

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 11, 2019
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
No citizens in attendance.

Call to Order by Chairperson, Linda Law

1. Review of the Minutes from February 11, 2019:

Motion by Spears/support from Joling to accept minutes as presented.

Motion to approve Minutes: 5 Yes/0 No

2. Bills Payable:

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

Motion to approve Bills Payable: 5 Yes/0 No

3. Correspondence: None

4. Citizen's Comments: None

5. Request for Agenda Adjustments: None

6. Reports:

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

- Parks Director Street and Parks Coordinator Hopkins reported very high interest in the "Dino Dig" program event planned for August 3rd at Robert Morris Park, so much so that a second event day was added (August 24th).
- Parks Director Street noted that signage (indicating distances & directions) is planned to be added to McLinden Park trails. Design and re-routing of the Jan Schau Wildflower Walk trails is planned in the future.

b. Treasurer: Report provided to Commissioners in packets.

Commissioner Weir requested that Parks Director Street check if the approved 25% earmark from the township for the Merrill Park project has been added to the P&Rec capital outlay account yet.

c. Commission Chair: See 7b, 7d. below.

7. Business:

a. Merrill Park Grant Update

Parks Director Street shared four bids received for the project over the required time period. The lowest was accepted (as required by grant rules) and we await the agreement/contract sign-off. The bid exceeds the "\$400K" available grant total by \$82K; however, Parks Director Street noted that there is \$80K that can be moved over from previous capital improvement project fund account which incurred a total savings of this approximate amount from other projects (e.g. Celery Street Park upgrade, etc.). The bathroom project is separate (Phase 2) and bids will go out in approximately 3 weeks.

Motion by Weir/support from Spears to approve execution of the contract authorizing expenditure of \$483K for the contract, which includes \$80K authorized by the Comstock Township CIP fund.

Motion to approve expenditure as presented: 5 Yes/0 No

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b. 2018 Annual Report

Commissioner Law provided the 2018 Comstock Charter Township Parks & Recreation Department Annual Report draft for review and approval by the Commission.

Motion by Weir/support from Spears to accept the 2018 annual report as presented with submission format/wording change to “submitted by Linda Law, Commission Chair, with assistance from Parks Director Vanessa Street and Program Coordinator Rachel Hopkins”.

Motion to approve 2018 Annual Report: 5 Yes/0 No

c. ADA vs. Universal Design

At the request of Commissioner Young, design requirements for pier railings were discussed briefly. Commissioner Young noted from “Appendix C: Guidance on Designing Specific Types of Recreation and Support Facilities That Exceeds ADA for Universal Accessibility” (<https://www.michigan.gov/documents/dnr>), that one standard seems nested in the other, with universal design in some respects exceeding ADA design requirements. Parks Director Street reaffirmed that railing planned for the RMP fishing pier will be placed around the entire boardwalk and pier perimeter (over the wetland and lake) and will meet the design as described by the ADA (United States Access Board; 2000 International Building Code), which also meets the Universal Accessibility requirements.

She also noted that playground ground cover as associated with structures also meets the guidance.

d. Commissioner Meeting Stipend

Commissioner Law reported that stipends for Board meetings (P&Rec, Planning, Township) are similar and range approximately from \$103 to \$125. Motion was made by Spears to increase the P&Rec Commission meeting stipend to \$110, but the motion was not supported; therefore, no action was taken.

8. Announcements: None

The meeting was adjourned at 7:55 P.M.
The Next meeting will take place on April 8, 2019 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary