

**Charter Township of Comstock  
Parks & Recreation Commission**  
Meeting Minutes of September 10, 2018  
7:00 P.M.

Commissioners Present: Judy Joling, Linda Law, Sharon Spears, John Weir, Teresa Young  
Staff Present: Vanessa Street, Parks Director  
# Citizens in attendance: 2

Call to Order by Chairperson, Linda Law

**1. Review of the Minutes from August 13, 2018**

Motion by Joling/support from Spears to accept Minutes as presented, with address correction.  
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:** Commissioner Spears shared a request from a Fleetwood Park area resident that lighting in the park would be helpful as teenagers gather at night.

**4. Citizen's Comments:** None

**5. Request for Agenda Adjustments:** Commissioner Weir requested the addition of two topics:  
1) S. Wenke Park gazebo pricing information and 2) Discussion on whether an "Old Business" topic category should be included as part of the agenda going forward.

**6. Reports:**

**a. Parks Director:** Report provided to Commissioners in Board packets. Parks Director Street shared that bids for the Merrill Park improvement project would 'go back out' in November 2018.

**b. Treasurer:** Report provided to Commissioners in Board packets.

- Commissioner Weir extended a Thank You! to Commissioner Law for attending the Comstock Township meeting to seek to obtain the proper P&Rec budget information.

**c. Commission Chair:**

- Commissioner Law conveyed P&Rec budget concerns at the last Comstock Township meeting.
- The P&Rec Capital Improvement Project (CIP) projects application was completed and 6-7 tentatively evaluated: the first three (Pavilion roofing, Celery Park playground equipment and Robert Morris Park paving) and the sixth listed (Celery Street paving) are moving forward. Next year's projects will include North and South Wenke Park paving.
- The Battle Creek Parks Director was contacted about their use of ball field area nets. Commissioner Law will follow-up regarding Field #4's net, near the concession stand, vs. Field #9's net, which appears to serve a different purpose.
- Commissioner Law contacted the Consumer Energy Foundation to see if they would be amenable to helping improve the lights at Wenke Softball Complex. They responded that the IRS does not allow them to fund lighting projects.

**7. Business:**

**a. 2019 Parks Budget**

- Parks Director Street described the changes from the old budget format to the new budget format, noting that some categories will be combined going forward (consistent with the new guidance provided to township by the State of Michigan). Some errors in budget item placement under specific categories in the 'old' budget format were identified which need follow-up.

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- Budget numbers from 2018 and also those projected for 2019 were discussed. Parks Director Street will check with Comstock Township Treasurer Bret Padgett to clarify the new “Grant” budget category/placement, as well as “CIP projects greater than \$10,000” category placement. Note that as CIPs get approved, they will be added to the budget.
- Commissioner Weir noted that regarding the Merrill Park budget, the Merrill Park bathroom “moving” project was approved by the Comstock Township Board @ \$100K.

Commissioners thanked Parks Director Street for a good job on the budget draft for 2019.

Motion by Weir/support from Spears to approve the draft 2019 budget as presented, with the understanding that the ‘Grant’ category may be added.

Motion to approve the draft budget as presented: 5 Yes/ 0 No

- Parks Director Street proposed creation of a full-time Parks Maintenance Leader staff position (to replace the current part-time position) due to the need for year-round maintenance consistency of the parks. She presented a proposed position description listing the year-round tasks required. A maintenance shop will be utilized in the existing building at Merrill Park. It is planned to transition the current part time maintenance leader staff member to full time.

Motion by Weir/support from Spears to create a full time Parks Maintenance Leader position, as presented, starting fiscal year 2019.

Motion to approve creation of position as presented: 5 Yes/ 0 No.

**b. Gazebo (S. Wenke Park)**

Commissioner Weir reported the local-supplier cost of a 8’ diameter gazebo was about \$3000, and the cost of a 16’ diameter gazebo was about \$7000 (hexagonal shape, composite decking, vinyl siding, metal roof). After discussion, the Commission questioned the need and cost with respect to other projects ongoing. The Commission will keep the project in mind but no action was taken.

**c. Discussion of Addition of an ‘Old Business’ topic to Agendas**

Commissioner Weir suggested that we add an “Old Business” topic to the agenda going forward to better track ongoing business. Suggestions included “pending business” or “follow-up” business” and “new business” categories. Commissioner Young noted that certain format items were specified in the P&Rec Handbook. Commissioner Law will check on format requirements.

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

The meeting was adjourned at 8:21 P.M. The next meeting will take place on October 8, 2018.

Respectfully submitted, Teresa Young, Secretary