

**Charter Township of Comstock
Parks & Recreation Commission**
Meeting Minutes of September 11, 2017
7:03 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 14, 2017:

Motion by Spears/support from Weir to approve the Minutes with a spelling and term correction and addition under 7. Business, Cooper Park: Comstock Township has taken responsibility for monitoring the waterfall/structural integrity, which is routinely checked by the Maintenance Supervisor.

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

Commission Treasurer Weir reported that in the Bills Payable for July 2017 summary, Check # 151755 was used as a township account repayment. A week's worth of umpire payments were made using borrowed check stock because Parks & Rec's account check stock ran out.

3. Correspondence: None

4. Citizen's Comments: None

5. Request for Agenda Adjustments: Commissioner Law requested an additional agenda topic under 7. Business: Capital Outlay Carryover from Years Past

6. Reports:

a. Parks Director: Provided to Commissioners in Board packets

b. Treasurer: Report provided in Board packets

c. Commission Chair: Commissioner Law shared the following:

- At the next Comstock Township meeting, a resolution will be put forth for agreement with the State of Michigan's approval for funding, paving the way for Merrill Park improvements.
- The DEQ site visit at Robert Morris Park for a fishing platform physical site assessment will commence pending certification of Parks Director Vanessa Street as the "site administrator" (a necessary designation for the DEQ application).
- Commissioner Law and Parks Director Street met with Comstock Superintendent Scott Hess for an overview of a 2017 county-wide parks survey. Generally the Comstock Township, Michigan, Parks & Recreation Strategic Plan is supported and results are positive for parks overall.
- Commissioner Law and Parks Director Street met with the Comstock Fire Department to discuss plans for a memorial at Merrill Park in honor of Fire Chief Ed Switalski. A mosaicked wall and bronze statue are being planned. Park bench design particulars are being considered.

7. Business:

a. 2018 Capital Improvement Projects (CIP) Summary

Commissioner Law shared the following seven submitted CIP application descriptions:

- PR - 1 Park Security Systems for Robert Morris Park, Merrill Park and the Wenke Softball Complex
- PR - 2 Robert Morris Park Parking Lot and Driveway Paving

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- PR - 3 McLinden Nature Trail DNR Grant Match - We will propose to partner with the city of Kalamazoo for this grant which gives us a much better chance for approval.
- PR - 4 Wenke Ball Field Complex DNR Grant Match - We will propose to the county to submit this grant and as a partner will provide the 25% match.
- PR - 5 Replace benches, picnic tables and trash cans in Cooper, Peer, North & South Wenke, Celery St. and Green Meadow Parks.
- PR - 6 Merrill Park DNR Grant Match for the grant approved in December, 2016. We are entering into a contract with DNR this month and will begin once this is processed.
- PR - 7 Connector Bike Path - Providing the community with an accessible walking/bike path to connect the Kalamazoo Valley River Trail with the Gull Road (M43) walking/bike path that runs from Sprinkle Road east into Richland.

b. 2018 Budget

Parks Director Street described the budget worksheet handout line items proposed for the 2018 Comstock Parks & Recreation budget (worksheet provided in Board packets). The proposed budget plan is considered "forward-looking" to meet near-future needs of Comstock Parks & Recreation. Commissioners reviewed, discussed, and approved the worksheet draft with corrections.

Motion by Spears/support from Weir to approve proceeding with the 2018 budget draft worksheet with corrections for presentation to the Comstock Township Board for consideration.

Motion to approve proceeding with the 2018 Parks & Rec budget proposal: 5 Yes/0 No.

c. Capital Outlay Carryover from Years Past

Parks Director Street met with Comstock Treasurer Brett Padgett to determine the availability of funds from carryover from past years' Parks & Rec budgeted projects. Availability is not clear. Parks Director Street and Commissioner Law will review budget histories and past meeting minutes for specific details and commitments made to Parks & Rec by the Township.

Parks Director Street will prepare a list of items/funds that might be available from existing projects for the commissioners to review at the October 2017 Parks & Rec Commission meeting.

8. Announcements: None

The meeting was adjourned at 8:30 P.M. The next meeting will take place on Monday, October 9, 2017 at 7:00 P.M.

Respectfully submitted, Teresa Young, Secretary