

**Parks and Recreation Advisory Board**  
**Regular Meeting Minutes**  
**March 25, 2013**

Meeting called to order by Mr. Scott Gerlach, Chairman at 7:02 p.m.

Roll Call:     Scott Gerlach, Chairman  
                  Jennie Urtel, Secretary  
                  Tim Miner  
                  Dean Whitcomb  
                  Steve Fletcher  
                  Carl Towne  
                  Nancy Kessler  
                  Paul Peters, Vice Chairman  
                  Chris Doozan, McKenna representative

Approval of February 25, 2013 meeting minutes:

Voice vote:   Ayes   Unanimous  
                  Nays   None

Announcements and Communications:

- John Bell discussed the Summer Festival featuring Wade Shows
  - Handout provided showing carnival layout
  - Handout provided showing projected attendance, cost / profit and parking projections.
  - Proposed parking fee to be \$3.00 per car. Forms will be on website for volunteers to help with parking, need approx 40 volunteers working 4 hour shifts.
  - 2013 will be basic carnival, if successful then will look at adding other events during Summer Festival
  - Lannie Young spoke to Sheriff regarding security during Summer Festival, looking at splitting cost with Wade Shows
  - There is a concern regarding lighting for parking, will be talking to Hamburg to see how they handled parking, etc for organizational ideas.
  - Call to different Community Organizations / Teams to help with volunteering during Summer Festival.
  - There is a need for an "on call" PAB member per day of Summer Carnival. Paul Peters volunteered for 1 day.
- Steve Fletcher is working with Katherine DesRochers regarding a community calendar. There is a calendar of events on the website that can be filtered to show PAB events.

- Add the following items to the April PAB meeting agenda, community calendar and Spark Plugs Auto Club of South Lyon events application
- April Talaga to send Jennie Urtel (PAB Secretary) events applications via e-mail to include in meeting agenda's for discussion

Call to Public:

Reports:

SLARA update:

- Egg hunt in pool was successful, approx 80-100 kids participated
- Mother / son bowling night was sold out with 86 couples. Second date was added
- Registration currently in session for spring sports
- Lyon Township participation in Rec programs up 15%
- First week of April the summer (May-August) catalog will be mailed

Community Center:

- The last meeting of the committee had presentations by a Construction Manager to give an idea of similar centers construction costs.
- A presentation was given to help figure out potential money raised by Millage or Bond votes.
- The committee is focusing on potential financial responsibilities and alternate funding possibilities.
- Steve Fletcher mentioned that there will be a Millage vote for Sheriff in 2014

PAB Subcommittee's report

- Lacrosse is already on fields practicing
- Subcommittee to gather and discuss sports contracts
- S.L. Junior League money and insurance is in place with Township for baseball field refurbishment, just waiting on weather to break. Estimated construction time is 1 week for actual construction and approx 30 days for grass to grow and become established.

Approval of Agenda:

Remove item 9d South Lyon Lacrosse and Panthers contracts.....

Voice vote: Ayes Unanimous

Nays None

New Business:

Item 9e

- Rose Case discussed the Rocket Launch that is a yearly event by local groups. Paperwork is still needed. Groups have been charged in the past \$50 for park use.

Motion to allow Rose Case to keep working with groups for Rocket Launch on or around May 19, 2013.

Voice vote: Ayes Unanimous

Nays None

#### Item 9a

- Shaun Bhajan and Dawn Tomczyk of Hometown Bicycle discussed a proposal for a monthly race called the “Hometown 200”. The monthly series will last for 1 year for a total of 12 races covering 200 miles. Tentatively looking at the 3<sup>rd</sup> Wednesday or 3<sup>rd</sup> Thursday of every month. The event will last 3 hours from 5:00 pm until 8:00 pm which includes rider registration, the actual race will start at 6:00 pm lasting approx 1 hour. There will be the need for setup and tear down before 5:00 pm and after 8:00 pm.
- The entire park will be used for the race. There will be stakes placed in the ground with “caution” type tape between the stakes that designate the race path. The stakes will go no deeper than 18” into the ground. The path will utilize grassy, paved and gravel areas along with existing parks changing elevation.
- The anticipated race participants will be 50-100 with approx 200-300 spectators and approx 30 volunteers (organized by Hometown Bicycle)
- Hometown Bicycle has 2 sponsors for race. Jamis Bike and Sram components
- Comment- the restrooms are closed during the winter so port-a-johns will be needed
- Question – will snow removal be required as the park is normally closed during the winter months. Yes the parking areas will need to be cleared but the race path does not.
- Comment – the township has a generator if power is needed for race
- Question – what kind of emergency services are required? Normally at this type of race no emergency services are required or present at the race
- Question – does path affect Panther’s or any other athletic fields? No
- The path is the same for every race
- Scott Gerlach and Nancy Kessler will be PAB liaisons with Hometown Bicycle for this event
- Comment – Republic Waste should be contacted of this event as gravel service road is their responsibility
- Comment – more details needed from Hometown Bicycle, what are the exact trails, what are power requirements, how is parking handled, any extra mowing at trail locations, financial impact (profit / liability to park and Township). Once the details are complete a special events application will need to be submitted.
- Comment – consider the January race on the same Saturday as Winterfest to help promote both events.

#### Item 9b

- Troy Powe discussed the success of Winterfest and the great addition of the Oakland County Parks stage. Mr. Powe stated that the Director of Oakland County Parks is willing to come to one of the PAB meetings to present what the County can offer Lyon Township
- Community Haunts Inc
  - A haunted castle will be constructed at the pavilion with a path to the treed area that has a haunted cemetery and forest. The days of operation will be Friday,

Saturday and Sunday evening / night. The cost for admission will be \$15 at the gate and \$12 pre-sale. Intended for 13 years and older.

- This is a for profit enterprise.
- The Haunted Castle will be created and perfected for approx 2 years in Atchison Park then move to other communities throughout Metro Detroit with another Haunted concept taking its place in Atchison Park.
- Troy Powe spoke to the Panthers organization and discussed the project, they do not have any concerns with the project and it will not infringe on their practice areas.
- The security for this event will be a meet & greet when people arrive to give rules. This will be “no touch” Haunted Castle. The Haunted Castle will be open in the interior for visual ease. Can stop action if a situation occurs. Sheriff will be onsite
- There will be food vendors on site. No alcohol
- Lighting will be rented for parking areas and parking staff will have safety training
- There will be paid help for parking and character acting. Local people will be hired
- Local organizations will be encouraged to volunteer and in return a contribution will be made to their respective organization
- Comment – concerned about possible danger as pavilion is being constructed during September with Panther Football kids in the area. Could another area of park be used? Possibly, the haunted forest would be eliminated
- Question – what is profit share to park? At this time the share would be approx \$1,000.00 to \$1,500.00 knowing that the first year will be a loss. As the years progress the event will be coming larger and profitable.
- Anticipated attendees for entire event is +/-8000
- Possibly do a trunk or treat with area businesses for younger kids
- Comment – come back for the April PAB meeting with additional information and details

#### Item 9c

- Motion to table until April meeting

A voice vote was called:   Ayes   Unanimous  
  Nays   None

#### Item 9f

- Jennie Urtel discussed phone conversation with Elizabeth Locke.
  - Locke Golf Academy was looking for park space to conduct summer camp / clinics. They were looking for a quick commitment that we could not make without additional information. I suggested they come to a PAB meeting to present their event proposal. I have not heard back from them

Unfinished Business:

Item 10a

- No applications have been submitted to fill vacant PAB seat. Continue to look for replacement.

Item 10b

- Question regarding the widening of trail system – could DDA get involved with cost due to the fact that Atchison Park is within DDA?
- Chris Doozan needs approval on tallied priorities list compiled to complete the Park Master Plan

Motion to approve tallied list for Park Master Plan inclusion

- A voice vote was called:   Ayes   Unanimous  
  Nays   None

Item 10c

- Chris Doozan handed out an alternate plan showing a baseball diamond. No cost estimate available yet but thinking it could be \$100,000.00 or more. Mr. Doozan will have Township Engineer look at plan and give a more accurate cost estimate. Next steps would be to invite Lacrosse and Panthers to the next meeting to show alternate plan and cost.
- Possibly look at value engineering and / or phasing construction to reduce initial cost

Motion to adjourn meeting at 9:32 p.m.

- A voice vote was called:   Ayes   Unanimous  
  Nays   None

Respectfully submitted

Jennifer Urtel  
PAB Secretary