

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 11 January 2016

7:00 pm

Minutes

Commissioners present: Judy Joling, Linda Law, John Weir and Gillian Stoltman

Staff present: Vanessa Hardy Street

Township Trustee: David Burgess

1. Call to Order by Commission Chair, Linda Law
2. Review of Minutes from 14 December 2015 minutes
Motion by Joling, supported by Weir, to accept the minutes of 14 December 2015 with minor edits under Bills Payable
Motion to approve the minutes: 4 Yes 0 No
3. Bills payable:
The Fifth Third bills had not been received and so no action could be taken.
Motion by Weir, supported by Stoltman, to approve the December 2015 Bills Payable.

Motion to approve Bills Payable: 4 Yes 0 No
4. Correspondence:
None
5. Citizen's Time:
None
6. Agenda adjustments: Add to Business, the election of officers for the 2016 term.
7. Reports:
 - a. Director's Report
Director Street had enclosed her report in the Commissioners package. Director Street noted that she is looking to repair the vehicle shelter to cover the Parks truck. It was damaged during a wind storm in December.
 - b. Treasurer/Budget Report: The final budget report of 2016 was reviewed and apart from the removal of \$5,000 for seasonal office assistant line item that had been removed by the Township Board, the final 2015 expenditures and revenues is closely aligned with what was budgeted for 2015. Treasurer Stoltman complimented Director Street on her good management of the Parks Department budget.

- c. Chair Report: Chair Law reported on the draft 2015 parks Annual Report and requested that Commissioners review the document and send any comments that they have to her or Director Street by 1 February 2016.

8. Business

- a. Election of Officers: Commissioner Stoltman requested that she relinquish the post of Secretary. Commissioner Joling offered to stand for that position. Commissioner Weir agreed to stand for the position of Vice Chair and Commissioner Stoltman will stand for the position of treasurer. The slate for the election of officers was therefore
 - i. Chair – Linda Law
 - ii. Vice Chair – John Weir
 - iii. Secretary – Judy Joling
 - iv. Treasurer – Gillian Stoltman

Motion to approve the slate of candidates was made by Stoltman with support from Joling:

Motion was approved 4 Yes 0 No

- b. Merrill Park. Discussion continued on the plans for improving Merrill Park and the application to the Michigan Department of Natural Resources for funding this project.
 - i. Chair Law and Director Street have met with the architect who worked with us on the improvements to Robert Morris Park. The Township Engineer is also involved in these discussions.
 - ii. The grant submission is likely to be \$300,000 with a \$100,000 township match. We could use \$35,000 carryover from 2015 and \$35,000 carryover from 2016 to provide most of the match with the township providing the remaining \$30,000 if approved by the Township Board.
 - iii. Among the improvement being proposed is a widening of the driveway and an increase in the parking area, so that the park can better accommodate vehicles with trailers. Currently trailers are blocking many parking spaces.
 - iv. The positioning of the playground and the pavilions will be important in order to make the park more family friendly.
 - v. Another improvement will be to update the bathrooms.
 - vi. In order to meet the requirements for the grant, we need to hold a public meeting on 8 February, by which time we should have more information of the costs for the proposed improvements.
 - vii. Chair Law asked Commissioners to consider the proposals and provide further input at the next meeting.

9. Other

No other items were introduced

10. Adjournment

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

Charter Township of Comstock
Parks & Recreation Commission
Meeting Minutes of February 29, 2016
7:00 P.M.

Minutes of the Special Meeting to conduct a Public Hearing for the grant application to the Michigan Department of Natural Resources for improvements to Merrill Park

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Staff Present: Vanessa Street, Parks Director; Rachel Roon, Park Attendant

Guests: 5 citizens including Township Supervisor Ann Nieuwenhuis and Randy Beister of the Comstock Township Planning Commission

1. Call to Order by Commission Chair, Linda Law
Pledge of Allegiance
It was noted that tonight's meeting was rescheduled from February 8, 2016, due to an area wide power outage that left the Township Hall in the dark.
2. Review of the Minutes from January 11, 2016:
Motion by Weir / support from Spears to accept the Minutes as presented
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Stoltman / support from Spears to approve the Bills Payable as presented
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: Penny Hainer contacted the Board to indicate her wish for complete fencing around the playground area at Merrill Park because it is too close to the river.
5. Citizen's Comments: None
6. Request for Agenda Adjustments:

Motion by Spears/ Support from Stoltman to move into Public Hearing on Merrill Park:
Motion to approve: 5 Yes / 0 No

Parks Director Vanessa Street gave a presentation, with drawings included, about proposed changes to Merrill Park and a possible design to update and beautify the park. The Parks Director explained the Township Master Plan, the necessity of public input, financial limitations and issues involving the flood plain. Some of the proposed changes involve constructing an additional pedestrian entrance at the corner of Comstock Avenue and River Street, creating a walking path around the perimeter of the park, eliminating the current ball field, relocating the playground, pavilion, and basketball court, widening the vehicle entrance, renovating the existing restrooms, and planting trees. The Board is seeking a DNR grant for \$300,000 which would require a \$100,000 match from the Parks Commission / Township. Further renovations to the river's edge would be done in additional phases.

Any proposed changes to Merrill Park will not affect the current DNR boat launch or the Fire Memorial that is being erected next to the park on the site of the former Fire Department.

Supervisor Nieuwenhuis indicated her support and that of the Township Board – including a likely financial commitment. Supervisor Nieuwenhuis also suggested other possible sources for grant money (KATS and Kalamazoo County Transit Authority). She made a suggestion to consider providing access to winter activities such as ice skating and sledding. She also urged the Park Board to consider working with River Oaks and to explore a bus/ transportation project that would allow families to use public transit to utilize parks.

Randy Beister expressed his approval of the designs and pointed out how well the park plan compliments the Township's Master Plan.

Other citizens in attendance voiced appreciation for the plan and the importance of maintaining the boat launch and access to the river. There was discussion about the removal of the ball field and the impact on the community.

Motion by Weir / support from Spears to conclude the Public Forum and take a brief intermission. Motion passed: 5 Yes / 0 No

7. Reports:

- a. Parks Director: Provided to Commissioners in Board packets
- b. Treasurer: No report
- c. Commission Chair: The Chair indicated that she attended a recent Township meeting where the Board approved the hiring of a Township Superintendent. She also attended a joint meeting with the Planning Commission and the Comstock Board of Education that addressed concerns about what to do with the old, long abandoned, former Comstock High School building. Both the Chair and Parks Director will attend the March 10th meeting of the Township Planning Commission.

8. Business:

- a. 2015 Annual Report: Motion by Joling/ support from Stoltman to approve the 2015 Annual Report as presented.
Motion to approve: 5 Yes / 0 No
- b. Performance Objectives: Parks Director has been in her position for 5 years and is doing an excellent job. The Board reviewed last year's objectives and those proposed for the current year.
- c. Other: Park visits and evaluations by commissioners will be discussed at a future meeting.

9. Announcements: None

Meeting adjourned at 8 p.m. Next meeting will take place on March 14, 2016.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission
Meeting Minutes of March 14, 2016
7:00 P.M.**

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Staff Present: Vanessa Street, Parks Director

Guests: 2 Citizens

Call to Order by Commission Chair, Linda Law

1. Review of the Minutes from February 29, 2016:
Motion by Stoltman / support from Spears to accept the Minutes as presented
Motion to approve Minutes: 5 Yes / 0 No
2. Bills Payable:
Motion by Spears / support from Stoltman to approve the Bills Payable as presented
Motion to approve Bills Payable: 5 Yes / 0 No
3. Correspondence: None
4. Citizen's Comments: None
5. Request for Agenda Adjustments: None
6. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: No report
 - c. Commission Chair: The Chair indicated that she attended the March 10 meeting of the Planning Commission. The Township Master Plan will be available soon for a 60 day review period. The Park Strategic Plan will be included.

On March 21st, at 4 p.m., there will be a special Township Board meeting that will include a presentation on the Superintendent form of township governance.

On April 21st there will a public forum regarding the Comstock Township Transfer Station at the Township Hall. Citizens may attend at 10 a.m., 2 p.m., or 5:30 p.m.

The Township Board approved the Clerk's request to purchase a Management Software Program. It will be made available for the Park Director to use as well.

7. Business:

- a. DNR Grant Application: Several letters of support for the grant application have been received from various individuals and will be submitted as part of the application process. The grant application is due April 1st. Motion by Joling / support from Stoltman to submit the grant application by April 1st.
Motion to approve: 5 Yes / 0 No
- b. Director's Performance Objectives: Motion by Spears / support from Joling to approve Director's performance objectives for 2015-2016 as well as those outlined for 2016-2017.
Motion to approve: 5 Yes / 0 No
- c. Compensation: Discussed how to best evaluate the Parks Director's job performance. Discussion of Township pay scale and allotment of benefits such as vacation time.
- d. Park Visits: Scheduled park visits will begin in May. The Parks Director will put together a schedule. Commissioners should routinely stop at various parks for informal evaluations of the facilities and observation of the usage.

8. Announcements: None

Meeting adjourned at 8:20 p.m. Next meeting will take place on April 11, 2016.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 11, 2016
7:00 P.M.

Commissioners Present: John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Commissioner Absent: Linda Law

Staff Present: Vanessa Street, Parks Director

Guests: 2 citizens

1. Call to Order by Vice Chair, John Weir
2. Review of the Minutes from March 14, 2016:
Motion by Stoltman / support from Spears to accept the Minutes as presented
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Spears / support from Joling to approve the Bills Payable as presented
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: None
5. Citizen's Comments: None
6. Request for Agenda Adjustments: None
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: Budget is on track; we will see revenue activity commence as the season begins
 - c. Commission Chair: None
8. Business:
 - a. Parks Visits: Schedule for 2016 (May – August) parks visits and meeting locations was distributed.
 - b. Park Survey Form: Commissioners who visit parks and encounter residents or others using the parks should complete surveys to assist in gathering input about the various parks and facilities.
9. Announcements: None

Meeting adjourned at 7:35 p.m.

Next meeting will take place on **May 9, 2016**, at the **Comstock Community Center**. Commissioners should arrive at 6:30 p.m. to tour the Jan Schau Wildflower Walk and also the River Villa Preserve prior to the 7 p.m. meeting.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of May 9, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, and Judy Joling

Commissioner Absent: Sharon Spears

Staff Present: Vanessa Street, Parks Director

Chairperson Law, along with Commissioners Weir, Spears and Joling, met prior to the meeting to assess the Jan Schau Wildflower Walk.

1. Call to Order by Chairperson, Linda Law
2. Review of the Minutes from April 11, 2016:
Motion by Stoltman / support from Weir to accept the Minutes with changes to number of votes to accept Minutes and Bills Payable. Corrected Minutes to indicate 4 votes for each motion rather than 5.
Motion to approve Minutes: 4 Yes / 0 No
3. Bills Payable:
Motion by Stoltman / support from Joling to approve the Bills Payable as presented
Motion to approve Bills Payable: 4 Yes / 0 No
4. Correspondence: None
5. Citizen's Comments: None
6. Request for Agenda Adjustments: None
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: Clarified question regarding Health Savings Account for Park Director
 - c. Commission Chair: None
8. Business:
 - a. Jan Schau Wildflower Walk – Noted maintenance issues for both the Wildflower Walk and Community Garden. The clearing done by Consumers has impacted the trails and aesthetics of the Wildflower Walk. Discussed possible options for condensing the trails and better defining the area.
 - b. Director's Compensation: Commissioners were given information regarding a proposal by the US Labor Department that would impact employees considered to be exempt from overtime compensation. More information is needed.
 - c. Director's Performance Review: Commissioners were given sample copies of performance evaluations used by another department within the Township. Using some of these guidelines, Chairperson Law will put together an evaluation form that would be specific to the Park Director's position.

9. Announcements: None

Meeting adjourned at 8:10 p.m.

Next meeting will take place on **June 13, 2016, at 7 p.m. at the Wenke Softball Complex.**

Commissioners will tour and evaluate the Softball Complex as a group beginning at 6:30 p.m.

Commissioners should visit both Fleetwood and Green Meadow Parks individually, at their convenience, before the next meeting.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 13, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling
Staff Present: Vanessa Street, Parks Director; Jimmy McBarnes, Umpire in Chief for Softball Program

2 Citizens in attendance

Meeting is being held at Wenke Softball Complex. Members of the Board toured the facilities prior to the meeting.

1. Call to Order by Chairperson, Linda Law
2. Review of the Minutes from May 9, 2016:
Motion by Stoltman / support from Spears to accept the Minutes as presented with one noted correction – a reference to Green Meadow Park was incorrectly stated as Greenwood.
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Spears / support from Stoltman to approve the Bills Payable as presented.
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: None
5. Citizen's Comments: None
6. Request for Agenda Adjustments: *Adding Additional Park Staffing* under Business
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: No additional information
 - c. Commission Chair: Library is maintaining an on-line community bulletin board. Kalamazoo County has several openings for seats on various committees. At a recent Township Board meeting, the Township treasurer initiated a discussion about a millage increase. This may be an opportunity to pursue dedicated funding for the parks. On July 11, at 7 p.m., there will be a millage workshop at the Township Office.
8. Business:
 - a. Wenke Softball Complex/ Fleetwood Park / Green Meadow: Jimmy McBarnes briefed the Board about the softball program – indicating our facilities are excellent. However, overall, adult softball programs are trending down. He recognized Vanessa for her leadership, hard work, expertise and ability to direct the program. Wood chips should be added under play equipment at the Softball Complex and the other parks as needed. The Board requested that a picnic table be placed at Green Meadow. The drinking fountain at Fleetwood will be quite costly to replace. Vanessa will continue to explore options.

- b. Director's Performance Review Questions: Board members should review questions and make suggestions to condense the number of questions or formulate other questions that they feel should be included. Vanessa will submit a list of people who could be asked to complete the evaluation.
- c. Additional Park Staffing: Motion by Weir/ support from Spears allowing the Park Director to hire a full time seasonal staff person for the remainder of the 2016 season (approximately October.) 5 Yes / 0 No
- d. Other: Motion by Joling /support from Spears to permit Chairperson Law to approach the Township administration and Township Board to seek supplemental funding if needed for salary increase for the Park Director. 5 Yes / 0 No

Meeting adjourned at 8: 25 p.m.

Next meeting will take place on **July 11, 2016, at 7 p.m., at Robert Morris Park.**

Commissioners should visit McLinden Nature Trails at their convenience before the next meeting.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of July 11, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Staff Present: Vanessa Street, Parks Director

1 Citizen in attendance

Meeting is being held at Robert Morris Park.

1. Call to Order by Chairperson, Linda Law
2. Review of the Minutes from June 13, 2016:
Motion by Weir / support from Stoltman to accept the Minutes as presented.
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Weir / support from Spears to approve the Bills Payable as presented.
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: None
5. Citizen's Comments: None
6. Request for Agenda Adjustments: None
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: No additional information
 - c. Commission Chair: Chairperson Law attended a special meeting of the Comstock Township Board of Trustees that was held earlier this afternoon. The Township Board continued their discussion of a possible operating millage increase for roads, street lighting and police protection for the township. At the same meeting, information about the restructuring of the KBA Board was presented. Notice of a July 14th meeting of the township Planning Commission was given. The meeting will be a public hearing about the township's master plan. Lastly, a county wide event for senior citizens is being planned for September 17th at Merrill Park.
8. Business:
 - a. Mc Linden & Robert Morris Park Visit Review: Commissioners Law, Stoltman and Joling indicated they had each visited the Mc Linden Nature Trail. There are no areas of concern at this time. Likewise, RMP is well maintained. The park staff is doing an admirable job of operating the facility.
 - b. Director's Performance Review: Board members were given a synopsis of the performance reviews that were received from numerous individuals who had evaluated the Parks Director. Evaluations were done by coaches, umpires, park staff, office staff, township

trustees and members of this board. The Parks Director received very high marks in every category and extremely positive comments.

Commissioner Weir placed a motion to increase the Parks Director's salary from \$43,922 to \$50,000 annually, with the increase being retroactive to June 1, 2016. The motion was supported by Commissioner Spears. Following discussion, the motion passed: 5 Yes / 0 No

Commissioner Spears initiated a motion to increase the Parks Director's length of paid vacation time from 3 weeks to 4 weeks annually. The motion received support from Commissioner Weir. After discussion, the motion was tabled.

c. Announcements: None

Meeting adjourned at 8:25 p.m.

Next meeting will take place on **August 8, 2016, at 7 p.m.**

Respectfully submitted, Judith Joling, Secretary

Charter Township of Comstock
Parks & Recreation Commission
Meeting Minutes of August 8, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Staff Present: Vanessa Street, Parks Director

2 Citizens in attendance

Meeting is being held at Merrill Park.

1. Call to Order by Chairperson Linda Law
2. Review of the Minutes from July 11, 2016:
Motion by Stoltman / support from Spears to accept the Minutes as presented.
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Joling/ support from Stoltman to approve the Bills Payable as presented.
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: Board packets included a copy of a note of thanks from a family who hosted a gathering at RMP on the 4th of July. The family appreciated the facilities as well as the attentiveness and helpfulness of the staff.
5. Citizen's Comments: None
6. Request for Agenda Adjustments: Commissioner Spears requested the addition of an agenda item. Start time for monthly Board meetings will be added under "Business."
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets. The Director's report provided information about additional vandalism that has taken place in Merrill Park and at Green Meadow. Chairperson Law will talk with Sheriff Fuller/ and or law enforcement about our on-going issues and concerns.
 - b. Treasurer: No additional information
 - c. Commission Chair: Chairperson Law reported on several township meetings that she attended. She also notified the Board that she is working with Consumers Energy in regard to park lighting. She is also exploring grant options for playground equipment.
8. Business:
 - a. **August Park Visits:** Commissioners discussed visits to Celery Street Park, the Neal Street Ball Diamonds, Peer and Cooper Parks, and North and South Wenke Parks.
 - b. **2016 Line Item Adjustments:** The Director presented recommendations for budget line item adjustments. Motion by Weir/ support from Spears to approve line item adjustments as presented. 5 Yes / 0 No

- c. **2017 Budget:** The Director prepared a preliminary budget for 2017. Further discussion with township treasurer and administrative staff is anticipated. No action taken. Discussion to continue at next meeting.
- d. **Time of Monthly Meeting:** Commissioner Spears asked the Board to consider a permanent change of meeting time from 7 P.M. to the afternoon. No action taken.

Meeting adjourned at 8:25 p.m.

Next meeting will take place at the Township Hall on September 12, 2016, at 7 p.m.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 12, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Staff Present: Vanessa Street, Parks Director

3 Citizens in attendance

1. Call to Order by Chairperson, Linda Law
2. Review of the Minutes from August 8, 2016:
Motion by Stoltman/ support from Spears to accept the Minutes as presented.
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Joling/ support from Spears to approve the Bills Payable as presented.
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: One note was received by the Township Office and Parks Director indicating concern by a citizen over unhealthy conditions thought to be present at Merrill Park. Writer of the letter did not communicate anything specific.
5. Citizen's Comments: None
6. Request for Agenda Adjustments: None
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: Information about various line item adjustments
 - c. Commission Chair:
 - A county wide event for senior citizens is being planned for September 17th at Merrill Park.
 - On September 19th, the Township Board will conduct interviews with the final three candidates for the Township's Superintendent position.
 - The League of Women's Voters is hosting a candidate forum on September 22nd at the Comstock Community Center.
8. Business:
2017 Budget: The Parks Director worked through the proposed 2017 budget with the Board.
Motion by Wier / support from Spears to approve the 2017 budget as presented. We are asking for a 2017 budget of approximately \$180,500. 5 Yes / 0 No

Motion to adjourn at 8:25 P.M. Next meeting will take place on October 10, 2016, at 7:00 P.M.

Respectfully submitted, Judith Joling, Secretary

Charter Township of Comstock
Parks & Recreation Commission
Meeting Minutes of October 10, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling
2 Citizens in attendance

1. Call to Order by Chairperson, Linda Law. Parks Director, Vanessa Street, is absent as she is attending the Board of Trustees 2017 budget meeting which is also taking place this evening.
2. Review of the Minutes from September 12, 2016:
Motion by Stoltman/ support from Weir to accept the Minutes with two corrections. Under *Business (8.)* our 2017 proposed budget should be \$186, 557. Commissioner Weir's name was spelled incorrectly in the context of his motion to approve the 2017 proposed budget.
Motion to approve Minutes: 5 Yes / 0 No
3. Bills Payable:
Motion by Weir/ support from Spears to approve the Bills Payable as presented.
Motion to approve Bills Payable: 5 Yes / 0 No
4. Correspondence: None
5. Citizen's Comments: None
6. Request for Agenda Adjustments: Adding *Pavement at North Wenke Park* under new business
7. Reports:
 - a. Parks Director: Provided to Commissioners in Board packets
 - b. Treasurer: On track for year to date
 - c. Commission Chair:
 - Township Superintendent has been hired. Mr. Scott Hess will be assuming the position in the coming weeks.
The Battle Creek Shopper News recently ran an article about the Over Age 70 Softball League at the Wenke Softball Complex.
8. Business:
 - a. 2017 Meeting Dates: Motion by Weir / support from Joling to continue meeting on the second Monday of each month at 7 P.M. 5 Yes / 0 No
 - b. Paving at North Wenke Park: Motion by Weir / support from Spears to allow the Parks Director to pursue bids for paving the approach at North Wenke Park and to contract with a company to have the work completed before the end of the year assuming the cost will be within budget. 5 Yes / 0 No

Motion to adjourn at 7:40 P.M. Next meeting will take place on November 14, 2016, at 7:00 P.M.

Respectfully submitted, Judith Joling, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of November 14, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Gillian Stoltman, Sharon Spears and Judy Joling

Staff Present: Vanessa Street, Parks Director

2 Citizens in attendance

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from October 10, 2016:

Motion by Stoltman/ support from Weir to accept the Minutes as presented.

Motion to approve Minutes: 5 Yes / 0 No

2. Bills Payable:

Motion by Spears/ support from Stoltman to approve the Bills Payable as presented.

Motion to approve Bills Payable: 5 Yes / 0 No

3. Correspondence: None

4. Citizen's Comments: None

5. Request for Agenda Adjustments: Two additions under *Business*

- Additional Ordinance Officer
- Approval of Request for Capital Improvement Projects

6. Reports:

a. Parks Director: Provided to Commissioners in Board packets

b. Treasurer: Report provided in packets

c. Commission Chair:

- Chairperson Law had an opportunity to talk with Township Superintendent Scott Hess and is confident of his support for Park endeavors. Mr. Hess has expressed an interest in seeking a separate millage specifically for Parks & Recreation.

7. Business:

a. Quotes for North Wenke Paving: Motion by Weir/ support from Spears to approve contract with Lakeland Asphalt to pave the approach at North Wenke Park. Cost to be \$3,400 with work to be completed before the end of the year. 5 Yes / 0 No

b. Recreation Program Coordinator Job Description: Motion by Weir / support from Spears to approve the job description formulated by the Parks Director with a few noted changes. Parks Director will ask the Superintendent to review. Posting of job to follow in appropriate venues. 5 Yes / 0 No

c. Enforcement Officer: Motion by Wier / support from Stoltman to authorize Gary Swanson to serve as an Ordinance Officer for the purpose of issuing citations when violations occur at Park facilities. Mr. Swanson is a current member of the park staff. 5 Yes / 0 No

d. Request for Capital Improvements Projects: Motion by Stoltman / support from Spears to approve the Parks Director's request of the Township to underwrite several park improvement projects using township (General Budget) carry over funds. Projects include: security cameras; moving playground at Wenke Softball Complex; building a berm around play area at RMP; new benches and trash receptacles. Estimated cost to be \$43,000. 5 Yes / 0 No

8. **Announcements:** With this being the final meeting for Commissioner Stoltman, sincere appreciation was expressed for her eight years of service on the Parks & Recreation Commission.

Motion to adjourn at 8:10 P.M. Final meeting for 2016 will take place on Monday, December 12th at 7 P.M.

Respectfully submitted, Judith Joling, Secretary

Charter Township of Comstock
Parks & Recreation Commission
Meeting Minutes of December 19, 2016
7:00 P.M.

Commissioners Present: Linda Law, John Weir, Teresa Young, and Judy Joling

Commissioner Absent: Sharon Spears

Staff Present: Vanessa Street, Parks Director

2 Citizens in attendance

Meeting was originally scheduled for December 12, 2016, but was postponed due to inclement weather.

Call to Order by Chairperson, Linda Law

Chairperson introduced Comstock Township Board Trustee Bob Pratt; welcomed newly elected Park Commissioner Teresa Young.

Park Director Vanessa Street introduced Rachel Hopkins who will be assuming the position of Park Program Coordinator.

1. Review of the Minutes from November 14, 2016:

Motion by Weir/ support from Joling to accept the Minutes as presented.

Motion to approve Minutes: 4 Yes / 0 No

2. Bills Payable:

Motion by Joling/ support from Weir to approve the Bills Payable as presented.

Motion to approve Bills Payable: 4 Yes / 0 No

3. Correspondence: Letter from DNR notifying the Park Director of the grant award for upgrades at Merrill Park.

4. Citizen's Comments: None

5. Request for Agenda Adjustments: None

6. Reports:

a. Parks Director: Provided to Commissioners in Board packets

b. Treasurer: Report provided in packets

c. Commission Chair:

- Chairperson Law noted two recent articles about Comstock Township that have appeared in the Kalamazoo Gazette. One about accolades the township received in regard to Economic Development and the other about expansion at Midlink being planned by Sigma Machine.
- Chairperson also discussed pursuing possible grant options that would allow us to purchase and install a fishing dock at RMP.

7. Business:

a. 2017 Fees: Motion by Joling/ support from Weir not to increase park fees for 2017.

4 Yes / 0 No

b. Commissioner Office Election for 2017 : Motion by Weir/ support from Joling to elect the following officers: Linda Law – Chair

Judith Joling - Vice Chair

John Weir – Treasurer

Teresa Young – Secretary

4 Yes / 0 No

c. 2016 Budget Line Item Adjustments: Motion by Weir/ support from Joling to accept line item adjustments outlined by Park Director. 4 Yes / 0 No

Motion to adjourn at 7:45 P.M. Next meeting will take place on Monday, January 9, 2017 at 7 P.M.

Respectfully submitted, Judith Joling, Secretary

Comstock Township Parks and Recreation 2016 Annual Report

The Parks and Recreation Commission commissioners elected to a four year term in November 2012 were Michael Hough, Judy Joling, Linda Law, Sharon Spears and Gillian Stoltman. Following the resignation of Michael Hough, the township board approved John Weir to the Parks and Recreation commission. Commissioner Weir's first meeting was December 2015.

The following is a summary of all formal actions taken and can be found in the 2016 monthly meeting minutes. Please note that the majority of the board decisions are made after extensive discussion among commissioners as well as with other parties when needed.

Board Actions

January - Business

Election of Officers: Commissioner Stoltman requested that she relinquish the post of Secretary. Commissioner Joling offered to stand for that position. Commissioner Weir agreed to stand for the position of Vice Chair and Commissioner Stoltman will stand for the position of treasurer. The slate for the election of officers was therefore

Chair – Linda Law

Vice Chair – John Weir

Secretary – Judy Joling

Treasurer – Gillian Stoltman

Motion to approve the slate of candidates was made by Stoltman with support from Joling:

Motion was approved 4 Yes 0 No

February - Public Hearing on Merrill Park

Motion by Spears/ Support from Stoltman to move into Public Hearing on Merrill Park:

Motion to approve: 5 Yes / 0 No

Parks Director Vanessa Street gave a presentation, with drawings included, about proposed changes to Merrill Park and a possible design to update and beautify the park. The Parks Director explained how the project closely relates to the Township Master Plan, the necessity of public input, financial limitations and issues involving the flood plain. Some of the proposed changes involve constructing an additional pedestrian entrance at the corner of Comstock Avenue and River Street, creating a walking path around the perimeter of the park, eliminating the current ball field, relocating the playground, pavilion, and basketball court, widening the vehicle entrance, renovating the existing restrooms, and planting trees. The Board is seeking a DNR grant for \$300,000 which would require a \$100,000 match from the Parks Commission / Township. Further renovations to the river's edge would be done in additional phases.

Any proposed changes to Merrill Park will not affect the current DNR boat launch or the Fire Memorial that is being erected next to the park on the site of the former Fire Department.

Supervisor Nieuwenhuis indicated her support and that of the Township Board – including a likely financial commitment. Supervisor Nieuwenhuis also suggested other possible sources for grant money (KATS and Kalamazoo County Transit Authority). She made a suggestion to consider providing access to winter activities such as ice skating and sledding. She also urged the Park Board to consider working with River Oaks and to explore a bus/ transportation project that would allow families to use public transit to utilize parks.

Randy Beister (township planning commissioner) expressed his approval of the designs and pointed out how well the park plan compliments the Township's Master Plan.

Other citizens in attendance voiced appreciation for the plan and the importance of maintaining the boat launch and access to the river. There was discussion about the removal of the ball field and the impact on the community.

Motion made by Weir with support from Spears to conclude the Public Forum and take a brief intermission. Motion passed: 5 Yes / 0 No

February - Business

2015 Annual Report: Motion made by Joling with support from Stoltman to approve the 2015 Annual Report as presented.

Motion to approve: 5 Yes / 0 No

March - Business

DNR Grant Application: Several letters of support for the grant application have been received from various individuals and will be submitted as part of the application process. The grant application is due April 1st. Motion by Joling / support from Stoltman to submit the grant application by April 1st.

Motion to approve: 5 Yes / 0 No

Director's Performance Objectives: Motion by Spears / support from Joling to approve Director's performance objectives for 2015-2016 as well as those outlined for 2016-2017.

Motion to approve: 5 Yes / 0 No

April - Business

Discussion only on Parks Visits: Schedule for 2016 (May – August) and Park Survey Form.

May - Business

Meeting is being held in the Comstock Community Center due to poor weather conditions. Chairperson Law, along with Commissioners Weir, Spears and Joling, met prior to the meeting to assess the River Villa Preserve and Jan Schau Wildflower Walk. Discussion only on the following: River Villa Preserve and Jan Schau Wildflower Walk; Community Garden; Director's Compensation; and, Director's Performance Review.

June - Business

Meeting is being held at Wenke Softball Complex. Members of the Board toured the facilities prior to the meeting.

Discussion only on the Wenke Softball Complex, Fleetwood Park, and Green Meadow Park.

Discussion only on the proposed Director's Performance Review Questions.

Additional Park Staffing: Motion by Weir/ support from Spears allowing the Park Director to hire a full time seasonal staff person for the remainder of the 2016 season (approximately July-September.) 5 Yes / 0 No

Motion by Joling with support from Spears permitting Chairperson Law to approach the Township administration and Township Board for supplemental funding if needed for salary increase for the Park Director. 5 Yes / 0 No

July - Business

Meeting is being held at Robert Morris Park with discussion only on McLinden & Robert Morris Park visits.

Board members were given a synopsis of the performance reviews that were received from numerous individuals who had evaluated the Parks Director. Evaluations were done by coaches, umpires, park staff, office staff, township trustees and members of this board. The Parks Director received very high marks in every category and extremely positive

comments. Commissioner Weir placed a motion to increase the Parks Director's salary from \$43,922 to \$50,000 annually, with the increase being retroactive to June 1, 2016. The motion was supported by Commissioner Spears. Following discussion, the motion passed: 5 Yes / 0 No

Commissioner Spears initiated a motion to increase the Parks Director's length of paid vacation time from 3 weeks to 4 weeks annually. The motion received support from Commissioner Weir. After discussion, the motion was tabled.

August - Business

Meeting is being held at Merrill Park. Commissioners discussed visits to Celery Street Park, the Neal Street Ball Diamonds, Peer and Cooper Parks, North and South Wenke Parks, and Merrill Park.

The Director presented recommendations for budget line item adjustments. Motion was made by Weir with support from Spears, to approve line item adjustments as presented. 5 Yes / 0 No

September - Business

2017 Budget: The Parks Director worked through the proposed 2017 budget with the Board. Motion was made by Wier with support from Spears, to approve the 2017 budget as presented. We are asking for a 2017 budget of approximately \$180,500. 5 Yes / 0 No

October - Business

2017 Meeting Dates: Motion by Weir with support from Joling to continue meeting on the second Monday of each Month at 7 P.M. 5 Yes / 0 No

Paving at North Wenke Park: Motion by Weir with support from Spears to allow the Parks Director to pursue bids for paving the approach at North Wenke Park and to contract with a company to have the work completed before the end of the year assuming the cost will be within budget. 5 Yes / 0 No

November - Business

Quotes for North Wenke Paving: Motion by Weir/ support from Spears to approve contract with Lakeland Asphalt to pave the approach at North Wenke Park. Cost to be \$3,400 with work to be completed before the end of the year. 5 Yes / 0 No

Recreation Program Coordinator Job Description: Motion by Weir / support from Spears to approve the job description formulated by the Parks Director with a few noted changes. 5 Yes / 0 No

Enforcement Officer: Motion by Wier / support from Stoltman to authorize Gary Swanson to serve as an Ordinance Officer for the purpose of issuing citations when violations occur at Park facilities. Mr. Swanson is a current member of the park staff. 5 Yes / 0 No

Request for Capital Improvements Projects: Motion was made by Stoltman with support from Spears to approve the Parks Director's request of the Township, to underwrite several park improvement projects using township (General Budget) carry over funds. Projects include: security cameras; moving playground at Wenke Softball Complex; building a berm around play area at RMP; new benches and trash receptacles. Estimated cost to be \$43,000. 5 Yes / 0 No

November 2016 Elections

The Parks and Recreation Commission commissioners elected to a four year term were Judith Joling, Linda Law, Sharon Spears, John Weir and, Teresa Young. The new board was sworn in at the beginning of the December meeting.

December - Business

2017 Fees: Motion by Joling/ support from Weir not to increase park fees for 2017. 4 Yes / 0 No

Commissioner Office Election for 2017: Motion by Weir/ support from Joling to elect the following officers: 4 Yes / 0 No

Linda Law – Chair John Weir – Treasurer
Judith Joling - Vice Chair Teresa Young – Secretary

2016 Budget Line Item Adjustments: Motion by Weir/ support from Joling to accept line item adjustments outlined by Park Director. 4 Yes / 0 No

The board actions throughout 2016 represent only a partial amount or outline of the Parks and Recreation Department's activities for 2016. Following is a summary of much of the year's activities; much of it is taken from the Director's monthly written report. Please note that this is not an all inclusive narrative.

Parks and Recreation Board/Administration

The Parks and Recreation Board met monthly in 2016 on the second Monday of the month at 7pm. The majority of the meetings were held at the Township Hall. However, the May, June, July and, August meetings were held at four different parks for two specific purposes. The first was for park visitations and observations of parks nearby as well as the park where the meeting was held. These visitations were for evaluation and monitoring purposes. Future developments were discussed and concerns were noted. The second was to hold our open, public meeting on site to encourage local residents, seasonal staff, and others who make use of the township park properties to attend and give us public input. For instance, at the Wenke Softball Complex, the Umpire in Chief for our softball summer recreational leagues joined us and shared his views of the facility, management, and programs.

The board is extremely satisfied with the performance of the Parks and Recreation Director, Vanessa Street, who has proven herself invaluable. She has an excellent working relationship with the board, the township administration, and the maintenance department. She has also built a wonderful cooperative relationship with the Comstock Community Center; the Library; the Baseball Players Association; the baseball and softball umpires; and, the many other park and recreation professionals around the region. Vanessa is very good at initiating ideas, solving problems, handling challenges as they develop, and communicating with the public she serves in all types of circumstances.

Board members continue to be pleased with the way the township maintenance department has cared for the parks, and gratefully recognize their efforts to carry out regularly scheduled and routine park maintenance functions as well as effectively handling emergency needs, special requests, and special functions. In April Spring clean-up started at all of our parks. Our maintenance crew picks up sticks and litter, cleans trash barrels, and removes dead or fallen trees before the mowing season begins. During the winter snow is plowed at the following parks; Robert Morris Park; McLinden Nature Trails; Merrill Park; and, North and South Wenke Parks.

The board chair, or designee, and/or the Parks Director routinely attend the Township Board meetings to keep abreast of all Township issues and periodically inform the trustees of Parks and Recreation Department updates. Commissioners agree that working closely with the township trustees and administration along with other factions of the township such as the fire department, library and community center improves communications and benefits our community.

Budget and Finance

The Parks and Recreation Board members continue to recognize the significance of its fiduciary responsibilities and once again commend the Parks Director in her judicious efforts to this end. Vanessa has an ability to accomplish what was planned within the projected annual budget and more. Following the annual audit prepared for the township, the trustees

agreed to let the Parks use what carry-over there was for the current year. The Parks Director made good use of those funds in park improvements and overall operations.

Merrill Park

A DNR Trust Fund Grant Application was written and submitted by the Parks Director once it was approved by the Parks and Recreation Board and presented and approved by the Township Board. The Township Board agreed that the matching funds (25% of the total project cost) would be available when needed. The total grant was for \$400,000. Vanessa did an excellent job in guiding the board in the process and making a timely submission. The DNR grants management coordinator visited Merrill Park in July and discussed the plans in the grant with the Parks Director, the board chair, and the board vice-chair. In October the DNR gave out the preliminary scores for the grant and with only two weeks to do so, Vanessa supplied additional information that raised our score another 85 points. This gave us a better competitive edge in the process. The final grant scores were released for all applicants in early December followed by final funding recommendations that the Merrill Park project was to be awarded pending Legislation affirmation in 2017. Congratulations went out to Director Vanessa Street and all the hard work she put into the grant application. The Parks and Recreation Board applauded her diligence and perseverance throughout the long application process.

Merrill Park, as sighted in the current Parks and Recreation 5-Year strategic plan and the Township newly created master plan will be updated and provide Comstock Township a family oriented central park on the Kalamazoo River that will make the community as a whole very proud.

Robert Morris Park

The summer of 2016 was busy because of the good weather and many warm days. The revenue taken in this year was over \$2000 more than the budgeted amount and surpassed previous years. Many visitors have commented on how well the park looks and along with the accessible bathrooms and walkways the park appears to draw folks in for swimming, picnicking, and disc golf among other activities.

Vanessa and her summer crew took excellent care of the beach and surrounding grounds this summer, keeping the E. coli levels low and the beach open all season. Improvements to the park this year included the installation of natural buffer along the lakeshore on either side of the beach. This well designed plan of indigenous plants will be managed and monitored over the next few years and can be enhanced when necessary. This will help stabilize the lakeshore environment and ultimately help keep our E. coli levels low.

A message board was built and installed at the disc golf course next to the tee box on #1 to better communicate with disc golfers. This is helpful to display park hours, course changes, updates and upcoming tournaments. The park was one site in the area to host the World Disc Golf Association's Amateur tournament in July. Comstock Township benefits from this tournament in many ways including upgraded goal baskets donated and installed by the local disc golf association. Several local tournaments are also held on the disc golf course.

A "Free Entrance Day" at Robert Morris Park was held on Saturday, June 25. Free popsicles were provided to those who attended. Kalamazoo in Bloom donated beautiful planters again this year and some were placed in Robert Morris Park.

Cooper and Peer Parks

Cooper Park's parking area on the east side of the pond was unlit at night and the trash barrels were continually over loaded with household and some commercial trash. At times there appeared to be no effort in putting it in the barrel. After speaking to the neighbors, the decision was made to remove the barrels (based on State Park actions/results) and put a direct light on to the space. Some of the trash was searched and names and addresses were found. The Ordinance Officer made contact to inform the individuals this was not allowed and gave them a warning that citations would follow if this continued. These actions appear to cut back on much of the trash dumping.

Peer Park hosts the service following the Memorial Day Parade. Efforts were made to improve the landscaping around the stone and flag pole. The land had eroded beneath the benches next to the water and the benches were also deteriorating. They have been removed and future improvements may be made when all park benches are upgraded throughout the township.

Green Meadow Park

The renovations completed in 2015 on the Green Meadow ball field created a practice field that was in great demand for 2016. This field is now being regularly maintained by the ball park field supervisor based at the Wenke Softball Complex. Reservations by area teams @ \$25 per three hours practice increased the revenues this year. These revenues are documented under Dept. 750 - Parks Administration (unclassified sales). A volunteer group from Eaton made minor repairs and painted the ball field bleachers and player's benches in July. Director Street is looking into field maintenance equipment storage for the 2017 season.

Midlink has expressed an interest the Green Meadow property, and may bring a proposal to the Parks and Recreation Board in 2017. This would not eliminate a Green Meadow park, but may move and upgrade it.

North and South Wenke Parks

Director Street worked with a Kalamazoo County Sheriff's deputy to try to eliminate the loitering and overnight vandalism at our Kalamazoo River parks. Merrill's night traffic has been decreased since the electrical outlets at the pavilion were turned off, and the Sheriff's night patrol that began in early fall is working to stay on top of this problem at North and South Wenke parks.

North Wenke Park's entrance was paved in late November/early December to help eliminate the deep ruts at the entrance.

Celery Street Park

Celery Park continues to have vandalism, mostly graffiti on signs and playground equipment. The latest incident was investigated and the name of the minor who did the vandalism was given to the Sheriff's Dept. to follow up. Graffiti can be cleaned up with a special agent or painted.

River Villa and Jan Schau Nature Trails

Discussion continued on improving the trails now that the Kalamazoo Valley River Trail runs through and the Consumer Energy Power Line ground cleanup. A few trails near the Jan Schau Nature Trail entrance were cleaned up of brush and downed trees.

Fleetwood Park

In between summer and fall ball, our ball field crews painted the swings at Fleetwood and have improved the playground areas. Weed control is a continuing battle but now that the township has certified people to spray for weeds, it is more consistent and less expensive than contracting out.

McLinden Nature Trails

These nature trails are continually used by hikers and dog walkers. A group from WMU used the trails for a Wilderness Medicinal Hike that included a educational session on medicinal plants in nature.

The parking lot and the trails beyond at McLinden Nature trails continues to have teenagers partying, people dumping garbage, and after sunset activity including putting graffiti on the blue and white McLinden Trails sign just off the parking lot. The Sheriff's Department was notified twice in April, but we were told there were not enough officers to send someone out. The problem continued through the summer season, but died down in the fall, perhaps to the diligence of the Parks Director in monitoring closely and the increased number of officers on patrol in the township.

The maintenance crew cleared the trails of downed trees and brush and removed the majority of the graffiti from the sign just off the parking lot. The City of Kalamazoo installed a new road sign in September to replace the broken and aged McLinden sign that identifies the park from H. Ave.

The Wenke Ball Field Complex (River Oaks County Park)

The softball complex is heavily used from mid-April through mid-October. Earlier in the year bleachers were vandalized, outdoor plumbing was disturbed. In late August vandals broke into the Wenke Ball Field Complex concession stand. Cash was stolen, three steel doors were damaged, the security lights were vandalized, and the interior of the building was ransacked. The suspects were caught later on as they progressed eastwardly and were breaking into the Time Out Lounge in Galesburg. Director Street worked with the Sheriff's Department and Insurance Company to recover the lost items and repair/replace the damages. In October, the insurance company approved the claim filed for the break in and have reimbursed the Parks Department for replacing the steel doors. After the court proceedings were completed, the stolen cash was recovered. A need for better lighting and security cameras has been well documented at our parks.

Kalamazoo in Bloom donated beautiful planters again this year and some were placed at the Wenke Ball Field Complex.

Ball Tournaments and League Play

Baseball registration begins in January and the Kalamazoo Baseball Players Association signed their contracts, securing 13 weekends for youth baseball tournaments in 2016, beginning April 15th. The spring youth baseball doubleheader league was filled by February. Because of the number of fields we can offer, 16 teams is the capacity. Adult summer softball registration opened in March for Monday night Co-Ed and Wednesday night men's leagues. Senior softball for men began in May, men's 60+ on Thursday evenings and men's 75+ on Monday mornings. Fall softball registration is in July with play beginning in August through mid October. Baseball numbers (of teams) fluctuate minutely year to year. Adult softball numbers (of teams) fluctuate a bit more, but interest remains high for our fields.

The field supervisor was busy this year splitting time between Wenke Ball Field Complex, Green Meadow and at times, Merrill Park. His hours and help were increased to accomplish the additional responsibilities and weather permitting, all went smoothly. The township maintenance continued their excellent work mowing and trimming.

Community Garden

Registration to be a garden plot "owner" for 2016 opened in April. All 12 beds were rented for \$10 per bed. Some vegetable and herb plants were provided and gardeners were encouraged to plan their own as well. A volunteer group from Eaton helped to get the beds ready for the season. The community garden is near the Kalamazoo River Valley Trail and we noticed tire tracks around the garden. Kalamazoo County Parks installed a fence along the trail and the garden to help reduce the trespassing in the garden.

Kalamazoo River Valley Trail and Walking Clubs

Two walking clubs were offered again this year. One was in Comstock and the other in Galesburg. The six-week family walking programs meet once weekly in the spring and again in the fall and gives participants the opportunity to experience the Kalamazoo River Valley Trail, socialize, stay active, and be outside. All levels and abilities are welcome and walking distances vary throughout the group. Program is free of charge. The Galesburg club continues to grow as more kids join the after school program at Galesburg School.

Volunteers

We continue to be fortunate to have volunteers from Eaton complete some projects for us again this year. In the past we have recruited volunteer groups from the Community Center. The Community Center no longer has a volunteer coordinator so we have not had as many groups as we have had in previous years. We will continue to look for volunteers for walking club leaders, community garden work, various park improvement projects, and spring clean up days.

Pavilion Rentals

Pavilion rentals at Merrill and Robert Morris Park were slow starting, but began to pick up as the summer season began. Many groups return annually. Director Street advertised the pavilions in the Comstock Communicator on the web site. Park Pavilions are great locations for graduation parties, baby showers, family reunions, meeting locations and much more. Pavilions can fit up to 100 people and provide a great outdoor location for gatherings. Each pavilion has a large grill, electrical outlets and picnic tables. Reservations to guarantee usage are required along with a deposit.

Respectfully submitted by Linda Law and Vanessa Street
Commission Chair and Department Director Respectively