

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

Monday, January 24, 2022
2009 Township Drive
Commerce Township, Michigan 48390

CALL TO ORDER: Chairperson Petsch called the meeting to order at 6:00pm.

ROLL CALL: **Present:** William Petsch, Chairperson
Barbara Garbutt, Secretary
Krystal Schwartz
Bob Berkheiser
Johnny Walker, Vice Chairperson (arrived 6:21pm)
Kathryn Duff (arrived 6:49)

Also Present: Emily England, Director of Senior Services/Parks & Recreation
Allison Kennedy, Asst. to Parks & Recreation Director
Mark Schoder, Maintenance Director

Chairperson Petsch – We do have a quorum so we can carry on.

COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

MOTION by Schwartz, seconded by Garbutt, to approve the November 22, 2021, Parks and Recreation Committee Regular Meeting Minutes as written.

AYES: Schwartz, Garbutt, Petsch, Berkheiser

NAYS: None

ABSENT: Walker, Duff

MOTION CARRIED UNANIMOUSLY

MOTION by Schwartz, supported by Garbutt, to re-approve the minutes from July 26, 2021, August 23, 2021, September 22, 2021, and October 25, 2021.

Discussion –

Berkheiser – Why is that?

England – Because Sarah did not sign them.

Berkheiser – Okay, so we're doing it so Barb can sign them?

England – Correct.

Petsch – Ms. Garbutt will sign the minutes for those months and they will be on record.

AYES: Schwartz, Garbutt, Berkheiser, Petsch

NAYS: None

ABSENT: Walker, Duff

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

Chairperson Petsch opened to Public Comments.

There were no comments.

Chairperson Petsch closed to Public Comments.

Mr. Berkheiser – Bill, before you start, can we add Item 2.B. Boy Scout Troop 308 to the agenda?

There were no objections.

Chairperson Petsch – We will add that to the agenda.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Interlakes Girls Softball – Tim Bailey

- We are planning our season.
- Registration is open.
- This is our 50th year.

Chairperson Petsch – Congratulations! You're doing a great job.

Mr. Bailey – We're trying to plan a couple special events. We're looking at a potential alumni game to get some of the ladies to come out who played there years ago.

Friends of Byers – Dean & Karen Schantz

Mrs. Schantz shared the following with the Committee:

- We are gearing up for 2022.
- We have our meeting tomorrow where we will have our election of officers, setting dates for events, and then our plans for what we want to get done around the property, besides waiting on the farmhouse and doing the roof.
- Christmas was a big success, and it was beautiful. We did 111 printed pictures with Santa. We had about 300 people on the grounds with kids, parents and grandparents.
- We had an interesting visitor yesterday. Robert Lence, a Disney animator. He graduated from U of M. He did Bug's Life and Toy Story, and he's been an animator for Disney for about 50 years. He is going to try visit the barn more. He is going to do a drawing and sign it, and we will auction it off. He's a very nice man.
- The barn has been really busy and it's business as usual. We're there every Sunday and we're looking forward to 2022.

Windmill Farms (Horse Farm) – Carrie Hancock

- We had the Day of the Horse at the Library, which was a big hit.
 - It was mostly story time for the kids. A lot of books were set out.
 - We had a lot of promotional materials, such as this articulated horse which has our business name and phone number on it. These were really popular. The kids could take them and assemble them.
 - We also had bookmarks with pictures of horses, and again, our business and contact information.
 - Michigan Horse Council donated quite a few items for kids.
 - The event received a lot of coverage on Facebook.

- We're getting ready to start promoting our high school equestrian team. Those practices usually start late February. We have two more shows that we have yet to schedule the dates, but they're usually in March and April.
- We have an amazing number of new students starting. You usually don't get that in the winter, especially younger kids. We have a lot of beginners and every week, new students are coming in. We're teaching 7 days a week. A couple days we have two shifts of instructors, so we're getting very busy.
- One of our instructors is interested in getting their certification for a merit badge counselor for the Boy Scouts, so we'll have somebody in-house for that.

Ms. Hancock and Mr. Berkheiser discussed studying for the merit badge, setting up informational sessions at the Horse Farm, and having them do the riding portion with the instructor. Discussion continued regarding the role of the merit badge counselor, setting up a group program, circulating information to the Scouts, registration and costs.

Mr. Berkheiser – When you held the Day of the Horse at the Library, did you get any interest in the Horse Farm from the event? Did anyone actually sign up?

Ms. Hancock – We did not have a sign-up sheet at the Library, but everything we had there included our contact information. I'm sure a lot of the phone calls we received were from that event. The Library may be a good place to have ongoing information available, maybe a horse corner, or whatever it may be. We would also like to set up an event now, early in the season, with the equestrian team kids. They can set up a display and answer questions.

Motor City Mountain Biking Association – Sarah Vano

- Mike is out of town, so I'm here on his behalf.
- The trail is in good shape. It looks like everything is holding up pretty well.
- There's actually quite a bit of winter riding taking place. Especially with the snow, we'll probably get quite a bit of fat bike traffic.
- I know that Mike and Emily had some back and forth about the user agreement. There were some questions as to what is defined as a facility. Do we think that the recent agreement will just require addendums?

Ms. England – It will be an exhibit which will show the specifics for the facility with a written description.

Ms. Vano – Okay. That was the big thing. As we ramp into spring, we will get busy with trail maintenance.

Commerce Little League – Paul Kammer

- We met before. I am the new President for Commerce Little League as of October.
- Not too much to report. We opened registration December 1st. We are about 3-4 weeks out to closing registration.
- Our numbers are holding, about what they were from last year. We were hoping to get some uptick, but we're holding at 450-500 players.
- Little League International and T-Mobile offers grant funding for all the players in the community that live within the Commerce Little League boundaries, and

we've been really pushing that this year. We're happy to say that we've had quite a few families take advantage of that. We don't know how many because it's anonymous, but they get money that they pay toward registration, and we cover whatever is remaining.

- Registration will close around the end of February.
- We're looking for an Opening Day of April 23rd, with our big ceremony at the fields. Prior to that will be some practices, a few things and cleanup.

ITEM 1: LEAGUE AND COMMUNITY SERVICE ORGANIZATION REPORT

Lakes Athletics Association Baseball – Jerry Stoddard

- For the most part, it's business as usual.
- Registration opened late last year. We're up 30-40% year over year. It varies depending on the season and the conditions.
- If you've driven by the park, you've probably seen we've had two major capital improvements. They're completely tearing out backstops at Field #2 and #5 this time. Last time I was there, the posts were sunk.
- We're looking forward to another season.
- Planning has been challenging. We're having to deal with it more rigorously because of supply chain interruptions. There's no guarantees, but when it comes to uniforms and other items, we're doing our best and we may even over-buy.

Chairperson Petsch – I've got one thing to ask from you. It was brought to my attention that there was a request from an adult softball league to play one of the diamonds in the mornings.

Ms. England – I believe it was Monday mornings.

Mr. Stoddard – I think I saw the request for a proposal. I believe we responded. I wasn't heading that up, but I thought we deemed that it wasn't going to work. They were asking for maintenance of the fields, chalk, and bases to be placed out. We just don't have the resources for that.

Ms. England – It was my understanding that they did not get a response. If your league does respond to those situations, can you copy me, or the Parks email? That way, when they come to us ...

Mr. Stoddard – Sure. I'll follow-up and make sure that somebody hasn't gotten back to them.

Chairperson Petsch – Okay, because one of the things is that it is a Commerce Township Park, open to the residents. We have had situations before with the league that used to play at Maple Glen. We would like you to try to work with that group, if it's not a conflict with your playing times and game schedules, that we try to figure out something that will work. I would like you to respond to them and reach out to Emily with your response and see what can be done. I've always been a promoter of softball, and I think this is a senior league. They're most likely playing at 11:00am.

Mr. Stoddard – Yes. From what I recall, I don't think there was any conflict. I think it was what they were asking for was something that we could not furnish.

Chairperson Petsch – That’s what we’ll have to figure out.

Ms. England – You guys are a volunteer organization and they will understand that. If they are asking you to chalk and maintain the fields for them, you can’t do that. They can do that, and things can be worked out. We can have a conversation and try to come to a happy medium.

[Vice Chairperson Walker arrived at 6:21pm]

Chairperson Petsch – Okay, I think that covers everybody.

Ms. England – CW3 sent a message. They did not have any updates at this time.

ITEM 2.A: CUB SCOUT PACK 121

James Molski discussed the following with the Committee:

- I’m one of the den leaders of the Webelos, that’s the 4th graders, for one of our local Commerce Township packs.
- As you’ve probably seen before, once a year one of the Scout’s traditions is the Pinewood Derby. Kids get a block of pine and they whittle their way into racing history.
- This year, we have been forced to look for other accommodations for our Pinewood Derby race.
- We currently utilize the Richardson Center once a month for our Pack meetings when we can’t be outside.
- We put in a request and we’re hoping to use one of the Richardson Center rooms for our Pinewood Derby.
- We requested it for Saturday, March 19th if that is acceptable. At the time we put the request in, nothing was scheduled. We’re also looking to see if, potentially, we could have an opportunity to come in beforehand and set up.
- We’re also looking to see if we can have a waiver for the usage fee. I understand there is ordinarily a deposit, which we don’t have an issue with. We operate by “leave no trace”, so I’m fairly certain it will look nicer when we leave.

Ms. England – There is still a cleaning fee, but the use fee would be waived. The group would pay \$125 for the cleaning fee, and then they would also pay \$125 for their security deposit. After their event, the security deposit would go back to them.

Chairperson Petsch – You understand that?

Mr. Molski – I do now. I thought that was the waiver we were looking for.

Ms. England – The original rental fee is \$800.

Chairperson Petsch – That’s what you’re requesting is a waiver of the rental fee.

Mr. Molski – There you go, yes.

Ms. Schwartz – That is for the event to be held 8:00am-5:00pm.

Ms. England – Yes. And they would pay the cleaning fee of \$125, and get their security deposit back.

Mr. Molski – Yes. Just to give you perspective, we currently have about 40 Scouts directly from Commerce. We are also going to be utilizing this as a recruiting event to see if there are additional Scouts in the area that would like to participate and join. In consideration of COVID, we also run the event on an alternating schedule to space people out.

Discussion continued regarding clearing tables and chairs for the race course, using the larger room, which is the ballroom, and moving things back after the event.

MOTION by Petsch, supported by Schwartz, to approve the request, as submitted by Cub Scout Pack 121, to use the Richardson Center for their Pinewood Derby Race event on Saturday, March 19, 2022, and to waive the \$800 rental fee, with the knowledge that there is a \$125 cleaning fee, and a \$125 security deposit that is refundable once the event is finished and the facility is inspected.

Discussion –

Payment methods were discussed.

Berkheiser and England discussed rentals and the timeline for organizations to reserve, which is 60 days.

AYES: Petsch, Schwartz, Garbutt, Berkheiser, Walker

NAYS: None

ABSENT: Duff

MOTION CARRIED UNANIMOUSLY

ITEM 2.B: BOY SCOUT TROOP 308

Morgan Therrien discussed the following with the Committee:

- This is my son, Logan Therrien. He’s a Scout in Troop 308.
- I am working as the outings coordinator with our Scoutmaster, Brad Stetson.
- I want to thank Bob for getting us on the agenda, and to thank the Committee for your time tonight.
- We are here to request your support for the Troop to hold an overnight lock-in event at the Richardson Center, and also a waiver of the rental fee. We understand there is a cleaning fee and a security deposit, and that won’t be a problem.
- Logan will tell you a little bit about what the Scouts plan to do.

Logan Therrien:

- What we plan to do is, at the start of the lock-in everyone will hang out and talk. Then it would be dinnertime.
- We’re planning on bringing a few board games, and perhaps a movie to watch. I don’t know if anyone is actually going to sleep or not. I will hang out with my friends and draw with them.

Mr. Berkheiser – So you won’t run all over the building? You’re going to stay in your area, right?

Logan Therrien – Yes.

Chairperson Petsch – How many of your fellow Boy Scouts are going to be there, Logan?

Logan Therrien – Probably about 20-25.

Chairperson Petsch – Are you going to pitch tents inside the Richardson Center?

Logan Therrien – No, we will have sleeping bags on the floor, and perhaps cots if people need to bring them.

Discussions continued regarding the activities planned for the overnight lock-in.

Mr. Berkheiser – They will have at least two adults, and it's a ratio of one adult for every 10 Scouts. This is more of a policy issue and it's being pushed in because we have a Board meeting tomorrow night where we can add this to the agenda. Is this for the February or March outing?

Morgan Therrien – This is for the February outing, so we're looking at February 12th to the 13th.

Mr. Berkheiser – We don't let anyone stay past 2:00am when they're renting. They're usually out by 8:00 or 9:00am.

Chairperson Petsch – It's a policy exception.

Mr. Berkheiser – We waived the policy before for the Troop, I believe it was two summers ago. They set up tents and had a summer camp when COVID was closing everything. They camped overnight at the Richardson Center.

Ms. England – The Parks Committee can make a recommendation to the Township Board to allow the event, but the Township Board is the only one who can give approval to waive that policy. This group would qualify for that waiver because they fit our community group definition.

Vice Chairperson Walker – Are they allowed to have a bonfire onsite? We don't have a fire pit there, do we?

Ms. England – No.

Mr. Berkheiser – Not at this particular event, it's inside.

Chairperson Petsch – There's a fireplace there.

Mr. Berkheiser – What is our policy on above ground fires?

Ms. England – None, at this point.

Mr. Berkheiser – That could be addressed at the Board. This is not an exception special only for Boy Scouts. It could be opened for any other community group, church groups, et cetera.

Ms. England – Any group who meets that community group definition in our policy.

MOTION by Schwartz, supported by Walker, to recommend approval, to the Township Board of Trustees, to allow a policy exception for the request by Boy Scout Troop 308 to use the Richardson Center for their Overnight Lock-in event from Saturday, February 12, 2022, to Sunday, February 13, 2022, and to waive the \$800 rental fee, with the knowledge that there is a \$125 cleaning fee, and a \$125 security deposit that is refundable once the event is finished and the facility is inspected.

AYES: Schwartz, Walker, Berkheiser, Garbutt, Petsch

NAYS: None

ABSENT: Duff

MOTION CARRIED UNANIMOUSLY

Vice Chairperson Walker – So, you know if you stick around for the meeting, this is a first-class requirement for you to attend this meeting and speak at it.

Logan Therrien – Thank you. I did not know that.

ITEM 3: HURON VALLEY COUNCIL FOR THE ARTS

Cindy Ernst shared the following with the Committee:

- With me, I have Sioux Trujillo, Executive Director, and Diane Deinek who is a member.
- We were really pleased that we were approached by Dean Schantz, asking if we would like to participate in a cooperative project at the Byers Farm. We have had a number of Art on the River art shows and festivals here, and we've had two at the Library. Byers is a wonderful venue for an art show.
- We're looking at the dates of June 25th and 26th. We may have to hold it to the 25th depending on the artists we can bring in and security. We had security issues at the Library. However, we are asking for both dates, and the hours would be on Saturday, 10:00am-5:00pm, and on Sunday, 10:00am-4:00pm.
- We would want to make sure that artists could get in about 6:30am to setup tents. They're excited about coming back to the park.
- We will survey the park for setup. I'm the person who sets up and I would be the contact person chairing this.
- We plan on having about 30-40 artists.
- We're looking at some fun activities and live music.
- Is there a charge for having an event at the Byers Farm?
- What about garbage pickup?

Chairperson Petsch – We have trash service there. Karen, you run the events there. You'd have to let Emily know ...

Ms. England – We can get more cans over there.

Ms. Schantz – We have two trash cans and one recycle.

Ms. Ernst – What about porta-potties?

Mr. Schantz – There's one onsite.

Discussion continued regarding details of the event, security matters and a request to camp onsite overnight. Ms. England explained that camping would be a special request to go before the Township Board. Mr. Berkheiser asked that the HVCA group meet with Ms. England and Friends of Byers to review and fine tune the remaining details of the event.

MOTION by Berkheiser, supported by Garbutt, to approve the request by the Huron Valley Council for the Arts, to allow them to work with Ms. England, and coordinate with Friends of Byers, to hold Art on the River 2022 at Byers, on Saturday, June 25, 2022 from 10:00am-5:00pm, and on Sunday, June 26, 2022 from 10:00am-4:00pm.

AYES: Berkheiser, Garbutt, Petsch, Walker, Schwartz

NAYS: None

ABSENT: Duff

MOTION CARRIED UNANIMOUSLY

ITEM 4: LITTLE BELLAS MOUNTAIN BIKE GROUP

Sarah Vano discussed the following with the Committee:

- I'm here representing our Little Bellas Mountain Bike program for the Milford Michigan Chapter. I'm the Program Lead for our Chapter. Little Bellas is a mentoring on mountain bikes group that works with girls, specifically ages 7-13. The program is nationwide and has almost 50 chapters across the country. Milford is our first Southeast Michigan chapter and we're really excited about it.
- We ran our first program last year and it was very successful. We had almost 30 girls and 12 coaches who participated.
- We will go back to Milford this summer, but we're looking to let the girls switch it up and come to Hickory Glen for a couple days. We like to make sure that they're not getting bored with the program. The trail at Hickory Glen works well for our format and for a lot of different ages.
- I've already reached out to the Hawks and the Lakes Area leagues. We need the space where that circular gravel driveway is. We need the grass in there to have a place to congregate and play some games before we go out and ride. There's two Monday nights this summer, July 11th and July 18th, from 6:00pm-8:00pm. Both leagues have confirmed that there is no conflict. They don't foresee needing to use that area for parking or practices.
- This year, we will have about 36 girls and 16 coaches there.

MOTION by Walker, supported by Schwartz, to approve the request by Little Bellas Mountain Bike Group to allow them to use Hickory Glen park for July 11, 2022, and July 18, 2022, from 6:00pm-8:00pm, including the grassy area for staging and the trails.

Discussion –

Berkheiser – So there are no games planned in that mid-July time?

Mr. Stoddard – No. We responded and discussed this at our last board meeting.

England – Pete addressed it too.

AYES: Walker, Schwartz, Petsch, Garbutt, Berkheiser

NAYS: None

ABSENT: Duff

MOTION CARRIED UNANIMOUSLY

ITEM 5: PUBLIC ICE RINK

Ms. England discussed the following:

- We received an email from somebody asking to put in an ice rink at Dodge, by the Boy Scout pavilion.
- They suggested maybe the community could maintain it, maybe a Boy Scout Troop.
- We have seen this request come through a few times. They said they would be here tonight to discuss it, but I don't see anyone.

Mr. Berkheiser – I know we have talked in the past about doing a rink in the Snowy Ridge area. Did you say anything to them about that?

Ms. England – Yes, when I responded, I told them that we've had discussions, but never at the Dodge location. I asked them to come in and have an open discussion with the Committee as there are a couple other locations that we thought might be a good fit.

Chairperson Petsch – I felt that Bicentennial would be a good location, and Emily supported that, where the little league diamond is. In the far corner, that is flat ground. You have parking, water access with the building, and lighting in the parking lot. It would be an adequate place. There's nothing to the south besides the other church. It would not affect neighborhoods. It would give ingress and egress.

Ms. England – I'm sure they picked Dodge because of the pavilion, which offers somewhere to sit.

Chairperson Petsch – There's benches at Bicentennial.

Mr. Berkheiser – My big issue is maintenance. The Township is not staffed to maintain an ice rink, so that would be an issue.

Ms. Garbutt – We discussed this probably 30 years ago, but the problem then was also not having the staff to maintain it.

Ms. England – We will reach out to them and follow-up.

ITEM 6: PARKS AND RECREATION DEPARTMENT REPORT

Ms. England discussed the following:

- The majority is in your packet.
- Just to give you an update on Hickory Glen:
 - I will reach out to Lakes, Mountain Bike and Hawks later this week.
 - The Township Board did approve to move forward on developing the construction documents, going out to bid for the permanent entrance, and organization of parking. This should be ready in about 30 days.
 - The idea is that we will start work right away, but we will work around the league schedules. Work will stop prior to games beginning, and we will need any key dates, such as tournaments, turned into us so that no construction takes place on those dates.
 - We did go to Wolverine Village also, as a courtesy, to let them know, and also to let their community know what's going to be happening.

- The permanent entrance is going to be located across from the Wolverine Village entrance.
- We will keep you updated.
- The Township Board also approved for us to develop construction documents and go out to bid for Phase I at the Richardson Center, which would be extension of the parking lot, about 38 spots, and installation of 8 pickleball courts. We're finalizing that concept. It will probably be 45-60 days.
- The project to make the Richardson Center pathways ADA accessible is out to bid. We will be opening those next Tuesday, so that Township Board can approve that at their February meeting.
- We're going to be working with Larry to do something for the community, such as Christmas tree lighting. We meet Wednesday about that.
- We're working on the concerts.

ITEM 7: TOWNSHIP BOARD REPORT

Mr. Berkheiser provided the following:

- I think the only thing that would be of note is that the Township Board removed Sarah Henderson from the Parks and Recreation Committee for lack of attendance.
- We will be going through the process to bring someone else in to fill that position.
- Emily covered the rest.

[Duff arrived at 6:49pm]

ITEM 8: PARK LIAISON REPORTS

Schwartz – Byers and Mill Race

- I have not been by the park in a couple of weeks.
- I did go by after the Santa holiday event at Byers. Everything looked great, cleaned up and nice.
- When I was back behind Mill Race last time, at the beginning of January, there was a lot of water built up back there. That's pretty normal.
- I know we cleaned up a lot of garbage back there, but it snowed so I don't know if there was more or not.

Berkheiser – Wise Woods & Victory Park

- If you have not driven down Wise Road and looked on the north side for the new parking lot, I would encourage you to do so. I don't know if it's being plowed.
- I think they did a really nice job, and 75% of the time I go by, there's cars in there. It's obviously getting used.

Ms. England – We have signs to be installed, they're just waiting for us to give them the location. So speaking of those parks, for Victory Park, should we put a sign up there now, or hold off? We can put it directly across from the Wise Woods entrance, but I would hate to have to move it.

Mr. Berkheiser – I would say wait to see how all of the grants go. Having said that, we did have additional work on the grant package for Victory Park, which is on the other side. We went back to the original plan, which still has soccer fields over there and

several other things. We're narrowing it down and looking at options, whether it be a dog park, a parking lot, a pavilion, bathroom facilities, and I think our desire is to put restrooms there on a well because we're not going to run water and sewer. We're slowly moving forward.

Chairperson Petsch – The complaints have stopped, correct?

Ms. England – Yes.

Chairperson Petsch – People have got to be happy with what they see there now.

Ms. England – Yes, it was done nicely. There's mature trees.

Chairperson Petsch – I agree. I've been there.

Ms. Schwartz – The Spinal Column did make note of Victory Park. We should consider putting signs in because those two parks get wrapped in together. So, when someone reads Victory Park or Wise Woods, to not be able to differentiate those two with a sign may present issues. Sometimes people get a little excited about the Wise Woods side. A visible distinction could be helpful.

Ms. England – You're right. We have called it the Wise Road property for so long that people don't separate the two.

Chairperson Petsch – Yes, one is nature, one is recreation.

Ms. England – We can reach out to the sign company. Maybe there is a way to install it so that it's easier to move if necessary.

