

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

Monday, November 25, 2019
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Vice Chairperson Wichert called the meeting to order at 6:00pm at the Township Hall.

ROLL CALL: Present: Rachel Kast, Chairperson (arrived at 6:01)
Tim Wichert, Vice Chairperson
Michelle Holmes, Secretary
William Petsch
Barbara Garbutt
Bob Berkheiser
Linda Champagne

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

COMMUNICATIONS:
None.

APPROVAL OF MINUTES:

MOTION by Garbutt, seconded by Petsch, to approve the October 28, 2019, Parks and Recreation Committee Regular Meeting Minutes as written.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS
None.

MOTION by Champagne, supported by Garbutt, to move Item 6 up on the agenda.

MOTION CARRIED UNANIMOUSLY

Agenda items remain in numerical order. A PowerPoint was to be presented for Item 6, however there were technical difficulties loading the presentation. The Committee proceeded to review Item 1, then Item 6, then returned to Item 2.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Interlakes Girls Softball – Tim Bailey

Mr. Bailey shared the following with the Committee:

- There's not a lot to report this month.
- We opened our online registration and we are taking registrations for next year.

Mr. Berkheiser – For Spring?

Mr. Bailey – For Spring.

Lakes Athletics – Josh Springer

Mr. Springer shared the following with the Committee:

- We've got all of our buildings winterized.
- We also turned on registration.
- We're about a month ahead of where we were last year with our numbers.
- We started the submission process for obtaining a grant from the Ralph C. Wilson Youth Sports Legacy Fund. I had a good conversation with the director.
- We need to push through our nonprofit status, which we're working on.
- I sent over the updated quote for the Field 7 work. I had them break down what the Township was hoping to get. I was curious on when the engineer can come out and if there's going to be any issues with coordinating three projects; the fence folks, the maintenance folks and then Suburban doing the diamond work.
- I'll send our 2020 registration flyer to Emily so hopefully she can post that.
- I do have a couple questions about the agreement. Is there an example addendum that we can look at?

Ms. England – No, there's not going to be an example. That's a discussion that we will have with the attorney. Once you send me any potential changes, or anything you would like to see specific to your organization, then I will send that over to the attorney and we'll have a sit-down with your rep.

Mr. Springer – I'm assuming the deadline is sometime early next year?

Ms. England – Correct.

Friends of Byers – Dean & Karen Schantz

Mr. Schantz shared the following with the Committee:

- We are getting ready for Santa. We are at 80% capacity and we expect it to fill up soon. Our goal is to have about 350 people in attendance.
- We are spending about \$100 a week on corn for the ducks. The photographers love it. They come from out of town to feed the ducks.
- We are in the midst of paying for pest control every couple of months; that's about \$85.00 each time.

Mr. Berkheiser and Mr. Schantz discussed the cost of the corn. Mr. Schantz explained that corn is sold for \$1.00 per bag to visitors on Sundays when Byers is open for 5 hours; however, the rest of the week, Friends of Byers is covering the expense of feeding the ducks. They are using approximately 200 pounds of corn total throughout the week. The sales help to offset the total cost, but it's not a break even. Mr. Petsch encouraged Mr. Schantz to buy in bulk at lower prices and store the corn in a 55-gallon drum. He would provide recommendations to Friends of Byers on where to purchase locally in bulk. Prices and suppliers were further discussed.

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

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

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

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

- At the Senior Center, we're having our Thanksgiving meal tomorrow. We have 75 people signed up so that's great.
- We keep developing new programs.
- It's great to see our numbers have not gone down since the cold weather hit us.
- We've adopted two families again this year for Christmas. We work with the schools and Fire Department to select the families. The second week of December, we will be with the Fire Department and deliver the gifts that were donated by the seniors.

ITEM 3: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- I missed last month so I'll give you October.
- We approved the playground safety surface for Dodge Park. Has that gone in?

Ms. England – No, the weather has not permitted. We have to have 50 degrees and up for 72 hours. It won't go in until Spring.

Mr. Berkheiser – Does that have to be reprocessed in January so that we can put it in and spend 2019 money?

Ms. England – We already re-budgeted the money so we're good.

Mr. Berkheiser –

- We had a presentation on the Oak Wilt in Maple Glen. That was approved to move forward to take care of that.
- There is the potential of working with G2G Cloud Solutions, allowing us to take credit card payments. That has direct application to some of the policy stuff that I was reading.
- We approved the 2020 Township budget.
- We also approved working with People's Express as our senior lift ride service. It took a lot of discussion, not only with People's Express, but also in not joining the West Oakland Transportation Authority, WOTA. White Lake and Highland are both using them. There were concerns from them that they will only bring people so far. If we were involved, those folks could go the entire length of the Township at whatever the cost. The big issue the Township Board had was that we really don't know the need in Commerce Township. With People's Express we think it's best from a financial point-of-view and they will track all the numbers so we'll have a much better idea as to the usage and need for the services.
- In November, we approved the architect contract. We're working on finalizing that for the new Fire Station on Welch Road.
- We also approved the contract for the Richardson Center generator. Will that be going in soon?

Ms. England – Yes, we're trying to get them coordinated so they can pour the pad in the next few days.

Mr. Berkheiser –

- We did approve the Richardson Center catering agreement, and you'll see most of that was attached to our new policy documents.
- We accepted the Dodge Park grant money for the restrooms.
- We had discussion about the Hickory Glen Field 7 repair. From the Board's perspective, we want to make sure that whatever repairs get done actually fix the issue. We think some of it might just be a band-aid. We had issues about what the Township pays for and what we don't pay for. For the most part, things inside the fence are the league responsibility, and outside the fence are Township issues. That's a broad stroke. What you approved last month was tabled by the Board so we can continue to work on it.

Ms. England – I handed out the updated quote.

Mr. Berkheiser –

- We purchased some property on Union Lake Road. For the most part, that's for the potential road expansion. We are picking up property that goes up for tax sales. We hope it will allow us to expand but who knows when.
- We also discussed the Library Director position. We're meeting tomorrow night to review some applications and choose who we want to interview.

Chairperson Kast – Can you provide an update on the Horse Farm?

Mr. Berkheiser – We met tonight. We've had a couple meetings. We've met with a community group. We've met several times on our own. Emily and Molly have met multiple times with Carrie at the Horse Farm. I think the subgroup or committee is moving toward working on a concession agreement. We've gotten several copies of concession agreements, one from the State and one from somewhere else, to help us develop our agreement.

There are certain things the Township Board has concerns with. We don't want Township money going toward a business. We want to make sure that liability is covered as much as possible, and we want to make sure that the property is safe. We're trying to get Ron Campbell from the County to look at the Horse Farm property and give us a recommendation and let us know what grants may be available, as he did with the Byers property years ago. We want to present to the Board where we are and what we're thinking to make sure everybody is still onboard.

I believe the subgroup, 8 or 9 people, will be looking at forming a 501c3, sort of a friends group, so that as they raise money that it will be directly related to, and will come back to the Horse Farm.

ITEM 4: PARK LIAISON UPDATES

Berkheiser - Wise Woods & Victory Park

- Nothing to report, other than as mentioned in our review of Item 6 earlier; we might have people running around at night with dogs in the park.

Petsch - Bicentennial Park

- Nothing to report.

Kast - Dodge Park

- Nothing to report.

Mr. Berkheiser – I have a question about Dodge. By the Library and the new playground equipment, there's a huge pile of wood chips over there, like a mountain. There's issues with it. Is that playground equipment done and open?

Ms. England – Yes.

Mr. Berkheiser – So that's ready to go. The chips have been put in.

Ms. England – Yes. More chips need to go in, but it can be played on. Then the rest of the chips will be moved to other parks.

Ms. Garbutt – Has everything that was moved from the south side gone in over there at Dodge? It looked like less equipment was there.

Ms. England – Everything is over there. It was reconfigured so that might be why it appears different.

Garbutt - Long Park & Snowy Ridge Park

- Not much going on a Long Park.

Wichert - Maple Glen

- No report.

Champagne - Hickory Glen Park

- Nothing to report.

Holmes - Byers and Mill Race

- Nothing to report.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne discussed the following with the Committee:

- Only Snacks for Santa on December 7th. It's pretty full and there are only a few reservations left.

ITEM 6: MICHIGAN SEARCH AND RESCUE K9 TRAINING

Todd Rockwell and Julie Grinnell were present, along with a rescue K9 in training. *(Although their PowerPoint presentation would not upload, they proceeded and discussed the following with the Committee.)*

Ms. Grinnell – We are with Michigan Search and Rescue, a 501c3 organization that was started in 2006 by four veteran search and rescue people who had over a decade of experience at that point. Now they each have nearly 30 years of experience, so we're a very well-based team with a lot of experience. A lot of our people are also on Michigan Task Force One which is a federal search and rescue team.

We are a 100% volunteer organization. What that means is we provide our services free of charge. We deploy 24/7, 365 days a year, even if it's 11:00pm on New Year's Eve, in

the middle of a blizzard, which we've done before. The units will come. We always deploy with law enforcement. We never self-deploy. We cover both peninsulas of Michigan, as well as Northern Ohio and Northern Indiana.

Mr. Rockwell – We break up into regional teams. We've got an east, a west and a southeast group that train every week. We get together as a group on every third Sunday from 10am-3pm. That rotates around the state.

Ms. Grinnell – We have members all over Michigan as well as in Canada. Our team is made up of four different disciplines for the dogs. We have live-find, which as the name states, their main job is to find people who are hopefully still living. They are also trained to find recently deceased, and to find dropped articles such as a hat or a jacket that we can use to establish a direction of travel.

We also have human remains detection dogs that will find people who are deceased, anywhere from recently deceased to historical cases. The dogs have located civil war graves or other historical graves.

We have disaster dogs that will work after a tornado, building collapse, building explosion, et cetera. Then we have the trailing dogs as well that are scent specific. Training is very important for us, obviously. As Todd was saying, we train several times per week, as a portion of the team or the full team. We are always looking for new places to train. Mainly, most of our searches are conducted in wilderness areas. Most training takes place at state and county parks, and it's really hard this time of year to find places that are safe with our dogs to be working, especially because one of my dogs is a Sable Shepherd. She looks like a little coyote. We worry a lot about hunting this time of year. We also train in buildings, we do water trainings, and we'll do special trainings like bridge repelling and things like that with the dogs.

That's basically why we're here. We're hoping that maybe we can utilize some of the properties within your community, within your park system, to train our dogs. We're very careful about our trainings. We're diligent about cleaning up after the dogs. It's one of our rules; we are carrying bags with us at all times and cleaning up after the dogs. We try to leave it at least as clean as we found it. We're careful driving in and out, we don't leave garbage, we pick up after ourselves. Primarily we're hoping to use wilderness areas, but we're also interested if there are any types of buildings that we might be able to use. Todd has been looking.

Mr. Rockwell – I'm a resident of Wixom. I've only been with the team for a year, and I've only had her (the K9 in training) for about 6 months now. I'm kind of new, but I've been looking around the area. One of the places I saw in particular that made me contact Emily was Maple Glen. It has a small bit of woods behind the Sheriff's Department, and it's bounded by the golf course, houses and the baseball diamond. So, from a safety perspective, from hunting or even people poaching on private land which happens too, it seems like that would be a very safe area.

That was the primary, and then when I started talking to Emily and heard that all the parks were closed to hunting, it seems that there may be other parks you have that have some secluded wooded areas that are bounded by roads or developments that could be used.

Ms. England – What time of day?

Mr. Rockwell – Our team is considered the east side, and we train on Friday nights, usually starting about 5:00pm, which this time of year means in the dark. Sometimes we'll start a bit earlier, 3:00pm. One thing I wanted to mention is that the dogs are not scent specific. They're looking for any human being, so we try to be places where there aren't a lot of people. There is no way we want to be at a park during anytime that a team is practicing baseball because the dogs would just go and find all of the baseball players, and that wouldn't work for us or them.

Mr. Berkheiser – Have you looked over at the Wise Woods area and Victory Park?

Chairperson Kast – There's hunting there.

Mr. Berkheiser – Not legal hunting, let's put it that way. Legally, there's no hunting in any Township park.

Ms. England – But there is poaching.

Mr. Rockwell – We've run into that. We are also talking to Proud Lake. They have some areas that are open to hunting and some that aren't, especially around the campground. This time of year, it isn't used, but there is hunting next to it and then you worry about people pretending they don't know where the lines are. We are super diligent about making sure the dogs are safe, and we're talking right now specifically this time of year because we always have a problem, but we're training year-round.

Ms. Holmes – You're a nonprofit, correct?

Ms. Grinnell – Yes.

Ms. Holmes – I would think if we enter into an agreement, we would need to have dates and then set up a partnership, like we do with the leagues. We do have an ordinance that says "not after dark", but we can make exceptions. I think this is important, but it has to go through us first, and then be approved by the Board of Trustees. We can recommend.

Ms. England – We can take it to the Township Board next month for approval, on December 10th.

Ms. Holmes – Yes, and again, I do think it's an important thing to do. I think we do have several places to offer. I do agility training, so I work with dogs. There's Long Park where there's water obstacles, but there are safe places in the back where you could do training with them. There's Wise Woods and Victory Park as they were saying. That's 502 acres.

Mr. Rockwell – Oh yes, I am familiar with that area. There's also the Ralph C. Richardson Center. It has like 37 acres.

Ms. Holmes – And there's even the back area at Hickory Glen.

Chairperson Kast – I think Hickory Glen would be good.

Ms. Holmes – The back section of Hickory Glen has mountain bike trails, so you may have the obstacle of them coming through, but the park does have a large area of wilderness. Also, it has a deep incline before you get to Oakley Park Road, and it's quite a distance from Glengary Road. I would like to see a proposal that we can recommend to the Board.

Mr. Rockwell – We rotate with our members in several areas, so we wouldn't be training just in this area every single Friday. It would probably be every second or third Friday.

Ms. England – They're looking to start soon.

Mr. Rockwell – If there was ever a place where we were in an area where there were issues with people who were doing other activities, we just go home.

Mr. Wichert – Our parks are closed at night so you wouldn't have any problems.

Ms. Holmes – Yes, during the winter, there isn't an issue. During the summer when dusk isn't until 10:00pm, then you would have people in the parks.

Ms. England – We would just want to notify the Sheriff's Department that you were out there.

Mr. Berkheiser discussed coordination with the Sheriff's Department. He also asked Mr. Rockwell and Ms. Grinnell to make sure the PowerPoint is functioning for the presentation to the Township Board next month.

Ms. England – I will email you with specifics, as well as a copy of the agreement that we've sent out to other partners. You can look that over ahead of time. Also, please email me the presentation, I can try to load it onto the system here and get it to function prior to the Board Meeting.

MOTION by Holmes, seconded by Garbutt, to recommend to the Township Board allowing Michigan Search and Rescue to do K9 training in the Commerce Township parks, and that they become a partner as a nonprofit, pending presentation to the Board, establishing an agreement with the Township Attorney, and providing scheduling dates, times and locations for training sessions in the parks.

MOTION CARRIED UNANIMOUSLY

ITEM 7: RICHARDSON CENTER RENTAL POLICY

Ms. England discussed the following with the Committee:

- I've included the policy in your packet.
- It's pretty well the same, but anything that's changed has been noted in red. A lot of this is being brought over from our new catering agreement that we have, and other issues that have come up over the year that we think should be noted in here.

Mr. Berkheiser – Is this the new one?

Ms. England – Yes, and I want to take this to the Board next month so that we can move forward.

Mr. Berkheiser – On Page 2, Section 3.1; it talks about community groups wishing to use the park may request a waiver of rental fees, and then yet in the next one, it talks about how much we're going to charge them.

Ms. England – That's for Monday through Thursday when we don't charge community groups to use the facilities.

Mr. Berkheiser – Well, then in 4.1 we talk about getting \$125 for a community group use fee, and then a security deposit of \$125.

Ms. England – I will re-read this, but those fees are for Friday, Saturday or Sunday to cover the cleaning expense.

Mr. Berkheiser – So if someone uses it during the week, they don't pay a cleaning expense?

Ms. England – Correct, because we are already paying that. That is the way it has been.

Mr. Wichert – When do maintenance people come, after hours?

Ms. England – Yes, they come after hours.

Mr. Berkheiser – So are we good with that 60 days?

Ms. England – It has worked and I haven't had any complaints yet.

Mr. Berkheiser – What I'm really concerned about is that we can rent it to make money.

Ms. England – A year in advance.

Mr. Berkheiser – So you're saying that within 60 days, it's not likely to be rented?

Ms. England – That is one issue that I haven't had yet.

Mr. Berkheiser – So my big issue, and we've had it here for years because I don't necessarily agree, is that I don't see a definition of what a community group is. I looked on Page 1.

Ms. England – Community group is on Page 1 and that is per the Township Attorney.

Mr. Berkheiser – *A nonprofit organization that's serving the interest of Commerce Township* is considered a community group?

Ms. England – Yes, it has to serve the interest as a whole.

Mr. Berkheiser – Therefore, any and all organizations that come up and want to use it, if they're not a 501c3 nonprofit, then we don't waive fees?

Ms. England – They have to be a 501c3 that serves the needs of the Township as a whole, and not just individuals within the Township.

Mr. Berkheiser – I think that's something that would be better understood with examples from the Township Attorney. Are we going to be waiving fees for a euchre group, holding a euchre party for the Walled Lake Central Band?

Ms. England – They are allowed to with the Parks and Recreation's approval.

Mr. Berkheiser – I would say that's not the community in general. That is serving a specific organization.

Ms. England – I agree with you, but the way it has been done in the past...

Mr. Berkheiser – That's not what I'm saying. Our definition of community group is such.

Ms. England – Correct.

Ms. Holmes – Walled Lake Schools is a group.

Discussions continued regarding community groups. Mr. Berkheiser would ask the Township Attorney for further clarification at a Township Board meeting.

Mr. Wichert – I have a question about the food and alcohol policy. If you rent the Center, you can do a potluck?

Ms. England – If you're bringing in food, the cost of the food cannot be more than \$300 total. If the food expense exceeds \$300, you have to give Angel Food the first right of refusal.

Mr. Wichert – If they say no, then you can bring in your own food?

Mr. Berkheiser – Who is checking on that and how? If I were to reserve it, and I said I would not spend more than \$300, and then as the date gets closer, it turns out to be \$400, then what?

Ms. England – Well, all rentals will be reported to Angel Food. The renter is to notify Angel Food within 30 days of rental that they have the facility. So we can check back with them at that point.

Ms. Champagne – How do you know how Angel Food's food is?

Ms. England – We did a taste test.

Mr. Berkheiser – It's actually pretty good.

Ms. Champagne – They tasted it, but I didn't taste it.

Mr. Berkheiser – If you're reserving a year in advance, you're doing a wedding or whatever, they can set up a taste test with you.

Ms. Champagne – So if they can't prepare a polish wedding for my cousin?

Ms. England – Then they would have the first right of refusal, and they would work with you to find somebody who could.

Ms. Champagne – They would contract it out and still get a cut?

Mr. Berkheiser – I don't know that I read that in the contract. I would say they would refuse it. But, if you want alcohol at your polish wedding, you have to use them. In theory, you would pay them for alcohol per the contract and...

Ms. England – And they'd have first right of refusal on the food.

Mr. Berkheiser – In here, you said all rentals within 30 days must be paid in cash. I don't know how often that happens.

Ms. England – It has happened a few times and then the check bounced.

Mr. Berkheiser – What I'm getting at is that as we do the credit cards...

Ms. England – Then we could do credit.

Mr. Berkheiser – So I would ask that we change that to cash or credit card. So are you asking us if we're good with the \$500 security deposit?

Ms. England – The was the amount that the Board asked me to put it at.

Chairperson Kast – Did that cover damages that have happened in the past?

Ms. England – Yes.

Discussions continued regarding minimal damages in the past, damages that occurred at other facilities, rental rates which remain unchanged for 2020, changes in the deposit amounts, full day rentals from 9AM to 1AM, and half day rentals from 9AM to 7PM or from 3PM to 1AM.

Mr. Berkheiser felt that there should be a rental rate for Commerce Township residents, and another rate for non-residents. Ms. England explained issues with non-residents having residents rent the facility on their behalf to get a discount, and the Attorneys advised against that because the contract also involves alcohol. This opened up a whole avenue of legalities, so the Attorneys preferred this format.

Mr. Berkheiser – This all goes to the Board for approval, the rate changes, et cetera?

Ms. England – Yes.

Mr. Berkheiser – I'm confused on the Weekend Rental Checklist. If there's issues, we're charging or holding those fees out of their deposit?

Ms. England – Yes.

Mr. Berkheiser – If all of those issues arose, if you added them up, it would exceed the deposit, so you would just be withholding the full \$500?

Ms. England – Correct.

Discussions took place regarding the automatic locking system, keys for the front and back doors, deactivating the alarm, access for multiple rentals, having additional keys made, and programming the timing for key cards.

MOTION by Petsch, seconded by Holmes, to approve the Richardson Center Rental Policy as amended. **MOTION CARRIED UNANIMOUSLY**

ITEM 8: 2020 OFFICERS

MOTION by Petsch, seconded by Garbutt, to continue with the same Parks and Recreation Committee Officers for 2020, with Rachel Kast as Chairperson, Tim Wichert as Vice Chairperson, and Michelle Holmes as Secretary.

MOTION CARRIED UNANIMOUSLY

ITEM 9: AGENDA REQUESTS

Mr. Wichert – Do we have a date on the opening for Scarlet's Smile?

Ms. England – We have to wait for the surfacing to be put down, so as soon as the weather cooperates.

Mr. Wichert – More than likely, Spring?

Ms. England – Yes.

ITEM 10: OTHER MATTERS

1. MMBA – Race Calendar for Sept/Oct 2020

Ms. England – The MMBA sent me an email. Mike Kearney is our representative and he is a coordinator for youth mountain bike teams and races throughout Michigan for elementary, middle and high school-aged students. Each Fall, they operate a 6-race youth-focused series that sees participation from over 500 K-12 youth cyclists from throughout the lower peninsula. They were looking at establishing a race calendar for September/October of 2020. He said it would be great if they could find a way to include Hickory Glen as a race venue. The race would be on the single and two-track trails on a weekend. They would rely on the front of the park for the start/finish area, race staging and parking. Because of this, he's assuming Lakes Athletics fall season activities could possibly prevent the race, but they would like to work with them to coordinate. They would like to use the park any weekend that might be possible during September or October.

Mr. Berkheiser – So it's one race? Is it the whole weekend, or just Saturday?

Chairperson Kast – Can they do Sunday?

Ms. Holmes – Is this for races or trials?

Ms. England – I can ask. It's races, and on a weekend, so I think it's Saturday and Sunday.

Mr. Wichert – They would need to coordinate with Josh.

Ms. England – Yes, and he's asked for that information but he needs approval from the Committee before he can move forward.

Mr. Berkheiser – Does he have a signed agreement, because we only see them about twice a year?

Ms. England – He will.

MOTION by Holmes, seconded by Wichert to recommend allowing the MMBA Youth Race Weekend at Hickory Glen in September/October 2020, pending coordination with Lakes Athletics and Lakes Area Hawks, and contingent upon the signing of a participation agreement, and any other agreement or requirements set forth by the Township and the Township Attorney.

Discussion –

Mr. Berkheiser – My question has to do with liability. We want to make sure insurance and anything else the Attorney recommends is in order.

Ms. England – Okay.

Chairperson Kast – When does the Fall season go for Lakes?

Mr. Springer – It starts during the last week of August, then we usually go until right around Halloween.

Chairperson Kast – Okay. Are your games usually all day long, dusk until dawn?

Mr. Springer – No, we're usually done by 2pm or 3pm in the afternoon. Depending upon how many kids we have, we may use all the diamonds until 1pm, and then half the diamonds until 3pm. As long as they coordinate with us, we can adjust our schedules.

Mr. Berkheiser – They play on Sundays?

Mr. Springer – Some of our travel teams do play on Sunday. It's not really part of our Fall league.

MOTION CARRIED UNANIMOUSLY

Mr. Springer – You will want to make sure that there are enough porta-johns if there's going to be 500 people.

2. Field #7 - Hickory Glen

Ms. England – The Township Board requested that Suburban Landscape break down the invoice, because as Bob said, the Board felt it was our responsibility to deal with things outside of the fence, and it's their responsibility to deal with things inside of the fence.

Mr. Springer – The update is basically the first two lines, the \$2518 safety related repairs on Field 7, and the repair field and regrade \$850. Those were one line item previously so the Township asked us to break those apart. The \$850 covers the moving of any dirt inside the fence and flattening out the dirt from Line Item #3.

Mr. Berkheiser – The concern was with what you are asking for the Township to pay for versus what you guys are covering.

Mr. Springer – Right, so we would ask the Township to pay for anything outside the diamonds, which would be Line Items 1, 4, 5 and 6. Everything but the \$850 and the \$948.

Ms. England – This is still based upon Maintenance and the Township Engineer going out to look at the field, and then bringing back their recommendation along with this.

Mr. Berkheiser – Part of the concern was putting in drains, and as it rains, the water drains back toward the backstop and then it just flushes down. I envision all the dirt going right down the drain and clogging up at some point. I'm not sure if that's the fix. That's why we asked the Engineer to come out and look at it. I gather you have not been able to connect with him?

Mr. Springer – We have not. That was one of the things I wanted to talk about. We were advised to coordinate this work along with the replacement of the backstop for safety purposes. We're covering the backstops completely. It was recommended that we tie these things together so we have machinery at the field at the same time. We were also advised that because of the upcoming potential tariffs on steel and aluminum, we should plan for our backstops to be installed in mid to late December. We're having to coordinate a lot of stuff soon as we're getting close to that deadline, otherwise the backstops may cost us another \$2500 for materials.

Mr. Berkheiser – Who told you that you had to coordinate the machinery projects?

Mr. Springer – The three places we had quote the backstops; they're going to dig out the existing footings and put deeper footings in for the fences, put backstops in there. We're going from a 2.5" to a 4" post. Because those footings are going to go in, either we do the footings, and then we basically have to dig up some of that dirt and disturb that area when we do this grading and limestone installation, or we do the limestone, then we dig it up for the footings. Therefore, it was recommended to try to coordinate those installations with Suburban and Motor City Fence.

Mr. Berkheiser – Have you talked to Jason?

Ms. England – I have not. Mark was supposed to coordinate with him and meet him over there. I will get with Mark tomorrow and find out more.

Chairperson Kast – Is it possible to buy the backstops now?

Mr. Springer – Yes, we ordered them in November because it takes 6 weeks to get them delivered. They're supposed to be in mid-December. We can call to postpone

installations. The big concern there is that as soon as the ground freezes, we're stuck until Spring. That will cause us to postpone even longer as it would delay the season, and it rained nearly every day last Spring.

Ms. Champagne – What's in the budget for this, Emily?

Ms. England – I believe we budgeted \$25,000 this year for Hickory Glen.

Ms. Champagne – So if they're dead set on going in December, and we still have to get approval from the Trustees, and we could actually pay them back...

Ms. England – No, we can't.

Ms. Holmes – We have to get approval from the Trustees for what reason?

Mr. Berkheiser – Because you're spending Township money.

Ms. England – You have to get approval, and the Township Board tabled this item, or took no action on it.

Mr. Berkheiser – The concern was two-fold. One, it was hard to tell what was considered league responsibility and what was Township responsibility. Two, we want to make sure that the drains will not cause erosion and therefore, clogged drains. We want to make sure this is done the right way. I suggest that the Committee could recommend to the Board to pay for the specific line items, not to exceed \$4300.

Discussion continued clarifying the line items for the Township to pay for, Line Items 1, 4, 5 and 6, respectively, \$2518, \$1450, \$59, and \$227.80, not to exceed \$4300 for the work to be performed by Suburban Landscape. The sales tax would be removed from this invoice. The meeting would need to be coordinated with Maintenance and the Township Engineer.

MOTION by Champagne, seconded by Wichert, to recommend approval to the Township Board to move forward with the Hickory Glen Field #7 repairs as quoted by Suburban Landscape, specifically Line Items 1, 4, 5 and 6, respectively, \$2518, \$1450, \$59, and \$227.80 on the 10/31/2019 invoice #4181977, with the total amount not to exceed \$4300. **MOTION CARRIED UNANIMOUSLY**

The next Parks and Recreation Meeting will be Monday, December 16, 2019, at 6:00PM.

ITEM 11: ADJOURNMENT

MOTION by Petsch, supported by Holmes, to adjourn the meeting at 7:06pm.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary