

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

Monday, September 24, 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
Tim Wichert
Bob Berkheiser
Linda Champagne

Absent: Barbara Garbutt (excused)

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

COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

MOTION by Champagne, seconded by Wichert, to approve the August 28, 2018, Parks and Recreation Committee Regular Meeting Minutes as written.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

Ms. Cara Besh, 391 Longspur Lane, Commerce Township, MI – I've never been to one of these meetings so I don't really understand this part of the meeting.

Chairperson Petsch – Are you on the agenda?

Ms. Besh – No.

Chairperson Petsch – Okay, just stand up at the podium and give us your comments.

Ms. Besh – I thought this would be at the end of the meeting. I wanted to know how to stay updated with upcoming events with Parks and Recreation. There have been some things that have happened and we didn't know about them ahead of time; for example, the soccer fields and getting rid of some woods. How do we know about things coming up? How are these things communicated?

Chairperson Petsch – One, they're in the Master Plan, which is on file here in the Township.

Ms. England – We're going through the process of updating the Master Plan now. When we get to the stage where we're ready for the final version, it will be available here at

the Township, at the Library, at the Richardson Center, and online for public review. Then there will be two public hearings.

Ms. Besh – How do we find out about the public hearings?

Ms. England – It will be on the Township Board agenda. I believe you can sign up to get the agendas sent to you on our website.

Ms. Besh – Am I already on that list with you?

Ms. England – That's just for me. You need to go to the website, commercetwp.com.

Mr. Berkheiser – If you have any issues, just send an email to the supervisor and ask to be put on the list for all the agenda packets.

In general, the public comments portion of the meeting is just for you to make comments on the record. It's not intended to be a discussion session.

The Master Plan includes what was cleared 5 years ago, and it went through the public. Every 5 years it gets reviewed. We don't necessarily have funding to do everything we'd like to do.

In general, all financial and all final decisions are made by the Township Board.

Township Board meetings are held on the 2nd Tuesday of the month at 7:00pm in this building.

Chairperson Petsch – Also, if you have a group, or something that you'd like to bring up, you can contact Emily to be on our agenda, and that allows you an assigned block of time to discuss your topic. Normally, public comments are about 2 minutes.

Discussion continued regarding the definition of "public comments", and Chairperson Petsch provided examples. Ms. Champagne noted that comments can also be sent as an email and they are received as correspondence.

Ms. Besh – So, once something is said in a meeting, it's said, and so it doesn't really matter what we say afterward? Is that what I'm hearing?

Ms. Holmes – Not necessarily; there is a process to all of this.

Mr. Berkheiser – If you're complaining about the trees and the soccer field, honestly, that is a done deal. It's been done and it's set in stone.

Ms. Besh – No, I understand that, and that's fine. I didn't know if I'm not supposed to say anything anymore?

Ms. England – No, you can continue.

Chairperson Petsch – No, not at all. I'm just saying we're not going to have a half-hour discussion, but if you have something to say, there is a process.

Ms. Besh – No, I don't expect that. Okay, then the right thing for me to come up here and say then is that there are couple of things that we would love to see. We did go to

the 5-year planning meeting with Emily. One item was the dog park, which I know was in some plan. We did vote on that, and then it got cut out. Because I wasn't at a meeting...

Chairperson Petsch – It got moved. It's not cut out.

Ms. Besh – Oh, it got moved. Okay.

Mr. Berkheiser – It's in the Master Plan. There has not been funding for it.

Ms. Besh – Okay. Also, it would be really nice to see pickle ball at the Richardson Center, because we are going over to West Bloomfield to play there.

Chairperson Petsch – How about Bicentennial Park? Did you hear about that?

Mr. Berkheiser – We've got tennis courts at Bicentennial that we're resurfacing and painting.

Ms. Besh – That would be great, that would be fine too.

Chairperson Petsch – Take a ride over to Bicentennial. We've done a lot over there, with the new neighborhood behind it. We opened it up, and we will continue. That's one of the spots where we already had the area set up which we are looking at repaving.

Linda Champagne – You can also go over to Wolverine Lake. They have pickle ball courts. They have for years.

Ms. Besh – Oh, really? Where?

Linda Champagne – Pass the Glengary Inn, go down that street, and there's two tennis courts in there that are painted with pickle ball. They were resurfaced and painted.

Ms. Dina Sowers, 4345 Bluebird Dr, Commerce Township – I don't know if it was Emily, or who did it, but they put up the survey signs in Dodge Park. You probably put them up everywhere I would assume. Thank you for that. We really appreciate that. So many people I would meet in the park would not know about the survey, so putting up the signs was great, and more of that would be great. To put notifications where the people are, because not everybody's online.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Interlakes Girls Softball – Tim Bailey

Mr. Bailey discussed the following with the Committee:

- We're getting ready to open up our new season. It's going really fast.
- We're starting registration in November.
- A tree fell down at the park. They took care of that quite quickly. It did bend the fence.
- There are a couple more trees there that are in need of removal.

Ms. England – There are about 9 trees there to be removed.

Mr. Bailey - In August, we put down 52 tons of diamond dust on the fields, re-graded them, cut the grass.

Mr. Berkheiser – Is that just baseball dirt?

Mr. Bailey – Yes, it's basically a crushed limestone. Unfortunately, one field was almost all washed away. Otherwise, the park is looking pretty good.

Friends of Byers –Dean & Karen Schantz, Janice Buchanan

Mr. Schantz shared the following with the Committee:

- The Boo Bash Event, Saturday, October 27, 2018:
 - We're finalizing details.
 - We recruited 15 NHL students from Walled Lake Central. That's going to help us a lot.
 - My primary concern is parking and safety.
 - Volunteers came in really handy last year with parking. I usually have two kids down there.
 - The additional parking, since they've taken Eric's down, is really key.
 - I will try to avoid having people coming from Dr. Pulgini's dentist office, because then they have to walk along the shoulder there, and with the phragmites situation, it makes me nervous.

Chairperson Petsch – We should have adequate parking now.

Mr. Schantz – I certainly hope so. Last year, we were swamped.

Mr. Berkheiser – Do we have cones that can be put on the sides? They light up a little and maybe drivers will do 25 instead of 40.

Ms. England – Yes.

Mr. Berkheiser – We also cut back the sides of the road today.

Discussions continued regarding parking, pedestrian safety at the Boo Bash event, adjacent properties, and additional safety measures, including having Oakland County Sheriffs onsite. Ms. Schantz noted that they are usually present, and Friends of Byers notifies them of the event, along with notifying the Fire Department.

Mr. Schantz also discussed the stations, activities and volunteers for the Boo Bash.

Mr. Schantz continued his review:

- We also leveled out the dress barn. We're going to build a temporary step and deck for that area. It's removable because we have to put in a rat wall.
- We discussed a well for the facility.
- We have a master gardener in our group now, so there's growing interest in planting ornamentals on the property. I think that would enhance the site even

more, especially since we're deciding where to put the plaque, which will be a great addition to the park.

- I discussed with Bob that Commerce Township wants to provide 50%. We got three bids.

Mr. Berkheiser – What I suggested was that if the Friends of Byers want to put in a certain amount of money, they you would ask the Township to provide matching funds.

Mr. Schantz – Matching funds, yes.

Mr. Berkheiser – You would certainly be more likely to do that.

Mr. Schantz – We will start the process and hopefully get it done this year. Then, Bill mentioned the possibility of trail cams.

Chairperson Petsch – Karen had requested that. We will have to ask Supervisor Scott.

Mr. Berkheiser – Are you having issues?

Mr. Schantz – Yes, we had a slight issue a month ago with kids tipping over the picnic tables late at night. The neighbors filed a report with the Oakland County Sheriffs.

Chairperson Petsch – One of the things we were trying to find out was, what is our responsibility to post the presence of surveillance.

Mr. Berkheiser – We do put cameras in place that take pictures. They do get moved around to different parks, in different areas, looking for issues depending upon what we have. The Attorney said that you don't have a right to privacy when you're walking through a public park.

Surveillance discussions continued.

Mr. Schantz – We will send our wish list to Emily next month. It's a long list. For our group, we would like to see the Farmhouse addressed.

Discussions took place regarding funding sources for repairing the Farmhouse, the historical society funds that were previously discussed, annual budgeted funds for Byers, matching funds, grant funding, and grant writing services. Chairperson Petsch encouraged Friends of Byers to research and locate available grants. The Parks and Recreation Committee uses the services of Living Lab for grant writing.

