

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

*Monday, June 22, 2020*

2009 Township Drive  
Commerce Township, Michigan 48390

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

**ROLL CALL: Present:**

Rachel Kast, Chairperson  
Tim Wichert, Vice Chairperson  
Sarah Henderson, Secretary  
Barbara Garbutt  
Bob Berkheiser  
Linda Champagne

**Absent:**

William Petsch (excused)

**Also Present:**

Emily England, Director of Senior Services/Parks and Recreation  
Mark Schoder, Maintenance Director  
George Weber, Township Board Trustee

**COMMUNICATIONS:**

Ms. England – I just want to take a minute to recognize Sarah Henderson. She's our new Parks & Recreation Committee member. This is her first meeting.

Mr. Wichert – Is she also our Secretary?

Discussion took place regarding the role of the Committee Secretary, and Ms. Henderson agreed.

**MOTION** by Wichert, supported by Champagne, to nominate Sarah Henderson as the Secretary to the Parks & Recreation Committee.

**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES:**

**MOTION** by Champagne, supported by Berkheiser, to approve the May 18, 2020, Parks and Recreation Committee Regular Meeting Minutes as written.

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

Rusty Rosman, 1081 Island Drive, Commerce Township – I walk at Dodge V and the Library every single day. There's three of us and we absolutely love it, and commend all of you for all the hard work that you've done to create such an incredibly beautiful facility for everybody to enjoy.

We have watched the playground be created from the ground up, and we were there the day it opened. We have watched the garbage go rogue. As much as people love the playground, they don't love to take their things with them.

I'm here to ask that we get additional garbage cans. I know they are in front of the pavilion so that the garbage trucks can drive up and easily pick them up, but I would like

to see them in a lot of other places, which then necessitates someone moving them to the front so they can be picked up. From what we've seen, unless the trash can is nearby they won't put trash in its place.

We saw a group of people come with lots of donuts. They were gathering at the pavilion. They filled up 1.5 garbage cans with all the stuff that they brought. Lots of people come with lots of picnic things and it doesn't happen the way we wish it would. So, I would propose we order more garbage cans, and 10 would be a lovely number. At the same time, we should have someone there at least twice a week to walk around, blow the sidewalks, ask visitors to clean up after themselves and to make sure the garbage cans are lined up for the pickup. Perhaps the pickups could be doubled. Also, I'd like to know if there's anything in place to allow people to make a donation. For instance, the three of us that walk would like to donate a bench. I'm not sure about the different cement areas that you have designated, but it's a nice fundraiser to designate a bench. I recommend that if you do go for that, you should have an amount of time. If I put XYZ name on the item donated, it's shouldn't be there for 500 years; it should be 5 years and then you can sell it again.

Again, I commend all of you for all the hard work you have done to make those parks beautiful. It is a joy to see every age and every capability. I've moved off to the side as wheelchairs have gone by me on the walking areas. It's wonderful to see and I'm so very proud.

Mr. Berkheiser – Were you saying that your walking group is going to form a group to help with the maintenance of the park?

Ms. Rosman – I did not say that, but we do walk four miles every day.

Mr. Berkheiser – Reach out to Emily anytime for any of those things, and certainly for the donation piece. Scarlet's Smile is still looking for things.

Ms. Kast – Emily, is it possible to have GFL drop off more trash cans?

Ms. England – We ordered them today, and I think it was an additional 6.

Ms. Kast – And I know I saw the maintenance guys there this morning doing the landscaping.

Mr. Schoder – We're there every morning.

Ms. Kast – Thank you for sharing.

Ms. Rosman – Thank you.

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

### **Friends of Byers – Karen Schantz**

Mrs. Schantz shared the following with the Committee:

- We just got back to the barn. We opened two weeks ago on Sunday and it was swamped both weekends. There were 61 and 47 visitors respectively each weekend. They missed us a lot. We will start seeing people come in from out of town during vacation to revisit Byers Homestead.

- We cancelled our Easter event.
- Coming up, we're supposed to be holding our Vintage Market on August 9<sup>th</sup>, but I wanted your input. I don't know where you stand with Concert in the Park with gatherings of up to 1,000 people coming through the Parks system.

Ms. England – It's not up to us. It's up to the Governor, and as of right now under the Executive Order, that would not be allowed. That's all we can act upon at this time.

Mr. Berkheiser – What is the last date that you can decide? The Governor updates the orders often. It's now at groups of 100 and maintain social distancing.

Ms. England – Up north, she moved from 100 to 500 outside.

Mrs. Schantz – We never know. At one point in time, you could have 50 people on the grounds, and then next you have 10.

Ms. England – You would have to have some guidelines in place.

Mr. Berkheiser – You would have to control how many people were admitted at a time.

Mrs. Schantz – We completely gate it off. We run snow fence.

Mr. Berkheiser – This event has vendors?

Mrs. Schantz – Yes.

Mr. Berkheiser – My point is, one, you want to ensure that it's good for them as they're spending money. Two, you've got to give them enough time to cancel.

Ms. Champagne – Well, they've got to cancel anyway. I mean no one else will be able to host them either. The money would be refunded.

Mrs. Schantz – I do 99.9% of this event. I would prefer not to deal with it. It's telling the people who have their hearts set on it a final no. I get phone calls all the time.

Ms. Champagne – Could you take it to September?

Mrs. Schantz – No, that's my vacation time. I leave.

Mr. Berkheiser – That's your decision and you can base it off what the Governor does.

Discussions continued regarding changes to the Executive Orders, controlling the crowds for any event, and the priority to keep people safe.

Mrs. Schantz – I would prefer to cancel. I am praying for Boo Bash, our biggest event.

Mrs. Schantz –

- The front end of the barn is pending. The artist is unsure about whether she wants to do it. It might get pushed back another year.

- We will concentrate on the other buildings, staining the deck and routine maintenance.
- We're still having issues with groundhogs.

Discussion took place regarding addressing these issues.

Mrs. Schantz –

- This weekend, we are doing a food drive at the barn on Sunday from 12-4pm. People drop off, we collect. ASA Building Supply is letting us use their box truck to distribute the food. We have an appointment at Open Door on Tuesday morning to drop the food off.
- We have 4 of us working from our group, along with two resident volunteers, and a member of the Commerce Area Historical Society.

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

An update had been emailed to the Committee. In addition, Mr. Springer shared the following with the Committee:

- We ended up cancelling our house season.
- We are giving 100% refunds.
- We have a bottle drive to help recoup registration fees. It's challenging without any revenue.
- We were able to renegotiate all of our required expenses; landscaping of the diamonds, fertilization, insurance, et cetera.
- Emily asked about when we would apply calcium chloride to the driveway, because of the dust complaint received. At this point, it's challenging with the financial situation.
- We did host a tournament this past weekend to help as a fundraiser. There was more garbage than expected throughout the park which we cleaned up this morning. We'll be reaching out to our partners about that to recoup more fees.
- We will also be hosting our rescheduled Legends tournament. That is our Memorial weekend tournament which was canceled. That's our biggest fundraiser for the year for our travel folks.
- We will be kicking off fall baseball registration in early July for the mid-August to October season.
- I have some pictures of Field 7 which was finished. It turned out really well.
- I saw in the Township meeting information about the parking lot update. It sounds like it is going to a vendor for master plan review.
- I have a question for Mark. I need to confirm that we are good on the dirt. Was it pushed back far enough?

Mr. Schoder – I think Wolverine was in there and pushed it back.

Mr. Springer – Oh, did they? I called to schedule that stuff at the beginning of the pandemic, but it was already done. I didn't know who did it.

Mr. Schoder – They pushed it back so they could dump their seed there.

Ms. England – It's good now.

Mr. Schoder – Yes.

Mr. Springer –

- We did get the outhouse delivered.
- Thank you for getting the parking lot graded.
- I was curious on the backstop windscreens that we talked about recently.

Ms. England – As far as the windscreens go, the Committee decided that is an item that will be discussed during budget time to deal with for next year.

Mr. Berkheiser – On the dust control, what does that usually cost you?

Mr. Springer – Typically we have to do it twice a year, and usually it is \$1500 per treatment. Sometimes we partner with the football folks in the fall.

Discussions continued regarding treatment pricing, league use of the park, residents visiting the park, bike trail activity, upcoming tournaments, contract specifications, responsibilities for park maintenance, trash issues, et cetera. Ms. England stated that history has been, the Township takes care of the grading and the user groups take care of the calcium chloride treatments.

### **Lakes Area Hawks – Pete Lesner**

Mr. Lesner shared the following with the Committee:

- As far as tournaments go, I have been in touch with Jake Hughes today. They're allowed to use our dumpster that we keep there. We always try to work in conjunction with the baseball people. We all want our kids outside playing.
- We have helped out in the past with the calcium chloride. All we need is a bill and we have no problem with that. As he stated, there is a lot more traffic in there and it's not only baseball. It would be great if we could all kick in together to do it, but I understand the policy that's in place.
- We have been affected by the virus, like everyone, and we've had some drops. We're doing a lot less registration than in the past. We're doing more on the little guys, and less on the older. Our cheer is about the same. We have about 98 families between football and cheer combined.
- Regarding our football guidelines, I get updates from the MHSAA. Those are high school models. We're trying as a league, along with help from USA Football and MHSAA, to develop our model for returning.
- Unfortunately, this is the first year in 26 years that we will not have a stay-over camp for obvious reasons. The parents will need to bring kids in the morning and pickup in the evening. The camp will be held on the last weekend of July, Friday through Sunday. We will follow guidelines regarding distancing, cleaning of the balls, coaching, interactions, et cetera.
- Cleanup has been done and the field has never looked better.
- I've given our schedule to the baseball people, which leads up to the camp and to our first game, which is Labor Day. I'll get it to Emily tonight.
- Our insurance goes until July 1<sup>st</sup>.
- We're hoping parents want to continue playing.

Mr. Wichert – Do I understand correctly that the middle school is not having football anymore?

Mr. Lesner – I've been contacted by several parents about that. None of the coaches have contacted me. I've been told that for years, but every year they've had football. We have room on the varsity level.

### **Interlakes Girls Softball – Tim Bailey**

Mr. Bailey shared the following with the Committee:

- We canceled our season and issued a full refund to all parents.
- We have a meeting this week and we are proposing to the board a mini-season for late summer. We would have registration for about 2.5 weeks beginning in July. Practice would be from end of July until first week of August, and then a season from August 10<sup>th</sup> to September 24<sup>th</sup>. It would be about 10 games, a shortened season, very simple, with T-shirts not uniforms.
- The concession stand is TBD right now. We're not sure if we will get into that or not; maybe just pre-packaged food.
- We'll see how it goes. We're not sure what kind of participation we'll get at this point.
- The travel teams are still going to tournaments. They're doing some practicing on the fields, but relatively light activity.

### **Windmill Horse Farm – Carrie Hancock**

Ms. Hancock shared the following with the Committee:

- Like everybody else, we are picking up where we left off. We started lessons about two weeks ago. Everybody was eager to get started again.
- Our middle school equestrian teams haven't been able to meet in person. They have competed by video. We still have some opportunities for kids to turn in videos and participate. It's setup quite a bit different because everyone is not showing at once. Each week they send a group of projects out for the kids and they have a week to make a video and turn it in. We're available for that. It's up to the coaches to get the kids ready to get going.
- We are looking to do some summer camps late July and August. We do have some interest.

Mr. Berkheiser – Have we gotten stuff done out there? Could you update us? Are the trees taken out and were the lights put in?

Ms. Hancock – No, I think that's a job that's being bid out.

Ms. England – Nothing has been done yet.

Mr. Berkheiser – Has it been received back?

Ms. England – I don't think it has been sent out for bids yet.

Mr. Berkheiser – Why?

Ms. England – I don't know but I will check with Jay to find out.

Discussions continued regarding the projects at the Horse Farm, including the tree, blocks, the parking lot and security lighting. Follow-up is necessary on these items.

Mr. Berkheiser – Who guides what you need to do to reopen?

Ms. Hancock – Of course, the Governor's orders and down from there, there are industry guidelines. My trainers are over the top with it.

Mr. Berkheiser – It's coming through a horse organization?

Ms. Hancock – Yes, at the comfort level of my instructors. The kids aren't even coming in the barn to groom horses yet. They're brought outside, they get on and ride in the ring, then they get in their car and leave. Soon, it looks like we will be having kids come in to groom the horses. We will have separate helmets and grooming areas. Masks will be used, but they can take them off once they're on the horse.

Mr. Berkheiser – Any horse shows? My daughter's doing one.

Ms. Hancock – The horse shows have opened up. I know there's one up in Metamora.

**MMBA – Mike Kearney (arrived at 7:00pm, delivered report at 7:15pm)**

Mr. Kearney discussed the following with the Committee:

- Sorry, I thought the meeting started at 7:00pm from the Commerce Township website. I sent an update. Things are going great.
- There are a couple requests. I talked to Mark about the gravel.
- We talked a little bit about the other issue on a Zoom meeting. There are a ton of people without helmets on. Maybe through the Township social media channels they can put out some safety messages to remind people, especially riding the trails but also on the paved pathway; not to wear earbuds super loud, wear helmets, et cetera.

Ms. Kast – Were you part of the group that was bringing in the race, and is that still happening?

Mr. Kearney – Yes, and it is still happening unless you tell us otherwise. It changed format a little bit, but it is still planned for that weekend, unless restrictions are added by the State or by any of our land managers for the six races we have. We follow the MHSAA guidelines. They publish their requirements for schools in order to participate in school sports. So we will follow whatever they have place on August 30<sup>th</sup>.

Ms. Kast – Does it take a lot more work or change to your current preferences to meet those guidelines?

Mr. Kearney – Not really. We changed to a timed trial format. Instead of having a wave release, we will send a rider every couple minutes. MHSAA guidelines rank biking cross country as one of the lower risk sports. So essentially, spectators at outside practices have to wear masks. When riders are on their bikes, they don't have to wear a mask. We're hoping things will loosen up as time goes on.

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

- Commerce Little League
- CW3 Soccer

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

Ms. England discussed the following:

- The Senior Center is still closed.
- We did have yoga that started this week. They're meeting outside on the back deck. Obviously they're practicing social distancing and we have no more than 10 people. We're trying to bring them back slowly.
- We are still providing lunches on Monday, Wednesday and Friday. We have about 66 people who pick up those meals regularly.
- We started doing Senior Center by mail or they pick them up. We did a butterfly kit. We've been sending out activity packs for them and trying to keep them interactive.
- We're still doing welfare checks.
- We did get 100 pantry packs from the Area Agency on Aging that we will be delivering to seniors who signed up for them.

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

Mr. Berkheiser provided the following:

- We've still be holding Zoom meetings.
- The meeting in July, we're talking of trying to do a live meeting. The potential issue is that if for some reason, we fill this room up, and there's no more room for people to come in, we would have to close the meeting down. If we received 40 people here tonight, we'd have to shut the meeting down, or move outside in some fashion. We are questioning that and using this meeting as a test to see how it goes and what we might do for the Township meeting.
- At our last meeting, we appointed Sarah to the Committee. Welcome! Sarah, tell us about yourself.

Ms. Henderson – I've lived in Commerce Township for 8 years. My boys go to Glengary Elementary and Walled Lake Northern. They have participated in both Lakes Baseball and Commerce Little League. We've had a lot of fun times at Hickory Glen running from T-ball where it's slow-paced over to a playoff game where my son is catcher, and I'm yelling like a hockey mom at a baseball game.

I'm a financial adviser. I work in Birmingham, when there's not a pandemic. I've been working from home and it sounds like we will continue to do that at least until the end of September.

I'm also very active with my neighborhood. I live in Mount Royal. At the same time that I took on this role, they nominated me for a membership chair as well.

It's exciting. We have a nice community and I'm always looking for ways to participate. I come to a lot of meetings. George and Bob probably recognize me. I'm happy to be here and to help out.

Mr. Berkheiser –

- The Dodge V improvement Phase II contract also came to the Board last time. That was approved not to exceed \$1.1 million.



- We also talked about the Hickory Glen and Richardson Center phasing for the park plans themselves. The Board wanted a hold on those, one, to see if we can get a deal from Living Labs if we're doing both. And two, there was some talk about Richardson – we just did a lot of work there, so is that really where we want to go with it. The comment made was that the plan itself would still be valid. We don't have to do anything this year. It can be done two or three years from now.

#### **ITEM 4: PARK LIAISON UPDATES**

##### **Berkheiser - Wise Woods & Victory Park**

- There's nothing going on at Wise Woods or Victory Park.
- There are a lot of cars there.
- Last month, we talked about the Boy Scouts potentially doing something out there. That might be moving closer to fruition. The decision about what the boys are allowed to do is being made at a national level. Even though our Governor may allow groups of 100 to meet, Boy Scouts had certain rules and they just released those. They're being evaluated so we can decide on how something like that would be handled. There is talk about tent camping and about how boys can interact with social distancing. It's possible we might do something late summer.

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

- Tonight, we were scheduled to visit Long Park.
- I did write up a report for Emily and for Mark.
- There's one thing that's really important, considering all the work that has gone into removing the phragmites. There's now one growing out of the grill in the dam. I think that's something that really needs to be taken care of before it destroys that whole thing. There is another one on the other side of the grill.
- Other than that, it's just a few little things like tree trimmings, et cetera.
- Sunday morning, I took a look at 7AM. There were already two guys there doing their nature photography. I say it again and again, but that park is underrated. It's constantly busy and they're not eating lunch in their cars.

Mr. Berkheiser – I noticed that the fishing platform needs maintenance. I don't know if the step was ever fixed, so there's no ability for wheelchairs to get up there. In addition, the rail is loose. I was there a week ago Sunday, and the park was packed. I think there's three trash cans over there and most were full.

Ms. Garbutt – They were empty this week.

Mr. Berkheiser – Are we noticing household garbage being dumped in there as opposed to park use?

Mr. Schoder – Occasionally we do see household trash.

Discussion took place regarding extra pickups and additional trash cans to address the issue.

Ms. England – Sarah and I were in there tonight before the meeting. There were quite a few people there.

### **Kast - Dodge Park**

- Dodge Park is doing amazing.
- I think everybody knows, Scarlet's Smile playground opened. There have been people there in crowds, every time I've been there, early in the morning and late at night. It is always busy.
- I've seen people picnicking. I've seen people up on the north side using that play structure.
- I'm looking forward to the Phase II work.

Ms. Champagne – I remember there were a couple school districts that talked about bussing groups of kids in to Scarlet's Smile. This doesn't even have to do with COVID.

Ms. England – Just general use.

Ms. Champagne – Do we need to send a letter out to local school districts?

Ms. England – That will have to be part of our park use policy. Any large event like that would have to come through Parks for approval before they could have a group of 100 or more people.

Ms. Garbutt – I have gone over every single day since the ribbon was cut. Like Rachel says, it's really packed. I'd like to tell you one story. Every day I go, I ask somebody, "What do you think? How's it going?" There was a young woman who was pushing a wheelchair with a person who was a little older than her, maybe 25-30. She said, like most everybody, "This park is absolutely fantastic!" They drove every single day since it was open, 45 minutes each way, to be in that park. She is so thrilled that there is a place for these people to enjoy.

Ms. Champagne – Start a Scarlet Blog.

Ms. England – That's good idea.

Ms. Garbutt – The bike lanes need to be repainted.

Ms. England – We will need to have them restripe the front of the parking lot, so we can have them do it then.

Ms. Kast – On that note, the bike lanes on the pedestrian bridge can be a little narrow. The bridge on S. Commerce, going out of Dodge Park toward the Richardson Center.

Discussion took place regarding trail use, non-motorized pathways, congestion on the pedestrian bridge, social distancing and obstacles to prevent snowmobiles on the bridge as they tear up the wood.

### **Henderson - Byers and Mill Race**

- No report at this time.

### **Wichert - Maple Glen**

- I was through there the other day.

- Most of the trees look like they're halfway decent.
- I did notice a lot of dust on the roads.

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

- These gentlemen have been here and talked about the problems with the dust. That's all I know about.
- I was curious if we were to put barricades or orange cones to keep the traffic toward Glengary. There's no reason why people have to drive around to the back.

Ms. England – The people complaining are the ones who live across the street.

### **Petsch - Bicentennial Park**

- No report in Bill Petsch's absence.

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

Ms. Champagne discussed the following with the Committee:

- Tiki Night has been cancelled.
- They have resumed their council meetings in chambers. They also video tape all of their meetings, so they have it available for people to call in, talk and answer questions online.

### **ITEM 6: MAINTENANCE DEPARTMENT REPORT**

Mr. Schoder discussed the following with the Committee:

- I'm going through the parks with the guys and pointing out things that need to be done. They don't see everything I see.
- Some of Long Park was done today. We fixed the drive in and out, patched some holes and picked up the trash. We will start weed whipping, and we will fill in the pathway areas that go to the side with a couple boulders like we did at Byers.
- At Maple we're watering the plants that the Boy Scouts planted. We cut down some grass that was pretty long in some areas. We cut down two dead trees by the concession area.
- Mill Race still has graffiti every week.

Ms. England and Mr. Schoder discussed anti-graffiti paint.

Mr. Schoder –

- Scarlet's Smile is a battle. I went there Friday at 6AM to clean up trash. There were Starbucks cups all over in the playground. We do need more trash cans and we ordered six. Maybe we need to put up some signs or put them on the trash cans, Please Help Pitch In, Pick up the Trash.

Discussion of video monitoring took place.

Mr. Schoder –

- If you go through a park and you see something that needs to be done, send me an email. We'll see what we can do.
- I finally got my summer help and we are catching up on a lot of things.

Mr. Berkheiser and Mr. Schoder discussed the available budget for summer help. Mr. Berkheiser encouraged Mr. Schoder to hire the additional summer help as budgeted for. Mr. Schoder added that it would be great to have one of the guys coming in on the weekends to clean up the parks, especially Scarlet's Smile.

Mr. Berkheiser discussed the phragmites contract with Ms. England. She stated that they spray in September and October. New growth and maintenance was discussed, along with the number of years allocated for the service contract.

Mrs. Schantz discussed the need at Byers for a dog waste bag station and signage. Mr. Schoder and Mr. Berkheiser discussed building of the stations. Mr. Berkheiser added that a message could be sent out to all leagues and organizations to donate bags to restock the bag stations in each park.

#### **ITEM 7: EROSION AT BYERS**

Ms. England – Mark handled this already. Byers had contacted us regarding significant erosion on the banks. It actually undercut the split-rail fence.

Mr. Schoder – We put in boulders and repaired the fencing.

#### **ITEM 8: STUMP GRINDING AT HICKORY GLEN PARK**

Ms. England discussed the following with the Committee:

- This is for the front section along Glengary Road where they did all the clearing. All the stumps were left in there.
- We need to have the stumps removed so that they don't beat up the mowers.

Mr. Wichert and Ms. England reviewed the actual number of stumps. The quotes had shown different figures for the total number of stumps to be removed; 117 or 135. Mr. Schoder agreed that it's about 135, and he noted that those to be removed were flagged.

Ms. England – We got two quotes back. Mark had reached out to a third company, but we did not hear back from them. These quotes are dated November. I have reached out to both companies and they are willing to honor these quotes. Both turned in insurance and both are qualified. My recommendation would be to go with John Jacob.

**MOTION** by Wichert, supported by Berkheiser, to accept John Jacob's quote of \$1275 for stump removal, with a maximum amount not to exceed \$1,500, which allows for any additional stump removal that may be necessary as discussed herein.

**MOTION CARRIED UNANIMOUSLY**

#### **ITEM 9: DODGE PARK PHASE II UPDATE**

Ms. England discussed the following with the Committee:

- The Board approved the amount that the bid came in at. I sent out the email; the bids came in high. The Board approved for us not to exceed that, but asked us to review line items and try to get that down to the \$1 million budget.
- Since that email was sent out, there was \$50,000 unused out of the trust fund grant that was utilized to put in the resurfacing at Scarlet's Smile. DNR approached us and informed us that we can reallocate that money. That helped.

- We did have a meeting where we went through and picked out items that we thought could be removed. I think we did good. We looked at changing the type of cement floor, and other things that weren't going to impact quality or longevity, but obviously price. We're also hoping to pull some things out of the landscape area.

Ms. England elaborated on other potential reductions to line items for the project. She also explained that in the grant, it only specified that one of the restrooms would include a lift, however, when the project was bid out, both bathrooms included the lifts. That can be modified to save a significant amount and still meet grant requirements.

Mr. Berkheiser – My only comment to that is, hopefully this building will be there a long time and I wouldn't want us to make decisions to cut things back that will cost an excessive amount ten years from now.

Ms. England – We considered that.

Mr. Berkheiser – We are \$100,000 over. You've got \$50,000 coming. There's a \$90,000 contingency fee from the engineer. We've already done all the engineering so there shouldn't be a contingency. I don't think we should get worked up over \$100,000.

Ms. England – The architect was on the call and everybody was involved in the design of this. The doors were discussed; aluminum vs. steel, life expectancy, vandalism, quality, et cetera. We will also ask questions regarding options with the trees.

Ms. Kast asked if the second bathroom would still be ADA accessible and Ms. England replied yes. Ms. Kast also wondered if it would cost more for a second lift to be added down the road. Ms. England expected that, with the exception of inflation, it would not be any additional expense to add a lift at a later date.

#### **ITEM 10: LAKES ATHLETICS FIELD USE AGREEMENT**

Ms. England discussed the following with the Committee:

- Josh will come up too.
- I handed a copy out to you. It was not in your packets because the attorneys were still reviewing it.
- This is something that Lakes put together. It's to help them.
- They have companies that ask them to host their tournament. This is a proposed agreement to make that process easier.
- They would still come to us for approval before having another organization host something at the park.

Mr. Springer –

- Lakes Athletics has three ways of making money; one way is selling food at the concession stand, another is to collect registration fees, and another way is to host tournaments.
- Especially now with the pandemic, and with schools being closed, a lot of the travel organizations cannot use the school fields.
- They have approached us periodically about having other teams use our fields.

- We wanted to formalize that process and outline the requirements on a form, including providing documents such as insurance forms, liabilities, et cetera. Then we can bring this to the Committee for approval.
- The agreement also has a fee structure for costs to rent the fields, and it includes pricing for renting bases, rakes and other equipment.
- It outlines the rules to be followed.

Ms. England reviewed comments by the attorney, especially that the Township would prefer that no third parties operate equipment at the parks, pertaining to Item 5. E. 2., which would need to be removed. Mr. Springer explained that the equipment is used in between games to refresh the fields, and he elaborated on the process. Typically, Lakes does this themselves with a garden tractor. If Lakes is required to perform this maintenance, Mr. Springer stated that they would increase the fee structure accordingly, and change the first page to reflect Item D. field preparation fee instead.

Mr. Berkheiser – This was originally done because you couldn't find people to manage your tournaments?

Mr. Springer – Correct.

Mr. Berkheiser – So how many of these do you plan on doing each year? I have an issue with writing up this document. One, it is Commerce Township's park, not Lakes', that your league has the privilege to use and maintain, and then two, it looks like we're renting the out to a third party to hold tournaments.

Mr. Springer – Right now we have six diamonds that need to have the fences replaced. Each diamond costs...

Mr. Berkheiser – I understand that you're using these like fundraisers.

Mr. Springer – Correct.

Mr. Berkheiser – Tough, I guess. There's no nice way to say it. There are other options for fundraisers. The idea of renting out Commerce Township property for one organization to make fundraisers – I'm not sure about that. I guess all this would go to the Board anyway.

Ms. Champagne – It's also supporting community youth activities since these teams can't go to the schools.

Mr. Berkheiser – But it's stuff you're bringing in for youth activities that are not Commerce Township youths.

Ms. Champagne – If these guys can't support their organization, they're going to go away and we're going to have upkeep of the park to manage.

Ms. England – I know where Bob is coming from and Hans and I had this discussion. It does go along with their agreement. They're permitted to allow a third party to use the fields. I just don't think this should be an agreement that Lakes has the ability to use

without our approval. I think Lakes should have this document to present to interested third parties so that they have the guidelines, but the final decision comes from the Committee.

Mr. Berkheiser – There should be a maximum amount they can have per year.

Ms. England – I agree, because we don't want to take away from general public use.

Mr. Berkheiser – That's part of the issue we have with anything. When can Commerce Township residents use their parks that they pay for in their taxes.

Discussions continued regarding the proposed document, subletting the fields, limitations on this type of use, approvals by the Committee and Board, requirements for renting a park, standardizing the rental process, hosting tournaments, travel vs. house teams, tournament costs, funds raised and costs of maintaining the park, fields, backstop replacements, et cetera. Ms. England felt that the house teams should take priority over travel teams and Mr. Springer agreed.

Ms. England – I think we need to look at this, and take it to the Board with their contract to make sure that they coincide with one another. I don't mind it as a guide, but we need to make sure that things are specified. I think it's a protection for Lakes as we will hold them responsible for any damage that may occur at the park, even when rented to a third party. That would be my recommendation. I don't have an issue with the use agreement, I just want to make sure that we all have an understanding of how it is to be used and I think we need to include that in the contract.

Ms. Champagne discussed anticipated frequency for these events with Mr. Springer. He stated he foresees about one tournament per month, or about four per year, between May through probably September, without one in August because it may be too hot.

Mr. Springer – If it becomes a challenge, we won't do it. We could also do a tournament ourselves without a problem it sounds like. The problem is that we're renting.

Ms. England – It's the third party and to make sure they're meeting all guidelines and standards of the Township.

Mr. Springer discussed additional information with the Committee, including the typical timeline and schedule for house teams, what times might be available for tournaments, and details of staffing for hosting a tournament.

Ms. Champagne – The agreement should state how many, not to exceed 4 or 5 per year.

Ms. Kast – Do we want Commerce Township to have a signature line on this?

Ms. England – We can ask that question but it wasn't anything he recommended. It would need approval from this Committee.

Ms. Champagne – Because it's Hickory Glen, and if there were more than 4-6 of these, Wolverine Lake Police and residents would have issues with the traffic.

Mr. Wichert – One a month is not so bad.

Ms. Champagne – One a month is fine. It's summer, it's sports, it's a park.

Ms. England – I think the idea is fine, we just need to groom it more.

Ms. Henderson – To fine tune it, wouldn't we want to consult the attorney?

Ms. England – We can bring back the final contract here, and then make a recommendation to the Board at that point for both documents. Josh, is this something you're planning on using soon, or if we bring it back next month with the contract, will that work?

Mr. Springer – It would be nice if we could host one more tournament.

Ms. England – You could bring that individual tournament to us.

Discussion continued regarding the specifics of hosting tournaments, legally protecting the league and Township, and following the rules.

Mr. Berkheiser explained that a representative from Lakes Athletics should always be present at any hosted tournaments as the park and event are their responsibility. The Township requires this to be done when someone uses the Township Hall. Ms. England agreed and supported this requirement.

Discussions continued regarding trash pickup, dumpsters, concessions, and outhouses.

#### **ITEM 11: CONCERT IN THE PARK 2020**

Ms. England discussed the following with the Committee:

- We cancelled through the 27<sup>th</sup> of June. We have one July concert left, and then two in August.
- We have to make our decision because we have until July 18<sup>th</sup> to cancel the other ones.
- As much as I think that we're probably going to see the same as we saw up north, where the Governor will raise gatherings to 500, I'm not sure it's responsible to have an event where people will be in such close proximity.
- I feel that maybe we ought to cancel these and look at other things that Parks can do for the public, which I have some listed on here. I think that we just have to act responsibly on what we know today.

Mr. Berkheiser – The decision has to be made by July 18<sup>th</sup>. We have a Board meeting on July 14<sup>th</sup>. They will ultimately approve or deny because we are just a recommending body. If she's is going to increase it to 500 like she has up north, then why would we cancel?

Ms. England – Because I don't think you'll have people practicing social distancing.



Mr. Berkheiser – We're not getting 500 people. We might have had that one time.

Ms. England – All of the bands that we've hired this year are the ones that draw a crowd. Just because there is the potential, and we cannot control it, that's why I'm concerned.

Mr. Berkheiser – I think people have to take personal responsibility. I would like to postpone the decision as long as possible.

Mr. Wichert – I think we should cancel them and err on the side of safety.

Ms. Champagne – I'm with Bob on this one. I think people are responsible for wearing their masks. We can wait to see what the Governor says.

Ms. England – I can do whatever you want. I just have to know by the 18<sup>th</sup>.

Ms. Kast – If we were to hold the concerts, what would we do about food? Would that still continue?

Ms. England – That would be up to the food vendors themselves.

Mr. Berkheiser – The only requirement on food is that you can't do buffet-type stuff.

Ms. England – So they would be standing in line and that would be the biggest concern.

Ms. Kast – We would cancel the bounce houses I hope.

Ms. England – Yes.

Ms. Henderson – So I think if you're going to cancel bounce houses and have limited food, you're also going to have less of a crowd. I'm with Bob on this one too, and maybe we can just postpone making the decision.

Mr. Berkheiser – We can let the Board know that we had mixed responses. It can be put on their agenda. We may know more from the Governor by the July 14<sup>th</sup> meeting. Discussions continued regarding the timeline, band contracts and Executive Orders.

**MOTION** by Berkheiser, supported by Champagne, to ask the Commerce Township Board of Trustees to add the following to their July 14<sup>th</sup> agenda: Evaluate the Governor's current Executive Orders to see if we can continue with Concert in the Park. A decision needs to be given to the Parks vendor by Friday, July 17<sup>th</sup>.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 12: ICE CREAM DAY – PARK EVENT**

Ms. England discussed the following with the Committee:

- This is something I was talking about doing since we had to cancel some of the concerts.
- National Ice Cream Day is July 19<sup>th</sup>, which is a Sunday. I thought this was an opportunity to do something for the public.

- We want to do a free ice cream day, while supplies last, pickup at the Richardson Center on the 20<sup>th</sup> which would be a Monday.
- I just wanted to know your thoughts. We had event money scheduled so we're trying to give back to the community.

Mr. Berkheiser – I'm not driving there to get ice cream. Where are you getting it from? The same stuff we usually get from the guy in Milford?

Ms. England – Yes.

Mr. Wichert – Can you ask the Creamy Freeze what it would cost?

Ms. England – I can. This is just an idea at this point.

Ms. Champagne – You could easily do the same thing and say here's a dollar coupon to Creamy Freeze and they can give the business to them.

Ms. England – This just makes it a park event.

Ms. Kast – It would be really cool if we could get Creamy Freeze. I don't know if they have the capability to do a road show.

Ms. England – Dairy Queen did but they switched managers.

Mr. Berkheiser – Why don't you do it at Scarlet's Smile on a Saturday, then there's some attraction to bring somebody in. No offense, but there's no reason to go to Richardson.

Ms. Kast – We don't have another meeting between now and July 20<sup>th</sup>.

Ms. England – I'm just throwing out ideas and trying to come up with stuff.

Ms. Champagne – I'd rather have a big celebration when they tell people they can actually be together and have an ice cream social outside.

Mr. Berkheiser – We used to do movies. I think in August it gets dark enough where we might be able to do a movie. Ice cream and a movie might not be a bad idea. Check with the vendor for the screen and a movie.

Ms. England – I'll bring this back.

### **ITEM 13: M5K 2020**

Ms. England discussed the following with the Committee:

- This is our second year doing this. We need to start working on it now. We don't have an exact date yet, but we're looking at the same time frame as last year, which was October, with the possibility of moving it to September. We need to start advertising.
- With things being unknown, we thought of doing a virtual race.

Ms. Kast – I have not done any virtual runs. I do training runs. I would recommend a virtual.

Ms. England – We don't want to cancel it. It's only our second year.

Mr. Berkheiser – Why would you cancel it?

Ms. England – Participation.

Ms. Kast – Because you have to be close to people when you start.

Ms. Champagne – You can stagger starts.

Discussion continued regarding the path, parking, alternate routes, unfinished areas of the pathway and parking in Wixom, along with the desire to keep the race in the Township and on the M-5 bridge. Ms. England does not know how a virtual race works, she only knows she does not want to cancel. Mr. Berkheiser noted that Outrun Hunger is still planning to hold their race.

**ITEM 14: AGENDA REQUESTS**

- Field Agreement
- M5K 2020
- Concert in the Park
- Ice Cream Day – Movie – Popcorn
- Dodge Park Phase II

**ITEM 15: OTHER MATTERS**

None.

**The next Parks and Recreation Meeting will be Monday, July 27, 2020, at 6:00PM.**

**ITEM 16: ADJOURNMENT**

**MOTION** by Garbutt, supported by Berkheiser, to adjourn the meeting at 8:03pm.

**MOTION CARRIED UNANIMOUSLY**

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Sarah Henderson, Secretary