

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 13, 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: 5

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from July 9, 2018:

Motion by Spears/support from Joling to accept Minutes as presented with name spelling correction and addition of word "approximate" and use of word "paces" in section 7a (to better indicate the marked location change approximately measured via paces at the July P&Rec meeting).

Motion to approve Minutes: 4 Yes/1 Abstain

2. Bills Payable:

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

Motion to approve Bills Payable: 4 Yes/1 Abstain

3. Correspondence: None

4. Citizen's Comments:

- Pat Haring (555 Moline St.) asked if a decision was made about the Cooper Park lily pad proliferation. Commissioner Young noted that at the last meeting no action was taken.

- Beatrice St. Clair (5672 Comstock Ave.) also voiced concern about the Cooper Park lily pads and shared an idea about treatment done in winter (on ice) that stops growth later. She offered to provide reference information to Parks Director Street.

5. Request for Agenda Adjustments: Commissioner Weir requested to add the topic of the Wenke Softball Complex Playground Covering. There was consensus to add the topic for discussion.

6. Reports:

- a. **Parks Director:** Report provided to Commissioners in Board packets.
Parks Coordinator Rachel Hopkins reported that 25-30 people attended the Celery Street Park Day. A Good Job/Thank You! was extended to Justin, Rachel and Vanessa for a nice Park Day. Survey feedback on the park was received.

- b. **Treasurer:** Report provided in packets.
Commissioner Weir, P&Rec Commission Treasurer, objected to the prolonged delay (~8-mos. so far) in receiving correct monthly budget spreadsheets/figures from the Township. The commission cannot properly monitor expenditures and revenues without current, correct budget numbers. A complaint about the delay will be raised at the August 20, 2018 Comstock Township meeting by Commissioner Law.

- c. **Commission Chair:** Refer to Business section 7.

7. Business:

a. RMP Fishing Pier – DEQ Permit Application

Parks Director Street reported that if the location of the pier is changed from that specified in the drawing submitted with the DEQ permit application, a new permit application (with the updated drawing/blueprint) must be submitted. A new fee would also be required.

After discussion, the commission agreed that the intended location of the pier is as physically marked at the RMP site at the July 9, 2018 P&Rec Commission meeting, which therefore would require a revised drawing and new DEQ permit application.

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of August 13, 2018
7:00 P.M.

Commissioner Young suggested that the commission proceed with a two-step approach: 1) request, review and approve a Prein and Newhoff drawing revision/update showing the pier location at the intended location (to include in a new DEQ permit application) and then 2) consider proceeding with approval of a new DEQ permit application.

Motion by Spears/support from Joling to procure a Prein and Newhoff revision of the RMP Fishing Pier drawing (location) according to the pier placement marked at RMP on July 9, 2018 at the P&Rec Commission meeting (which is approximately 51 feet (17 paces) west of the placement shown in the Prein and Newhoff drawing dated March 2018), with consideration of an appropriate length.

Motion to approve revising the RMP Fishing Pier drawing/location: 5 Yes/0 No

b. Capital Improvement Projects

Parks Director Street listed the following Capital Improvement Project (CIP) proposals:

- 1) Two pavilion roof repairs (shingle work @\$ 10-15K each)
- 2) Celery Street Park basketball court replacement + hoops @ \$25K
- 3) Resurface Robert Morris Park parking lot
- 4) Playground replacement @ \$40K
- 5) South Wenke Park gazebo replacement

Motion by Weir/support from Joling for Parks Director Street to put in/submit CIP applications for the items listed.

Motion to approve submission of CIP applications: 5 Yes/0 No

c. Benches & Trash Cans at Merrill, N. & S. Wenke, Peer, and Cooper Parks

Parks Director Street reported that looking forward, trash cans with special lids and benches bolted to a foundation are items needed. This current capital Improvement project (@ \$45K) for future consideration needs to be approved.

Motion by Joling/support from Spears to approve the current CIP for future consideration as presented.

Motion approved: 5 Yes/0 No

d. Park Visits – Celery, Cooper, Peer, North & South Wenke

New considerations include adding a chain/rope barrier between lot posts at South Wenke Park and paving entrances and parking lots of both North and South Wenke Parks, as the cost of annual re-grading of the graveled areas is high and may be more than the cost and maintenance of paving. It was suggested that this be included in next year's CIP proposal list.

e. Playground Cover at Wenke Softball Complex

Commissioner Weir shared that on a visit to Bailey Park, Battle Creek, he noticed considerable height was added to the backstops using a netting material (~20 feet). This might be work to address the Wenke Softball Complex foul ball concern. Commissioner Law will follow-up with the Battle Creek Parks Department.

f. Other

Parks Director Street reported that bids received for the Merrill Park improvement project exceeded what was expected as reasonable. She suggested nulling the bids received, and restarting the project bid process in December 2018.

Motion by Weir/support from Spears to authorize Parks Director Street to rebid the Merrill Park project if not able to reduce the current bid costs.

Motion to approve rebid process as presented: 5 Yes/0 No

8. Announcements: Green Meadow Park Day is Sept. 15 & Cooper Park Day is Oct. 6

The meeting was adjourned at 8:30 P.M. The next meeting will take place on Sept.10, 2018.

Respectfully submitted, Teresa Young, Secretary