

THE CHARTER TOWNSHIP OF COMMERCE

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CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE
NOTICE OF SPECIAL MEETING

MEETING DATES: Monday, July 18, 2016
TIME OF MEETINGS: 7:00 P.M.
PLACE OF MEETINGS: Richardson Community Center
1485 Oakley Park Rd
Commerce Township, Michigan 48390
PURPOSE OF MEETINGS:
1. Budget Discussion
2. Joint Meeting Preparation
3. Other Matters

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

DATE AND TIME OF POSTING: Monday, July 11, 2016 at 4:30 pm

This notice is posted in compliance with PA 267 of 1976 as amended (open meetings act), MCLA 41.72a(2)(3) and the Americans With Disabilities Act (ADA).

The Charter Township of Commerce Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 10 days notice to the Commerce Township Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Commerce Township Board by writing or calling the Commerce Township Supervisor at 624-0110.

**OPEN SPACE FUND
5 YEAR BUDGET PROJECTION**

ACCOUNT	DESCRIPTION	2015 BUDGET PROJECTION	YTD BALANCE AS OF 8/31/15	2016 BUDGET PROJECTION	2017 BUDGET PROJECTION	2018 BUDGET PROJECTION	2019 BUDGET PROJECTION	2020 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	MTT 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	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
NET OF REVENUES & EXPENDITURES								
		(847,471.00)	(216,943.88)	(180,471.00)	95,529.00	95,529.00	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

*Long - 25
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

07/13/2016

BUDGET REPORT FOR CHARTER TOWNSHIP OF COMMERCE

ACCOUNT	DESCRIPTION	2016 AMENDED BUDGET	2016 ACTIVITY THRU 6/30/16	2017 RECOMMENDED BUDGET
Fund 275 - OPEN SPACE FUND				
ESTIMATED REVENUES				
Dept 000-GENERAL				
403.000	VOTED MILLAGE	633,529	638,039	
403.001	MTT CHANGES	(3,000)	(73)	
420.000	DELINQUENT PERSONAL PROPERTY TAXES		15,235	
664.000	INTEREST AND DIVIDENDS	7,000	3,660	
674.000	673019	7,500	2,500	
Totals for dept 000-GENERAL		645,029	659,361	
TOTAL ESTIMATED REVENUES		645,029	659,361	
APPROPRIATIONS				
Dept 000-GENERAL				
801.000	PROFESSIONAL SERVICES	3,000		
967.000	CONCERT IN THE PARK EXPENSES	7,500	6,055	
970.000	CAPITAL PURCHASES	775,000	8,801	
972.000	CONSULTANTS	40,000		
Totals for dept 000-GENERAL		825,500	14,856	
TOTAL APPROPRIATIONS		825,500	14,856	
NET OF REVENUES/APPROPRIATIONS - FUND 275				
BEGINNING FUND BALANCE		(180,471)	644,505	1,637,782
ENDING FUND BALANCE		993,277	993,277	1,637,782
		812,806	1,637,782	1,637,782

ACCOUNT	DESCRIPTION	YTD BALANCE ACTIVITY FOR			AVAILABLE BALANCE	% BDGT USED
		2016 MENDED BUDGET AL	06/30/2016 (ABNORMAL) SE	TH 06/30/2016 (DECREASE) AL		
Fund 275 - OPEN SPACE FUND						
Revenues						
Dept 000-GENERAL						
403.000	VOTED MILLAGE	633,529.00	638,038.67	0.00	(4,509.67)	100.71
403.001	MTT CHANGES	(3,000.00)	(53.98)	0.00	(2,946.02)	1.80
420.000	DELINQUENT PERSONAL PROPERTY TAXES	0.00	15,235.04	0.00	(15,235.04)	100.00
664.000	INTEREST AND DIVIDENDS	7,000.00	3,660.49	781.20	3,339.51	52.29
674.000	673019	7,500.00	2,500.00	100.00	5,000.00	33.33
Total Dept 000-GENERAL		645,029.00	659,380.22	881.20	(14,351.22)	102.22
TOTAL Revenues		645,029.00	659,380.22	881.20	(14,351.22)	102.22
Expenditures						
Dept 000-GENERAL						
801.000	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
967.000	CONCERT IN THE PARK EXPENSES	7,500.00	5,630.00	1,280.00	1,870.00	75.07
970.000	CAPITAL PURCHASES	775,000.00	8,801.34	4,456.69	766,198.66	1.14
972.000	CONSULTANTS	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 000-GENERAL		825,500.00	14,431.34	5,736.69	811,068.66	1.75
TOTAL Expenditures		825,500.00	14,431.34	5,736.69	811,068.66	1.75
Fund 275 - OPEN SPACE FUND:						
TOTAL REVENUES		645,029.00	659,380.22	881.20	(14,351.22)	102.22
TOTAL EXPENDITURES		825,500.00	14,431.34	5,736.69	811,068.66	1.75
NET OF REVENUES & EXPENDITURES		(180,471.00)	644,948.88	(4,855.49)	(825,419.88)	357.37
FUND BALANCE		993,276.93	993,276.93			
AD FUND BALANCE		812,805.93	1,638,225.81			

FINAL
CHARTER TOWNSHIP OF COMMERCE
****SPECIAL** PARKS AND RECREATION COMMITTEE MEETING**
Monday, July 18, 2016
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 7:00 pm at the Ralph C. Richardson Center.

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

COMMUNICATIONS:
None.

ITEM 1: BUDGET DISCUSSION

Ms. England reviewed items that have not been paid yet, including:

- \$1,000 for Maple Glen for the trees to be removed and used for timber projects
- \$18,377.89 for wood chips
- \$44,010.00 for the Mill Race Bridge
- \$5,000 for the repair report for the Byers Farmhouse

Ms. England added that the Maple Glen project came in well under budget, but there are still some bills due for the landscaping.

Ms. England encouraged the Committee to think about the future, including the Richardson Center remodeling and the work to be done at Wise Road. She stated that the millage was already captured earlier in the year. As each park is reviewed, amendments can be made accordingly.

LONG PARK (\$25,000)

Ms. England stated that nothing has been done at Long Park. Ms. Garbutt reviewed several items to be addressed at the park, many of which were maintenance issues. She and Ms. Holmes initiated conversations with the Committee members on the following items, some completed and some incomplete:

1. 90% of the master plan items have been addressed.
2. Wasp issues could be addressed.
3. Cut away invasives and clean up the site.
4. Eliminate Phragmites - some are 8' tall; hire a contractor; this is not a maintenance item.

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5. Conduct flow routing was needed because of the change with the waste treatment plant.
6. Concept plan is done.
7. Implement improvements of the concept plan.
8. Stabilizing of the trail system is complete - this was done with increasing limestone and maintenance.
9. The kayak/canoe launch is on hold.
10. Improve parking area.
11. Improve the outhouse.
12. Prior to the launch, lake issues and water level need to be addressed
13. Viewing docks are done
14. Reinstall the "Berry Lake" sign.

Open discussions continued regarding the watersheds, including Huron, Clinton and Rouge. Phragmites were further addressed and it was agreed that this needs to be taken care of this year, and it should be contracted to the person who treats the local lakes. He will have the equipment and he can provide pricing by acre. It was noted that the phragmites at Dodge Park should also be addressed when Long Park is scheduled. Mapping of phragmites issues had been done previously and the areas that are located within the parks will be dealt with accordingly.

BICENTENNIAL PARK (\$25,000)

The following items, completed and incomplete, were discussed:

1. Forestry has been done
2. The connections between the back end of the park to the trailways, and to Hickory Glen, and to Wolverine Lake need to be addressed. The entrance to the subdivision needs to be finalized also, and Ms. England continues to work with Planning on this matter. Cyclone or split rail fencing, or something more attractive, needs to be installed.
3. The ball diamond could be improved; maintenance could grade it, remove the weeds and then bring in stamped sand.
4. Irrigation is non-existent and water sources are uncertain.
5. Resurfacing of the tennis courts as people are regularly playing tennis now that the park has been cleared out and opened up. The court could also include secondary striping in a different color for pickle-ball. (Mill Race could also be redone when this is contracted, along with entrance improvements and signage.)
6. It was decided not to pursue a concept plan for Bicentennial.
7. Soccer improvements were previously discussed.
8. Lighting improvements were also considered.

Ms. Holmes stated that she had pathways and entrance ways scheduled into 2017.

HICKORY GLEN (\$15,000)

Major projects have been put off until 2018 for Hickory Glen. The following items, completed and incomplete, were discussed:

1. The park is overgrown and needs to be cleaned out. (Pricing from Louie again)
2. Road widening and improving parking.

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3. Disc golf. (Interest has faded)
4. The floating bridge was replaced.
5. The playgrounds were re-composted
6. Forestry is complete.
7. Shelter and park area improvements.

