

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

**PARKS AND RECREATION COMMITTEE
SPECIAL MEETING
MEETING IS AT THE RICHARDSON CENTER
MONDAY, June 11th, 2012 @6:00PM**

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF MINUTES: May 21, 2012

PUBLIC COMMENTS

ITEM 1: Park Entrance Signs

ITEM 2: Slalom Glider

ITEM 3: Budget Discussion

FINAL
CHARTER TOWNSHIP OF COMMERCE
PARKS AND RECREATION COMMITTEE **SPECIAL**** MEETING**
Monday, June 11, 2012
2009 Township Drive
Commerce Township, Michigan 48390
Meeting held at Ralph C. Richardson Center

CALL TO ORDER: Chairperson Schultz called the meeting to order at 6:00pm at the Ralph C. Richardson Center.

ROLL CALL: Present: Dave Schultz – Chairperson
Peter Pace – Vice Chairperson
Dick Zemmin – Secretary
William Petsch
Michelle Holmes
Tim Wichert
David Law (arrived 6:28pm)
Also Present: Emily England, Director of Senior Services/Parks and Recreation
Daniel Munro, Township Clerk

COMMUNICATIONS:
None.

APPROVAL OF MINUTES:
MOTION by Zemmin, supported by Pace, to approve the May 21, 2012, Parks and Recreation Committee Regular Meeting Minutes as presented.
MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS:
None.

ITEM 1: PARK ENTRANCE SIGNS

Mr. Munro gave a review of the Township goals and signage campaign established by the Communications Committee.

- The branding initiative incorporates specific colors and fonts to allow motorists to specifically identify Commerce Township buildings and parks.
- The Wise Road property and new Sledding Hill should be identified.
- All park land should have signage prominently displayed.
- Signage should be uniform in appearance.
- The billboard is also used to promote park initiatives.
- Samples show landscaping to complement signage.
- Surrounding communities, such as Novi and Wixom have consistent signage themes.
- Commerce Township should also have a unique theme and color scheme.
- The swoop graphic is used on the current Township Offices sign and could be a prototype.
- Vendors will be reviewed when bidding is conducted.

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- Suggested colors and contrasts discussed included; brown, gray, turquoise, blue.
- The vinyl lettering is easily changeable.
- Signage can be used to promote new entrances, new parks, and to inform taxpayers of property and improvements that have been acquired and accomplished through the tax base.
- The Board is seeking feedback from groups regarding colors, branding, and the number of signs that will be required.

The Committee discussed proposed sign thickness, specifications and maintenance with Mr. Munro. Mr. Petsch suggested that Wolmanized posts be used with PVC sleeves. Open discussion continued regarding surrounding communities' signage themes and ways to make Commerce Township's initiative unique and recognizable. Most were in agreement with the color scheme of gray and blue. The time table was also addressed for the project, and signs could possibly be in before winter this year if all goes as planned.

Mr. Munro stated that if the group was in favor, he would return to finalize the color scheme, and then proceed with specifications and the bidding process. Mr. Schultz felt the signage plan complemented the goals of this meeting to strategize and take action before the next millage. It's crucial for public relations to demonstrate how the millage monies are being spent.

ITEM 2: SLALOM GLIDER

Ms. England gave a review of the following:

- The value of the glider was only \$1900 originally.
- The slide is a better value.
- If we go with the slide there is a \$4000 credit, and we only get \$2000 of that.
- We pay \$1300 for freight.
- Then, we could use the remaining credit of \$2000 for another purchase, or we could apply that toward the freight and leave \$700 of the credit unused.
- I recommend the slide be purchased using \$3300 of the credit to cover the cost and freight, and forego the remaining credit to avoid additional costs for freight on a second item.

MOTION by Petsch, supported by Pace, to proceed with purchasing the selected Single Wave Slide to replace the previous defective play structure at Dodge Park.

