

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

Monday, October 22, 2018
2009 Township Drive
Commerce Township, Michigan 48390

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

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

COMMUNICATIONS:
None.

APPROVAL OF MINUTES:

MOTION by Garbutt, seconded by Wichert, to approve the September 24, 2018, Parks and Recreation Committee Regular Meeting Minutes as written.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS
None.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Friends of Byers – Dean & Karen Schantz, Janice Buchanan

Mr. Schantz shared the following with the Committee:

- We've got the plaque installed where Emily wanted it. I've noticed people looking at the history of Byers.
- We're getting the Boo Bash organized.
 - We have a couple of things to reorganize.
 - Our story tellers couldn't be there this year, so we found another group to take on that role.
 - Ms. Champagne found a photographer for us.
 - We've got a lot of participation from the Walled Lake Central NHS group.
 - Our vendors are giving us a hand with our activities.
 - It's all coming together and it should be a good night.
- We installed steps for the dress barn. The old ones were caving in.
- We're on the agenda, Item 6, for the Well Refurbish.

Chairperson Petsch discussed the groundhog issues at Byers with Mr. Schantz. They cause tremendous amounts of damage. Trapping methods were addressed at length.

CW3 Soccer – Todd Lamb (*arrived at 7:21*)

Mr. Lamb discussed the following with the Committee:

- Everything is up-to-date.
- We're not seeding the new field this fall.

Ms. Kast asked when the field would be ready to play on. Mr. Lamb reported that it may be ready by next fall. The ground is too cold now for the seed to germinate.

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

- Interlakes Girls Softball
- Lakes Athletics
- 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:

- Our new part-time person started and she fits right in.
- We're dealing with oak wilt again. We've been trying to locate an arborist to diagnose the trees, as we are getting a lot of indecisiveness. We're looking at Dodge Park and Maple Glen. We're talking to Dawn as suggested by Barb.

ITEM 3: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- No report in Mr. Berkheiser's absence.

ITEM 4: PARK LIAISON UPDATES

Berkheiser - Wise Woods & Victory Park

Although Mr. Berkheiser was not in attendance, the group had visited Wise Woods and Victory Park prior to the meeting. They reported seeing rabbits, along with the beautiful acreage for the soccer fields.

Wichert - Maple Glen

- I noticed today, the trees look better. Did they make changes there?

Ms. England – They planted, and they've taken out the dead. They still owe us some trees.

Mr. Wichert – I see a couple that still look dead but the driveways look a lot better, and the fields look to be in good shape. They've been cutting them.

Garbutt - Long Park & Snowy Ridge Park

- Lots of birds migrating, so there are people taking photographs.
- The little free library has books taken out.

Chairperson Petsch inquired about why the park was roped off last week. Ms. England and Ms. Garbutt replied that the phragmites were being treated.

There were students present in the audience. Ms. Garbutt addressed them and explained that phragmites are tall grasses that are invasive. They will take over all the waterways and there will be no more places for birds to nest.

Petsch - Bicentennial Park

- I received a phone call inquiring about tennis courts at Bicentennial.
- Did we ever get any quotes back on that?

Ms. England – We are waiting on the Master Plan to be done.

Mr. Petsch – Okay, there is interest, and we are working on it.

Discussions continued regarding the concept plan, contacting the immediate neighborhood for their input, and improvements to the park.

Holmes - Byers and Mill Race

- Nothing at this point on Mill Race.
- What is our process for getting wildlife crossing signs?

Ms. England – It’s all through the RCOC. They have to get a certain number of calls for the request for a wildlife sign.

Discussions continued regarding construction areas where wildlife movement has increased, habitats, crossings, and the helicopter aerial survey that was done over Wise Woods and Victory Park.

Kast - Dodge Park

- It’s busy every time I go there.
- The soccer fall season is winding down.

Discussion took place regarding the new soccer field, construction at the park and parking for events.

Champagne - Hickory Glen Park

- No report in Ms. Champagne’s absence.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne discussed the following with the Committee:

- No report in Ms. Champagne’s absence.

ITEM 6: BYERS WELL REFURBISH

Mr. Schantz discussed the 3 bids to refurbish the Byers well with the Committee. Bids were received from McPherson, Wyckoff and Ayers. Although the lowest bid is not always the best, in this case he felt that Ayers was the best, and it was also the lowest at \$3347. Todd Ayers was familiar with the area and had grown up here. He had done all the wells for the houses surrounding Byers.

The well will provide watering for the Byers ornamentals. Friends of Byers is working with a Master Gardener in the group now. In addition, Mr. Schantz suggested a potable

pipe which can provide drinking water, and a water fountain may be added down the road.

Mr. Wichert asked about payment for the project. Ms. England stated that the Township and Byers would split the cost 50/50. Mr. Schantz discussed the Barn Fund and the Farmhouse Fund.

Ms. England discussed warranties with Mr. Schantz; on the Ayers quote, a 5-year warranty was shown for the pressure tank, and a 1-year for all other parts and labor. However, the other quotes also showed 5-year warranties on the pump. Chairperson Petsch requested that the warranties be specified on the quote, and also discussed costs for upgrades. Mr. Schantz believed that there was a 2-year warranty on the pump with Ayers. He did not believe that the expansion tanks are warranted as long as the pumps are.

MOTION by Kast, seconded by Holmes, to proceed with the Byers Well Refurbish quoted by Ayers Water Systems, Inc., in the amount of \$3347, conditional upon the addition of the pump warranty information being added to the quote. The cost will be split 50/50 between the Township and Friends of Byers.

MOTION CARRIED UNANIMOUSLY

(7:21pm, Todd Lamb arrived, see Item 1 for his report.)

ITEM 7: BUTTERFLY GARDEN (SIGN & FENCE)

Ms. England noted that Mr. Berkheiser provided an update from the Eagle Scout who did the project. He has \$400 left over and he would like to donate that to this portion of the project.

Ms. Kast asked if some of the fences in Dodge Park would be torn down during construction. Ms. England replied yes, but added that they would be reused where possible. She will call the contractor prior to construction to remind him of this.

Ms. England reviewed the quotes from Fossil and NEC for the sign and fence. She indicated that the total of the two is \$4728. She offered to research additional quotes for the fencing. Chairperson Petsch agreed, as it seems a bit high. Ms. Kast noted that the sign is costly at \$1300.

Discussions continued regarding dimensions of the fencing, and options that may be less costly. Ms. England noted that the rounded corners add significant cost. She would research further and bring this item back to the Committee.

ITEM 8: DODGE PARK CONCEPT PLAN

Ms. England discussed the following with the Committee:

- We are going to Board tomorrow night for the presentation.
- The slides are in your packet.
- This was broken down into projects and contributors.
- The Committee looked at three parking options last month, and the preferred alternative is included in here.

Discussion continued regarding the existing retention area, concerns by Planning with parking barriers, the addition of a pathway, and the addition of a second entrance to avoid bottle neck. The configuration of the parking spots was not changed, but the cross path was added. This proposal can be constructed without shutting down the park. The restroom facility has not been designed yet.

In addition, Ms. England noted that the preliminary score was received for the grant. The score was good, and there is very little to submit in supplementals to raise the score. That grant is for \$200,000.

ITEM 9: GOALS & OBJECTIVES (MASTER PLAN)

Ms. England discussed the following with the Committee:

- I put this in your packet and sent out an email.
- Leah and I went through this last week and pulled out the items that were already completed, or changed the wording to update with the current status for items we continue to work on.
- The actual wording of the goals remains unchanged.
- On the capital improvements, we removed things that were done, and tweaked some of the short-term, mid-term and long-term projects.
- If you have any suggestions, please provide your feedback.

Ms. Holmes – Under organization operational maintenance; we're only citing 4 of the parks for forest maintenance.

Ms. England – That's all we had done at that time.

Ms. Holmes – For the goals for the next plan, we shouldn't only be citing those 4. We've talked about doing Mill Race. This is on Page 36 of our packet, and it says Page 52 on Goals.

Ms. England – Item #7, I'll make sure that gets updated.

Ms. Holmes – I don't know if that needs an extra guideline, because we want to address the Mill Race issue as a bigger project for soil work.

Ms. England – I'll see what we can put there.

Ms. Holmes – I don't think we have one on the water...

Ms. England – We added that in. It was one of the things we discussed.

Ms. Holmes – (Page 37 of the packet, Page 53 of Goals) Unfortunately, we no longer have the Masonic Lodge.

Ms. England – We'll update guideline #1.

Ms. Holmes – Under goals and partnerships, we don't list Wolverine Village. Shouldn't it be in there for organizations and collaborations? They have a historical committee and we've talked about working with their programs.

Mr. Wichert – We talked about doing programs before, but it didn't really happen, such as disc golf.

Ms. England – It only helps us by having it there.

Mr. Wichert – Should we put the DDA too?

Ms. Holmes – It's on here.

Discussions continued as Chairperson Petsch encouraged communication with local homeowner's associations about upcoming meetings. The neighborhoods should be targeted, such as the development at Bicentennial, for people who use those parks to provide their input. He asked that the HOA list be obtained from the Clerk's Department.

ITEM 10: 2019 MEETING SCHEDULE

MOTION by Holmes, seconded by Wichert, to approve the 2019 Parks and Recreation Committee Meeting Schedule as written.

Discussion took place regarding Township Board quarterly meetings and joint meetings.

MOTION CARRIED UNANIMOUSLY

ITEM 11: REVENUE & EXPENDITURE REPORT

The Committee reviewed the report and had no comments.

ITEM 12: AGENDA REQUESTS

- Butterfly Fencing
- Master Plan Presentation

Discussion continued regarding the public input for the Master Plan, which has been completed through the workshop. Chairperson Petsch asked if another workshop will be held for the Master Plan. Ms. England replied that there will be for the concept plan. Mr. Wichert asked that email notifications be sent in this regard.

ITEM 13: OTHER MATTERS

- Ms. Holmes referred back to Item 9, Master Plan Goals & Objectives, under program goals; she inquired about Lacrosse. Ms. England replied that it was taken out.
- Ms. Holmes discussed outreach and programming with Ms. England for new senior housing developments in the Township.

The next Parks and Recreation Meeting will be Monday, November 26, 2018, at 6:00pm, at the Township Hall.

ITEM 14: ADJOURNMENT

MOTION by Kast, supported by Wichert, to adjourn the meeting at 7:41pm.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary