

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of February 14, 2022
6:00 P.M.

1. Call to Order:

The call to order was conducted by Chairperson Joling.

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

Staff joining: Danielle Myrkle, Parks Director

3 citizens and 1 child in attendance

2. Review of the Minutes from January 10, 2022:

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

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

3. Treasurers Report:

Commissioner Weir inquired if the 2022 P&Rec capital outlay amount was approved by the township. Parks Director Myrkle reported that if the RMP pier project is approved, the amount will be increased from \$125K to \$200K.

4. Bills Payable:

It was noted that two months of Bills Payable – December 2021 and January 2022 – need to be approved. Per inquiry by Commissioner Joling, it was noted that for purchases from Menards, available rebates are used. Stamp purchases were noted to support a cooperative children's program with the library.

Motion by Young to approve December 2021 Bills Payable as presented. No objections were raised.

Motion to approve December 2021 Bills Payable: 5 Yes/ 0 No. Motion passed.

Motion by Weir to approve January 2022 Bills Payable as presented. No objections were raised.

Motion to approve January 2022 Bills Payable: 5 Yes/ 0 No. Motion passed.

5. Correspondence: None

6. Public Comments: Citizens present commented on agenda item 8.f., regarding a citizen's suggestion of a Skate Park at Celery Street Park, yet to be considered by the P&Rec Commission.

Mike Schwartz, 7702 N. Gleneagle, noted the following concerns: 1) is there support by residents/will it be used, 2) will the budget support it, 3) security is needed, and 4) liability is an issue.

Wes Boland, 5465 Josephine St., noted general safety concerns and that the parks need to be safe and appropriate for the children.

Tamme Keeler, 6078 Celery Street, noted the need for security, noting illegal activities, unruly kids, unleashed dogs, etc., present in the area.

The commissioners thanked the citizens for their comments.

7. Director's Report

Report provided to commissioners in board packets.

8. Continuing Business:

a. Program:

Parks Director Myrkle reported that the new P&Rec Program Coordinator is Katie Bush. Her first day in the role is February 22, 2022.

b. Employee Handbook:

Commissioner Young provided an update on the revision of the CTPR Policy and Procedures Manual. Copies of the latest revision for comments were provided to Commissioner

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Joling for dissemination to reviewers. Comments received will be reviewed for incorporation into the next revision.

c. Annual Report:

The Comstock Township Parks & Recreation Department Annual Report 2021 was presented for review and approval to then forward to the Township Board.

Motion by Weir to approve the report to forward to the township board with noted comments: Commissioner Young would like to add for goal #2 "provide good stewardship of the parks' natural resource environment", and revise goal #3 to read "seek opportunities for collaborative partnerships, enhancements and *increased utilization* of park properties". Commissioner Weir suggested removing personnel names from the text and using position titles instead. It was also noted that the 'picnic table' picture needs replacement. No objections were raised to the suggested comments.

Motion to approve report to forward with changes as presented: 5 Yes/0 No. Motion passed.

d. Board/Department Goals:

The goals submitted by P&Rec commission members will be discussed at a future meeting. Commissioners are requested to send their 5 top projects/goals to Parks Director Myrkle by March 1, 2022.

Commissioner Weir requested a calendar be constructed of important board review/action due dates for the coming year.

e. MTA Conference

Details of the upcoming MTA conference on April 25-28, 2022 were provided by Parks Director Myrkle. She requested commission approval to attend the conference. After discussion, commissioners approved attendance via virtual means, without objection.

f. Skate Park at Celery St. Park

Discussion of a skate park was tabled for a future discussion. The community member suggesting such a project for discussion was not present at the meeting.

g. MParks Conference Reminder

Parks Director Myrkle will attend the MParks Conference March 6-9, 2022 in Traverse City, MI.

h. Umpire In Chief

Parks Director Myrkle proposed hiring an Umpire In Chief for the 2022 spring & fall seasons, as hired for the fall 2021 season, to help facilitate her on-job orientation (Wenke Softball Complex operations) in her new Director role.

Motion by Weir to authorize the Parks Director to hire an Umpire in Chief for the 2022 spring and fall seasons. No objections were raised.

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

i. Board Member Park Visits

Parks Director Myrkle will send monthly reminders to commissioners about their required annual park visits.

9. Announcements: None

10. Adjournment:

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

The next meeting will take place on March 14, 2022 at 6:00 P.M. in the Heritage Room.

Respectfully submitted, Teresa Young, Secretary