

**CHARTER TOWNSHIP OF COMMERCE
2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MI 48390**

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING
Long Park @ 6:00PM
MONDAY, JUNE 27,2011 @ 7:00PM**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF MINUTES: May 23, 2011

PUBLIC COMMENTS

ITEM 1: Waiver Request: Treyborne Cove; Sunday August 14, 2011

ITEM 1: League and Community Service Organization Report

ITEM 2: Parks and Recreation Department Report

ITEM 3: Township Board Report

ITEM 4: Maintenance Report

ITEM 5: Sledding Hill

ITEM 6: Hickory Glen Master Plan/ Maple Glen Master Plan

ITEM 7: Parks and Recreation Committee By-Laws

ITEM 8: Concert in the Park

ITEM 9: League Contracts

ITEM 10: Parks and Recreation Budget

ITEM 11: Revenue & Expenditure Report

ITEM 12: Agenda Request

ITEM 13: Other Matters

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

Monday, June 27, 2011
2009 Township Drive
Commerce Township, Michigan 48390

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

ROLL CALL: Present:

William Petsch - Chairperson
Dave Schultz-Vice Chairperson
Peter Pace – Secretary
Michelle Holmes
Tim Wichert
Dick Zemmin

Absent:

Dan Munro, Excused

Also Present:

Emily England, Director of Senior Services/Parks and Recreation

Roger Bush, Wolverine Lake P&R
Linda Champagne, Wolverine Lake P&R
Mr. Bush and Ms. Champagne were in attendance to observe and share information with Wolverine Lake Parks and Recreation Committee

COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

MOTION by Zemmin, supported by Wichert, to approve the May 23, 2011, Parks and Recreation Committee Regular Meeting Minutes, with the spelling correction to Tim Wichert's name.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS:

Connie Green
Oakbrook Village North Condominiums
432 Mulberry Dr.

PUBLIC COMMENTS (Continued...)

Ms. Green spoke to the Committee members regarding the proposed sledding hill. Ms. Green's condo backs up to the proposed area and she feels if a sledding hill is constructed it will create noise issues for the residents in the condominiums. Ms. Green also had concerns regarding homeland security (site is at the water treatment plant), and the sledding being too close to the street.

Chairperson Petsch explained to Ms. Green that the site is being designed by Giffles Webster Engineers. Safety is a priority for Commerce Township and every effort will be made to ensure the safety of each visitor. The Water treatment plant is properly secured and residents do not have access to that portion of the site. Chairperson Petsch further explained that although this Committee makes recommendations, the Commerce Township Board of Trustees makes the final decisions on the recommendations. Ms. Green was invited to stay for the duration of this meeting to observe the site plan for the sledding hill.

ITEM 1: WAIVER REQUEST: TREYBORNE COVE; SUNDAY, AUGUST 14, 2011

Diane Mansuy was present to apply for the waiver request and she is aware of applicable fees. They are planning an annual barbecue and association meeting for the residents of Treyborne Cove; general public is not invited.

MOTION by Wichert, supported by Schultz, to approve the waiver request by Treyborne Cove, for use of the Ralph C. Richardson Senior Center on Sunday, August 14, 2011. Applicant is aware of applicable fees.

MOTION CARRIED UNANIMOUSLY

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Commerce Little League – Mike Snyder, President

Mr. Snyder was unable to attend tonight's meeting. Email update is attached.

Lakes Area Hawks – Pete Lesner

Mr. Lesner discussed the following with the Committee members:

- League won all 3 super bowls this year

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT
(Continued...)

- Have had a problem with the pump in the well (water, not sewer)
 - Storage/power tanks (next to the pump house next to fence) are not large enough.
 - During game day have to keep a zone on which results in a lot of water and electrical usage.
 - League has saved enough funds for a new tank.
- Request to install a 10 x 12 wood shed on site.
 - Due to security reasons, it would be beneficial to have more of a secure storage area
 - Funding is not available for such a structure
- Proposed structure has to be anchored to the ground, however, is a removable building
 - Discussion followed
- Overnight camp scheduled for July 17, 2011.