Garbutt – Long Park & Snowy Ridge Park

- Long Park is still moving and there are still people walking the trails.
- As for Snowy Ridge, there were some people there sledding a little bit. I think after today, there will be lots more.

Ms. England – We did submit a grant to repave the parking lot and put in the non-motorized trail, along 14 Mile Road, from Long Park to MDOT's Metro Trail. We applied for a grant from the Ralph C. Wilson Legacy Foundation, and the Oakland County Trailways Grant Program. We should hear if we are getting those at the end of April or beginning of May.

Walker – Maple Glen & Windmill Farm

- Maple Glen looked good. I was through there a couple weeks ago.
- There's not a whole lot going on in the wintertime.
- I don't know if Carrie spoke about the barn, but I visited her the other day. It's coming along.

Duff – Hickory Glen Park

- I have not been by the park in a couple weeks because of the cold weather.

- When I was there, it still looked good and we were able to walk the trails. Obviously, with the snow now, I'm going to wait.
- I heard the plans for the second driveway have been announced, so that's exciting.

Ms. England – Yes, we just need to send in for our permit.

Petsch – Bicentennial Park

- We sent out a survey and got the report back for that.
- If you look at the age group using that park, our major group is 25-65, and 25-44 year olds are using it the most.
- I won't go through the entire report because there's quite a bit of information here, but it was interesting what they would like to see over there. We seem to be on track.
- One thing that stood out was tennis courts. We don't know if that is related to pickleball courts or if they really mean tennis courts, but in that area where we discussed maybe a skate park or something of that nature is a matter we will discuss further when we get to the point of spending more money over there.
- People are using the park which is great.
- With the neighborhoods we've got over there, especially with the connection to the east, there's more children in there and upgrading of play equipment, picnic tables, grills and those types of things is going to really improve Bicentennial.

Chairperson Petsch and Ms. England discussed options and plans for the old Township Hall located adjacent to Bicentennial Park.

ITEM 9: VILLAGE OF WOLVERINE UPDATE

Ms. Duff discussed the following with the Committee:

- There's nothing too exciting at the Village.
- They're still going to try to keep their Easter Bunny Lunch for the spring, along with Tuesday in the Park and the Trip to Eastern Market. They're talking about doing two garage sales; one in the spring and one in the fall.
- It's still very early, but they were going over the dates for the fishing contests and corn roast.
- They have been planning out their year. There are a couple of other tentative items.

Ms. England – You guys submitted a grant also. What was that, a trailhead?

Ms. Duff – Yes, it's to connect our trails to the walking path through the park, and I think they're also looking to update playground equipment.

ITEM 10: MAINTENANCE DEPARTMENT REPORT

Mr. Schoder discussed the following with the Committee:

- At Byers Farm, we did get some of the posts and rails in. We will finish those up in the spring. We'll also start plowing the front area along the road.

- Park inspections; same thing every year. We get home trash, yard waste, car parts, and we had a half a truckload of somebody's wood flooring at Maple Glen. In addition, off-roading is an issue. Kids get out there and like to do donuts.
- The Airline Trails; we filled in the critter holes. There's a lot of erosion which we will address.

Mr. Berkheiser – Wouldn't the Airline Council be responsible for that?

Ms. England – Each community maintains their own section.

Mr. Schoder –

- We are plowing your new parking area at Wise Woods.
- The trash at Mill Race was picked up.
- We put an overlay on the bridge at Mill Race. That's all redone and repainted.

Discussions took place regarding salting of parking lots, and staffing of the maintenance department.

ITEM 11: FLAGPOLE AT HICKORY GLEN

Ms. Kennedy – I did get another quote. It's a different company name, but I think they operate as the same company.

Mr. Berkheiser – What's the purpose of this? We never made a decision on it.

Ms. England – You asked for us to bring it back.

Mr. Berkheiser – Are we partnering with them? We generally partner on things that benefit the entire community, not just the league. Because there were so many on here, I'm not sure what is being asked, but realistically, it looks like you have several bids.

Mr. Stoddard – I was able to garner two.

Ms. England – And we got a third one.

Mr. Berkheiser – Are they all apples-to-apples? I saw one is \$4,600, one is \$8,000, and one was \$11,000.

Mr. Stoddard – The two that we garnered, the \$8,000 quote was Flagpoles Etc. and the \$4,600 was Rocket Enterprise.

Ms. Kennedy – The other one that we have is also Flagpoles Etc. but they also go by R&R Flagpole Services, but it is the exact same address. I'm not sure why they're listed as two different companies.

Mr. Stoddard – Is that what they indicated when you spoke to them?

Ms. Kennedy – Yes. The quotes look exactly the same, so I'm not sure why they provided two separate company names. They gave us a cheaper price than what they gave the league, but it looks like \$11,000 because we asked for them to quote out

internal and external components. For whatever reason, they put everything on one quote as opposed to separating the two of them.

Mr. Stoddard – I believe I called R&R. If you remember at the last meeting last year, I mentioned I was having a heck of a time getting a hold of these companies. I believe R&R was one of those companies that I called. Maybe it's an acquisition or a partnership.

Ms. Kennedy – That's possible.

Ms. England – What is the price they gave us, Allison?

Ms. Kennedy – They gave us \$11,000 but that's with everything included. I apologize, I didn't break it out into external or internal.

Ms. England – We want internal, right?

Mr. Berkheiser – What do you mean, internal?

Ms. Kennedy – The rope is on the inside of the pole as opposed to outside.

Mr. Stoddard – It's tamper resistant.

Chairperson Petsch – Kathy, do you have any idea what Wolverine paid for the flagpole?

Ms. Duff – No.

Ms. Kennedy – Wolverine used R&R and that's how I got to them.

Ms. Duff – I happen to know the owner of R&R. He bought the other company. They probably kept both names because of the history.

Ms. England – So we will take off the \$1375.

Mr. Walker – It's \$7164 approximately.

Mr. Berkheiser – To me, there's two issues. Are we the Parks Committee recommending to the Township that we partner with whatever the lowest bid is? Or is this a league issue, and in that case it only needs permission for the flagpole, which I thought we did already. What are you trying to do?

Mr. Stoddard – We're asking for partnership from the Township to help subsidize the cost of these flagpoles.

Ms. Schwartz – And to clarify, there's going to be two; one for the American flag, and one for your league flag?

Mr. Stoddard – There's actually three; including travel, recreation, and the U.S. flag.

Ms. England – This does not include lighting.

Mr. Berkheiser – Do you plan to take flags down every time?

Mr. Stoddard – No, we're absolutely going to have them lit. Under U.S. flag code ...

Chairperson Petsch – You have to have them lit.

Mr. Berkheiser – So you can leave them up at night.

Mr. Stoddard – Absolutely. We would have to trench and have electrical run.

Mr. Berkheiser – Are you trying to get the lighting bid out also?

Mr. Stoddard – Yes. Whomever we have for the installation of the flagpoles, maybe they offer that service as well. We're trying to solicit bids from electrical contractors.

Ms. England – Do you have anybody in your group who can do that?

Mr. Stoddard – We have guys that can do the work, but you want it from a licensed firm, right? When it comes to tying it to a circuit panel ...

Chairperson Petsch – If you have a licensed electrician, he can do it. That's all they've got to have.

Discussion continued regarding working with a licensed electrician, pulling a permit, inspections, and the costs to be covered by the league.

Chairperson Petsch – I don't mind us partnering on the flagpole for the U.S. flag, but I don't think we contribute to the banners for your leagues.

Mr. Berkheiser – I don't think we should be paying for flags and banners. I have mixed feelings on the flagpole. I struggle to see where that benefits the community as a whole. I look at it as benefitting the league, but you guys can make the recommendation.

Mr. Walker – The 30' pole would be the U.S. flagpole. If you went with Rocket, you'd be looking at \$825 and \$325, so about \$1150 for the install. So you'd be asking the Township for \$575?

Mr. Stoddard – Yes, if we're talking solely for the installation of the U.S. flag.

Mr. Berkheiser – The Rocket bill says \$4,600, done and installed?

Ms. England – \$4,425 because there's tax in here.

Chairperson Petsch – For all three?

Mr. Stoddard – That's for all three.

Mr. Berkheiser – So you're looking at \$4,500, but you're looking to try to get \$2,250?

Chairperson Petsch – No, that would be splitting all three. If we just pay for a portion, which is the center flagpole.

Ms. England – The American flagpole.

Chairperson Petsch – Their banner flagpoles are the responsibility of the league.

Ms. England – So \$825 and then a third of the installation.

Mr. Stoddard – Yes, a third of the installation, and then there's the theft-proof locking which is the internalized components, take a third of that as well.

Chairperson Petsch – Why don't you figure that out and get it back to us.

Mr. Berkheiser – Put the lighting costs in there when you find out what that would be. When you come back, show how much the whole thing will cost and what you're asking for.

Ms. England – \$1150 right now without lighting.

Mr. Stoddard – Did we just determine that lighting was not going to be something that the Township would share?

Chairperson Petsch – It's not going to be that expensive, but Mr. Berkheiser said include it.

Mr. Berkheiser – I'm just saying include what it's going to cost you to do it. I'm not saying get it bid out. If you guys are doing the work ...

Mr. Stoddard – I'm happy to do that if the Township is going to assist with it, otherwise ...

Chairperson Petsch – You're looking at the lighting fixtures and supplies. You guys are going to supply the labor at no charge, correct?

Mr. Berkheiser – The law requires lighting up the American flag. I don't care about the league flags. But therefore, to me, if you're going to put in the lighting, I feel comfortable to then say that we should pay for those supplies. I don't know what that is.

Ms. England – Is it going to hinder you to wait for final approval until February, if you can get us that number for lighting?

Mr. Stoddard – No, it's not going to hinder me at all.

Mr. Berkheiser – They're not going to install before February.

Mr. Stoddard – Okay, so a determination would be made at the following Parks and Recreation Committee meeting?

Ms. England – Yes.

Discussion continued regarding the electrical portion of the project, securing contractors, and volunteer involvement.

ITEM 12: LEAGUE CONTRACTS

Ms. England discussed the following with the Committee:

- In your packet, you have an updated league contract.
- Interlakes sent over a few items that were addressed in the update.
- I know the reps are here so that we can have open discussion.
- This needs to be approved tonight so that we can move forward to the Township Board approval next month.

Mr. Berkheiser – As to background, the Township Board is excited to get this done. This has been sitting here way too long, and we have several people who want it done.

Ms. England – Commerce Little League, in Article 4. They said, *I assume the intent of the changes to Article 4. would apply upon termination of the lease. Can you clarify this point in the agreement? Obviously, Commerce Little League and others have made many hundreds of thousands of dollars in improvements to Township Parks. As it is the Township's land, I understand and agree with the concept of permanent improvements, building structures, reverting to the Township upon termination. On the other hand, in the event our lease is terminated, requiring us to potentially spend tens of thousands of dollars or more to remove those improvements, made over the past 30+ years in partnership with the Township, would seem unreasonable.*

I replied to him: *Yes, it would be upon termination of the lease. We would clean that language up because any permanent improvement that you do to the park is always approved by the Township, therefore an agreement is made at that time to accept it into the park permanently.*

So that is one area where we will clean the language up to clarify.

Chairperson Petsch – First, for our board members that don't know of all the years that we've worked with the leagues in the parks here in Commerce Township; the understanding has always been, with our partners, that the land is owned by the Township. Any improvements that are made to the land come through the Township, and the Township Board is the final authority that approves those amenities that are put into the park.

Once they're put into the park, they truly become part of the park and they become parks property. The agreements with the leagues are to maintain those improvements, up until the point that, for some reason, they decide to break the lease and end their league in that park. At that point, they walk away and we now have control of those amenities.

Other than that, we have never intended, once that lease is broken, that you come in and have to tear down your concession stand, pull the fencing out that you put in and all that. We would incorporate that into the park, whether we continue with a different league, or make it a recreational area for our Commerce Township residents.

I want to let the leagues know, that has always been the intention of the Township Board of Trustees and this Parks Committee, for all the years that I've been here. I want to put that to rest. We have no intentions of ever having to come out and say, get that stuff out of there. That is not the intent of any of this verbiage in the contract. Feel at ease about that.

As Emily said, if we have to clean that up a little bit, we will get it so you don't have those concerns. The intent is that everything that is done gets the approval of the Parks and Recreation Committee, and then the Township Board of Trustees, so that we all are on the same page, that it's a great thing to add to your park and it benefits the community and the leagues.

Ms. England – I would ask at this time for any questions from the Committee, and to have open discussion with the representatives that are here.

Mr. Walker – My only concern would be, they don't have to remove things, but just don't leave them in a state of disrepair.

Ms. England – Sure.

Chairperson Petsch – Right, and that's normal. When we go through the parks, and you go through Maple Glen and see backstops in disrepair, they need to be fixed by the league.

In the case of any demise of a league, if they lost their charter and the league is no longer, and they can't afford it, we would definitely be aware of it and work with the league in any way we could to possibly start another league or something of that nature.

Ms. England – The integrity of the structures needs to be maintained.

Chairperson Petsch – Anything else? Any questions on what our intents are?

Ms. England – Lakes just came through before this meeting, so if you have anything to bring up, I would ask that you do that now.

Mr. Stoddard – I'll do my best here to start the process. It sounds like this needs to be finalized next month, right?

Mr. Berkheiser – Tonight.

Ms. England – Tonight.

Mr. Stoddard – We sent this to our legal expert and it was redlined. The insurance requirements, for my lack of knowledge, have they always been ...

Chairperson Petsch – Yes.

Mr. Stoddard – Okay. I think there's a lot of requests from our board regarding some of the language. It's slightly ambiguous. I'm looking at on Page 2, *The Licensee shall not utilize the Facility nor permit the Facility to be utilized by third parties unless and*

until the Township is furnished with a Certificate of Insurance from a company acceptable to the Township ... What is acceptable?

Chairperson Petsch – Normally you have your insurance company, your carrier of your policy, and that's been approved by the Township. We make sure they are legitimate. Then, you would go to them and get a rider. You tell them you need a rider, for an event you're having, to cover X amount of dollars as requested by the Township. You're not going out and sourcing another insurance provider for that event. You get a rider from your current insurance provider to cover something beyond the scope of the insurance that you have at that time. It's the same thing I have to do for business, and I'm sure anybody that is in business needs a rider when they take on an outside project. I think that's where our intent is on that, to make sure the Township is covered, and you are covered. That's on third-party type things. A lot of times, the outside events will have insurance provided through it that needs to be brought to the Township to be approved.

Ms. England – If you're having a third-party, I would assume that you as an organization would want that third-party to be insured. So, then you would want your league or organization to be listed, along with the Township, as additional insured parties.

Mr. Stoddard – So I think the request for proposal from the senior softball league is a fair example.

Ms. England – Yes.

Chairperson Petsch – Exactly, we would make sure that there is coverage there.

Ms. England – So anything that you would require to be listed as an additional insured, you would also want to include the Township on.

Ms. Vano – I'm fielding a bunch of questions for Mike.

Ms. England – Let me say first, for MMBA, you issued a memorandum of understanding to us. This Committee recommended to move forward with that, and that has been sitting in our attorney's office. We've had a change of hands in our attorney's office, so we are reigniting that discussion with them. This is still going to be an agreement, but we may add some written language on your attachment, or your exhibit, that would discuss the issues and the memorandum of understanding, so that those documents mirror each other.

Ms. Vano – It seems like this user agreement is going to be contingent upon what we write in our MOU, which is attached to the agreement, and that's where we define what our facility is.

Ms. England – That is correct.

Ms. Vano – Okay.

Ms. England – The intent behind this is just to have a standard agreement, so that if tomorrow we get a phone call from another organization that wants to use a facility, we say, “Okay, this is the standard form agreement that we give to all of our groups.”

Ms. Vano – It sounds like our stuff gets detailed in what we submit to you.

Ms. England – That is correct.

Ms. Vano – Okay, we’re good with that.

Chairperson Petsch – Karen, do you have any questions for Friends of Byers?

Ms. Schantz – You know where we stand.

Chairperson Petsch – Yes, and we’re looking into how ... again, you’re a different entity than the ball teams and the amount of exposure. We’re trying to figure out what the requirements would be for each organization.

Mr. Schantz – I sent back an agreement with addendums a couple years ago. I have not heard back regarding the status on that.

Ms. England – Your agreement will be this agreement. I know that the biggest thing that your group has is dealing with the insurance. We have met several times, in-house, discussing it. Bob, we may need your help on this as you were part of the discussions. We do recognize that there are different levels of liability. For the activities you have, there's not as much risk, so the Township has discussed having different levels of insurance coverage. Although, insurance coverage is still going to be a requirement, it just may not be as high for Byers as it is for a ball organization or a mountain bike organization.

Mr. Berkheiser – We had made the decision, but I don't know if it was final, to have three levels; low, medium and high-risk. I don't know if baseball is considered medium or high, but those were the three levels that would determine the amount of insurance we would expect the organizations to carry. I would envision that the things Byers does would be low-risk. I can't think of any other examples, but maybe Friends of the Library. This applies across the whole Township.

Mr. Schantz – Yes, because at each event we have, we have a sign-up sheet for volunteers. I don't know what the standing is there relative to insurance.

Mr. Berkheiser – We have to go with what our insurance company allows. There is some issue, to my knowledge, with our insurance company insuring people that are not employees.

Ms. England – And it's the way that the funds go. To say that it's a Township-sponsored event, any funds raised at that event should then be deposited into a line item in a Township account, and it's not, so the insurance company does not recognize that as a Township-sponsored event.

Chairperson Petsch – I know it's a difficult thing, especially for Byers. How do we say that all the money that Friends of Byers raises now goes into the Friends of Byers fund, and now you have to come back and say we need money for this? In working with our agreement with you, as long as we have our books in line and you present it as you do, we're happy with that. Bureaucracy is the killer here, but this is what we have to do, or we can't have events. We don't want to not have events. We're trying to find that happy medium that is affordable to Friends of Byers to have a rider insurance of some sort. As Bob said, they're all different categories, and we're hoping we get clarification from the insurance company stating how much they really need.

Ms. Schantz – Yes, because we are there one day week for five hours. Unless you don't want us there, which means we wouldn't take care of the grounds.

Mr. Berkheiser – That's your decision.

Chairperson Petsch – That's not where we're going. We're trying to find the best way to get this done, but there has to be some sort of insurance provided.

Ms. Schantz – The way we look at it, we earn money in the barn. Sometimes it can be \$5, sometimes \$150 a week. We use that money to do improvements to the property, or we pay insurance.

Mr. Berkheiser – It might then be that you're going to spend \$350 a year on insurance.

Ms. Schantz – It's more than that.

Discussion continued regarding insurance costs, park improvements, shared costs and partnering.

Ms. Schwartz – Great, so just for the purposes of this, tomorrow the goal is to solidify some more of these issues?

Ms. England – Not tomorrow. It would be February when this would be finalized.

Ms. Schwartz – You want to finalize this in February, and that includes the insurance?

Ms. England – Correct, and so the insurance question would come up at the Township Board and that discussion would be had. And that would give you time to get quotes as well, because that meeting is February 8th.

Ms. Schantz – Before we get quotes, we need to know what we're getting quotes for.

Ms. England – We will get it to you.

Chairperson Petsch – You need your risk factor from the Township Board, and we need to get it from our insurance prior to the meeting.

Ms. England – I'll get that for you.

Ms. Schwartz – Is it upon signing this that they would need that?

Ms. England – Correct.

Mr. Bailey – I brought up the point in the November meeting that we had a short time frame, and I appreciate that you gave us more time on this. I also submitted changes to Emily, and those changes were incorporated, and I appreciate that. I also recognize the fact that there are some statements that could be considered ambiguous, but I understand that you're trying to create a blanket agreement that fits a lot of different kinds of organizations. I don't have a problem with this from Interlakes going forward.

Chairperson Petsch – Thank you, Tim.

Ms. England – Okay, thank you.

Mr. Stoddard – Under *Admission Charges and Security Measures*, there's a clause that states, *Licensee shall be responsible for providing adequate security at the facility in connection with any activities undertaken*. Can you provide further language or elaboration there around security?

Chairperson Petsch – Security is you guys. You put a yellow vest on somebody and that's the security. You don't have to have a badged and licensed security officer there, but you have to provide security for your event, which means delegated people through your organization that will be helping with parking for example, and/or any incidents that come up, you will police it.

Mr. Stoddard – Can we build some of that language into that subsection and provide it?

Chairperson Petsch – I don't think so. I think we leave that ambiguous and go with it. You provided it and we're happy with that. The tighter we make it, the tougher it becomes on everybody.

Mr. Stoddard – We completely understand. For what it's worth, I'm the messenger here.

Chairperson Petsch – I understand, and I'm trying to explain to you what we're looking for.

Ms. England – You're already doing it.

Mr. Stoddard – I think what we do is we get these legal minds involved and it becomes complicated. I would also add, the general understanding with the baseball aspect is, the facility for us is everything that is inside the fences, with the exception of our concessions building and the pump house. There's very little language that indicates what facility means.

Mr. Berkheiser – It's Exhibit 1.

Mr. Stoddard – Okay, so again, it's everything within the bounds of the fences.

Ms. England – There will be a written description along with the image stating that.

Mr. Stoddard – Beautiful.

Ms. England – It will count bleachers in that, and anything utilized.

Mr. Stoddard – We understand. It's just when you hear "facility".

Chairperson Petsch – It's what you maintain.

MOTION by Walker, supported by Petsch, to approve the League Contracts to be forwarded to the Township Board of Trustees. **MOTION CARRIED UNANIMOUSLY**

ITEM 13: BICENTENNIAL PARK

Chairperson Petsch – We've already covered that.

Mr. Berkheiser – The only thing I would ask, Emily, is maybe at a future meeting, to go through and look at the subgroup analysis, the folks that are within a mile or two, or a quarter or half mile, to pull out specifics. There's a big difference from the people that answered the questionnaire and then made a comment that said, "I never go there."

Ms. Kennedy – Or, "I don't know where it's at."

Mr. Berkheiser – Or, "I didn't even know it was there," but they answered all the questions.

Ms. England – To give you some background, we sent a letter out with a link to the survey to both neighborhoods around Bicentennial Park. We put it on the agenda tonight, and we let people know we were putting it on here so that if they wanted to come to a public meeting and have their input be heard, we gave them that opportunity. The idea is, we don't feel that this park needs a true concept plan. We're not going to change the footprint; we just want to do improvements. This was to identify what improvements those neighborhoods want to see, since it is a neighborhood park. We can get cost estimates for that. We can bring it back, and we can pick specific people and bring back their answers.

Discussion continued regarding planning park improvements for the residents of the local neighborhoods, suggested improvements and amenities such as pickleball, a dog park, pathway connections, and the tennis court. Ms. England can get prices on redoing the tennis courts. It was reiterated that Bicentennial is a neighborhood park, different from Dodge or Hickory Glen, and therefore, the approach is also different.

ITEM 14: HORSE FARM UPDATE

Ms. England stated that this item was covered earlier in the meeting.

ITEM 15: OTHER MATTERS

None.

- The next Parks and Recreation Meeting will be **Monday, February 28, 2022, at 6:00PM.**
- **No park tours are scheduled from November through March, so meetings begin at 6:00pm during the winter months.**

ITEM 16: ADJOURNMENT

MOTION by Garbutt, supported by Berkheiser, to adjourn the meeting at 7:40pm.

MOTION CARRIED UNANIMOUSLY

Barb Garbutt, Secretary