

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

Monday, July 23, 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
Bob Berkheiser
Linda Champagne

Also Present:

Emily England, Director of Senior Services/Parks and Recreation

COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

MOTION by Champagne, seconded by Garbutt, to approve the June 25, 2018 Parks and Recreation Committee Regular Meeting Minutes as written.

MOTION CARRIED UNANIMOUSLY

Ms. England noted that the minutes from the July 12th special budget meeting will be approved at the August meeting.

PUBLIC COMMENTS

Caleb White Project – Walk Fundraiser

Grant Landry, of the Board of Directors for the Caleb White Project (CWP), was present to discuss the organization's mission. He passed around information on the CWP and the proposed Walk Fundraiser to the Committee members for review.

The CWP is an organization that was started by Caleb White when he was 9 years old and a student at Dublin Elementary. The organization's main goal is to help the homeless and encourage youth volunteerism and leadership. Their many projects include a Christmas party for US Veterans, and a back-to-school party for children at a church in Detroit where backpacks full of school supplies are distributed.

Grant Landry explained that in order to fund the projects and activities, financing is needed. A Walk Fundraiser was suggested by the organization to help the community. He provided a history of his family's involvement in the community with Lakes Athletics, playing baseball in Hickory Glen Park. He thought this park would provide the perfect location for the CWP Walk Fundraiser. The event would be held on Saturday, October 13, 2018. Registration would begin at 9AM, and the Walk would begin at 10AM.

Insurance will be obtained to protect the CWP, Commerce Township and Hickory Glen Park. The route is planned out, along with signs and volunteers to guide walkers, tents

and shelter in case of rain, and volunteers to assist with cleanup. The park will be left clean, or even cleaner than it was before.

Mr. Berkheiser discussed the route with Grant Landry, which would include the wooded path area. Mr. Berkheiser confirmed that the walkers would not be on any of the streets or crossing streets on the bike path. He added that the route would stay within the confines of the park itself. Discussed continued regarding MMBA trails, paved versus dirt trails, and the need to coordinate with MMBA to ensure they won't have bikes traveling through the area at the same time as this event. Grant Landry stated that he would certainly contact the MMBA. He added that people will be asked to bring in nonperishable food items to the event which will be donated to Hospitality House, which serves the local area of Commerce Township and Walled Lake.

In conclusion, Grant Landry stated that the organization feels this fundraiser is a great way to involve the local community more, to teach people about the CWP as an organization, and about helping the homeless. There's a lot to be done. He thanked the Committee for their time.

MOTION by Berkheiser, seconded by Kast, to support the Caleb White Project Walk Fundraiser in Hickory Glen Park, on Saturday, October 13, 2018, pending legal review by the Township Attorney.

MOTION CARRIED UNANIMOUSLY

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Friends of Byers –Dean & Karen Schantz, Janice Buchanan

Mr. Schantz shared the following with the Committee:

- We just completed the south wall restoration on the barn and it's beautiful. We have not yet stained the barnwood, but it came out nice.
- We filled the bottom with concrete to prevent mudslides in the barn. The 2x12 treated is up and the dirt can be backfilled up to the barn. Pea gravel will be brought back in soon over the French drain.
- We hope to continue around the front of the barn, but we need to find an artist to help with replicating the oval Byers Country Store sign.

Chairperson Petsch encouraged taking good pictures of the sign now. Ms. England discussed potential artists and would follow-up with Ms. Schantz in this regard.

- On Sunday, we had a WWAM event for cleanup. They took the wood and put it in the dumpster, and cleaned up the site.
- The next big plan is to move forward on the dress barn and remove the rotten deck off the front. The idea is to lift the barn and put in brick footings which will prevent groundhogs from getting underneath. The groundhogs are a nuisance on the property.
- The deposit was mailed in for the historical plaque sign, so the project is in the works. They will be sending a scale drawing for us to sign-off on.
- More perennials will be planted to add color to the site.
- We are getting ready for the Ugly Duckling Vintage Event in August. We have wonderful vendors coming. The Doggett tent will be set up outside the barn.
- Following that will be the Boo Bash. We are thinking of a Jurassic Park theme. We are open to additional ideas that anyone may have.

CW3 Soccer – Chris Haney

Mr. Haney discussed the following with the Committee:

- On behalf of CW3, I would officially like to say thank you for your support of the 3rd soccer field project at Dodge Park. Although there has been some opposition, we are taking the utmost care to do everything we can to preserve the natural beauty of the park, and to make sure that the trail system gets replaced.
- Our annual summer evening camp was last week.
- Our day camp is going on Monday through Thursday from 9AM to 11:30.
- The Peewees junior program runs Monday and Wednesday through the summer.
- Next week, our team camp kicks off Monday to Thursday from 1:30 to 4:00.
- We are trying not to schedule any matches prior to Thursday, August 30th at 6:30pm, which is the first match of the fall season at Dodge Park.

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:

- We are working on the Fall/Winter Newsletter.
- We received final approval from the OCHD, so we started serving meals today and we had 24 people. The seniors were very excited.
- The liquor license for the Richardson Center is moving along. They sent a letter to the school last week, and the school has 15 days to respond. The next step will be that the Liquor Commission will send somebody out to look at the site. It looks like around September this should be finalized. The attorneys are working to compile a list of vendors.

Mr. Wichert asked if the vendors would serve liquor, or just beer and wine. Ms. England replied both. Chairperson Petsch asked if that would be a Class C license. Ms. England replied yes. Discussions continued regarding license fees, contracting services, bartenders, catering services, and alcohol profits. Ms. England noted that renters will have to use the liquor vendor who is under contract; however, they may choose their own catering service.

ITEM 3: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- We met a couple weeks ago, and we meet again tomorrow night.
- We reviewed several ordinances on the agenda, including one with noxious weeds. That was kicked back to get more information because phragmites was listed in there. We wanted to know more about enforcement, and having residents be required to take care of phragmites, whether that means treatment or cutting, and the related costs.
- Another ordinance was addressed for failure to register your house alarm.

- Most of our discussions surrounded the Police and Fire SAD's. Tomorrow, we will look at those, receive public comment, and the SAD's will go into the November election for citizens to vote. The current SAD's expire at the end of 2019.
- We discussed the CW3 3rd soccer field at Dodge. Final positioning has to be tweaked a little bit due to some wetlands in the area. Phase 2 with the parking has been pushed a little further back.
- A local business requested to purchase some Township cemetery property and made an offer. That offer was turned down by the Township. Leasing it had been discussed previously to expand the parking lot, but they chose not to do that.

ITEM 4: PARK LIAISON UPDATES

Champagne - Hickory Glen Park

- I have nothing to report.
- I drove through and everything looks nice and organized.

Wichert - Maple Glen

- Wildflowers in the median are about 3.5' tall.
- The same trees are dying.
- A medium sized branch came down on one of the boys' fields.
- There's a dead limb that looks dangerous over one of the entrances to the parking lot.

Ms. England noted that the wildflowers will be cut soon, and that Living Lab was dealing with the contractor last week regarding tree replacement. She also noted the other issues, and Chairperson Petsch asked to have maintenance look at these matters.

Garbutt - Long Park & Snowy Ridge Park

- Long Park is looking wonderful.
- They've done a lot of trimming of vines at the dam.
- I received a note from a citizen. They were very grateful for the way the park is being taken care of. They walk there every morning and enjoy nature.

Petsch - Bicentennial Park

- We are still looking into the tennis court pricing.
- Other than that, the park still looks the same.
- We will be getting some benches and some fire grates.

Holmes - Byers and Mill Race

- Nothing has changed.

Mr. Wichert inquired about getting a path in to Mill Race. Ms. Holmes stated that we need to find out what we can do through master planning and through the DNR. Discussion continued regarding coordination with the Fire Department also.

Kast - Dodge Park

- Everything looks good.

Ms. Garbutt noted an item about Dodge. If you are making a left turn, the greenery has grown so much that it is blocking the view of motorists.

Berkheiser - Wise Woods & Victory Park

- We are holding out, waiting on what we can get approved in the budget season.
- Our Supervisor is still working on government remediation.
- This is on my other matters agenda for August.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne stated there was nothing to report at this time.

