

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

*Monday, April 25, 2011*

2009 Township Drive  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Chairperson Petsch called the meeting to order at 7:01 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:**

Letter received from Tour De Lakes was received and submitted into the minutes.

- Will no longer need to use Ralph C. Richardson Center
- Event grew larger than anticipated
- Now using Walled Lake Central High School

**APPROVAL OF MINUTES:**

**MOTION** by Wichert, supported by Zemmin, to approve the March 28, 2011, Parks and Recreation Committee Regular Meeting Minutes, as submitted.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS:**

None

**Parks and Recreation Committee Meeting**  
**April 25, 2011**

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

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

Mr. Snyder was unable to attend tonight's meeting. Mr. Snyder reported, via e-mail, on the following:

- The season at CLLB started on April 20, 2011
- Received license to serve hot food from the concession stand
  - Hot dogs and pizza will be sold all season.
- Opening day ceremonies occurred on April 23, 2011
  - Season is now underway.

**Soccer - CW3, John Varcie**

Mr. John Varcie is out of town and sent his report via email:

- New contact person/manager for the Maple Glen Soccer field project; will bring to a future meeting to introduce
- Vandalism to the porta-john
- Dog walkers are not cleaning up after their pets

**Lakes Athletics - Frank Vigliarolo, President**

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

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

There was not a representative present at tonight's meeting.

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

There were four (4) representatives present. Please see Item #9, Friends of Byers.

**ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT**

Please see attached report.

**ITEM 3: TOWNSHIP BOARD REPORT**

Dan Munro gave a report on the following:

- Joe Heffernan, presented a financial forecast for Commerce Township
- Awarded Dodge Park contract
  - Paving will begin in the next 2 weeks
  - Paving will include a 5' wide area around the perimeter for a bike path

**Parks and Recreation Committee Meeting**  
**April 25, 2011**

**ITEM 3: TOWNSHIP BOARD REPORT (Continued...)**

- Waiver approval for the vendor permit fee during the Commerce Township Concert in the Park series
- Approval of Dodge Park brush clearing
- Applying for a Michigan Recreation Passport Grant to fund repair/replacement of the Hickory Glen Park floating bridge
- Joint meeting with the Township Library scheduled for 4/26/11
- Wise Road payment options

**ITEM 4: MAINTENANCE REPORT**

- Preparing equipment for summer mowing
- Regular Township maintenance

**ITEM 5: HICKORY 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 Hickory Glen Master Plan. The following was discussed in detail with aerial photographs, handouts, and a presentation:

- Long term vision for park
  - Met with parks and recreation committee in February
  - Conducted site analysis in March
  - Public input workshop in March, 15-20 attendees
  - Present concept plan and cost estimates (tonight's meeting) April
  - Final refinements and deliverables in early May
- Workshop input
  - Common ideas
- Preliminary Concept plan
  - Trail system
  - Realigning the main entrance
  - Parking
  - Relocating existing playground
  - NE corner of site, possible bike/hiking trails or dog park
  - Access points
  - National Bike Association involvement
- Phasing plan, 4 phases

Discussion followed. Comments will be addressed and implemented if necessary and Wade Trim will return at the May meeting for final discussions. In June, any recommendations will be made to the Township Board.

**Parks and Recreation Committee Meeting**  
**April 25, 2011**

**ITEM 6: MAPLE GLEN MASTER PLAN**

No action taken

**ITEM 7: PARKS AND RECREATION COMMITTEE BY-LAWS**

Copies of by-laws that may need updating were distributed to the Committee Members. Information will be reviewed and any recommendations will be made at the May, 2011, regular Parks & Recreation meeting.

**ITEM 8: CONCERT IN THE PARK**

Mr. Pace discussed the following with the Committee:

- Press release was circulated
- M-5 billboard
  - Will begin advertising for Concert in the Park series in May, 2011
- Hungry Howies has been secured as the pizza vendor
- Civil air patrol will provide clean up parking patrol
- Ace Hardware in Commerce Township has become a sponsor
- Passed out design examples for banners
  - Comments were received
- Start time has been moved up to 6/6:30 pm
- RFP for lighting in the park has been written
  - Play structure
  - Gazebos
  - Outlets for vendors
  - Stage area
  - Parking lot islands
  - Lights should be consistent with what currently exists in the township

Discussion followed.

**ITEM 9: FRIENDS OF BYERS**

Ms. Ellen Smith and the Committee Members discussed the following:

- FOB obtained 3 roofing bids for the farmhouse
  - Distributed copies
  - Will submit to be on the agenda at the Township Board meeting scheduled in May, 2011
- Listing house as a museum
  - Possible museum funding
- Past events have not turned a profit
- Funds are spent as they are received

**Parks and Recreation Committee Meeting**  
**April 25, 2011**

**ITEM 9: FRIENDS OF BYERS (Continued...)**

- Fundraising
- Working on grants
  - Applied for a grant from Lowes
- Requested assistance from Township in grant writing

**Items Parks & Recreation Committee requests from Friends of Byers**

- Financials for farmhouse roof
  - Planned financial participation for roof repair
- Prioritized project plan with proposed financial contributions
- Financial report
  - Volunteer hours
  - Document all events, financials, clean up hours, etc. and submit to Committee so information can be entered into minutes
- Committee requested that they be notified when a considerable donation is made so the Township can properly thank them

**ITEM 10: LEAGUE CONTRACTS**

Ms. England informed the Committee that there are minor modifications to be made then the contracts will be ready to go before the Township Board.

**ITEM 11: REVENUE & EXPENDITURE REPORT**

No report

**ITEM 12: AGENDA REQUEST**

- Hickory Glen master plan
- Maple Glen master plan
- By-laws

**ITEM 13: OTHER MATTERS**

Discussed master plans.

- Benefits to the public, children, families.
- Participation with Wolverine Lake
- Look into creating a memorial gardens location

**Parks and Recreation Committee Meeting**  
**April 25, 2011**

**ITEM 13: OTHER MATTERS (Continued...)**

During a site visit, a concrete memorial was discovered at Hickory Glen Park. The memorial is very large, over 3' high in the back of the ball fields. No request for placement of such a memorial had been received by the Parks & Recreation Committee. Ms. England will look into the situation and inform the Committee of her findings.

**MOTION** by Munro, supported by Schultz, to adjourn the meeting at 8:51 p.m. The Committee entered executive session to discuss land acquisitions.

**MOTION CARRIED UNANIMOUSLY**

---

Peter Pace, Secretary