

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 9, 2018
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Sharon Spears, John Weir, Teresa Young
Staff Present: Vanessa Street, Parks director and Rachel Hopkins, Parks Coordinator
Citizens in attendance: 3

Call to Order by Chairperson, Linda Law

Introductions: Comstock Township Board Trustee David Camburn

1. Review of the Minutes from March 12, 2018

Motion by Weir/support from Joling 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: Trustee Camburn, attending his first Parks Commission meeting, thanked the commissioners for their good service. Regarding Merrill Park planned improvements, he suggested that walkways be well lit to provide a safe area for folks to enjoy the park at sunset hours.

Parks Director Street and Commissioner Spears noted that security camera placement in certain areas is planned.

5. Request for Agenda Adjustments: Commissioner Young requested addition of the 'Playground Inspector Certification' topic to the agenda.

6. Reports:

a. Parks Director: Provided to Commissioners in Board packets

- Regarding Robert Morris Park: The DEQ application review fee for a fishing deck is now \$500 vs. \$250 because of a review request 'category change'. The DEQ will post a notice for public input for a 20 day period. Nearby lake property owners will be contacted in writing or by phone. After public and other input, the DEQ decision will indicate whether the grant application process can be started.

Commissioner Weir asked 1) if we will see a presentation of the plan, 2) if the Commission needs to approve the fee increase, and 3) how the budget approval process should account for the change. In addition, pre-purchase or post-purchase approvals for items over \$1000 or changes need to be clarified procedurally. Commissioner Law will check with the attorney as to the proper budgetary approval procedures.

- Parks Coordinator Hopkins reported that there are now 24 softball teams signed up (so far) and 14 baseball teams signed up (the maximum number) for play at the Wenke Softball Complex.

b. Treasurer: Report provided in packets. Commissioner Weir noted that revenue and expenditure reports still have not been updated by the township.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of April 9, 2018
7:00 P.M.

c. Commission Chair: Commissioner Law shared the following:

- Mike Dyer has been promoted to Deputy Fire Chief
- Commissioner Law suggested that for 2018 an oral Annual Report for the Parks and Recreation Commission be presented to the township board in addition to providing a written report
- The Planning Board has funded a Comstock central business area assessment to provide to businesses looking to invest in/come to the area. This may provide an opportunity to include information to promote our parks. There is planned a public input meeting in June 2018.

7. Business:

a. Park Visit Schedule

Motion by Weir/support from Joling to approve the 2018 Park Visit Schedule as proposed by Parks Director Street.

Motion to approve 2018 Parks Visit Schedule plan: 5 Yes/ 0 No

b. Employee Handbook

Parks Director Street and Commissioners have suggested section and sentence revisions to the Comstock Township Parks & Recreation Policy and Procedure Manual.

After discussion of the proposed changes, it was apparent that format changes and more extensive revisions are needed to improve the document overall. Parks Director Street will work on a new draft for Commission consideration.

Motion by Spears/support from Young to approve proceeding with a new revision of the Comstock Township Parks & Recreation Policy and Procedure Manual for review/discussion/approval at a later Commission meeting.

Motion to approve continued revision of the Manual revision for later review: 4 Yes/ 0 No.
(Note Commissioner Weir no longer present).

c. Other – Playground Inspector Certification

Parks Director Street requested approval for training/certification as a Playground Inspector at a previous meeting. This topic was brought forward to today's meeting.

Motion by Law/support from Joling to pursue training/certification (up to \$600) for Parks Director Street as proposed.

Motion to approve training/certification (up to \$600) for Parks Director Street: 4 Yes/ 0 No

8. Announcements: None

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

The next meeting will take place on Monday, May 14, 2018 at 7:00 P.M.

Commissioners should visit and assess the condition of the Jan Schau Wildflower Walk and River Villa Preserve, and also visit the community garden on their own time prior to the May 14th meeting.

Respectfully submitted, Teresa Young, Secretary