Mr. Schantz also discussed the Friends of Byers contract with the Township, and working with the Township Attorney to finalize the agreement.

CW3 Soccer

CW3 sent Ms. England a message:

- They reported they had an injured player who suffered a minor concussion.
- The field development is moving into the irrigation phase.

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

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

>>>ITEM 6: EAGLE SCOUT – TRENT HUGHES (*moved up*)

Mr. Trent Hughes distributed flyers to the Committee and discussed the following:

- I'm a senior at Walled Lake Central, and a Boy Scout from Troop 308.
- I've been looking to do my Eagle Scout project for quite some time.
- My idea is to build cornhole place for the Richardson Community Senior Center.
- Cornhole is simply a bean bag toss. It's the game where the objective is to get the bean bag on top of the board, or inside of the hole and to score more points than your opponent.
- It's a great game for family get-togethers and recreational time. From what I've read, seniors generally love it since it's a great activity, lightweight bags, it's simple to learn, and accessible for people of all ages.
- For my project, the dimensions of the board are 4 feet long and 2 feet wide. The back of the board is elevated 1 foot off the ground.
- We would be using wolmanized wood, which I can get at Home Depot. It's generally sand-papered and more refined.
- We would install retractable legs, shown in the middle picture on the bottom. This will help with storing them.
- We can also put our logo, or a Township of Community Center logo, on the boards, as shown in the left picture.
- We'd also like to have hinges and a handle, to make it easier to carry and transport, as shown in the right picture.
- In addition, we will supply the bean bags.
- As for general regulations for the seniors; from what I found online, the general distance is 30', but for seniors they normally set up at 21'. However, if you feel that is too long, we can easily shorten that distance and accommodate.
- For this distance, we have two options to mark or designate areas to place the boards. We can either have a string, rope or chain in between the two boards, so that distance is set. Or, we can put in sand with boxes. I don't know if you would want that because it would take up some space, but that's an option as well.
- There would be 8 separate cornhole boards, allowing 4 games at the same time, unless fewer are desired.
- The costs will depend upon a few of the choices, but it would generally be around \$400-\$500. This would be obtained through donations and through a fundraiser, which I'm probably going to do a can/bottle drive.

Ms. Kast – I really like your idea. It will be fun for the seniors to do. How do you plan on making the design on the boards? Will you spray paint it on, or get decals?

Mr. Hughes – We found a place where you can order decals online, and you can custom order them with any logo you want.

Ms. Kast – Okay, I've seen those before. Sometimes it helps to put a clear coat over them to keep the edges from peeling off. Also, with your hinge design; I've also seen where people use an eyehole and then twist ties. Whichever is easier for you to build.
Mr. Hughes – Okay, I'll keep that in mind.

Mr. Wichert – Do we plan to keep these outside all the time?

Mr. Hughes – We can do that if you want to, but I'd be...

Mr. Wichert – Bring them inside after you're done.

Mr. Hughes – Yes, that's why they're designed with hinges and the handle, so they can be easily transported.

Mr. Wichert – That's something Emily will have to do then.

Discussions continued regarding the weight of the boxes.

Mr. Berkheiser – When do you turn 18, Trent?

Mr. Hughes – I turned 17 a week ago.

Mr. Berkheiser – Okay, so you have a year.

MOTION by Holmes, supported by Kast, to approve Trent Hughes' Eagle Scout Project as presented.

Discussion –

Ms. Champagne – Very well presented, Trent, both verbally and written.

MOTION CARRIED UNANIMOUSLY

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

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

- They started the landscaping at the Richardson Center. That's pretty exciting for me, and that should be done by the end of the week.
- The Master Plan Visioning Session was held last week. We had a pretty low turnout, which was disappointing, but we held discussions and worked through a lot. There were good ideas that came from it. Since we did have a low turnout, I did visit the parks and posted the signs. We're extending the survey until the 28th, an extra 10 days. We've received about 100 responses on the surveys.

Chairperson Petsch initiated discussion regarding notifications. The community bulletin board was discussed, along with the website, the M-5 billboard which is temporarily down, the Spinal Column, the small Richardson Center message board sign which needs repair, and other ways to try to reach the community.

Ms. England also stated that she hired a new person, Allison, at the Richardson Center. She will start in two weeks in this part-time position, working up to 29 hours per week.

ITEM 3: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- At the last meeting, most of our time was tied up with the budget.
- We did go over SADs for snow plowing. It didn't really include Township places, but again, we want to make sure if we have paved parks, we get them plowed. We are working on that. That would be Maple Glen and Dodge. If it's paved, people are out to use it in the winter. Our parks aren't closed.
- For the Richardson Community Center, we are hiring a catering consultant. The intent is to have somebody that actually knows about this stuff. She works with a lot of different contracts, so she's going to help walk Emily and the Township through our different options, and help us write up requests for bids.

Discussions took place regarding vendor options, rules of alcohol, facility rentals, concession agreements/partnerships, and licensing. Chairperson Petsch how this is affecting hall rentals. Ms. England replied that it is not.

Mr. Berkheiser continued his review –

- There's an ordinance, and part of it has been done in conjunction with the schools. It's not in place in Commerce Township yet, but it will be soon, and it's to regulate tobacco, and basically vaping.
 - There's been a lot of issues in the schools, where they get administratively disciplined.
 - Now there will also be fines levied by the Township through the police officers, who can write tickets. I think it's \$100 first offense, then \$250 second, and \$500 the third.
 - This will apply, and not just in schools.
 - The biggest issue has been that there's other stuff being put into the cartridges.
- We discussed the Township budget. I don't recall any major issues with what Parks and Recreation had recommended.
- We did have a discussion regarding property that the Township owns, and whether we wanted to sell it or not. You may recall the horse property that we ended up purchasing in tax court.

Discussions ensued regarding the location of the property, at Wixom and Charms, along with the property conditions, and other issues. In addition, other Township owned properties were discussed for potential parks and other uses.

ITEM 4: PARK LIAISON UPDATES**Champagne - Hickory Glen Park**

- Nothing to report at this time.

Wichert - Maple Glen

- I drove through Maple Glen this afternoon.
- They cut down a lot of the weeds and it's looking better.
- A lot of those new trees they put in there are dead.

Ms. England – I'll update on that. Some of the trees that are dead were out of warranty, and so we made a last ditch effort to try to save them last year with water bags. Some

made it and some didn't. We will look at those to be taken out, and look at replacing some. The ones that are still under warranty, they have taken out and replaced some of them. The rest should be in this week, and watering bags have been put on them. In the same area, the Oak Wilt is back. I'm having an arborist come out.

Mr. Wichert – There's one dead branch hanging over...

Ms. England – That will be taken care of when they come out.

Discussions continued regarding Oak Wilt, trenching, and locations of the dead trees.

Petsch - Bicentennial Park

- Nothing to report.

Holmes - Byers and Mill Race

- You've heard Byers report.
- We're waiting on maintenance issues to be addressed at Mill Race.

Kast - Dodge Park

- Dodge has lots of construction going on, and people are using the park anyway.
- It looks like they sprayed for phragmites within the last couple days.

Discussion took place regarding major issues with phragmites, treatments and the effectiveness of spraying. Mr. Berkheiser added that there is an ordinance working it's way through for phragmites. There's been a lot of discussion because ultimately, the Board does not understand what the cost is going to be to allow for residents to treat phragmites, and you can't just cut it down because it will spread. There are also questions about the spray, how toxic is it, et cetera.

Berkheiser - Wise Woods & Victory Park

- Nothing new to report.
- I brought it up at the Township meeting again, the desire to put in that trailhead and working in that fashion. That was presented during the budget meeting, so we'll see how that goes.

Garbutt - Long Park & Snowy Ridge Park

- No report in Barb's absence.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne discussed the following with the Committee:

- The Packaging Party for the Troops is October 6th at Shepherd of the Lakes. It's at 1:00 and they're in need of items for the boxes if anybody wants to drop by.
- The summer festival went well. It was probably one of the best in years with the people, the food and good weather.

ITEM 6: EAGLE SCOUT – TRENT HUGHES (moved up, follows Item 1)

ITEM 7: CONCERT IN THE PARK – JAG ENTERTAINMENT

Mr. James Geedson of JAG discussed the following with the Committee:

- We've been working with Emily and her staff for the last several years, putting together the concerts in Dodge Park.
- We've seen excellent growth at those concerts.
- We've come up with a few newer ideas to enhance that experience for the residents of Commerce Township, and showcase the new construction and remodel at the Richardson Center by moving the concerts to the backyard.
 - That would do a couple things. One, it would showcase the facility. You guys did a beautiful job of updating it.
 - Two, it would bring more visibility to the concerts, getting it up closer to the road.
 - It offers excellent parking.
 - It offers the potential for alcohol sales, if the licensing is ever figured out.
- In other communities, we done concert series. It gives a good spot for community businesses to represent themselves through sponsorship.
- Putting the event in a highly visible spot obviously drives the price of sponsorships upward, which in turn comes closer to covering the costs of the series.
- One of the things you guys have suffered from here is only having a few limited number of concerts. By extending the concert throughout the summer, people begin to work it into their routines.

Mr. Wichert – How many are we looking to hold?

Ms. England – We said 8. We were looking at July and August.

Discussions continued regarding response on the surveys regarding concerts, changing venues, pedestrian use of the pathways to walk to the concert, parking and contacting the high school, and dates to be scheduled. It was recommended that the last week of August be skipped. Use of the back decks for stages was also addressed, along with the grade of the ground, number of people that could be accommodated at the Richardson Center, and past events held at the Center. The Committee also discussed alcohol sales, food and vendors, and events for kids.

Mr. Geedson explained that if all the concerts are booked at one time, it allows for better price points. JAG handles concerts for Wayne, Wixom, Commerce Township, Plymouth and Northville, along with some for Milford. They work to get the bands booked in February, and they package multiple communities together. It save everyone money, and allows for better talent to be booked.

The Committee discussed the timeline for recommending these changes to the Township Board, JAG's timeline, and they addressed the budget.

MOTION by Champagne, supported by Kast, to recommend moving forward with JAG's suggested 8-week Concert Series with a venue change to the Richardson Community Center, with specifics to be handled by Ms. England, while keeping the Committee informed.

Discussion –

Chairperson Petsch stated that dates are to be determined, and are not to overlap into the school year.

Mr. Berkheiser asked if the concerts would be held on Fridays, or if there were alternatives.

Ms. England stated that any day could be done.

Mr. Wichert agreed with sticking to Fridays. This would avoid competing with other communities' events.

Mr. Geedson recommended consistency.

MOTION CARRIED UNANIMOUSLY

ITEM 8: DODGE PARK CONCEPT PLAN

Ms. England gave a review. The group met today regarding the preliminary layout.

Discussion took place regarding the parking alternatives shown in the packet, along with the restroom locations. Ms. England noted that Alternative B was the best solution for cost and parking, and it allows the park to stay open while the parking lot is being constructed, which would take about two months.

Ms. England stated that it's best to move forward this winter with bids so that the project can be done in the spring. Mr. Berkheiser stated this will be presented to the Board on October 23rd.

Discussion continued regarding traffic flow on the layouts, the restroom location and timeline, grant funding, and the playground location. Ms. England also stated that the restroom facility will house many things, including the mechanical room for the future splash pad which requires a 2,000 gallon tank. The plan leaves room for expansion. Mr. Berkheiser noted that the restrooms are not a done deal, and there are still options. Mr. Wichert asked if the Committee members should plan to attend the Township Board meeting on October 23rd. Ms. England replied yes.

ITEM 9: REVENUE & EXPENDITURE REPORT

The Committee members reviewed the report and had no comments.

ITEM 10: AGENDA REQUESTS

- Meeting Calendar
- Election of Officers

Mr. Wichert discussed meeting at Victory Park in October. Chairperson Petsch replied that everyone should meet on the south side. Mr. Wichert asked if the dog park would be discussed. Ms. England replied yes, the dog park and the parking.

Discussion continued regarding the budgeted funds, delays in starting the project, and awaiting additional information with regard to the government potentially rehabbing the old missile silo onsite.

ITEM 11: OTHER MATTERS

Mr. Berkheiser stated that an Eagle Scout project was completed this past weekend at the Dodge Park Pavilion. Electricity was run to the Pavilion and there are LED lights inside which are now on a timer. Ms. England also noted that a wi-fi extender may be added.

The next Parks and Recreation Meeting will be **Monday, October 22, 2018, at 7:00pm, at the Township Hall, after visiting Wise Woods & Victory Park.**

ITEM 12: ADJOURNMENT

MOTION by Berkheiser, supported by Champagne, to adjourn the meeting at 8:17pm.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary