

**CHARTER TOWNSHIP OF COMMERCE
2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MI 48382**

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING
MONDAY, NOVEMBER 22ND @ 5:30PM**

CALL TO ORDER

ROLL CALL

CONTRIBUTIONS

APPROVAL OF MINUTES: October 25, 2010

PUBLIC COMMENTS

- ITEM 1: Wade Trim-Maple Glen Master Plan Kickoff meeting**
- ITEM 2: Waiver Request- WLW Hockey- Saturday December 4, 2010**
- ITEM 3: League and Community Service Organization Report**
- ITEM 4: Parks and Recreation Department Report**
- ITEM 5: Township Board Report**
- ITEM 6: Maintenance Report**
- ITEM 7: Maple Glen Restrooms**
- ITEM 6: League Contract**
- ITEM 7: Article III. Sec 34-49 Review**
- ITEM 8: Election of Officers**
- ITEM 9: Revenue & Expenditure Report**
- ITEM 10: Agenda Request**
- ITEM 11: Other Matters**

Final draft
CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE MEETING
Monday, November 22, 2010
2000 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 5:30 pm at the Commerce Township Offices

ROLL CALL: Present: William Petsch - Chairperson
Dave Schultz - Vice Chairperson
Peter Pace - Secretary
Michelle Holmes
Dan Munro
Tim Wichert
Dick Zemmin

Also Present: Emily England, Director of Senior Services/Parks and Recreation
Students from Lakeland High School

COMMUNICATIONS:
None

APPROVAL OF MINUTES:

MOTION by Holmes, supported by Pace, to approve the October 25, 2010, Parks and Recreation Committee Regular Meeting Minutes with a correction to the Roll Call as follows: move Dick Zemmin from "Present" to "Absent".

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS:
None

ITEM 1: WADE TRIM - MAPLE GLEN MASTER PLAN KICKOFF MEETING
Ms. Leah Gray and Mr. Jamison Brown, Wade Trim, were present. The Committee members and representatives from Wade Trim discussed the Parks and Recreation Committee's vision for Maple Glen Park.

**Parks and Recreation Committee Meeting
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**ITEM 2: WAIVER REQUEST - WLW HOCKEY - SATURDAY
DECEMBER 4, 2010**

A representative from Walled Lake Western Hockey team was present to discuss the waiver request. The Committee confirmed she is aware of all applicable fees.

MOTION by Schultz, supported by Wichert, to approve the request of Walled Lake Western Varsity Hockey, to waive the rental fees for the Ralph C. Richardson Community Center, to host a Euchre Tournament Fundraiser on Saturday December 4, 2010, from 5:00 p.m. to 11:30 p.m.

MOTION CARRIED UNANIMOUSLY

ITEM 3: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Commerce Little League - Mike Snyder, President
Mr. Snyder was not present. See attached report.

Soccer - CVS, John Varcie

Mr. Varcie was present and discussed the following with the Parks and Recreation Committee:

- There is not much league activity because it is the "off season".
- Dodge Park - someone tore up a 4'x4' turf area in the middle of one of the small fields and threw it into the woods. In addition, someone tried to chop down a giant pine tree. Mr. Varcie laid some sod and seed in the damaged area.

Lake Athletics - Frank Vigliarolo, President

Mr. Vigliarolo was not present. See attached report.

Interlakes Girls Softball - Tim Bailey, Vice President

Tim Bailey, Vice President, was present and discussed the following:

- Interlakes will coordinate with Wade Trim to discuss ways to enhance the park to accommodate the softball league and their tournaments.
- The Parks and Recreation Committee requested a copy of their "wish list".

Friends of Byers - Ellen Smith/Staron

There was no representative present. Emily England advised the Committee that a representative from Oakland County would attend the February, 2011, Parks and Recreation Meeting to present a final report.

ITEM 4: PARKS AND RECREATION DEPARTMENT REPORT

Emily England advised the Committee on the following:

- RFP went out for the bathrooms at the Richardson Community Center. The carpet needs replacement, painting and upgrades in the kitchen need to be completed.
- Working on the newsletter and planning future events

ITEM 5: TOWNSHIP BOARD REPORT

Dan Munro gave a report on the following:

- Approved - Resolution Downtown Development Refunding Bonds. This will save the Township approximately \$600,000.00 per year.
- Approved - Awarded the Master Design Plan for Maple Glen Park to Wade Trim.
- The DDA budget was removed from the Table for discussion purposes and then put back on the Table.
- M5 Parkway – still have not received a permit to build it. The round-a-bout needs to be built in 2011. The Road Commission for Oakland County wants to reduce the size of the round-a-bout. The Township needs to acquire easements and right of ways.

Detailed information regarding Township Board meetings can be found in the minutes that are posted on the Commerce Township Website.

ITEM 6: MAINTENANCE REPORT

Emily England discussed Mr. O'Donnell's maintenance report with the Committee. Mr. Emery is requesting removal of the bushes along the roadway at Ralph C Richardson Park via a not-for-profit group that would handle the expense at no cost to the Township.

MOTION by Petach, supported by Wichert, to recommend to the Township Board of Trustees, removal of the shrubbery along Newton and Oakley Park Roads and installation of a split rail fence that will designate the park property line.

MOTION CARRIED UNANIMOUSLY

ITEM 7: MAPLE GLEN RESTROOMS

Emily England advised the Committee that Tim Emery recommends replacement of the stainless sinks. Emily will make note of this recommendation on the list of improvements for Maple Glen Park.

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ITEM 8: LEAGUE CONTRACT

Township Supervisor, Mr. Thomas Zoner, placed a second phone call to Phillip Addison, Township Attorney, to find out the status of the contract. He is awaiting a return call.

John Vardie, Soccer + CW3, received a contract with redlined changes. The contract is not finalized.

ITEM 9: ARTICLE III, SEC 34-40 REVIEW

Add:

- Dogs must be on a leash.
- Golf not allowed in undesignated areas.

Change:

- (d) – Accommodate the handicapped.
- (J) – Prohibit alcoholic beverages in all Township Parks.

ITEM 10: ELECTION OF OFFICERS

No action taken – this will take place during the December, 2010, meeting.

ITEM 11: REVENUE & EXPENDITURE REPORT

None

ITEM 12: AGENDA REQUEST

- Article III
- Election of officers
- Contracts
- Music Under the Stars
- Update from Wade Trim
- Update from Byers

**Parks and Recreation Committee Meeting
November 22, 2010**

ITEMS 13: OTHER MATTERS

William Petsch - Mr. Petsch did a walk-through of Bicentennial Park with Bruce from Midwest Landscape. Bruce will provide the Committee with his findings and costs associated with leveling the ground and making an area for a baseball field.

Ellen Smith requests, via e-mail, the Parks and Recreation Committee recommend to the Township Board that they present the Eagle Scout Troop with a commendation for their work in restoring the hay wagon at Byers.

The Committee would like to see an example of a plaque they could attach to the hay wagon. They would like Emily to ask Peter Rudofski, Project Leader from Walled Lake Eagle Troop 104, if he could attend a future Parks and Recreation meeting.

Peter Pace - Music Under the Stars (Dodge Park) - will have a plan in the form of a document for review at the December, 2010, meeting. In addition, there is a lot of gravel on the sidewalk from the round about. For safety reasons, he is recommending asphalt be placed in the gravel area. He would like to see a light pole installed near the gazebos. Per Mr. Pace's request, Mr. Munro will relay his concerns to the Township Board.

ADJOURNMENT

MOTION by Petsch, supported by Schultz, to adjourn the meeting at 6:55 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: Karrie Nye (walled Lake ~~to~~ Western Varsity Hockey)
If organization, contact person: _____

ADDRESS: 45593 Bristol Circle, Novi 48377

PHONE: 248-960-8988 PURPOSE* euchre tournament fundraiser

*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: 12/04/10 TIME: FROM 5pm 11:30 pm

ANTICIPATED ATTENDANCE: 100

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.

Karrie Nye
Signature of person requesting use

11/5/10
Date

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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.

Karrie Nye
Signature of person requesting use

11/5/10
Date

**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: Sat, 12/04/10 Hours: 5:00pm-11:30pm.
Group Requesting Fees Waived: Walled Lake Western Hockey (Varsity)
Person Representing Group: Karrie Nye
Day Phone: 248-756-5604
Evening Phone: 248-960-8988

Affiliate: _____

Non-Profit: School:

Senior: _____ Other: _____

Reason for the Request to host a euchre tournament fundraiser

11/5/10

Karrie Nye

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 10/20/10 thru 11/17/10

Byers

Install split rail fencing along river and behind barn
Install hardware cloth over crawlspace vent blocks

Township hall

Work with WAM group to do fall cleanup
Flush septic lines (bi-weekly)
Reset light timers for election and put back after election

Clerks Dept.

Set up meeting rooms for election training
Set up voting equipment for testing prior to election
Rent trucks to move election equipment to 15 precincts'
Set up precincts the day before elections
Work as runners the day of elections
Take down equipment and move back to storage the day after elections

Treasurers

Take liens to Oakland County
Pick up Tax bills from printer in Pontiac
Make bank deposits

Group Home

Check on cracked well head, arrange for repair by Maher Well Drilling

DDA

Learn how to program Martin Parkway lighting
Remove stone scraps for future pathway covering, store behind township

Parks

Remove soccer and volley ball nets for season
Fill out incident report for "Glider" accident at dodge
Install balance of park and trail signs

RCC

Make floor plan drawings for construction bids (carpeting and kitchen cabinet)
Repair light fixture in office

Fire and Police

Station 2 flush and deodorize floor drains
Repair door lock in men's locker room (Sub-station)

Maintenance Garage

Oil change pick-up #9

ARTICLE III. LANDS CONTROL**Sec. 34-48. Definitions.**

For the purpose of this article, all legal terms will have their acceptable definition according to the laws of the state and the common law in the state, except that the following terms are specifically defined for the purpose of this article:

Designated roads, areas, parking lots means such areas as shall be designated by the township supervisor, or a representative to be designated or appointed by him and shall be indicated by the posting of signs specifying the designation.

Permit means a written statement or permission issued by the township supervisor, or his designated representative, setting forth the specific activity permitted and the date and time during which that activity is permitted.

Township owned, leased and controlled lands includes land owned, leased and controlled by the township, whether parks or otherwise.

(Ord. No. 85-15-36-4, § 6, 12-10-1985)

Sec. 34-49. Article not to be construed to prohibit persons from attending township functions or township employees from performing duties.

Nothing in this article shall be construed to prohibit persons from attending any township meeting or any functions approved by the township board, or, any township employee from performing his duties or assigned work.

(Ord. No. 85-15-36-4, § 6, 12-10-1985)

Sec. 34-51. Hours of operation.

Township owned, leased and controlled lands shall be opened, operating and available to the public for normal and usual purposes from sunrise until sunset except as hereinafter provided.

(Ord. No. 85-15-36-4, § 2, 12-10-1985)

Sec. 34-52. Prohibited acts.

(a) It shall be unlawful for any person to enter onto the township owned, leased and controlled land except during the hours of operation as set forth in section 34-51 unless such person shall first have obtained a special permit from the township for a specified reasonable use.

(b) It shall be unlawful for any person to camp on township owned, leased and controlled parks, except in certain areas which shall be designated by the township supervisor, or such representative as he shall appoint, and upon receipt of a permit for such camping purposes from the township supervisor or such representative as he shall appoint.

(c) It shall be unlawful for any person to light a fire on township owned, leased and controlled land except in grills provided and placed by the township or in such other areas as shall be designated by the township supervisor and upon receipt of a permit from the township supervisor or such representative as he shall designate.

(d) It shall be unlawful for any person to operate any privately owned motor vehicles of any kind or nature whatsoever including, but not limited to snowmobiles, other recreational vehicles, scooters, motor-operated bicycles and/or motorcycles, automobiles, trucks and campers upon township owned, leased and controlled lands, except upon such roads and within such parking lots as shall be designated by the township supervisor or his designated representative.

(e) It shall be unlawful for any person to use designated parking lots on township owned, leased or controlled lands for any purpose other than for the parking of vehicles and/or trailers in connection with an allowed purpose or use at that specific location unless such additional purpose or use is designated by the township board by resolution and appropriate signs posted.

(f) It shall be unlawful for any person to possess or use, upon township owned, leased and controlled lands any of the following: firearms of any type, air rifles, pistols, firecrackers, torpedoes, sky rockets, roman candles, cherry bombs, daygo bombs or other fireworks or firearms of any nature whatsoever.

(g) It shall be unlawful for any person to remove, burn, break, harm, cut, uproot, tear or destroy any trees, shrubs, flowers or other plant life which may be growing on township owned, leased and controlled lands. Nothing in this provision shall be construed to prevent normal maintenance and landscaping of township lands by township employees while acting within the scope of their duties.

(h) It shall be unlawful for any person to possess or use upon township owned, leased and controlled land any model airplane or rocket which is powered by gasoline or other petrol fuel.

(i) It shall be unlawful for any person to possess or use upon township owned, leased and controlled lands bows and arrows.

(j) It shall be unlawful for any person to possess or consume alcoholic beverages within dodge park no. 5 or mill race park.

(k) It shall be unlawful for any person to kill or injure or to attempt to kill/injure or ensnare any wild bird or animal in any fashion whatsoever with, but not limited to, a firearm, bow and arrow, slingshot, trap, livetraps, stone, stick or snare.

(Ord. No. 85-15-36-4, § 3, 12-10-1985; Ord. No. 36-94-05, § 1, 8-9-1994)

Sec. 34-53. Permit for exceptions.

The township supervisor or his designated representative shall issue a permit for the exceptions specified in section 34-52 (a) through (c) upon the showing, by the applicant, that all of the following conditions have been met:

- (1) There are adequate sanitary facilities for the use requested.

(2) The requests use will present no danger to surrounding landowners or occupants.

(3) The requested use will not disturb the peace and tranquility of surrounding landowners or occupants.

(4) That any requested use involving minors will be adequately supervised by adults.

(Ord. No. 85-15-36-4, § 4, 12-10-1985)

Sec. 34-54. Aiding and abetting.

It shall be unlawful for any person to aid or abet any other person to commit any of the offenses set forth in section 34-52.

(Ord. No. 85-15-36-4, § 5, 12-10-1985)

Sec. 34-55. Attempt.

It shall be unlawful to attempt any of the acts set forth in this article and, upon conviction thereof, such person shall be punished by a fine not to exceed one-half of the general penalty or by imprisonment in the county jail for a period not to exceed one-half of the period set forth in the general penalty, or both such fine and imprisonment, together with the costs of prosecution.

(Ord. No. 85-15-36-4, § 8, 12-10-1985)