

FINAL
CHARTER TOWNSHIP OF COMMERCE
****SPECIAL** PARKS AND RECREATION COMMITTEE MEETING**
Monday, July 15, 2019
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Vice Chairperson Wichert called the special budget meeting to order at 5:00pm at the Richardson Center.

ROLL CALL: Present: Michelle Holmes, Secretary
Barbara Garbutt
Tim Wichert, Vice Chairperson
William Petsch
Bob Berkheiser
Rachel Kast, Chairperson (arrived @ 5:17)

Absent: Linda Champagne (excused)

Also Present: Emily England, Director of Senior Services/Parks and Recreation
Jason Mayer, Township Engineer
Josh Garvin, Engineer Giffels-Webster

PUBLIC COMMENTS

None.

The Committee proposed moving some of the "Other Matters" up on the agenda.

ITEM 2. OTHER MATTERS

2.A. 2nd Annual Caleb White Project Walk Fundraiser, Hickory Glen Park, Saturday, October 13th, 10am-12pm

Grant and Luke Landry were present to address the request.

Grant Landry – We are both board members for the Caleb White Project, a youth-led nonprofit organization. We focus on helping the homeless in downtown Detroit and surrounding areas, and we also hope to inspire youth leadership around this area. We are here today to ask your permission to have our 2nd Annual Walk at Hickory Glen Park on Saturday, October 13th from 10am to noon.

Last year's walk was very successful. We raised over \$6,000 and 10-15 pounds of non-perishable food items were donated to the local soup kitchen.

Mr. Berkheiser – 10-15 pounds for \$6,000?

Grant Landry – No, the \$6,000 went directly to the organization, and people also brought in non-perishable items in addition to the funds raised.

We had many local businesses sponsor and send people to participate in the walk. We were just wondering if we could do it again. This year, our goal is to raise \$10,000. We will cover any expenses, liability insurance, et cetera. We will provide a first-aid station in case any injuries occur. We provide snacks and water. We are in contact with Lakes Athletic Association. I believe they use the park quite a bit.

Vice Chairperson Wichert – Did you talk to the Hawks too?

Grand Landry – Yes, everybody is onboard. We haven't spoken with the MMBA yet, but we need approval first.

Mr. Petsch – There's no conflict with the Hawks?

Grant Landry – No, I don't think so. I believe our dad is still the Treasurer for Lakes Athletics. He's been talking with them. We will have them open up the bathroom facilities, as we did last year.

Mr. Berkheiser initiated discussions regarding the actual location for the walk, the map for the event, the route which includes a portion of the mountain bike trail with a distance between 1 and 1.5 miles. It's not a race. It's just a walk fundraiser to help the organization. Grant Landry reiterated that they will inform the MMBA.

Ms. England asked that the group list Commerce Township as additional insured on the insurance certificate and send her a copy. Mr. Berkheiser ensured that the route does not cross any public roads. Grant Landry confirmed that it does not; they will stay within the park and trail.

MOTION by Petsch, supported by Garbutt, to support the 2nd Annual Caleb White Project Walk Fundraiser to be held at Hickory Glen Park on Saturday, October 13th from 10am-12pm.

MOTION CARRIED UNANIMOUSLY

Item 2.B. Dodge V Park Restroom Facilities: Phase I

Jason Mayer, Township Engineer, Giffels-Webster, was present along with Josh Garvin.

Jason Mayer – Josh is the Engineer assisting on design of the Dodge V project for the restroom facilities. We've been coordinating with Scarlet's Smile playground group, mainly on the splash pad, for about 6 months. There's a lot of conduit and coordination that needs to go into that. The splash pad is not being built as part of the Phase I project. Scarlet's Smile is doing the playground, the Township is doing the restrooms and a lot of the paving around that area.

We met with the State two weeks ago and that gave us better direction on how to proceed with the project. We have the plans and specs completed, we just wanted to make sure that everybody is onboard.

Mr. Berkheiser – What did you have to meet with the State for?

Jason Mayer – For the grant; there's two grants. There's one for the restrooms and one for the playground.

We brought the landscape plan and the architectural plans for the restrooms. You can keep that board here if you want.

Ms. England – Okay.

Jason Mayer – We just wanted to give you the overall project scope and provide an update. We are proposing to do some phasing and that's due to the grant requirements

and the timing of the State's review. The Scarlet's Smile group would also like to get some of their items started, so we'll go over that.

We have updated project costs based on everything we know now with the splash pad and the coordination, and also an updated schedule.

Jason Mayer reviewed the project on the overhead. Phase II was shown in the red areas. This includes the restroom facilities, with 4 restrooms, and 2 additional rooms which are changing rooms that are ADA accessible, state-of-the-art ADA compliant, as was part of the grant requirement.

Mr. Berkheiser – So those are also bathrooms, for a total of 6 bathrooms?

Jason Mayer – 6, yes. The yellow area is Phase I which is all the new pavement that will be going in. Some of these sidewalks are being expanded, and some have to be taken out due to grading issues to meet the splash pad requirements. Nothing can drain into the splash pad.

We're installing a pavilion pad near the playground, on the east end, with an electrical hookup. There's new landscaping, benches, plantings, bike racks, a bike fixing station, grills, and then there will be a center plaza with a seating area.

The parking spots currently along the east side of the lot will be converted to handicap parking spots. We're also changing the grade so that it's a smooth slope up to the restroom from there, and we're adding parking in the island near the roundabout.

Overall, there's 16 current parking spots. When this is complete, we'll have 23 ADA spots.

Mr. Berkheiser – They're not all ADA now though, right?

Jason Mayer – No, I don't think any of them are.

Mr. Berkheiser – So ADA are usually bigger.

Ms. England – There's a few on each end, but the middle spots are not.

Jason Mayer – We'll make all the front row...

Mr. Berkheiser – And down the side bigger, and that's what makes the 23?

Jason Mayer – Yes, these all have the van accessible spot and meet all ADA requirements.

Ms. Holmes – That's always been the contention because we have 10-foot spots in the Township, but all of the handicap spots have to be 8 by federal law. It was always frustrating for the Planning Commission.

Jason Mayer – Also with this, the splash pad is proposed to go here. There's a control room in the restroom facility, and we have a lot of conduit going to the splash pad. There's an underground storage tank that's required for the splash pad so the conduit will run underneath all this pavement. That's one of the things to keep in mind; we don't

want to do the splash pad after this project. That's why there has been a lot of coordination to incorporate these items in advance.

Josh Garvin – I printed out two sets of plans, Phase I and Phase II, which show the conduit in detail.

Jason Mayer – This is a full set of plans if you want to look through them. Based on the meeting with the State, we're proposing to do a Phase I, which is all the demolition, grading and concrete work, and everything except the red which would be the restroom facility itself. The reason for that is because Scarlet's Smile wants to start installing the playground equipment in mid-August, so we want to try to get our work done around their area.

Discussions took place regarding Phase I as identified on the plans and overhead, the two grants from the State, one for the playground and one for the restrooms, and the State's timeline to review the grants which is September 1st. Jason Mayer elaborated on the timeline for Phase 1, for which bidding would begin as soon as possible, coordination with Scarlet's Smile, elevations, plans and project management. Ms. England also addressed details of the grant funding, items covered in the scope, and how these impact the timeline. Fencing would be in place on the site during construction. Jason Mayer noted that the restroom facility would not be open until at least Spring 2020.

