

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

Monday, March 25, 2013

2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Schultz called the meeting to order at 7:00 pm at the Commerce Township Offices.

ROLL CALL: Present: Dave Schultz – Chairperson
Peter Pace – Vice Chairperson
William Petsch
Michelle Holmes
Bob Berkheiser

Absent: Tim Wichert (excused)
Dick Zemmin (excused)

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

COMMUNICATIONS:

Ms. England and Mr. Schultz discussed a handout with the Committee pertaining to Oak Brook Village North which is a condominium complex located near the sledding hill. They inquired about have the pathway fully extended between Maple and 14 Mile Roads. It appears that this might fall under the master plan and pathway reviews to see where it may fit into the overall plans and priorities.

Mr. Berkheiser added that this item had also been before the Township Board and had already been addressed. The residents of the complex may have been looking for another avenue in which to pursue this.

APPROVAL OF MINUTES:

MOTION by Holmes, supported by Pace, to approve the February 25, 2013, Parks and Recreation Committee Regular Meeting Minutes, as amended with the following corrections:

1. Page 2, Motion, correct date to Sunday, April 28, 2013.
2. Page 2, Item 3, Interlakes, change to "Field cleanup will take place next month."
3. Page 3, Item 3, Friends of Byers, change to "We are recorded in her two books but are not recorded in the State *Registry of Historical Sites*."
4. Page 3, Item 3, Friends of Byers, change to "Emily England advised *Nathan* that the Township *cannot donate money, but they can supply materials and would potentially consider participating in purchasing of the roof materials to ensure it will match.*"
5. Page 5, Item 7, change Zimmen to Zemmin.
6. Page 5, Item 9, add \$ to 800.
7. Page 6, Item 10, change to "Michelle Holmes believes the barn is shifting *due to normal settlement.*"

MOTION CARRIED UNANIMOUSLY

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PUBLIC COMMENTS:

None

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT:

Friends of Byers – Cheryl Quinn, President, and Jim Meenahan

Ms. Quinn discussed the following with the Committee:

- Saturday was the Easter Egg Hunt:
 - It was attended by 352 people, including 204 kids and 148 adults.
 - Byers made approximately \$475; however the final numbers will need review considering sponsorship and actual expenses.
 - It was a chilly day but the parking lot was not muddy and was used well.
 - There were face painters in the farmhouse.
 - Everyone enjoyed the bake sale, hot dogs and beverages.
- Jim Meenahan is here to provide a recap on what has been done in the past month with regard to the barn foundation and soil borings.
- I will be taking a leave of absence as Chairperson.
- Jim will be here representing Byers and he will keep me in the loop.

Ms. Holmes and Ms. Quinn discussed the Commerce Masonic Lodge 121. They are seeking ideas to get involved in cooking for events over the next few months with Friends of Byers. They may be interested in Art on the River, and other breakfast or luncheon events. Ms. Holmes also provided information to Mr. Pace as they may get involved with the Concert in the Park.

Interlakes Girls Softball – Tim Bailey, Treasurer

Mr. Bailey submitted a report by email.

Mr. Schultz provided commentary on the report. Interlakes registration was down at the last meeting; however, after late registrations, they ended up plus one team so that is great. Their cleanup is on April 13th, scrimmage April 20th, and tournaments on May 4th and 5th.

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

- **Lakes Athletics – Matt Abdallah, Field Dir. & Duane Jerore, Competitive Dir.**
- **Commerce Little League – Mike Noon, President**
- **Lakes Area Hawks – Pete Lesner, Board President**
- **Soccer – CW3, Jim Holt & John Varcie**
- **Michigan Mountain Bike Association – Justin Applegate, Trail Coordinator**

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT:

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

- The free lunch is tomorrow. We will serve corned beef and cabbage and 63 meals will be provided.

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- Outhouses/porta-potties are under contract for 2013 and we are happy with the same pricing.
 - Byers has already had their outhouse delivered.
 - Others will be delivered by April 1st, weather permitting.
 - Three will also be provided for each Concert in the Park.
- Renovation and bid specs are being acquired for the Ralph C. Richardson Center. CDBG money is being utilized to redo the kitchen and deck as well.

Ms. England and Mr. Berkheiser discussed the new maintenance truck to be purchased.

ITEM 3: TOWNSHIP BOARD REPORT:

Mr. Berkheiser provided the following:

- We had an exciting Township board meeting.
- Donation of a property, located off of Benstein Road, was turned down.
- The purchase of new trucks was approved.
- The Fire Department did a nice job of projecting money coming in over the length of the SAD and presented what they have projected to replace such as trucks, ambulances, et cetera. This report allows the Board to better program these items into the budget of what needs to be done.
 - This leads into the parks and especially Byers.
 - There is a need for them to do a good job of outlining their needs and wants so that these items can be programmed into upcoming budgets.
 - The Library budgeting is also being reviewed in this regard and the Board is considering what the community wants, possibly through surveys.
- A few resolutions were turned down.
- There will be an update provided on the water tower at the upcoming engineer's meeting. There will be discussion about it, which may affect this Committee.
- Handling of the travel policy for educational purposes was reviewed.
- An issue with the CPR machine took up a lot of time.
- A lot of other items were tabled.

ITEM 4: MAINTENANCE REPORT:

Ms. England provided the following report:

- As Mr. Berkheiser indicated, the Board approved purchasing a new truck.
- Pat O'Donnell attended a class and got certified for weed spray and pesticides.
- Regular maintenance is ongoing.
- We are moving forward with the Parks and Township signs.
- The dog park at Wise Road is still being reviewed and considered.
 - Tom Zoner spoke with Oakland County and they are now looking at the south side due to provisions in the deed that limit or prohibit tree removal.
 - The north side has too many trees to accommodate the dog park.
 - The covenants of the deed were discussed at length.

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ITEM 5: BYERS WALKING BRIDGE AND ITEM 6: HICKORY GLEN BRIDGE:

These items were reviewed concurrently. Ms. England presented a sample drawing for a suggested bridge that applied to both Items.

- She explained that these are proposed at an estimated \$40,000 each for each location.
- Discussions ensued regarding bidders, cost estimates, construction and specs of each of the bridges.
- Specifically, the Byers Walking Bridge was suggested to be raised up to allow for a canoe to pass underneath it. This would also allow for debris to pass through.
- Ms. England explained that the footings for the Byers bridge would only be on the side that has stable ground.
- Discussions also revolved around the proposal presented by Pat O'Donnell to reconstruct the Byers bridge for approximately \$800 by reusing some of the existing materials.
- Mr. Pace indicated that he would be in favor of moving forward with the \$40,000 sample suggested bridge for Hickory Glen; however, for Byers he would prefer to see Pat O'Donnell's design pursued.
- After extensive further discussions regarding options at Byers, the Committee was in agreement that the design presented by Pat O'Donnell was good for Byers and they recommended pursuing it. The design would need engineering specs and approval as the design plans have to be sealed.
- They were also in favor of pursuing the \$40,000 sample bridge provided for Hickory Glen.

ITEM 7: TOWNSHIP SPONSORSHIP POLICY:

Ms. England explained that input is needed from the Committee regarding their position on allowing sponsors of Parks and Recreation events to have their logos included on the web site. Currently, the site is not used for advertising, but the matter was brought up recently and may warrant consideration.

The Committee discussed potential conflicts with allowing sponsorships on a governmental web site. This advertising is allowed only on the event flyers and banners at this time. The Parks and Recreation Committee is the only department with a sponsorship policy of any kind and the Committee needs to look at possible amendments. The Committee's recommendation will be forwarded to the Township Board for review.

Ms. England and Mr. Pace explained that Ben has established separate web pages for both the Concert in the Park and the Movie in the Park. There is the capability of putting the sponsors' logos on those separate web pages if the Committee is in favor. After discussions, including consideration of legal matters, the Committee's preference was in favor of allowing sponsorship logos to be included on separate web pages that are located on redirect only from the Township Parks and Recreation web site.

Mr. Schultz stated that the Committee's recommendation is to request legal advice on having sponsors represented on a redirect from the Parks and Recreation home page. In addition, a secondary recommendation is made to include a specific link that would redirect to a page that offers a list of sponsors. This list could potentially include the leagues, nonprofit groups, and business sponsors of the events.

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Mr. Petsch and Ms. Holmes talked with Jim Meenahan about signage at Byers from recent sponsors of an event. Jim Meenahan would ensure that all signage would be taken down.

ITEM 8: COMMUNITY BREAKFAST - 2013 OUTSTANDING SERVICE AWARD:

Ms. England initiated discussions on recommendations for the Community Breakfast Award. The following recommendations were suggested:

- John Varcie of CW3
 - Thinks outside of the box
 - Involvement with volunteers at the Concert in the Park
 - Does more than just the meetings
 - Picks up Dodge fields
 - He is making sure the CW3 league is covered as he is no longer their representative
- Mike Snyder of Commerce Little League
 - Long-time participant
 - Organized concession stand
- [Gene and Dee Pasatonio] of the Village of Wolverine Lake
 - In charge of the Beach Association
 - Founding members of Proud Lake Equestrian
 - Liaisons with the Michigan Mountain Bike Association.

MOTION by Petsch, supported by Holmes, to recommend Mike Snyder for the 2013 Parks and Recreation Outstanding Service Award.

MOTION CARRIED

ITEM 8: REVENUE & EXPENDITURE REPORT:

Ms. England stated that the report was not available.

ITEM 9: AGENDA REQUEST:

Peter both movie and concert

- Status of Bridges at Byers and Hickory Glen
- Sign Status
- Pathway Map

ITEM 10: OTHER MATTERS:

Byers Barn

Jim Meenahan provided a handout addressing this topic and gave the following review:

- First, on a side note, understand that there are deed restrictions with the bridge.
- With regard to the barn, Mr. Petsch asked that we reconsider the soil borings on the north side of the barn and just do them on the south side where there is deterioration to the outside walls.
 - We talked to the structural engineer, Gary Gorenwould, and he felt it would be important to look at the south side.
 - He recommended that a trench be dug alongside the barn, about 18 inches wide and 2 feet deep, to take a look at what is going on there.

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- It is obvious that we need drainage on that side of the barn, so a drain pipe can then be placed into this trench.
- He also said he recommends that the slope of the ground come down on the south side. It should be taken back 30 degrees to reduce runoff to the river.
- I have also communicated with Jeff O'Brien at the RCOC.
 - They are not finished with the project of the Tamworth bridge.
 - They are coming back in the spring for the asphalt work and re-grading.
 - They will also attend to cleaning up the temporary road at Mount Royal.
 - They also plan to resurvey the barn and this could potentially include the soil borings.
 - We noted that during construction of the Tamworth bridge, they did find the ground materials to be very good support, consisting of sand and gravel.
 - Jeff is willing to work with Byers on the evaluation and survey.
 - Some grading work may also be recommended.
 - Their budget is still open on this project.
 - I will have Jay James present with me when Jeff comes out.
 - A video was made of the construction and he will send me a copy.
 - The RCOC has done a wonderful thing for Byers.

Mr. Berkheiser discussed budgeting with Jim Meenahan and the importance of having the list of priorities, capital improvements, and/or a wish list for Byers. Ms. Holmes added that a concept plan was done for Byers when Dodge was done. She will get information from that. Mr. Meenahan stated that he is hopeful that he will be able to provide a budget to the Committee by the next meeting.

Parks and Recreation Master Plan RFP

Mr. Berkheiser inquired about the RFPs for the Parks and Recreation Master Plan. Ms. England replied that the RFP went out at the end of last week.

MRPA Conference in Lansing

Ms. England discussed attending the recent MRPA conference. Good information was provided this year on trailways, maintenance options, and new DNR criteria. It was very beneficial.

"Going Paperless" - Scanning & Emailing of Packets

Mr. Schultz stated that he had brought this topic up a couple of years ago. It seems so old fashioned to have someone personally deliver the meeting agenda packets to his home. It is time to go paperless and join the electronic age. Packets should be scanned and emailed.

Ms. England explained that she does not have a scanner at the Parks office.

MOTION by Holmes, supported by Pace, to recommend that Ms. England purchase a multi-function office machine for printing/faxing/copying/scanning for the Parks and Recreation office.

MOTION CARRIED UNANIMOUSLY

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Further related discussion ensued regarding the use of tablets for agendas versus printing and the goal of going paperless within 60 days.

The next Parks and Recreation Meeting will be Monday, April 22, 2013 at 7:00pm.

ITEM 16: ADJOURNMENT:

MOTION by Holmes, supported by Pace, to adjourn the meeting at 7:25pm

MOTION CARRIED UNANIMOUSLY



Dave Schultz, Chairperson, on behalf of
Dick Zemmin, Secretary