

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

*Monday, November 26, 2018*  
2009 Township Drive  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Secretary Holmes called the meeting to order at 6:02pm at the Township Hall.

**ROLL CALL: Present:** Michelle Holmes, Secretary  
Barbara Garbutt  
Tim Wichert  
Linda Champagne  
Bob Berkheiser (arrived @ 6:07pm)  
Rachel Kast, Vice Chairperson (arrived @ 6:47pm)  
**Absent:** William Petsch, Chairperson (excused)  
**Also Present:** Emily England, Director of Senior Services/Parks and Recreation  
Leah Groya, AICP, LEED AP, Living Lab

**COMMUNICATIONS:**

Holmes – I have one item, but I will hold it until Other Matters.

**APPROVAL OF MINUTES:**

**MOTION** by Wichert, seconded by Garbutt, to approve the October 22, 2018, Parks and Recreation Committee Regular Meeting Minutes as written.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None.

**ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT**

**Interlakes Girls Softball – Angie Skiver, President**

Ms. Skiver discussed the following with the Committee:

- We are preparing to start registration.
- Emails and postcards are going out.
- We're trying to find ways to get more people registered.

Mr. Wichert asked if registration has increased or decreased. Ms. Skiver replied that the last couple years have been moderately the same. People come and go, travel is getting big, volleyball is huge and soccer is still there. Girls have so many options, but it's still steady.

Ms. Skiver continued:

- We put new dirt down in the fall, which was a \$10,000 expenditure.
- We re-graded the fields.
- We do that every 3 to 4 years.
- We have some new fencing to look into. We're trying to get it a little taller, similar to what the West Bloomfield parks have; however, they have a \$500,000 to

spend on their fields which we don't have. We are looking to eliminate foul balls into the parking lot.

**Lakes Athletics – Josh Springer, Manager**

Mr. Springer discussed the following with the Committee:

- We're at Hickory Glen Park.
- We also just started spring baseball registration, primarily for youth boys, but at 8U and 6U we also have girls on the teams. Sometimes we'll get them at 10U, but they usually transition into softball.
- We too are maintaining status quo. Last year we had a pretty good increase in registration, but year over year, it's historically around the same number.
- We're getting into the registration season.
- We have some big things planned this year, including dugouts and some safety fences we will do some repairs on.
- We're currently budgeting about \$3,000 for this season, and we'll repeat for the next 3 to 5 years.
- This past season, we did fall ball for the first time. We were able to get teams in every division except 12U. That was an interesting scheduling challenge as football is played at Hickory Glen too, but it was good getting more kids out in the park.
- I'd also like to talk about parking and traffic flow. I don't know if it's in the master plan, but we need a second exit to help with park evacuation during big storms.

Mr. Wichert – That's on the plan.

Ms. Holmes – Isn't that budgeted for next year?

*6:07pm – Bob Berkheiser, Karen & Dean Schantz, and Janice Buchanan arrived.*

Discussions took place regarding the Master Plan, priority projects, and a second exit at Hickory Glen. Ms. Holmes stated that the project is on the agenda, and is being budgeted for. Mr. Springer and Ms. Holmes discussed moving the utility pole, the timeline and budget in this regard. Mr. Berkheiser noted that an emergency-type exit was discussed, and not a full blown second entrance/exit.

Ms. Holmes – We also need year-end reports by March 15<sup>th</sup>, and you should include how much the organization is putting into each field so we can look at that.

Mr. Springer – We should be able to provide an initial draft before then for your feedback.

Ms. Holmes – Great. It's good for us to have the information on your priorities and when you will be working on them.

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

Mr. Schantz shared the following with the Committee:

- The Boo-Bash went really well:
  - We had approximately 600 participants and 25 volunteers, 10 of which were the NHS from Walled Lake Central. They were very helpful.

- Linda was also very helpful; she brought a photographer.
- It went well. We had Oakland County Sheriffs monitoring it. We fed them pizza and pop at the end of the night.
- We got our well installed two weeks ago, so that's a great thing. The master gardeners in our group will be very pleased with that.
- Now we are planning for our Visit with Santa on Sunday, December 9<sup>th</sup>. We decided to go with reservations only to avoid a big rush of people. It's going really well and we only have two time slots left.

Discussion took place regarding Village of Wolverine's Snacks with Santa event, which takes place on Saturday, December 8<sup>th</sup>.

Ms. Champagne – Josh, were you finished?

Mr. Springer – I had one more item. The last big thing that we did in the fall was a fundraiser for a local nonprofit. One of our baseball players organized it – it was either for NHS or an Eagle Scout project. Over \$6,000 was raised, with over 120 visitors at Hickory Glen Park, just specifically for this event. It was so successful, he's going to turn it into an annual event.

Ms. Holmes – I apologize, Josh, I thought you were done.

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

- Commerce Little League
- Lakes Area Hawks
- Michigan Mountain Bike Association
- CW3 Soccer

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

Ms. England and discussed the following:

- We are working on updating the web pages for both parks and the seniors.
- We switched over to doing our newsletter every 2 months. This may result in better turnouts for events.
- Everything is going good and Allison is working out wonderfully.

## **ITEM 3: TOWNSHIP BOARD REPORT**

Mr. Berkheiser provided the following:

- At our last meeting, we talked about the Dodge Park improvement, design, and Phase 1 and 2. They agreed with the Committee's recommendation.
- The butterfly garden fencing project will go out for bids. Our Supervisor is looking into quotes for that.
- There was lengthy discussion regarding the Richardson Center and the catering issue. In summary, we are going to look at one vendor that has a wide variety of choices, and also has an alcohol package. People can use that vendor for both food and alcohol, or they can use them only for alcohol. Then there will be concession agreements available with multiple restaurants in the area. The Township Board decided not to take any profits on the alcohol sales. Profit will go to the vendor which will keep the pricing as low as possible.

Discussion took place regarding further details of catering, local Commerce Township restaurants, the bid process, and the ability for people to bring in their own food, while using the designated vendor for alcohol only. Mr. Berkheiser stated that something will come back before the Committee for review, probably in January or February.

#### **ITEM 4: PARK LIAISON UPDATES**

##### **Champagne - Hickory Glen Park**

- I had lunch with Josh of Lakes Athletics a week ago to review things that they are interested in.
- I haven't been able to make contact with the football group, but I will reach out and obtain information on what they've been doing.
- The park looks okay.
- I know it's still important that the grading be done as there are some big holes in the entrance. The entrance looks kind of bad. That's on the plan to get something done in the near future.

##### **Wichert - Maple Glen**

- Maple Glen Park is under a little bit of snow.
- The fields look good.
- Angie and I discussed issues with Field 1 on the girl's side.

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

- Everything is going well and there's plenty of activity at Long.
- There's not enough snow yet for Snowy Ridge.

Ms. Champagne noted that the garbage cans were overflowing yesterday at Long Park. Discussion took place regarding issues with people taking their trash there.

##### **Holmes - Byers and Mill Race**

- Not a lot to report.
- They've covered Byers.
- The river is flowing really high and fast today at Mill Race.

##### **Berkheiser - Wise Woods & Victory Park**

- Nothing new to report.
- I know we've had some conversations, and we're still looking at grant funding for these projects.

Ms. England stated there is potential next year to apply for a grant.

Mr. Berkheiser – This is something for Other Matters, but I'll do it now. A week and a half ago, the boy scouts installed an Eagle Scout project at Commerce Firehouse #2 on Commerce Road, across from the Library. It is a flag retirement box. Old flags can be dropped in and the scouts will check it monthly. They will appropriately retire the American flags.

Ms. Holmes suggested putting information about the box on the website.

**Petsch - Bicentennial Park**

- No report in Chairperson Petsch's absence.

**Kast - Dodge Park**

- No report.

**ITEM 5: VILLAGE OF WOLVERINE UPDATE**

Ms. Champagne discussed the following with the Committee:

- We lost our administrator after a couple years. He has taken a position at Adrian. Our Treasurer, Mike Kondek, who came from Royal Oak is going to be Acting Administrator. They are doing a job search to find the right person. It's a tough position to fill because it's such a small community.
- Our Snacks with Santa event is Saturday, December 8<sup>th</sup>. It is come as you are, not reserved time slots.

Ms. Champagne - Off the subject of Wolverine, I can't believe the effort that Friends of Byers put in for the Boo-Bash. The amount of work and effort, in the rain and the cold, that they did to put on that event was unbelievably great. You guys deserve a lot of credit. I've been to a lot of these kinds of activities and have never seen that few people work so hard and get so much done. My grandkids had a phenomenal time! We'll be back next year to help out again.

**ITEM 6: PARKS AND RECREATION MASTER PLAN REVIEW**

Leah Groya of Living Lab was present to review and discuss the Master Plan with the Committee.

Ms. Garbutt and Mr. Wichert noted that the Committee Member titles would need to be updated on the first page as the Election of Officers is on the agenda tonight. Ms. Groya stated it would be updated.

Ms. Groya discussed the Draft Schedule with the Committee, and then proceeded to review the contents of the Master Plan, DNR Requirements as to process, content and formatting, questions and edits by the Committee Members, along with goals, objectives and capital improvements. She also discussed public input from the online survey, and from the results of the public workshop.

The Master Plan had been emailed to the Committee. Ms. England distributed a Draft Schedule for Discussion to the Committee as follows:

- Nov. 26<sup>th</sup> – Review Basis for Action with Parks Committee  
*Send Draft and Schedule to Township Board with any edits tonight*
- Dec. 17<sup>th</sup> – Review Action Plan with Parks Committee + Set Public Hearing Date  
*Send Draft Action Plan to Township Board with any edits*
- Jan. 7<sup>th</sup> – Release DRAFT for Public Review for 30 Days + Announce Public Hearing  
*Post to Website, announce via email, Facebook, newspaper, post signs in parks, et cetera.*
- Feb. 25<sup>th</sup> – Public Hearing + Adoption at Parks Committee Meeting
- Mar. 12<sup>th</sup> – Adoption by Township Board

Ms. Groya – If and when the Township Board approves the document, it will be filed with the DNR, which then makes you eligible to apply for grants.

Some of the information in the prior plan is still relevant, and other information was updated accordingly.

On Pages 4 and 5, there is a brief Community Description. This tells the DNR who this plan covers. It provides information about Commerce Township and the location.

On Pages 6 and 7, we briefly summarize the process the Township took to develop the plan. We will fill in some of the date blanks as we move forward. It talks about how you gathered public input, when you held the public hearing and so on.

Page 8 starts a section on Administrative Structure. The DNR is trying to look to see how you administer Parks and Recreation in the community, so we talk about the Township Board, the Parks and Recreation Committee, the role of the Senior Services/ Parks Director, and include an organizational chart that summarizes staffing, who reports to who, and how you manage the functions of the parks and programs.

The DNR is also looking for us to include a look at the last couple of years of Revenue & Expenditure by Parks and Recreation in the Community. That table is included on Page 11 for Years 2016, 2017 and 2018. It's a summary of Revenues & Expenditures related to the operations of this department and the properties that we're responsible for.

Mr. Berkheiser – You have expenditures on salaries and wages, but that doesn't come from the millage. That comes out of General Fund; however, we don't show anything in the Revenue piece from the General Fund. All salaries, health and life insurances are not from the millage. I'm not sure if we are trying to show how much money we have for actual Parks and Recreation items, versus Administrative costs.

Ms. Groya – I think we need to make sure to explain that, and I've seen it done many different ways. I've seen a line item in Revenue that would say Transfer from General Fund. I took these categories from the report your Treasurer keeps, with the assumption that anything in the negative balance is obviously covered by the General Fund; anything that comes up, above and beyond what you get from your millage revenue, which is limited. If I understand correctly, you're not able to spend millage dollars on operations.

Discussion continued regarding the Administrative expenditures funded by the General Fund, and the need to appropriately reflect this upon the report. Mr. Wichert and Ms. Holmes agreed with Mr. Berkheiser that this information should be indicated. Ms. Groya would consult with the Treasurer as to how this should be noted, along with text to explain what millage funds can and cannot be used for.

Ms. Garbutt – Under General Expenditures, the 4<sup>th</sup> line down, it says Payed Time Off Payout. It should be "Paid".

Ms. Champagne – It can be spelled either way.

Ms. Garbutt – It doesn't look right though.

Ms. Holmes – To go back, on the Organizational Chart, you have them listed as Recreational Leagues. I think because of Byers and the Mountain Bikers, can we do “Community Partners” instead to cover everybody?

Ms. England – Or Community Reserves.

Ms. Holmes – Leagues & Organizations would work, but Community Partners would work well, especially for grants.

Ms. Groya – Okay, it probably better describes the different relationships and agreements we have.

Ms. Groya – The Inventory Section starts on Page 12. This takes a look at a number of things, but primarily focuses on the Township Park properties. There's a summary on 12, then a summary table of the different parks on 14. This also includes the public schools, and the major non-motorized trail systems, along with a map on Page 15 of the parks, schools and other recreational facilities that exist in the community, such as Detroit Gun Club, or Edgewood, and Multi Lakes Conservation.

Mr. Berkheiser – At the bottom of the chart, it says Commerce-Walled Lake-Wixom. We have an actual name for that; the Michigan Airline Trails.

Ms. Groya – I will change that.

On Page 15 and forward, we have given a single page to each Township Park to summarize it and provide a few photos of each facility. Where there has been a concept plan done for the property, we've also included that. So for Dodge, we included the original concept plan from 2004.

Mr. Berkheiser – On Page 19, are we going to use an updated one?

Ms. Groya – On the flip side, we've included the most recent conceptual layout plan.

Discussion took place regarding removing the 2004 graphic altogether, along with discussion of the significant changes to Dodge since then, including the Library plans, and the current concept layout plan that was approved this year; however, that is not a full park plan. The current 2018 plan only shows the south section. It was noted that the narrative should identify the Library and the changes to the north side. The consensus was that Page 19 should be removed as it was too outdated. The inclusion of aerial photos reflecting the Library was encouraged. Separating north and south was also discussed. The approved site plan for the Library would be sought by Ms. Groya, and she would work to reconfigure this section accordingly as recommended.

Ms. Groya – Page 21 is Hickory Glen.

Discussion took place regarding photographs in the plan.

*6:47pm – Rachel Kast arrived.*

Ms. Groya – The Hickory Glen concept plan is included; next is Long Park, then Maple Glen, Mill Race, the Richardson Center and the renovations taking place there, Wise Woods and Victory Park, which are split apart in the new 5-year plan.

Mr. Wichert – Is this supposed to be alphabetical order?

Ms. Groya – No.

Ms. Holmes – A couple parks have cemetery land attached that cannot be used. Those should be identified as the aeriels are deceptive. Maple Glen, and Hickory Glen has Log Cabin which is a home for disabled.

Ms. Groya – I will draw a leader line and a note that says cemetery property.

Ms. Holmes – The other one is Victory, because the cemetery and fire station are continuous with that park.

Discussion continued regarding these special map designations and notations.

Ms. Groya – There's also a sheet for the Union Lake Pocket Park.

Mr. Berkheiser – It's not our property, and I don't know when or if that will happen. We could work on it and have the pages ready. We may know more in January. It all depends on how fast the State moves to redo the boat launch, and whatever they choose to do after that. Then, the Board has to decide if they want to pay the money to buy it.

Ms. Groya – If you think it's even a year off at best, I think we should exclude it. It will be removed from the map, the table and the acreage calculations.

Ms. Champagne – Isn't there a part of the Master Plan that states the potential purchase of pocket parks and properties?

Ms. Groya – Yes, I think in the action plan section, certainly in the goals and objectives. We can talk about how the DNR is planning to relocate a boat launch, and if they do so, that the Township may be interested in purchasing.

Ms. Champagne – There could be grant potential involved, so it's nice to have that information included.

Ms. Groya – On Page 33, we start brief discussion of the recreation programs and partners.

Ms. Champagne – Emily, were the Concerts in the Park approved for weekly events in 2019?

Ms. England – Yes.

Ms. Champagne – We need to change that paragraph.

Discussion continued that the Concerts in the Park will be held up to 8 times in 2019, at the Richardson Center. If it works well, there is potential to keep it at that facility.

Ms. Groya – We also talk about the leagues and organizations there, along with brief descriptions of the local golf courses.

Mr. Berkheiser – We recently partnered with Scarlet's Smile.

Ms. Groya – Yes. I will add a paragraph about that.

We talked about some of the sporting clubs and briefly mentioned the neighboring municipal parks.

The DNR has a very basic accessibility rating that they look to give, which is 1-5. Very few facilities are ever a 5, because it means the entire park is developed using universal design principles. Most parks are a 3; Byers is a 2, and Mill Race is a 1.

Mr. Wichert – Would we ever mention bowling alleys?

Mr. Berkheiser – It's sporting clubs.

Ms. Groya – To include bowling alleys?

Ms. Kast – Well if we're going to do that, I would include Defy in there now, which is a new trampoline park. They also have climbing walls, but not rock walls.

Ms. Groya – I will look on their website and give a brief overview.

Mr. Berkheiser – We need to update our fitness centers because I don't think Fitness 19 is there anymore.

Mr. Wichert – They went out of business.

Mr. Berkheiser – There is Planet Fitness. There's no Powerhouse.

Ms. Kast – It's at Haggerty and Pontiac Trail, but that's West Bloomfield.

Mr. Berkheiser – Are you doing just Commerce Township, or anything nearby?

Ms. Groya – I put in Commerce or nearby.

Mr. Berkheiser – Who decides the accessibility rating?

Ms. Groya – We look at the park facilities.

Mr. Berkheiser – So does Scarlet's Smile change anything over at Dodge?

Ms. Groya – It will change most of the facilities to meet the guidelines, but it probably won't change the overall rating.

Ms. Holmes – Long Park was the only one that was supposed to be barrier-free, but we had problems with the docks.

Ms. Groya – And barrier-free is different than total universal design of every single element. This is not something you will get dinged on by the DNR, but this can be used for you to say, in potential future grant applications, that you want to make improvements, and part of the reason for the changes is to increase accessibility by people of all means and abilities. We can use it to demonstrate need.

Mr. Wichert – When do you think we will have accessibility ratings for Wise Woods and Victory Park?

Ms. Groya – There's nothing to say there, but I can put a rating of 1.

The next section is on the existing trails, and I've included a few things generally; benefits of the trails, talking about increased mobility and equity, recreation and health, economic development, improved safety. There are a couple of brief paragraphs on complete streets in relation to the Public Act of 2010.

Page 37 gets into facility types and terminology. We briefly describe a shared use path, a side path, a bike lane, a sidewalk, and a paved shoulder. I think speaking in the same vernacular and being familiar with those terms is important.

On Pages 39 and 40, we included maps and text surrounding bike impact crash locations in the community over the past 10 years, from 2007 to 2017, the most recent data available. Those are mapped based upon severity of injury, and also bike accidents and pedestrians were two different maps. We also mapped posted speed limits, as speed limits and traffic volumes can certainly influence people's decisions about whether to walk or bike at all, and if they do, what routes they might be most comfortable in taking. This is background information as we move forward with recommendations for extensions and connections.

Page 43 starts a brief review of the existing non-motorized system in the community. We talk about the Huron River Water Trail, the Lakes Community Trail, the M-5 Metro Trail, and the Michigan Airline Trail. The map on Page 44 illustrates the location of these major systems. We weren't really focusing on sidewalks internal to neighborhoods so much. We're really looking at your primary spines and corridors.

Ms. Kast – The map on Page 43 doesn't have the bridge.

Ms. Groya – That's the Michigan Airline Trails graphic. I did put in the text that the pedestrian bridge was constructed and opened in Fall 2018, and that the trails are slated for construction next year, but you're right. The graphic does not show the bridge to support the grant applications for that.

On Page 45, we start discussion on other non-motorized facilities in the Township, so looking at where you currently have side paths, safety paths, sidewalks, paths within the parks, mountain bike trails. I'm trying to get my hands on a map for the trails at Wise Woods and Victory Park, something that will transfer into GIS.

Ms. Kast – Pokemon has it.

Ms. Champagne – On Page 43, on the Michigan Airline Trail, Walled Lake has backed out.

Mr. Wichert – They didn't back out, they just didn't pass the millage.

Ms. Champagne – So they don't have funding for it.

Ms. England – No, that's for the future. They are still in for what is going on with the Michigan Airline Trail. They declined future trail improvements.

Ms. Holmes – The newspaper may have been wrong.

Ms. England – They have already committed their funds to that project.

Ms. Groya – I will work on the trail map for Wise Woods and Victory Park, and add that to the mileage also. That whole section is trying to paint a picture of what exists now in terms of parks, trail facilities and paths.

Page 47 starts a basis for action section, which further analyzes a number of factors that might impact recreation trends or planned improvements over the next 5 years. I've done this a little differently this time. It's always a struggle to find standards out there that you can compare your facilities to that make any sense. The ones we've used in the last two plans were from the 60s and 70s, and they would list for example, X number of soccer fields per 1,000 people. This was painfully dated and kind of pointless. The DNR understood this as they were putting plans together, and it was from the National Recreation and Parks Association.

We've been able to find a couple pieces of information that we think are interesting, pieces to this puzzle of painting a picture of need moving forward. We looked for national trends in activity participation, so you can see that table on Page 48. That's from the Physical Activity Council published in 2017.

Ms. Groya elaborated on the details of the fitness trends chart on Page 48, discussed benchmarks on Page 49, and a comparison chart on Page 50. The National Recreation and Parks Association published a report in 2017, which included information collected from almost 1,000 municipalities throughout the country. Using this database, it can be grouped by population, so Ms. Groya took the metrics for agencies with comparable populations to Commerce Township to prepare the chart on Page 50. This is just informational and it illustrates that Commerce Township has a lot of park land, a lot of acreage.

Ms. Groya – There is also a national campaign that's been going on, to establish a goal for all American's to live within a 10-minute walk, or a ½ mile, to a park or green space. The map on Page 52 shows a ½ mile bubble around each of the Township parks to illustrate how many people can walk to one of the parks. That could be expanded to Proud Lake and other private properties, and you have fairly good coverage, maybe with the exception of the northwest portion of the Township, and also the eastern edge between Welch and Haggerty. That's just another layer to consider.

Ms. Holmes – We have not identified those developments that have internal parks.

Ms. Groya – Yes, and you can also have discussion about lot sizes in some of the areas, and whether people use their backyards for recreation.

Discussion continued regarding deficiencies and connections to be made. Mr. Wichert inquired about inclusion of the DDA conservation area, including wetlands and trails. Mr. Berkheiser noted that technically, those areas are the responsibility of the Commerce Towne Place Association. That's a trail way system, and it's public land, but the upkeep is up to the association. Ms. Holmes agreed that the space could be identified. Mr. Wichert reiterated that they certainly have some greenspace there.

Ms. Groya – On Page 53, the community demographics did not change, because we have not had an updated census yet. Some of the SEMCOG projections were updated for 2017. There are maps for population density. There is an age map on Page 56. Page 57 shows the household sizes. Page 58 is a summary of influencing plans and documents.

On Page 62, Emily and I are working on finishing the participation data. We summarized the stakeholder input that we received from the online surveys and from the workshop that was held in September. There is a comparison for the survey data, as it was the third time the survey was taken, and you can see how things changed over time. At the next meeting, we will review the goals, objectives and action plan. I did list out a few priorities that I've been hearing as follows:

- Trails – expansion and connectivity, signage including mapping, distance, and destinations
- Dodge Park – getting the work completed
- Hickory Glen Park – ingress/egress, parking
- Bicentennial Park – concept plan and improvements
- Byers Farmhouse – making accessible
- Mill Race Park – concept plan and a particular focus on the trails and bridge
- Pickle Ball – especially at Richardson
- Long Park – improving the pathways and aquatic vegetation management
- Wise Woods – north side; building small parking lot entrance which has already been designed
- Victory Park – design and build access and parking lot, pavilion, restroom
- Snowy Ridge – lighting for the sledding hill
- Forestry Management Plans – Mill Race, Maple Glen, Victory Park and Wise Woods
- Reforestation of the Parks in general
- Expanding Senior Services Transportation
- Increase Awareness & Communication
- Preservation of Open Space
- Looking at Potential Purchases of Property

Ms. Groya – There were a lot of other things, but those seem to be most talked about.

Ms. Skiver – Was the dog park mentioned in the surveys?

Ms. England – Yes.

Ms. Groya – Yes, it is talked about.

Discussion continued regarding the need for a dog park, use of other parks and issues with the fields.

Ms. Holmes inquired about keeping the historical project going, including Byers. Ms. England stated it is still in the goals. Ms. Groya agreed, it will still be in the goals and objectives.

**ITEM 7: CONCERT IN THE PARK**

Ms. England – The budget was approved at the last Township Board meeting. I'm working with JAG for up to 8 events in 2019. We discussed holding the concerts every Friday night in July.

Mr. Wichert – I thought we were doing the last week of June?

Ms. England – The Richardson Center is already booked so that won't be doable. In the last years, we've had a \$2,000 budget per concert. We budgeted \$20,000 this year for 8 concerts. We could do 6 this year to see how it goes.

Mr. Wichert – I would go for 6.

Ms. Champagne – How much income do you lose by taking the Richardson Center out of play on Friday nights?

Ms. England – I looked at income over the last 3 years at the Richardson Center for July and August. We had only 3 reservations. That included this year as we have not had anyone book in July or August. It would either be \$800 or \$1200.

Ms. Kast – Would you do a concert on July 5<sup>th</sup>?

Ms. England – I asked JAG Entertainment that and they said yes, they would. That would be the first concert.

Discussions continued regarding the holiday weekend, people on vacation, advertising, and scheduling.

Mr. Berkheiser – We can plan for the future, roughly June 15<sup>th</sup> to August 15<sup>th</sup>.

Ms. Holmes – Previously, we discussed getting to the third week in August.

Ms. England – We could stop the schedule this year on August 16<sup>th</sup>, and keep the budget the same, so we could hold 7 events this year.

Mr. Wichert – I like that idea better.

Ms. Champagne – So it runs July 5<sup>th</sup> through August 16<sup>th</sup>, on Friday nights.

Ms. Kast – They're going to arrange food trucks again?

Ms. England – Yes.

**ITEM 8: 2019 ELECTION OF OFFICERS**

**MOTION** by Wichert, supported by Garbutt, to nominate Rachel Kast as Chairperson of the Parks and Recreation Committee. **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Champagne, seconded by Kast, to nominate Tim Wichert as Vice Chairperson of the Parks and Recreation Committee.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Kast, supported by Champagne, to retain Michelle Holmes as Secretary to the Parks and Recreation Committee. **MOTION CARRIED UNANIMOUSLY**

**ITEM 9: REVENUE & EXPENDITURE REPORT**

The Committee reviewed the report and had no comments.

**ITEM 10: AGENDA REQUESTS**

No comments.

**ITEM 11: OTHER MATTERS**

- The next meeting is December 17<sup>th</sup>. Ms. England will send out reminders to ensure attendance.
- Ms. Champagne discussed the Scarlet's Smile fundraiser at the Richardson Center on February 7, 2019. Ms. Holmes asked if a flyer could be distributed. Ms. England has not received a flyer yet, but she would send out information as it becomes available.
- Ms. Holmes got contacted by the Oakland County Historical Society about a roundtable discussion. She and Supervisor Scott talked about inviting them to the Township for a meeting.
- Mr. Berkheiser discussed the Outrun Hunger 5K fundraiser. It was held Saturday, November 10<sup>th</sup> at the Township Hall. They used the whole facility and they did a nice job with the event, even though there was an inch of ice on the ground. They had over 250 people here, and they brought in about \$16,000 for local food pantries. There were issues within the Township regarding policy, but they managed to work through that.
- Mr. Berkheiser inquired about the grant application.

Ms. England – We received the score, which was 270 out of 300. It's a good score. We don't know the standings of all the projects that have come in, but we expect to hear any day.

**The next Parks and Recreation Meeting will be Monday, December 17, 2018, at 6:00pm, at the Township Hall.**

**ITEM 12: ADJOURNMENT**

**MOTION** by Holmes, supported by Berkheiser, to adjourn the meeting at 7:33pm.

**MOTION CARRIED UNANIMOUSLY**

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Michelle Holmes, Secretary