit Card Refund Report totaling $8,701.00
F) Receipt of August Cash Balance Report
G) Receipt of August Check Disbursement Report for the Connect Bond Reimbursement from Township
H) Receipt of Connect Community Center Project Budget Status as of Aug 30, 2026
I) Receipt of completed 2026 Employee handbooks
J) Receipt of Prime Contract Change Orders:
    a. #001 for the Connect Community Center Bond Project to Bluestar to remove backfilling foundations from scope of work for a savings of $6,000 on this Agreement.
    b. #010 for the Connect Community Center Bond Project to Frank Rewold & Sons, Inc for the additional backfill costs of $153,578, totaling $50,245 after reducing other allowances and the construction contingency line item.

Motion by Commissioner Aronoff, seconded by Commissioner Wenczel to approve items A through J(b) on the Consent Agenda.

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

STAFF REPORT

Executive Director Hyer welcomed some new additions to the WBPRC team. Isla is doing nature education programming, and Mike is a certified mechanic with several transportation certifications.

Superintendent Frey delivered the Parks report to the Commissioners. In August, staff continued professional training and park maintenance. A crew completed an eight-hour MGIA chainsaw safety course in Livonia with classroom instruction and field demonstrations. Because chainsaw work is among our most hazardous tasks and increases during winter, ongoing safety training is essential. Our man lift also passed its annual inspection, and staff completed the required recertification training. The lift has been well maintained and operated safely for about 10 years. Staff removed poison hemlock and Japanese knotweed from the trail and other areas, properly bagging and disposing of the invasive plants. Repairs continued on the Marshbank fishing dock after wave action damaged a hinge and several floats began taking on water. Contractors welded new brackets, and staff replaced two of four floats, with the remaining work and deck-board reinstallation expected soon. The fishing pier remained open during the project, with protective mats used to prevent ground damage. At the nature preserve, staff installed fencing and signs to stop

visitors from leaving the designated trail and cutting through nearby yards; follow-up checks indicate the barrier is working. Other maintenance included raising and securing a buried drain cover at Drake Sports Park, monthly power washing of the Drake playground, general trail work, and installing a new dog-waste bag dispenser at Marshbank Park.

Supervisor Stokes provided the Recreation Report to the Commission, with Marketing and Events Manager, Meagan Tehako providing Events information. This summer, customer service processed 400 forms for more than 350 Camp WB Sports, Art, and STEM participants. In response to parents' feedback, afternoon Latchkey returned for Camp B, serving 88 campers. Leaders in Training participation also grew, helping former campers develop leadership skills through workshops and event volunteering, with some later joining seasonal staff. Adult programs remained strong. Adult Art Camp earned positive feedback for quality instruction, flexible scheduling, and its open-studio format, while fall pickleball and softball leagues began. Restaurant Ramblers' White Horse Inn trip sold out in three days and generated a waitlist, leading to a third date. Connect now has 501 active members, with strong game room and table tennis participation. Membership Coordinator Sheila strengthened engagement through attentive service and programming. Her ice cream float event reached its 80-person capacity, generated a waitlist, and featured donated ice cream from Trader Joe's. Naturalist David and intern Megan led senior kayaking at Bloomer Park and managed new launch coordination. Participants preferred Middle Straits Lake's lighter boat traffic, supporting the move from Marshbank to Bloomer. Lauren and David also helped lead the second annual Apple Island kayaking adventure with the West Bloomfield School District and Greater West Bloomfield Historical Society. Naturalists guided the paddle, and Historical Society docents led the island hike and history presentation, offering residents a distinctive recreational experience.

Continuing with the Events report, this year's Marshbank Music Series concluded on September 2, drawing 2,000 participants across four events. Two of the four bands performed at Marshbank for the first time, reflecting our continued commitment to presenting new talent. Although paving work required the series to be rescheduled from July to August, community participation remained strong. The Kids Commotion Concert Series also continued to expand, attracting more than 1,500 attendees across three events. The community has responded favorably to enhancements introduced by Special Events Programmer Crystal. Five businesses sponsored the series, and the library again provided giveaways and crafts at each event. Appearances by Cookie Monster and Elmo were particularly well received. We also acknowledge the West Bloomfield Optimist Club for operating concessions. Fall programming will begin with the Senior Health Showcase at Connect on October 9, featuring more than 30 health-related vendors. Seniors are encouraged to preregister to qualify for the raffle, with prizes including two $100 Busch's gift cards and fall-themed baskets donated by sponsors and vendors. Community Hayrides will return to Marshbank Park on October 15 and 16. Led by the nature interpretive team, the programs are already at 50 percent capacity; early registration is therefore recommended. Finally, the Trick-or-Treat Trail will be held at Marshbank Park on October 25. Forty-six vendors are confirmed, with several additional vendors on the waitlist. Attendance is expected to exceed 700 children and their families.

ITEMS FROM THE OFFICERS

A. Items from the Chairperson

Chairperson Brooks wanted to thank everyone for programs like the Marshbank Music series that really bring people together and get them to socialize and engage more with each other.

B. Items from the Secretary

Secretary Erich commended staff for their continued hard work.

C. Items from the Treasurer

Treasurer Adams did not have any items this evening.

COMMITTEE REPORTS

Executive: Chairperson Brooks

Chairperson Brooks stated they met on September 9, 2026. 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. The committee reviewed the agenda for this evening's Commission meeting. The discussion addressed progress on the bond project, reviews of Township ordinances, project-related matters, contracts and agreements, the master plan workshop held on September 16, and a proposed special budget workshop to be considered later in the agenda. We also reviewed personnel matters and outstanding legal issues. Our next meeting is scheduled for Wednesday, October 14, at 4:00 p.m. in the Township Hall conference room.

Finance: Report from Treasurer Adams

Treasurer Adams indicated the Finance Committee met Wednesday, August 26, 2026, at 6:00pm. Present were himself, Commissioner Barash, Commissioner Wenczel, Finance Manager Smith, and Executive Director Hyer. Also attending was Laura Hester from LJH Development.

- Operations: Staff updated the committee on Connect finances, the workers' compensation audit, actuarial reports, budget workshop scheduling, and the transfer of accounts from Comerica to Fifth Third Bank.
- Bond funds: Through August 26, the latest draw was approximately $1.2 million, cumulative draws were $5.3 million, and $19.4 million remained.
- Investment income: Interest exceeded $212,000 through July, including about $32,000 earned that month.
- Fund balance: The projected balance was $5.8 million, with $2.3 million uncommitted after reserving approximately $3 million for Connect.

The committee reviewed revenue and expenditures, prepaid expenses, invoices, credit card refunds, cash balances, check distributions, and Connect bond information.
The next meeting was scheduled prior to tonight's regular Commission meeting.

Sustainability: Report from Commissioner Mindell. There was no meeting, but Commissioner Mindell attended the Michigan Sustainability Conference. Many new contacts were made, and the Commissioner brought back several newsletters and materials on sustainability for the Commission staff.

NEW BUSINESS

A. Consideration for Approval of Pine Lake Park Re-development Planning, Landscape Architecture and Engineering Services Agreement to Grissim, Metz, Andriese Associates (GMA) for the amount of $432,306.

Motion by Commissioner Aronoff, seconded by Commissioner Erich to approve the Planning, Landscape Architecture, and Engineering Services Agreement for the Pine Lake Park Redevelopment project to Grissim, Metz and Andriese Associates (GMA), at a cost not to exceed $432,306, and authorize the Executive Director to execute the agreement, pending attorney review and approval and with any changes recommended by the attorney.

Ayes: 7

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

B. Discussion of the updated WBPRC Park Rules and Trails Rules.

Discussion of proposed updates to the WB Parks Park Rules and Trail Rules, including new provisions addressing e-bikes, e-scooters, and other motorized/electric devices, and removal of an outdated firearms provision. Staff recommends the Commission discuss the proposed revisions to the Park Rules and Trail Rules and provide direction on draft ordinance language. No formal motion is requested at this time. We will return with final rule language and updated signage for Commission approval following discussion.

C. Consideration for Approval of Human Resources & Compensation Consulting Services (Job Descriptions & Salary Analysis) Agreement with the Center for Individual & Organizational Effectiveness (C4IOE) for an amount not to exceed $35,000.

Motion by Commissioner Aronoff, seconded by Commissioner Barash to authorize execution of the Client Services Agreement and Scope of Work & Cost Addendum with the Center for Individual & Organizational Effectiveness (C4IOE) for Human Resources & Compensation Consulting Services for a job descriptions and salary analysis, at a base cost not to exceed $35,000 and authorize the Executive Director to execute the agreement, pending attorney review and approval and with any changes recommended by the attorney.

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

D. Approval of Special Meeting for the 2027 Budget workshop on Wednesday, October 7, 2026, at 6PM at Connect.

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

ANNOUNCEMENTS- None

PUBLIC FORUM- None

ADJOURNMENT

There being no further business before the Commission, the meeting was unanimously adjourned at 7:43PM.

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.)