

**FINAL
CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE MEETING**
Monday, February 26, 2018
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 6:01pm at the Township Hall.

ROLL CALL: Present: William Petsch, Chairperson
Rachel Kast, Vice Chairperson
Michelle Holmes, Secretary
Barbara Garbutt
Tim Wichert
Linda Champagne

Absent: Bob Berkheiser (excused)

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

COMMUNICATIONS:
We received the Library Newsletter and updates.

APPROVAL OF MINUTES:
MOTION by Wichert, seconded by Holmes, to approve the January 22, 2018 Parks and Recreation Committee Regular Meeting Minutes, with one amendment as proposed by Garbutt, on Page 3, Joe Phipps comment, second bullet: *business partner*.
MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS
Girl Scouts, Hannah Duclos, Analesia Firth-Garcia and Abby Berkheiser, were present, along with Christine Berkheiser, for Troop 74051. They thanked the Parks and Recreation Committee for allowing them to hang the bat boxes in Dodge Park. Discussion took place regarding taking photos of the bats in the spring, and potentially using bat attractant. The Scouts noted that they had created posters and activity books regarding bats and bat boxes, and provided them to the library to share with others so they can learn about them. Chairperson Petsch thanked the ladies for their project and for visiting the meeting this evening.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT
Interlakes Girls Softball – Tim Bailey

Mr. Bailey discussed the following with the Committee:

- We are down about 3 teams this year. We continue to see dwindling numbers, but we are doing a lot to boost registration.
- We will have 31 teams this year.
- We are allowing the boys to use the field one night a week.
- We will start practices in about two weeks.

Chairperson Petsch and Mr. Bailey discussed the freshman program being cut by the high school and how Interlakes offers another opportunity in that age group. They also discussed other high school and travel teams.

Friends of Byers –Dean & Karen Schantz, Janice Buchanan

Mr. Schantz shared the following with the Committee:

- Right now, we're trying to compile a materials list for the south end of the barn.
- We have an individual to help us do that.
- We completed our election for our group, and I was elected Chair, Karen is Treasurer, and Janice Buchanan is Secretary.
- We gave our year-end report, plus our election results.
- I want to compile a placard for the farmhouse itself. I want to get all the language together and coordinate with Emily on the history of the farm, Mill Race, et cetera.

Ms. Holmes – Give me a call because I've got all that.

Mr. Schantz – Okay. We have a company that is doing it and they will do an imprint of the house, along with any old, artifact type pictures that you want on the placard. It will allow people on the property to know the history and it will give identity to the property.

- We have a couple of other restoration type projects on our list.
- We have our Easter event on March 24th. We're trying something new this year; taking reservations to avoid a mad rush of people.
- I'm keeping my cell phone with me all the time.

CW3 Soccer – Chris Haney

Mr. Haney discussed the following with the Committee:

- We will be holding our first club cleanup of Dodge Park on Sunday, March 18th.
- The cleanup will extend out into the parking area, the driveway and the playground to do a general spring cleanup of trash, along with other more field-related maintenance work.
- Our spring season at Dodge opens Saturday, April 18th.
- Our last matches will be on Sunday, June 10th.
- Tryouts would be Saturday and Sunday, June 15th and 16th.
- After that, other than the typical summer program activities, the season would close down.
- Our registrations are up slightly for spring, with the most players at the youngest entry level.
- Dodge Park made it through the snowmobile season without any major repairs being required.

Chairperson Petsch asked if there were any recent windfall trees. Mr. Haney replied that he had not been there in a few days; however, Ms. Kast had been at the park yesterday and had not noticed any issues.

MMBA - Tim Slabaugh

- See agenda Item 6.

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

- Lakes Athletics
- Commerce Little League
- Lakes Area Hawks

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

Ms. England discussed the following with the Committee:

- We are working on getting back into the Richardson Center.
- We got our Certificate of Occupancy a week and a half ago, so we're working to get the offices organized.
- Some furniture was delivered today. More will come in next week, and the rest in 4 to 5 weeks.
- I'm back in there part-time handling meetings for rentals, and I'm at the library half the time.
- We are working to have AARP preparing taxes there for the seniors.
- It's coming together well.

Mr. Wichert discussed details of the color themes for the remodeling and furniture with Ms. England.

ITEM 3: TOWNSHIP BOARD REPORT

Although Mr. Berkheiser was not present, the Committee had received an email from him. Ms. Garbutt briefly reviewed the email, which provided updates on Scarlet's Smile, the Eagle Scouts project in the cemetery, and work being done on grant funding. She also noted that Bob had apologized for his absence, but he was called away on business.

Ms. England added that there is another project proposed by the Eagle Scouts for additional bat boxes. She asked that the Committee put together ideas for locations and this will come back next month.

Mr. Wichert asked if Bob had discussed the third soccer field at Dodge Park. Ms. England replied yes, and stated that this would be discussed under Item 8. with Scarlet's Smile.

ITEM 4: PARK LIAISON UPDATES

Berkheiser - Wise Woods & Victory Park

- No report.

Kast - Dodge Park

- The park looked good when I was out there yesterday.
- There were a lot of people there enjoying the weather and I didn't see any trees down on the south side.

Holmes - Byers and Mill Race

- It's wet. The river was quite high, so come spring, we will have to address issues.

Chairperson Petsch discussed issues with Ms. Holmes regarding the road flooding. She stated that it is not as bad as it was in past years and it seems to be draining.

Petsch - Bicentennial Park

- Nothing to report.

Garbutt - Long Park & Snowy Ridge Park

- Snowy Ridge had tons of kids sledding a couple weeks ago, but today there is no snow.
- I let maintenance know about a mud issue there. Mark will take a look at it.
- At Long Park, the Berry Lake sign is back up where it should have been.
- The phragmites are looking dead all around and that has opened up the park. It's looking much better.
- People were there having lunch. There were walkers. There were birders and photographers.
- While I was there picking up trash, someone helped me.
- There are lots of migrating birds coming through. I saw a red-winged black bird at 9am this morning and that is the very first sign of spring.

Wichert - Maple Glen

- Nothing to report.

Champagne - Hickory Glen Park

- I have not been through the park in about 4 weeks.
- I did a drive through and everything looked pretty good, but I haven't been there since the strong winds the other night.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne discussed the following with the Committee:

- We appointed a Council Member, Robert Malek. He is a past member, and he will serve in Mike Stack's position.
- There's no news on Mike Stack, other than the fact that there was no alcohol or drug use reported in any of the findings. We await further details on the matter, and he is on hold until then.
- We need to discuss a new pathway down Commerce Road, from Central High School.

Discussion ensued regarding the location where the pathway connection is essential for students and pedestrians, along with the fact that the three communities meet at this intersection, Walled Lake, Wolverine Lake and Commerce Township. Discussion continued regarding potential use of tri-party funds for the project, and other details and plans for improving safety and walkability in this area. Ms. England felt that this should be on the agenda for the next joint meeting with the Township Board. Ms. Holmes stated that this was also an item that was slated to be included in the Master Plan.

ITEM 6: MMBA BRIDGE

Tim Slabaugh of the MMBA shared the following with the Committee:

- I submitted the bridge plan last month and it was rejected as they wanted to see a few things changed.
- It was a 6' wide bridge and we had a median down the center; it was basically a 2x4 on edge.
- The Township came back and said they wanted a railing down the center instead. We revised the plan.
- One other thing they wanted was a 1/8" gap between the boards on the boardwalk and bridge. I'm getting quite a bit of resistance from the MMBA on that because the water will not drain as well with the smaller gap. The gap will close up when the boards swell. It will contribute to moss and peat buildup on the surface, making it slippery. They would prefer to go with a larger gap, to coincide with the National Forest Standards, which I believe is a 1/2" gap.
- Otherwise, we resubmitted the plan early last week. I have not heard back yet.

Ms. England - Did your revised plan have the 1/2" gap?

Mr. Slabaugh - No, I put the gap in as they required.

Ms. Holmes - I would like to see and confirm the National Forest Standards. If there is a standard out there that is recommended as better, I'd like you to talk to them about that.

Chairperson Petsch - The Building Department requested the 1/8"?

Mr. Slabaugh - Yes.

Chairperson Petsch - Did you explain the dangers of that?

Mr. Slabaugh - I did not get a chance to get face-to-face with Jay yet as he was out of the office. But I can. That's the big thing. The other big change is that we switched from the 6' wide bridge, and we split it into two bridges. We thought that would keep the traffic flow separated in this area. Each one is now 3' wide on the most recent plan.

Ms. Holmes - I think there is a minimum width on the pathway.

Mr. Slabaugh - Yes, it's 3'. The boardwalks are fairly long, and that's driven up the cost. It's going up from the original \$2500 to over \$7000 now. We could propose going back to one boardwalk to serve the two-way traffic, and then have parking areas where people can pull over and yield. That's how the original plan was, but I didn't know what the Township requirements would be.

Discussions continued regarding the U.S. Forest Service recommendation for a 1/2" gap. Chairperson Petsch asked that Mr. Slabaugh present that to Jay James, and elaborate on the reasons, for drainage and safety. The plans were reviewed further, and the split to two bridges was addressed. The name of the creek was also discussed; it was shown as Glengary Creek, however Ms. Holmes noted it is actually Wee Creek. The history of the road name Glengary was discussed, and Ms. Holmes preferred to

see the name of the creek changed to that of the first landowners for that piece of property. Mr. Wichert liked the name, Glengary Creek. Further discussions addressed railing requirements, directional arrows and signage, and the process for resubmission of the drawings and approval.

MOTION by Holmes, supported by Wichert, that the Parks and Recreation Committee recommends to the Building Department that the proposed Hickory Glen bridge and boardwalk construction follow the U.S. Forest National Standards for gapping between the boards, and that the Committee recommends approval to the Commerce Township Board of Trustees as presented, upon final approval by the Building Department.

Discussion -

Mr. Slabaugh - Does this still need to go to the Township Board?

Chairperson Petsch - Yes, with our recommendation.

Ms. England - First it goes through Jay, then it will go to the Board.

Mr. Slabaugh - If I get Jay's approval, would that happen for the next Board meeting?

Ms. England - It would have to be submitted by March 7th for the March 13th Board meeting.

MOTION CARRIED UNANIMOUSLY

ITEM 7: RICHARDSON CENTER – BUSINESS USE POLICY

Ms. England discussed the following with the Committee:

- The Township Board approved the policy.
- We had a discussion about business use and fundraisers.
- It was agreed upon that both uses were acceptable, but if the facility was used for fundraising, and the organization did not meet the definitions and standards as defined, requiring that they be located in the Township and serving the needs of the Township residents, than they would be required to pay the full rental fee.
- Businesses would be treated the same.
- I brought it back to you to discuss the hourly rental rates, and I drafted the following:
 - For the smaller room, \$50 per hour, with a minimum of 3 hours, so \$150, and \$50 for each additional hour.
 - For the larger room, \$275 for the first 3 hours, and \$90 for each additional hour.
 - For the new, largest room, \$325 for the first 3 hours, and \$100 each additional hour after that.
 - These rates are competitive with Wixom.

Ms. Holmes discussed the evening hours of operation with Ms. England. Ms. England stated that this would be 5pm to 11pm. She also discussed weekday meetings, potential daytime hours, and options that could be adjusted. Booking in advance was addressed. Ms. England was thinking that 60 days for businesses would be fair. This would not take away from the groups, and it would allow the community to have first choice. Chairperson Petsch felt that was a good way to fill those vacancies. Ms. England agreed that 60 days is a fair amount of time.

Discussion continued regarding double functions taking place simultaneously, along with use of the kitchen and sharing of the space. Ms. Holmes suggested having an ice maker in the kitchen. The building capacity is 299, but until parking is redone, multiple functions could present issues as spaces are limited. Ms. England felt this would evolve

down the road. Chairperson Petsch discussed the potential to generate substantial revenue that could be reinvested to improve accommodations further. Ms. England agreed and added that Bob and the Township Board agreed to put the rental revenue into a separate account so that it can be put back into the Center for improvements. Additional topics addressed were the progress of the building, pricing and the new policy, and the challenges presented especially with the new alcohol portion of the policy.

ITEM 8: SCARLET'S SMILE

Ms. England shared the following with the Committee:

- They are moving forward and we're in a good place.
- Their agreement was approved.
- They're working out some of the details now with the grant issue, but overall it has been approved.
- The Township Board approved the submission of two grants.
- The project will be split into three sections, with private funding for the third section, and grant funding for the first two.
- This is a great opportunity for CW3 to put in the third soccer field.
- CW3 will partner with Scarlet's Smile for clearing the site.
- The Township Board agreed that the restroom facility and additional parking will be required for the project, and they decided that these are the Township's responsibilities.
- I know the lack of a restroom facility can hinder the grant application because it is required for that type of project.
- We reached out to Leah for a cost estimate and design to add additional parking in there, to the point that it makes sense to benefit soccer and the playground area. I'm waiting to hear back from her.
- Mrs. Clark is here if you have any questions on the playground.

Ms. Kast - Do the restroom and parking facilities have to be approved before the grants are submitted?

Ms. England - No. The scope of work in the grant application does not include that, but it will reference that the Township is working on that. In August, they will ask for supplemental information, and that will be provided.

Ms. Holmes - That will be good with our Master Plan because that was the next phase for Dodge anyway. We ran some of the electrical and the plumbing in Phase 1, to save money when building later.

Discussion continued regarding the restroom facilities serving multiple functions, the organizations keeping the facilities clean, maintenance, unlocking and locking of the facilities daily, staffing and responsibilities at each of the parks, including Hickory Glen, Maple Glen and Dodge. Other topics were also addressed, including re-prioritizing tasks, projects and grant funding.

Ms. Champagne - How is Scarlet doing?

Mrs. Clark - Thank you. She's doing very well and getting stronger every day. She's heading out to school.

Ms. England - She's excited about the project. This will be a 2019 project, as we will know in December about the grants. Scarlet's Smile Foundation has agreed to matching funds with the Township. A separate account will be set up for that purpose.

Ms. Clark handed out flyers for the "Buy-A-Brick" fundraiser. The bricks will outline the pathways surrounding Scarlet's Playground.

Ms. England stated that the soccer aspect will be discussed further at the joint meeting with the Township Board. Mr. Haney discussed the presentation he is preparing to present to the Board. He elaborated on the location of the third soccer field, along with details of the partnership and benefits to the community.

Ms. Kast initiated discussion regarding additional fields at Victory Park. Mr. Haney explained that numbers were slotted between 8 and 10 fields at Victory Park. If that were feasible, they would be able to move all spring, summer and fall activities onto the property at Victory Park where they would manage and operate, versus all of the other places that CW3 currently leases, rents or borrows. Discussion continued regarding field sizes, artificial astroturf versus natural fields, and related financial aspects.

ITEM 9: CONCERT IN THE PARK

Ms. England discussed the following with the Committee:

- The concerts are moving along slowly.
- We have a food vendor for one event and they're excited to come back.
- The bouncehouses have been secured through the county grant.
- The stage is reserved.
- We have contracts with the bands.
- I will get the sponsorship packet distributed to the Committee members.

ITEM 10: JOINT MEETING WITH TOWNSHIP BOARD

The Committee discussed the following potential agenda items for the joint meeting with the Township Board, scheduled for Tuesday, April 24th at 7:00pm:

- Scarlet's Smile Playground
- CW3 Soccer
- Victory Park and Wise Woods
- Byers
- Disc Golf
- Pathway at Commerce Road & Central HS (Tri-Party funding?)

ITEM 11: AGENDA REQUESTS

The Committee discussed the following:

- The items on the joint meeting agenda, listed above herein, will also be reviewed on March 26th.
- The March 26th meeting should be a work session, and should be held at the Richardson Center.

- Ms. England will try to have all leagues present.
- Ms. Holmes asked to review the calendar and parks to be visited. She felt this might need to change based upon the Master Plan and notice needs to be given.
- Ms. Holmes asked to have the Maintenance Department join the meeting to discuss park projects and timelines.
- Mr. Haney will bring his draft presentation, for the Township Board joint meeting, to the Committee on March 26th for preliminary review.

ITEM 12: OTHER MATTERS

- Ms. Holmes noted she will not be present at the April meeting.

The next Parks and Recreation Meeting will be **Monday, March 26, 2018 at 6:00pm at the Richardson Center.**

A joint meeting will be held between the Parks and Recreation Committee and the Township Board of Trustees on **Tuesday, April 24th, at 7:00pm at the Township Hall.**

ITEM 13: ADJOURNMENT

MOTION by Kast, supported by Holmes, to adjourn the meeting at 7:03pm.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary