

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

Monday, November 26, 2007

2840 Fisher Avenue

Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Garbutt, Vice Chairperson called the meeting to order at 7:00 p.m.

ROLL CALL: Present: William Petsch, Chairperson (Arrived at 7:04 p.m.)
Barbara Garbutt, Vice Chairperson
Michelle Holmes, Secretary
Tim Wichert
Marvin Lee
Robert Long

Excused: Mary Ston

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

COMMUNICATIONS:

None

APPROVAL OF MINUTES:

MOTION by Holmes, supported by Wichert, to approve the October 29, 2007 Parks and Recreations Meeting Minutes with the following corrections: Page 2, **Item 3: League and Community Service Organization Report**, 3rd paragraph, change “ The name of the League stands for “**Commerce, Walled Lake, White Lake and Wolverine Lake**” to “**Commerce, Walled lake, Wixom and Wolverine Lake**”; Page 3, **Item 5: Township Board Report**, first bulleted line, change “**Re-instated**” to “**Re-appointed**”; Page 4, **Item 9: Disc Golf**, first sentence, change “**Master Plan for the Dodge Park**” to “**Master Plan for the Township**”; second sentence, change, “**The RFP will be submitted to the Township...**” to “**The RFP for the consultant of the Master Plan**”

update will be submitted to the Township...”

MOTION CARRIED

UNANIMOUSLY

PUBLIC COMMENTS

None

ITEM 1: WAIVER OF FEES REQUEST – DMC/HURON VALLY SINAI HOSPITAL, SATURDAY, DECEMBER 7, 2007.

Lori Mifsud, a representative of Huron Valley Sinai Hospital is present to explain their event.

MOTION by Garbutt, supported by Wichert, to approve the Waiver of Use Fee, but charge the \$150.00 Cleaning Fee for the DMC/Huron Valley Sinai Hospital, Saturday, December 7, 2007.

MOTION CARRIED UNANIMOUSLY

ITEM 2: WAIVER OF FEES REQUEST – CUB SCOUT PACK 36, WINTER FUN DAY, SATURDAY, JANUARY 12, 2008.

Jill DeRoche, 875 Cooley Lake Road, Commerce, is present to explain their event.

MOTION by Wichert, supported by Garbutt, to approve the Waiver of Use Fee, but charge the \$150.00 Cleaning Fee for the Cub Scout Pack 36, Saturday, January 12, 2008.

MOTION CARRIED UNANIMOUSLY

ITEM 3: WAIVER OF FEES REQUEST – WALLED LAKE NORTHERN BASKETBALL TEAM, JANUARY 19, 2008.

Mary Guiles is present to explain their event.

MOTION by Wichert, supported by Garbutt, to approve the Waiver of Use Fee, but charge the \$150.00 Cleaning Fee for the Walled Lake Northern Basketball Team, January 19, 2008.

MOTION CARRIED

UNANIMOUSLY

ITEM 4: WAIVER OF FEES REQUEST- BOY SCOUTS PACK 117, PINEWOOD DERBY, SATURDAY, FEBRUARY 2, 2007.

MOTION by Garbutt, supported by Lee, to approve the Waiver of Use Fee, but charge the \$150.00 Cleaning fee for the Boy Scouts Pack 117, for Saturday, February 2, 2008.

MOTION CARRIED

UNANIMOUSLY

ITEM 5: WAIVER OF FEES REQUEST – COMMERCE LITTLE LEAGUE, SATURDAY, MARCH 9, 2008.

Mike Snyder is present to explain their event.

MOTION by Wichert, supported by Holmes to approve the Waiver of Use Fee, but charge the \$150.00 Cleaning Fee for the Commerce Little League, Saturday, March 9, 2008.

MOTION CARRIED

UNANIMOUSLY

ITEM 6: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Mike Snyder, the President of the Commerce Little League is present and reports their open registration is November 19, 2007 for the 2008 registration and they are already filled to capacity.

John Varcie of CW3 Soccer League is present and reports they have started the spring registration on-line. Earlier in November they had seven teams sent to an Ohio Tournament and five of those teams won the championship.

William Petsch requests that he email the names of the winning teams to be posted on the Commerce Township website.

Dana Maybrier, of the Interlakes Girls Softball is present and reports they have added Commerce Township as an additional insured party on the policy. She will give Emily England a copy of the policy. Dana also reports that a police report was made after a break-in of the concession stand where someone stole the golf cart. They have since installed a latch and padlock.

William Petsch suggests installing an inexpensive alarm system on the building. He also suggests that the information regarding the break-in and stolen cart be emailed so it can be posted on the Commerce Township website; it may help in recovering the stolen cart. William also requests that a copy of the keys for the new lock be turned in to Emily England.

ITEM 7: PARKS AND RECREATION DEPARTMENT REPORT

Emily England is present and reports the purchase of two play structures from Game-time for Hickory Glen and Maple Glen Park. We plan to have them installed as soon as the weather permits; if not this year, next spring.

We have been busy scheduling senior trips and working on new policies.

MOTION by Holmes, supported by Garbutt, to approve the installation of the two play structures, one at Hickory Glen Park and one at Maple Glen Park, the closure of the road at Maple Glen and the old play structures removed from both parks. The installation of the play structures will be at the Park & Recreation Committee's approved sites.

MOTION CARRIED

UNANIMOUSLY

ITEM 8: TOWNSHIP BOARD REPORT

Robert Longs reports the following highlights of the October Township Board Meeting.

- Resolution regarding the Notice to Issue Capital Improvement Bonds, Sewage Treatment Plant Expansion Project.
- Rezoning was introduced for the property on Union Lake Road, just north of Willow Road (near "It's a Matter of Taste Restaurant") from R1D to Office status.
- The purchase two AEDs for the Library and one AED for the Township Offices.
- Class C liquor licensed transferred to Szechuan Empire.
- No action taken regarding the Parks & Recreation Department's request for the waiver of fees.

ITEM 9: MAINTENANCE REPORT

Emily England reports the items completed by the Maintenance Department as follows:

- Getting all equipment ready for winter
- Regular maintenance on all Township buildings
- Put new shingles on the roofs of the bridges at Mill Race Park
- Fixed a hole in the wall at the Richardson Center
- Preparing for the new play structures

ITEM 10: COMMERCE LITTLE LEAGUE CONCESSION STAND

Mike Snyder from Commerce Little League presents the written plans for the new concession stand.

The Committee discussed the plans and the steps in proceeding.

William Petsch recommends that the plans be submitted to the Building Department with the building structure placed at the Parks and Recreation recommended site.

MOTION by Wichert, supported by Holmes to approve the Recommendation and submit the plans to the Building Department for the Commerce Little League's concession stand at the Parks & Recreation Committee's recommended site.

MOTION CARRIED

UNANIMOUSLY

Barbara Garbutt commends Mike Snyder for considering the children's safety in the design as presented.

ITEM 11: DODGE PARK UPDATE

Emily England reports on the Dodge Park updates as follows:

- The pavilions are in, but the roofs need to be completed.
- The play structures will be installed next week.
- Planting has been done in the retention ponds.
- Oak trees will be planted in the spring.
- Wrapping things up for the winter and will resume in the spring.

ITEM 12: SAFETY INSPECTIONS REPORT

The Committee reviewed the new Park Inspection Report Spreadsheet for each Commerce Park. The Committee suggested a few changes and additions to the spreadsheet.

ITEM 13: SPONSORSHIP RECOGNITION POLICY REVIEW

Emily England presents a draft copy of the Sponsorship Policy. She comments that further research needs to be done and guidelines set in place regarding the leagues that use our parks.

ITEM 14: FIELD MANAGEMENT POLICY

No report given

ITEM 15: BRICK PAVER

No report given

ITEM 16: REVENUE AND EXPENDITURE

The Committee reviewed the Revenue and Expenditure report and the 2008 Budget for the Parks and Recreation Department.

ITEM 17: AGENDA REQUESTS

Parks & Recreation Meeting Calendar
Election of Officers
Brick Pavers
Policies

ITEM 18: OTHER MATTERS

MOTION by Holmes, supported by Wichert, to hold the December Park & Recreation Committee Meeting on December 10, 2007, to be held at Commerce Township Offices.

MOTION CARRIED

UNANIMOUSLY

ADJOURNMENT

MOTION by Garbutt, supported by Holmes, to adjourn the meeting at 8:45 p.m.

MOTION CARRIED UNANIMOUSLY

Michelle Holmes, Secretary

The next Park and Recreation Meeting will be held at the Commerce Township Office on December 10, 2007 at 7:00 p.m.