

**FINAL  
CHARTER TOWNSHIP OF COMMERCE  
PARKS AND RECREATION COMMITTEE MEETING**

*Monday, February 27, 2023*

2009 Township Drive  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Chairperson Walker called the meeting to order at 6:00pm.

**ROLL CALL: Present:** Johnny Walker, Chairperson  
William Petsch, Vice Chairperson  
Barbara Garbutt, Secretary  
Krystal Schwartz  
Ron Krueger  
Laura Waterworth

**Absent:** Bob Berkheiser (excused)

**Also Present:** Emily England, Director of Senior Services/Parks & Recreation  
Allison Kennedy, Asst. to Parks & Recreation Director  
Mark Schoder, Maintenance Director

**COMMUNICATIONS:**

None.

**APPROVAL OF MINUTES:**

**MOTION** by Schwartz, seconded by Krueger, to approve the January 23, 2023, Parks and Recreation Committee Regular Meeting Minutes.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

Chairperson Walker opened to Public Comments.

There were no comments.

Chairperson Walker closed to Public Comments.

**ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT**

**Friends of Byers – Dean & Karen Schantz**

Karen Schantz shared the following with the Committee.

- We had our nomination for officers. Dean is President, I'm Treasurer, and Mike is still Secretary. Nothing changed.
- We have chosen our event dates for approval:
  - Sun. 04/02/23 – Easter Event – Pictures with the Easter Bunny in the Farmhouse from 11am-5pm
  - Sun. 08/13/23 – Vintage Antique Event, 10am-5pm
  - Sat. 10/21/23 – Boo Bash, 6pm-8:30pm
  - Sun. 12/10/23 – Visit w/Santa, photos 11am-5pm
  - Then we will participate again at the Library Trunk-or-Treat Event. I would assume that's October 28<sup>th</sup>.

**MOTION** by Petsch, seconded by Waterworth, to approve the 2023 event dates as requested by Friends of Byers. **MOTION CARRIED UNANIMOUSLY**

Ms. Kennedy – Karen, the Trunk-or-Treat event is done by the Library, not by us, so I don't know when that date is.

Karen Schantz – Okay.

- Our 2023 insurance came due and that's paid. We're waiting on the full policy to arrive and we will send you a copy.
- Our preliminary barn wall restoration we have scheduled for April 15<sup>th</sup> and 16<sup>th</sup>. We're trying to kick that off early. Materials have increased so we're at about \$6000 in lumber. We are going back and forth whether to use the scissor lift provided by Doors of Pontiac where I work, or renting a boom truck. Dean thinks the boom truck will be better.
- The May spring cleanup date is not yet designated with the Scouts, but we are going to hold it either the first weekend of May, or the third weekend, and not Mother's Day weekend.
- We will also have another cleanup in the fall and that date is not yet designated.
- I reached out to HVCA and they're not going to do Art on the River this year. They have a hard time getting participation and vendors, so we decided to allow them to come to our Vintage Antique event.
- I purchased an antique showcase and we put it in the dining room of the farmhouse. It's our plan now to start gaining historical memorabilia for Commerce Township, including information on the original residents. We're getting information on the school bell from the one-room schoolhouse. We're reaching out to Long's. We're going to build a photo album. We're going to move all the dishes in the farmhouse to one wall, and use the shelves for historical Township photographs. In addition, my friend is pulling pictures of the stone house that was moved at Haggerty and Maple, along with the barn that had the Mona Lisa painted on it. That history goes back to the 1800's.
- We're working with multiple elementary schools right now to arrange tours of the farmhouse, including Commerce, Dublin, Oakley Park, Decker and Keith. This will primarily be 2<sup>nd</sup> graders, but the 5<sup>th</sup> grade school group at Dublin is very interested. Tours will probably be next year, but we will let you know.

Director England – Okay.

Karen Schantz –

- Once we get the barn done, further repairs we're contemplating this year are:
  - The dress barn on the hill, which is in need of major help.
  - The duck barn.
  - The back wall on Granny's Pantry is rotting out badly.
- If we can't get help from the Scouts, we will do what we can this year.

Chairperson Walker – Do you have a project for Boy Scouts or Eagle Scouts?

Karen Schantz – They could take any of the three projects. Bob's son did the inside floor of Granny's Pantry years ago. We also had a troop do the metal roof on Granny's Pantry. We've had several projects. Also, the stone path going up from the barn to the hill, and the cart in the back were both done by Eagle Scout troops.

Dean Schantz – I'm coordinating with Bob on the Boy Scout and Eagle Scout projects with Troop 308.

Chairperson Walker – I'm out of Troop 170 at Multilakes.

Karen Schantz – Other than that, the barn has been busy. We're getting more interest. I've been posting on the Facebook page and that's bringing more people in.

Director England – I've seen it. It has been popping up so you're starting to hit your algorithms on that. That's working, and it's getting shared on the Commerce pages too.

Karen Schantz – It has been fun seeing who comes in.

### **CW3 Soccer – Chris Haney**

- We just held our board elections. I'll report on that next month.
- Our 3<sup>rd</sup> winter session is now open.
- Registration is open.
- Our Dodge Park spring cleanup date is Saturday, April 1<sup>st</sup> from 2pm-4pm. The backup date is Saturday, April 8<sup>th</sup>.

### **Commerce Little League – Paul Kammer**

- Registration will be closing this week. We've outdone our numbers from last year which is great.
- We will start holding practices around April 1<sup>st</sup>, depending on the weather.
- Our field cleanup day is April 8<sup>th</sup>, with a backup of April 15<sup>th</sup>.
- We're finalizing teams.
- I think I mentioned last meeting, we're going to be doing some dugout improvements. We're not changing the footprint, but some of the dugout roofs and some of the fencing needs upgrades and fixes.
- No other work at Maple Glen at this time.

### **Motor City Mountain Bike Association – Mike Kearney**

- We will probably do another youth team cleanup day with one of the local teams. It's usually a couple hours picking up trash and cleaning up small stuff with the younger kids. Then we'll probably do another trail day on a weekend in April or May for larger repairs. As we get that on the calendar, I will circulate that to Emily and make sure it doesn't conflict with anything.
- If there is anything large we would like to do this year, we will circulate that to Emily for approval.

### **Lakes Athletics Association – Jerry Stoddard, President**

*A report dated February 22, 2023, was submitted in the packet:*

- *League Update – Spring 2023 registration is open and ongoing, over 180+ as of today with a goal nearing 300. LAA preference is to fill and close registration by early March.*
- *Upcoming Dates & Information*
  - *Season Dates – April 2023: Spring Clean-Up and Opening Day*
  - *Monthly Meeting – Feb meeting was held Feb 15; Next scheduled Board meet is Mar 15, 2023*

- *2023 Capital Improvements – Sprinkler work is completed; LAA will work with P&R to schedule meetings for review and support of repair work invoices. Thank you! LAKES has approved funding for replacement of the remaining 2 original backstops at HG Park. The tear-down process has already begun. Flagpoles have been installed at HG!*
- *Needs From Township*
  - *Flagpoles – Installed; will submit receipts for township approved reimbursement funding. Please let us know meeting availability or process to complete reimbursement.*
  - *Parking Lot Construction – Some modifications are in discussion; no news at this time; Please let us know of any planned work/repair scheduled.*
  - *SPRINKLERS – Repaired and renovated after many years of service. Map of the completed system is now in existence for future construction reference. LAA can schedule meeting with P&R to review and discuss next steps, and reimbursement for approved portion share. Please advise meeting availability or process to complete reimbursement.*
  - *New Backstops – Just advised about Novi Fence installers ongoing work to install 2 new backstops this winter. F1 and F6.*

No representatives were present at the meeting for the following leagues:

- Windmill Farms (Horse Farm)
- Interlakes Girls Softball
- Lakes Area Hawks

## **ITEM 2: COMMERCE LITTLE LEAGUE – RICHARDSON CENTER USE**

Director England – Paul is here to speak on this. They're looking to use the Center on a weekend, Saturday, April 8<sup>th</sup>, for their Umpire Clinic. They would have it for two sessions, 9am-10:30am, and then 11am-12:30pm. They know there is a fee, but it's discounted, so they're here for approval.

Paul Kammer – We pride ourselves on being an instructional league, not only for kids but also for umpires. Any umpires or any children 12 years and older are eligible to be an umpire. We've tried to hold umpire clinics the last couple of years where we actually bring in the head umpire from District #4, which is the Oakland County Little League District. He comes in and gives classes. We tried them outdoors and it's usually bitterly cold or it's raining, and being outdoors doesn't really provide any extra benefit. What he would like to do is bring in and utilize some video productions to help with teaching. So we reached out to Emily because we thought the Richardson Center was a great place for the clinic. We're just looking for approval for the two sessions, one starting at 9am and the other at 11am. This also brings in a couple other communities, including Birmingham, but for the most part, it's 90% Commerce Little League umpires.

Director England – So they get it at the discounted rate of \$125 use fee, and then a \$125 security deposit that is refundable after the event.

**MOTION** by Petsch, seconded by Waterworth, to approve the use of the Richardson Center by Commerce Little League for the Umpire Clinic training sessions on Saturday, April 8<sup>th</sup>, with sessions from 9am-10:30, and from 11am-12:30pm at the discounted rate as discussed herein.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: TOWNSHIP BOARD REPORT**

No report in Berkheiser's absence.

**ITEM 4: PARKS AND RECREATION DEPARTMENT REPORT**

Ms. England discussed the following:

- Everything is in your packet.
- We did meet with an Eagle Scout today who is going to build the racks for the pickleball courts. He is building 8 racks, one for each court. He anticipates being done with that project on March 24<sup>th</sup>, and he will be coming to our April meeting to deliver a detailed presentation to the Committee.

**ITEM 5: PARK LIAISON REPORTS**

**Berkheiser – Wise Woods & Victory Park**

- No report in Berkheiser's absence.

**Schwartz – Byers and Mill Race**

- Nothing to report for either park.
- I wasn't able to get back in there.

**Garbutt – Long Park & Snowy Ridge Park**

- Not much going on.

**Walker – Maple Glen & Windmill Farm**

- I went there before the ice storm. I haven't been back since then.
- Mine looked pretty good before the storm. I hope they stayed the same.

Director England – They look the same after Mark's crew gets done.

**Petsch – Bicentennial Park**

- Nothing to report.
- I haven't been over there to see if there's any tree damage, but I'm sure there is. Since we have tall pines there, there will be branches down.

Mark Schoder – The pines and the other trees on the north end.

Director England – The old Township Hall is scheduled to come down in the next few months.

**Krueger – Dodge Park**

- It looked like a tree beat up one section of the fence, but I was really surprised that there wasn't a lot of damage.
- There is an area that was cleared right off the driveway. I can't remember why that was cleared out.

Mark Schoder – Oakland County did that. They cleared out scrub trees.

Director England – It's their winter mowing program and it helps to control invasive species.

Mr. Krueger – All right. And over by the Library, it looks like just one large branch came down near the entrance. I saw the piles of debris you guys were starting. There is a small dead spruce among the new ones that were planted and that could probably be removed, along with the 7-foot spruce on the other side of the entrance.

Mark Schoder – Yes, we dropped one pine today, and we will pull the others out.

Mr. Krueger – I didn't walk the trails, but from what I could see from the road, there wasn't a lot of damage.

### **Waterworth – Hickory Glen Park**

- There were lots of trees and branches down, but there was nothing obstructing.
- At the ball diamonds, #3 and #4, they each have two flags. At both locations, one of the flags is only held by two corners, so they are flapping in the wind.

Director England – Yes, I need to get in contact with them. Ron brought up a couple things too. Their flag wasn't lowered and there was no light on the American flag.

Mr. Krueger – The flags over the ball diamond were not at half-staff. We've had them at half-staff for about a week and a half, and they don't have lights on them.

Director England – They were going to install lighting for the flag, so I don't know if they finished it, or if they were waiting until spring.

Mr. Krueger – I have a lot of low voltage lights, if they just want to run a 12-volt cable. They can get with me on that.

Ms. Waterworth – I walked the mountain bike trail. It looks good. People are still using that park.

Mark Schoder and Ms. Waterworth discussed the location of the spray paint to be addressed by the Maintenance Department.

### **ITEM 6: VILLAGE OF WOLVERINE UPDATE**

Ms. Waterworth discussed the following with the Committee:

- Last Monday was President's Day, so their meeting is today.

### **ITEM 7: MAINTENANCE DEPARTMENT REPORT**

Director England – We all need to thank Mark and his crew. They have saved us a lot of money at Maple Glen.

Mark Schoder discussed the following with the Committee:

- We might have gotten lucky at Maple Glen. We found a third septic tank with a large sump pump in it. It was not working, so we had it replaced; we had the PVC replaced inside the tank. We filled it up 2/3 of the way and it pumped, but the septic field is dry so we have to play it by ear during the summer. Hopefully that's all it was. We never knew there was a third tank there. We had to get the prints to find the septic field.

- You know we have a lot of trees down. We're putting them in piles and we're going to rent a big chipper for 2 days. We will do the cemetery on Day 1, and the parks on Day 2.
- The split rail fence was damaged at Hickory Glen.
- The black fencing at Scarlet's was damaged, but I think we can straighten that out and put it back up.

### **ITEM 8: AED PURCHASE**

Ms. England presented a video on the overhead showing the portable AED, the wall mount for the unit, and how the device functions. She explained that the Fire Department provided a recommendation.

Discussion took place regarding the recommended unit, which is intended to be foolproof, the kit for replacement pads, adult and pediatric size pads, recharging, improved batteries that withstand the elements, and warranties for batteries and pads.

Director England – We have two quotes. After we had our discussion last month about safety plans and AED's, we talked with the leagues and some do not have AED's. That began the conversation about CPR classes. I know our Fire Department Chief was going to be reaching out to the leagues and offering classes to ensure people are CPR certified. I know Commerce Little League and Hawks already have their AED. Interlakes and Lakes Athletics do not.

The conversation began; is that something that the Township wants to purchase and put in those buildings, and that's what the quotes are in front of you. There's three in here. One would be for the concession building on the girls' side at Maple Glen, Lakes Athletics at Hickory Glen, and then Scarlet's Smile which would also serve CW3 Soccer. That one would have to be put on the outside of the building in a secure, well-lit, cabinet with a camera. They have visited the site and looked at this. Stacy Gross was working with these different companies to find out what is best to secure that to the wall. She works with Bound Tree Medical and J&B Medical on a regular basis. Bound Tree came in the cheapest. J&B is headquartered in Wixom, and she said she likes to shop local, but they're not as responsive as Bound Tree.

I brought this to your attention to see if it is something we want to do and something we want to propose to the Township Board. Obviously it's the Board's final decision. It could be a partnership. If we purchase the unit, then the leagues can be responsible for the replacement of the batteries and the pads. There would have to be some kind of policy in place for it, and we can work on that.

The third one you will see in here is just for the Zoll AED Plus, and that's for the Richardson Center. We already have one of those, but I think we need another one because it's in one of the rooms and if that room is closed off during a weekend event, then the people in the other room won't have access to it. I think we're busy enough that we should have two in that building.

Chairperson Walker – What would be the liability for the Township if we put an AED in and then nobody knows how to use it properly?

Director England – Obviously we would run all of this by the attorneys before we take it to the Township Board, but in talking to the Fire Department, they recommended this unit because it is foolproof. You don't have to be trained to use that machine.

Vice Chairperson Petsch – Are the pediatric pads available for the other unit?

Director England – It looks like they are. J&B medical does have a pediatric pad.

Chairperson Walker – So we, the Township, would be assuming the cost of the J&B Medical, about \$6400 for the three parks that don't have one? Now, would they be available when the park is in use by the public, or would this only be for the leagues?

Director England – That is a good question. That would be different. At Scarlet's, it would be available all the time because it would be affixed to the restroom facility. The ones for the leagues we could do either way. We would just have to purchase a cabinet, or we could put them in the concession buildings. Is that how you do it now, just have it in the building?

Paul Kammer – Ours is in our maintenance rake shed and it has a combination lock on it that all coaches get the code for. It is secured when nobody is there, and during practices and games, that door is open.

Director England – So I think those parks are probably used the most when the league has activities, or coaches are having practices, and obviously the coach would need to have access to it. I don't know if it's necessary to have it available all the time at those parks. They don't see as much traffic as Scarlet's Smile does.

Chairperson Walker – What would secure it so nobody just walks up and takes it?

Director England – It is an alarmed box, well-lit, with a camera. It has to be accessible if somebody needs it.

Vice Chairperson Petsch – Emily, you said Bound Tree was recommended because they are more available?

Director England – Yes, Stacy Gross said they are more available and easier to deal with.

Vice Chairperson Petsch – Their quotes aren't that far apart, are they?

Ms. Kennedy - \$4700 to \$6300.

Chairperson Walker – So Bound Tree has the better price.

Vice Chairperson Petsch – And the J&B quote is for the Zoll, correct?

Director England – There's two, there's the Zoll and the G5.

Ms. Waterworth – Oh, I see, the Zoll by Bound Tree is \$1845, whereas J&B would be \$1861.

Chairperson Walker – So that one is really close, but the other one is not at \$6300 versus \$4700.



Discussion continued regarding the pricing, what the kit includes, accessibility by the leagues to the AED's, and partnerships with the leagues. Director England will have discussions before taking the request to the Township Board.

Vice Chairperson Petsch – I'll make a recommendation that we take this to the Township Board. I think it's a very good idea to have. You're hearing more about kids going into cardiac arrest. And it's important to have for the adults, parents and grandparents, at these events. If you can just get that extra few minutes before EMS gets there, it could save a life. I recommend that we do put these in our parks. I suggest that we go with the recommendation of the Fire Department, and with Bound Tree's quote. We definitely want somebody that will be able to service it.

Ms. Schwartz – Bill, I also think that the Richardson Center needs another unit in case one of the rooms is blocked off, or not easily accessible. I think it's important for our seniors.

Vice Chairperson Petsch – Emily, that's something you can just buy, can't you?

Director England – Yes.

Chairperson Walker – Is there a park where we would need two of them?

Director England – Not that I can think of. Dodge would be the first that would come to mind, but I don't know where we would put it. The restroom facility seems the most obvious. Chris and I discussed it. We talked about locking it up, but we don't want a lot of people having keys to the storage room.

Vice Chairperson Petsch – Chris, if you do have an emergency, that's not far to go to get it, correct?

Chris Haney – The bathroom/storage facility is very centrally located to the south part of the park. Maximum, it's 250 yards from the farthest point.

Director England – I just wanted to make sure that the Committee was onboard with the idea. Obviously I need to have more discussions with the leagues and the attorneys.

#### **ITEM 9: AED – LEAGUE SAFETY PLANS**

Director England – It sounds like the Chief is working with the leagues and I think safety is a top priority for everybody.

#### **ITEM 10: PARKS & RECREATION MASTER PLAN**

Director England – In your packet is a proposal from Leah. This will be our fifth 5-year plan that she has done with us. Our Master Plan expires this year. We are looking at doing public engagement a little differently.

- We will do two small group discussions with the leagues and park users.
- We are looking at doing an online community survey.
- I would say that the last three Master Plans we've done, when we held our public workshop, I think the most we had in attendance was 14. Therefore, we looked at going out into the community instead, such as setting up a tent at Concert-in-the-Parks; going where people are and getting public input.

- We're also going to cross reference what the Planning Department just did. They did a lot of public input for the Township Master Plan, and Parks has fallen into a lot of that. We will pull that information out and incorporate it.
- We're taking the trails and pathways out of our plan. We still need to reference it, so paths that run through our parks will still be referenced, and the Township-wide Pathway Plan will be referenced in order to qualify for grants. They spent a lot of time looking at pathways in the Township Master Plan.
- I need a motion to move forward with this. I can take it to the Township Board for approval.
- She asked if we wanted hard copies. I use my hard copy, so I had her add the extra expense on there for 5 or 10.

**MOTION** by Petsch, supported by Krueger, to proceed with the 5-Year Parks & Recreation Master Plan as quoted by Leah Groya Consulting, including 10 hard copies.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: PARK EVENT UPDATES**

Director England and Ms. Kennedy discussed the events and timeline, along with availability of online registration for the M-5K.

- **M-5K – Saturday, May 20, 2023** – Registration is open. Ms. Kennedy will forward the link and post on social media. Friends of the Airline Trail will also post. A new medal is available and T-shirts will be printed.

- **Summer Concert Series:**

<u>Date</u>	<u>Band</u>	<u>Activities*</u>	<u>Food Truck</u>
July 7 <sup>th</sup>	TBD	Bubble Wands	D&W
July 14 <sup>th</sup>	Power Play		Impasto
July 21 <sup>st</sup>	Magic Bus	Tie Dye Shirts & Bouncer	Bavarian Inn Cluck Truck
July 28 <sup>th</sup>	Steve King		Impasto
August 4 <sup>th</sup>	Star Farm	Bouncer	Burger Joint

*\*Face Painter at all Concerts*

- **Tree Lighting Event – Saturday, December 2, 2023**

**ITEM 12: OTHER MATTERS**

None.

The next Parks and Recreation Meeting is scheduled for **Monday, March 27, 2023, at 6:00PM.**

**ITEM 13: ADJOURNMENT**

**MOTION** by Walker, supported by Garbutt, to adjourn the meeting at 6:44pm.

**MOTION CARRIED UNANIMOUSLY**

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Barbara Garbutt, Secretary