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CHARTER TOWNSHIP OF COMMERCE

Parks and Recreation Committee

NOTICE OF SPECIAL MEETING

MEETING DATE: Monday, July 10, 2017
TIME OF MEETING: 5:00 P.M.
PLACE OF MEETING: Richardson Center
1485 Oakley Park Road
Commerce Township, Michigan 48390

PURPOSE OF MEETING: 1. Budget Discussion

SIGNATURE OF TOWNSHIP CLERK Melissa Creech
Melissa Creech, CMMC
Clerk, Charter Township of Commerce

DATE AND TIME OF POSTING: Thursday, July 6, 2017 at 10:00 a.m.

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FINAL
CHARTER TOWNSHIP OF COMMERCE
****SPECIAL** PARKS AND RECREATION COMMITTEE MEETING**
Monday, July 10, 2017
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order 5:00pm at the Ralph C. Richardson Center.

ROLL CALL: Present: William Petsch, Chairperson
Tim Wichert
Barbara Garbutt
Rachel Kast
Bob Berkheiser
Michelle Holmes, Secretary (arrived at 5:11pm)
Absent: Linda Champagne (excused)
Also Present: Emily England, Director of Senior Services/Parks and Recreation

ITEM 1: OTHER MATTERS

- Discussion was initiated by Chairperson Petsch regarding the endeavor to restore the Commerce Drive-in Sign, and the group's request for a movie in the park. Trustee Berkheiser explained that at the last Township Board, their movie request was denied. The perspective was that it seemed implied by the group that this was being done on behalf of the Township. The Board wants to ensure the public is aware that the Township is not involved in these efforts.
- Ms. Kast discussed a recent announcement by Supervisor Scott regarding the purchase of property by the Township. Trustee Berkheiser elaborated that the Touby property, along with another adjacent parcel, was purchased. He believes the parcels will be combined. They were bought out of sewer funds. Behind there is a grinder pump station that has been on the agenda for about four years. It may have to be upgraded in the near future and the equipment will be staged on this site. There was some speculation as to the intent for the future of the property.
- The Committee reviewed the preliminary layout for Scarlet's Smile Playground on the South side of Dodge Park V and additional parking was discussed length. Discussion items included an additional soccer field, CW3's involvement in the project, handicap parking accommodations, a drop off area, overflow parking, and scheduling between soccer games. Additionally, the future spray/splash park was also discussed at length, season passes, filtration systems, recycling water, standards for playgrounds, equipment, the approval process, et cetera.

ITEM 2: BUDGET DISCUSSION

Trustee Berkheiser inquired about the Concert in the Park budget, "donations". He asked if that was actually donations, because it says "budgeted". Ms. England stated that is the budgeted amount.

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Trustee Berkheiser asked if \$4200 was spent already, and if everything had been paid. Ms. England confirmed that \$4200 had been paid out, but she noted that the face painters still remain to be paid at the next two events and another \$3000 will go to the entertainment. Ms. Kast noted that this is over budget. Trustee Berkheiser agreed. Discussion continued regarding the concert budget, including that the total will be around \$8000, and the potential of holding an additional event next year. Ms. England explained that \$2000 is budgeted per concert, which covers the band and the sound. The stage is \$450, and the face painter and bounce-houses are additional. Trustee Berkheiser estimated about \$3000 per concert, so \$10,000 would cover 3 events. Ms. England felt up to 4 events could be held as she plans to revamp the sponsorship and start reaching out earlier. Trustee Berkheiser inquired further about donations and accounting for earmarked money received on the budget in a particular fund. Chairperson Petsch inquired about the surplus from previous years. Discussions continued regarding revenue, expenses, surplus, budgeted amounts, and corrections needed to the report, along with payments by the food vendors for a percentage of sales. The conclusion was to request \$10,000 to \$12,000 for the Concert in the Park budget to cover up to 4 events in 2018.

Trustee Berkheiser inquired about the Consultant budget item for \$40,000, and nothing has been done this year with it. Ms. England asks the question every year, as to why the consultant fees don't come out of that item. Discussion continued regarding consultants, architects, and the fact that the Master Plan expires in December 2018, so that project will be scheduled for public hearings in 2018 to develop the next 5-year plan.

Trustee Berkheiser discussed salaries listed in the budget. Discussions took place regarding hiring a new full-time position at the Richardson Center. Ms. England noted that Tim started last week in Maintenance. Chairperson Petsch asked if this eliminates the contracted help. Ms. Holmes replied no. Trustee Berkheiser reviewed the Parks, Recreation and Maintenance section and asked if Maintenance was its own department. Ms. England replied it still falls under Parks budget. Ms. Holmes added that it has always been that way, even though they're their own department. She feels the Committee should support some of the equipment they want. Chairperson Petsch noted that they maintain other properties besides the Parks. Ms. Holmes agreed, it's all Township property. Trustee Berkheiser felt this should be a different department. Discussions continued regarding staffing for the Richardson Center and the related budget. Ms. Holmes noted that because the building is being expanded, there is potential to increase revenue with rentals, and therefore additional staffing will be needed. Needs were discussed, including having someone in the field more, someone in reservations to oversee rentals of the facility, along with new software for online booking, and having a volunteer coordinator. It may be necessary to hire a couple more part-time employees for these roles, some year-round and some seasonal, and job descriptions will need to be drafted.

The Maintenance portion of the budget arose again and buildings and grounds maintenance was discussed, along with tree removal, equipment purchases, and the new Maintenance truck purchased recently. Capital outlays were addressed, especially

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for the Richardson Center, including the tables and chairs to be purchased. Trustee Berkheiser feels that once the budget is approved, the purchasing process needs to be expedited, starting in January of the new year.

Ms. Kast asked what the education budget is for. Ms. England replied that it is for the Committee members and for the Director to take training courses as necessary, such as for the new software that may be implemented, or for conferences.

DODGE PARK (\$20,000)

1. Phasing and improvements
2. Concession stand and boardwalk
3. The Library and changes to the park plan
4. Maintenance - this is a priority
5. Pedestrian crossing
6. A study of the park in relation to the improvements, the purchase of the Toobey property, and developments on the south side. This study can be done under the Master Plan in 2018.
7. Electrical to the Pavilion, plugs and lighting

Trustee Berkheiser inquired about funds already used for the Richardson Center. Ms. England stated, \$159,193.81. She received this figure from Janet today. \$1.8 is roughly what is being spent. She noted that in 2018, funds must be used wisely. Trustee Berkheiser asked what is expected next year. Ms. England replied that \$661,000 was received this year, and she listed \$600,000 on the budget.

Ms. England noted that there are a couple projects she feels are priorities. She will bring them back next month formally to the Committee. One is to fix the bridge correctly in Hickory Glen. The bridge sunk and currently there are caution signs up and bright yellow paint on the lump. Although this is sturdy and structurally sound, the bump in the bridge needs to be repaired. A bid was received, to remove the decking and lower the existing bridge to make it level was \$10,000. Alternatively, to remove and replace the entire bridge would be \$19,750. Discussions continued regarding the life of the bridge, the span, which route to pursue and other park bridges that need work, such as the one on the back side of Mill Race, along with the Dodge bridge which is in worse shape and needs new flooring.

Ms. England stated that what was proposed at the Library was to put cylinder culverts in, and then a paved path over top of that so that water can flow through and the path can continue over the top. The Master Plan, bridges, pathways and sidewalks in that area were discussed, and the need for a connecting pathway for walk-ability from the north to south sides of Dodge.

Trustee Berkheiser concluded that there are three bridges that will need to be redone in the next two or three years; Hickory, Dodge, and Mill Race. Ms. England stated that the Dodge bridge is a priority and Chuck already got a price on the project. Trustee Berkheiser listed \$20,000 for that; however, he's not inclined to do things at Dodge while the other developments are going on that involve both sides of the park. He discussed working with the Library and Township to come up with an equitable solution

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to split the costs for sidewalks and pathways in Dodge, to improve access to the Library. He noted that \$12,000 was just approved to put sidewalks in by Leo's to complete that section, and this should be continued. Extensive discussions continued regarding walkability in the area of Dodge and the Library, extending pathways, costs of sidewalks and the bridge.

HICKORY GLEN (\$30,000)

1. Bridge (as discussed above)
2. Emergency exit with gates (engineering to provide estimate)
3. Second entrance
4. Cleanup brush
5. Parking and access improvements

MAPLE GLEN (\$20,000)

1. Install 2-4" poles, \$1500, that allow for bike and pedestrian access only address issues with people driving up on new section (boulders are being moved)
2. Directional and entrance signage - Ms. England will pull bids
3. Additional maintenance work, in addition to grass cutting
4. Check water over road at old entrance
5. Upgrade restrooms, ensure winterized properly and work with league regarding maintenance

BICENTENNIAL PARK (\$15,000)

Chairperson Petsch noted that the park is being used more since it was opened up. He began the discussion with his recommendations.

1. Resurfacing the courts and other miscellaneous items
2. Stripe for pickle ball and tennis
3. Net replacements
4. Improve the pathway to the new entrance at the subdivision, woodchips
5. Improve old softball diamond - grade, install backstop, new dirt, materials and redefine; this is a good, small project
6. Play structure also needs woodchips

The basketball courts were recently repainted and restriped by the church.

BYERS (\$5,000)

Potential projects were discussed. Some projects discussed would be shared funding between the Township and Friends of Byers, with supplemental funding from CDBG funds and the county.

1. Byers House - RFP with specific breakdown for each item in the project
2. Granny's Pantry flooring
3. Barn improvements
4. Bridge - ADA accessibility
5. Gazebo
6. Restrooms (these were costly)

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Mr. Wichert inquired about decisions by the Board regarding the Byers house. Chairperson Petsch stated that the Committee made a recommendation to stabilize the house. Trustee Berkheiser explained that the Board wanted to have the house preserved for the community, however bids were never received for the project. Ms. England stated that the same company that prepared the report can be contracted with and they will put together the bid specs for the RFP. The cost for this was approximately \$3500, which includes sending out the package and managing the job. Trustee Berkheiser recommended having the bids prepared with a specific breakdown on each item so that the tasks can be selected in order of priority and in accordance with the budget. Ms. England would reach out this week and attempt to bring the information to the next meeting.

She also noted that CDBG funds are available that are being applied to make the Byers bridge ADA accessible. They are working with the county on this as a qualifying project.

Discussions took place regarding the previously proposed gazebo and where that could be located. Doc Berry was donating funds for the gazebo and he wanted it by the river. There is interest by the public to have photo shoots on the property. The gazebo could be placed strategically to enhance these opportunities. Trustee Berkheiser suggested asking a photographer to recommend the best location for a gazebo in the park.

MILL RACE (TBD - see Miscellaneous Projects budget)

1. Forestry (identify problem areas, master plan, bids are needed to remove trees, cut and controlled burn)
2. Clean out bog area and dry out
3. General maintenance
4. Bridge (as discussed earlier)

RICHARDSON CENTER (TBD - see Miscellaneous Projects budget)

1. A long range plan is needed, consider projected revenues
2. Software, additional computers, security system
3. Staffing
4. Pool?
5. Community Garden
6. Fitness trail and stations (a portion could possibly be an Eagle Scout Project)
7. Drinking fountain by playground - this could be incorporated now while the site work is being done

LONG PARK (\$12,000)

1. Viewing dock ramps, fix eroded pathway
2. Dredging/pumping the lake to improve fishing (Master Plan issue)
3. Weed control issues (call contractor who handles Phragmites)
4. Pavilion roof repair or replace
5. Bridge - down the line; needs railings stabilized and improvements
6. Pulling weeds, grass cutting and general maintenance
7. Trim trees that obscure the water

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Discussion continued regarding the natural habitat and wildlife to be protected at Long Park.

VICTORY PARK & WISE WOODS (\$60,000)

Discussion took place on when the bids are due back, parking issues along Wise Road, and the DOD remediation of the top 24" of soil.

1. Trailhead access, pavilion, bathrooms; Ms. England noted it will be \$60,000 to get the bid ready to go out, which includes all the survey work and everything that needs to be done.
2. The project is estimated at \$400,000 and can be broken into stages.

Discussions continued regarding nighttime activities at the parks, dog walking, issues with dumping and illegal activities, phasing of the above project, traffic circulation, et cetera.

SNOWY RIDGE SLEDDING HILL (TBD - see Miscellaneous Projects budget)

1. Lighting
2. Warming hut; gazebo with benches and potential fire pit (safety and liability issues were discussed)

MISCELLANEOUS PROJECTS (\$25,000)

NON-MOTORIZED IMPROVEMENTS

Trustee Berkheiser discussed the path maintenance fund. Ms. England thought that this was a different fund. Ms. Holmes discussed the council. Discussion continued regarding the trail that extends to M5, the MDOT pedestrian bridge, accessibility and trailheads.

OTHER

Trustee Berkheiser brought up possibly contracting out some of the maintenance in the parks, such as brush hogging and cutting the areas that only need to be done a couple times per season.

ITEM 3: ADJOURNMENT

The next Parks and Recreation Meeting will be Monday, July 24, 2017 at 7:00pm after visiting Robert Long Park and Snowy Ridge Sledding Hill at 6:00pm.

MOTION by Wichert, supported by all, to adjourn the meeting at 6:55pm.

MOTION CARRIED UNANIMOUSLY



Michelle Holmes, Secretary