

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of March 12, 2018
7:00 P.M.

Commissioners Present: Judy Joling, Sharon Spears, John Weir, Teresa Young
Commissioner Absent: Linda Law
Staff Present: Vanessa Street, Parks Director and Rachel Hopkins, Parks Coordinator
Citizens in attendance: 2

Call to Order by Vice Chairperson, Judy Joling

1. Review of the Minutes from February 12, 2018:

Motion by Spears/support from Weir to accept Minutes with minor wording change to Parks Director Report summary.

Motion to approve Minutes: 4 Yes/ 0 No

2. Bills Payable:

Motion by Weir/support from Young to approve Bills Payable as presented.

Motion to approve Bills Payable: 4 Yes/0 No

3. Correspondence: None

4. Citizen's Comments: None

5. Request for Agenda Adjustments: A request was made by Parks Director Street to add a request for a playground border purchase at Wenke Park.

6. Reports:

a. Parks Director: Provided to Commissioners in Board packets

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

c. Commission Chair: No Report.

7. Business:

a. Request for Rachel Hopkins to become a Ticket officer at RMP

Parks Director Street noted that there is no staff at RMP until Memorial Day. She requests that Parks Coordinator Rachel Hopkins become a ticket officer at Robert Morris Park and to remove Gary Swanson from that role.

Motion by Spears/support from Young to approve request for Rachel Hopkins to become a Ticket Officer at RMP.

Motion to approve request: 4 Yes/ 0 No

b. Payroll classification – Rachel Hopkins

Parks Coordinator Rachel Hopkins is currently a full-time hourly employee limited to 40 hr/week. A request has been made to change this designation to full time salaried employee, as duties have consistently involved after hours/weekend work, yet without the ability to accrue flex time hours.

Motion by Weir/support from Spears to change payroll classification of Parks Coordinator Rachel Hopkins from hourly to salaried, subject to the Comstock Parks and Recreation Policy and Procedure Manual.

Motion to approve designation change: 4 Yes/0 No

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c. Policy & Procedure Manual Updates

Parks Director Street provided a draft of the Comstock Township Parks & Recreation Policy and Procedure Manual with some highlighted proposed changes to Commissioners for review and discussion. Based on many questions, it was decided to table any approval/decisions to allow more time to consider changes. Parks Director Street will email the draft to Commissioners for review (and the Township's manual for comparison).

d. Additional Agenda Item: Request for playground border purchase for Wenke Park

Parks Director Street reported that the playground border at Wenke Park is in disrepair and needs to be replaced. She obtained three quotations from vendors for the replacement. After discussion, a quote from Direct Rubber Mulch @ \$1383 was selected.

Motion by Weir/support from Young to approve \$1383 for the Wenke Park playground border repair/replacement.

Motion to approve purchase: 4 Yes/0 No

Other: Commissioner Spears noted that Fleetwood Platt has a facebook page and suggested that the P&Rec Park Day for the park also be advertised in such pages. Parks Director Street will follow up.

8. Announcements: None

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

The Next meeting will take place on Monday, April 9 at 7 P.M.

Respectfully submitted, Teresa Young, Secretary