MOTION by Petsch, supported by Pace, to approve proposed shed to be constructed on site as indicated. Structure is to be anchored to the ground, however, is removable.

MOTION CARRIED UNANIMOUSLY

Soccer - CW3, John Varcie

Mr. Varcie discussed the following with the Committee:

- Regular season ended 2 weeks ago
- Try-outs
- Currently 28 club teams
- Fall registration to begin soon.
 - Predict 1200 kids playing soccer this fall
 - Up 20% in the last 2 years
- Jim Holt will be the point person for Maple Glen; Mr. Varcie is the Facility Manager.
- Dodge Park cost breakdown for CW3 was submitted to the Committee for review and was reviewed aloud. (Description of activity, product cost, man hour cost and total activity cost)
- Field, turf, watering

The Committee is pleased with the maintenance and respect that CW3 is showing to Dodge Park and Commerce Township. The Committee requested usage report of fields in addition to the cost they provided to the Committee.

**Parks and Recreation Committee Meeting
June 27, 2011**

**ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT
(Continued...)**

Lakes Athletics - Frank Vigliarolo, President

Mr. Vigliarolo was not present. Email received and entered into minutes. Emily verbally spoke with Mr. Vigliarolo and he will be attending July's Parks & Recreation Committee Meeting to respond to the memorial in question at Dodge Park.

Interlakes Girls Softball – Tim Bailey, Vice President

Mr. Bailey was unable to attend tonight's meeting.

Friends of Byers - Ellen Smith/Sharon

Friends of Byers and the Committee discussed the following:

- Contract signed for barn roof
 - Shingles will be delivered June 30, 2011
 - Project to begin July 6, 2011
- Tabled the ice cream social event scheduled for July due to barn construction
- Working on farmhouse
 - Removing old unusable items and cleaning
- Cement is on site to attempt to build up bridge area by Commerce Township Maintenance Department

Michigan Mountain Bike Association

Justin Applegate

- Trails are in good shape
- Receiving a lot of compliments
- Working on maintenance continually
- Trails are multi-use

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

Please see attached report. Site visit to Long Park today.

ITEM 3: TOWNSHIP BOARD REPORT

Dan Munro was absent from tonight's meeting.

ITEM 4: MAINTENANCE REPORT

Please see attached report. In addition:

- Vandalism is up, new \$400.00 swings at Dodge Park, only lasted 2 days
- WHAM group was scheduled to clean up after concert, not much clean up to do. Therefore, 13 men were working cleaning up trash on the roads and painting picnic tables.

ITEM 5: SLEDDING HILL

John Solowczuk
Giffles Webster Engineers

Mr. Solowczuk and the Committee Members discussed the following:

- Sledding hill/bi product of the water treatment plant
- Original plan
- Showed projected drawing of proposed site
- Hill proposed to be 34' high
 - As it is now, dirt is approximately 55' high – height will come down
 - Will cut top off and create a gradual slope to walk up the hill
- Run out area is about 120'
- There is no criteria for sledding hills
 - Some insurance companies publish guidelines
 - "Employers Mutual Insurance Companies" had published recommendations for sledding hills
 - Used this as a guide for site
- Trees added to top and side of hill
- Budget for treatment plant was going to pay for grading seeding and fence for the sledding hill
- Other amenities, parking lot, heating shed and landscaping are optional and can be done at any time.
- Parking-a base could be put down and can be paved at a later date
- Full asphalt paving is 35,000.00, base is 16,000.00
 - 28 parking spots
 - Set back of 85 feet, looking to encroach on that
- Skating pond is possible in the future
 - Committee requested an overlay of where a skating pond would be
- Security of water treatment plant
 - Video cameras
 - Fencing
 - Total perimeter of water treatment plant is fenced and secure
- Signage for site
- Requested cost analysis

**Parks and Recreation Committee Meeting
June 27, 2011**

ITEM 5: SLEDDING HILL (Continued...)

- Budget for project
- Full master plan of area
- Basics needed to open hill
- Slight possibility site could be ready this season
- Issue is time sensitive
- Many Commerce Township residents have asked for a sledding hill
 - Next closest area to sled is in Farmington
- Impact on condominium residents
 - Low, especially because there is a road in between and the lot is not buildable
- Proposed sledding hill does not take up a lot of room and is a benefit to the community

MOTION by Wichert, supported by Holmes, to recommend to the Commerce Township Board of Trustees, improvement of the parking area, irrigation and landscaping at the proposed sledding hill site. Budget is expected to be approximately \$25,000.00.

MOTION CARRIED UNANIMOUSLY

ITEM 6: HICKORY GLEN MASTER PLAN/MAPLE GLEN MASTER PLAN
Engineers will attend the next scheduled Township Board meeting to do a presentation on each Master Plan.

ITEM 7: PARKS AND RECREATION COMMITTEE BY-LAWS

The Committee reviewed the by-laws in their entirety and discussed current verbiage and recommended changes at length. Ms. England will make recommended changes for submission to the Board of Trustees.

MOTION by Holmes, supported by Schultz, to recommend to the Commerce Township Board of Trustees, amendments to the by-laws for the Parks and Recreation Committee.

MOTION CARRIED UNANIMOUSLY

ITEM 8: CONCERT IN THE PARK

Mr. Pace and Ms. England discussed the following with the Committee Members:

- Wolverine Lake is happy to promote with signage in the village
- Emily has received many compliments and telephone calls expressing appreciation of the concert
- Attendance between 350 & 400 people despite the cold weather and rain.

**Parks and Recreation Committee Meeting
June 27, 2011**

ITEM 8: CONCERT IN THE PARK (Continued...)

- Positive aspects discussed
 - Volunteers
 - Vendors
 - Food Vendors
 - Happy with current vendors, if event grows, may consider adding new food vendors
 - Home Depot kids event
 - Face painter
 - Fire Department involvement
- Changes required
 - Additional advertising
 - Music beginning earlier
 - Additional music groups
 - Advertise that there is not a cost for the children's activities
 - Sponsored by Commerce Township Parks and Recreation
 - Additional sponsors
 - Additional volunteers
- Outline of budget passed out and discussed
- Future music entertainers that are or will be scheduled

MOTION by Zemmin, supported by Wichert, to recommend to the Commerce Township Board of Trustees, an increase of the current advertising budget, for the Concert in the Park series, an additional \$1,000.00.

MOTION CARRIED UNANIMOUSLY

ITEM 9: LEAGUE CONTRACTS

All contracts are ready to be signed with the exception of CW3 and Friends of Byers.

Mr. Varcie spoke regarding the CW3 contract and will contact Emily for finalization.

ITEM 10: PARKS AND RECREATION BUDGET

- A budget meeting will be scheduled for July, 2011.
 - Date will be set via email.
- Ask leagues to submit "wish list" with top 3 items for review

ITEM 11: REVENUE & EXPENDITURE REPORT

The Committee reviewed the current Revenue & Expenditure Report

ITEM 13: AGENDA REQUEST

- Lakes athletics

ITEM 14: OTHER MATTERS

Recommendations for the Commerce Township Board of Trustees

Copied from Item 5, Sledding Hill

MOTION by Wichert, supported by Holmes, to recommend to the Commerce Township Board of Trustees, improvement of the parking area, irrigation and landscaping at the proposed sledding hill site. Budget is expected to be approximately \$25,000.00.

MOTION CARRIED UNANIMOUSLY

Copied from Item 7, Parks and Recreation Committee By-Laws

MOTION by Holmes, supported by Schultz, to recommend to the Commerce Township Board of Trustees, amendments to the by-laws for the Parks and Recreation Committee.

MOTION CARRIED UNANIMOUSLY

Copied from Item 8, Concert in the Park


MOTION by Zemmin, supported by Wichert, to recommend to the Commerce Township Board of Trustees, an increase of the current advertising budget, for the Concert in the Park series, an additional \$1,000.00.

MOTION CARRIED UNANIMOUSLY

ITEM 15: ADJOURNMENT

MOTION by Pace, Supported by Zemmin, to adjourn the meeting at 9:10 p.m.

MOTION CARRIED UNANIMOUSLY



Peter Pace, Secretary

CHARTER TOWNSHIP OF COMMERCE
APPLICATION FOR RICHARDSON COMMUNITY CENTER USE
Use subject to policies and procedures attached to application

Call: 248-926-0063 for Rental Information
Monday-Friday: 8:30a.m. -5:00p.m.

APPLICATION CANNOT BE ACTED UPON UNLESS COMPLETED IN FULL

NAME: Diane Mansuy

If organization, contact person: Treyborne Care

ADDRESS: 1900 Treyborne Circle

PHONE: 248 202 3245 PURPOSE* _____

*NOTICE: If food will be served and the function will be open to the general public, applicants must contact the Oakland County Health Department at (248) 926-3305, as a Temporary Food License may be required.

DATE REQUESTED: 8/14 TIME: FROM 330p TO 900pm

ANTICIPATED ATTENDANCE: _____

I have read the attached policies governing the use of the Richardson Community Center and agree to abide by all those policies established for its use. I understand that I have the use of the building only on the date I have reserved, that I must obtain a key for the Center from the Richardson Center and that I am responsible for return of the key.

I also understand that we are responsible for setting up for our group and for taking down the equipment we set up. Cleaning up after ourselves will be our responsibility immediately after our event, and we agree to leave the building in good condition.

I pledge that I am a resident of Commerce Township and that I will be in charge of the activities taking place at the Center during this use. I understand that if this information is found not to be true, I WILL FORFEIT THE SECURITY DEPOSIT TO THE TOWNSHIP AND THE DATE FOR THE EVENT THAT I HAVE BOOKED.

I agree to defend, indemnify and hold harmless the Charter Township of Commerce for any claim, demand, suit, loss, cost or expense, or any damage which may be asserted, claimed or recovered against or from the Charter Township of Commerce by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, loss, cost, or expense is caused in whole or in part by the negligence of the above named group and/or individual(s), or by third parties, or by the agents, servants, employees, or actors of any of them.

Diane Mansuy
Signature of person requesting use

8/14/11
Date

GENERAL RELEASE AND WAIVER OF LIABILITY

CHARTER TOWNSHIP OF COMMERCE RICHARDSON SENIOR CITIZEN CENTER

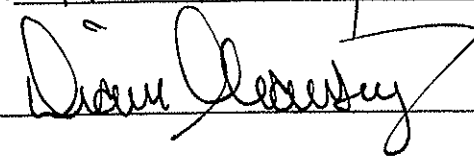
By the use of the facilities and services of the Charter Township of Commerce Richardson Senior Citizen Center ("Center") and/or by my attendance at any of the programs, activities or functions of the Center I expressly agree that the Charter Township of Commerce ("Township"), it's elected officials, officers, employees, and agents shall not be liable for any injuries, damages, and/or losses arising from personal injuries or other damages or losses sustained by me or my guests in, on or about the property of the Township, Center, or in connection with any of the programs, activities, or functions regardless of where such injuries, damages, or losses may occur. By the execution of this General Release and Waiver of Liability, I accept full responsibility for any such injuries, damages, and/or losses which may occur to me or my guests, on or about the property of the Township, Center, or in connection with any of the program, activities, or functions regardless of where such injuries, damages or losses may occur.

I hereby release the Charter Township of Commerce, its elected officials, officers, employees, and agents from any and all responsibility or liability for injuries, damages and/or losses to me resulting from my participation in programs, activities or functions of the Center regardless of where such injuries, damages or losses may occur.

I agree not to make a claim against nor sue the Township, its elected officials, officers, employees, and agents from injuries, damages and/or losses relating to my participation or use of the Center's facilities or incurred in connection with any of the programs, activities, or functions of the Center regardless of where such injuries, damages, or losses may occur.

I have carefully read this General Release and Waiver of Liability and fully understand its contents. I am aware that this is a release of liability and a contract between the Township and me, and I sign it of my own free will. I understand that this General Release and Waiver is intended by the Township to disclaim liability of all negligence, including its own.

Print Name: Steve Mansury

Signature: 

Date: 6/14/11

Witness: _____

CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE

REQUEST TO WAIVE RENTAL FEES AT RICHARDSON CENTER

Failure to notify Township of cancellation within 14 days of event will result in a \$150.00 cancellation fee.

Requested Date: 6/14/11 Hours: 330p - 900pm

Group Requesting Fees Waived: Treyborne Cove

Person Representing Group: Diane Mansuy

Day Phone: 248 202 3245

Evening Phone: 248 624 1925

Affiliate: _____

Non-Profit: _____ School: _____

Senior: _____ Other: _____

Reason for the Request

6/14/11 _____
Date Signature of Group Representative

FOR PARKS AND RECREATION USE ONLY:

Date Request came before Committee: _____

Reply from Parks and Recreation Committee: _____

Favorable: _____ Non-Favorable: _____

Conditions: _____

Emily S. Dubey, Director
Senior, Park and Recreation
Charter Township of Commerce

MAINTENANCE REPORT 5/11/11 THRU 6/24/11

Township Hall

- WAM group weeded and mulched around building
- Reset exterior light timers for summer
- Reset building thermostats for summer schedule
- Clean roof and drains of pine needles
- Repair washed out bank at back patio
- Yearly inspection of fire alarms and sprinkler system

Fire/police

- Install key rack and shot gun rack for police

Parks

- Weed and mulch RCC
- Install new chain tie downs on portable toilets at Dodge
(The cable tie downs we installed were damaged and one of the toilets was tipped over)
- Two days after we installed 6 new swings at Dodge, 2 were damaged. We took them all down for now and are checking on a stronger seat or a way the strengthen them before we will reinstall them. (We will keep you informed on our progress).
- Installed 2 6x6 post to block snowmobile and motor cycle entry to soccer fields at Dodge
(At the corner of the fence on the North/West side of the parking lot)
- Move many of the bleachers at Maple Glen ball fields cut, weed whip and apply weed kill. Replace bleachers.

P.S. The last tournament at Maple Glen was a disaster from a trash standpoint. There has to be a better system in place for future events. The League also needs to do a better job of cleaning up their trash (all the times, not just tournaments). The girls are doing a good job, but the boys need to improve.

Library/Byers

- We are cleaning up construction debris on South and East sides of the library parking lot.
- We dumped a load of rocks and broken concrete at Byers by the river. We are looking for more (rocks/concrete) and are planning to work on the bank this summer.

Group Home

- Installed a new front door and new locks on front and rear doors.

Maintenance report continued

DDA

- Mowed Martian Parkway (from twp to library)
- Mowing roundabout on Oakley Park Rd.
- Mowing area behind Duffers lane
- Mowing Lot at Oakley Park and Haggerty
- Mowing property around offices for engineers at Treatment plant

Signs

Marsha Clement finished 2 "Village" signs and we installed them. One located at the church on Commerce and one at Dodge Park on S. Commerce Rd. I dropped another one off for Marsha to paint that will be installed at the cemetery on Commerce Rd.

Maintenance Department

- Installed new Hydraulic deck lift pump on mower #1
- Purchased 10 2x10's and painted for future picnic table repair
- Sanded and painted 2 double trailers

Summer Concert

- Pick up water and pop for event
- Make extra key sets or event
- WAM group to do extra weeding and mulching and park clean up at Dodge today (6/23/11)
- Meet with electricians and set up with keys for work to be done at Dodge.

6/15

Playground inspection Report prepared by: Tim Emery

Richardson: Replaced missing bolt on rock climbing wall
on 5/17. Replaced end cap and straps on gate to fencing
around play structure on 5/17.

Maple Glen boy: Removed nails sticking out of structure
on 5/16 and replaced one set of shackles to swings, two
more sets of shackles are on order 5/16. Added sand
around slide and under swings 5/19.

Maple Glen girls: Rake out wood chips, all else looks good.

Hickory Glen: Rake out wood chips, graffiti needs removing
with goof off.

Dodge II Old: Replaced all swings and chains on 6/8 on 6/15
found two seats broken from vandalism so all seats +
chains were removed and incident was reported to Oakland
county sheriff. added sand to base of swings 6/8 and
started painting structure of swingset. Wood swingset
looks good. Volleyball net and basketball hoops were
replaced on 5/12.

Dodge II new: need raking by swings (wood chips)

Long Park: all looks good.

Bicentennial Park: Need to replace all ~~swing~~ chains, New
baby seat was installed 5/25. chains to handicap
swings were replaced on 6/8. Graffiti on slide needs
removing and wood structures need staining, Strap to
handicap swing was replaced on 6/15. Metal frame to
swing needs painting.

CHARTER TOWNSHIP OF COMMERCE
OAKLAND COUNTY, MICHIGAN
PARKS AND RECREATION COMMITTEE BY-LAWS
Adopted April 8, 1980

Article I
Name

The name of this Committee shall be Charter Township of Commerce Parks and Recreation Committee.

Article II
Purpose

The general purpose of the Charter Township of Commerce Parks and Recreation Committee shall be to promote the efficient, coordinated development of Recreation Programs and Recreational Facilities for this township in a manner which will best promote the health, safety and general welfare of its people through recommendations to the Charter Township Board.

Article III
Membership

Section 1. The Parks and Recreation Committee was created pursuant to resolution of the Commerce Township Board.

Section 2. The committee presently consists of seven (7) members who shall be appointed by the Supervisor subject to the approval of a majority vote of the Township Board. At least one (1), but no more than two (2) members of the Parks and Recreation Committee shall be a member of the Township Board. At least one (1) member shall be a resident of Wolverine Lake.

Section 3. The term of each member shall be for four (4) years with exception if more than (2) members are up for appointment in the same year. New members to the board shall serve the existing member's term. Any member appointed from the Township Board shall serve only so long as such member shall remain on the Township Board and shall be serving a current term. A Township Board member who ceases to serve on the Township Board may subsequently be appointed as a Non-Township Board representative on the Committee.

Section 4. In the event a vacancy shall occur on said committee, a successor will normally be appointed as noted in Section 2 above within sixty (60) days and shall be appointed for the remainder of the unexpired term.

Article IV
Officers

Section 1. The Committee shall have a Chairperson, Vice-Chairperson and Secretary. Township Board Members are not eligible for office of Chairperson, Vice-Chairperson or Secretary.

Section 2. The Chairperson shall preside at all meetings, appoint such sub-committees as shall from time to time be deemed necessary by the Committee with approval of the Committee as a whole, and perform such duties as may be delegated by the Committee. The Chairperson shall have a vote on all resolutions of the Committee.

Section 3. The Vice-Chairperson shall preside in the absence of the Chairperson.

Section 4. The Secretary or designee, shall record the minutes of all meetings and keep them in a book provided therefore, also this person shall keep a record of all transcripts, records, plans, etc., brought before the Committee.

Article V Meetings

Section 1. Regular meetings shall be held on the fourth Monday of each month at 7:00pm. If there is no business to conduct this may be waived. Meetings shall be held at the Commerce Township Hall unless an alternative location is posted in the Township Hall prior to the Meeting.

Section 2. Special meetings may be called by the Chairperson or by two or more members of the Committee at such time and place as deemed necessary. Notice shall include the purpose of the special meetings.

Section 3. All meetings of the Committee shall be open to the public.

Section 4. In the event a regular meeting falls upon a holiday, such meeting shall be cancelled and rescheduled.

Section 5. Any Committee Member who misses any two (2) consecutive regular meetings without notifying the Township Supervisor or the Supervisor's designee shall be recommend to the Township Board for removal from the Committee.

Article VI Election of Officers

Section 1. Election of Officers of the Committee shall be held at the regular November meeting of each year. Election of Officers will be held in December with the term beginning in January.

Section 2. The term of office shall be one (1) year beginning immediately upon election. No member of the Committee shall be elected to the same office no more than two (2) successive years unless the Committee shall so direct by vote of a majority of the members.

Article VII Rules

Section 1. With a seven (7) member Committee a quorum shall consist of four (4) members, and an affirmative majority vote of members present shall be necessary to pass a motion.

Section 2. Conduct of a regular meeting shall generally follow the following order of business:

1. Roll Call
2. Communications
3. Roll Call

4. Public Comments
5. Reports of User Groups
6. Unfinished Business
7. New Business
8. Other Matters to Come Before the Committee
9. Adjournment

Section 3. All inquires, or matters known in advance requiring official recommendations by the Committee shall be submitted to the Committee at a regular meeting. Such request for scheduling must be submitted at least two (2) working days prior to the next regularly scheduled Parks and Recreation Committee Meeting.

Section 4. The Parks and Recreation Committee shall require such information as is necessary to accurately describe such matters that are brought before it for its consideration, such as surveys, plans, program descriptions, as well as, legal information. In the event that sufficient data has not been furnished, the Committee may table the matter until such a time as the required information has been submitted. Such time shall not exceed sixty (60) days from the original request. At the expiration of this time limit, if such information has not been submitted, the matter shall be removed from the agenda.

Section 5. Robert's "Rule of Order" shall govern all Committee meetings, except as modified herein.

Section 6. An annual report of the Parks and Recreation Committee shall be submitted to the Township Board at its regular January Meeting.

Adopted the _____ day of _____ 2011

Concert in the Park Budget: June 24,

	Expenditures	Revenues
Nelson Graphics (5 banners)	\$725.00	
Funifaces (Face Painter)	\$125.00	
Magician	\$75.00	
Tavistock (Main Band)	\$450.00	
Stage (Oakland County Parks)	\$350.00	
John's Sanitation	\$300.00	
Pop & Water	\$192.75	
American Guitar	\$250.00	
	\$2,467.75	
Friends of the Libray		\$500.00
Structural Images		\$500.00
Ace Hardware		\$500.00
		\$1,500.00

06/22/2011 REVENUE & EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE
 Month Ended 05/31/2011

10:18 am FUND 275 OPEN SPACE FUND

ACCOUNT DESCRIPTION	2011 ORIG BUDGET	YEAR-TO-DATE THRU 05/31/11	ACTIVITY FOR MONTH ENDED 05/31/2011	AVAILABLE	
				BALANCE	USED
Revenues					
Dept 000: GENERAL					
403.000 VOTED MILLAGE	670,400.00	627,043.75	30,891.67	43,356.25	93.53
664.000 INTEREST AND DIVIDENDS	25,000.00	11,784.62	5,549.74	13,215.38	47.14
674.000 CONCERT IN THE PARK DONATIONS'	0.00	1,000.00	1,000.00	(1,000.00)	100.00
Total - Dept 000	695,400.00	639,828.37	37,441.41	55,571.63	92.01
Total Revenues	695,400.00	639,828.37	37,441.41	55,571.63	92.01
Expenditures					
Dept 000: GENERAL					
801.000 PROFESSIONAL SERVICES	15,000.00	1,680.00	264.00	13,320.00	11.20
967.000 CONCERT IN THE PARK EXPENSES	0.00	620.00	620.00	(620.00)	100.00
970.000 CAPITAL PURCHASES	164,000.00	7,302.36	0.00	156,697.64	4.45
972.000 CONSULTANTS	10,000.00	24,480.86	5,490.72	(14,480.86)	244.81
973.000 BIKE PATH EXPENSE	0.00	204,180.64	0.00	(204,180.64)	100.00
Total - Dept 000	189,000.00	238,263.86	6,374.72	(49,263.86)	126.07
Total Expenditures	189,000.00	238,263.86	6,374.72	(49,263.86)	126.07
NET OF REVENUES AND EXPENDITURES	506,400.00	401,564.51	31,066.69	104,835.49	

06/22/2011 REVENUE & EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE
 Month Ended 05/31/2011

10:15 am FUND 101 GENERAL FUND

From Dept 751 PARKS AND RECREATION DEPARTMENT To Dept 751 PARKS AND RECREATION DEPARTMENT

ACCOUNT DESCRIPTION	2011 ORIG BUDGET	YEAR-TO-DATE THRU 05/31/11	ACTIVITY FOR MONTH ENDED 05/31/2011	% OF BUDGET	
				AVAILABLE BALANCE	USED
Expenditures					
Dept 751: PARKS AND RECREATION DEPARTMENT					
702.000 SALARIES/WAGES	140,334.00	54,213.42	12,045.24	86,120.58	38.63
702.001 CONTRACTED OFFICE HELP	19,500.00	0.00	0.00	19,500.00	0.00
703.000 BOARD FEES	4,200.00	2,622.00	0.00	1,578.00	62.43
710.000 MEDICAL INSURANCE	42,480.00	30,441.82	5,062.91	12,038.18	71.66
711.000 DENTAL INSURANCE	3,593.00	2,302.80	460.56	1,290.20	64.09
712.000 PENSION CONTRIBUTION	11,025.00	4,100.60	1,257.52	6,924.40	37.19
713.000 LIFE INSURANCE	288.00	192.00	32.00	96.00	66.67
714.000 DISABILITY INSURANCE	995.00	609.46	101.16	385.54	61.25
715.000 SOCIAL SECURITY BENEFITS (FICA)	12,228.00	3,941.12	920.14	8,286.88	32.23
718.000 VISION INSURANCE	120.00	100.08	15.82	19.92	83.40
726.000 SUPPLIES	1,500.00	819.80	219.06	680.20	54.65
818.000 CONTRACTURAL SERVICES	12,000.00	2,950.00	865.00	9,050.00	24.58
850.000 TELEPHONE SERVICE	1,500.00	629.00	141.22	871.00	41.93
920.000 ELECTRIC SERVICE	15,000.00	2,772.21	798.40	12,227.79	18.48
921.000 HEATING SERVICE	14,000.00	6,154.96	571.91	7,845.04	43.96
922.000 WATER/SEWER FEES	1,000.00	506.50	245.50	493.50	50.65
930.000 EQUIPMENT MAINTENANCE	2,500.00	3,803.28	173.07	(1,303.28)	152.13
932.000 BUILDING & GROUNDS MAINT	10,000.00	5,415.68	1,736.63	4,584.32	54.16
963.000 EDUCATION	500.00	0.00	0.00	500.00	0.00
Total - Dept 751	292,763.00	121,574.73	24,646.14	171,188.27	41.53

Total Expenditures	292,763.00	121,574.73	24,646.14	171,188.27	41.53
NET OF REVENUES AND EXPENDITURES	(292,763.00)	(121,574.73)	(24,646.14)	(171,188.27)	