

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of January 13, 2020
7:00 P.M.

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

Call to Order by Chairperson, Linda Law, with request for agenda adjustment to proceed immediately to Business Item 7a.1., followed by Business Item 7.b.1.. Request was approved by the Commissioners present (less Commissioner Weir, who arrived after the request was approved).

1. Review of the Minutes from December 30, 2019:

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

Motion to approve minutes: 5 Yes/0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence: None

4. Citizen's Comments: Prior to commencement of meeting agenda items, a citizen was briefly present and expressed concern about the Merrill Park project progress status and suggested more communication to improve transparency and accountability.

5. Request for Agenda Adjustments: Refer to Call to Order, above.

6. Reports:

a. **Parks Director:** Report provided to Commissioners in Board packets. Parks Coordinator Roon distributed the 2020 P&Rec Programs and Events pamphlet to Commissioners.

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

c. **Commission Chair:** Commissioner Law noted the April 21st deadline for names to be included on primary ballots.

7. Business:

a. Treasurer Discussion – Funds from 2019 transferred to 2020

1. Township Treasurer Padgett will be at the meeting to answer questions regarding parks 2020 budget

Township Treasurer Padgett reported that the 2020 budget was approved, and recommends that the township budget be amended such that the P&Rec budget will have:

- 1) an assigned carryover of \$10,000 for Wenke Softball Park (from a donation to P&Rec received in 2019 stipulated to apply to the park),
- 2) the \$9000 insurance money received for the South Wenke Park light house replacement allocated to the P&Rec budget, and
- 3) an assigned 20% of the P&Rec budget designated as “unrestricted” for unfinished payments for park improvements

b. Closed Session – Merrill Park Legal Discussion

1. Superintendent Hess and Attorney Thall will be present

(Note 1: Treasurer Hess, Parks Director Street, and Parks Coordinator Roon also present)

(Note 2: Memo from Attorney Thall was distributed to P&Rec Commissioners in closed session)

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of January 13, 2020
7:00 P.M.

Motion by Young: "Young moves that the Parks and Recreation Commission convene in closed session under section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a memo from its attorney dated January 11, 2020, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege"/ support from Weir.
Motion to convene in closed session was unanimously approved by Commissioners by roll call vote.

At approximately 8:00 P.M., motion by Law/support from Rizzolo to go back into Open Session (resuming with agenda item 1., above).
Motion approved: 5 Yes/0 No

c. Parks Board of Commissioners – 2020 positions

Motion by Weir/support from Joling to keep the same 2019 Commissioner position assignments for 2020.
Motion to approve continuing assignments, as presented: 5 Yes/0 No.

d. Other

Commissioner Law shared information (handouts)/examples of memorial policies, for consideration at a future meeting.

8. Announcements: None

The meeting was adjourned at 8:35 P.M.

The next meeting will take place on Monday, February 10, 2020 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of February 10, 2020
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 January 13, 2020:

Motion by Joling/support from Rizzolo to accept Minutes as presented, noting in today's meeting minutes that the citizen making the comment in Business Item 4 of the January meeting was Dan Short, 8073 East H. Avenue.

Motion to approve Minutes: 4 Yes/0 No

2. Bills Payable:

Motion by Young/support from Rizzolo 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.

Parks Director Street reported that the grant for Merrill Park has been extended to July 31, 2020 (the end date). Work is progressing.

Program Coordinator Roon reported efforts to coordinate the sharing of umpire lists among parks and recreation departments to assure coverage as needed during the busy ballgame season. Additional coordination efforts include partnering with Kalamazoo County for Earth Day cooperative litter pick-ups and with the Comstock children's library for gardening instruction /activities utilizing an area in the P&Rec's community garden.

Parks Director Street and Parks Coordinator Roon reported that the first Winter Warm-Up event was a success. Attendance (approximately 37 vehicles counted) and cost information was shared. ThankYou! to all volunteers and participants who helped make this event a success.

b. Treasurer: Report provided to Commissioners in Board packets. Commissioner Law will follow up with Bret Padgett regarding Item 7.a.1. from the January 13, 2020 P&Rec meeting.

c. Commission Chair: Commissioner Law shared that she spoke in person with the Comstock Schools superintendent about exploring parks-community schools cooperative opportunities.

7. Business:

a. Security Camera Quote-Robert Morris Park

After discussion, Commissioners postponed the additional camera purchase decision pending additional information for evaluation.

b. 2019 Wenke Softball Complex – Expenditures/Revenue Summary

Parks Director Street shared an expenditure/cost summary, as previously requested by Commissioner Weir, for information and discussion.

c. Donation/Memorial Policy

A current request from a citizen was discussed for consideration. Commissioners discussed amending existing policy templates from other area parks for our parks and including a periodic policy review/reassessment statement. Bench and tree donations/embellishments with plaques were discussed. Commissioners will examine plaques/costs at a future meeting.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of February 10, 2020
7:00 P.M.

d. Other

1. Parks Director Street shared an opportunity for Rules of Order training for Commissioners, at a cost for materials only. Commissioners present were interested. Parks Director Street will follow up with more specific information.
2. Commissioner Young suggested that the Comstock Township Parks and Recreation Policy and Procedure Manual revision/updating continue this year, in addition to establishing/updating position descriptions, position evaluation criteria, and goal-setting guidelines/procedures. Parks Director Street will send the Township's Policy and Procedure Manual to Commissioners for reference.

8. Announcements: None

The meeting was adjourned at 8:50 P.M.

The next meeting will take place on March 9, 2020 at 7:00 P.M. (Comstock Library room).

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 9, 2020
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
Citizens in attendance: 1

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from February 10, 2020:

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

Motion to approve Minutes: 5 Yes/0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence: None

4. Citizen's Comments: Ryan Lake, representative of VFW #6252, offered support for future collaborations between the Comstock Parks and the VFW in planning/assisting with potential community/parks program activities. The P&Rec Commission greatly appreciates the VFW's support.

5. Request for Agenda Adjustments: See Business Item 7.e. below.

6. Reports:

- a. **Parks Director:** Report provided to Commissioners in Board packets. Commissioner Weir requested information about the next county-wide "free park day" scheduling. Parks Program Coordinator Roon will follow-up.
- b. **Treasurer:** Report provided to Commissioners in Board packets. Commissioner Weir commented on the lack of detail provided in the Expenditure/Revenue report spreadsheet. He will follow-up with the Comstock Township Treasurer.
- c. **Commission Chair:** Commissioner Law met with Comstock Treasurer Padgett regarding follow-up of Business Item 6.b. from the February 10, 2020 P&Rec meeting. She reported the carryover budget allocation is \$59,990 for contracted services, \$9900 from LH insurance, \$10,000 from a donation, and \$40,000 from the state grant.

7. Business:

a. Merrill Park Pavilion Rental Fee

Parks Director Street presented a recommendation for the Merrill Park pavilions rental fees for 2020: \$50 per day per pavilion, or \$90 per day for both.

Motion by Weir/support from Young to approve the rental fees for 2020 as presented.

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

b. Security Camera Quote – Robert Morris Park

Additional camera purchases are consistent with the 2020 priority of increased park security. Parks Director Street presented a quote for the purchase of additional security cameras along with the associated service agreement.

Motion by Weir/support from Rizzolo to purchase cameras and to authorize the monthly service agreement, as presented.

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

**Charter Township of Comstock
Parks & Recreation Commission
Meeting Minutes of March 9, 2020
7:00 P.M.**

c. Donation/Memorial Policy

Several memorial plaque design samples were shared by Commissioner Rizzolo as example plaques for benches, for consideration. Commissioners discussed the importance of having a memorial policy that encompasses the idea of 'donation value' when considering requests, such that not only will all costs be covered but an additional amount over cost will go toward furthering the enhancement of the parks in perpetuity. It was suggested, as an example, having a \$200 dedication fee for a typical engraved bench plaque. A donation policy/memorial short-form will be drafted by Parks Director Street and Commissioner Rizzolo for consideration at a future meeting.

d. Softball Program Donation – Field Tarps

Parks Director Street presented a recommendation to apply funds from a \$10,000 gift toward the purchase of field spot tarps for softball fields that will keep the fields in better condition so as to be able to avoid league game "rain-outs". These tarps are especially useful in protecting vulnerable/heavily used areas such as batter boxes. In addition, a portion of the funds will be used for a Wenke Softball Complex memorial plaque for Don Meyers, who gifted the money.

Motion by Weir/support from Rizzolo to approve the recommendation to purchase the tarps and to provide a memorial plaque, as presented.

Motion to approve purchase of tarps and provide memorial plaque, as presented: 5 Yes/0 No

e. Other – revisiting the 2019 Wenke Softball Complex Expenditures/Revenue (E/R) Summary

Commissioner Weir requested that Parks Director Street and Parks Coordinator Roon provide additional details in their E/R Summary, presented at the February 10, 2020 P&Rec meeting.

8. Announcements: None

Motion by Weir/support from Young to adjourn the meeting.

Motion to approve adjournment: 5 Yes/0 No

The meeting was adjourned at 8:20 P.M.

Post Meeting Note: As of March 16, 2020, the Comstock Township Offices and Parks are closed until further notice, due to State of Michigan and Kalamazoo County COVID-19-related recommendations. The next P&Rec meeting will take place at a date and time TBD.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 8, 2020
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 Program Coordinator
No citizens in attendance:

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from March 9, 2020:

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

Motion to approve Minutes: 5 Yes/0 No

(Note: No meetings were held in April or May of 2020, based on State of Michigan and Kalamazoo County CoVid-19-related recommendations)

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0No

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. Commissioners and Staff discussed park programming ideas for 2020 that would adhere to safe social distancing guidelines. Ideas will continue to be researched. June 30 was offered as a target date to firm up some proposals.
- b. Treasurer:** Report provided to Commissioners in Board packets.
- c. Commission Chair:** Refer to Item 7.

7. Business:

a. Merrill Park Update

Parks Director Street provided an update on the Merrill Park project. Items remaining are expected to be completed around June 30. The filling of parking lot holes is expected to occur when the walking path paving is done.

Motion by Weir/support from Rizzolo to approve patchwork of the Merrill Park parking lot potholes (by Jolly-Allen) while on-site, after other paving work is completed, as presented.

Motion to approve pothole-fill as presented: 5 Yes/0 No

b. Wenke Softball Complex – Contract Renewal

Renewal of the contract between the Comstock Township Parks and Recreation department and Kalamazoo County for the rental of the county's River Oaks Wenke Softball Complex land was discussed by Commissioners and Staff. The contract remains the same as set forth in 1994, requiring a base rent plus a 2% increase per year. The renewed contract shall be in full force and effect from April 1, 2020 to December 31, 2024.

Motion by Weir/support from Joling to approve renewal of the contract as presented.

Motion to approve renewal of contract: 5 Yes/0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 8, 2020
7:00 P.M.

c. Updates on “Pending” Business

- Memorials Donation Policy: Drafting to resume
- Revision of the Comstock Township Parks and Recreation Policy and Procedure Manual: In progress
- Continuing Parks Visits -- Items to address:
 - Celery Street Park: Some fencing is coming off of a rail
 - McLinden Trails: The parking lot needs regrading

d. Other

Commissioners extended a “ThankYou!” to Director Street, Coordinator Roon and M. Supervisor Joe Grabowski for all the work they have done in preparing for re-opening the parks utilizing an Exposure Prevention, Preparedness and Response Plan incorporating important guidelines in partnership with Kalamazoo County Government and input from others such as the Baseball Players Association.

“ThankYou!” also to Commissioner Rizzolo for helping with CoVid-19-related parks signage to help assure safety for park visitors and staff.

8. Announcements: None

The meeting, held at Merrill Park, was adjourned at 7:57 P.M.

The next meeting will take place on Monday, July 13, 2020 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of July 13, 2020
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 June 8, 2020:

Motion by Joling/support from Rizzolo to accept the Minutes as presented with an added name to the 'thank you' recognition list in Item 7d.

Motion to approve Minutes: 5 Yes/0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence: Parks Director Street reported a phone call from Cary Max regarding the status of the Commission's consideration of memorial plaques and benches. Parks Director Street replied that work on a policy is in progress.

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 two unexpected items at Merrill Park: 1) the contractor had to reinstall a black plastic fence to prevent soil erosion until the ground is more stable, and 2) due to an apparent inadvertent release from Morrow Park Dam by a private company, muck was deposited downstream along the Kalamazoo River shore, especially at Merrill Park, and extending further downstream. The extensive deposit, resembling a sandbar, presents a safety hazard and is preventing shoreline fishing. Commissioner Law will follow up with township and county officials as to the appropriate response considerations.

There is a problem with trash dumping at N. Wenke Park and McLinden Trails parking lot/area, as well as vandalism. Commissioners discussed ways to alert citizens to the problem and encourage them to report incidents when witnessed.

b. Treasurer: Report provided to Commissioners in Board packets. Commissioners Weir and Joling expressed concern over the difficulty in tracking cost item details in the township budget summaries. (Note: CoVid-19-prevention related expenses (masks, gloves, sanitizer units, signage, temp.signage, And rescheduling costs, so far total \$2000-\$2500). Commissioner Law will check on insurance charges.

c. Commission Chair: Refer to Item 7.

7. Business:

a. Merrill Park Update

Parks Director Street reported that edging work was done along River and Comstock street sidewalks, and that 18 new trees were planted. The park is being heavily used by residents, especially the walking path, restrooms, and shaded areas. Items remaining to be completed are installing playground benches, bike racks, basketball hoops (although some delay with hoops installation may apply due to CoVid-19 prevention policies), and grills. Grass seeding will be completed in the fall as the work is not guaranteed if seeded in the summer heat. Some loitering has been reported.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of July 13, 2020
7:00 P.M.

b. Policy Manual Revisions – Table of Contents

Commissioner Young summarized ongoing efforts to revise the Comstock Township Parks and Recreation Policy and Procedures Manual, and provided the proposed table of contents to Commissioners for comment. Parks Commissioner Street is also currently reviewing the first draft of the revised policy and providing comments. The draft will be provided for review and discussion at upcoming P&Rec Commission meetings.

c. Wenke Complex – 2020 Tournament Discussion

Parks Director Street described the rescheduling efforts for softball tournament starts. A major concern with ongoing ballgames is noncompliance with safety measures (related to CovVid-19 prevention), even though these measures were carefully planned and agreed upon with the BPA prior to the start of the season. Courtesy of players toward P&Rec staff reiterating safety measures has been also lacking. Concerns are increasing among staff and commissioners about tournament scheduling/lengthy game-gatherings and noncompliance. The BPA has requested 3 tournaments.

Consistent with Kalamazoo County's recommendations and considering safety and noncompliance concerns, a motion was made by Weir/support from Rizzolo to cancel Wenke Softball Complex tournaments in 2020.

Motion to approve cancellation of tournaments for 2020 as presented: 5 Yes/0 No

d. Other

- 1.) At the request of Commissioner Weir, Parks Director Street provided the security system cost breakdown so far: \$8000 for equipment installation and \$4000/year for monitoring. Commissioner Rizzolo suggested that negotiations to lower costs should take place at the next contract renewal.
- 2.) It has been reported that swimming at Peer Park has occurred and items are left in the water.
- 3.) The Community Gardens have been closed and associated activities cancelled due to CoVid-19 concerns.

8. Announcements: None

The meeting, held at Robert Morris Park, was adjourned at 8:30 P.M.

The next meeting will take place on August 10, 2020 at 7:00 P.M. (Park Visits will be on the agenda).

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 10, 2020
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 outdoors at Merrill Park pavilion. Due to inclement weather approaching Merrill Park, Commissioner Law requested that the meeting begin with Business Items 7a, 7b, 7c, and 7d., followed by other items as weather allowed.

1. Review of the Minutes from July 13, 2020:

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

2. Bills Payable:

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

3. Correspondence: Not reported

4. Citizen's Comments: None

5. Request for Agenda Adjustments: None (note order change above).

6. Reports:

- a. Parks Director:** Report provided to Commissioners in Board packets.
- b. Treasurer:** Report provided to Commissioners in Board packets.
- c. Commission Chair:** Refer to Item 7.

7. Business:

a. Capital Improvement Project – 2020 Project Summary

The 2020 Capital Improvement Project Summary for P&Rec was presented by Parks Director Street for review and consideration for P&Rec Commission approval.

Motion by Joling/support from Rizzolo to proceed with projects as outlined by the 2020 Capital Improvement Project Committee (for Parks & Recreation) and approved by the Comstock Township Board.

Motion to approve proceeding with the projects as presented: 5 Yes/0 No

b. Follow Up Items from July Meeting

Parks Director Street noted that the deadline for the playground grant application process was fast approaching, and requested the Commission to consider a grant application for updated playground equipment for Robert Morris Park at a reduced cost.

Motion by Weir/support from Rizzolo to proceed with the grant application for playground equipment.

Motion to approve proceeding with the application as presented: 5 Yes/0 No.

c. Tree Removal Quotes – Merrill Park

Parks Director Street obtained three tree removal quotes for removing trees behind and overhanging the Merrill Park Maintenance Building, causing damage to the roof.

Motion by Weir/support from Joling to have Parks Director Street proceed with arranging to remove the trees for a cost up to \$2500.

Motion to approve proceeding with a tree removal contract as presented: 5 Yes/0 No

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 10, 2020
7:00 P.M.

d. Parking Lot Resurfacing Quotes – Merrill Park

Parks Director Street noted that Merrill Park parking lot resurfacing is one of the approved CIP projects for 2020. In order to meet weather constraints for the job to be completed this year, approval to proceed with the project is needed soon. Three quotes were received for the job. The lowest cost contractor, who also did a nice job on the park's pathway, is requested to be approved for the job in a direct contract relationship with P&Rec. Commissioner Weir noted that the work should assure handicap accessibility from the lot to the park grounds.

Motion by Weir/support by Young to authorize the Parks Director to contract with J. Allen & Company for the Merrill Park parking lot resurfacing project at the quoted price.

Motion to authorize Parks Director Street to proceed as presented: 5 Yes/0 No.

e. Parks Visits – not reported

f. Memorial Bench Plaque Policy – not reported

g. Employee Policy Manual Revisions – not reported

Commissioner Young suggested that any revision questions/comments for each page of the draft be sent to the Parks Director for collation and discussion at a future meeting.

h. Other

- 1.) 2021 P&Rec Budget: Parks Director Street and Commissioner Law noted that the timeline for review and approval of the 2021 P&Rec budget is very tight, requiring approval by the Commission on September 14, 2020 for presentation to the township board on September 21, 2020. A special meeting to consider the P&Rec budget items/priorities is most likely necessary to meet the deadline.

Motion by Weir/support from Rizzolo to hold a special 2021 P&Rec budget meeting on August 31, 2020 to consider 2021 budget items.

Motion to approve a special budget meeting on August 31, 2020 at 7:00 P.M. as presented (location TBD):
5 Yes/0 No.

- 2.) Parks Director Street checked with township officials regarding solicitation of businesses for donations for specific P&Rec events (e.g. Halloween candy for a proposed costume parade, etc.). Solicitation for donations are acceptable as long as nothing is given/expected in return.

Motion by Weir/support from Joling for the Parks Director or Coordinator to solicit donations from businesses to help support P&Rec program events for 2021.

Motion to approve solicitation action as presented: 5 Yes/0 No

8. Announcements: None

The meeting, held at Merrill Park, was hastily adjourned at 7:17 P.M., under a severe storm warning/onset of derecho winds. Items 'not reported' at this meeting will be addressed at a future meeting.

The next meeting will take place on August 31, 2020 at 7:00 P.M. and will cover the 2021 P&Rec Budget. (location to be announced).

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes – Special Meeting of August 31, 2020
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Marc Rizzolo, John Weir, Teresa Young
No citizens in attendance.

Call to Order by Chairperson, Linda Law, in Merrill Park.

1. Business:

a. Employee Performance Reviews

P&Rec salaried employee performance evaluations based on survey questions and their numerical ratings received from participating P&Rec Officers, P&Rec Director, and Comstock Township staff were reviewed and discussed. Written comments received were also reviewed. It was suggested that going forward the survey questions should better pertain to specific elements of each job; but Commissioners were pleased with the overall job performances as reflected in the ratings and comments.

Overall, job ratings were very high. Adaptability to challenging conditions was commendable.

b. 2021 Budget Discussion

The 2020 P&Rec Budget Expenditures and Revenues tabulation through August 31, 2020 was discussed and reviewed. All figures and totals need to be verified. Revenues are low relative to last year due to lessened recreation activities due to CoVid-19. Nevertheless, the Commission is hopeful that 2021 will see increased activity. Planning will anticipate increased activity close to 2020 original budget levels (less grant money). It was noted that It has been difficult filling seasonal positions.

Motion by Weir/support from Rizzolo for Parks Director Street to increase the “salary and wages” budget line 101-751-702.000 amount by 4%, and increase the budget lines 101-751-709.000, 101-751-716.00, 101-751-725.00 amounts by 2.5% in the 2021 proposed/recommended budget for submission to the Comstock Township Board for consideration/approval.

Motion to approve changes to the proposed 2021 budget as presented: 5 Yes/0 No.

(Note: Once the P&Rec budget is approved by the township, the P&Rec Commission will discuss Comstock Township’s salary assessments. The P&Rec will then set any of its salary adjustments or additional costs appropriately. These need to be budgeted up front (as an estimate to cover any costs), as allowed for in the motion above).

c. Other

Commissioner Law reported that one seasonal employee, no longer working for P&Rec at RMP, tested positive for CoVid-19, last week.

(Post meeting note: Kalamazoo County Health Department guidance was followed regarding informing staff, contacts, quarantining and testing criteria, disinfecting buildings/shared spaces, mask wearing, outside work, etc.).

2. Announcements: None

The meeting was adjourned at 8:20 P.M.

The next meeting will take place on September 14, 2020 at a time and location to be determined.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 14, 2020
5:00 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 August 10, 2020 and Special Meeting August 31, 2020:

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

Motion to approve both Minutes: 5 Yes/0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence:

Parks Director Street received an inquiry from Kary Mack regarding the status of the P&Rec memorial plaque policy.

4. Citizen's Comments: None

5. Request for Agenda Adjustments:

Commissioner Law requested that topics regarding 1) Fleetwood Run and 2) Future Meeting location(s) be discussed under Business Item 7e.

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets. Parks Director Street reported that Merrill Park grass seeding should be done by the end of October. She also reported that the Merrill Park grant project will officially "end" in January, with the following 90 days available for program report writing. A portion of the grant payment will be held back until completion of the project is deemed satisfactory.

b. Treasurer: Report provided to Commissioners in Board packets. Commissioner Weir noted that year-to-date salary information from the township is still not done/available.

c. Commission Chair: Refer to Item 7.

7. Business:

a. 2021 Budget

The 2021 P&Rec proposed budget for submission to Comstock Township was provided for discussion. Commissioners considered the budget plan assuming that the salaried employee cost of living percentage increase will be equivalent to that of Comstock Township employees (as yet to be approved in the township's budget). Commissioner Young commented that better coordination between budget plan due dates (especially with regard to cost of living increases) would be helpful in the future.

Parks Director Street noted that in the future she would like to establish a part-time position (hourly wage) to help with seasonal employee monitoring.

Motion by Weir/support from Rizzolo to increase the P&Rec salaried employee's salaries by 2.5% based on the assumption that the Comstock Township's salaried employees increase in salaries is the same percentage for 2021.

Motion to approve the 2.5% salary increase as presented: 4 Yes/1 No

Motion by Weir/support from Rizzolo to accept 2021 proposed budget line items as presented:
4 Yes/1 No.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 14, 2020
5:00 P.M.

b. Memorial Plaque Policy

A draft of the proposed 2020 memorial plaque policy/form (for application to benches in Merrill and Cooper parks) was provided by Director Street and Commissioner Rizzolo for review and discussion. Specific additions/clarifications were suggested: 1) install a plaque to only one bench, if available; 2) set a minimum donation to Comstock Township Parks at \$300; and 3) change the plaque header wording to: "A donation was made to Comstock Township Parks in honor of/ in memory of/or in recognition of...").

Motion by Weir/support from Joling to create a recognition opportunity for Comstock Parks and in return an engraved plaque will be installed on an existing bench (1 plaque/bench) as described in the 2020 Bench Plaque Recognition and Memorial Application.

Motion to approve the 2020 Bench Plaque and Memorial policy/Application form, with additions/clarifications as presented: 4 Yes/0 No/1 Abstain.

c. Merrill Park – Roof Repair Bids

Parks Director Street provided two of three roof replacement/repair bids for the older Merrill Park maintenance building and the adjoining, nonfunctional restroom area, for discussion. Commissioners suggested that due to the poor condition of the maintenance building roof – and it being separate and of a different type from the old restroom building roof -- work on this flat-roof project be done first, following tree removal (adjacent to and overhanging the roof).

Motion by Weir/ support from Rizzolo to proceed with a bid to replace/repair the old Merrill Park maintenance building flat roof in 2020 at a cost not to exceed \$30,143.

Motion to approve proceeding with bid as presented: 5 Yes/0 No.

d. Merrill Park – Remodel Bid

So as not to interrupt the Merrill Park parking lot repaving that is scheduled for this fall, it was suggested to wait until Spring 2021 to proceed with the Remodel Bid process for the old restroom building (including its roof). Some parking lot patchwork may be required after overhang demolition on the building. Note that this building will be used as a storage room with a front garage door access. It was suggested that a blue metal roof-type, matching the new park restroom roof, might be an attractive/lower cost roof material option.

e. Other

1.) 2020 Energy Run at Fleetwood Park

Parks Director Street and Parks Coordinator Roon provided correspondence and completed documentation, including a COVID safety plan, from Beverly Bishop requesting use of Fleetwood Park for a 5K Run event scheduled for October 3, 2020.

Motion by Weir/support from Rizzolo to approve the use of Fleetwood Park for the 2020 Energy Run at Fleetwood Park.

Motion to approve use of the park as presented: 5 Yes/ 0 No.

2.) Future Meeting Location(s)

Future meeting preference locations/time were discussed. Due to COVID concerns, near future meetings will be held at a park, weather tolerable. For better daylight, it was decided that the meetings will be held at 5 P.M.

8. Announcements: None

The meeting, held at Merrill Park, was adjourned at 6:45 P.M.

The next meeting will take place on October 12, 2020 at 5:00 P.M.at Merrill Park.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of October 12, 2020
5:15 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 Program Coordinator
One visitor in attendance.

Call to Order by Chairperson, Linda Law.

1. Review of the Minutes from September 14, 2020:

Motion by Joling/support from Rizzolo to accept Minutes with the following corrections:

- 1) Spelling of name in Item 3., and
- 2) Insertion of an "A" before "donation..." in the plaque header in Item 7.b.

Motion to approve Minutes with corrections above: 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: 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 P&Rec 2021 budget should be voted on by the township on October 19, 2020. She will also check on the status of DNR approval of the 2020-2024 Parks and Recreation Strategic Plan. She reported that remaining items for the Merrill Park Project include grounds grading, grass seeding, and benches to be installed at the basketball courts.

Parks Program Coordinator Roon reported on the very successful Community 5K Run/Walk at Fleetwood Park, with 85 runners participating. She also described planning for the October 24 Halloween event at Merrill Park, including participation by Fire Dept. personnel.

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

c. Commission Chair: Refer to Item 7.

7. Business:

a. Purchases

1-Laptops: To allow for remote/virtual business use during anticipated Covid-19 restrictions, the purchase of two laptops with audio-video capability for the Parks Director and Program Coordinator's use was requested. A quote was obtained from the township's IT Company for fully compatible laptops at \$920 each (2020 Dell Inspiron 15 5000 laptop).

Motion by Rizzolo/support from Joling to approve purchase of the laptops as presented, not to exceed \$2000.

Motion to approve purchase of two laptops as presented: 4 Yes/0 No

2-GameTime Grant- Playground Structure: Parks Director Street provided plans for partial replacement of the non-compliant Robert Morris Park playground equipment with a safety-compliant structure unit for 5-12 year-olds. A grant of \$14,232 is available to cover a portion of the cost. The P&Rec cost is \$25,495. The purchase is to be made this year, with installation of the equipment in 2021 (note that the CIP committee has allowed moving this purchase to this year, and moving the Celery Street basketball court replacement from 2020 to 2021, because of vendor COVID-19-related delays).

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of October 12, 2020
5:15 P.M.

Motion by Young/support from Rizzolo to purchase the safety-compliant playground structure as presented.

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

b. Board Training

Commissioners preferred to wait until January 2021 to decide on when to schedule board training.

c. Applications for Vacant Seats

In order to be able to review applications by the December 2020 meeting, the receipt date for applications was set at December 9, 2020.

d. Winter Meeting Locations & Times

Commissioners decided to establish monthly winter meeting locations/times based on weather and COVID-19-related conditions.

8. Announcements: None

The meeting, held at Merrill Park, was adjourned at 6:23 P.M.

The next meeting will take place remotely via Zoom/call-in on November 9, 2020 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of November 9, 2020
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
Zoom/Call-in meeting set-up facilitated by Scott Hess, Comstock Township Superintendent
No citizens joined the meeting.

Call to Order by Chairperson, Linda Law.

1. Review of the Minutes from October 12, 2020:

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

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: Commissioner Rizzolo requested the addition of a business item regarding the P&Rec bench plaque/donation wording policy, to be placed after Business Item 7.a.

6. Reports:

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

Commissioner Joling noted a lower cost of RMP playground equipment approved for purchase at the last meeting (October 12, 2020, Business Item 7.a.2.). Parks Director Street described an updated design that better fit the area's structure layout. This design cost is approximately \$5500 less than the original design.

Recent P&Rec program events described in the report and discussed include:

- 1) Partnering with other Comstock programs/schools by helping provide/assemble movie treat boxes for the Comstock Library in support of their movie rental program;
- 2) The 'Kayak the Kalamazoo River' event on October 17th. This event was a success, with nine kayakers participating (many returning from previous kayak events); and
- 3) The Halloween Parade at Merrill Park on October 24th. This event was well-attended, with 65 participants. ThankYou! staff, Commissioners Law and Rizzolo, the Comstock Township Fire Dept. participants, those donating treats, and all the volunteers who helped make this sure-to-be-an-annual-event a success!

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

Commissioner Weir commented that it is difficult to oversee P&Rec finances in a timely manner when the monthly statements provided by the township lag far behind the P&Rec meetings.

Nevertheless, Commissioner Law noted that Parks Director Street is doing well tracking the P&Rec day-to-day finances.

c. Commission Chair: Refer to Item 7.

7. Business:

a. 2021 Parks Commission Meeting Dates

Parks Director Street presented the proposed 2021 Parks & Recreation Commission Meeting Dates for review.

Motion by Young/support from Joling to schedule the 2021 Meeting Dates as presented.

Motion to approve the 2021 P&Rec Commission Meeting Dates: 4 Yes/1 Abstain

b. Plaque Wording Discussion

Commissioners discussed a citizen inquiry regarding changing the wording of the recently established P&Rec policy for a bench plaque header, as well as adding personal information in addition to a name. Discussions will continue at the next meeting.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of November 9, 2020
7:00 P.M.

c. Resolution – Dr. Linda Law

Gratitude for Commissioner Law's service to Comstock Township's Parks and Recreation Commission was expressed for her bringing the department into the 21st century, for her heart for service, for her mentorship, and for her public service example. Commissioner Joling, Vice Chair, read the following:

**CHARTER TOWNSHIP OF COMSTOCK PARKS & RECREATION COMMISSION
RESOLUTION OF APPRECIATION
TO
DR. LINDA LAW**

WHEREAS, Linda Law has served numerous years as a faithful member of the Charter Township of Comstock Parks & Recreation Commission from 2008 to 2020; and

WHEREAS, Linda Law has served as a member of the Capital Improvement Committee dedicated to improving parks in Comstock Township; and

WHEREAS, Linda Law is a visionary which was instrumental in the redevelopment of Robert Morris Park from 2011 to 2013 through a Michigan Natural Resource Trust Fund Grant through the State of Michigan; and

WHEREAS, Linda Law has served this community in many other capacities too numerous to list within this Resolution.

NOW THEREFORE, BE IT RESOLVED the Charter Township of Comstock Parks & Recreation Commission, Kalamazoo County, Michigan, resolves as follows:

- 1. That this Parks Board, on behalf of the residents and property owners of the Charter Township of Comstock, does hereby express its sincere appreciation for the unselfish and dedicated effort which Linda Law has given to this township.**
- 2. That the Parks Board does hereby express its very best wishes to Linda Law in all her future endeavors.**
- 3. That this Resolution be and hereby is directed to be made and become a permanent part of the public record of the Charter Township of Comstock Parks & Recreation Commission and that the Vice Chair be and is hereby directed to present Linda Law with a certified copy of this resolution.**

Motion by Weir/support from Joling to present and approve the Resolution as presented.
Motion to approve Resolution: 5 Yes/0 No. A full quorum of the Board was present virtually.

8. Announcements: None

The meeting was adjourned at 7:54 P.M. The next virtual meeting will take place on December 14, 2020.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 14, 2020
7:00 P.M.

Commissioners Present: Judy Joling, Marc Rizzolo, Marla Schwartz, John Weir, Teresa Young
Staff Present: Rachel Roon, Parks Coordinator
Zoom/call-in meeting arranged by Parks Coordinator Rachel Roon.
No citizens joined the meeting.

Call to Order by Vice Chairperson, Judy Joling. Individual commissioner attendance was verified via roll call/voice acknowledgement. Welcome new Commissioner Marla Schwartz!

1. Review of the Minutes from November 9, 2020:

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

Motion to approve Minutes by individual commissioner roll-call vote: 5 Yes/ 0 No

2. Bills Payable:

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

Motion to approve Bills Payable by individual commissioner roll-call vote: 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 Coordinator Roon noted that the new playground equipment recently purchased for Robert Morris Park (RMP) was received and is being stored awaiting installation in 2021. She also noted that only five library-P&Rec project 'movie boxes' remained in inventory.

From the report, Commissioners were concerned with the level of vandalism and waste dumping occurring at many of the parks. Commissioners discussed looking into more surveillance and/or park patrol possibilities, after-hour patrols, and hiring more staff, as well as asking citizens to report any problems.

b. Treasurer: Report provided to Commissioners in Board packets. YTD reports were included.

c. Commission Chair: Refer to Item 7.

7. Business:

a. Informational Reports – 2019 & 2020 Robert Morris Park Permit Sales

Tables of RMP pass sales for residents, non-residents and seniors for 2019 and 2020 were reviewed. Data show that total pass sales for 2020 exceeded those of 2019 by approximately 26%, and the total no. of passes sold for 2020 exceeded those of 2019 by approximately 36%.

b. 2021 Fees

1) Parks Coordinator Roon presented the 2021 fee schedule proposal based on the likelihood that COVID-19 will be present throughout 2021. It was proposed that the same updated COVID-19 fee related adjustments made in 2020 be offered in 2021, except for changes given in items A and B below:

A) For RMP: \$20 annual pass fee for both residents and non-residents and \$10 for seniors, age 60 and over. These fees along with the \$5 daily pass fee correspond to available bill denominations so that change is not required nor is an attendant check of resident status, thus reducing COVID-19 money exchange/close contact concerns for park patrons and staff.

B) For a 12-week softball league season, the 2021 fee is \$510.

Motion by Weir/support from Young to approve the proposed fee adjustments as presented.

Motion to approve the 2021 fee adjustments as presented: 5 Yes/0 No.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 14, 2020
7:00 P.M.

2) Due to high volume use and nightly activity at Merrill Park (with not enough staff available to prepare the pavilions between patron reservations), it was proposed to eliminate the Merrill Park pavilion reservation and fee requirements. Commissioners discussed the proposal at length and felt that requiring reservations was needed at a minimum. A clear policy, fee discounts, building numbering, online reservations, etc. were discussed. Parks Coordinator Roon will follow-up with Parks Director Street and check with other parks' department strategies. Discussion will continue at a future meeting.

c. Parks Board Training

No action – skip to next meeting.

d. South Wenke Park Oxbow Dredging Proposal

Parks Coordinator Roon and Commissioner Rizzolo summarized a proposal presented by Oxbow Dredging to establish a dredging equipment parking station at the park and a dredging operation off the South Wenke Park western shoreline (at the river split area), which would require closure of the park for the operation's duration estimated at 1-2 weeks. Repair of the park (road, parking lot, lawn, etc.) as needed and improvements (e.g.: erosion control barrier) would follow completion of their dredging work.

Commissioners discussed concerns, such as adjoining bike trail closure/damage, DNR permits, possible stakeholder (city, county, state, etc.) concerns, coordination with other parties affected, and liabilities onsite and downstream. Parks Coordinator Roon will follow-up to obtain more information.

e. Officer Elections

(Reference added: Article V. Section 1 of the Comstock Township P&Rec Commission Handbook states: "The Commission shall elect each year during the month of December a chairperson, vice chairperson, secretary and treasurer...Terms of the officers shall be for one year...")

Commissioner Young proposed a rotational scheme to allow for each commissioner to serve an office and mentor their successor for the following year, so that after 4 years most would have been able to serve and train for each office. The basis for the first chairperson serving would be most years served on the Commission (e.g: seniority), and so on for the other offices.

Without consensus, for 2021 the traditional nomination/election process was followed.

The following Commission Officer nominations and acceptances were put forth:

Chairperson: Judy Joling; Vice Chairperson: Marc Rizzolo; Secretary: Teresa Young; and Treasurer: John Weir.

Motion by Weir/support from Young to approve the election of Commissioner Officers as presented.

Motion to approve election: 5 Yes/0 No

f. Other

Commissioner Weir requested that "Unfinished Business" items be carried over as next meeting Agenda items.

8. Announcements: None

The meeting was adjourned at 8:29 P.M

The next virtual meeting will take place on January 11, 2021 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary