

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

*Monday, March 28, 2011*

2009 Township Drive  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Chairperson Petsch called the meeting to order at 8:00 pm at the Commerce Township Offices

**ROLL CALL: Present:** William Petsch - Chairperson  
Dave Schultz-Vice Chairperson  
Peter Pace – Secretary  
Michelle Holmes  
Dan Munro  
Tim Wichert  
Dick Zemmin

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

**COMMUNICATIONS:**

A letter received from Lakes Area Youth Assistance was received by the Committee.

**APPROVAL OF MINUTES:**

**MOTION** by Schultz, supported by Pace, to approve the February 28, 2011, Parks and Recreation Committee Regular Meeting Minutes, as submitted.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS:**

None

**PRESENTATION:**

**Peter Rudofski: Eagle Scout Troop 104**

Ms. Sheryl Quinn, Chairperson, Friends of Byers, presented Mr. Peter Rudofski, Eagle Scout Troop 104, with an award for the work he completed on the covered wagon at the Byers Homestead site. His dedication to improving Commerce Township is appreciated by the Committee and the citizens of Commerce Township.

**Parks and Recreation Committee Meeting  
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**ITEM 1: WAIVER REQUEST: WLW Softball; Friday April 15, 2011**

Ms. Jenna Lesner was present representing the Walled Lake Western Softball Team. They will hold a euchre tournament as a fundraising event to assist in purchasing supplies for the team. Ms. Lesner is aware of applicable fees.

**MOTION** by Munro, supported by Schultz, to approve the waiver request, for Walled Lake Western Softball, to hold a fundraising euchre tournament on April 15, 2011, at the Ralph C. Richardson Center.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 2: WAIVER REQUEST: Twin Beach Elementary; Friday May 6, 2011**

Ms. Jennifer Couch is representing Twin Beach Elementary. Ms. Couch arrived to the Parks & Recreation meeting early. Therefore, with her permission, Mr. Schultz spoke on her behalf.

The Ralph C. Richardson Center will be used for a talent show cast party sponsored by the Twin Beach Elementary PTA.

The requested date is available and Ms. Couch is aware of applicable fees.

**MOTION** by Zemmin, supported by Pace, to approve the waiver request for Twin Beach Elementary PTA to hold a talent show cast party on May 6, 2011, at the Ralph C. Richardson Center.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT**

**Commerce Little League – Mike Snyder, President**

Mr. Snyder was unable to attend tonight's meeting.

**Soccer - CW3, John Varcie**

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

- Outdoor soccer begins on April 16, 2011, and ends on June 20, 2011
- There will be field play on various days through the week and every Saturday and Sunday
- Fields were rotated this season to prevent wear patterns
- Expenses for mowing and fertilizing increased \$600.00 this season
  - Will provide annual expenses
    - Mowing

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**ITEM 3: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT**  
**(Continued...)**

- Fertilizing
- Over seeding
- Aerating
- Sprinkler maintenance
- Dar Howard is scheduled to apply the first fertilization on April 1, 2011.  
This may be rescheduled due to weather conditions.

Chairperson Petsch requested a cost comparison on field maintenance expenses so the Committee can realize the savings the township receives from CW3 absorbing the costs.

**Lakes Athletics - Frank Vigliarolo, President**

Mr. Vigliarolo was not present.

**Interlakes Girls Softball – Tim Bailey, Vice President**

Mr. Bailey was not present.

**Friends of Byers - Ellen Smith/Sharon**

Sheryl Quinn, Chairperson, FOB was present at tonight's meeting and discussed the following with the Committee:

- In the process of obtaining 3 roofing bids for the barn
  - Mr. Munro stressed the importance of bidders meeting township qualifications and submitting proof of proper insurance as required by Commerce Township
  - Bring bids before the Committee with a breakdown of cost for FOB and the Township
- Top priority projects as indicated in report
  - Barn roof
  - Farmhouse repairs/water issues
  - Footbridge
  - Well
  - Dead tree/brush removal
  - Split rail fence
- Easter egg hunt, April 16, 2011
  - Port-a-potty will be delivered and placed as discretely as possible
  - Advertising in 3 local papers
  - Distributing fliers throughout community
  - Posting fliers at local businesses
- Committee discussed advertising avenues for parks and recreation events

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

Please see attached report.

**ITEM 5: TOWNSHIP BOARD REPORT**

Dan Munro gave a report on the following:

- Parks and Recreation is moving forward with the Wise Road acquisition
- Several productive meetings with Mr. Pace regarding the Concert in the Park series scheduled for 2011
- Mr. David Law was appointed as the new Township Trustee
  - Will also serve on the Zoning Board of Appeals
- Would like to discuss future property acquisitions with the Parks and Recreation Committee.

**ITEM 6: MAINTENANCE REPORT**

Please see attached report.

**ITEM 7: MAPLE GLEN MASTER PLAN**

The Parks and Recreation Committee members discussed the following:

- Final phasing and costs were submitted today
- Quite pleased with Master Plan thus far
- Would be cost effective and time saving to submit both master plans to the Township Board together.
- Community group & league involvement
  - Contributions
  - Meet with heads of community groups & leagues
- Wise road could be complete within the next 60 days
- Future meetings
  - Budget meetings in June
  - Meet with all league heads
- Maple Glen Master Plan will be reviewed and discussed at the April, 2011, Parks & Recreation regular meeting

**ITEM 8: HICKORY GLEN MASTER PLAN**

The Parks and Recreation Committee members discussed the following:

- Tonight's meetings
- Wolverine Lake Parks & Recreation involvement
  - Financial participation for disc golf

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**ITEM 8: HICKORY GLEN MASTER PLAN (Continued...)**

- Strongly suggesting disc golf
- Relocating dumping ground
- Hickory Glen Master Plan will be reviewed and discussed at the April, 2011, Parks & Recreation regular meeting

**ITEM 9: BYERS PRESERVATION REPORT**

In addition to the discussion held during League & Community Service Reports, the Committee discussed the lack of right away for parking and the walkway/pathway to Byers.

**MOTION** by Petsch, supported by Zemmin, to recommend to the Commerce Township Board of Trustees, acceptance of the Preservation Master Plan Report for the Historic Byers Homestead Park, with the first priority being the renovation project to the barn roof. Furthermore, the Committee recommends acceptance of the priority renovation projects as listed in the Master Plan Report provided that there is enough right of way to include parking.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 10: CONCERT IN THE PARK**

Mr. Pace and Ms. England provided a budget and event day schedule to the Committee for discussion:

- Looking for approval for 1<sup>st</sup> performance
- 3 intermissions
  - opening act, main band, magician
- During intermissions township Committee members, trustees, staff, etc., can promote township activities and provide information to residents
  - Will promote township activities and news
- Vendor participation
  - Carvelle's Ice Cream
  - Hot Dog Express
  - Pizza provider
- Vendor permit fee
  - Waive fee
- Goal is for township to see community come together and enjoy the parks in Commerce Township
- Creation of contract for performers releasing Commerce Township from any liability
- Will be seeking corporate sponsors in April, 2011
- Will keep in contact with committee members

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**ITEM 10: CONCERT IN THE PARK (Continued...)**

The Committee reviewed information provided by Mr. Pace and continued with discussion which produced the following Motions:

**MOTION** by Zemmin, supported by Schultz, to approve submitted budget, performers, and vendors for the Concert in the Park series.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Munro, supported by Petsch, to recommend to the Commerce Township Board of Trustees, approval of proposed vendors for the Concert in the Park series, Carvel, Hot Dog Express, and a pizza vendor, (to be determined) with the Township vendor permit fee being waived, providing sales/agreement generates an acceptable donation to the Concert in the Park series

**MOTION CARRIED UNANIMOUSLY**

The Committee discussed signage and advertising for the Concert in the Park series, 2011.

- Road banners
  - Size, 3 x 8'
  - Prices, \$125.00/banner
  - Quantity, 6
- Billboard at Pontiac Trail/M-5
- School district
- Newspaper ads
- Intersection ground signage
- Passed out copy of press release authored by Committee member Dick Zemmin

**MOTION** by Petsch, supported by Zemmin, to approve a 2011, Concert in the Park budget for advertising, not to exceed \$1,000.00. Advertising will include, but not be limited to, signage and road banners.

**MOTION CARRIED UNANIMOUSLY**

Mr. Pace handed out an event day schedule to the Committee members. Discussion followed.

**MOTION** by Munro, supported by Holmes, to approve the event day schedule for the Concert in the Park series, 2011.

**MOTION CARRIED UNANIMOUSLY**

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**ITEM 10: CONCERT IN THE PARK (Continued...)**

The Committee discussed the contract for the rentable Oakland County portable stage. Ms. England is applying for a program through Oakland County, which would give the township free stage rental for 2012.

**MOTION** by Munro, supported by Holmes, to approve the contract for the Oakland County portable stage for all 3 scheduled Concert in the Park dates, authorizing Ms. Emily England, Director of Senior Services/Parks and Recreation, to approve and sign any required contracts.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: PORTA JOHNS**

Commerce Township has received 3 bids to place porta johns in 5 locations throughout the township parks. Bids were reviewed and discussed:

- John's Sanitation
- Brendel's Septic Tank Service, LLC
- Metro Sewer Cleaners
- Check into decorative enclosures

**MOTION** by Petsch, supported by Schultz, to recommend to the Commerce Township Board of Trustees, acceptance of the submitted quote from John's Sanitation, for 8 porta john units, at a cost of \$400.00 per month.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 12: BRUSH CLEARING**

The Committee discussed the brush clearing demo held by Louie's Tree Service at Dodge Park.

**MOTION** by Munro, supported by Pace, to recommend to the Commerce Township Board of Trustees, approval of the estimate provided by Louie's Tree Service, LLC, for brush clearing and removal of trees at Dodge Park.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 13: COMMUNITY BREAKFAST AWARD**

The Committee Nominated MMBA (Michigan Mountain Bike Association)

**ITEM 14: REVENUE & EXPENDITURE REPORT**

The Committee reviewed the current revenue & expenditure report

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**ITEM 15: AGENDA REQUEST**

- Master plans
- Concert in the park
- League contracts update
- Friends of Byers
- RFP's

**ITEM 16: OTHER MATTERS**

None.

**MOTIONS RECOMMENDED TO THE COMMERCE TOWNSHIP BOARD OF TRUSTEES**

***Copied from Item 9***

**MOTION** by Petsch, supported by Zemmin, to recommend to the Commerce Township Board of Trustees, acceptance of the Preservation Master Plan Report for the Historic Byers Homestead Park, with the first priority being the renovation project to the barn roof. Furthermore, the Committee recommends acceptance of the priority renovation projects as listed in the Master Plan Report provided that there is enough right of way to include parking.

**MOTION CARRIED UNANIMOUSLY**

***Copied from Item 10***

**MOTION** by Munro, supported by Petsch, to recommend to the Commerce Township Board of Trustees, approval of proposed vendors for the Concert in the Park series, Carvel, Hot Dog Express, and a pizza vendor, (to be determined) with the Township vendor permit fee being waived, providing sales/agreement generates an acceptable donation to the Concert in the Park series

**MOTION CARRIED UNANIMOUSLY**

***Copied from Item 11***

**MOTION** by Petsch, supported by Schultz, to recommend to the Commerce Township Board of Trustees, acceptance of the submitted quote from John's Sanitation, for 8 porta john units, at a cost of \$400.00 per month.

**MOTION CARRIED UNANIMOUSLY**

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**MOTIONS RECOMMENDED TO THE COMMERCE TOWNSHIP BOARD OF  
TRUSTEES (Continued...)**

***Copied from Item 12***

**MOTION** by Munro, supported by Pace, to recommend to the Commerce Township Board of Trustees, approval of the estimate provided by Louie's Tree Service, LLC, for brush clearing and removal of trees at Dodge Park.

**MOTION CARRIED UNANIMOUSLY**

**ADJOURNMENT**

**MOTION** by Zemmin, supported by Wichert, to adjourn the meeting at 9:25p.m.

**MOTION CARRIED UNANIMOUSLY**

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Peter Pace, Secretary