

**CHARTER TOWNSHIP OF COMMERCE  
2009 TOWNSHIP DRIVE  
COMMERCE TOWNSHIP, MI 48382**

**PARKS AND RECREATION COMMITTEE  
REGULAR MEETING  
Bicentennial Park @ 6:pm  
MONDAY, October 25, 2010 @ 7:00PM  
@ THE RICHARDSON CENTER**

**CALL TO ORDER**

**ROLL CALL**

**COMMUNICATIONS**

**APPROVAL OF MINUTES: September 27, 2010**

**PUBLIC COMMENTS**

**ITEM 1: League and Community Service Organization Report**

**ITEM 2: Parks and Recreation Department Report**

**ITEM 3: Township Board Report**

**ITEM 4: Maintenance Report**

**ITEM 5: Maple Glen RFP**

**ITEM 6: 2011 Calendar**

**ITEM 7: League Contract**

**ITEM 8: Article III. Sec 34-49 Review**

**ITEM 9: Revenue & Expenditure Report**

**ITEM 10: Agenda Request**

**ITEM 11: Other Matters**

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

*Monday, October 25, 2010*  
2009 Township Drive  
Commerce Township, Michigan 48390

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

**ROLL CALL: Present:** William Petsch - Chairperson  
Dave Schultz-Vice Chairperson  
Peter Pace – Secretary  
Michelle Holmes  
Dan Munro, 7:05  
Tim Wichert  
Dick Zemmin

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

**COMMUNICATIONS:**

None

**APPROVAL OF MINUTES:**

**MOTION** by Pace, supported by Wichert, to approve the September 27, 2010, Parks and Recreation Committee Regular Meeting Minutes as submitted.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS:**

Karen Stamper  
Commerce Township  
Walled Lake

Shirley Massuch  
114 Lake Village Dr.

Ms. Stamper and Ms. Massuch spoke to the Committee regarding their concerns in Robert Long Park.

**Parks and Recreation Committee Meeting  
October 25, 2010**

**PUBLIC COMMENTS (Continued...):**

After much discussion, the Committee again suggested concerned residents form a committee, Friends of Robert Long Park, so they can bring educated ideas and proposals to the Parks and Recreation Committee for consideration. Ms. Holmes is available to assist the residents in forming the proposed committee. Mr. Daniel Gertiser and Mr. Darrin O'Brien, who have spoken to the Committee in regards to the park, should also be contacted and informed of a new committee forming.

**ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT**

**Frank Vigliarolo, President of Lakes Athletics**  
Mr. Vigliarolo was not present.

**Softball – Interlakes Girls, Mr. Dan Kramer**  
Mr. Kramer was unable to attend tonight's meeting.

**Baseball - Commerce Little League, Mike Snyder**  
Mr. Snyder was unable to attend tonight's meeting.

**Soccer - CWS, John Varcie**  
Mr. Varcie was present and discussed the following with the Parks and Recreation Committee:

- 1 week left in outdoor season
- 1<sup>st</sup> place in premiere division for youth 13
- Skunks have been digging up grass on the west field
- Bicentennial park/possible practice fields
- Foul smell coming from a house backing to the soccer fields, will be investigated by township staff

**Friends of Byers, Ellen Smith/Sharon**  
There was not a representative present at tonight's meeting.

**ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT**  
Please see Attached report.

**Parks and Recreation Committee Meeting  
October 25, 2010**

**ITEM 3: TOWNSHIP BOARD REPORT**

Dan Munro gave a report on the following:

- Executive session for attorney client privilege
- 1 liquor license available, was given to Village Grill for beer and wine
- M-DOT's involvement in the M-5 project in Novi and Commerce Township
- Discussion meetings continue on budget
- Assessment has been established

*Detailed information regarding Township Board meetings can be found in the minutes which are posted on the Commerce Township Website.*

**ITEM 4: MAINTENANCE REPORT**

Emily discussed Mr. O'Donnell's maintenance report with the Committee.

**ITEM 5: MAPLE GLEN RFP**

The Parks and Recreation Committee members discussed and gave their suggestions based on price, reputation, and previous work history. After detailed discussion, the following Motion was made.

**MOTION** by Schultz, supported by Pace, to recommend to the Commerce Township Board of Trustees, that they accept the Maple Glen RFP from Wade Trim, in the amount of \$9,300.00.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 6: 2011 CALENDAR**

**MOTION** by Wichert, supported by Pace, to recommend to the Commerce Township Board of Trustees, approval of the 2011 calendar for the 4<sup>th</sup> Monday of the month, with exception to December, which will be held the 3<sup>rd</sup> Monday. In addition, the Parks and Recreation Committee will meet jointly with Wolverine Lake in September and March.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 7: LEAGUE CONTRACT**

No new information to report. Emily will email to ask for status and update the Committee.

**Parks and Recreation Committee Meeting  
October 25, 2010**

**ITEM 8: ARTICLE III. SEC 34-49 REVIEW**

No new information. Will email copy to Committee for discussion at the November meeting.

**ITEM 9: REVENUE & EXPENDITURE REPORT**

The Committee reviewed the Revenue & Expenditure Report

**ITEM 10: AGENDA REQUEST**

- All tabled items
- League Contract
- Article III. Sec 34-49 Review
- If Wade Trim is approved, invite them to attend November, 2010, meeting

**ITEMS 11: OTHER MATTERS**

Concert under the stars – Peter Pace will volunteer his time to look into Dodge Park hosting live music functions

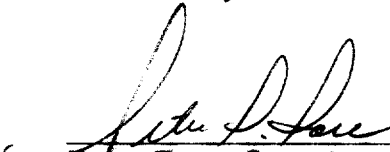
Bicentennial Park improvements

Frank from Lakes Athletics is no longer president. The position is yet to be filled.

**ADJOURNMENT**

**MOTION** by Schultz, supported by Pace, to adjourn the meeting at 8:35 p.m.

**MOTION CARRIED UNANIMOUSLY**

  
\_\_\_\_\_  
Peter Pace, Secretary

## MAINTENANCE REPORT 9/20/2010 THRU 10/19/2010

### Byers

Install arborvitaes on river banks with WAM  
Purchase 16 sections of cedar split rail. (Will install soon)  
Set live trap for ground hogs. (I have not found any in the trap)  
Install dirt and grass seed on the barn side of the river bank to prevent further erosion.  
(Note we will install split rail fence along the river at this point for safety)

### Township Hall

Clean roof of pine needles  
Replace bad fan belts on roof top vents  
Spent one day with WAM doing fall clean-up and washing windows  
Bi-weekly flushing of septic line  
Outside lighting timer was off and needed programming

### DDA

Set up tables and chairs for check-in for the 5K run  
Brake down and take tables and chairs to shelter at old township hall

### Maple Glen

Winterized concessions and bathrooms

### Dodge

Winterized drinking fountain

### Group home

Ordered and installed new backdoor and side light

### Cemeteries

Remove water pumps for winter

### Clerks Department

Starting to set-up and prepare for coming election  
Spoil unused ballots from the primary and dispose of same  
Move ballots form "Primary" to old town hall for storage  
Take M100 cards to county to be reprogrammed

### Treasurers

Take tax liens to county

### Maintenance Garage

Meet with EPA rep to review our procedures regarding any things that we do that could have a negative impact the environment.

**Long Park**

Install two (2) "Do not feed the waterfowl" signs  
Remove park bench that was moved to beach by shelter.

**Park and Trail Signs**

Started installing signs  
Installed ones that had a post and ones that we had posts for first  
We will be ordering more posts once we get a final count

**RCC**

Caulk sink in bathroom  
Repair tables and chairs

10/21/2010

REVENUE & EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF COMMERCE

Month Ended 09/30/2010

12:26 pm

FUND 275 OPEN SPACE FUND

ACCOUNT DESCRIPTION	ACTIVITY FOR		AVAILABLE BALANCE	% OF BUDGET USED
	2010 MENDED BUDGET	YEAR-TO-DATE THRU 09/30/10		

Revenues						
Dept 000: GENERAL						
403.000	VOTED MILLAGE	694,360.00	707,189.19	0.00	(12,829.19)	101.85
664.000	INTEREST AND DIVIDENDS	20,000.00	20,854.00	0.00	(854.00)	104.27
Total - Dept 000		714,360.00	728,043.19	0.00	(13,683.19)	101.92

Total Revenues		714,360.00	728,043.19	0.00	(13,683.19)	101.92
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Expenditures						
Dept 000: GENERAL						
801.000	PROFESSIONAL SERVICES	20,000.00	1,986.00	0.00	18,014.00	9.93
970.000	CAPITAL PURCHASES	96,000.00	18,051.29	864.00	77,948.71	18.80
971.000	REAL ESTATE PURCHASES	2,000,000.00	0.00	0.00	2,000,000.00	0.00
972.000	CONSULTANTS	10,000.00	0.00	0.00	10,000.00	0.00
Total - Dept 000		2,126,000.00	20,037.29	864.00	2,105,962.71	0.94

Total Expenditures		2,126,000.00	20,037.29	864.00	2,105,962.71	0.94
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NET OF REVENUES AND EXPENDITURES		(1,411,640.00)	708,005.90	(864.00)	(2,119,645.90)	
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PREPARED FOR THE BOARD OF SUPERVISORS  
COUNTY OF ALameda  
BY  
**MAPLE GLEN PARK  
DESIGN USE AND  
MASTER PLAN**

**McKENNA**

October 15, 2010

Ms. Emily England  
Charter Township of Commerce  
Parks and Recreation  
2009 Township Drive  
Commerce Township, MI 48390

**Subject: Proposal to Provide Professional Services for the Maple Glen Park - Design and Use Master Plan in the Charter Township of Commerce**

Dear Ms. England:

Thank you for inviting McKenna Associates to submit a proposal for the Maple Glen Park - Design and Use Master Plan in Commerce Township. Our history of working for the Township, our institutional knowledge, and our commitment to the betterment of the community make us uniquely positioned to assist the Township with this effort.

The attached proposal identifies the steps involved in preparing a master plan for Maple Glen Park that approaches the project from the position that park users are the best advisors to the Township on this project. Meeting with and receiving feedback from the user groups will be critical in building consensus and, equally important, it provides an opportunity to ensure that the improvements to the park adequately serve the community needs and proactively position the Township for any potential future development.

Additionally, we have competitively priced our services to assist the Township in moving this project forward and would welcome the opportunity to further customize this proposal to suit the Township's needs, should it be required.

Should you have any questions or require additional information, please call me at (248) 596-0920.

We look forward to the opportunity to work with you on this project.

Respectfully submitted,

**McKENNA ASSOCIATES**



Phillip C. McKenna, AICP, PCP  
President

# EXECUTIVE SUMMARY

MASTER PLAN for  
MAPLE GLEN PARK, CHARTER TOWNSHIP OF COMMERCE, OAKLAND COUNTY, MICHIGAN

October 15, 2010

McKenna Associates, Incorporated, is a leading Michigan planning and consulting firm whose primary business is assisting communities with master planning, parks and recreation planning, zoning, community redevelopment urban design, master planning, market feasibility studies, housing analysis and grantsmanship for the past 30 years.

## KEY PROFESSIONALS

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Courtney R. Piotrowski, RLA, ASLA, LEED GA  
Director of Design  
Landscape Architect and Project Manager

Stacey J. Teber, RLA, ASLA, LEED AP  
Principal Landscape Architect  
Landscape Architect

## MEETINGS

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- Kickoff Meeting and Site Walk
- Programming and Planning Workshop
- Presentation of the Plan

## PROFESSIONAL FEE

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A not to exceed fee of \$15,500.00 (including all travel and deliverables)

Add Additional Meetings (per meeting)	+ \$ 500
Add additional deliverables (printing)	+ cost of production

## LEGALLY AUTHORIZED AGENT

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Phillip C. McKenna, AICP, PCP, President

# SCHEDULE

Project Kick-off	Meeting 1						
Kick-off Meeting							
Site Review and Walk							
Public Meeting	Meeting 2						
Workshop with Stakeholders							
Final Cost Estimate							
Develop Final Master Plan							
Delivery of Final Document to Township							

The above schedule shows the most aggressive approach possible. We will work with the Township to determine a mutually acceptable schedule that meets your needs.

# STAFF ALLOCATIONS

Project Kick-off			
Kick-off Meeting	\$1,025	\$220	\$190
Site Review and Walk		\$330	\$265
Public Meeting	\$1,700	\$1,350	\$380
Workshop with Stakeholders			
Final Cost Estimate			
Develop Final Master Plan	\$4,680	\$2,640	\$1,140
Final Cost Estimate		\$330	\$570

B R *i*  
**Beckett&Raeder**

*Landscape Architecture  
Planning & Engineering*

**Maple Glen Park  
Master Design Plan**

**Request for Proposal**

Commerce Township  
Parks & Recreation  
Commerce Township, MI

Contact:  
Carey Baker, LLA

baker@bria2.com  
734-663-2622

10.15.2010

B R   
Beckett & Raeder

Landscape Architecture  
Planning, Engineering &  
Environmental Services

October 15, 2010

Emily England  
Parks and Recreation  
Charter Township of Commerce  
2009 Township Drive  
Commerce Township, Michigan 48390

Regarding: RFP for Master Design Plan - Maple Glen Park

Dear Ms. England:

We are pleased to submit for your review and consideration, our proposal for the Master Design Plan for Maple Glen Park. We feel our team at Beckett & Raeder, Inc. is expertly equipped with the professional planning and design skills needed to successfully perform the scope of services outlined herein. Our firm endeavors to provide you with state of the art landscape architectural services demonstrated by our awards from the Michigan Society of Planning Officials, American Society of Landscape Architects, and honor awards from the Michigan Recreation and Parks Association for recreation master planning and design.

Our response reflects your interest to determine the best solution for future development of Maple Glen Park. Our team has extensive experience with problem solving and park planning and design. Our team approach will result in a Design Plan that establishes a clear long-term vision, while maintaining the flexibility to respond to changing needs and conditions.

We are pleased to have this opportunity to submit our qualifications and scope of work. We look forward to your favorable consideration of our proposal.

Respectfully Submitted,



Carey Baker, RLA, Principal

Beckett & Raeder, Inc.  
535 West William, Suite 101  
Ann Arbor, MI 48103

734 663.2622 ph  
734 663.6759 fx

www.bria2.com

Petoskey Office  
616 Petoskey St., Suite 100  
Petoskey, MI 49770

231.347.2523 ph  
231.347.2524 fx

Traverse City Office  
800 Cottageview, Suite 211B  
Traverse City, MI 49684

231.933.8400 ph  
231.944.1709 fx

Toledo Office  
419.242.3428 ph

Maple Glen Park  
 Charter Township of Commerce  
 Project Fee October 15, 2010

Principal In Charge  
 Landscape Architect

Carey Baker

Civil Engineer

Heath Hartt

Landscape Architect

Katie Davison

1.1 Initial Meeting	4	4	4
1.2 Analysis of Previous Planning			
1.3 Site Survey			
2.1 Natural Elements	4	4	4
2.2 Visual and Aesthetic Elements	2	2	2
2.3 Man-Made Elements	4	4	4
2.4 Summary of Opportunities and Constraints	4	4	10
4.1 Park Programming	4	4	4
4.2 Conceptual Plan	6	4	13
4.3 Review Meeting with Steering Committee	4	4	4
5.1 Draft Master Plan	4	2	14
5.2 Review Meeting of Draft Master Plan	4	4	4
5.3 Master Plan	4	2	6
5.4 Master Plan Written Description	2		6
5.4 Deliverables	4	4	1
5.5 Final Presentation	4	4	4
Hours	50	24	89
Hourly Rate	\$ 130.00	\$ 120.00	\$ 85.00
Total Estimated Fee	\$ 6,500.00	\$ 2,880.00	\$ 7,480.00

Subtotal \$ 16,860.00  
 Expenses included in fee \$ \$  
 Total Estimated Fee \$ 16,860.00

Notes:

- Expenses include in fee
- Assumes a total of 7 trips to the project location (meetings and field visits)
- Base map preparation is not included in the Total Estimated Fee
- Total Estimated Fee is expressed as lump sum fee
- Additional services shall be compensated per the attached 2010 Professional Service Fee and Structure
- Task 3: Public Input is not included in the Total Estimated Fee

B R i  
**Becken&Raeder**