

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

*Monday, October 28, 2019*  
2009 Township Drive  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Vice Chairperson Wichert called the meeting to order at 7:00pm at the Township Hall.

**ROLL CALL:** **Present:** Tim Wichert, Vice Chairperson  
Michelle Holmes, Secretary  
Barbara Garbutt  
William Petsch  
Linda Champagne  
Rachel Kast, Chairperson (arrived @ 7:09pm)  
**Absent:** Bob Berkheiser (excused)  
**Also Present:** Emily England, Director of Senior Services/Parks and Recreation

**COMMUNICATIONS:**  
None.

**APPROVAL OF MINUTES:**  
Vice Chairperson Wichert inquired with Ms. England about the minutes from the joint meeting with the Township Board. She will add them onto next month's agenda.

**MOTION** by Petsch, seconded by Garbutt, to approve the August 26, 2019, Parks and Recreation Committee Meeting Minutes as written.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**  
None.

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

**CW3 Soccer – Todd Lamb**

Mr. Lamb discussed the following with the Committee:

- Soccer season ended last weekend.
- We have a couple makeups this week.
- It was a good season and all went well this year.
- Just after Christmas, we will open up registration for spring.

**Interlakes Girls Softball – Tim Bailey**

Mr. Bailey shared the following with the Committee:

- We had a tournament – well, half a tournament a couple weeks ago. It was half rained out.
- We're planning for next year. Our registration opens in a couple weeks.
- We shut down the sprinklers and the buildings will be shut down in the next week or so.

**Lakes Area Hawks – Pete Lesner**

Mr. Lesner shared the following with the Committee:

- We are in our playoff season.
- We're ranked #2 in the league.
- We're planning on having a great season, continuing on.
- Our girls just finished their super cheer yesterday, and they did great. They had the super cheer award for best overall cheer team. We didn't even have a cheer team going into the season, so it was pretty remarkable what they put together.
- There's only two games left, and we don't have anymore games at the park. We are doing practices at Walled Lake Central, except for Friday nights.
- We only have two more Friday night practices at the park and then we'll clean it up and blow out the sprinklers.
- It has been a successful season.

Mr. Petsch – How did the fields hold up, Pete?

Mr. Lesner – Very well. We put a ton of money into it and we got the roots down to 3.5". The roots are everything.

Mr. Petsch – Good.

**Friends of Byers – Dean & Karen Schantz, Jim Meenahan**

Mr. Schantz shared the following with the Committee:

- In September, we had our WWAM group come out and they did amazing stuff for three hours. We got rained out, but they got everything done that was needed, including woodchips and topsoil.
- We've noticed that there's a lot of people from outside of the Township coming into Byers on Sundays. I think that's a plus for the Township because it showcases what the Township has to offer.
- We had our Boo Bash last Saturday. As you all know, it was a rainy mess. I didn't expect we'd get anybody, but we had 200 people in attendance so that was phenomenal. It was a lot of work because a lot of people didn't show up that were going to come and help us out, so our sponsors really bailed us out this year. That was a big help.
- Right now we're gearing up for our Christmas event on December 8<sup>th</sup>, starting at 11:00am. We already have 30 people reserved for that. We look for 300-325 in attendance for that particular event. I think it's a testimony to our Santa Claus; he's quite popular.

Ms. Holmes – Emily, have we been doing any resolutions for the sponsors?

Ms. England – No, we haven't.

Ms. Holmes – We might want to think about that, especially with a bail out.

Ms. Holmes discussed thank you's and resolutions with Friends of Byers, which are done by the Township for special events and projects in recognition of outstanding contributions to the community. Sponsors would receive a plaque.

Ms. Garbutt – I think it would be very nice to put somewhere in the minutes how many people volunteered and how much work it was, considering it was raining.

Mr. Schantz – I put in about 10 hours Friday and 13 hours Sunday.

Ms. Holmes – If you can get a synopsis to Emily, we can put it into the meeting minutes too.

### **Lakes Athletics – Josh Springer**

Mr. Springer shared the following with the Committee:

- Fall baseball ended two Sundays ago.
- We ended up with twice as many registrants this fall.
- We did partner up with Huron Valley, which is based out of Duck Lake Pines Park. We received positive feedback from parents. We also partnered with Novi and Northville as well.
- Our first round of marketing went out for registration a few weeks back, so our registration is open for spring.
- Since the last meeting, we've also gotten several quotes for replacing the backstops. That will be one of our major capital improvements for 2020, to replace all seven backstops.
- Similar to softball, we're starting to winterize the concession stand, sprinklers, et cetera.
- We also had two of our graduate baseball players host the Caleb White Project in October, which raises money for charity. We had about 100 people show up and walk to raise money for that foundation.
- We are still trying to figure out how many rows of bleachers we want to buy. We've narrowed it down to either 3 or 4-row bleachers to order in the spring.
- We're about halfway through enclosing our dugouts which will improve safety.

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

- Commerce Little League
- Michigan Mountain Bike Association

*Chairperson Kast arrived at 7:09pm.*

### **ITEM 2: PARKS AND RECREATION DEPARTMENT REPORT**

Ms. England discussed the following:

- Scarlet's Smile play surfacing has been held off for a couple weeks due to the weather. It's scheduled to go in next week.
- They're done over there with Phase I and everything looks great.
- We just got notice from the DNR for the Land & Water Grant that everything is good and final. That agreement will be going to the Township Board next month. After that is complete and the resolution is signed, that we can send it out for bid.
- Things are going great at the Senior Center. We're outgrowing the Center and our parking lot.

### **ITEM 3: TOWNSHIP BOARD REPORT**

No report in Mr. Berkheiser absence.

**ITEM 4: PARK LIAISON UPDATES**

**Berkheiser - Wise Woods & Victory Park**

- No report in Mr. Berkheiser's absence.

**Petsch - Bicentennial Park**

- Nothing to report.
- Everything is good over there.

**Holmes - Byers and Mill Race**

- I don't know who moved the sign, but I like the old sign on Farr Street for Mill Race.
- We just visited Byers, and I don't think we have anything significant for that.

Mr. Wichert – Except that we need a new roof.

Ms. Holmes – That's an agenda item.

**Kast - Dodge Park**

- Dodge Park is good; lots of soccer happening there.
- The kids cannot wait for the playground to open. It is like Christmas Eve every day.

**Garbutt - Long Park & Snowy Ridge Park**

- Still a lot of activity in Long Park; walking, cameras, people watching the birds migrate.
- I was very distressed though last time I went there because people are dumping garbage. There were suitcases, big huge boxes with plastic bags and garbage in them, and trash all over the parking lot. I did pick it up. I had a couple men who offered to help, but I had gloves. I did find a man's name on the suitcase and I sent it to the Township.
- The little free library box is getting waterproofed again.

Ms. England – I have one thing to add. We ended up having to have the outhouse picked up early over there because of all needles that were in it every week. They are also going to remove some of the garbage cans over there to discourage the dumping.

Discussions continued regarding activity at the park, security cameras, and officers making rounds.

**Wichert - Maple Glen**

- Not much has changed.

Ms. England – They were out there last week treating the oak wilt. We identified oak wilt in a neighboring lot, by Benstein Grille. The arborist and I talked to the gentleman. He was very open to allowing us to come onto his property and do trenching, along with injecting. The arborist is pretty confident that we've found the source and we may actually contain this.

### **Champagne - Hickory Glen Park**

- Nothing to report, other than the big storms and the washout that Josh and his team have experienced.

Mr. Springer – You can have the porta john picked up. They did recommend ordering two for next year. We are also having garbage issues.

Discussions took place regarding removal of most of the trash cans from the parks, as there is currently an excessive number of them, along with issues of dumping and ways to address it such as imposing fines for littering, security cameras, et cetera.

### **ITEM 5: VILLAGE OF WOLVERINE UPDATE**

Ms. Champagne discussed the following with the Committee:

- Nothing to report.

### **ITEM 6: LEAGUE AGREEMENT REVIEW**

Ms. England – This is the agreement Attorney Phil Adkison put together. It's a two-page standard agreement that's cookie-cutter for everybody at this point. If everybody is okay with this agreement, my plan is to send all current signed contracts out to the leagues, request any changes they would like to see, and then each contract will get an attachment specific to the leagues because they are all different.

Ms. Holmes – I was wondering if this was for the partnerships, or if you'd be using this for pavilions and that type of sign-up.

Ms. England – No, this is for the league agreements. We would do something different for the pavilions.

Ms. Holmes – I like the format and language for independent use also, if we do pavilion sign-ups.

Ms. England – Is everybody good with that plan, if I follow that?

Mr. Petsch – Yes.

Mr. Wichert – At this point, I think we're good.

Ms. England – Once we come to terms with the leagues, then we'll take it to the Board for final approval. No motion is necessary until we have final versions.

Mr. Springer – Is this per organization or per park?

Ms. England – Per organization, so it will be specific to your league.

Discussion continued regarding addendums.

**ITEM 7: FIELD 6 - HICKORY GLEN**

Ms. England discussed the following with the Committee:

- Lakes came to us back in August regarding Field 6 and the water that was sitting between 1<sup>st</sup> and 2<sup>nd</sup> bases. They had the idea of a French drain.
- I had the Township Engineer go out to give us a cost estimate for what it would take to survey the field, see where the grades are, and do a grading plan so that it drains properly.
  - He said they can do a topographic survey, a new grading plan and cost estimate.
  - The concern is how much fill may be required.
  - There are standards for baseball field design. They do have people on staff who are familiar with those standards.
  - They would want to talk to the league so they know exactly what the issue is before they start doing any type of design.
  - They would charge hourly, not to exceed \$5,000 for survey, grading plan and cost estimate.
  - I sent over information to get his thoughts on putting in a French drain. He feels that will just get clogged relatively quickly with dirt.

Chairperson Kast – So it's going to be \$5,000 to get an estimate?

Ms. England – Not to exceed \$5,000, depending upon how in-depth the survey has to go. Todd may be able to help with how those costs ran since he just did the survey with Giffels-Webster.

Mr. Springer – That's why we asked for help, because Todd and everybody here has put money into some of these fields and they can just be a sinkhole.

Mr. Lamb – They had to go around the wetland so there was a little bit more there.

Ms. England – Your situation was more intensive.

Mr. Lamb – You've already got clear boundaries, so it's different.

Ms. England – So it doesn't sound like it's going to be as simple as a French drain.

Chairperson Kast – The previous work you had done, was it more involved than a French drain, or less?

Mr. Springer – No; so the first company that came in this past Spring said all we needed to do was churn up the dirt. His thought process was that the clay underneath has turned into concrete, so the water wasn't draining. It was just sitting on that clay layer. He churned it up, added dirt and resurfaced it so that the water comes off the field and into the grass, but after the first rains, it pooled right back up. They came back out later, along with two other companies, and they said a French drain would solve our problem. I just want to make sure it's going to work if we do it. I don't want to put \$10,000 into a French drain, and then two years later, another \$20,000 in, when if I would have spent \$15,000 or \$20,000 in the first place it would have been solved.

Ms. Champagne – What's the plan?

Ms. England – They're asking us to pay for this.

Mr. Petsch – That's not part of the Township program.

Ms. Champagne – Well, we were talking about paying for it before.

Ms. Holmes – No, just partially for the safety part. The section that was there, not for regrading and rebuilding of the field.

Mr. Petsch – That's not part of our process, and you're talking about removing some trees too?

Ms. England – That's something different, on Field 7. We will deal with that under Other Matters. This is Field 6, the one next to that.

Mr. Petsch – We will take care of the safety issues, and then the fields become the league's responsibility.

Ms. Champagne – So if he's got to pay for the drain, can he hire another engineer to get another opinion?

Ms. England – Yes, absolutely.

Mr. Lamb – We chose Giffels for the timing.

Ms. England – Not only the timing, but they're also going to have to review it. Jason would be more than happy to sit down with the league and discuss all of this.

Mr. Petsch – We've got to figure out a plan that will work.

Mr. Springer – I totally agree, and I don't think he's going to sit down for free.

Ms. England – He'll sit down with you. He went out there this weekend to see it while it was raining.

Ms. Champagne – What happens in that area when we repave? Is it close enough to impact it?

Ms. England – I don't think it would affect it.

Mr. Springer discussed flooding and elaborated upon how changes could impact this area as it is the lowest field in the park.

Ms. England – When we're looking at improving the parking and drive, that is also something that has to be engineered to drain properly, and they're not going to drain into the fields. You won't be able to just put down asphalt millings and roll them out. It would actually have to be an engineered drive, just like we did at Maple Glen.

Mr. Petsch – I think we should probably get Giffels-Webster involved and formulate a plan here. It may be patchwork until we decide whether we're going to go with the cloverleaf designs, and then it will be gone anyway.

Mr. Springer – That field is not impacted by the cloverleaf.

Discussions continued regarding the two cloverleaf designs, where the water is draining from, re-routing the drainage, park elevations, and including this as an add-on to the surveying when the parking and drive are redone, which would be a cost savings.

Mr. Springer – Just to get some of this information to even make the decision and be informed, it's probably going to be 5% to 8% of our overall budget for the year. Our concern as a board is that we have to spend up to \$5,000 just to find information out. Hopefully it's less, but that's before we even pay any real money to do real work that the parents of the league will actually see.

Mr. Petsch – That's part of the job, it's part of what we're building there for the kids. You know that – I don't have to tell you. You'll just have to inform them. We're trying to make it better, and this is the process. It's a long ongoing process and I was there 25 years ago doing what you're doing. My kids see what you guys have done now and they say, "Dad! Why didn't we have the fields like that?" That's your success and progression over the years to make it so much better. We didn't have the drainage problems that you do, but we didn't have the fields that you do either.

Ms. Holmes – Where does this fit on the priorities?

Ms. England – We budgeted for Hickory Glen next year, redoing the parking and drive.

Ms. Holmes – So we're looking at this. I think we need to find the base problem first.

Ms. England – We need to do the survey.

Ms. Holmes – Right.

Mr. Petsch – I don't want to see you guys waste money.

Mr. Springer – I agree. It's challenging.

Mr. Petsch – If the temporary fix is to put more dirt on it, crown it and try to keep the water off, there's a couple thousand dollars. Maybe something else until we get to the root of the problem; that might be the course we have to go with.

Discussions continued regarding the budget, scheduling, surveying, cost savings, the RFP for the parking, entrance and drive, and this item as an add-on. Mr. Springer noted that the kids will start using the field during the first week of April, then through July. Ms. England explained the process, similar to Dodge, which is to revisit the concept and master plan for the park, then have the parking and entrance designed to accommodate today's current needs and budget. She clarified that the Township would not cover the cost of the add-on for the topographic for the field itself.



**ITEM 8: SIGN POLICY**

Ms. England stated that she did not have an update on this item yet.

**ITEM 9: 2020 MEETING SCHEDULE**

Ms. England – There are two changes.

Ms. Holmes – I propose that we move the May meeting to May 18<sup>th</sup>, and the December meeting to the December 14<sup>th</sup>.

Mr. Wichert – For Memorial Day and Christmas?

Ms. Holmes – Yes.

**MOTION** by Holmes, supported by Wichert, to accept the 2020 Parks & Recreation Committee Meeting schedule, with the changes as proposed, to *move the May meeting date to May 18th, and the December meeting date to the December 14th.*

Discussion took place regarding park tours and meeting times. During the wintertime, November through March, there are no park tours and the meetings begin at 6:00PM. April through October, park tours are at 6:00PM, and the meetings begin at 7:00PM.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 10: AGENDA REQUESTS**

Ms. England – Hopefully I will be able to bring back the league agreements, or at least an update on them, including CW3.

Chairperson Kast – Is there going to be an opening for Scarlet’s Smile this year?

Ms. England – I haven’t talked to Larenne, but I’m sure she’s planning an opening as soon as she can. I will let you know.

Ms. Holmes – We have had November openings. Long Park opened on November 1<sup>st</sup>.

**ITEM 11: OTHER MATTERS**

Chairperson Kast – I think we have some fences to discuss.

Ms. England – Actually, I have two additional items for Other Matters.

**A. Senior Transportation**

Ms. England – For Senior Transportation, we are going with People’s Express. We are doing an agreement with them which we can stay in as long as we want to. The terms for seniors 55 and over and disabled individuals is \$2 per ride, \$4 round trip. Anybody 18 and over would pay \$10 per ride. Then the Township gets charged \$25 per ride.

Ms. Champagne – Even if somebody’s paying \$10?

Ms. England – Correct. The money that they pay doesn’t come off what we pay. Options were reviewed at length for People’s Express and WOTA, West Oakland Transportation Authority. The facts we have right now are construed and we could not show demand. We could not provide any more service than what we were providing. If we went with

WOTA, it would be \$160,000 for a year. We are currently serving about 18 riders, so this will allow us a year's time to collect data to know what the exact demand is, then we can review our best option again.

Ms. Holmes discussed dissemination of this information with Ms. England, including through the senior center, the website, Facebook, and including something in the tax bills.

Ms. England – We have 221 registered riders, but only 18 ride regularly. Ideally, a bus can only make 24 stops per day. We are servicing White Lake and Commerce Township with two buses; however, 80% of the time we're only using one bus because one has been broken down. The bus runs 5 days per week.

Discussion continued regarding details of the new service with People's Express.

### **B. M-5K Walk/Run Event**

Ms. England – We had our M-5K. It was a great success. For our first run, we had 104 participants and nothing but positive feedback. We will be planning another M-5K for next year, as well as adding on another event such as a color run.

### **C. Lakes Athletics – Field 7, Fence**

Ms. England – This is regarding Field 7. I handed out the photo of where the washout is happening under the dugout. Back in August, Lakes brought this to us. They had presented us with a quote from Northern Fence Company that dealt with the backstop and the washout.

At that point in time, you the Parks Committee, made a recommendation to move forward with fixing the washout area only. We were just waiting to get that back so it could go to the Board for final approval.

I have another proposal from Suburban Landscape. This is what they want to do. It's not the same scope of work, and this involves regrading the fields. We need to readdress this. Josh, if you can help me, I went out to take pictures.

Mr. Springer – There's a couple things. One is, when we sent the bid for Northern Fence, they did not break it out, so there was no distinguishing between what was grade work and what was fence work. The Suburban quote is broken out into individual line items and doesn't include any fence work. The work for doing the field, as part of the grading, he's going to have to dig back some of the dirt right around the fence to begin the proper grading outside and into the dugout.

He thinks he will use a machine to dig down, pull the dirt back, put some gravel underneath so it ties into the gravel on the outside of the fence and underneath the dugouts, which will then of course have the piping to drain out.

He also suggested as part of this, because of how the field is up so high and the grade will have to come down gently from the backstop and the dugouts down, there's a small group of trees (shown on overhead) that should be removed. He feels the trees will be impacted by the way the grade feathers down and the drainage. He recommends removal of four trees.

Discussions took place; the Committee was not in favor of any tree removal. Banking soil around the trees was suggested, along with redirecting drainage and other measures to preserve the trees.

Ms. England – The quote includes removal of trees for \$1450. The other thing I see an issue with is the “repair field and regrade”, and that is to bring in diamond dust. We discussed in August that this is to deal with the dugout washout, and with any potential regrading or culvert drainpipes that needed to go out to the parking area to redirect the drainage. It had nothing to do with the field. This is not the same scope of work.

Mr. Petsch – How did that get added into the quote?

Mr. Springer – That was based upon his recommendation of pulling the dirt back from the fence, digging down so they can lay some pipe to help with getting that water off by the inside of the fence, as well as on the outside, and connecting those drains.

Ms. England – It almost seems like the scope above the “repair field and regrade” is not unreasonable. It’s *Safety Related Repairs on Field 7, Shore up current dugout pavement where washout has occurred with compacted 21AA limestone.*

Mr. Petsch – I see that, until we get to the dark highlighted spot.

Ms. England – That’s *Athletic mix per ton (add approximately 20 yards of athletic mix to achieve proper grade and crowning to achieve corrected water runoff) material cost.* That’s the additional that they’re going to be putting on the field. The next one is, *21AA limestone (material cost for repairing dugout areas and creating a safe grade to parking area).* That, in my opinion, is acceptable. Next is a *drainpipe.*

Ms. Holmes – What we need is something to match the other one?

Ms. England – Not necessarily, you just need to refer to the scope.

Mr. Petsch – I think what Josh is saying is, from the backstop to home plate, once they excavate that, it has to be crowned and graded so that the water does not roll back toward the infield. Dirt will be brought in to take care of that area, which is to alleviate the drainage. That’s not going on the field per se, it’s actually in the foul territory.

Mr. Springer – Right, and we did have conversations with both Northern and Suburban that we can’t put stuff on the field.

Ms. England – Where I’m confused is where it says, *This process will involve digging out the overgrowth to a minimum of 4” below the grass line and filling and compacting the area with diamond dust up to the grass line.* Where is that grass line?

Mr. Springer – (Approached the overhead) You see the fence and the dugout right here. There’s a backstop that runs right along here. Right now, the dirt on the inside of the field is about 4” higher than the dirt on the outside of the field. Suburban will take the extra 6” of dirt, pull it back onto the field, dig down, compact it, and from my understanding he’s supposed to put some sort of drain in. Then, this will now also come

up, and to properly have the grade come from the field onto the new 21AA, we need some work done just on the inside of the backstop.

Mr. Petsch – It's in the foul territory.

Discussions continued regarding details of the project, grading and drainage.

Mr. Wichert – So the quote is \$6213.89?

Ms. England – Without the tree removal, and there will be no sales tax because the organization is tax exempt.

Mr. Wichert – Okay, so less \$161 then.

Chairperson Kast – Are we paying half?

Mr. Petsch – What's our normal process?

Ms. England – This is new territory. With Byers, we've always split it with them.

Mr. Springer – When we had the conversations in the Spring, since it impacted safety, most of the work is outside of the diamonds. Bob had said it was potentially all covered by the Parks.

Ms. England – If it's a safety concern, then I support that.

Mr. Springer – If the hang up is the diamond dust...

Ms. Holmes – It's not a hang-up, you've just got to understand.

Mr. Petsch – You guys want to pick that up to smooth things over?

Mr. Springer – I'm good, sign us up.

**MOTION** by Petsch, supported by Wichert, that we recommend approval of the quote by Suburban Landscape to fix Field 7, specifically the grading for \$3368; the crushed 21AA limestone for \$1450; the 4" drainpipe, 100' in length, for \$59; and, the black trench drain channel for \$227.80; not to exceed \$5300 total. The diamond dust athletic mix for \$948 will be covered by Lakes Athletics. **MOTION CARRIED UNANIMOUSLY**

**The next Parks and Recreation Meeting will be Monday, Nov. 25, 2019, at 6:00PM.**

**ITEM 12: ADJOURNMENT**

**MOTION** by Wichert, supported by Holmes, to adjourn the meeting at 7:59pm.  
**MOTION CARRIED UNANIMOUSLY**

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Michelle Holmes, Secretary