

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

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING
Maple Glen Park @ 6PM
MONDAY, MAY 22ND @ 7PM AT TWP HALL**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF MINUTES: April 24, 2017

PUBLIC COMMENTS

ITEM 1: League and Community Service Organization Report

ITEM 2: Parks and Recreation Department Report

ITEM 3: Township Board Report

ITEM 4: Park Liaison Updates

ITEM 5: Village of Wolverine Update

ITEM 6: Eagle Scout Project Update

ITEM 7: MMBA (Hickory Glen)

ITEM 8: Trees at Sledding Hill

ITEM 9: Maple Glen Lighting

ITEM 10: Concert in the park

ITEM 11: Richardson Center Renovation

ITEM 12: Revenue & Expenditure

ITEM 13: Agenda Requests

ITEM 14: Other Matters

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

Monday, May 22, 2017

2009 Township Drive

Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 7:02pm at the Township Hall.

ROLL CALL: Present:

William Petsch, Chairperson
Barbara Garbutt, Vice Chairperson
Michelle Holmes, Secretary
Tim Wichert
Bob Berkheiser
Rachel Kast
Linda Champagne

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

COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

MOTION by Kast, seconded by Wichert, to approve the April 24, 2017 Parks and Recreation Committee Regular Meeting Minutes as written.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

Val McFarland, 3285 Mapledale St - We've lived here about 20 years. We are renovating the Commerce Drive-In sign, which has been really exciting to see the community come together. We have a big event planned on Sunday, August 6th with free bowling. I spoke with Emily and our goal is to also hold a free movie night at Dodge Park on a Friday night. We are looking at Friday, August 4th to hold the movie, which will tie in with the entire weekend of events including a car cruise and other activities. I just need to know what my next step would be to move forward.

Mr. Petsch stated that Val should make sure there is no conflict with other local events. Val replied that the Concert in the Park is scheduled for August 18th. Mr. Petsch added that a movie night was held at the Richardson Center in the past and it was well accepted. Mr. Wichert stated there was also a movie night at Dodge Park. Mr. Berkheiser discussed the time for the event, which is the only issue as it doesn't get dark until 10pm. Val agreed and she recalls not taking her children to the other movie events as it was past their bedtime.

She posted on Facebook and she has about 5,500 people that are following this. She asked them to decide what would be a good movie for people in their 40s, 50s and 60s and they suggested Grease. It hasn't been decided yet, but it will be geared more toward people who may have actually been there. The event would include pizza, popcorn, water, and there would be no cost to the families. She and Emily had also discussed movie licensing and available discounts.

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Mr. Berkheiser explained that Emily would be the main contact to work with on the details, such as the screen. He also suggested that the event should go through the Parks and Recreation Committee with a motion to recommend to the Township Board, and then the Board would have the final decision. As long as it's coming through Parks, and everyone involved is considered to be a volunteer, then from an insurance point of view, the Township insurance would cover the event as it provides a benefit to the community.

Discussions continued regarding scheduling and whether August 4th was feasible. Ms. England replied that it should be fine and she would confirm. Mr. Berkheiser asked if there was an official organization established, such as a 501c3. Val replied no. She explained that people have donated items and money which will cover the free bowling at Wonderland and other items to be purchased. She added that this is not a "for-profit" event, but a nonprofit will not be started for it. Any funds leftover will be donated to the integrated park. The response has been overwhelming and it could become an annual event.

MOTION by Berkheiser, supported by Holmes, to recommend, to the Township Board, to follow-through with the proposed free movie night event, hosted by volunteers as suggested by and discussed herein with Val McFarland.

Discussion -

Ms. England - We will discuss this with the Township Attorney.

Mr. Berkheiser - The movie night would be done by the Township.

Ms. Holmes - It's a partnership.

Mr. Berkheiser - They're volunteering for the Township.

Ms. England - It is not a fundraiser.

Ms. McFarland - It's free.

MOTION CARRIED UNANIMOUSLY

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

CW3 Soccer – Chris Haney

Mr. Haney discussed the following with the Committee:

- The grass at Dodge Park is still struggling to react. There was a lot of rain, and then a lapse in rain. It was too wet at one point to get a vehicle out there to charge the sprinklers, so we pushed it back a couple weeks. Just that brief lapse in watering has now caused issues, but we expect it to improve now that the sprinklers are running.
- I will work with Emily to make sure we have an updated schedule of events for the summer so that we don't top dress or fertilize the fields when there will be activities in the park; however, the fertilizers are usually dry in 24 hours.

Friends of Byers – Jim Meenahan and Karen Schantz

Ms. Schantz discussed the following with the Committee:

- I did purchase some candy with approval from Emily.
- The barn is empty, but you can stop by on a Sunday if you want.
- We are thinking of doing a cleanup. It would be helpful to have input and a Boy Scout troop to join us on whatever dates they may have available.

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Discussion took place between the Committee and Ms. Schantz regarding scheduling of assistance from the WWAM crew and Boy Scout troops. Mr. Berkheiser would look into availability of the troops. Discussions continued regarding the need for guidance from the Township for Friends of Byers going forward as some matters are still pending.

Mr. Berkheiser stated that he had met with the Friends of Byers and he provided an update regarding a discussion at the last Township Board meeting. The members of the organization are known to act as volunteers and they will bring information to the Board as they normally do. They will seek approval before moving forward. Because they are volunteers through Parks, they are covered under Township insurance. The issue of operating concessions in the barn has been addressed, and they can continue as in the past as long as they keep appropriate documentation. It was decided that this is not much different than other baseball and softball organizations who operate concession stands in the parks, as long as proceeds go back to the program to benefit the park and/or the community.

Mr. Berkheiser also explained that the Township Attorney is working on documentation that, in general, should be able to be applied to any of the leagues and organizations that the Township works with in the parks. There may be some addendums to these agreements that are specific to each sport or organization; however, the base agreement would be the same. This should be reviewed at the next Township Board meeting. These are also the documents needed to move forward with the soccer proposal for Victory Park on Wise Road.

Mr. Wichert discussed cleanup efforts at Byers with Ms. Schantz, and asked if it was beyond what is done by the Maintenance Department. Ms. Schantz replied yes, as Maintenance strictly handles mowing. The volunteer cleanup crews will pick up sticks, do raking, spread mulch, do plantings. They also cleanup the river. Currently there are bushes, downed branches and trees which are blocking the river on both sides, and the invasive species need to be dealt with.

Mr. Petsch asked Ms. England if all record keeping was in order. Ms. England replied yes, and confirmed she had received all paperwork. Ms. Schantz noted that if the relationship continues going in this direction, the Friends of Byers do have a wish list to present for consideration and approval. She discussed the following five items in detail:

1. Repairs to the Barn; the south wall
2. Rehab the Little Dress Barn; this has groundhogs living beneath it and they have destroyed the structure, the siding needs restoration, and the deck access needs replacement
3. Granny's Pantry needs the floor replaced for safety; ground bees live under the floor near the gas pipe and they're destroying the floor
4. Water Stations; this would not be drinking water
5. Fix the Historical Status/Marker

Mr. Berkheiser suggested that Ms. Schantz put together packages with bids for the above items and seek contractors, then present each proposal to the Committee for review. He added that each proposal should specify the costs, payments by Friends of Byers and/or the proposed payment by the Township. Mr. Wichert discussed the Byers

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budget with Ms. England. Discussions continued regarding matching funds, the Byers repairs to be done, volunteers versus contractors performing the work, and seeking approval from the Committee and Board.

Other discussions addressed requests from the community for special occasions and photos at the Barn or onsite at Byers, scheduling, and the Farmhouse repairs. Ms. England stated that at the recent joint meeting, the Township Board consensus was that they would like to see the Farmhouse structurally sound and options are being pursued to achieve that goal. The historical marker was also discussed, along with grant funding.

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

- Interlakes Girls Softball
- Lakes Athletics
- Commerce Little League
- Lakes Area Hawks

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

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

- I've been in contact with Mike's Forestry regarding the Oak Wilt. I sent him some photos and he asked me to do additional investigating as some of the issues previously identified were not actually Oak Wilt. Next week, Mark Schoder and I will walk Wise Road to identify specific areas prior to having Mike's come out to develop the management plan.
- The bridge at Hickory Glen, closest to Oakley Park, had sunken down on one side. It has been determined that the bridge is structurally sound, however there is a bump in it. That has been painted yellow and a caution sign is in place to draw attention to it for safety.

ITEM 3: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- At our last meeting, we had some Library reappointments.
- We had discussion on Ordinances, including donation bins. Rules will be put into place that these bins must be part of site plans, and other regulations will apply that are similar to those for dumpsters which require enclosures.
- Recovery homes or halfway houses were also addressed. This has been a big issue for several months. There are many State and Federal laws that apply to these. The proposed Ordinance will help to guide what is appropriate for these recovery homes, rules to abide by related to medical regulations and building codes, et cetera.
- We passed a lot of the fireworks permits.
- We approved the purchase of a new fire engine.
- We officially voted and approved the two names for Wise Road Parks: *Wise Woods and Victory Park*.

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- We also discussed moving forward with the projects at Wise Woods and Victory Park. This was tabled as we are researching the responsibility of the Department of Defense to remediate the top two feet of the property.
- I did notice 20 cars parked on Wise Road at the parks, therefore we do need to create parking lots on both sides of the road.

Discussion continued regarding the need for parking on Wise Road at the parks and the success of the recent Boy Scout Jamboree. Ms. Kast initiated discussion regarding the park entrances, access, and comments and speculation about Wise Road becoming a 4-lane road. Lastly, signage for the new park names was addressed and Ms. England will be working on these, along with directional signs for Maple Glen.

ITEM 4: PARK LIAISON UPDATES

Berkheiser - Wise Road Park

(Items were covered above under Township Board Report)

Champagne - Hickory Glen Park

- Everything looks good.
- I walked through the other day and I didn't see any issues.

Mr. Wichert asked if Dwayne had cleared out the area along the road. Ms. Champagne replied no. Discussion continued regarding DTE donating time to take out some trees.

Wichert - Maple Glen

- We visited the park tonight and there's nothing new to report.

Ms. Garbutt noted that there are three picnic tables at Maple Glen that are falling apart. Ms. England would see that these were addressed.

Garbutt - Long Park & Snowy Ridge Park

- The grass is cut on the sledding hill; however, there are phragmites on the side of the hill to be addressed. (Discussion ensued regarding areas that were sprayed to eradicate phragmites)
- At Long Park, there are geese, swans, turtles, and lots of photographers taking pictures of the wildlife. The Basin Binder Weed is starting to grow again this year. Maintenance will need to address the issue. Otherwise the park is in pretty good shape.

Petsch - Bicentennial Park

- The park looks wonderful with the trees trimmed, the grass growing, the split rail fence up and the pergola installed at the entrance at the new sub.
- I recommend that we put some grills and picnic tables back into the open area.
- There are a lot of kids there practicing soccer.

Discussion took place regarding new bids for the tennis courts to be resurfaced and striped to accommodate both tennis and pickle ball.

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Holmes - Byers and Mill Race

- The river water is cleaner than I've ever seen it.

Mr. Berkheiser commented on issues that were previously addressed with trash blowing into the pond and park from adjacent construction and overflowing dumpsters. These matters were cleaned up.

Ms. Holmes expressed concerns with the need to sandbag and recover the culvert at the river which is exposed. Discussions continued regarding repairs to be made to the bridge which are being reviewed with the RCOC. Ms. Holmes noted that the erosion issues to be addressed are in another area of the park.

Kast - Dodge Park

- The park is looking good.
- As Chris said, the grass isn't growing, but it's much better than all the other soccer fields around.
- With regard to the Scarlet's Smile playground, I've noticed that now on Saturday mornings the parking lot is overfilled and people are parking on the grass on the south side of Dodge. This should be considered when parking is developed for the new playground.

Discussion continued regarding parking issues at Dodge for large events.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne discussed the following with the Committee:

- Speaking of soccer fields, CW3 has approached the Village to put in two soccer fields in Clara Miller Park. There are three current baseball practice fields there, so those would have to be relocated to allow for the two soccer fields in the center.
- There is a huge issue of parking and access associated with the proposal, and a huge uproar from the adjacent residents.

Ms. Kast asked how much more the fields would be used as her son already has practice there. Ms. Champagne replied that the fields would be used a lot more by CW3. Discussions continued regarding the professional fields that are proposed, impacts this may have upon the Victory Park soccer proposal, and reactions by the residents near Clara Miller. Chris Haney noted that if the fields proposed at Clara Miller did not get approved, then CW3 may be very interested in investing the same money at Dodge Park, but this would not impact the plans at Victory Park.

ITEM 6: EAGLE SCOUT PROJECT

Joe Berkheiser, Eagle Scout, provided a review of the project he had completed in the parks. He stated that on April 29th, 18 disposal stations were installed in the parks. A total of 198 man hours were donated to the Township. He encouraged restocking of plastic bags in the stations and thanked the Committee for the opportunity.

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Discussion took place regarding the photos on the flyer submitted, the tools used in the installation process, and the efficient, professional job done by the Eagle Scouts on the project. Recycling programs for restocking were discussed at length.

ITEM 7: MMBA (Hickory Glen)

Tim Slabaugh of the MMBA was present to follow-up on his bridge request. He discussed the following:

- Last time I was here in March, you requested that I go to Jay James to get his blessing on the design.
- I discussed it with him and he thought the structure looked okay, but he wanted to get the DEQ opinion and approval.
- He emailed the DEQ and copied me. We received a response and Jay wants me to follow-up.
- We went through this same process last year, but the DEQ won't talk to me so the project has been stalled.
- We did apply a few months back for a grant and we did receive it, so we have \$3,500 for the project.

Discussions took place regarding the DEQ issues, whether a permit is required and efforts to work with them. Mr. Slabaugh noted that it's a 20' bridge with a 16' span, so it will be within a couple feet of the water. Mr. Berkheiser initiated discussions regarding wooden structures and jumps that have been built and left in the park, similar to those used in BMX trials.

Mr. Slabaugh stated that the MMBA is currently drafting a memorandum of understanding that they would like to bring back to the Township in the near future. Mr. Berkheiser replied that the timing is appropriate as the Township Attorney is also drafting a general agreement form to use with all organizations, and the memo might be incorporated as an addendum.

Ms. England would stay in touch with Mr. Slabaugh regarding the bridge status with Jay James and the DEQ.

ITEM 8: TREES AT SLEDDING HILL

Ms. England reviewed tree removal bids with the Committee.

MOTION by Wichert, seconded by Holmes, to proceed with the Owen Tree Service Inc. bid of \$2,300, to come out of the Maintenance Fund, to remove 6 dead cottonwood trees, which will be verified by Ms. England.

Discussion -

Ms. England - To come out of what fund?

Mr. Petsch - General.

Mr. Berkheiser - Maintenance.

Ms. England - I want that in there.

Mr. Berkheiser - Should this be a maintenance issue?

Mr. Petsch - Yes, it is.

Mr. Wichert - This is to remove 5 or 6 trees?

Ms. England - There's 6.

Mr. Wichert - Okay, 5 large and 1 small.

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Ms. England - Yes.

Mr. Petsch - Where do they say that in their bid? They don't have any specifications on how many trees. They just say remove dead cottonwood trees.

Ms. England - I can have that verified.

MOTION CARRIED UNANIMOUSLY

ITEM 9: MAPLE GLEN LIGHTING

Ms. England stated that this item is on the agenda for discussion. Lighting was requested by Commerce Little League to prevent vandalism. Mr. Berkheiser inquired as to whether or not the organization would be contributing to the cost. He suggested that Ms. England further discuss cost sharing with them, and also lighting placement.

ITEM 10: CONCERT IN THE PARK

Ms. England discussed the following:

- Things are going good for the concerts.
- We are still looking for food vendors. I received a few more suggestions today.

Open discussions took place regarding potential food vendors for the events, along with licensing and deposits.

ITEM 11: RICHARDSON CENTER RENOVATION

Ms. England stated that the renovation has begun. The fence is up, trees were removed by the play structure and some of the plantings have been relocated.

ITEM 12: REVENUE & EXPENDITURE REPORT

The Committee reviewed the report and had no questions.

ITEM 13: AGENDA REQUESTS

- Scarlet's Smile Playground
- Work Session for Budget Items (July at Richardson)


ITEM 14: OTHER MATTERS

The next Parks and Recreation Meeting will be Monday, June 26, 2017 at 7:00pm after visiting Robert Long Park and Snowy Ridge Sledding Hill at 6:00pm.

ITEM 15: ADJOURNMENT

MOTION by Holmes, supported by Wichert, to adjourn the meeting at 8:21pm.

MOTION CARRIED UNANIMOUSLY



Michelle Holmes, Secretary

Louie's Tree Service, LLC.
4910 Carroll Lake Rd
Commerce, MI 48382
(248)366-1325
LouiesTreeService@Outlook.com



ESTIMATE

ADDRESS

Charter Township of
Commerce

ESTIMATE # 1042

DATE 05/12/2017

EXPIRATION DATE 06/12/2017

ACTIVITY	QTY	RATE	AMOUNT
Tree Service Remove 6 dead cotton wood trees, grind stumps, chip and haul away	1	2,800.00	2,800.00

Sled Hill off Welch Rd.

TOTAL

\$2,800.00

Accepted By

Accepted Date

Thursday, May 04, 2017
Owen Tree Service, Inc.

City Of Commerce
2401 Glengary Rd
Commerce Twp, MI 48382-
Account Key - 109747 Proposal - 212136

For service at 2401 Glengary Rd - Commerce Twp

Service	Qty	Amount	Tax	Total
Residential tree removal	1	\$2,000.00	\$0.00	\$2,000.00
removal of dead cottonwood trees along parking lot and field inside fence area. Take wood and chip brush.				
Lots of ground debri to rake. Dkidd 5/4/17				
Stump grinding	1	\$300.00	\$0.00	\$300.00
grind all stumps 8" to 10" below surface and leave grindings. Dkidd 5/4/17				
			Total:	\$2,300.00

REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE

PERIOD ENDING 04/30/2017

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 04/30/2017		ACTIVITY FOR MONTH 04/30/2017 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
			NORMAL	(ABNORMAL)			
Fund 275 - OPEN SPACE FUND							
Revenues							
Dept 000-GENERAL							
275-000-403.000	VOTED MILLAGE	676,354.00	300,000.00	0.00	376,354.00	44.36	
275-000-403.001	MTT CHANGES	(1,000.00)	(773.15)	(787.19)	(226.85)	77.32	
275-000-420.000	DELINQUENT PERSONAL PROPERTY TAXES	0.00	311.10	0.00	(311.10)	100.00	
275-000-441.000	COMMUNITY STABILIZATION SHARE TAX	0.00	3,735.68	0.00	(3,735.68)	100.00	
275-000-664.000	INTEREST AND DIVIDENDS	5,000.00	2,868.87	1,195.32	2,131.13	57.38	
275-000-674.000	CONCERT IN PARK DONATIONS	5,000.00	2,000.00	1,500.00	3,000.00	40.00	
Total Dept 000-GENERAL		685,354.00	308,142.50	1,908.13	377,211.50	44.96	
TOTAL REVENUES							
		685,354.00	308,142.50	1,908.13	377,211.50	44.96	
Expenditures							
Dept 000-GENERAL							
275-000-801.000	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00	
275-000-967.000	CONCERT IN THE PARK EXPENSES	7,500.00	0.00	0.00	7,500.00	0.00	
275-000-970.000	CAPITAL PURCHASES	1,675,000.00	87,490.41	56,024.47	1,587,509.59	5.22	
275-000-972.000	CONSULTANTS	40,000.00	0.00	0.00	40,000.00	0.00	
Total Dept 000-GENERAL		1,725,500.00	87,490.41	56,024.47	1,638,009.59	5.07	
TOTAL EXPENDITURES							
		1,725,500.00	87,490.41	56,024.47	1,638,009.59	5.07	
Fund 275 - OPEN SPACE FUND:							
TOTAL REVENUES		685,354.00	308,142.50	1,908.13	377,211.50	44.96	
TOTAL EXPENDITURES		1,725,500.00	87,490.41	56,024.47	1,638,009.59	5.07	
NET OF REVENUES & EXPENDITURES		(1,040,146.00)	220,652.09	(54,116.34)	(1,260,798.09)	21.21	