Discussions ensued regarding opening up the park to increase visibility and increase overall safety in the park.

DODGE PARK (\$15,000)

The consensus was to wait until the Library is complete, maybe in 2017, before moving forward with improvements at Dodge Park. The following items, completed and incomplete, were discussed:

1. Phragmites and drainage way issues.
2. Maintenance and brush clearing.
3. Soccer fields.
4. Demo of the storage building which is currently full of stored items (the old ranger house).
5. Construction of a new storage building but possibly at another location, such as by the maintenance garage. Costs need to be reviewed and addressed.
6. The pond is disappearing due to drought.
7. Playground.
8. Wood chips.
9. Swings - adjust height after wood chips are installed.

MAPLE GLEN

The following items were discussed:

1. Ready to go into Phase 2.
2. More landscaping is needed.

MILL RACE

The following items, completed and incomplete, were discussed:

1. Needs brush cleared out and retention pond cleaned up.
2. Entrance improvements, including signage.
3. Bridge was replaced.

BYERS (\$50,000)

Costs remain to be determined. The following items, completed and incomplete, were discussed:

1. The Byers Farmhouse report is \$5,000 and will determine repairs and cost estimates.
2. The Farmhouse repairs can be started this year and be phased as necessary.
3. The Byers Barn is still in need of repairs.
4. The drainage issues were addressed with the French drain and gutters.

Discussions ensued regarding repairs to the barn that still remain to be addressed. Ms. Schantz was present and explained that barnwood has been priced for the project and it

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was costly. After extensive review, it was decided that she should price out the option of using Pattern 104, which was previously used on the building and it appears historical, although it's not cedar. The goal is to stabilize the barn and the historical aspect is not a priority due to the high costs of using reclaimed barn wood. Friends of Byers has \$3,000 budgeted for the barn and \$8,000 for the house. Ms. Schantz also briefly discussed the upcoming Vintage Event. Lastly, she noted that she may have a donor who would like to cover the \$5,000 cost for the Farmhouse repairs report that is being prepared. She would communicate further with Ms. England in this regard.

WISE ROAD (\$500,000)

The following items were discussed:

1. Grant funding and the results of the application, along with matching funds.
2. The south side projects are in 2016.
3. The north side projects are scheduled for 2017.
4. Installation of pet signs.
5. Pathway connections.
6. Dog park.

Discussion ensued regarding pathway connections and the need to address the dangerous issues along S. Commerce between Decker and Glengary.

BUILDING FUND & RICHARDSON CENTER (\$100,000, and \$15,000)

The following items were discussed:

1. The Township Board is in favor of the Richardson Center remodeling, and phasing to allow for future expansion.
2. Available funding was addressed at \$1.3 million, with up to a total of \$1.6 with the inclusion of two more captures.

ITEM 2: JOINT MEETING PREPARATION

- Richardson Center Remodel
- Byers Farmhouse
- Budget
- Naming Wise Road

Discussion took place regarding naming the north and south sides of Wise Road Park differently.

MOTION by Wichert, supported by Petsch, to recommend naming the north side of Wise Road Park, "Wise Woods".

MOTION CARRIED UNANIMOUSLY

There was no consensus on naming the south side at this time.

The major goals for 2017 are Wise Road Park and the Richardson Center remodel.

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The Byers Barn would be addressed further at a later date and is not an item that would be ready for discussion at the upcoming joint meeting. Open discussions ensued regarding funding, 501c3 organizations, donations, "Go Fund Me" accounts, and legal issues associated with these types of funds in relation to proper accounting procedures. Ms. England cautioned against these funds per advice of counsel.

Ms. Holmes noted that Snowy Ridge Park had not been addressed.

ITEM 3: OTHER MATTERS

None.

A special Joint Meeting will be held at 7:00pm on Tuesday, July 26, 2016, at the Township Hall between the Township Board and the Parks and Recreation Committee.

The next Parks and Recreation Meeting will be Monday, August 22, 2016 at 7:00pm, at the Ralph C. Richardson Center, after visiting Richardson Park.

ITEM 5: ADJOURNMENT

MOTION by Garbutt, supported by Champagne, to adjourn the meeting at 8:18pm.

MOTION CARRIED UNANIMOUSLY



Michelle Holmes, Secretary