

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

**PARKS AND RECREATION COMMITTEE
REGULAR MEETING
LONG PARK & SLEDDING HILL @ 6PM
MONDAY, JUNE 27, 2016 @7PM**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF MINUTES: May 23, 2016

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: Richardson Center Remodel

ITEM 7: Byers House Update

ITEM 8: Bicentennial Park

ITEM 9: Concert Update

ITEM 10: Budget Review

ITEM 11: Joint Meeting Review

ITEM 12: Revenue & Expenditure Report

ITEM 13: Agenda Requests

ITEM 14: Other Matters

FINAL
CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE MEETING
Monday, June 27, 2016
2009 Township Drive
Commerce Township, Michigan 48390

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

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

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

COMMUNICATIONS:
None.

APPROVAL OF MINUTES:

MOTION by Champagne, supported by Wichert, to approve the May 23, 2016 Parks and Recreation Committee Regular Meeting Minutes as written.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS
None.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Commerce Little League - John Woodlock, Treasurer

Mr. Woodlock shared the following with the Committee:

- Paul Theriault usually attends these meetings but he couldn't be here tonight.
- Things are going very well.
- The regular season ended last weekend.
- We have the Commerce Classic Tournament coming up on the 4th of July holiday weekend. Scheduling was unusual this year.
- We have another tournament coming up in a few weeks.

Mr. Berkheiser reminded Mr. Woodlock that because this is a public park, they cannot charge for parking. They can request donations, but it must be clearly stated that it's optional.

Discussion ensued regarding no-smoking signs deterring smoking around the fields and the kids. Mr. Woodlock stated that the league is unable to tell people that they cannot smoke in the park at all. Chairperson Petsch confirmed that it should be kept away from the fields and children, but it's not completely banned from the entire park.

**Parks and Recreation Committee Meeting
June 27, 2016**

Soccer – CW3, Chris Haney

Mr. Haney submitted an email report which Ms. England shared with the Committee:

- Tryouts were successful this past weekend.
- There was sprinkler damage that has been fixed. A tent stake was driven through the line by a league member.
- The turf is recovering.
- New summer programs, CW3 Pee-wees 3-5 year olds, and CW3 Juniors 6-12 year olds, both had good registration numbers; Monday and Wednesday evenings through July.

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

- **Lakes Area Hawks**
- **Lakes Athletics**
- **Michigan Mountain Bike Association**
- **Interlakes Girls Softball**
- **Friends of Byers**

ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT

Ms. England discussed the following:

- Things are going good at the Senior Center.
- We've got items on the agenda to update you on.
- The free lunch is tomorrow, grilled chicken.
- Numbers are up and we've got a lot of new programs being requested; however, there's not enough space.
- We're getting ready to put out our next newsletter.

ITEM 3: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- We had the presentation on the Richardson Center remodel. It went over well.
- There was a presentation on the Michigan Airline Trail, the Rails-to-Trails program. The bridge planned over M5 was addressed in the discussion. The bridge will be connecting these trails. It was clarified that the bridge is a State project over a State roadway, and therefore it is being built with State funds. We are working with MDOT to try to get the Commerce Township fingerprint on the bridge. This will be the entrance into the Township and the DDA, so it needs to be a nice gateway.
- Reappointments were made, including Michelle Holmes to the Parks and Recreation Committee.
- Wood chips were purchased and trees in Maple Glen were approved for removal.
- The Byers Farm contractor bid was submitted and accepted, with the option that depending upon the results that come back, we can have them put together the RFP to go out if we choose to do so.

Mr. Wichert stated that when he was at Maple Glen today, he noticed another dead tree next to the parking lot and it's quite large.

**Parks and Recreation Committee Meeting
June 27, 2016**

Ms. Garbutt discussed having Christen, from Oakland County, work with Ms. England to arrange attending a meeting to present more information on the trailways to the Committee. Mr. Berkheiser elaborated on details of the M5 bridge, discussing the positioning, attempts at creating an appealing design with features for the Township gateway, the limited budget of State funding, and other sources that could be required.

ITEM 4: PARK LIAISON UPDATES

Champagne - Hickory Glen Park

- Nothing to report.
- I haven't heard anything from people in the park.

Kast - Dodge Park

- The spring soccer season was really good and the park is in good shape.
- The Library is coming along.

Mr. Wichert initiated discussion on the temporary road closure at Dodge for the Library construction. Mr. Berkheiser noted it is supposed to be closed for two weeks. The Committee discussed traffic issues in the area with that small section of road being closed. The lights need to be timed better to improve the situation. Ms. Champagne noted that the right turn lane needs to be extended on Newton, heading toward the high school.

Garbutt - Long Park & Snowy Ridge Park

- The park needs a lot of work.
- There's overgrowth of poison ivy and invasive species.

Mr. Berkheiser discussed Long Park being a nature park and questioned how decisions are made regarding whether it needs work as opposed to leaving it to grow naturally. Ms. Garbutt stressed that the invasive species need to be addressed before they take over the lake and the park. Ms. Champagne suggested that there be communication with the contractors that handle Wolverine Lake's issues with invasive species.

Holmes - Byers and Mill Race

- I saw the information for the bridge but I've been out of town.

Ms. England and Ms. Holmes discussed issues with the pathways and woodchips. Woodchips were placed over the rocks where the RCOG improved the drainage and the area is now slippery.

Wichert - Maple Glen

- They have not moved the rocks.
- There's been no activity on the trees yet.

Berkheiser - Wise Road Park

- We talked about the letter to the neighbors; direction was given to the attorney to work with Ms. England on the language.

**Parks and Recreation Committee Meeting
June 27, 2016**

Ms. Garbutt noted that often there are cars parked along Wise Road at the park after dark along the south side. She's unsure what they're doing there that late at night.

Mr. Berkheiser inquired about resending out the bids. Ms. England stated that this would be done in early fall.

Petsch - Bicentennial Park

- It still looks nice. Nothing else to report.

ITEM 5: VILLAGE OF WOLVERINE UPDATE

Ms. Champagne discussed the following with the Committee:

- Council just spent \$10,000 to have a park master plan done because they are adding new pocket parks in the neighborhoods, up to three of them. The master plan will cover park layouts and what's needed.
- There has been discussion on the possibility of putting in handicap equipment at Clara Miller, and moving the existing equipment to another location.
- There are still a few seats on the bus for the seniors' Tiger's game, and guests can bring beverages of their choice.

John Woodlock asked if the Maple Glen master plan was on hold. Chairperson Petsch explained that the master plan is phased over a 5-year plan that is revisited annually. Mr. Wichert added that it is based upon budgeting too.

ITEM 6: RICHARDSON CENTER REMODEL

Ms. England updated the Committee with regard to the successful presentation delivered to the Township Board. The Board made a motion to move forward with the architectural firm; however there was discussion with regard to building a new building. Chuck put together cost comparisons for the remodel versus a new building. Ms. England explained that the new portion will be attached to the existing structure. Discussion ensued as the Committee reviewed the cost comparisons, the age of the building, issues that may arise with the old building, tear down costs, CDBG funds, where to build a new building, moving the playground, relocation of the parking area and driveway, rooflines, phasing, and allowing room for more growth down the road. Mr. Berkheiser elaborated on the Township Board's discussion of a new building versus rehabbing of the old or remodeling. After extensive discussion, the Committee agreed that Option 4 was still the goal, but the remodel should be done with consideration of the possibility of future expansion.

MOTION by Wichert, seconded by Holmes, to recommend hiring an architectural firm that would remodel the Ralph C. Richardson Center as the Parks and Recreation Committee projected for Option 4, with the idea of allowing room for future expansion plans if the Committee chooses to expand the Center further down the line.

MOTION CARRIED UNANIMOUSLY

ITEM 7: BYERS HOME UPDATE

Ms. England discussed the following with the Committee:

- We got a bid back from one company to go through building, put together bid specs and the construction packet to make the building safe. There is no

Parks and Recreation Committee Meeting
June 27, 2016

guarantee for a specific number of people, but it is to make the building structurally sound.

- The bid came in at \$5,000, and the Board approved it.
- We are waiting on a start date from them.
- Upon completion when we have the list of cost estimates, if we choose to move forward, for an additional \$3,500, they will manage the job for us also.

ITEM 8: BICENTENNIAL PARK

Ms. England provided a brief update, reviewing the original plans and the pathway. She spoke with Planning Director, Dave Campbell, about approaching the developer to discuss the suggested pathway further; however, their plans were stamped approved. Discussion took place regarding the fence that needs repair, asking the developer to work with the Township on creating a nice entrance from their sub to the park, the easement between the two homes, and maintenance of the pathway. The Committee reviewed the map provided by Ms. England, the cul-de-sac, the easements and potential options. After extensive discussion, Mr. Berkheiser stated that he would meet with the Planner and the developer to discuss the options further. If they did not want to assist with the entrance, the area would be closed off to the neighborhood, so they may consider partnering to find a solution and create access from the sub.

ITEM 9: CONCERT UPDATE

The Committee discussed the success of the recent concert. There were an estimated 300 people in attendance. The line and wait for sandwiches by the meat shop vendor was long, but they were made to order. Suburban did deliver on a bouncehouse. Mr. Berkheiser noted the need for monitoring the bouncehouse and discussion continued regarding issues; however, Oakland County will be providing the bouncehouses at the next two events and they do offer monitoring.

Ms. England noted that a lot of the sponsors did not come back, but next year the events will be planned further in advance. Discussion continued regarding sponsors, vendors, volunteers, activities, the band, stage, sound system, parking, banners and increasing advertising. Mr. Berkheiser inquired about having Commerce Township Parks and Recreation t-shirts for Committee members to wear at these events. New t-shirts will be ordered. Lastly, it was noted that the park was left clean. The next concert is July 8th.

ITEM 10: BUDGET REVIEW

Ms. England stated that she did not have the worksheet yet. She suggested that the July meeting be canceled and a special budgetary meeting be scheduled on July 18th.

MOTION by Holmes, supported by Garbutt to cancel the Monday, July 25, 2016 regularly scheduled Parks and Recreation Committee meeting, and to hold a Special Budgetary Meeting on Monday, July 18, 2016, at 7:00pm at the Ralph C. Richardson Center.

MOTION CARRIED UNANIMOUSLY

ITEM 11: JOINT MEETING REVIEW

This agenda would be discussed further at the meeting on July 18th. Chairperson Petsch stated that the Richardson Center remodel should be addressed at the joint

**Parks and Recreation Committee Meeting
June 27, 2016**

meeting, including CDBG funds and restrictions on the building. A PowerPoint presentation and bullet points to review were also suggested.

ITEM 12: REVENUE & EXPENDITURE REPORT

Mr. Petsch inquired about the abnormal available balance. Mr. Berkheiser asked about the fund balance. Ms. England replied that the \$1.6 million is the fund balance currently. Mr. Berkheiser asked if this takes into account funds that are received. Ms. England has that question out to Janet. Mr. Berkheiser felt these figures were necessary to capture because by the joint meeting, there could be \$2.2 or \$2.3 million. Ms. England would ensure this was factored in.

ITEM 13: AGENDA REQUESTS

- Budget review at July 18th special meeting.
- The July 25th meeting will be canceled.

ITEM 14: OTHER MATTERS

- Mr. Berkheiser reminded Ms. England to look into t-shirts as discussed earlier.

The next Parks and Recreation Meeting will be a special budgetary meeting on Monday, July 18 , 2016 at 7:00pm after visiting Dodge Park.

ITEM 15: ADJOURNMENT

MOTION by Holmes, supported by Champagne, to adjourn the meeting at 8:09pm.

MOTION CARRIED UNANIMOUSLY



Michelle Holmes, Secretary



June 23,2016

Emily England, Director
Richardson Senior Center
1485 E. Oakley Park
Commerce Twp., MI

Emily:

In the June 14th Township Board meeting, a motion was passed to move forward on possible renovations to the Richardson Center, but also with considerations of building a new structure. The following is a short assessment of some of the considerations, cost differences and schedule for those two options. At this early stage, any new design would come with a multitude of variables, so exact costs are difficult to guess, but this analysis should give your board some general numbers for consideration.

BUILDING OPTION 4

The Option 4 plan, which was selected by the Parks Board in the May meeting, included the remodeling of the existing 4,940sf Richardson Center, and an addition of 3,600sf. Budgeted at \$1,3000,000, that cost results in a per square foot cost of \$ 152 / sf.

Site Considerations:

With this small of an addition, it was assumed that the Planning Board, and Engineering review, would allow for any new parking area to continue to "sheet-drain" from the parking lot to the open green spaces as currently occurs. Additional site lighting poles were included for the parking lot, and it is anticipated that the new addition would need to be fire protected. Similarly, landscaping included foundation plantings around the new addition, but not the more extensive landscaping that a new facility would be required to meet. In general, it is anticipated that requirements would not be as stringent for this addition, as it would be for new construction.

Building Considerations:

The new additional was intended to be of similar wood frame construction as the existing, with a focus on higher end siding, roofing and windows than what was used on the current building. It is typically more cost effective to remodel and add on, and it certainly makes sense if the location is preferred. Where the Option 4 budget loses some of this efficiency, is the extent to which the old siding and roof need to be replaced, "In-Total" , in order to match the new building. Additionally, the budget included reworking a majority of the

window openings to make them taller, and new windows were needed as well. The remainder of the interior remodeling cost is what would be expected when updating a 36 year old building, and when adapting or upgrading to meet current codes for senior use.

However, the disadvantage of remodeling an existing building is that the owner is forced to make compromises. Some of the revisions planned in Option 4 work out well. For example, relocating the kitchen so that it serviced both Activity rooms works out well, and its vacated area provided much needed storage space. And widening the corridors and increasing the size of the toilet rooms brings the building up to the standards needed for a Senior Center. The proposed revision to drop the ceiling in the Banquet Room should provide a much more senior friendly environment from both a lighting and sound perspective. And the existing high ceiling allows for the new acoustic ceiling to be at a reasonable height for a room that size. Especially since the proposed Multi-Purpose Room in the new addition would provide an even higher ceiling, to give the facility some flexibility for different functions.

However, in spite of the improvements, there are compromises. Typically all the office staff would be in one central "administrative" wing, and in the case of the Option 4 plan, they are separated. Additionally, the administrative offices would not typically be located directly next to an activity room. The ceiling heights in the Option 4 plan for both the Arts & Crafts room, and new Lobby, are at the 8 foot height. That's at least a foot lower than you should see in a commercial space, and probably 2 feet lower than the more preferred 10' height. On the exterior, the existing roof slope is difficult to tie into with any new addition. There are ways to make it blend in, but it is somewhat of a compromise as well. But compromises are the inherent nature of remodeling, and the cost savings over new construction tend to make them bearable.

Schedule:

The Option 4 plan is fairly simple and I could see architects being able to produce a set a plans, and get through site planning, in time for a February release of bid plans. The more difficult part of any remodel effort is that there will come a point during construction phasing where the building will need to be vacated in order to complete certain areas. Additionally, some phased work is loud, and users can become uncomfortable. Remodeling requires some patience, and staff is usually better at overcoming that factor than are patrons. The Option 4 addition is very basic, and as such the completion and move-in date could be late Fall of 2017.

Option 4 Summary

- Budgeted costs of \$ 152/sf
- Workable floor plan for near term needs.
- Some compromises in floor programming
- An anticipated scheduled completion of Fall 2017

NEW CONSTRUCTION

Although it is more costly, new construction gives the Owner total flexibility in the floor plan design and the buildings appearance. There are no compromises and the possibilities are endless.

Site Consideration:

The Richardson site has enough property that a new structure ranging in size from 10,000 to 15,000sf could be added to either the east or the west of the current Richardson footprint. From a constructability factor, the existing grades to the west are higher, and would allow the building pad to be cut into virgin ground, rather than the engineered fill that would be required if the building were to be constructed on the east side. Both choices would work, but unless soil borings proved otherwise, the west would seem to be the less costly route to go. However, those savings would be off-set to some degree by costs to relocate the current play structures.

With regard to other site costs, it can be assumed that new construction would require a more stringent review by engineering and planning. It would be typical for a new facility to have underground storm sewers with catch basins, and probably a retention pond. The entry drive would have concrete curbs, as well as the parking lot, and more landscape islands. Site lighting would fall under stricture guidelines and landscape requirements as well. The current entry drive location has been grandfathered in, but given its proximity to the much busier High School entrance, it is possible that the road commission would require a relocation of the entrance. The increased costs for site work for a new structure as opposed to the smaller Option 4 addition would be considerable.

Building Considerations:

The opportunity to start with a fresh canvas allows the Owner to design a building that meets current needs, and also meets the vision for the future. A new structure would allow the Township flexibility to give the building more of a residential feel like the Option 4 plan would have, or a more Municipal appearance similar to the Town Hall. From a cost perspective, there are two factors that weigh in. Because the Township would be starting with a clean slate and an eye toward the future, it would not be unusual for the current planned size of 8,600sf, to grow in size to 11,000sf, or more. Secondly, any new structure would most likely be designed in line with typical municipal details and materials, rather than matching the building systems of the current Richardson building. The new structure might have steel, or block and brick, upgraded HVAC systems, etc. The building could be done less expensively, but the trend is to plan 75-100 years of building life for a municipal building, and the material selections fall in place toward that goal. As such, new construction, at least for a building of this limited size, could vary from 230 – 260 per sf. Costs and size could certainly vary up or down from those figures, but that's a consideration driven by the amount of commitment that Parks wants to make at this time.

Schedule:

New construction involves considerable more time in almost every phase. The initial design approval process takes longer, as the architect meets with the Owner to develop the building program and produce various options. The exterior design also requires several iterations before final approval and beginning of the construction document phase. The planning and engineering review is usually more involved and the actual completion of construction documents is at least 3 months longer. As such, completion could be planned for the Fall of 2018.

New Construction Summary

- Fresh design, no compromises and Municipal in nature
- Longer design and construction schedule
- Increased building costs \$ 250/sf
- Possibly a desire to increase the structures size
- Convenient to seniors to use the existing facility during construction.

SUMMARY:

The proposed Option 4 plan gives the Richardson Senior Center much needed upgrades, and what is anticipated as enough room to meet near term goals. With a budgeted amount of \$ 152/sf, the costs are reasonable, but as in any remodeling, there are compromises. However the downside is that patrons will need to be patient while construction is ongoing, and at a certain point, the building will need to be shut down for 6 weeks to complete areas like the toilet rooms.

New construction gives the Owner unlimited options for design and allows the existing building to remain occupied. However, assuming a new building of 11,000sf, at 250/sf would be a budget of \$ 2,700,000, which is twice that of the current \$ 1,300,000.

The building size, quality and selection of materials can remain flexible to meet whatever targeted budget the board would want to commit to the project, but it's important during this early decision process to consider the differences between Option 4, and a new structure. And depending on what is decided, it may be necessary to focus on some of the more immediate needs to bring the Richardson center up to code.

Regards,

Charles Kummer

Kummer Construction Services

**OPEN SPACE FUND
5 YEAR BUDGET PROJECTION**

ACCOUNT	DESCRIPTION	2015	YTD	2016	2017	2018	2019	2020
		BUDGET PROJECTION	BALANCE AS OF 8/31/15	BUDGET PROJECTION	BUDGET PROJECTION	BUDGET PROJECTION	BUDGET PROJECTION	BUDGET PROJECTION

REVENUES								
403.000	VOTED MILLAGE	633,529.00	608,582.74	633,529.00	633,529.00	633,529.00	633,529.00	633,529.00
403.001	MITT CHANGES	(3,000.00)	(108.02)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)	(3,000.00)
420.000	DELINQUENT PERSONAL PROPERTY TAXES	0.00	21,045.42					
664.000	INTEREST AND DIVIDENDS	10,000.00	9,634.69	7,000.00	8,000.00	8,000.00	9,000.00	10,000.00
674.000	CONCERT IN THE PARK DONATIONS'	7,500.00	5,554.75	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
678.000	REIMBURSEMENTS	0.00	350.00	0.00	0.00	0.00	0.00	0.00
	TOTAL REVENUES	648,029.00	645,059.58	645,029.00	646,029.00	646,029.00	647,029.00	648,029.00

EXPENDITURES								
801.000	PROFESSIONAL SERVICES	3,000.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
967.000	CONCERT IN THE PARK EXPENSES	7,500.00	5,430.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
970.000	CAPITAL PURCHASES	1,445,000.00	853,062.96	775,000.00	500,000.00	500,000.00	500,000.00	500,000.00
972.000	CONSULTANTS	40,000.00	3,510.50	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
	TOTAL EXPENDITURES	1,495,500.00	862,003.46	825,500.00	550,500.00	550,500.00	550,500.00	550,500.00

TOTAL REVENUES	648,029.00	645,059.58	645,029.00	646,029.00	646,029.00	646,029.00	647,029.00	648,029.00
TOTAL EXPENDITURES	1,495,500.00	862,003.46	825,500.00	550,500.00	550,500.00	550,500.00	550,500.00	550,500.00
NET OF REVENUES & EXPENDITURES	(847,471.00)	(216,943.88)	(180,471.00)	95,529.00	95,529.00	96,529.00	96,529.00	97,529.00
BEGINNING FUND BALANCE	1,505,283.05	1,505,283.05	657,812.05	690,341.05	787,870.05	885,399.05	982,928.05	
ENDING FUND BALANCE	657,812.05	1,288,339.17	477,341.05	785,870.05	883,399.05	981,928.05	1,080,457.05	

Lang - 25 Maple - none
Bicentennial - 25
Richardson 15
Hickory 15
Dodge 15

Amount Includes
 Wise Road \$500,000
 Forestry 25,000
 Byers 50,000
 Building Fund 100,000
 Misc. Other Parks 100,000