Jason Mayer – In November 2018, we presented to the Township Board, and we proposed doing the entire parking lot expansion. The Township Board did not want to do a full parking lot expansion until they saw how much this would get used. That was about \$500,000 of what our original estimate was. What we presented at this meeting was \$1,061,855 for the project budget. If we split this into two phases, Phase I we're estimating removing concrete, installing conduit, doing demolition and grading, that's \$385,000, and then the remaining work, restroom, landscaping, striping, et cetera., is \$925,000. So our new estimate based upon all the information we have is \$1,300,000, but at the time we presented to the Board, we didn't know if we had the grant or not, which is \$200,000, so that's now added in also. The estimate of \$1.1 million includes a 15% contingency. We're pretty close to the original figure.

Mr. Berkheiser – So we're actually at \$200,000 or \$300,000 more?

Ms. England – Yes.

Jason Mayer – Exactly, but with the direction I got after the Township Board meetings, they did not want to spend more than \$1,000,000.

Mr. Berkheiser – The original estimate was \$1,000,000 and we were going to get a \$200,000 grant, which means it was \$800,000, but now we're still at \$1.1.

Ms. England – Correct.

Jason Mayer – Right, so we separated out all the additional costs associated with the splash pad. We had to remove a lot of the concrete on the north end of the restroom

area, all the conduit that has to be installed to match up with that, and also the additional room that's in the restroom facility; a 10'x12' area where they will put all of their mechanical and electrical equipment. Those additional splash pad costs come to \$212,000. That is separated out for your knowledge.

Jason Mayer reiterated the scheduling of the projects. Scarlet's Smile playground should have equipment installed in August, and the playground should be complete by the end of this year, including the surfacing. It probably won't be officially open until next year. Phase II would be bid as soon as the grant is approved, and then this might be started over the winter if possible. In 2020, the landscaping and additional items will be installed.

Discussions took place regarding the additional costs in Phase I related to the future splash pad, and the need to have a financial agreement in place with Scarlet's Smile. Mr. Berkheiser also inquired about responsibility for future ongoing costs to run and maintain the splash pad and the playground itself. Jason Mayer could research future costs accordingly with Orion Township.

Ms. Kast – If we delayed it, how much more would it cost to do it retroactively?

Ms. England – The splash pad piece of this?

Mr. Petsch – It would have to be torn up.

Ms. England – We're trying to avoid that.

Jason Mayer – I think you have to decide now if you want the splash pad or not, because it totally changes all the elevations on the site. That's \$80,000 of it, the concrete and grading work, to make the grade so it drains away from the splash pad. We had to raise that area.

Discussion continued regarding the additional Phase I work to be done to prepare for the future splash pad and the cost of \$212,000, along with ongoing costs, managing the splash pad which is similar to pool maintenance, issues that could arise, the potential for nominal fees, seasonal passes, and how other splash pads function in surrounding communities. In addition, the benefits to the community were also addressed, along with the potential for parking expansion.

The Committee agreed that a meeting should be arranged with Scarlet's Smile to discuss the additional costs related to the future splash pad, along with ongoing operational and maintenance costs for the project.

Mr. Berkheiser – What do you need from us?

Jason Mayer – I'm looking for approval to move forward with Phase 1, which is the concrete work, grading, demolition and the conduit underneath the pavement. I'm recommending that an agreement be made with Scarlet's Smile for whatever part of this cost that they're covering, their timeline, and maintenance costs going forward. I'm looking to split this into two phases, knowing the costs exceed what was originally

presented to the Board. This is our best guess at costs. They fluctuate and may be higher or lower.

MOTION by Holmes, supported by Petsch, to arrange a meeting with Scarlet's Smile regarding additional and continued costs, and to recommend moving forward with Phase I of the Dodge V Park Restroom project, contingent upon an agreement being reached between the Township and Scarlet's Smile.

Discussion took place regarding the two phases of the Restroom project, the grant for Phase II, Scarlet's Smile separate phases and equipment installation which is scheduled in August, additional costs related to the splash pad that impact Phase 1 of the Restroom Project, and the timeline for bids and awards for the Restrooms. It was noted that time is of the essence and coordination will be crucial.

MOTION CARRIED UNANIMOUSLY

ITEM 1: BUDGET

Mr. Berkheiser discussed the expected millage with Ms. England. Ms. England distributed updated budget reports and capital improvement pages. Revenues were discussed. The Committee proceeded to review the budget park by park.

1. DODGE V – \$25,000

- Mr. Berkheiser discussed the timeline with Jason Mayer in relation to funding for 2019 and 2020. Jason stated that he would hope to start on the restrooms this year and maybe do the footings. Mr. Petsch inquired about the funding for the restrooms. Ms. England stated that Township Board provided it from the General Fund.
- Maintenance of the splash pad was discussed, and those fees would fall under maintenance. Other items were discussed that would fall under grant funding.
- Mr. Petsch suggested designating \$25,000 for Dodge for 2020 for miscellaneous items, and the Committee was in agreement.

2. HICKORY GLEN – \$150,000

- Ms. Holmes and Ms. England discussed arranging the meeting with Lakes Athletics.
- Discussions took place regarding ingress/egress and associated costs. The current need is for the secondary, emergency ingress/egress. The location was discussed, which is near the police station along Glengary, along with a potential breakaway gate and possible cost estimates. In addition, the leagues were addressed, fundraising, the need to meet with them, their desire for the second entrance, their Phase 1 paving and parking, their timeline, park reorganization and redesign of the fields.
- The Committee decided upon \$150,000, and discussed what portions of the projects that amount might cover when combined with funds raised by the leagues.

3. MAPLE GLEN – \$35,000

- Mr. Berkheiser discussed the need for improved directional signage, showing the fields, et cetera. Mr. Petsch agreed, especially at the new, secondary entrance.
- Mr. Wichert stated that Tim Bailey had requested having the septic looked at again. Discussions took place with Ms. England explaining that the issue is not

with the septic; the problem is that the toilets and sinks are left running and are not monitored which saturates the septic field. However, the bathrooms could use an upgrade. After extensive discussions, the Committee agreed there is a need for an automatic plumbing upgrade to include levers or sensors which will automatically turn water on and off, and control the toilets to avoid septic issues.

- With signage estimated at \$25,000, and \$10,000 for the bathroom upgrades, the Committee decided upon \$35,000.

4. BICENTENNIAL – \$100,000

- Previous quotes for projects at Bicentennial were discussed. Mr. Wichert asked if a concept plan was ever developed. Ms. England stated that the Committee decided against the concept plan.
- Ms. Kast stated that there was a need to review the surveys from last year. Mr. Petsch indicated that \$50,000 was a good estimate, as there is still a need to look at the field. Mr. Wichert felt there was a need for a concept plan which would be under \$15,000. Ms. Kast stated it was more expensive than that.
- Discussions took place regarding the tennis and basketball courts, options for resurfacing versus replacing, costs, warranties, the potential for a skate park, potential for pickleball, priorities, the adjacent neighborhood access and the growing popularity of the park.

5. BYERS – \$100,000

- Discussions took place regarding the Township Board Quarterly Discussion meeting, and the Byers agenda item. The direction for the Farmhouse and park will be provided, along with addressing funding.
- Quotes and cost estimates were discussed briefly, with Ms. England noting one estimate of \$110,000.
- Mr. Petsch reiterated previous conversations with Friends of Byers where the goal was to stabilize the building and make it usable.
- Mr. Wichert discussed the museum fund availability. Ms. England stated that is at about \$125,000, and the Board will have to decide on use of those funds.
- Mr. Berkheiser initiated discussions about the historical status of the property, the Farmhouse and the other buildings onsite, and the lack of documentation needed for a historical marker to be granted.
- Discussions took place regarding occupancy of the Farmhouse according to the Fire Marshal, walk-thrus at the house with areas roped off, gatherings on the grounds outside, and the primary use of the house and property.

6. MILL RACE – \$10,000

- Ms. Holmes noted that there is still question with regard to what is allowed per the DEQ. Ms. England stated that a forestry plan needs to be done. Discussions continued regarding raising the grade, removal of trees and maintenance.
- \$5,000 would cover the forestry plan, and an additional \$5,000 for cleanup.
- The bridges were also discussed. They could be looked at in the 2021 budget.

7. RICHARDSON CENTER – \$50,000

- Ms. Holmes discussed forestry with Ms. England.

- Mr. Petsch initiated discussions on clearing to provide lake access, possible restrictions on use of the lake, the need to research this further, fishing docks and a platform, along with access for kayaks and canoes.
- Mr. Wichert noted that pickleball would not be necessary at Richardson if it were being put in at Bicentennial.
- Ms. Garbutt noted that there are no shaded areas by the playground. She suggested planting trees. Mr. Petsch also suggested a gazebo. Discussions continued regarding a possible pavilion, and the need for tables, shade and shelter.
- Lake access was further discussed, along with photo opportunities it would present for weddings and other rental events. This also led into additional parking for the facility, and the ability to utilize parking across the street at the school.
- \$50,000 was estimated and designated for the potential pavilion, lake access, and docks. Grant funding was also discussed.

8. LONG PARK - \$25,000

- Mr. Berkheiser expressed the need to look at repairing or replacing the covered bridge.
- Mr. Berkheiser noted that aquatic vegetation is still a concern. Ms. England stated that she has been working on that for the last few years. She would further research an available grant, but she felt it would be costly. She elaborated on DEQ approval, restrictions and limitations for management of aquatic vegetation. Ms. Holmes inquired about the water quality study. Ms. England had been informed that it wasn't needed.
- Ms. Garbutt noted the big hole in the entrance of the parking lot. Mr. Petsch stated it is a sinkhole that needs to be resurfaced.
- Mr. Petsch noted that the fishing platforms need to be fixed and accessible.
- Ms. England discussed stone for the pathways and maintenance.

9. WISE WOODS & VICTORY PARK – \$100,000

- Mr. Wichert inquired about proceeding with the small parking lot. Mr. Berkheiser discussed the project. Ms. Kast asked if it was a grant. Delays were discussed.
- Mr. Berkheiser expressed a need to find out what's going on with Wise Woods from the Township Board at the upcoming meeting. Ms. England agreed; an updated is needed, along with direction.
- The \$100,000 from last year's budget was never used.

10. SNOWY RIDGE – \$0

- Mr. Wichert stated that there are no short-term projects here.
- Ms. Holmes discussed programming for the community garden and the master gardener. Mr. Berkheiser inquired about irrigation.

11. TRAILS – \$100,000

- Ms. Holmes felt that the connector from M-5 to Long Park trails would be a good idea. Possibilities for this transition were discussed extensively.
- Ms. Kast noted that if the parking lot is to be done at Long, it would make sense to do all the paving at once.

ITEM 2: OTHER MATTERS (continued from above)

2.C. The Committee discussed the following:

- Mr. Petsch inquired about the rainy day fund, and Ms. England replied that is at \$110,000.
- Mr. Berkheiser discussed putting funds into forestry management. He also initiated discussions on trail funding.
- Mr. Berkheiser discussed relocation of the Union Lake boat launch and limitations on parking.
- For next week's Township Board Quarterly Discussion meeting, the following items were addressed:
 - Byers
 - Scarlet's Smile
 - Priorities
 - Richardson Center Concession Partnership Agreement (the timeline for the liquor license was discussed, along with the vendor contract, serving alcohol and pricing)
- *Possible cancellation of the July 22nd Parks meeting was discussed. Committee members would visit Dodge on their own.
- The August 26th meeting was also reviewed, which will be held at the Richardson Center.

***The next Parks and Recreation Meeting is scheduled for Monday, July 22, 2019.**

ITEM 3: ADJOURNMENT

MOTION by Holmes, supported by Wichert, to adjourn the meeting at 6:45pm.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary