

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of December 11, 2017
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

Introduction: BJ Gamesh (Twilight Street)

1. Review of the Minutes from November 13, 2017:

Motion by Weir/support from Spears to accept Minutes with name-spelling corrections ("Sprague" and "Prien")

Motion to approve Minutes: 5 Yes/ 0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence:

- 1) Commissioner Spears reported that a citizen commented on not being able to find a Merrill Park historical sign on a recent visit; it was suggested that a more prominent place be selected for its display.
- 2) Parks Director Street received a request from a resident for special permission to use a motorized 'snow dog' to get onto the ice on Campbell Lake from Robert Morris Park for ice fishing in winter, because of a leg injury. Commissioners discussed concerns about liability, verification of special needs, precedence, snow-tracks, and safety (shallow/melted lakeshore, etc.). It was suggested that the citizen may present his request before the board, however request was denied at this time.

4. Citizen's Comments: None

5. Request for Agenda Adjustments: None

6. Reports:

a. Parks Director: Provided to Commissioners in Board packets

- 1) Commissioner Weir extended a Thank You! to Parks Director Street for arranging a safety evaluation of the existing Merrill Park playground equipment.
- 2) A vacant lot near Celery Street Park has been offered for donation to Comstock Township, for Parks and Recreation Board consideration.
- 3) Drain Commissioner Pat Crowley will provide an assessment of the potential lily pad 'overgrowth' in Cooper/Peer Park ponds in Spring 2018.

b. Treasurer: Report provided in packets

c. Commission Chair:

Commissioner Law shared the following information:

- The Comstock Township Board voted to opt out of the marijuana ordinance at this point in time.
- The Comstock Parks & Recreation budget for 2018 was passed. Rachel Hopkins will be a full-time Program Coordinator.
- Note the Comstock Township office hour changes now in effect as of January 1st 2018.

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7. Business:

a. 2018 Fees

Parks Director Street provided a list of the Comstock Township Parks & Recreation Department Activity Fee charges in 2017 for review and consideration for setting 2018 activity fees.

Motion by Weir/support from Spears to approve keeping the same 2017 fees for the activities in 2018 as presented.

The motion to approve the 2018 fees: 5 Yes/ 0 No

b. 2018 Commission Officer Elections

Motion by Spears/support from Young to approve keeping the same 2017 officer roles for 2018.

The motion to approve the 2018 officer roles: 5 Yes/0 No

c. End of Year Purchases

Parks Director Street suggested considering the following end of year purchases:

- 1) a portable 10'x20' canopy (for 4 planned neighborhood park day events per year) and banners @ \$1100 (note: this is less than the cost of renting a canopy for the events for one year).
- 2) metal septic risers at Robert Morris Park to avoid recurring damage and costs that occur to the current plastic risers from lawn mowers @ \$4000 for 6 risers.
- 3) portable 6' pitching mounds (requested by players), the same as those used at the tournaments, at a cost of \$3300 for four mounds.
- 4) a 10'x10' shed for field grooming equipment storage and mound storage at Wenke Softball Complex, at not more than \$2000.

Motion by Weir/support from Joling to approve the end of year purchases as presented (Total: \$10,400).

Motion to approve End of Year purchases: 5 Yes/0 No

d. Security Camera Discussion

Parks Director Street consulted with law enforcement and security providers about security options and provided information about systems for purchase consideration. Commissioner Young emphasized that it is important to be clear that the Parks & Recreation Commission security objective is to deter vandalism at the Comstock Township Parks. After discussion, the Commissioners chose an appropriate system for purchase.

Motion by Weir/support from Joling to approve purchase of a system as presented by Parks Director Street.

Motion to approve system purchase: 5 Yes/0 No

8. Announcements: None

The meeting was adjourned at 8:10 P.M.

Post-note January 4, 2018: The next meeting will take place on Monday, February 12, 2018 at 7 P.M. (the previously scheduled January 8, 2018 meeting is cancelled).

Respectfully submitted, Teresa Young, Secretary