

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

Monday, June 27, 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
Dave Schultz-Vice Chairperson
Peter Pace – Secretary
Michelle Holmes
Tim Wichert
Dick Zemmin

Absent:

Dan Munro, Excused

Also Present:

Emily England, Director of Senior Services/Parks and Recreation

Roger Bush, Wolverine Lake P&R
Linda Champagne, Wolverine Lake P&R
Mr. Bush and Ms. Champagne were in attendance to observe and share information with Wolverine Lake Parks and Recreation Committee

COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

MOTION by Zemmin, supported by Wichert, to approve the May 23, 2011, Parks and Recreation Committee Regular Meeting Minutes, with the spelling correction to Tim Wichert's name.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS:

Connie Green
Oakbrook Village North Condominiums
432 Mulberry Dr.

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PUBLIC COMMENTS (Continued...)

Ms. Green spoke to the Committee members regarding the proposed sledding hill. Ms. Green's condo backs up to the proposed area and she feels if a sledding hill is constructed it will create noise issues for the residents in the condominiums. Ms. Green also had concerns regarding homeland security (site is at the water treatment plant), and the sledding being too close to the street.

Chairperson Petsch explained to Ms. Green that the site is being designed by Giffles Webster Engineers. Safety is a priority for Commerce Township and every effort will be made to ensure the safety of each visitor. The Water treatment plant is properly secured and residents do not have access to that portion of the site. Chairperson Petsch further explained that although this Committee makes recommendations, the Commerce Township Board of Trustees makes the final decisions on the recommendations. Ms. Green was invited to stay for the duration of this meeting to observe the site plan for the sledding hill.

ITEM 1: WAIVER REQUEST: TREYBORNE COVE; SUNDAY, AUGUST 14, 2011

Diane Mansuy was present to apply for the waiver request and she is aware of applicable fees. They are planning an annual barbecue and association meeting for the residents of Treyborne Cove; general public is not invited.

MOTION by Wichert, supported by Schultz, to approve the waiver request by Treyborne Cove, for use of the Ralph C. Richardson Senior Center on Sunday, August 14, 2011. Applicant is aware of applicable fees.

MOTION CARRIED UNANIMOUSLY

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Commerce Little League – Mike Snyder, President

Mr. Snyder was unable to attend tonight's meeting. Email update is attached.

Lakes Area Hawks – Pete Lesner

Mr. Lesner discussed the following with the Committee members:

- League won all 3 super bowls this year

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

- Have had a problem with the pump in the well (water, not sewer)
 - Storage/power tanks (next to the pump house next to fence) are not large enough.
 - During game day have to keep a zone on which results in a lot of water and electrical usage.
 - League has saved enough funds for a new tank.
- Request to install a 10 x 12 wood shed on site.
 - Due to security reasons, it would be beneficial to have more of a secure storage area
 - Funding is not available for such a structure
- Proposed structure has to be anchored to the ground, however, is a removable building
 - Discussion followed
- Overnight camp scheduled for July 17, 2011.

MOTION by Petsch, supported by Pace, to approve proposed shed to be constructed on site as indicated. Structure is to be anchored to the ground, however, is removable.

MOTION CARRIED UNANIMOUSLY

Soccer - CW3, John Varcie

Mr. Varcie discussed the following with the Committee:

- Regular season ended 2 weeks ago
- Try-outs
- Currently 28 club teams
- Fall registration to begin soon.
 - Predict 1200 kids playing soccer this fall
 - Up 20% in the last 2 years
- Jim Holt will be the point person for Maple Glen; Mr. Varcie is the Facility Manager.
- Dodge Park cost breakdown for CW3 was submitted to the Committee for review and was reviewed aloud. (Description of activity, product cost, man hour cost and total activity cost)
- Field, turf, watering

The Committee is pleased with the maintenance and respect that CW3 is showing to Dodge Park and Commerce Township. The Committee requested usage report of fields in addition to the cost they provided to the Committee.

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

Lakes Athletics - Frank Vigliarolo, President

Mr. Vigliarolo was not present. Email received and entered into minutes. Emily verbally spoke with Mr. Vigliarolo and he will be attending July's Parks & Recreation Committee Meeting to respond to the memorial in question at Dodge Park.

Interlakes Girls Softball – Tim Bailey, Vice President

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

Friends of Byers - Ellen Smith/Sharon

Friends of Byers and the Committee discussed the following:

- Contract signed for barn roof
 - Shingles will be delivered June 30, 2011
 - Project to begin July 6, 2011
- Tabled the ice cream social event scheduled for July due to barn construction
- Working on farmhouse
 - Removing old unusable items and cleaning
- Cement is on site to attempt to build up bridge area by Commerce Township Maintenance Department

Michigan Mountain Bike Association

Justin Applegate

- Trails are in good shape
- Receiving a lot of compliments
- Working on maintenance continually
- Trails are multi-use

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

Please see attached report. Site visit to Long Park today.

ITEM 3: TOWNSHIP BOARD REPORT

Dan Munro was absent from tonight's meeting.

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ITEM 4: MAINTENANCE REPORT

Please see attached report. In addition:

- Vandalism is up, new \$400.00 swings at Dodge Park, only lasted 2 days
- WHAM group was scheduled to clean up after concert, not much clean up to do. Therefore, 13 men were working cleaning up trash on the roads and painting picnic tables.

ITEM 5: SLEDDING HILL

John Solowczuk
Giffles Webster Engineers

Mr. Solowczuk and the Committee Members discussed the following:

- Sledding hill/bi product of the water treatment plant
- Original plan
- Showed projected drawing of proposed site
- Hill proposed to be 34' high
 - As it is now, dirt is approximately 55' high – height will come down
 - Will cut top off and create a gradual slope to walk up the hill
- Run out area is about 120'
- There is no criteria for sledding hills
 - Some insurance companies publish guidelines
 - "Employers Mutual Insurance Companies" had published recommendations for sledding hills
 - Used this as a guide for site
- Trees added to top and side of hill
- Budget for treatment plant was going to pay for grading seeding and fence for the sledding hill
- Other amenities, parking lot, heating shed and landscaping are optional and can be done at any time.
- Parking-a base could be put down and can be paved at a later date
- Full asphalt paving is 35,000.00, base is 16,000.00
 - 28 parking spots
 - Set back of 85 feet, looking to encroach on that
- Skating pond is possible in the future
 - Committee requested an overlay of where a skating pond would be
- Security of water treatment plant
 - Video cameras
 - Fencing
 - Total perimeter of water treatment plant is fenced and secure
- Signage for site
- Requested cost analysis

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ITEM 5: SLEDDING HILL (Continued...)

- Budget for project
- Full master plan of area
- Basics needed to open hill
- Slight possibility site could be ready this season
- Issue is time sensitive
- Many Commerce Township residents have asked for a sledding hill
 - Next closest area to sled is in Farmington
- Impact on condominium residents
 - Low, especially because there is a road in between and the lot is not buildable
- Proposed sledding hill does not take up a lot of room and is a benefit to the community

MOTION by Wichert, supported by Holmes, to recommend to the Commerce Township Board of Trustees, improvement of the parking area, irrigation and landscaping at the proposed sledding hill site. Budget is expected to be approximately \$25,000.00.

MOTION CARRIED UNANIMOUSLY

ITEM 6: HICKORY GLEN MASTER PLAN/MAPLE GLEN MASTER PLAN

Engineers will attend the next scheduled Township Board meeting to do a presentation on each Master Plan.

ITEM 7: PARKS AND RECREATION COMMITTEE BY-LAWS

The Committee reviewed the by-laws in their entirety and discussed current verbiage and recommended changes at length. Ms. England will make recommended changes for submission to the Board of Trustees.

MOTION by Holmes, supported by Schultz, to recommend to the Commerce Township Board of Trustees, amendments to the by-laws for the Parks and Recreation Committee.

MOTION CARRIED UNANIMOUSLY

ITEM 8: CONCERT IN THE PARK

Mr. Pace and Ms. England discussed the following with the Committee Members:

- Wolverine Lake is happy to promote with signage in the village
- Emily has received many compliments and telephone calls expressing appreciation of the concert
- Attendance between 350 & 400 people despite the cold weather and rain.

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ITEM 8: CONCERT IN THE PARK (Continued...)

- Positive aspects discussed
 - Volunteers
 - Vendors
 - Food Vendors
 - Happy with current vendors, if event grows, may consider adding new food vendors
 - Home Depot kids event
 - Face painter
 - Fire Department involvement
- Changes required
 - Additional advertising
 - Music beginning earlier
 - Additional music groups
 - Advertise that there is not a cost for the children's activities
 - Sponsored by Commerce Township Parks and Recreation
 - Additional sponsors
 - Additional volunteers
- Outline of budget passed out and discussed
- Future music entertainers that are or will be scheduled

MOTION by Zemmin, supported by Wichert, to recommend to the Commerce Township Board of Trustees, an increase of the current advertising budget, for the Concert in the Park series, an additional \$1,000.00.

MOTION CARRIED UNANIMOUSLY

ITEM 9: LEAGUE CONTRACTS

All contracts are ready to be signed with the exception of CW3 and Friends of Byers.

Mr. Varcie spoke regarding the CW3 contract and will contact Emily for finalization.

ITEM 10: PARKS AND RECREATION BUDGET

- A budget meeting will be scheduled for July, 2011.
 - Date will be set via email.
- Ask leagues to submit "wish list" with top 3 items for review

ITEM 11: REVENUE & EXPENDITURE REPORT

The Committee reviewed the current Revenue & Expenditure Report

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ITEM 13: AGENDA REQUEST

- Lakes athletics

ITEM 14: OTHER MATTERS

Recommendations for the Commerce Township Board of Trustees

Copied from Item 5, Sledding Hill

MOTION by Wichert, supported by Holmes, to recommend to the Commerce Township Board of Trustees, improvement of the parking area, irrigation and landscaping at the proposed sledding hill site. Budget is expected to be approximately \$25,000.00.

MOTION CARRIED UNANIMOUSLY

Copied from Item 7, Parks and Recreation Committee By-Laws

MOTION by Holmes, supported by Schultz, to recommend to the Commerce Township Board of Trustees, amendments to the by-laws for the Parks and Recreation Committee.

MOTION CARRIED UNANIMOUSLY

Copied from Item 8, Concert in the Park

MOTION by Zemmin, supported by Wichert, to recommend to the Commerce Township Board of Trustees, an increase of the current advertising budget, for the Concert in the Park series, an additional \$1,000.00.

MOTION CARRIED UNANIMOUSLY

ITEM 15: ADJOURNMENT

MOTION by Pace, Supported by Zemmin, to adjourn the meeting at 9:10 p.m.

MOTION CARRIED UNANIMOUSLY

Peter Pace, Secretary