ITEM 6: RICHARDSON CENTER LANDSCAPING

Ms. England discussed the following with the Committee:

- Giffels Webster put together the landscaping design and put it out for bids.
- Bids are in the packet and include the Giffels letter of recommendation.
- The lowest bidder was United Lawnscape, which is who does the landscaping and lawn maintenance here at the Township, and for the entire DDA area, so there is a good working relationship with them.
- Discussion did come up about a lack of irrigation at the Richardson Center, so some of the cost is fees to water the plants. We are also talking about installing irrigation and looking into those costs, along with a well for the irrigation system. That will be a separate piece of this project.
- The quote was \$44,390, and that includes landscaping around the building, as well as the Phase 2 of the parking lot islands and trees around the parking lot.

Discussion took place regarding irrigation, phasing, the 2-year guarantee on the project, and the budget. Watering had been suggested in the past for other locations, such as at the new Library, and discussions continued regarding the Dodge Park restroom facilities, a potential well for irrigation there, or tying into city water. The Richardson Center parking lot center islands were addressed, and irrigation would not be likely in these areas, so only grass might be planted in the islands.

Ms. England noted that Phase 1 is \$38,880.

MOTION by Berkheiser, seconded by Holmes, to proceed with Phase 1 of the Richardson Center Landscaping, and to include at least seeding of the parking lot islands with grass.

MOTION CARRIED UNANIMOUSLY

ITEM 7: BYERS PLAQUE

Ms. Schantz discussed the following with the Committee:

- The check was mailed.
- We picked up the picture of the ducks to be added to the placque.
- It will take them several weeks and they will send us a preliminary, which we will bring into you for approval.
- We hope to have it installed by fall, and the location will need to be decided.

ITEM 8: MAPLE GLEN BALLARDS

Ms. England discussed the following with the Committee:

- I did not receive a response from Apex for the second quote.
- In your packet is Rousseaux's quote.
- This is for the area where the bike path and the entrance meet.
- This is for 10 ballards. This number can be reduced if you choose. They are set at 7' apart. They just need to limit the ability of a car getting through.

Discussion took place regarding the need to prevent car access on the pathway, comparing pricing for previous ballards in the parks, and grading referenced in the quote which is a separate matter.

MOTION by Wichert, supported by Holmes, to approve the quote by Bob Rousseaux's Excavating to install up to 10 ballards at Maple Glen Park to eliminate car traffic on the pathways.

Discussion –

Mr. Wichert – Will we put one near the rocks?

Ms. England – We'll probably just mow the grass there so you can see the rocks.

Ms. Champagne – The rocks will eventually stop them.

Discussion continued regarding road grading in the parks, which will be reviewed for the maintenance budget next year.

MOTION CARRIED UNANIMOUSLY

ITEM 9: DODGE PARK CONCEPT PLAN

Ms. England discussed the following with the Committee:

- The soccer field had to be moved from the original location due to the wetland.
- In the packet is what was presented to the Township Board.
- The Township Board did agree to move forward with the agreement, and they put together a committee of myself, Bob, Dave and David Campbell.
- Survey work is being done now, so CW3 can start moving forward with that piece of it.
- As far as parking and restrooms, we are meeting next week to discuss the project. We will discuss reconfiguring and relocating parking, along with the potential location for the restroom facilities. A final concept plan will be prepared to go before the Board.

ITEM 10: SURVEY QUESTIONS FOR MASTER PLAN

Ms. England stated that this is a place holder on the agenda.

ITEM 11: CONCERT IN THE PARK

Ms. England stated that the last concert went great. The band was wonderful and there was a great turnout with the weather. The next concert is this Friday with the Magic Bus.

Discussion took place regarding selling ice cream, vendors, and working with the entertainment company regarding contracting of future events.

ITEM 12: AGENDA REQUESTS

- Concert in the Park, Contracting for 2019

ITEM 13: OTHER MATTERS

The Committee reviewed the Revenue & Expenditure report and there were no comments.

The next Parks and Recreation Meeting will be **Monday, August 27, 2018, at the Richardson Center.**

ITEM 14: ADJOURNMENT

MOTION by Holmes, supported by Kast, to adjourn the meeting at 7:46pm.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary