

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of January 14, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Sharon Spears, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director
No citizens in attendance.

Call to Order by Chairperson, Linda, Law

1. Review of the Minutes from December 10, 2018:

Motion by Weir/support from Joling to accept Minutes as presented with typo correction (7.a).
Motion to approve Minutes: 5 Yes/ 0 No

2. Bills Payable:

Motion by Weir/support from Joling to approve 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: Report provided to Commissioners in Board packets.

- Parks Director Street reported that the Celery Park playground equipment has been received and is ready for installation. The basketball court is also planned to be resurfaced at that time.
- It is planned to add sand to Robert Morris Park soon (for stabilization/sidewalk support) and to resurface the parking lot.
- Commissioners note that they are very pleased with the P&Rec staff's initiative, maintenance, and area improvements conducted over the winter season. Thank You Staff!

b. Treasurer: Report provided in packets.

c. Commission Chair: Parks Director Street plans to routinely attend Comstock township meetings and share P&Rec related information.

7. Business:

a. Merrill Park Grant Update

Parks Director Street reported that the bid process will include dividing work into two parts concerning 1) site work (e.g. smaller components of playgrounds, 1 mid-sized pavilion) and 2) restroom work (inside vs. outside structure). It is anticipated that costs will be lower with this approach. It is hoped bids will be received around the end of February 2019.

b. Robert Morris Park Fishing Pier Update

Parks Director Street reported that the DEQ has sent notification for a 20-day comment period for the permit application.

Commissioner Young noted that an important pier attribute/descriptor is "universal accessibility" and that it be stated that it is planned to be enclosed by a fence/rail system along the entire boardwalk, fishing dock and platform, with its design meeting safety standards.

c. Wenke Softball Complex Fencing Discussion

Parks Director Street inquired about the existing 3-inch diameter fence support poles. In order to extend the fencing another 12 feet in height (to bring the total height to 24 feet), 4-inch diameter poles are required.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of January 14, 2019
7:00 P.M.

d. Other

Commissioners Law and Weir requested confirmatory Board action for 2019 CIP P&Rec projects in order to acquire prices and quotes soon; specifically, for Robert Morris Park resurfacing and Celery Street Park basketball court resurfacing projects.

Motion by Weir /support from Spears to instruct Parks Director Street to complete CIP projects for 2019, as presented.

Motion to approve instruction: 5 Yes/0 No

8. Announcements: None

The meeting was adjourned at 7:50 P.M.

The Next meeting will take place on February 11, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of February 11, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Sharon Spears, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director, and Rachel Hopkins, Parks Coordinator
No citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from January 14, 2019:

Motion by Weir/support from Spears to accept Minutes as presented with terminology correction ("universal accessibility") in 7b.

Motion to approve Minutes: 5 Yes/ 0 No

2. Bills Payable:

Motion by Spears/support from Weir to approve 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: Commissioner Law requested discussion on Director's Report item regarding Neal Street Ball Diamonds/Football Field as a 7. Business Item.

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets. See 7d. below.

- Parks Director Street and Parks Coordinator Hopkins reported on session topics of the 'MParks' Conference they attended.
- Commissioners discussed the nice poster drafts for some planned parks program events, noting that "children under 12 must be accompanied by an adult" should be noted for the events.

b. Treasurer: Report provided in packets. Commissioner Weir noted some cost items need updating.

c. Commission Chair: Nothing to report.

7. Business:

a. Merrill Park Grant Update

Parks Director Street described the packet information concerning planned Merrill Park changes/drawings. Bids for the work are due by February 25, 2019, and the bid opening meeting is scheduled for March 4, 2019.

b. Robert Morris Park Fishing Pier Update

Parks Director Street shared submitted comments that DEQ received and reported that the DEQ permit for the pier was granted.

c. Park Commissioner Meeting Stipend

Commissioner Law shared that the Comstock Township boards have varying base stipends and 2019 increases for its members. Commissioner Law will follow-up to acquire more information.

d. Neal St. Ball Diamonds/Football Field

Parks Director Street reported that there is a party interested in purchasing the old high school's football field (P&Rec land). The Board discussed possible future park needs for the nearby neighborhoods. Parks Director Street will follow-up to acquire more information.

8. Announcements: None

The meeting was adjourned at 7:40 P.M.

The Next meeting will take place on March 11, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 11, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Sharon Spears, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director, and Rachel Hopkins, Parks Coordinator
No citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from February 11, 2019:

Motion by Spears/support from Joling to accept minutes as presented.

Motion to approve Minutes: 5 Yes/0 No

2. Bills Payable:

Motion by Weir/support from Spears to approve 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: Report provided to Commissioners in Board packets.

- Parks Director Street and Parks Coordinator Hopkins reported very high interest in the "Dino Dig" program event planned for August 3rd at Robert Morris Park, so much so that a second event day was added (August 24th).
- Parks Director Street noted that signage (indicating distances & directions) is planned to be added to McLinden Park trails. Design and re-routing of the Jan Schau Wildflower Walk trails is planned in the future.

b. Treasurer: Report provided to Commissioners in packets.

Commissioner Weir requested that Parks Director Street check if the approved 25% earmark from the township for the Merrill Park project has been added to the P&Rec capital outlay account yet.

c. Commission Chair: See 7b, 7d. below.

7. Business:

a. Merrill Park Grant Update

Parks Director Street shared four bids received for the project over the required time period. The lowest was accepted (as required by grant rules) and we await the agreement/contract sign-off. The bid exceeds the "\$400K" available grant total by \$82K; however, Parks Director Street noted that there is \$80K that can be moved over from previous capital improvement project fund account which incurred a total savings of this approximate amount from other projects (e.g. Celery Street Park upgrade, etc.). The bathroom project is separate (Phase 2) and bids will go out in approximately 3 weeks.

Motion by Weir/support from Spears to approve execution of the contract authorizing expenditure of \$483K for the contract, which includes \$80K authorized by the Comstock Township CIP fund.

Motion to approve expenditure as presented: 5 Yes/0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 11, 2019
7:00 P.M.

b. 2018 Annual Report

Commissioner Law provided the 2018 Comstock Charter Township Parks & Recreation Department Annual Report draft for review and approval by the Commission.

Motion by Weir/support from Spears to accept the 2018 annual report as presented with submission format/wording change to "submitted by Linda Law, Commission Chair, with assistance from Parks Director Vanessa Street and Program Coordinator Rachel Hopkins".

Motion to approve 2018 Annual Report: 5 Yes/0 No

c. ADA vs. Universal Design

At the request of Commissioner Young, design requirements for pier railings were discussed briefly. Commissioner Young noted from "Appendix C: Guidance on Designing Specific Types of Recreation and Support Facilities That Exceeds ADA for Universal Accessibility" (<https://www.michigan.gov/documents/dnr>), that one standard seems nested in the other, with universal design in some respects exceeding ADA design requirements. Parks Director Street reaffirmed that railing planned for the RMP fishing pier will be placed around the entire boardwalk and pier perimeter (over the wetland and lake) and will meet the design as described by the ADA (United States Access Board; 2000 International Building Code), which also meets the Universal Accessibility requirements.

She also noted that playground ground cover as associated with structures also meets the guidance.

d. Commissioner Meeting Stipend

Commissioner Law reported that stipends for Board meetings (P&Rec, Planning, Township) are similar and range approximately from \$103 to \$125. Motion was made by Spears to increase the P&Rec Commission meeting stipend to \$110, but the motion was not supported; therefore, no action was taken.

8. Announcements: None

The meeting was adjourned at 7:55 P.M.

The Next meeting will take place on April 8, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 8, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, John Weir, Teresa Young
Commissioner Absent: Sharon Spears
Staff Present: Vanessa Street, Parks Director, and Rachel Hopkins, Parks Coordinator
Citizens in attendance: 1

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from March 11, 2019:

Motion by Weir/support from Joling to accept Minutes as presented with the addition of a proposed motion that was not supported to Item 7d..

Motion to approve Minutes with addition: 4 Yes/ 0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 4 Yes/0 No

3. Correspondence: Refer to Item 7a below.

4. Citizen's Comments: None

5. Request for Agenda Adjustments: None

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets. Commissioners complimented Parks Director Street on the recent Comstock Communicator P&Rec article.

b. Treasurer: Report provided to Commissioners in Board packets.

c. Commission Chair: Refer to section 7 below.

7. Business:

a. Commissioner Resignation

On April 3, 2019, Parks Director Street received an e-mail from P&Rec Commissioner Sharon Spears stating her resignation from the Board.

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

Motion to approve resignation: 4 Yes/0 No

The Commissioners expressed appreciation for Sharon's service on the Board.

Commissioners discussed ways to have an interim Commissioner serve in the position. It was suggested to put the position opportunity/application on the Comstock Township P&Rec website, hopefully to be able to receive applications the Friday before the May 2019 P&Rec meeting.

Motion by Weir/support from Joling to request Parks Director to prepare and place the position opportunity/application on the P&Rec website. Parks Director Street will draft a website application for Commissioners to review/comment via email.

Motion to approve proceeding with drafting and placement of the application: 4 Yes/ 0 No

b. 2019 Park Visit Schedules

Park visit scheduling was discussed. It was suggested to visit most of the parks individually.

Motion by Weir/support from Joling to hold the June 10, 2019 meeting at Robert Morris Park.

Motion to approve meeting location as presented: 4 Yes/ 0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 8, 2019
7:00 P.M.

c. Other

Parks Director Street noted there was nothing to report yet regarding RMP pier cost inquiries or P&Rec Handbook updating activities.

Comstock Township's participation in the county-wide 2019 "Park Free Day", involving free admission to RMP, was discussed and supported by Commissioners.

Motion by Weir/support from Young to participate in the 2019 Free Park Day as presented.
Motion to approve participation: 4 Yes/ 0 No

8. Announcements: None

The meeting was adjourned at 7:40 P.M.

The Next meeting will take place on May 13, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of May 13, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director and Rachel Hopkins, Parks Coordinator
Citizens in attendance: 2

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from April 8, 2019:

Motion by Weir/support from Joling to accept Minutes as presented.
Motion to approve Minutes: 4 Yes/0 No

2. Bills Payable:

Motion by Joling/support from Young to approve Bills Payable as presented.
Motion to approve Bills Payable: 4 Yes/0 No

3. Correspondence: None

4. Citizen's Comments: None

5. Request for Agenda Adjustments: None

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets.

- Per Commissioner Weir's request, Parks Director Street provided an update on the Robert Morris Park parking lot repaving budget. It is expected that work will be done in September. The township budget has funds earmarked for the project, but funds are not in the P&Rec budget yet.
- Per Commissioner Joling's request, Parks Director Street reported that 15 staff have been hired this season, 2 of whom are returning staff. Returning staff earn a slightly higher rate.
- Commissioner Joling suggested that the big cracks in walkways at Fleetwood Park be filled, if possible.
- Commissioner Weir suggested that weeds in the sandy areas of Robert Morris Park be removed.
- Commissioner Young commended Parks Director Street for identifying and utilizing natural, environmentally-friendly weed killer solution to control weeds in the parks.

b. Treasurer: Report provided to Commissioners in Board packets.

c. Commission Chair: Refer to section 7 below.

7. Business:

a. Commissioner Applications

Commissioners reviewed and discussed applications received, and were thankful for the applicants' desire to serve their community in P&Rec.

Motion by Joling/support from Weir to forward the application of Marc Rizzolo to the Comstock Township Board to consider his appointment to fill the current vacancy on the P&Rec Board.

Motion to approve forwarding application for consideration by the township, as presented:
4 Yes/0 No

b. Merrill Park Bathroom Bids

Bids were received to either revamp the old bathroom or build a new bathroom. Commissioners felt there were many advantages to having the new bathroom, including a better location in the park (better accessibility) and better security. Commissioner Law reminded commissioners that the Merrill Park project is funded by a DNR grant (\$300K) and the township (at least \$100K, a 25% match).

Motion by Weir/support from Joling to accept the bid for a new bathroom (\$139,900).
Motion to approve bid, as presented: 4 Yes/0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of May 13, 2019
7:00 P.M.

c. Celery Street Playground Removal Bids

Motion by Weir/support from Joling to accept the lowest bid received (Landscape Plus for \$2400).

Motion to accept bid, as presented: 4 Yes/0 No

d. Celery Street Playground Border Bids

Motion by Weir/support from Joling to accept the lowest bid/purchase 74 border segments (Direct Rubber Mulch for \$2244).

Motion to approve purchase, as presented: 4 Yes/0 No

8. Announcements: None

The meeting was adjourned at 7:57 P.M.

The Next meeting will take place on June 10 at 7:00 P.M. at Robert Morris Park.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 10, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director, and Rachel Hopkins, Parks Coordinator
No citizens in attendance.

Call to Order by Chairperson, Linda Law

Introductions: Marc Rizzolo, the newly appointed P&Rec Commissioner. Welcome!

1. Review of the Minutes from May 13, 2019:

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

Motion to approve Minutes: 5 Yes/ 0 No

2. Bills Payable:

Motion by Law/support from Weir to approve 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: Report provided to Commissioners in Board packets.

- Parks Director Street reported that a tree fell and its limb damaged the newly painted lighthouse structure at S. Wenke Park, essentially destroying it. Replacement vs. refurbishment is being assessed. Tree removal and replacement is being assessed by the insurance company.
- Parks Coordinator Rachel Hopkins reported that 15 people participated in the recent birdhouse building activity.
- The Merrill Park project is making progress. A completion celebration is planned for around October 1.

b. Treasurer: Report provided to Commissioners in Board packets.

c. Commission Chair: Commissioner Law shared the following:

- Nice job and ThankYou! to all who participated in the Celery Street park playground project and provided donations. Thanks to Parks Director Street for recognizing participants in the Comstock Communicator.
- Thank You! to Parks Director Street for summer programming described in the Comstock Communicator.
- Note that the Merrill Park bathroom project is already approved by the township, and will be budgeted, per confirmation by Bret Padgett (Township Treasurer) and Parks Director Street.

7. Business:

a. Celery Street – Swing Set – Engineered Wood Fibers (EWF)

Quotations for engineered wood chips were received for Celery Street swing set area.

Motion by Weir/support from Young to purchase EWF from Brink Wood Products (which includes delivery and installation) for \$1440.

Motion to approve the purchase of EWF, as presented: 5 Yes/0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 10, 2019
7:00 P.M.

b. Capital Improvement Projects

Parks Director Street shared a partial list of capital improvement projects, in preparation of a 6-year “wish list” of needed repairs and improvements. Note that CIP projects also may include grant opportunities. **Commissioners are requested to provide additional ideas to Vanessa prior to the next meeting in July.**

The list and suggestions so far include: Robert Morris Park paving (grind and replace), Celery Street Park basketball court (re-do), and the Merrill Park project (all in 2019); Passive playground equipment (to code), waterfall repairs, lilly pond control and tree trimming at Cooper Park; walking and/or dog walking path, playground equipment and/or picnic tables at Green Meadow Park; fishing pier for Robert Morris Park (note the DEQ permit is good for five years); paving the Wenke Park parking area; new picnic tables, where needed; another P&Rec truck; and a new neighborhood park backing up to the Shields neighborhood (CIP + grant, possibly).

c. 5-Year Strategic Plan

Commissioner Law noted that it is almost time for a new P&Rec strategic plan, and suggested that commissioners upgrade the existing one while looking carefully at the goals and objectives. Commissioners need to get started as it needs to be submitted to the DNR in January (note: grants require that a strategic plan be in place and current).

d. Other

- Commissioner Law will check with Comstock schools about possibly sharing their “activities spaces” for some P&Rec activities.
- Per Commissioner Weir’s request, Commissioner Law will follow up with township officials regarding ongoing Neal Street ball diamond area (P&Rec property) usage discussions.

8. Announcements: None

The meeting was adjourned at 8:13 P.M.

The next meeting will take place on August 12, 2019 at 7:00 P.M. (Note: the July 8 meeting is cancelled).

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 12, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director, and Rachel Hopkins, Parks Coordinator
Citizens in attendance: 2

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from June 10, 2019:

Motion by Weir/support from Joling to accept Minutes as presented.
Motion to approve Minutes: 5 Yes/ 0 No

2. Bills Payable:

Motion by Joling/support from Weir to approve Bills payable as presented.
Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence: Letter from the Don H. Meyers Trust to the Comstock Township Parks & Recreation Commission (refer to Section 7d below).

4. Citizen's Comments: Ryan Davis (6519 East K Ave.) raised concern about large amounts of foam in the Cooper Park pond near the waterfall, and the structural integrity of the waterfall.

Commissioner Law will look into the foam cause, although noted that over the years there has been organic-matter foam present -- most likely due to aeration.

Parks Director Street shared that structural analysis of the waterfall is periodically done and its structural integrity was recently confirmed. To improve its appearance, P&Rec plans to replace the crumbling stone façade and put in more plantings.

5. Request for Agenda Adjustments: Commissioner Law requested three agenda adjustments:

- 1) P&Rec Strategic Plan update for the next 4 years,
- 2) Memorial benches and donations
- 3) Follow-up to the Neal St. diamond and cemetery.

6. Reports:

- a. **Parks Director:** Report provided to Commissioners in Board packets. Parks Director Street shared that there was a lot of interest in the park programming, and noted information was shared in the 'Discover Kalamazoo' publication.
- b. **Treasurer:** Report provided to Commissioners in Board packets.
- c. **Commission Chair:** Refer to Section 7 below.

7. Business:

a. Update Merrill Park

Parks Director Street shared that all is going smoothly, and noted that features must be done by Sept. 15 to avoid \$500/day late fees. She noted that there is a 2-week grace period for completion of non-significant items by that date. The majority of the pathway asphalt will be done all at once. She noted there are change orders to the pole removals and gravel path foundations. The crosswalk signpost needs road commission approval to move.

b. Capital Improvement Projects (CIP) Update

Parks Director Street reported that the Township CIP committee recently met and P&Rec has the majority of the projects (Nine P&Rec projects were submitted). Merrill Park (Phase II), concerning repairs to the river's edge, looks to score high.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 12, 2019
7:00 P.M.

c. Salary Surveys

Parks Coordinator Hopkins shared Michigan Parks Association website information on Parks Director and Programmer salaries for comparison consideration. Parks maintenance and facilities personnel salary information was also included. Parks Director Street will provide website information and will bring this information to the P&Rec budget meeting.

d. Donald H. Myers Trust

The Donald H. Myers Trust has made a \$10,000 donation to the Comstock Township P&Rec to go towards the adult softball program. This gift will go to the P&Rec budget. The trust also requested that a plaque in Mr. Myers memory be placed at Wenke Softball Park. Parks Director Street will check with Kalamazoo County Parks for permission and plaque placement.

Motion by Weir/support from Joling to gratefully accept the donation from the Donald H. Myer Trust and to send a formal Comstock Township P&Rec Thank You letter.

Motion to accept donation as presented: 5 Yes/ 0 No.

e. Light House Rebuild

Parks Director Street shared that quote acceptance to go forward with the rebuild will depend on the insurance replacement cost. Commissioner Weir inquired as to which budget the insurance reimbursement goes to, and if P&Rec needs to spend this by the end of 2019.

f. Four-year P&Rec Strategic Plan Update

Commissioner Law shared that updating of the plan needs to be done soon (due 2/20/20), and is essential for any DNR grant application. She noted public input is required (e.g. surveys, questionnaires, a workshop etc. and a final public meeting). After discussion of many suggestions of how best to obtain feedback from citizens about the parks (e.g. professional surveyors, P&Rec workgroup, questionnaire for citizens visiting township centers/library, sending questionnaire to all residents via mail, including a reply/return questionnaire in the Comstock Communicator), it was decided as a first step to have commissioners draft sample questions for the survey, and email them to Parks Director Street asap. Parks Director Street will send past survey questions to commissioners for background information/consideration. Commissioner Law will check with a township planner for public workshop information, and Commissioner Weir will check with student groups who might be willing to assist.

g. Memorial Benches, Trees, Plaques, etc.

Parks Director Street requested that P&Rec establish a policy to handle the many requests for memorial benches, trees, plaques, etc. She is collecting information on policies to share. Commissioners are asked to email ideas to Parks Director Street.

h. Neal Street Cemetery

Commissioner Law noted that the township has not formally considered any land use for this area. She requested that P&Rec be informed as to any township planning activities. P&Rec would like to have a park near the Shields Street neighborhood involving this area.

i. Other

Commissioner Young asked about periodically sharing Robert Morris Park-Campbell Lake use and ordinance information with lake residents; especially slow no-wake rules. Parks Director Street will follow-up.

8. Announcements: None

The meeting was adjourned at 8:35 P.M. The next meeting will take place on Sept. 9, 2019 at 7:00 P.M.
Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 9, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director, and Rachel Hopkins, Parks Coordinator
No citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from August 12, 2019:

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

Motion to approve Minutes: 5 Yes/0 No

2. Bills Payable:

Motion by Joling/support from Weir to approve 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: Request by Weir to rearrange order of business items (rearranged as shown below).

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets. Park Director Street reported that Merrill Park projects are progressing rapidly.

b. Treasurer: Report provided to Commissioners in Board packets.

c. Commission Chair: Commissioner Law shared that she will follow up to obtain more information regarding Cooper Park waterfall foam.

7. Business:

a. Merrill Park Update

Parks Director Street reported that she is in frequent contact with the construction leads at Merrill Park, and that work is moving along.

b. 2020 Parks Budget

The 2019 Amended Budget, 2019 Activity Thru 12/31/19, and the 2020 Recommended Budget category summaries, as prepared by Parks Director Street, were reviewed by Commissioners. The 2020 Recommended Budget was discussed at length resulting in some change proposals to:

- (1) assure sufficient programming supplies for popular programs with increased citizen participation,
- (2) assure coverage of expenses for the Merrill Park opening, and
- (3) increase funding for land/building repairs.

Discussions will continue.

c. Salary Discussion

Parks Director Street provided some publicly available salary information regarding Township and Michigan Parks personnel for the Commissioner's consideration. Other reference information was provided online. Commissioners asked some questions and discussed the material in general, concluding that more detailed follow-up/analyses are needed. Commissioner Young will prepare a salary data comparison, and Commissioner Rizzolo will share job evaluation information for the next meeting. Commissioner Young asked that Parks Director Street also provide performance evaluation criteria for her reports.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 9, 2019
7:00 P.M.

d. 5-Year Strategic Plan Update

Commissioners Law and Young prepared the first updated draft for Board review. Commissioner Law requested that any review changes be sent to her for further updating. She noted that the planned survey questionnaire response data is essential to assure that the updated plan is consistent with the township citizens' P&Rec needs.

e. Other: Survey Questionnaire

Parks Director Street shared a survey questionnaire prepared from input provided by Commissioners and from past surveys for consideration. Additional questions may be added. Parks Director Street will send a finalized draft to Commissioners via email for any comments. It is planned to distribute the survey to citizens coming into the township offices or the library. She is also -working to get the survey onto the Comstock Township P&Rec's website.

8. Announcements: None

The meeting was adjourned at approximately 8:45 P.M.

The Next meeting will take place on Thursday, October 17, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of October 17, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, Teresa Young
Commissioner Absent: John Weir
Staff Present: Vanessa Street, Parks Director, and Rachel Roon, Parks Coordinator
No citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from September 9, 2019

Motion by Joling/support from Rizzolo to accept Minutes as presented with wording clarification of business item 7b (2).

Motion to approve Minutes: 4 Yes/ 0 No

2. Bills Payable:

Motion by Young/support from Joling to approve Bills payable as presented.

Motion to approve Bills Payable: 4 Yes/0 No

3. Correspondence: Refer to Business Item 7c.

4. Citizen's Comments: None.

5. Request for Agenda Adjustments: None.

6. Reports:

a. **Parks Director:** Report provided to Commissioners in Board packets. Parks Director Street reported that P&Rec questionnaire surveys are being received. She also reported the theft of a gator vehicle from a Robert Morris Park locked building on October 16, which is under investigation by authorities.

b. **Treasurer:** Report provided to Commissioners in Board packets.

c. **Commission Chair:** Commissioner Law referred to correspondence received by Parks Director Street from Janelle Hohm of the Michigan Department of Environment, Great Lakes and Energy (EGLE) on September 30, 2019 per inquiry by Commissioner Rizzolo for information about the reported Cooper Park pond/creek foam. The letter describes the assessment that the foam is a "naturally occurring phenomenon" and does not indicate water pollution.

7. Business:

a. 2020 Meeting Dates

Motion by Joling/support from Rizzolo to approve 2020 meeting dates as presented (Jan. 13, Feb. 10, March 9 (in library), April 13, May 11, June 8, July 13, Aug. 10, Sept. 14, Oct. 12, Nov. 9, and Dec. 14). Meeting location is in the Comstock Township meeting room, unless otherwise noted.

Motion to approve 2010 Meeting Dates: 4 Yes/ 0 No

b. Lighthouse Replacement

Parks Director Street shared a summary describing an available lighthouse, found by Mrs. Weststrate, free "to a good home" from the Andresen family of Austin Lake. After inspection, Parks Director Street decided to acquire the exquisite lighthouse as a replacement for the tree-damaged lighthouse at South Wenke Park, originally donated by the Weststrate family. The acquired lighthouse is now stored at the transfer station awaiting approval for installation. No costs were thus far incurred.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of October 17, 2019
7:00 P.M.

A quotation for the pouring of the necessary concrete slab, grinding of excess mortar, and reconstruction onto the concrete slab using Soap mortar was received from Masonry and More LLC for \$5346.00.

Motion by Joling/support from Rizzolo to proceed with the project and to contract with Masonry and Moore LLC as proposed.

Motion to approve the project and installation as presented: 4 Yes/0 No

c. Merrill Park Security System

Three bids were received for the Merrill Park Security System for consideration.

Motion by Joling/support from Rizzolo to contract with EPS as presented (\$1150.00 plus monthly fees), pending inquiry into a possible discount (for having multiple township systems).

Motion to approve contract with EPS as presented: 4 Yes/0 No

d. Performance Reviews

Motion by Joling/support from Young to move into closed session for discussion of P&Rec personnel performance.

Motion to proceed into closed session as presented: 4 Yes/ 0 No

Closed session P&Rec personnel performance was reviewed.

Motion by Joling/support from Rizzolo to close closed session and reconvene into regular session.

Motion to close session and reconvene regular session as presented: 4 Yes/ 0 No

e. Proposed 2020 Budget

The P&Rec budget was discussed and a recommendation of \$444,310 for 2020 was proposed.

Motion by Young/support from Rizzolo to approve the proposed 2020 budget as presented.

Motion to approve proposed 2020 budget: 4 Yes/0 No

f. Strategic Plan Updates

Commissioner Law shared page edits to the P&Rec Strategic Plan update draft for review. Two timeline options were presented for completing the plan. A 30-day public review period and a special public meeting are required. A Township Board resolution to adopt the final plan is scheduled for Jan. 6, 2020. Timeline option 2 was selected.

g. Other: It was noted that the Merrill Park plaque may need updating.

8. Announcements: None

The meeting was adjourned at 9:45 P.M.

The Next meeting will take place on Tuesday, November 12, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Draft Meeting Minutes of November 12, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, Teresa Young
Commissioner Absent: John Weir
Staff Present: Vanessa Street, Parks Director and Rachel Roon, Program Coordinator
No Citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from October 17, 2019:

Motion by Joling/support from Rizzolo to approve Minutes as presented with the 2020 proposed budget number correction to \$443,920 (Business Item 7.e.).

Motion to approve Minutes: 4 Yes/0 No

2. Bills Payable:

Motion by Joling/support from Rizzolo to approve Bills payable as presented.

Motion to approve Bills Payable: 4 Yes/0 No

3. Correspondence: Phone call from Mrs. Mack to Parks Director Street requesting follow up information regarding a desired memorial bench to be placed at Cooper Park. Commissioners Law and Rizzolo will follow up. It was noted that a P&Rec park memorial policy needs to be established.

4. Citizen's Comments: None.

5. Request for Agenda Adjustments: None.

6. Reports:

- a. **Parks Director:** Report provided to Commissioners in Board packets. Parks Director Street noted additional building security plans and reported a dumping problem at McLinden Trails parking lot. Commissioners discussed ways to encourage public reporting of incidences.
- b. **Treasurer:** Report provided to Commissioners in Board packets.
- c. **Commission Chair:** Refer to Section 7.

7. Business

a. Merrill Park Update

Parks Director Street provided an update on the disappointingly slow progress of specific project features at the park. She described issues discussed at a meeting attended by herself, Commissioner Law, Program Coordinator Roon, Comstock Township Superintendent Scott Hess, Comstock Township Engineer Tom Wheat and the Merrill Park Project-contracted construction company Brussee-Brady representatives. Although weather is recently a factor, plan review and planning-coordination-scheduling (project and utilities) have also been factors which need to be addressed. It is hoped that major components of the project will be completed by Spring. Follow up tasks including corrections to some features in order to meet contract specifications will need to be given high priority. Activities need to be closely monitored.

b. Strategic Plan Review

The latest draft of the 2020-2024 Comstock Township Parks and Recreation Strategic Plan was provided by Commissioner Law for review. Included were the recent public survey results and the previous (2015-2019) Strategic Plan action list. These were discussed by Commissioners, followed by an activity to establish new strategic plan action lists for each P&Rec park. Once the new action lists were established, P&Rec Commissioners present, Park Director Street and Parks Coordinator Roon ranked each action item as high, medium or low priority for 2020-2024. Results will be collated and tabulated for inclusion in the proposed 2020-2024 strategic plan.

A public review period and public meeting are required before finalizing the 2020-2024 Comstock Township Parks and Recreation Strategic Plan.

**Charter Township of Comstock
Parks & Recreation Commission**
Draft Meeting Minutes of November 12, 2019
7:00 P.M.

Motion by Joling/support from Rizzolo to proceed with a 30-day public review process from November 24, 2019-December 25, 2019.

Motion to approve review period as presented: 4 Yes/0 No

Motion by Joling/support from Young to move the P&Rec scheduled meeting in December from December 8, 2019 to December 30, 2019. The public input meeting on the proposed strategic plan will also occur at the December 30, 2019 P&Rec meeting.

Motion to approve the December 30, 2019 meeting date as presented: 4 Yes/0 No

c. Other: None

8. Announcements: None

The meeting was adjourned at 9:40 P.M.

The Next meeting will take place on December 30, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 30, 2019
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks Director and Rachel Roon, Parks Coordinator
No Citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from November 12, 2019:

Motion by Joling/support from Rizzolo to accept Minutes as presented with company name spelling correction.

Motion to approve Minutes: 5 Yes/0 No

2. Bills Payable:

Motion by Weir/support from Joling to approve 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: Request by Commissioner Law to add a Business item a.1 entitled "Strategic Plan Adoption". Request approved by consensus.

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets.

Park Director Street noted the significant cost savings of batter box clay replacements at the Wenke Softball Complex completed by staff vs. by vendor.

Parks Coordinator Roon noted that the February 8 "Winter Warm Up" event will be held at Robert Morris Park and will be free for Comstock residents.

b. Treasurer: Report provided to Commissioners in Board packets. Parks Director Street shared an additional expanded budget table. Commissioner Weir requested that budget year rollover amounts be tracked and added back to the P&Rec budget by the township as intended and previously approved.

c. Commission Chair: Refer to Section 7.

7. Business

a. Public Hearing – Strategic Plan 2020-2024

Motion by Weir/support by Young to open the public hearing on the P&Rec Strategic Plan for 2020-2024.

Motion was unanimously approved by Commissioners by roll call vote.

No citizens were in attendance. Commissioner Young asked Commissioners and Parks Director Street if any input regarding the plan was received. Parks Director Street reported that some citizens reviewed the plan in her office. No concerns, comments or suggestions were received during the review period.

Motion by Weir/support by Joling to close the public hearing on the P&Rec Strategic Plan for 2020-2024.

Motion to approve public hearing closure: 5 Yes/0 No

a.1. Strategic Plan Adoption

Motion by Weir/support by Joling to adopt the P&Rec Strategic Plan 2020-2024 as presented, with the addition of the November 2019 and December 2019 P&Rec meeting minutes, as approved.

Motion to adopt the P&Rec Strategic Plan 2020-2024 as presented above: 5 Yes/0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 30, 2019
7:00 P.M.

Note: January 6, 2020 is the date for the Comstock Township Board final resolution to approve the P&Rec Strategic Plan 2020-2024; February 1, 2020 is the deadline for the P&Rec Strategic Plan 2020-2024 to be sent to the Michigan DNR.

b. Merrill Park Update

Parks Director Street summarized some of her concerns regarding completion of the Merrill Park Project and the correction of certain features. Commissioner Weir will obtain more information to assist in the clarification of options to help the project progress.

c. 2020 Fees

Parks Director Street proposed a 2020 P&Rec Fee schedule.

Motion by Weir/support from Joling to approve the 2020 P&Rec Fee schedule as presented.
Motion to approve presented 2020 fee schedule: 5 Yes/0 No

d. Generator

Parks Director Street requested the purchase of two portable Honda series inverter generators to supply power on-site for power tools used for maintenance/repair projects at the parks, to power parks' events activities, and as power back-up. Three quotes were obtained. Purchase of the generator pair from Steensma for \$1964.99 was recommended.

Motion by Weir/support by Joling to approve purchase as presented and recommended.
Motion to approved purchase of generator pair for \$1964.99 as presented: 5 Yes/0 No

e. Other

Per request by Commissioner Weir, Parks Director Street will share her prepared expenditure/revenue data for Wenke Softball Complex programs at a future meeting,

8. Announcements: None

The meeting was adjourned at 8:00 P.M.

The next meeting will take place on Monday, January 13 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary