

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of January 11, 2021
7:04 P.M.

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

Call to Order by Chairperson, Judy Joling.

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of all five commissioners: Judy Joling (from Comstock), Marc Rizzolo (from Kalamazoo), Teresa Young (from Comstock), John Weir (from Comstock), and Marla Schwartz (from Comstock).

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

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

2. Treasurer's Report:

Commissioner Young requested clarification of line item 101-751-910.00's amended budget amount reduction to zero. Parks Coordinator Roon will follow up. (Post meeting note: Parks Coordinator Roon reported that this line item is now part of line item 101-751-937.00).

3. Bills Payable:

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

4. Correspondence: None

5. Citizen's Comments: None

6. Request for Agenda Adjustments: None

7. Reports:

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

Parks Coordinator Roon reported that recent graffiti on park building doors is being removed. Those responsible were found and a restitution/service plan imposed.

b. Other: None

8. Continuing Business:

a. 2021 Pavilion Rental Fees

Commissioners discussed various ideas (reservations, fees, refunds, refund criteria, signs/posting, online information, etc.) and agreed that a consistent policy across parks should be followed. It was decided to leave the policy as is until additional information/feedback is provided by the Parks Director.

b. Donation Policy/Memorial Plaque Wording

The memorial plaque phrase position as amended ("In ...memory of _____, a donation was...") is acceptable to Commissioners.

c. Parks Board Training

Training on how to conduct a public meeting will be arranged through Parks Coordinator Roon on February 8, 2021, lasting approximately 1-2 hours. It is tentatively scheduled for 6:00 P.M. via Zoom, before the regularly scheduled P&Rec meeting at 7:00 P.M.

Motion by Weir/support from Rizzolo to commence board training on February 8 at 6:00 P.M., pending timeslot confirmation, followed by the P&Rec Commission meeting at 7:00 P.M.
Motion to approve training via Zoom at 6:00 P.M, followed by the meeting at 7:00 P.M: 5 Yes/0 No.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of January 11, 2021
7:04 P.M.

d. South Wenke Park Oxbow Dredging Proposal

Commissioners Joling and Rizzolo and Parks Coordinator Roon met and discussed various concerns with the company and others. Additional meetings are planned. Detailed information is sought to assure that the proposal plan is clearly understood and that all concerns are addressed, (e.g.: state/federal permits are attained, legal review is completed, no costs are incurred by Comstock Township or P&Rec, and that plans are in place to address any shoreline/sediment changes such as may occur from unforeseen periodic shore flooding) -- all so as to assure restoration of the park shorelines and associated waterways after dredging operations to remove the recent deposit/accumulation of sediments.

e. Employee Policy Manual

Commissioner Young has been revising the Comstock Township Parks & Recreation (CTPR) Policy and Procedure Manual based on a previous draft of the Comstock Township P&Rec Policy & Procedure Manual and content from the current Comstock Township Policy and Procedure Manual. Her latest revision, including comments from Parks Director Street, will be forwarded to Parks Coordinator Roon for distribution to P&Rec commissioners for review, questions & comments. Discussion of the revised draft will occur at future meetings.

f. Other

Commissioner Joling requested that commissioners consider goals for 2021 in addition to a plan to fulfill required commissioner park visits for 2021.

Parks Coordinator Roon reported that the annual report/summary is almost completed.

9. New Business: None

10. Announcements: None

11. Adjournment:

The meeting was adjourned at 7:55 P.M

The next virtual meeting will take place on Monday, February 8, immediately following a training session at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of February 8, 2021
8:12 P.M.

Commissioners joining via Zoom/call-in: Judy Joling, Marc Rizzolo, John Weir, Teresa Young
Commissioner absent: Marla Schwartz
Staff joining: Vanessa Street, Parks Director, and Rachel Roon, Parks Coordinator
Zoom/call-in meeting arranged by Rachel Roon, Parks Coordinator
No citizens joined from 6:00 PM-9:10 P.M.

The meeting was preceded by a parliamentary procedure training session for commissioners held from 6:00 P.M. to 8:08 P.M.

Call to Order by Chairperson, Judy Joling at 8:12 P.M.

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of four commissioners: Judy Joling (Comstock), Marc Rizzolo (Kalamazoo), John Weir (Comstock) and Teresa Young (Comstock).

1. Review of the Minutes from January 11, 2021:

Motion by Weir to accept Minutes as presented with correction to Item 11(adjournment) meeting time, striking "at 7:00 P.M." and leaving "immediately following a training session at 6:00 P.M."

Motion to approve Minutes: Joling-Yes, Rizzolo-Yes, Weir-Yes, Young-Yes: Motion passed.

2. Treasurers Report: None

3. Bills Payable:

Motion by Young to approve Bills Payable as presented.

Motion to approve Bills Payable: Joling-Yes, Rizzolo-Yes, Weir -Yes, Young-Yes: Motion passed.

4. Correspondence: None

5. Citizen's Comments: None

6. Request for Agenda Adjustments: None

7. Reports:

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

In reviewing the 2021 programming/events for 2021, Commissioner Young requested consideration of adding basketball 3:3 tournament/events at Merrill Park and Commissioner Weir expressed support for Easter egg hunt activities. Resources to support activities/timing were discussed. Commissioner Rizzolo asked about establishing an event reference calendar to aid in planning/finding resources. More connections with Comstock High School (CHS) was encouraged. Parks Coordinator Roon and Commissioner Rizzolo noted recent communications with CHS teacher Mrs. Moore to encourage parks events/operations involvement with high school seniors.

b. Other:

Parks Coordinator Roon reported that an Ordinance Officer has monitored the Jan Schau area for tents/encampments.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of February 8, 2021
8:12 P.M.

8. Continuing Business:

a. South Wenke Park Oxbow Dredging Proposal

The South Wenke Park Oxbow Dredging Proposal concerning grant of access to South Wenke Park, compliance with laws, project bond, restoration of property, safety, force majeure, indemnity, insurance, applicable law, notices, termination, severability, counterparts, modification, and authority to sign, as described in the "Site Access Agreement" (STS DRAFT February 5, 2021), was reviewed by commissioners present. Parks Coordinator Roon reported that the site access/dredging was supported by the State of Michigan (EGLE). Commissioners noted that the Merrill Park shoreline should also be addressed. Commissioner Young asked for confirmation of the signatories required for the final site access document.

A Motion was constructed by commissioners present: "Based on review of the "Site Access Agreement" (STS Draft February 5, 2021), the Comstock Township P&Rec Commission approves of the "Site Access Agreement" (between the Charter Township of Comstock and STS Hydropower LLC) pending positive legal review (by the Comstock Township attorney)".

Motion to approve of (site access per) the "Site Access Agreement", as presented, pending positive legal review (and approval by the required signatories).
Joling-Yes, Rizzolo-Yes, Weir-Yes, Young-Yes. Motion passed.

b. Employee Policy Manual

Parks Coordinator Roon is awaiting draft manual comments/edits to the draft employee policy manual, requesting these be received by the next meeting in March 2021.

c. Park Visits:

Discussion postponed until the March 2021 meeting.

d. Other: None

9. New Business: None

10. Announcements: None

11. Adjournment:

The meeting was adjourned at 9:10 P.M.

The next virtual meeting will take place on Monday March 8, 2021 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 8, 2021
7:00 P.M.

Commissioners joining via Zoom/call-in:

Judy Joling, Marc Rizzolo, Marla Schwartz, John Weir, Teresa Young

Staff joining: Vanessa Street, Parks Director, and Rachel Roon, Parks Coordinator

Zoom/call-in meeting arranged by Rachel Roon, Parks Coordinator

No citizens joined the meeting.

Call to Order by Chairperson, Judy Joling

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of five commissioners: Judy Joling (Comstock), Marc Rizzolo (Comstock), Marla Schwartz (Comstock), John Weir (Comstock), and Teresa Young (Comstock).

1. Review of the Minutes from February 8, 2021:

Motion by Weir to accept Minutes as presented.

Motion to approve Minutes: Joling-Yes, Rizzolo-Yes, Schwartz-Yes, Weir-Yes, Young-Yes.

Motion passed.

2. Treasurers Report: Commissioner Weir noted nothing to add to the report.

3. Bills Payable:

Commissioner Young asked for more information about the revenues 'state grants' line item.

Parks Director Street will follow up.

Motion by Weir to approve Bills Payable as presented.

Motion to approve Bills Payable: Joling-Yes, Rizzolo-Yes, Schwartz-Yes, Weir-Yes, Young-Yes.

Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports

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

Parks Director Street reported that there were tire tracks/damage to the grassy areas of Merrill Park, requiring raking and reseeding of the areas. Commissioners discussed having park gates and closure after hours and implications. Commissioners decided to revisit the issue at a future meeting. Commissioner Joling will check with other area parks departments' closure practices.

b. Chair Report

1.) Commissioner Joling reported that the South Wenke Park Oxbow Dredging Proposal "site access" agreement was approved by the Comstock Township Board, with no Comstock Township Parks & Recreation (CTPR) budget costs to be incurred.

2.) Commissioner Joling conveyed commissioner's thanks to Julie Pioch for providing parliamentary procedure training on Feb. 8, 2021. She also noted that the CTPR Commission can make CTPR Bylaw changes.

c. Commissioner Schwartz/Old Football Field

Commissioner Schwartz inquired about any use plans for the property by the Neal-Street/old high school referred to as the "old football field". Parks Director Street noted that the

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 8, 2021
7:00 P.M.

Neal St. baseball diamonds/Shields park area are earmarked for CTPR park development; however, this apparently does not include the old football field. This area was previously considered for cemetery use. She will check on providing an overview map of the areas for clarity. Commissioner Weir noted that even though the property is “owned” by the township, both the township AND the CTPR are both involved in any use discussions. The CTPR manages these areas.

d. Other

Commissioner Rizzolo inquired about the status of completion of the Merrill Park project. Parks Director Street reported that the grant project was completed except for the grass seeding work (weather-dependent). She also reported that she will have three quotes for the “old bathroom” demo/remodel project by the next CTPR meeting.

7. Continuing Business:

a. Park Visits

Commissioner Joling requested that Commissioners visit Celery Street Park, Fleetwood Park, and Green Meadow Park before the next CTPR meeting in April 2021. Please note any observations or work needed.

b. Employee Policy Manual

Based on CTPR Commissioner’s review/comments, the draft manual is almost ready for further review. Commissioner Young will finalize edits for further review (target: by the next CTPR meeting). Comstock Township Superintendent Scott Hess will be then asked to review/comment on the draft for policy consistency between the township and CTPR commission. This review will then be followed by review by the Comstock Township attorney.

c. Other

Commissioner Rizzolo requested that a calendar of events/due-dates for the year be crafted for reference.

8. Announcements: None

9. Adjournment

The meeting was adjourned at 8:14 P.M.

The next virtual meeting will take place on April 12, 2021 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 12, 2021
7:01 P.M.

Commissioners joining via Zoom/call-in: Judy Joling, Marc Rizzolo, John Weir, and Teresa Young

Commissioners absent: Marla Schwartz

Staff joining: Vanessa Street, Parks Director, and Rachel Roon, Parks Coordinator

Officials joining: Scott Hess, Comstock Township Superintendent and Brett Padgett, Comstock Township Treasurer

Agenda Item 1. Guest speaker: David Fox from Eagle Creek

Zoom/call-in meeting arranged by Rachel Roon, Parks Coordinator

No citizens joined the meeting.

Call to Order by Chairperson, Judy Joling

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of Judy Joling (Comstock), Marc Rizzolo (Comstock) John Weir (Hagar) and Teresa Young (Comstock).

Note: Item 2 was discussed before Item 1 while awaiting the Parks Director joining the meeting.

1. Merrill Park Dredging (Discussion with David Fox, Eagle Creek, and Scott Hess, Comstock Township Superintendent)

David Fox of Eagle Creek reported that a plan is being finalized to conduct, as part of its dredging work, to enter upon the boundary of Merrill Park for the limited purpose of installing construction fencing, signage or temporary improvements for safety. The purpose of entering the portion of the Kalamazoo River directly adjacent to the park is to dredge and remove sediment from such portion of the river, all in accordance with the plans and methods as presented in the agreement/exhibits. He noted this work along the Merrill Park river shore should take about 2-3 weeks. State approval should take about 2-3 weeks. It is expected that the project in total (the S. Wenke Park dredging project, shoreline stabilization near the lighthouse, and sediment removal adjacent to Merrill Park shoreline) should be completed by July 31, 2021. Mr. Fox will provide additional information soon, including a public safety plan. The P&Rec Commission's endorsement of the plan is sought.

Motion by Weir to approve the removal of sediment from the Merrill Park shore-river per the site access agreement draft as presented at this meeting, pending positive legal review by the township attorney and Comstock Township signatories, and to approve the extension of the existing S. Wenke Park site access completion date to July 31, 2021, if needed (coincident with the final completion date of the Merrill Park sediment removal project, as presented).

Motion to approve Merrill Park site access per the "Site Access Agreement" draft, as presented, pending positive legal review (and approval by required signatories).

Joling-Yes, Rizzolo-Yes, Weir-Yes, Young-Yes. Motion passed.

2. Football Field (Scott Hess, Township Superintendent Discussion)

Based on a previous inquiry by Commissioner Schwartz about possible use of the property by the Neal Street/old high school referred to as the "old football field" for housing, with interest from Mary Gustas and Mary Balkema, Scott Hess conducted a property deed search. He reported that that a restriction exists that states that the use of the property is restricted to public community activities.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 12, 2021
7:01 P.M.

He suggested that any property use plans should be made formally to the township for consideration.

3. Review of the Minutes from March 8, 2021:

Motion by Weir to accept Minutes with wording clarification of Item 6a requested by Young: (“...having the park gates closed after...” changed to “...having park gates and closure after...”)
Motion to approve Minutes: Joling-Yes, Rizzolo-Yes, Weir-Yes, Young-Yes. Motion passed.

4. Treasurers Report: Commissioner Weir requested clarification on insurance expenditures/grouping.

5. Bills Payable:

Motion by Weir to approve Bills Payable as presented.
Motion to approve Bills Payable: Joling-Yes, Rizzolo-Abstain (due to affiliation with a vendor), Weir-Yes, Young-Yes. Motion passed.

6. Correspondence: None

7. Public Comments: None

8. Reports:

a. Parks Director Report: A report was provided to Commissioners in Board packets.
Several topics were discussed:

- 1) picnic tables placement in parks and preventing their vandalism
- 2) smoothing of ruts in the Green Meadow Parking lot
- 3) replacement of directional signage for parks along Sprinkle road (refer to the ‘Open Sign Permit’ in effect (per Scott Hess); and sign repair at Wenke Softball Complex
- 4) preventing trash dumping – sharing responsibility at the DNR landing access site; and use of ordinance-signage for prevention
- 5) motor vehicles entering Merrill park walkways – installing a removable center post(s) was proposed
- 6) CoVid-control measures at Wenke Softball Complex (e.g. staggered start/stop times; establishing different eating areas; masking rule and CoVid testing by teams)
- 7) unapproved/impromptu concerts/events at parks and the need for safety considerations – look into processes and more information
- 8) traffic control/safety during events at Merrill Park and the application of CoVid control measures for larger groups

A special Thank You! to Parks Coordinator Rachel Roon for successful program events/planning and recent P&Rec operations support, and for her part in the successful April 3 VFW Easter Egg Hunt at Merrill Park!

b. Chair Report: A report on park gates/rangers, etc. survey was provided to Commissioners in Board packets. No discussion at this time.

9. Continuing Business:

a. Park Visits

Commissioner Joling requested that Commissioners visit N. Wenke Park, Peer and Cooper Parks, and Jan Schau Wildflower Walk before the next CTPR meeting in May 2021. Please note any observations or work needed.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 12, 2021
7:01 P.M.

b. Employee Policy Handbook

Commissioner Joling thanked Commissioner Young for preparing the handbook. She and Commissioner Young will further review the handbook draft as a subcommittee to address any final questions.

c. Merrill Park – Old Restroom Renovation Project Update

Parks Director Street provided a renovation quote from 1 vendor (awaiting two more). Commissioners requested more bids be pursued and the project be revisited. It was noted that material delays and construction timing may impede planned seasonal activities at Merrill Park.

d. May Meeting Location

Robert Morris Park (pavilion) was chosen as the next meeting site.

e. Other

Commissioners Weir and Rizzolo requested that more detailed yearly Commission calendars be provided including item due dates. Items may include, for example, grant timetables, improvement projects/schedules, annual report, employee evaluations, program events, budget approvals, etc.).

10. Announcements: None

11. Adjournment

The meeting was adjourned at 8:33 PM

The next meeting will take place on May 10 at **6:30 P.M. at Robert Morris Park pavilion.**

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of May 10,2021
6:30 P.M.

Meeting Location: Robert Morris Park

Commissioners Present: Judy Joling, Marc Rizzolo, John Weir, and Teresa Young

Commissioners absent: Marla Schwartz

Staff joining: Vanessa Street, Parks Director, and Rachel Roon, Parks Coordinator

No citizens attended.

Call to Order by Chairperson, Judy Joling

1. Review of the Minutes from April 12, 2021:

Motion by Weir to accept Minutes as presented, with spelling correction: "Hagar" vs. "Hager".

Motion to approve Minutes: 4 Yes/0 No. Motion passed.

2. Treasurers Report:

Commissioner Weir noted he is awaiting a response regarding insurance expenditures/grouping.
Director Street will follow-up.

3. Bills Payable:

Motion by Weir to approve Bills Payable as presented.

Motion to approve Bills Payable: 3 Yes/ 1 Abstain (Rizzolo, due to affiliation with vendor). Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

a. Parks Director: Report provided to Commissioners in Board packets. The following topics were discussed:

- 1) Disc Golf at Robert Morris Park: Commissioner Rizzolo requested that course accreditation information be added to the P&Rec website. It was noted there are 12 seasonal attendants.
- 2) Roller skating event at Merrill Park: Commissioner Joling asked about obtaining liability waivers for participants, and Commissioner Rizzolo asked about establishing specific timeslots for different age groups.

b. Chair Report: Commissioner Joling noted funding for the RMP fishing pier project budget looks forthcoming from the Board of Trustees; Director Street is also working on other grant funding.

c. Other: Parks Coordinator Roon reported that the Merrill Park shoreline "muck" clean-up plans have been halted by the Eagle Creek company.

7. Continuing Business:

a. Park Visits

- Commissioners are requested to visit Wenke Softball Complex and McLinden Nature Trails before the next meeting in June 2021. Please note any observations or work needed.
- Commissioner Young requested that Director Street collate all 2021 park visit list items for review/discussion at a future meeting.
- Commissioner Rizzolo requested that more flowers/plants be added to the Jan Schau Wildflower Walk; Commissioner Young suggested checking with the Kellogg Biological Station for native species choices; Commissioner Joling noted that greenhouses could donate plants via established donation programs; and Commissioner Weir suggested asking for volunteers/groups to donate toward the effort. Director Street will check on fundraising rules.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of May 10, 2021
6:30 P.M.

b. Robert Morris Park – Parking Lot Paving

Director Street received 2 of 3 bids for the paving work. After discussion, it was decided to accept the lower bid by J. Allen, in addition to this company's consideration for the Celery Street basketball court repaving (already slated).

Motion by Weir to accept bids from J. Allen, as presented. 4 Yes/0 No. Motion passed.

c. Celery Street Park – Basketball Court (see 7b above).

d. Merrill Park – Old Restroom Renovation Project Update

Director Street noted the renovation will enable use of the building for inside/outdoor activity embellishment, as it is heated/cooled, and can serve partly as a maintenance office and equipment storage area (e.g. river kayaks). A third bid for the project is awaited. It was decided to continue discussion at the June 2021 P&Rec meeting.

e. CIP – Call for projects 2022-2027

A list of projects for consideration was presented. Commissioner Young requested that the 2020 Census data be considered in planning new projects (e.g. Neal Street Park). Commissioner Rizzolo asked about any past consulting group data regarding general improvements. Additional list items suggested include improving the N. Wenke Park guardrail/supports, S. Wenke Park paving and a privacy fence for Celery Street Park.

f. Merrill Park -- Security

Per request by Commissioner Schwartz, a bid was received for in-person/patrol security services for our parks. The bid was deemed limited in services and too expensive.

Director Street reported continued vandalism occurring at the Merrill Park restrooms (which occurred while restrooms were open).

Parks Director Street is hopeful that this problem will diminish as the pandemic subsides.

g. Employee Policy Handbook

No action.

h. June Meeting Location

Fleetwood Park was chosen as the next meeting location.

>> (Post Meeting Note: At the Comstock Township Board of Trustees meeting on June 7, 2021, it was decided that Township meetings will be held via Zoom until after July 1, 2021, when all pandemic restrictions regarding the size of gatherings are lifted. Per Parks Director Street, the P&Rec will follow the Township's guidance and hold our June 14, 2021 meeting via Zoom).

i. Other: None

8. Announcements: None

9. Adjournment

The meeting was adjourned at 7:45 P.M.

The next meeting will take place on June 14, 2021 **at 6 P.M.** via Zoom.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 14, 2021
6:00 P.M.

Commissioners joining via Zoom/call-in:

Judy Joling, Marla Schwartz, John Weir, Teresa Young

Commissioners absent: Marc Rizzolo

Staff joining: Vanessa Street, Parks Director, and Rachel Roon, Parks Coordinator

Zoom/call-in meeting arranged by Rachel Roon, Parks Coordinator

No citizens joined the meeting.

Call to Order by Chairperson, Judy Joling

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of 4 commissioners: Joling (Comstock), Schwartz (Comstock), Weir (Comstock) and Young (Comstock).

1. Review of the Minutes from May 10, 2021:

Motion by Weir to accept Minutes as presented. No objections were raised.

Motion to approve Minutes: 4 Yes/0 No. Motion passed.

(Post-meeting correction to Item 6.a.1): "...there are 12 attendants." vs. "...there are 12 disc golf attendants".)

2. Treasurers Report: Commissioner Weir requested that Parks Director Street check the budget revenue item 101-751-566.00, having an amount entered before its approval.

3. Bills Payable:

Motion by Weir to approve Bills Payable as presented. No objections were raised.

Motion to approve Bills Payable: 4 Yes/0 No. Motion passed.

4. Correspondence: None

5. Citizen's Comments: None

6. Reports:

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

Commissioner Joling noticed that the 'Skate in the Park' event had been removed from the program events list.

Parks Program Coordinator Roon reported that 4 families attended the "Build a Bird/Bat House" event and that existing material supplies were used up.

b. Other: Commissioner Young inquired if it were possible to issue a "*slow-no wake*" reminder letter to Lyons Lake and Campbell Lake-lake residents, as done in the past by P&Rec, due to stronger boat wakes being recently observed. Newer residents may not be informed of the ordinance.

Commissioner Joling will follow up.

7. Continuing Business:

a. Letter of Resignation: Parks Program Coordinator Rachel Roon provided a letter of resignation, effective June 22, 2021. Commissioners expressed disappointment at her leaving and wished her well.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of June 14, 2021
6:00 P.M.

Commissioner Joling asked Parks Director Street to start looking for a Program Coordinator replacement as soon as possible. All discussed current problems with staffing shortages/difficulty in finding/recruiting staff/increasing after-hour coverage needs, and the growing hostility of some patrons. Parks Director Street will 'write up' immediate needs/priorities/needed cut-backs/other to address the staffing shortage.

- b. Meeting location:** Following the current township precedent, P&Rec meetings going forward will be held at the Comstock Township Hall.
- c. Park Visits:** Two reports provided to Commissioners in Board Packets.
- d. Other: None**

8. Announcements: None

9. Adjournment

The meeting was adjourned at 7:13 P.M.

The next meeting will take place on **June 28, 2021 at 6 P.M.**, at the request of Commissioner Young. The meeting will take place at the Comstock Township Hall. (Agenda item request: Discussion on immediate staffing/program/adjustment needs).

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Draft Special Meeting Minutes of June 28, 2021
6:00 P.M.

Commissioners present: Judy Joling, Marc Rizzolo, Marla Schwartz, John Weir, and Teresa Young
Staff present: Vanessa Street, Parks Director
No citizens in attendance.

Call to Order by Chairperson, Judy Joling

1. Review of the Minutes from June 14, 2021:

Motion by Weir to accept Minutes as presented. No objections were raised.
Motion to approve Minutes: 5 Yes/0 No. Motion passed.

2. Correspondence: None

3. Citizen's Comments: None

4. Continuing Business:

- a. Letter of Resignation:** Parks Director Street provided a letter of resignation, effective October 1, 2021, thanking commissioners for the opportunity to serve as Parks Director, offering to help with the transition of hiring and training a new Parks Director, and wrapping up responsibilities appropriately. Commissioners expressed thanks for her excellent service and appreciation for her assistance during this time. We wish her well going forward.

Parks Director Street also provided 2021 Changes to Programming (due to staffing shortages) and Recommendations on Department Changes going forward.

- b. Board Discussion:** Commissioners discussed the suggested changes and recommendations, and position postings needed. The Parks Director position will probably be posted next week followed by the Program Coordinator position. It is anticipated that panel interviews with candidates will be arranged.

- c. Other:** Commissioner Young will provide Michigan Parks salary range/analyses for specific positions to other commissioners, for reference.

5. Announcements: None

6. Adjournment:

The meeting was adjourned at 7:30 P.M.

The next meeting will take place on July 19, 2021 at 6:00 P.M. in the Heritage Room at Comstock Library.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of July 19, 2021
6:00 P.M.

Commissioners present: Judy Joling, Marc Rizzolo, Marla Schwartz, John Weir, and Teresa Young
Staff joining: Vanessa Street, Parks Director
No citizens in attendance.

Call to Order by Chairperson, Judy Joling

1. Review of the Minutes from Special Meeting June 29, 2021:

Motion by Schwartz to accept Minutes as presented. No objections were raised.
Motion to approve Minutes: 5 Yes/ 0 No. Motion passed.

2. Treasurers Report: None

3. Bills Payable (period 06/01/2021 - 06/30/2021):

Motion by Young to approve Bills Payable as presented, pending doublecheck/corrections for GL Number 101-751-801.000 charges applied to P&Rec for 1) contracted services – KABA, and 2) contracted services - Leonard Landscaping mowing charges. In addition, a policy check for GL Number 101-751-930.000 charges is needed (as 3 bids for 'emergency-for safety' tree removal at RMP were not obtained beforehand).

Motion to approve Bills Payable: 3 Yes/ 1 Abstain (Rizzolo)/ 1 No. Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

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

1. Parks' damaged picnic table repairs/replacement
2. S. Wenke Park lighthouse bank erosion/repair progress
3. Merrill Park incident/medical
4. Cooper Park/ashes

b. Chair Report:

Commissioner Joling stated the following:

1. During the Park Director candidate search/transition, Township Official Scot Hess will assist in facilitating a.) ongoing RMP fishing pier project planning (target 2024) and b.) the planned demolition of the "old restroom" section of the Merrill Park equipment building.
2. Parks Director position applications are being received. The application deadline is August 5, 2021.

c. Other: Commissioner Rizzolo reported an inquiry he received from Greg Blair for a Wenke Softball Complex 'games/memorial/donation' board for display in the concessions building area. Commissioner Rizzolo also shared a possible concept design. Commissioner Weir noted that in the past a memorial/donation display board was posted, and that it was important to establish a policy for the ballpark, taking into account previous displays/maintenance/display timeframes. Both Commissioner Weir and Rizzolo will follow-up.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of July 19, 2021
6:00 P.M.

7. Continuing Business:

a. Formation of Hiring Committee

Commissioner Joling reported that only 2 P&Rec Commissioners may serve on the P&Rec Hiring Committee to prevent each hiring meeting session being considered an official P&Rec commission meeting. It has been customary to have 2 P&Rec Commissioners, 2 Township Officials and 1 citizen serve on the Hiring Committee for the Parks Director position in the past. There were no objections to this committee make-up.

After discussion and inquiries/replies from each Commissioner, it was decided that Commissioner Joling and Commissioner Weir will serve on the Committee (alternates: Commissioner Young and Rizzolo, if needed). Likely Township Officers serving will be Scott Hess and Bret Padgett. One Comstock parks-knowledgeable citizen will also be requested to serve.

b. Handbook Update:

Review and minor updates are being completed by Commissioners Young and Joling.

c. Other:

Commissioner Rizzolo reported that one new memorial plaque request was received.

8. Announcements: None

9. Adjournment:

The meeting was adjourned at 7:15 P.M.

The next meeting will take place on August 9, 2021 at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 9, 2021
6:00 P.M.

Commissioners joining via Zoom/call-in:

Judy Joling, Marc Rizzolo, John Weir, and Teresa Young

Commissioners absent: Marla Schwartz

Staff joining: Vanessa Street, Parks Director

Zoom/call-in meeting facilitated by Scott Hess, Comstock Township Superintendent

No citizens joined the meeting.

Call to Order by Chairperson, Judy Joling

Commission Secretary Young conducted the roll-call of commissioners in attendance, confirming attendance of 4 commissioners: Judy Joling, Comstock; Marc Rizzolo, Kalamazoo; John Weir, Comstock; and Teresa Young, Comstock

1. Review of the Minutes from July 19, 2021:

Motion by Weir to accept Minutes as presented. No objections were raised.

Motion to approve Minutes: 4 Yes/0 No. Motion passed.

2. Treasurers Report: Commissioner Weir noted that questions remain on the two items noted at the last meeting held on July 19, 2021. Parks Director Street and Superintendent Hess will follow-up. Per inquiry by Commissioner Young, Parks Director Street noted GL No. 101-751-801.000 'Contracted Services' amount (period ending 07/31/2021) reflects the addition of approved Capital Improvement Project funds for the year; correspondingly the budget will need to be amended/reapproved. Per inquiry by Commissioner Weir, 'Insurance' cost line items need clarification – Superintendent Hess will follow-up.

3. Bills Payable:

Motion by Weir to approve Bills Payable pending insurance line items inquiry follow-up. No objections were raised.

Motion to approve Bills Payable: 4 Yes/ 0 No. Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

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

- Commissioners extended a "Thank You" to Parks Director Street and staff for the very successful 'Dino Dig' event held at Robert Morris Park. A special "Thank You" was also extended to staff for project work and the new "MI" rock garden.
- Parks Director Street and Superintendent Hess will provide an update on the Merrill Park building renovations project to Commissioners soon.
- Parks Director Street will acquire landscaping estimates for needed brush trimming along the River Villa Preserve's sidewalk.
- Parks Director Street noted that the S. Wenke Park barrier fence can now be removed.

b. Chair Report: None

c. Other: In support of the RMP fishing pier project bid preparation, Superintendent Hess reported that lakebed core samples were being taken and that the pier railing material specification was changed/improved to require less maintenance.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 9, 2021
6:00 P.M.

7. Continuing Business:

a. Hiring Update

Commissioner Weir reported that applications have been received for the posted Parks Director and Coordinator positions. Four candidates for each position have been selected for interviewing. Scheduling is underway with interviews to begin the week of August 23, 2021. Candidate recommendations to the P&Rec Commission should be made by August 27th or 30th. It is hoped that offers may be made before Labor Day. If position offers are accepted, Comstock Township Board approval is targeted for mid-September 2021.

He also noted that Parks Director Street may continue with P&Rec to mid-October to help with new hires' training/transition.

Commissioners are requested to provide interview questions for the interview panel's consideration as soon as possible.

b. 2022 Budget

Superintendent Hess shared that the preliminary deadline for the P&Rec budget is October 4, 2021 with subsequent approval by the Township Board by the end of November 2021.

Parks Director Street requested that Commissioners send any new budget or capital improvement project items to her as soon as possible. Examples of items mentioned: tree removal, gazebo, lighthouse-shoreline reinforcement.....

c. Other

Commissioner Rizzolo suggested making a needs/wants list for items in need of repair – e.g. picnic tables. He also suggested working with businesses for help/donation of products.

8. Announcements: None

9. Adjournment:

The meeting was adjourned at 6:50 P.M.

The next meeting will take place on September 13, 2021 at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 13, 2021
6:15 P.M.

Commissioners present: Judy Joling, Marc Rizzolo, Marla Schwartz, and John Weir
Commissioner joining by phone: Teresa Young
Parks Director Street was absent.
One citizen in attendance.

Prior to the meeting, commissioners present met the recommended new hire for Parks Director, Danielle Myrkle.

Call to Order by Chairperson, Judy Joling

Commissioner Teresa Young, Comstock, confirmed her attendance via phone.

1. Review of the Minutes from August 9, 2021:

Motion by Weir to accept Minutes as presented, with name-typo correction.
No objections were raised.
Motion to approve Minutes: 5 Yes/0 No. Motion passed.

2. Treasurers Report:

Commissioner Weir noted increased insurance items costs.
Commissioner Joling noted that the commission is awaiting a cost estimate for the River Villa sidewalk-path trimming, and that P&Rec supply purchases by staff should be conducted using the Comstock Township-P&Rec credit card only.

3. Bills Payable:

Motion by Weir to approve Bills Payable as presented. No objections were raised.
Motion to approve Bills Payable: 5 Yes/0 No. Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

- a. **Parks Director:** Report provided to Commissioners in Board packets.
- b. **Chair Report:** Commissioner Joling noted that RMP-pier project lake core sampling was not acceptable at 20 feet; apparently 25 feet is the depth limit for the current design plan.
- c. **Other:** Commissioner Rizzolo inquired about the Celery Street Basketball court resurfacing project.

7. Continuing Business:

a. UIC (Umpire in Chief) Stipend:

A written request/rationale based on past compensation practices was provided by Parks Director Street to the P&Rec commission to compensate Amy Gordon in the amount of \$1200 for her service as the on-site softball program manager for completing the 2021 summer softball tournament (31 games over 2 days) and the eight-week fall ball season at Wenke Softball Complex.

Motion by Weir to approve compensation for Amy Gordon for her UIC service, as presented.
No objections were raised.
Motion to approve compensation as presented: 5 Yes/0 No. Motion passed.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 13, 2021
6:15 P.M.

- b. Hiring Update:** Per Commissioner Weir, the candidate recommended by the Comstock Township/P&Rec selection committee for the position of Parks Director is Danielle Myrkle.

Motion by Weir to approve the selection/hire of Danielle Myrkle for the P&Rec position of Parks Director, effective September 27, 2021, at a salary of \$60,000 per year, plus standard Comstock Township full-time exempt, salaried employee benefits.

No objections were raised.

Motion to approve hire as presented: 5 Yes/ 0 No. Motion passed.

- c. Park Manager Position Discussion:**

Discussion postponed until the new Parks Director is in place and can discuss/define the position proposal.

- d. 2022 Budget:**

Before finalizing the budget proposal, Commissioner Joling plans to meet with outgoing Parks Director Street and onboarding Parks Director Myrkle to discuss any potential adjustments.

Commissioner Weir suggested that additional monies be added to the 2021 budget amount for 2022: for example, ~\$10K for tree work, and ~\$30K + fringe benefits for potential new hire(s). He also noted the proposed budget for 2022 is due October 4, 2021.

- e. Other:**

Commissioner Rizzolo requested commissioners email ideas to him regarding 'wish list' items (e.g.: plant-pots, landscape berms, signage, etc.) for a community+parks cooperative projects effort.

8. Announcements: None

9. Adjournment:

The meeting was adjourned at 6:57 P.M.

The next meeting will take place on October 11, 2021 at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of October 11, 2021
6:03 P.M.

Commissioners joining via Zoom/call-in:
Judy Joling, Marc Rizzolo, Marla Schwartz, John Weir, and Teresa Young
Staff joining: Danielle Myrkle, Parks Director
Zoom/call-in meeting arranged Danielle Myrkle, Parks Director
No citizens joined the meeting.

Call to Order by Chairperson, Judy Joling

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of 5 commissioners: Judy Joling, Comstock; Marc Rizzolo, Kalamazoo; John Weir, Comstock; Marla Schwartz, Comstock, and Teresa Young, Comstock.

The commission welcomes Danielle Myrkle, Comstock Township's new Parks Director.

1. Review of the Minutes from September 13, 2021:

Motion by Weir to accept Minutes as presented with the correction that one citizen was in attendance. No objections were raised.

Motion to approve Minutes: 5 Yes/ 0 No. Motion passed.

2. Treasurers Report: None.

Commissioner Joling will follow-up on the previous inquiry about KABA charges.

Two additional inquiries were made regarding 1) the memorial plaque charge (Commissioner Rizzolo noted that the cost is \$155/plaque), and 2) payroll (Commissioner Joling will follow-up).

3. Bills Payable:

Motion by Weir to approve Bills Payable as presented. No objections were raised.

Motion to approve Bills Payable: 4Yes/0 No/1 Abstain (Rizzolo). Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

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

Commissioner Young inquired about heavy truck activity at Robert Morris Park (RMP). Parks Director Myrkle noted that re-paving work had started at the park. Commissioner Weir inquired about the post installation at Celery Street Park. Parks Director Myrkle noted installation is targeted by the end of the month.

b. Chair Report:

Commissioner Joling noted:

1) the RMP pier planning project core sampling met the 25-ft. depth limit (however next steps are uncertain at this time).

2) remodeling of the Merrill Park equipment building will start later in October.

3) the Halloween Treat program event at Merrill Park has been removed from the P&Rec program list for this year due to not having a program coordinator on board at this time. It was noted that the Comstock Community Center has a Halloween event planned this year.

c. Other:

1) Commissioner Schwartz suggested having a Christmas program (like a light festival) in the future.

2) Commissioner Rizzolo inquired about the status of the Parks Coordinator position.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of October 11, 2021
6:03 P.M.

ParksDirector Myrkle noted a timeframe for hire from the end of February to early March 2022, with the job posting in place by the end of November, and interviews conducted in January. She plans to work on finalization of the position description soon.

7. Continuing Business:

a. 2022 Budget

The Parks and Recreation Department - Dept 751 Budget line Item/amounts for 2021 and proposed for 2022 were provided for discussion.

Commissioner Weir inquired about the salary and wages total, noting that it should be raised to compensate for a possible new hire, and about the significantly higher pension and insurance costs for 2022 (nearly doubled over two years).

Commissioner Young inquired about the 2021 Revenue & Expenditure amended budget available balance for contracted services from the period ending in 9/2021 and the lower number in the budget table provided. Parks Director Myrkle will follow-up.

Motion by Weir to approve the 2022 budget amounts presented with the increase of the salary and wages line-item amount from \$210,000 to \$230,000. No objections were raised.

Motion to approve the 2022 budget for Dept. 751 line- item/amounts at this point in the budget approval process: Joling -Yes, Rizzolo-Yes, Schwartz -Yes, Weir-Yes and Young-Yes.

Motion passed (note: the P&Rec budget will be amended to include capital project funds once capital outlay amounts are approved by the township).

b. 2022 Meeting Dates

2022 Meeting Dates as proposed were provided. A meeting time of 6:00 PM was proposed.

Meeting location/mode will follow state guidance during the CoVid-19 pandemic.

Motion by Young to accept the 2022 meeting dates/time as presented. No objections were raised. Motion to approve meeting dates/time presented: 5 Yes/0 No. Motion passed.

c. 2022 Fees

A proposed 2022 fee table identical to that for 2021 was provided. After discussion, commissioners decided to accept the fee schedule as presented with the exception of no longer making the distinction between residents and nonresidents fees for Robert Morris Park Vehicle Parking Annual Passes (note: the same fee applied in 2021 regardless of residency status).

Motion by Weir to keep fees for 2022 the same as for 2021 for all programs, as presented, and to remove the RMP Annual Pass "resident" and "nonresident" distinction on the posted fee list.

Motion to approve the 2022 fees as presented: 5 Yes/0 No. Motion passed.

d. Other

Commissioner Rizzolo suggested that more picnic tables are needed and some need replacement. He also requested ideas for landscape improvements/partnerships with local groups/donations.

Commissioner Schwartz suggested that commissioners make Cooper Park & bridge the next focal point/priority for improvements.

8. Announcements: None

9. Adjournment:

The meeting was adjourned at 7:04 P.M.

The next meeting will take place on November 8, 2021 at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of November 8, 2021
6:06 P.M.

Commissioners joining via Zoom/call-in:
Judy Joling, John Weir, and Teresa Young
Commissioners absent: Marc Rizzolo and Marla Schwartz
Staff joining: Danielle Myrkle, Parks Director
Zoom/call-in meeting arranged by Danielle Myrkle, Parks Director
No citizens joined the meeting.

Call to Order by Chairperson, Judy Joling

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of three commissioners: Judy Joling, Comstock; John Weir, Comstock; and Teresa Young, Comstock. Joling stated a quorum of commissioners was present.

1. Review of the Minutes from October 11, 2021:

Motion by Weir to accept Minutes as presented. No objections were raised.
Motion to approve Minutes: 3 Yes/0 No. Motion passed.

2. Treasurers Report:

Commissioner Weir inquired about previous follow-up items. Parks Director Myrkle provided the following updates, adding that the Comstock Township budget approvals were scheduled for Monday November 15, 2021:

- Charges for the KABA fee were reversed.
- The CIP budget for the planned Robert Morris Park pier is \$200,000.
- The “salaries” budget item was increased by \$30,000.
- A “trees” budget item of \$10,000 was added.

3. Bills Payable:

Motion by Young to approve Bills Payable as presented. No objections were raised.
Motion to approve Bills Payable: 3 Yes/ 0 No. Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

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

Parks Director Myrkle reported the following:

- \$30,000 is remaining under the DNR grant for Merrill Park improvements. An ADA-compliant pathway to the playground is planned. The Merrill Park maintenance building renovation should be completed by the end of the year.
- Per inquiry by commissioner Young, the “GameTime Grant” for playground improvements at Robert Morris Park is a 50% discount grant. No specific requirements are stipulated.
- Trash dumping and overnight sleeping are still a problem at N. and S. Wenke Parks and the DNR landing site.

b. Chair Report: None

c. Other: None

7. Continuing Business:

a. RMP Pier:

Parks Director Myrkle reported that Prein & Newhof opened bids for the planned pier. It is anticipated that bids/cost may come in over a wide range. She will apply for a DNR grant in April 2022, as well as for grants from local organizations. It is noted that the pier DNR permit runs to February of 2024.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of November 8, 2021
6:06 P.M.

b. Neal St. Park:

Commissioner Joling reported that the Comstock cemetery committee is considering the idea of expanding into the Neal St. ballfield area, moving its entryway. Commissioner Weir noted that consultation with the Parks Board should occur before any ideas/plans for use of the park goes forward.

c. In Person Meeting/Virtual Meeting: No discussion.

d. Project List/Ideas:

The following ideas were offered:

- Install a Cooper Park gazebo and eating area.
- Revamp the Cooper Park bridge (railing & landscaping).
- Install a Neal St. playground (move from Cooper Park).
- Install a S. Wenke Park gazebo (after retaining wall placement/completion).
- Install Celery Park and Merrill Park privacy fences.
- Install a raised parking barrier at Green Meadow Park*.

* The Parks Director requested funds to replace landscape ties with raised parking barriers at Green Meadow Park soon (this season), at a cost of about \$1000, using parks personnel labor. She also noted that the parking barriers at N. Wenke Park need repair. No objections were raised.

Motion by Weir to approve the Parks Director's request to utilize up to \$2500 for repair/replacement of Green Meadow Park and N. Wenke parking lot borders.

Motion to approve repair/replacement funds as presented: 3 Yes/0 No. Motion passed.

e. Hiring a Programmer:

Parks Director Myrkle noted that the posting for a Parks Program Coordinator position will open November 15, 2021. She also would like to establish a "sports fundamentals" program for pre-schoolers to 5th graders to provide an opportunity for these kids to learn the fundamentals of different sports utilizing basketball, volleyball, and ball fields; for example, Green Meadow Park could be used for a 4-5 week soccer or flag football program. Kids enrolled would have parents as partners during the classes.

f. Other:

- 1) Parks Director Myrkle requested an update regarding the P&Rec Procedure and Policy Manual. Commissioner Young noted the draft is being reviewed with commissioner Joling, and that review from the Comstock superintendent is awaited. Review by the new parks director is also now requested.
- 2) Commissioner Weir requested that Parks Director Myrkle check into a Consumers Energy grant program for improving lighting at Wenke Softball Complex.
- 3) Commissioner Weir noted the need to establish a process to quickly approve/fund any needed/unforeseen repairs/supplies (up to a limit) deemed necessary by the Parks Director.

8. Announcements: None

9. Adjournment:

The meeting was adjourned at 7:06 P.M.

The next meeting will take place on December 13, 2021 at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 13, 2021
6:00 P.M.

Commissioners joining via Zoom/call-in:

Judy Joling, Marc Rizzolo, Marla Schwartz, John Weir, and Teresa Young

Staff joining: Danielle Myrkle, Parks Director

Zoom/call-in meeting arranged by Danielle Myrkle, Parks Director

Two township officials joined the meeting: Scott Hess and Bret Padgett

Call to Order by Chairperson, Judy Joling

Commission Secretary Teresa Young conducted the roll-call of commissioners in attendance, confirming attendance of five commissioners: Judy Joling, Comstock; Marc Rizzolo, Kalamazoo; Marla Schwartz, Comstock; John Weir, Comstock; and Teresa Young, Comstock.

1. Review of the Minutes from November 8, 2021:

Motion by Weir to accept Minutes as presented. No objections were raised.

Motion to approve Minutes: 5 Yes/0 No. Motion passed.

2. Treasurers Report: Commissioner Weir noted nothing to report.

3. Bills Payable:

Motion by Young to approve Bills Payable as presented. No objections were raised.

Motion to approve Bills Payable: 5 Yes/ 0 No. Motion passed.

4. Correspondence: None

5. Public Comments: None

6. Reports:

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

Per inquiry by Commissioner Rizzolo, Parks Director Myrkle described the process for reporting park grounds issues (e.g. tree-down) as first contacting her with the observation information/location/picture (if available), and then she will forward the information/needed work to the maintenance leader.

b. Chair Report: None

c. Other:

Commissioner Rizzolo inquired about the planning/status of the Wenke Softball Complex 'Hall of Fame' mural/plaque project. Commissioner Weir will search records for information about the original/historical display dedication mural, for context. Commissioners Rizzolo and Weir will work with the Parks Director on this project.

Commissioner Rizzolo reported that Landscape Forms has offered to partner with P&Rec and coordinate some of their products (e.g. picnic tables, trash bins, signage, gazebo, etc.) into our parks as possible donation items.

7. Continuing Business:

a. Position Pay Raise

Parks Director Myrkle provided information on the maintenance leader job/position requirements, duties and responsibilities, and compensation information for review and consideration.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 13, 2021
6:00 P.M.

Consistent with the approved COLA of 3.0% applied to non-elected Comstock Township personnel for 2022, a motion was made by Weir to apply a 3.0% COLA adjustment to the P&Rec Maintenance Leader position salary for 2022 as well.

Motion to approve a 3.0% increase in the P&Rec Maintenance Leader salary for 2022, as presented: 4 Yes/ 1 No. Motion passed.

b. Hiring Committee for Programmer

Parks Director Myrkle reported that the posted position for Parks Programmer will close on December 15, 2021. She plans to select candidates for interviews by the week of December 20, with interviews then commencing in January. She hopes to fill the position by the end of February.

After discussion/inquiry, the hiring committee will consist of Parks Director Myrkle, Commissioner Joling, and Comstock Township Superintendent Hess.

c. mParks Conference Registration

Parks Director Myrkle plans on attending the mParks conference March 6-9, 2022, and requested that the anticipated new-hire Parks Programmer also attend. No objections were raised.

d. Parks Board Compensation

Commissioner Joling reported that all township boards' compensation rate was set at \$125/meeting, however this has not been applied to P&Rec because P&Rec independently sets its own rate (currently \$103/meeting).

Motion by Schwartz to increase the P&Rec Commission/Parks Board compensation for 2022 to be consistent with the Township's 2022 rate.

Motion to approve the compensation increase as presented: 4 Yes/1 No.

e. Election of Officers

After discussion/inquiry, commissioners indicated that the P&Rec commissioner roles for 2022 can remain the same as for 2021.

Motion by Weir to keep P&Rec commission officers the same for 2022. No objections were raised.

Motion to approve P&Rec officers for 2022, as presented: Chairperson Joling, Vice Chair Rizzolo, Treasurer Weir and Secretary Young: 5 Yes/0 No. Motion passed.

f. Other:

Per inquiry by Commissioner Weir, Comstock Superintendent Hess noted that the 2022 P&Rec budget has been approved by the township.

Commissioner Schwartz requested a future agenda item to discuss P&Rec salaried personnel benefits and compensation. Superintendent Hess noted that there is currently a township committee reviewing benefits/compensation which will present its recommendations by about March 2022. He noted some EIN# constraints apply to benefits/equality. He will send information to commission chairperson Joling.

8. Announcements: None

9. Adjournment: The meeting was adjourned at 6:58 P.M.

The next meeting will take place on January 10, 2022 at 6:00 P.M.

Respectfully submitted, Teresa Young, Secretary