

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

Monday, February 28, 2011

2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 7:00 pm at the Commerce Township Offices

ROLL CALL: Present: William Petsch - Chairperson
Peter Pace – Secretary
Michelle Holmes
Tim Wichert
Dick Zemmin

Absent: Dave Schultz-Vice Chairperson, excused
Dan Munro, excused

Also Present: Emily England, Director of Senior Services/Parks and Recreation

COMMUNICATIONS:
Passed along to committee

APPROVAL OF MINUTES:

MOTION by Zemmin, supported by Pace, to approve the February 2011, Parks and Recreation Committee Regular Meeting Minutes, as submitted.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS:
None

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Commerce Little League – Mike Snyder, President

Mr. Snyder was unable to attend tonight's meeting. His report was received via email and accepted by the Committee members. Email attached.

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**ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT
(Continued)**

Soccer - CW3, John Varcie

Mr. Varcie was present and discussed the following with the Parks and Recreation Committee:

- Annual meeting being held tonight for CW3
- 20% growth in spring registration
- 38% growth in fall registration
- Annual jamboree to be held at Walled Lake Northern on June 4th, 2011
- U5 program began this season

Lakes Athletics - Frank Vigliarolo, President

Mr. Vigliarolo was not present.

Interlakes Girls Softball – Tim Bailey, Vice President

Tim Bailey, Vice President, was present and discussed the following:

- Down 15% in registration this season
 - Checking into advertising next season
- Opening day is scheduled for April 25, 2011
- Practice begins in approximately 2 weeks

Friends of Byers - Ellen Smith/Sharon

There were several representatives present at tonight's meeting. Ms. Smith took the lead in speaking with the Committee members and discussed the following:

- Hand outs submitted to Committee members
 - Annual report
 - 2011 elected officers
 - Riverbank stabilization
 - Request for repairs for 2011
 - Barn roof
 - Farmhouse repairs
 - Footbridge
 - Well
 - Dead tree/brush removal
 - Split rail fence
 - Proposed schedule of events for 2011
- Planning a painting project for the barn; date TBD. Paint was donated from Home Depot

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**ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT
(Continued)**

Friends of Byers - Ellen Smith/Sharon (Continued)

- Would like access to the farmhouse to begin routine cleaning
 - Committee granted request (See item 8 for detailed information)

Ms. Smith asked the Committee if they could approve funding as soon as possible for the roof repairs to the barn. Chairman Petsch explained that money has been allocated for this project and it is a high priority.

Mr. Jim Meenahan, representing the Friends of Byers, commented to the Committee on how many residents are enjoying the site at Byers and the positive atmosphere that has been recreated. FOB appreciates the Township working with their members.

MOTION by Petsch, supported by Pace, to approve the Friends of Byers proposed Schedule of Events for 2011, subject to changes.

MOTION CARRIED UNANIMOUSLY

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

Please see attached report.

ITEM 3: TOWNSHIP BOARD REPORT

Dan Munro was absent from tonight's meeting.

ITEM 4: MAINTENANCE REPORT

Please see attached report.

ITEM 5: EAGLE SCOUT REQUEST

Kent Jay Davis, Troop 170
Brighton, MI

Mr. Davis requested permission to improve a bike path along Commerce and Hiller Roads.

Although the Committee appreciates the request, the majority of requested path is in West Bloomfield Township; not Commerce Township. The Committee suggested clean up in needed areas of Commerce Township and urged Mr. Davis to return with such a plan.

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ITEM 6: MAPLE GLEN MASTER PLAN

Mr. Jamison Brown and Ms. Leah Groya, representing Wade Trim, spoke to the Committee and to the audience in regards to the Maple Glen Master Plan. The following was discussed in detail with aerial photographs, handouts, and a presentation:

- Passed out aerial photographs
- Discussed presentation, slide by slide
 - Workshop Input
 - Common ideas (needs)
 - Preliminary concept plan
 - Preliminary Cost Estimates
 - Preliminary Phasing

Wade Trim will review tonight's discussion and modify the plans according to comments given. Updated plans will be reviewed at the March Parks and Recreation meeting.

ITEM 7: HICKORY GLEN MASTER PLAN

Ms. Groya explained that this park has a lot of the same issues as Maple Glen. There will be a site visit on March 1, 2011, beginning at 2:30 pm. Looking for input from Committee members.

A stakeholder workshop is scheduled for March 28, 2011, at 6:00 pm.

A preliminary concept plan as well as phasing and cost estimates will be presented at the April, 2011, Parks and Recreation Committee Meeting.

ITEM 8: BYERS PRESERVATION REPORT

Mr. Ron Campbell, Oakland County Planner, presented and explained in detail, the Preservation Master Plan Report for the Historic Byers Homestead Park to the Committee members and audience.

- Showed aerial photos from the 1960's to 2008
- Gave history of site
- Historic designation for this property will be recommended
- Buildings on site were researched extensively
- The most historically significant building is the farmhouse
- Ms. June Byers contributions to the township are very significant
- Roof of barn is in desperate need of replacement. Very high priority

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ITEM 8: BYERS PRESERVATION REPORT (continued)

- Structural engineer was hired to review condition of the house. They are in agreement with Mr. Campbell that the home is in fairly good condition structurally, however is in need of maintenance and repair.
 - Shrubbery
 - Ne corner of house needs attention as soon as possible; water issues
 - Sagging roof line
 - Rooms recommended for restoration
- Building codes-any issues have been resolved
- Fire marshal's report
- Proposals for access to house
- Public restrooms
- Drainage improvements
- Parking improvements
- Community garden/orchard
- Engraved brick pavers/donations
- Work tasks, scope of work and estimated costs were provided
 - New roof on barn
 - House repair at NE corner
 - Re-open well for non-potable use only
- Insulation; house has none

The Committee members will review the report and discuss. FOB is free to pursue donations for future repairs.

As stated under Item 1, League and Community Service Organization Report, FOB is granted permission to enter the house now that the report has been received and there are no immediate safety hazards.

Chairman Petsch asked FOB to obtain and submit 3 bids for roof repairs. The Committee will then review for approval.

MOTION by Zemmin, supported by Pace, to accept the Byers Preservation Report, as described tonight by Mr. Ron Campbell, Planner, Oakland County Executive County Offices.

MOTION CARRIED UNANIMOUSLY

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ITEM 9: MUSIC UNDER THE STARS

Peter Pace explained the following regarding his progress with the concert project:

- Performance artists have been lined up
- Bands will be supplying own sound equipment
- Stage has been reserved
- Passed out and explained proposed budget
 - Per show budget
 - Stage rental
 - Magicians
 - Warm up performers
 - Main band performers
 - Event preparation
 - Site lighting
 - Electrical power supply
 - Port-a-potty rental
 - Vending
 - Event security
 - General conditions
 - Advertising
- Revenue
 - Corporate sponsors
 - Private vending
- Project is now called “Concert in the Park”
- Incidentals
 - Clean up crews
 - Vendors
- The Committee members thank Mr. Pace and Ms. England for their efforts on working with this project. This will be a true improvement for the township and its residents and provide much enjoyment for the community.

MOTION by Petsch, supported by Holmes, to recommend to the Commerce Township Board of Trustees, the township amend the Parks and Recreation event budget and allocate \$15,000.00 for programming and establish an account for “Concert in the Park”.

MOTION CARRIED UNANIMOUSLY

MOTION by Pace, supported by Wichert, to recommend to the Commerce Township Board of Trustees, allocation of funds from the Parks & Recreation budget, to improve lighting, electrical, and paving of the entrance and circle portion of drive at Dodge 5 Park, in order to stage concerts in the park, ensure the health and safety of the citizens of Commerce Township enjoying Dodge 5 Park, and deter vandalism.

MOTION CARRIED UNANIMOUSLY

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ITEM 10: PARK SECURITY

Ms. England explained that she has checked into how other local communities handle their park security. It was found that security cameras are not used; park rangers/monitors are employed. Discussion followed:

- Emily explained how park monitors work with various townships
- Volunteers working as park monitors/rangers
- Securing entrances at dusk
- Additional lighting
- Reviewed handout detailing the City of Auburn Hills Park Monitor's role in the city

ITEM 11: BRUSH CLEARING

Ms. England explained that she met with Louies Tree Service in regards to the brush at Dodge Park. They will volunteer an hour of their time to provide a demo which will improve visibility to the park nearly 100%. The tree service will go in with a machine removing only debris and dead trees near the pavilion. Area will be left in a natural state. Committee members are welcome to observe.

ITEM 12: LEAGUE CONTRACT

Ms. England noted that she is currently setting up appointments to meet with all leagues individually.

ITEM 13: REVENUE & EXPENDITURE REPORT

Not available for review.

ITEM 14: AGENDA REQUEST

- Maple Glen
- Hickory Glen
- Concert in park
- Brush clearing
- Park security
- Budget

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ITEM 15: OTHER MATTERS

It was determined that Committee members will take an individual interest in a chosen park and act as a liaison for the township and its residents.

Peter Pace:	Dodge Park
Dick Zemmin:	Long Park
Tim Wichert:	Maple Glen Park
William Petsch:	Bicentennial Park
Michelle Holmes:	Byers Homestead and Mill Race
Dave Schultz:	Hickory Glen

Cadette Girl Scouts' Silver Award Project:

A written request was received from Troop 3398 asking for permission to use Dodge Park on May 15, 2011, to host a dog walking Girl Scout event to raise money for animal shelters, thus earning their Silver Awards.

After discussion, the Committee determined that the troop would best be served if they used the north side of the park for this event. The troop leader is aware that the pavilion area is reserved on a first to arrive basis.

ITEM 16: ADJOURNMENT

MOTION by Holmes, supported by Pace, to adjourn the meeting at 10:05 p.m.
MOTION CARRIED UNANIMOUSLY

Peter Pace, Secretary