MOTION CARRIED UNANIMOUSLY

ITEM 3: BUDGET DISCUSSION

Ms. England reviewed the Capital Improvement Priorities handout, and the August 2011 motion for the Open Space Fund budget. The Priorities page is broken down per park and \$360,000 was approved for improvements.

Mr. Schultz stated that the land acquisition did not take all available funds. Ms. England replied that it consumed all but the \$360,000. In the budget of \$1.8 million, \$1.5 went to the Wise Road property. In 2012, there is also \$700,000 gained from tax money to be budgeted for 2013. They discussed and clarified the gains as a result of the reduced purchase price for Wise Road. Ms. England noted that not much of the \$360,000 had been spent this year. The tax gain of \$700,000 is expected again for 2014. Mr. Schultz

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stated that this is the starting point for what we have to accomplish over the next 2.5 years. Mr. Zemmin added that the voting would be in November 2013 for the 2014 Millage.

Ms. England reviewed the Comparative Statement for the Open Space Fund, showing what funds were brought in and what is projected. Mr. Schultz discussed the \$635,500 in 2012 for the Wise Road property. Mr. Petsch discussed the allocation of 27% that was allotted, with the rest being held in reserve for the Wise Road purchase. He noted that because the price was reduced, there are more funds available for master plan improvements on active parks. Ms. Holmes stated that a lot has been done. Mr. Petsch replied that there's no doubt, but nothing appearance wise has been done except Dodge Park. He stated that the Committee needs to select one park and do an entrance. Maple Glen is major and is the most dangerous when it is full with two groups there. Ms. Holmes and Mr. Petsch agreed that Maple is blocked, whereas egress from Hickory Glen is more feasible. Pace added that in an emergency, a clear cut path is necessary at Maple.

Open discussions took place regarding the original budget of 7.5 million, the 27% portion of the millage, Dodge expenditures of more than \$2.1 million, related grant funding and land acquisition costs.

Ms. Holmes stated that the way the millage was worded, the funding can only be used for improvements and the purchase of open space land. It needs to be written that way. Ms. England explained that for the next millage, if it is not written that way again, it would not qualify as a renewal. Mr. Schultz stated that the people want to see action, and the last thing they want is more land. Mr. Wichert and Mr. Petsch disagreed. Discussions continued regarding negotiations with the Board on the Master Plan, the renewal millage and a new millage. Ms. Holmes wants to ensure that the wording is accurate so that funding does not go for maintenance. Mr. Petsch agreed as there is a budget already for maintenance. Ms. England explained differences between improvements and maintenance items.

Mr. Petsch addressed the Master Plan for Dodge 5. The park needs to be opened up, and loitering and issues need to be eliminated. The continuous walkway over to Byers needs to progress. Ms. England stated that there will be a new Master Plan next year. Ms. Holmes discussed the proposed boardwalk. Mr. Schultz added that it would be nice to show the river and the willow trees. Ms. Holmes explained that it will be costly with the wetland issues and trout stream. Mr. Petsch stated that it would be beautiful.

Mr. Pace inquired about property that was donated on Fox Lake. Mr. Petsch replied that this was only a small area. Ms. Holmes compared it to an area behind Clifford Smart school and across from Dodge. These are all just small pieces. Some are needed for water and sewer pump stations, utilities, etc.

Mr. Pace stated that the 2012 improvement projects were set last year. Ms. England clarified that the amounts for each park were set last year, but not the projects. Mr. Schultz discussed the 2012 budget and the 5-year budget plan. He is in favor of

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completing Dodge including the community center. The Committee needs to establish a figure for that; possibly \$3 million. And bidding needs to be acquired for Maple and Hickory Glen to get the projects in order. He feels that projects should be started and finished. He wants to see completion of phases at Dodge, along with new projects at Maple Glen. Ms. Holmes encouraged leveraging the leagues to put in their funding and that grant funding be utilized. Ms. England explained that her fear is phasing the projects at Hickory and Maple Glen. She does not want to see new entrances put in without the pathways immediately following. Mr. Pace agreed that the phasing needs to be changed to a certain extent. There can't just be a new entrance and parking lot. Mr. Schultz agreed with the general concept and suggested a possible 3-year plan.

Mr. Petsch pointed out that it is very easy to do the ball fields in Dodge Park which is part of Phase 2. Mr. Schultz agreed with starting Phase 2 at Dodge, but also starting something somewhere else at the same time. Open discussions continued regarding each park and related priorities. Mr. Pace suggested the dog run be completed at Dodge which is an inexpensive and important improvement as the dogs currently run all over the soccer fields. This will give them their own space.

Mr. Zemmin provided handouts to the Committee. He stated that he created a draft using the Master Plan as a guide and reviewed the 2.5 year timeline. He considered what may be done to make a significant difference with the time and funding allowable leading into the next millage. He used the seasons as a framework for the timeline. He addressed improvements, publicity such as the spinal column, the sledding hill, dog park, and new signs. This is all a public relations campaign for the next millage. Ms. Holmes pointed out that the new Master Plan will be done in 2013. Mr. Zemmin replied that the date should be corrected on the handouts to show that a bit earlier on the timeline. Mr. Pace was in favor of the plan prepared by Mr. Zemmin.

Ms. England pointed out that the Wise Road property deal is complete; however, payment has not yet been made. Mr. Petsch stated that the Township owns the south side of Wise. There needs to be a survey to map the wooded area and determine what we have. Mr. Zemmin added that in a year, that park could be named and the usage dedicated. Ms. Holmes discussed the cleanup and trillium field. Mr. Petsch addressed trailways, gates and parking. Mr. Pace stated that the acquisition of the Wise Road property doubled the Township's park land from 600 to 1200 acres, yet people don't understand why it was purchased if there is not a plan for it.

Mr. Schultz inquired about the costs to complete Dodge, Maple and Hickory. Ms. England replied:

- \$1.3 million for Phase 2 at Dodge Park
- \$4.5 million for completion of all Maple Glen improvements, with Phase 1 being \$1.3 million of that figure
- \$1.3 million at Hickory Glen

Mr. Petsch discussed the soccer fields to be included at Maple Glen. Open discussions continued and it was agreed that a phase with an entrance and parking alone will not

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make an impact. Pathways need to be added right after. Dodge Phases were discussed in detail, including the boardwalk, north entrance parking, and softball field. Ms. England addressed the bridge in Hickory Glen – it is in disrepair and is dangerous. The grant was not approved, and its lifespan was not reached. The budgeted amount to replace the bridge is \$117,000. This bid was from a year ago and may now be cheaper. Supervisor Zoner agreed that this is a priority. This needs to be discussed and decided. Mr. Pace agreed that it is a priority. Ms. England added that it is a safety issue and an additional \$70,000 needs to be allocated. The Committee reviewed the budget allocations per park from the August 2011 motion. Ms. England pointed out that \$10,000 has not yet been paid out for Byers. Mr. Petsch stated that the \$75,000 for Bicentennial could be reduced for now and funding could be taken from there to help with the bridge repair.

MOTION by Pace, supported by Wichert, to allow for investigation of (3) bids for replacing the existing bridge over Wee Creek in Hickory Glen Park.

MOTION CARRIED UNANIMOUSLY

Mr. Pace asked where additional funding comes from for the phases. Ms. England replied grants. Ms. Holmes added that the Committee also has leverage to work with the leagues.

Mr. Schultz asked if any bids were conducted for Maple Glen. Ms. England stated that this is an estimate, and CW3 stated that they would put in the soccer fields. Everyone wants to think big, but there are a hundred medium sized projects. We need to look at the bigger picture with the new millage later. Mr. Schultz stated that phasing signage should be put up in 2013 for Maple at \$3.2 million and Hickory at \$2.8 million. This will show the game plan for the next millage. Ms. Holmes stated that the 5-year plan is due now and that is exactly what it will be. Ms. England agreed that it needs to be visible in the public eye, but the Board needs to agree before the signs are put up. A joint meeting is necessary.

Ms. England stated that she feels the Committee should complete Phase 2 in Dodge Park now. Mr. Wichert asked if the dog park should also be included. Mr. Pace felt that it should. It will be a hit and will eliminate dogs running unleashed. Mr. Petsch added that the dog park will need to be fenced. Mr. Wichert asked if the ball fields would also be done. Mr. Schultz stated that updated pricing is necessary for Phase 2, including these items and the courts. The Committee was in agreement that this is all about perception and promoting significant progress.

Ms. Holmes discussed doing Bicentennial Park as it is a neighborhood park. Ms. England pointed out that this is part of the 5-year big picture, and the Committee needs to look at the 1-year plan here.

Mr. Schultz reviewed the following figures in relation to the \$360,000 budget:

- \$70,000 for the Hickory Glen Bridge
- \$25,000 for the play structure at Maple Glen
- \$10,000 for Byers
- \$25,000 for Maple Glen

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- \$80,000 for Signage
- \$50,000 for Wise Road demolitions

The Committee discussed the \$80,000 for signage. This is a rough estimate. Mr. Petsch pointed out that all signs are being purchased now. With these above calculations, about \$125,000 remains for other improvements. Ms. England stated that the dog park could come out of this remainder.

Mr. Schultz stated that Phase 2 at Dodge could proceed with the \$700,000 in 2013. Ms. Holmes added that the surveys would also be done next year with the 5-year plan. Smaller goals and projects were reviewed for remaining funds including yoga programs, and disc golf. Extensive discussion took place regarding disc golf, the joint venture with Village of Wolverine Lake at Hickory Glen, and the cost at about \$1300 per hole, or approximately \$12,000 for 9 holes, and \$24,000 for 18 holes. It was determined that the disc golf would not interfere with the Master Plan. After extensive discussion, the Committee was in favor of proceeding with Hickory Glen improvements including the disc golf. Also addressed were the small parking lot, another bridge and continuation of a pathway.

Mr. Schultz felt that safety lighting should be a priority for many parks with this remaining funding. Mr. Wichert also mentioned paintball at Wise Road. Ms. Holmes added that the MBA would like to be involved with the Wise Road property too.

Ms. England stated that next month, the budget would be discussed again for the \$700,000 to be allocated in 2013. Mr. Schultz replied that the RFP for Dodge Phase 2 would be a large portion of that budget. And everyone is in agreement that Maple Glen and Hickory should not be phased. There would not be a lot of big ticket items over the next 2 years. Ms. England agreed, unless there are significant grant funds available. Mr. Petsch added that once the budget is set, the corner at S. Commerce and Carroll Lake Road should be considered. It should be tied in with Byers. Ms. England replied that this is very expensive. The DEQ fees and wetlands must be accounted for. Ms. Holmes discussed a similar project with the Big Bear Dunes walkway which involved the DEQ. Mr. Petsch felt there was a need to get more facts on this project.

The figures from above were reviewed again, and the following items were added:

- \$20,000 for the Dodge Park dog park
- \$25,000 for the disc golf for 18 holes (with potential 50% venture with Wolverine)

The Committee continued open discussions on the following items:

- Getting boys scouts to build a pavilion on the north side of Dodge
- Having a consultant provide a report on the DE Q issues at the corner of S. Commerce and Carroll Lake Roads
- Publicity for the Sledding Hill & volunteer projects
- Demolition on Wise Road
- Volunteer projects and potential completion
- RFP for Phase 2 at Dodge
- Bids for Maple & Hickory Glen

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- Grant writing goals, related bids and matching funds
- Phases and front entrances coupled with pathways and/or fields
- League involvement, funding and budget reviews
- Maintenance issues
- Generating funds at the dog park with scan cards to be renewed with dog licenses each year
- Mill Race bridges
- Bicentennial Park –
 - Tennis courts
 - Upgrade baseball field
 - Playground
 - Basketball nets
- Hickory Glen –
 - Disc Golf
 - High traffic
- Maple Glen being targeted with 2014 millage funds with Board approval.
- The millage funding amounts and wording, including a review of an article for West Bloomfield's millage goals.
- Replanting trees, especially at Byers.
- The Maple Glen play structure –
 - Ms. England is racing to get this into the Board
 - There is a grant available through June 29th
 - This may allow for double the value to be acquired, up to \$50,000

ITEM 4: OTHER MATTERS

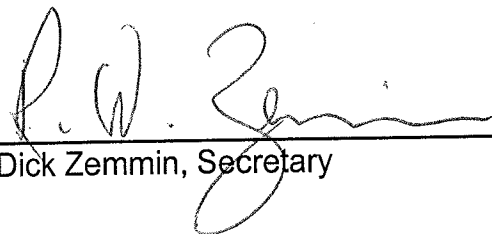
- Mr. Zemmin discussed the success of the Long Park Eagle Scout project which will be toured next month. A resolution will be prepared for the Board.
- Mr. Schultz discussed the Eagle Scout's pavilion project, financing and deadline.
- Mr. Pace distributed flyers for the upcoming Concert in the Park on Friday, June 22, 2012.

The next Parks and Recreation Meeting will be Monday, June 25, 2012 at 7:00pm.

ITEM 5: ADJOURNMENT

MOTION by Petsch, supported by Wichert, to adjourn the meeting at 7:45pm.

MOTION CARRIED UNANIMOUSLY



Dick Zemmin, Secretary

Table 9
Capital Improvement Priorities

	Magnitude of Cost	Potential Funding Sources			
		Short-Term (1-2 yrs)	Mid-Term (3-5 yrs)	Long-Term (5+ yrs)	On-Going
Dodge Park					
Complete Phase I Improvements (drive, parking, 2 soccer fields, play structure, pavilion)	\$1.3 M	X			Park Millage, GF
Repair Maintenance Building for Secure Storage (doors, roof)	To Be Determined	X			GF
Complete Phase II Improvements (concession/restrooms, 2 soccer fields, dog park, ice rink)	To Be Determined		X		Park Millage, LWCF
Recreation Center, Spray Park, Parking, Amphitheater	To Be Determined			X	Park Millage, GF, Donations
Hickory Glen Park					
Develop Concept Master Plan to incorporate numerous improvement ideas including ingress/egress, parking, restrooms, lighting, signage etc	\$5,000 - \$10,000	X			GF
Implement improvements based on Concept Plan	To Be Determined		X	X	Park Millage, GF, Donations, LWCF
Replace floating bridge with freestanding bridge	\$100,000 - \$150,000		X		GF, MDNR Trust Fund, LWCF
Security lighting at kiosk, restrooms, parking lot	To Be Determined	X			GF
Sheltered picnic areas/grills/tables	\$100,000 - \$175,000 each		X		GF, MDNR Trust Fund, LWCF
Maple Glen Park					
Develop Concept Master Plan to incorporate numerous improvement ideas including ingress/egress, parking, lighting, signage, replacement of play equipment etc	\$5,000 - \$10,000	X			GF
Implement improvements based on Concept Plan	To Be Determined		X	X	GF, Park Millage, LWCF
Sheltered picnic areas/grills/tables	\$100,000 - \$175,000 each		X		GF, MDNR Trust Fund, LWCF
Bicentennial Park					
Develop Concept Master Plan to incorporate numerous improvement ideas including replacement of play equipment, reuse of tennis area, lighting, grading, connectivity to neighborhood, etc	\$5,000 - \$10,000	X			GF
Implement improvements based on Concept Plan	To Be Determined		X	X	GF, Park Millage, LWCF
Byer's Homestead Park					
Begin implementation of County recommendations with focus on ensuring sound buildings, improved parking and circulation, improved entry, screened outhouses, ADA compliance, and drinking water	To Be Determined	X	X	X	GF, Millage
Mill Race Park					
Improve Signage, Parking & Awareness	\$5,000 - \$10,000	X			GF
Replace Bridge	\$60,000 - \$100,000		X		GF
Ralph C. Richardson Park/Center					
Provide additional overflow parking area with grass pavers (or similar) and appropriate signage	\$4 - \$5 per square foot	X			GF, LWCF
Fitness Trails with stations	\$15,000 - \$40,000	X			GF

Costs are derived from a variety of sources and illustrate magnitude of costs for the purpose of capital expenditure planning. Estimates are based off of conceptual level planning only. Detailed site specific surveys and design are needed to obtain more accurate estimates of construction. Costs do not include survey, design, construction documents, construction administration, inspection, etc.

Table 9
Capital Improvement Priorities

	Magnitude of Cost	Potential Funding Sources			
		Short-Term (1-2 yrs)	Mid-Term (3-5 yrs)	Long-Term (5+ yrs)	
Robert H. Long Nature Park					
Conduct Flow Routing Hydrology/Hydraulics Study to determine fluctuations in water levels in order to locate facilities and reduce maintenance costs	\$15,000 - \$30,000	X			GF
Develop Concept Master Plan to incorporate numerous improvement ideas including parking lot expansion, hydrology issues, improved trails, improved fishing access, kayak/canoe launch, etc	\$5,000 - \$10,000	X			GF
Implement improvements based on Concept Plan	To Be Determined		X	X	GF, Park Millage, MDNR Trust Fund
Stabilize/Improve Trail System	To Be Determined	X			GF, Park Millage, MDNR Trust Fund
Designate/Install Kayak/Canoe Launch	\$10,000 - \$25,000		X		GF, Park Millage, MDNR Trust Fund
Expand/Improve Parking Area and Entry (expand parking lot, improve aesthetics, landscaping, signage, security lighting)	\$100,000 - \$200,000	X			GF, Park Millage, MDNR Trust Fund
Other					
Develop design for new, coordinated park entry signs and landscaping	\$4,000 - \$8,000	X			GF
Install new signs at Township Parks (Dodge, Long, Maple Glen, Hickory Glen)	\$20,000 - \$40,000	X			GF
Install new signs at Township Parks (Bicentennial, Byer's, Mill Race, Richardson)	\$20,000 - \$40,000		X		GF
Install Pet Pick Up Stations at Township Parks	\$2,000 - \$5,000			X	GF
Develop Forest Management & Stewardship Plan for Township Parks	To Be Determined		X		GF
Sledging Hill at Treatment Plant Property (parking, signage, restroom)	To Be Determined	X	X		GF, WWTP
Seek Opportunities to Acquire Land That:	To Be Determined			X	MDNR Trust Fund, Donation, General Fund, Millage
∞ Protects Environmental Features					
∞ Provides Public Waterfront Access					
∞ Conserves Open Space					
∞ Is Adjacent to or near Existing Parks					
∞ Provides Linkages Between Destinations					
∞ Could Provide Increased and Enhanced Recreation Opportunities					
∞ Provides Locations for Parks in Currently Underserved Areas					
Work with Planning Dept to Develop Walkability Plan for Commerce Village Area	\$10,000 - \$25,000			X	General Fund
Prepare New 5-Year Master Plan	\$20,000 - \$30,000		X		General Fund

Costs are derived from a variety of sources and illustrate magnitude of costs for the purpose of capital expenditure planning. Estimates are based off of conceptual level planning only. Detailed site specific surveys and design are needed to obtain more accurate estimates of construction. Costs do not include survey, design, construction documents, construction administration, inspection, etc.

