

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

*Monday, June 25, 2018*  
2009 Township Drive  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Chairperson Petsch called the meeting to order at 7:00pm 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:**

Chairperson Petsch - Any communications?

Ms. Holmes - Just one, in your packets. (Inquiry about pathways along Oakley Park Road.)

Ms. England - I have already answered and explained that we're going through the Master Plan process.

**APPROVAL OF MINUTES:**

**MOTION** by Garbutt, seconded by Wichert, to approve the May 21, 2018 Parks and Recreation Committee Regular Meeting Minutes as written.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None.

**ITEM 1.A.: WAIVER REQUEST: WLN GERMAN EXCHANGE; SUN., SEPT. 30, 2018**

Kayelynn Mazurek was present on behalf of the WLN German Exchange and explained the request to hold a farewell party for the families and guests from Germany. Ms. England stated that they are aware of the policy. There will be no alcohol at the event as the facility does not have a liquor license yet. Mr. Wichert inquired about when the license would be obtained. Ms. England estimated by September. Chairperson Petsch asked if the applicants were aware of the fees and Ms. England confirmed.

**MOTION** by Wichert, supported by Garbutt, to approve the waiver request for WLN German Exchange to use the Richardson Center on Sunday, September 30, 2018 as presented in the request, with the required deposit. Applicant is aware of fees.

**MOTION CARRIED UNANIMOUSLY**

**>>Chairperson Petsch proposed that Item 6 be addressed as Item 1.B., per Mr. Berkheiser's request. There were no objections.**

### **ITEM 1.B.: EAGLE SCOUT PROJECT – BAT HOUSES**

Ethan Asloo, Eagle Scout, was present to discuss his proposed bat house project. He was hoping to build five bat houses in Long Park; however, he was just informed tonight that he may need to move some of them to another park as there may not be enough room at Long Park. He will work with Ms. Garbutt to determine locations in the parks. He thinks the bat houses are a great benefit because bats eat bugs, and that makes it more appealing for visitors as they don't have to worry about bugs as much. He was also informed before the meeting that his project will not be the first for bat houses. If approved, he will start fundraising after the meeting over the next few weeks. He expects to have the bat houses put up in mid-July.

**MOTION** by Garbutt, seconded by Holmes, to approve Ethan Asloo's Eagle Scout Bat House Project, and that the Committee do all they can to help him accomplish his goal. The project includes five bat houses, to be placed in designated areas in Long Park, and other parks as determined by Ms. Garbutt. **MOTION CARRIED UNANIMOUSLY**

### **ITEM 1.C.: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT**

#### **CW3 Soccer – Chris Haney**

Mr. Haney discussed the following with the Committee:

- We played our 15 final matches on June 9<sup>th</sup> and 10<sup>th</sup>, due to all of the rain-outs and reschedules we had.
- If you walk out to the west field in the center, you can see that we were pretty hard on it over the last couple weeks.
- Tryouts were held on June 16<sup>th</sup> and 17<sup>th</sup>.
- We have our juniors and peewees programs that started this evening. They're running Mondays and Wednesdays through August 1<sup>st</sup>. Peewees are only on Mondays I believe.

Chairperson Petsch – What age are the peewees?

Chris Haney – They're like 4 to 6.

Kast – I think it's 4 and 5, then at 6, they go to Youth 7.

Chris Haney –

- Our summer camp is July 23<sup>rd</sup> – July 26<sup>th</sup>, from 9am to 11:30. We usually have 50 to 100 kids sign up for that.
- The fields are currently in their summer recovery state.

Discussion took place regarding the recent concert and the rain.

Chris Haney –

- We're letting the grass grow out to protect the fields from the summer heat.
- We have several other maintenance projects throughout the summer. You've probably noticed the plugs in the ground from the deep core aeration.

**Friends of Byers –Dean & Karen Schantz, Janice Buchanan**

Mr. Schantz shared the following with the Committee:

- WWAM came through on June 9<sup>th</sup>. They cut the tree that DTE took down on the riverfront, reworked the paths, weeded and cleaned up the gardens.
- The park is pristine and looks really good.
- Dean has been weed whipping. He follows the mowers every week.
- We have scheduled the south wall restoration of the barn for July 14<sup>th</sup> and 15<sup>th</sup>. If it is okay to proceed, we will pay for the lumber and have it delivered. I'll be there the week of the project to take everything off the south wall of the barn.

Ms. Schantz and Ms. England discussed calling DTE to have the meters taken down for the barn project. Generators will be brought in to use during the restoration.

Ms. Schantz –

- We participated in the Huron Valley Council for the Arts event, which we try to do every year. It was a busy event. In return, we offer them a booth at our Ugly Duckling Vintage Market.
- Our Ugly Duckling Vintage Market is scheduled for August 12<sup>th</sup> from 10am-6pm. We did get the antiques donated by the Doggett family and they are in storage.
- We planted perennials per the Supervisor's request. We had a master gardener, a friend of Barb's, look at the beds to recommend what plants to fill in with that would coincide with the history of the property.

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

- Interlakes Girls Softball
- Lakes Athletics
- Commerce Little League
- Lakes Area Hawks
- Michigan Mountain Bike Association

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

Ms. England stated that things are going well at the Richardson Center, and discussed the following:

- Things are still picking up at the Senior Center.
- We did the work on the kitchen so that the OCHD can do their final review, and we can start serving lunches again.
- I mentioned earlier to some of you that we've had changes in the Maintenance Department. They're working extremely understaffed right now. We're losing a full-time Maintenance person so they're looking to fill that position. They're still looking for summer help. They're doing all they can to keep up, and we're looking for alternative solutions at this time to help them.
- We're moving forward with the Master Plan. We have a meeting on July 12<sup>th</sup> to meet with Proud Lake.

Mr. Wichert and Ms. England discussed contracting of mowing grass at the parks.

**ITEM 3: TOWNSHIP BOARD REPORT**

No report in Mr. Berkheiser's absence.

**ITEM 4: PARK LIAISON UPDATES**

**Berkheiser - Wise Woods & Victory Park**

No report in Mr. Berkheiser's absence.

**Garbutt - Long Park & Snowy Ridge Park**

Chairperson Petsch – Barb, we've got you covered because we visited Snowy Ridge and Long Park, unless you've got anything else to report.

Ms. Garbutt – No, you've seen it all.

Discussion continued regarding a missing board on the fishing dock, erosion to be addressed, and the need to restore handicap accessibility in this area at the ramp.

**Champagne - Hickory Glen Park**

- Everything looks good at my park.
- I don't have anything to add.

**Wichert - Maple Glen**

- If they weren't wildflowers, it would look bad. Since it's wildflowers, it's looking a lot better.
- There's about 8 trees that are dead, and about 6 or 7 others that are dying.
- Otherwise the park looks to be in good shape.

Discussion took place regarding replacement of the trees by the contractor, which Living Lab is overseeing, as a lot of the trees were still warrantied when they died. Ms. England agreed that the wildflowers do need to be maintained, and they're due to be cut down in about a month.

**Holmes - Byers and Mill Race**

Ms. Holmes discussed DEQ communications with Ms. England, which will tie into the Master Plan for Mill Race.

**Kast - Dodge Park**

- The park is busy all the time.
- The Art Festival was a success.
- Soccer has been busy.
- There's a little free library with children's books.
- The butterfly garden is really nice.

Mr. Wichert – Was that a Scout project?

Ms. England – Yes.

**Petsch - Bicentennial Park**

- I've got nothing to report on Bicentennial.
- It's still the same and looks good.
- We'll get some work done there once we get some numbers.

Mr. Wichert – Do we have any news on Victory Park? Are we still waiting for the federal government to fill in some holes?

Ms. England – Supervisor Scott and I discussed it, and last I heard, yes, we're still waiting.

Chairperson Petsch – On ESPN, I saw the national pickle ball championships.

Ms. England – Was Tim on it? He's a champion.

Chairperson Petsch – No, but it was the first time I've seen the game being played. It's pretty interesting. I think setting those courses up at Bicentennial would be something that we could put in our website. When the paving is done there, it could also be marked off for pickle ball.

Ms. Garbutt – Emily, do you want to tell them about our trip to Flint?

Ms. England – It was exciting. We were invited to present the Scarlet's Smile grant application to the Michigan DNR Trust Fund Grant Board. There were 14 projects presented. They limit presentations to 10 minutes, but the Clark family had put together a nice video. For the first time ever, they approved our grant application right there on site. We still have to go through the same procedures as everybody else, and the funds will be given at the same time, but we don't have to deal with the supplemental. They stopped right in the middle of the application and made a motion to approve. It was exciting.

Ms. Garbutt – People were crying, they were so thrilled.

Ms. England – It's a pretty big deal. Three of the projects that went before us were based around Lake Michigan, which is truly what that grant is designed for; for the natural resources of the State. It was amazing to get approved, and it was very exciting news.

#### **ITEM 5: VILLAGE OF WOLVERINE UPDATE**

Ms. Champagne discussed the following with the Committee:

- Our Tiki Night is July 3<sup>rd</sup>, the Fireworks Display.
- Also, last Tuesday in the park, they had 100 plus kids from all local communities. It was a well-attended event with the jump houses, et cetera.
- There's a bus trip to Red Oaks Water Park on Friday, July 13<sup>th</sup>.
- John Magee, President of the Village Council is not rerunning. He's been there a long time and he's done a lot of work, so that's a sad note for all of us.
- The Veterans' Memorial keeps going on. They raised funds at a food event at the Benstein Grille. Two people donated \$10,000 each. Klint Kesto thinks he will be able to get \$20,000 to \$50,000 from the State at the end of the fiscal year.

Chairperson Petsch discussed the Multi-Lakes Veterans' Memorial. It's very nice. He encouraged the Committee members to check it out. Discussion continued regarding Memorial budgets, fundraising, planning and details of the monuments, flags, Veterans' artwork on display, et cetera, and all the volunteers working hard on the project.

**>>ITEM 6: EAGLE SCOUT PROJECT – BAT HOUSES >> Moved up to Item 1.B.****ITEM 7: BYERS PLAQUE**

Ms. Schantz presented the revisions for the plaque. She was unable to find historical bridge photos. Discussions took place regarding the bridge history and alternative photos, and sources where they might be obtained. Ms. England suggested a photo of the outhouse, and discussions continued. Ms. Kast and Chairperson Petsch suggested photos of ducks and several Committee members agreed, discussing available options. Ms. Schantz discussed typesetting of the plaque, and whether to proceed. The Committee felt Ms. Schantz should move forward, with the addition of a photo with ducks in the river.

**ITEM 8: MAPLE GLEN BALLARDS**

Ms. England discussed the one quote received from Rousseaux, which was in the packet. She had hoped to have another bid back today, so she would bring this item back next month.

Discussion took place regarding the number of ballards to be installed, which was 10, and the size of the space at the pathway.

**ITEM 9: DODGE PARK CONCEPT PLAN**

Ms. England discussed the following with the Committee:

- We met last week; Todd Lamb, Chris Haney, Rachel Kast, myself, Living Lab, Dave Campbell, David Scott, Bob Berkheiser, our engineers and everybody who would have a hand in the project.
- We walked the site and looked at different locations.
- I think the location for the soccer field has pretty well been identified.
- Living Lab is working on the different possibilities to add parking in there.
- We have a priority to add about 30 parking spots and they do need to be closer to the playground.
- CW3 is currently working with Giffels to do the survey work for the general area of the soccer field, as well as doing a perimeter tree survey to see about saving a stand of trees.

Discussion took place regarding the location of the soccer field and the goal to maintain a buffer between the soccer fields and Scarlet's Smile playground.

Ms. England stated that the areas were also considered for the restroom facilities. This will go to the Board on July 10<sup>th</sup> for final approval, so they can do their final construction documents and proceed. She added that she would forward additional information to the Committee members for review.

**MOTION** by Kast, supported by Holmes, to approve the general concept location and positioning of the soccer field, based upon the results of the survey, and to meet with the requirements of the Township. **MOTION CARRIED UNANIMOUSLY**

Ms. England reiterated that she would forward additional information to the Committee via email; the agreement and the concept being presented to the Board. She asked that if anyone could attend the July 10<sup>th</sup> meeting, it would be great to have them present to stand behind the project and show their support.

**ITEM 10: SURVEY QUESTIONS FOR MASTER PLAN**

Ms. England stated this is a carryover item. Chairperson Petsch discussed repeating the questions from the previous survey as it worked so well. Ms. England replied that she does intend to keep all of those prior questions on the survey, and she is seeking additional questions as suggested by the Committee. Discussion continued regarding the Master Planning sessions, brainstorming concepts for the different parks, prioritizing the ideas, scheduling in the Fall, and holding the meeting at the Richardson Center.

**ITEM 11: OPEN POSITIONS AT RICHARDSON CENTER**

Ms. England discussed the following with the Committee:

- We have two part-time positions open at the Richardson Center right now.
- We had an in-house discussion about making that into one full-time position.
- We're growing so much that I think that would be a benefit.
- I do foresee next year adding another part-time person, because I would like to expand our activities after the 5pm mark.
- I've gone through the pros and cons.
- I'm open to your opinions.
- It was discussed under other matters at the Board meeting and they wanted it discussed here.

Mr. Wichert stated it would be nice to have someone there to open the doors and to lock the doors. Chairperson Petsch stated that a full-time position should try to encompass some of the park situations also, with league scheduling, et cetera. Ms. England agreed, and felt that any of the positions would not strictly be for the Richardson Center. Discussion continued regarding the tasks, the variety of phone calls that come in, full-time hours of 37.5, and part-time as 29, potential scheduling and hours, and creating a liaison for the parks.

Ms. England felt that she would get more of a commitment and more candidates for the full-time position as health insurance is also offered. She is feeling the growth of the building, which is a good thing, but she needs another staff member. Ms. Garbutt stated that there was a lot going on when she was at the Center, and she felt that Ms. England is the person to make this determination. Chairperson Petsch agreed, and discussed delegating tasks. Ms. England felt that full-time would be preferable at this time.

**MOTION** by Wichert, supported by Champagne, to open a full-time position at the Richardson Center, to be multi-dimensional, and to replace the current two part-time open positions with one full-time position.

**Discussion –**

Ms. Holmes – I would add that further needs will be evaluated again in 90 days for the possibility of another part-time person. **MOTION CARRIED UNANIMOUSLY**

**ITEM 12: CONCERT IN THE PARK**

Ms. England discussed the following with the Committee:

- We held the concert.
- The food vendor was good.
- The concert was rained out, but we tried to have it rain or shine.
- This is our 8<sup>th</sup> year doing this so it's bound to happen sometime.
- Mr. Moody band is the next concert on July 13<sup>th</sup>.

Discussion took place regarding the ice cream vendor for the next event, staffing issues, the need for coolers, novelty item selections, pricing, et cetera. Ms. Champagne offered to borrow the small deep freezer, along with the popcorn machine, from the Village of Wolverine Lake for the next event. Discussion continued regarding the need for gloves, for serving the popcorn, and transporting the items to the park for the concert.

**ITEM 13: AGENDA REQUESTS**

- Byers Plaque - Final
- Maple Glen Ballards
- Dodge Park Concept Plan
- Bicentennial Projects

**ITEM 14: OTHER MATTERS**

Ms. England suggested that a special budget meeting be held in July. After brief discussion, the **SPECIAL BUDGET MEETING WAS SCHEDULED FOR THURSDAY, JULY 12, 2018 AT 5:00PM, AT THE RICHARDSON CENTER.**

Chairperson Petsch and Ms. Holmes listed some of the budget items to be addressed:

- Wise Woods / Victory Park
- Byers
- Staffing
- Trailways
- Software

The next regularly scheduled Parks and Recreation Meeting will be **Monday, July 23, 2018, after visiting Dodge Park.**

**ITEM 15: ADJOURNMENT**

**MOTION** by Champagne, seconded by Kast, to adjourn the meeting at 7:54pm.

**MOTION CARRIED UNANIMOUSLY**

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Michelle Holmes, Secretary