



**REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK PARKS &
RECREATION**

MONDAY, JANUARY 13, 2025 at 6:00 PM

NOTICE AND AGENDA

**5858 KING HIGHWAY
KALAMAZOO, MI 49048**

1. Call to Order

2. Review of Minutes

- December 9, 2024 regular meeting minutes
- December 16, 2024 special meeting minutes
- December 30, 2024 special meeting minutes

3. Treasurer's Business

- December 2024 Revenue and Expenditure Report

4. Bills Payable

- December 2024 GL Distribution Report
- December 2024 Mercantile Bill

5. Correspondence

- Audubon Society of Kalamazoo letter

6. Public Comments

7. Reports

- Parks Director Report

8. Continuing Business

- Master Plan updates
- Park Manager Job Description
- Neal Street Park updates
- 2025 Director Goals
- Program Coordinator Position

- Robert's Rules of Order

9. Announcements

10. Adjournment



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: December 9, 2024 regular meeting minutes

Attachments:

[PRec Meeting Minutes for December 9 2024.docx](#)

Charter Township of Comstock
Parks and Recreation Commission
Meeting Minutes of December 9, 2024
Comstock Township Hall, 5858 King Highway
Kalamazoo, MI 49048

- I. Call To Order
 - a. Call to order conducted at 6:00 P.M. by Chairperson Young
 - b. Commissioners Present: Judy Joling, Marc Rizzolo, Teresa Young and Bret Padgett
 - c. Commissioner Absent: Patrick McVerry
 - d. Staff Present: Parks Director Katie Bush
 - e. Citizens in attendance: 7
- II. Review of Minutes
 - a. November 4, 2024 meeting minutes – included in packet
 - b. Commissioner Rizzolo motioned to approve minutes as presented, with minor spelling corrections. Motion seconded by Commissioner Padgett. No objections were raised. Motion passed 4/0.
- III. Treasurer’s Report
 - a. November 2024 Revenue and Expenditure Report- included in packet
- IV. Bills Payable
 - a. November 2024 Mercantile Bill – included in packet
 - b. GL Distribution report – included in packet
 - c. Commissioner Joling motioned to approve Bills Payable. Motion seconded by Commissioner Padgett. No objections were raised. Commissioner Rizzolo abstained. Motion passed 3/0.
- V. Correspondence: None
- VI. Public Comments
 - a. Emily Murphee, 6355 Woodlea St. thanked the board for their efforts to address McLinden Trails prohibited overnight parking, and our continuing communications.
- VII. Reports
 - a. Director’s Report & Program Report – included in packet
 - b. Comments: Dec. 16, 2024 was added to The Masterplan Timeline dates for any FINAL details/action items under “goals” to be added. A special meeting is planned to be held on this date for this purpose.
 - c. P&Rec was awarded an Irving S. Gilmore Foundation grant for \$6,000 to cover holiday tree decoration costs at Merrill Park’s tree lighting event.
- VIII. Continuing Business
 - a. 2025 Parks & Recreation Board Officers
Parks & Recreation Board Officers volunteering were:
Commissioner Young Chairperson; Commissioner Rizzolo Vice Chairperson;
Commissioner Joling Treasurer; and Commissioner Bret Padgett Secretary. Motion by Commissioner Joling to approve the selections. Motion seconded by Commissioner Padgett. No objections were raised. Motion passed 4/0.

Charter Township of Comstock
Parks and Recreation Commission
Meeting Minutes of December 9, 2024
Comstock Township Hall, 5858 King Highway
Kalamazoo, MI 49048

- b. Parks Director Contract Approval
Motion by Rizzolo to approve the Parks Director contract per salary update to \$65,000/yr. retroactively effective November 25, 2024. Motion seconded by Commissioner Padgett. No objections were raised. Motion passed 4/0.
 - c. Park Manager Position
Parks Director Bush recommended the creation a seasonal-hourly Park Manager position, for Commission approval at the January 2025 meeting. She provided a draft position description for review and comments (due before the next regular meeting).
 - d. Wenke Softball Complex Contract
Motion by Commissioner Joling to approval the contract with Kalamazoo County as presented, pending review-approval by the township attorney. Motion seconded by Commissioner Padgett. No objections were raised. Motion passed 4/0.
 - e. Recording P&Rec Board Meetings
Motion by Commissioner Joling to record (not live) P&Rec Board meetings. Motion seconded by Commissioner Padgett. Motion passed 3/1.
 - f. Performance Evaluation (Maintenance Leader)
Parks Director Bush provided a performance evaluation and COLAS/+merit salary increase recommendation for the P&Rec Maintenance Leader, for Board consideration. Motion by Commissioner Joling to approve the Park Director's Maintenance Leader evaluation with salary recommendation, as presented. The motion was seconded by Commissioner Rizzolo. No objections were raised. Motion passed 4/0.
 - g. McLinden Trails
Parks Director Bush reported that a Sherriff patrol would periodically watch the McLinden Trails parking lot for overnight parked cars. It was also proposed that a meeting be set up with Kalamazoo City/County responsible parties to clarify and establish roles and responsibilities for maintaining McLinden demarcated trails areas and the entrance parking lot.
- IX. Announcements
- a. On Jan. 7 @ 5PM there will be Parliamentary procedure training at the Township Hall.
- X. Adjournment
- a. Motion to adjourn at 7:22 P.M. by Commissioner Joling. No Objections were raised.

Minutes submitted by Commissioner Young.

The next regular meeting will take place at the Comstock Township Hall on Monday, January 13, 2025 at 6:00 P.M.



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: December 16, 2024 special meeting minutes

Attachments:

[Parks Minutes 12-16-24_draft.docx](#)

CHARTER TOWNSHIP OF COMSTOCK
PARKS & RECREATION COMMISSION SPECIAL MEETING MINUTES
COMSTOCK TOWNSHIP FIRE STATION 9-1
MONDAY, DECEMBER 16, 2024
TIME: 6:00 P.M.

1. Chairperson Teresa Young called the meeting to order at 6:00 p.m.
2. Members Present: Chairperson Teresa Young; Vice-Chairperson Marc Rizzolo; Treasurer Judith Joling; Secretary Bret Padgett

Members Absent: Commissioner Patrick McVerry

Parks Director Katie Bush and three interested persons were also in attendance.

3. Master Plan Overview
Chairperson Young welcomed Kyle Mucha, McKenna Associates, to review the proposed 2025-2029 Parks and Recreation Master Plan. Mr. Mucha provided an overview of the plan, how it was developed, and the action steps created. He also stated that the Master Plan must be approved by February 1 to be eligible for this round of MDNR grant funding. Commissioners expressed concern about the timing of the public comment period, low response rate, and lack of Commissioner input in creating the plan. Discussion took place between Mr. Mucha and the Commissioners.
4. Public Comment
Charlene Crandall, 8033 Waterwood Dr., expressed confusion about the process of adopting the Master Plan and the lack of notice for the public comment period.

Caryn Parker, 8068 Waterwood Dr., would like the Commission to postpone the adoption of the Master Plan to allow for additional public comment.
5. Master Plan Review
Chairperson Young reviewed with the Commission the goals developed for the Master Plan. She also spoke about the funding process for projects and the Township Capital Improvement Program. Young asked the Commissioners if the plan was sufficient or more input was needed. The consensus was to move forward with the plan as scheduled.
6. Adjournment
Motion to adjourn by Rizzolo. Motion carried.
Meeting adjourned at 7:33 p.m.

Next meeting to be held at the Comstock Township Hall on December 30, 2024, at 6:00 p.m.

Respectfully submitted by Bret Padgett, Secretary



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: December 30, 2024 special meeting minutes

Attachments:

[P&Rec Special Meeting Minutes December 30, 2024.docx](#)

Charter Township of Comstock
Parks and Recreation Commission
Special Meeting Minutes of December 30, 2024
Comstock Township Hall, 5858 King Highway
Kalamazoo, Michigan 49048

1. Call to Order

- a. Special Meeting Call to Order conducted at 6:00 P.M. by Chairperson Young
- b. Commissioners Present: Judy Joling, Patrick McVerry and Teresa Young
- c. Commissioners Absent: Marc Rizzolo and Bret Padgett
- d. Staff Present: Parks Director Katie Bush
- e. Invited Guest: Kyle Mucha, McKenna
- f. Citizens in Attendance: 3

Commissioner Young introduced invited guest Mr. Mucha.

The purpose of the meeting was stated: to hold a public hearing on this date regarding the Comstock Parks and Recreation Master Plan DRAFT for 2025-2029, after receiving public comment over a 30-day period ending Dec. 30, 2024.

2. Public Comment

- a. Correspondence dated December 17, 2024 was received from the Kalamazoo Watershed Council. Commissioner Young briefly summarized the correspondence letter noting its support of the Parks and Recreation Masterplan Draft dated November 4, 2024, and noting the alignment of the masterplan draft's priorities with the council's interests concerning Cooper Park.
She noted that the Parks and Recreation Commissioners appreciate the help and interest of citizens regarding the park.
- b. William Knight, 6087 Wright St., requested an update from the Kalamazoo Watershed Council regarding the "Morrow Pond incident", claiming only 3% of the clean-up has been accomplished (Note: no representative of the Kalamazoo Watershed Council was present to address the request).

3. Business

- a. Public Hearing
Motion by Commissioner Joling to open the meeting for a public hearing. Second by McVerry. No objections were raised. 3 yes/0 no. Motion passed.

Commissioner Young asked the audience if there were any comments. None were offered.

Motion by Commissioner McVerry to close the public hearing. No objections were raised. 3 yes/0 no. Motion passed.

Charter Township of Comstock
Parks and Recreation Commission
Special Meeting Minutes of December 30, 2024
Comstock Township Hall, 5858 King Highway
Kalamazoo, Michigan 49048

b. Master Plan Approval

Motion by Joling to recommend to the Comstock Township Board adoption of the Parks and Recreation Master Plan draft dated November 4, 2024, with minor additions and formatting changes as presented by Mr. Mucha from McKenna, at their January 6, 2025 meeting. No objections were raised. 3 yes/0 no. Motion passed.

4. Adjournment

Motion by Commissioner McVerry to adjourn the special meeting.

No objections were raised. 3 yes/0 no. Motion passed. Meeting adjourned at 6:12 P.M.

Minutes submitted by Commissioner Young.



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: December 2024 Revenue and Expenditure Report

Attachments:

[RevenueandExpenditureReport.pdf](#)

User: KATIE

DB: Comstock

PERIOD ENDING 12/31/2024

GL NUMBER	DESCRIPTION	2024	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2024 NORMAL (ABNORMAL)	MONTH 12/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 751 - PARKS & RECREATION DEPARTMENT						
101-751-607.000	BASEBALL/SOFTBALL FEES	27,000.00	18,570.00	0.00	8,430.00	68.78
101-751-607.100	PROGRAM FEES	0.00	1,885.00	240.00	(1,885.00)	100.00
101-751-607.200	VENDOR FEES	0.00	120.00	0.00	(120.00)	100.00
101-751-642.000	SALES	17,000.00	20,537.68	0.00	(3,537.68)	120.81
101-751-652.000	PARK PERMIT FEES	30,000.00	25,552.07	20.00	4,447.93	85.17
101-751-653.000	PAVILION RENTAL FEES	5,000.00	4,065.00	0.00	935.00	81.30
101-751-653.100	FIELD RENTAL FEES	15,000.00	6,055.00	175.00	8,945.00	40.37
101-751-674.000	CONTRIBUTIONS AND DONATIONS	200.00	6,540.70	0.00	(6,340.70)	3,270.35
Total Dept 751 - PARKS & RECREATION DEPARTMENT		94,200.00	83,325.45	435.00	10,874.55	88.46
TOTAL REVENUES		94,200.00	83,325.45	435.00	10,874.55	88.46
Expenditures						
Dept 751 - PARKS & RECREATION DEPARTMENT						
101-751-702.000	SALARIES AND WAGES	252,000.00	244,084.47	10,444.92	7,915.53	96.86
101-751-709.000	PAYROLL TAXES	16,500.00	18,433.82	780.67	(1,933.82)	111.72
101-751-716.000	PENSION	18,500.00	20,630.09	1,171.88	(2,130.09)	111.51
101-751-725.000	FRINGE BENEFITS - PARKS & REC	52,000.00	52,732.35	199.17	(732.35)	101.41
101-751-727.000	OFFICE SUPPLIES/EQUIPMENT	250.00	169.61	45.00	80.39	67.84
101-751-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	25,000.00	18,365.84	0.00	6,634.16	73.46
101-751-733.000	SUPPLIES/EQUIPMENT - FACILITIES	12,000.00	16,100.61	506.00	(4,100.61)	134.17
101-751-735.000	SUPPLIES/EQUIPMENT - VEHICLES	3,000.00	2,137.29	107.30	862.71	71.24
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	10,000.00	9,644.25	738.00	355.75	96.44
101-751-801.000	CONTRACTED SERVICES	156,000.00	166,825.30	655.27	(10,825.30)	106.94
101-751-804.000	LEGAL SERVICES	500.00	1,083.00	0.00	(583.00)	216.60
101-751-805.000	INSURANCE	22,000.00	13,111.91	0.00	8,888.09	59.60
101-751-850.000	COMMUNICATIONS	1,500.00	1,114.04	0.00	385.96	74.27
101-751-861.000	MILEAGE REIMBURSEMENT	1,000.00	694.79	0.00	305.21	69.48
101-751-890.000	MARKETING & ADVERTISING	5,000.00	2,445.86	0.00	2,554.14	48.92
101-751-900.000	PRINTING & PUBLISHING	500.00	317.04	317.04	182.96	63.41
101-751-925.000	UTILITIES	9,000.00	10,455.65	607.47	(1,455.65)	116.17
101-751-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0.00
101-751-931.000	EQUIPMENT REPAIRS AND MAINTENANCE	1,000.00	4,831.57	326.31	(3,831.57)	483.16
101-751-932.000	VEHICLE REPAIRS AND MAINTENANCE	2,500.00	398.28	0.00	2,101.72	15.93
101-751-955.000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-751-957.000	POSTAGE/SHIPPING	500.00	12.89	0.00	487.11	2.58
101-751-960.000	EDUCATION & TRAINING	3,000.00	3,406.75	0.00	(406.75)	113.56
101-751-961.000	MEMBERSHIPS	500.00	123.60	0.00	376.40	24.72
101-751-970.000	CAPITAL OUTLAY	100,000.00	79,695.88	0.00	20,304.12	79.70
Total Dept 751 - PARKS & RECREATION DEPARTMENT		707,450.00	666,814.89	15,899.03	40,635.11	94.26
TOTAL EXPENDITURES		707,450.00	666,814.89	15,899.03	40,635.11	94.26
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		94,200.00	83,325.45	435.00	10,874.55	88.46
TOTAL EXPENDITURES		707,450.00	666,814.89	15,899.03	40,635.11	94.26
NET OF REVENUES & EXPENDITURES		(613,250.00)	(583,489.44)	(15,464.03)	(29,760.56)	95.1

REVENUE AND EXPENDITURE REPORT FOR COMSTOCK TOWNSHIP

PERIOD ENDING 12/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2024	MONTH 12/31/2024	INCREASE	(DECREASE)	NORMAL	
TOTAL REVENUES - ALL FUNDS		94,200.00		83,325.45		435.00		10,874.55	88.46
TOTAL EXPENDITURES - ALL FUNDS		707,450.00		666,814.89		15,899.03		40,635.11	94.26
NET OF REVENUES & EXPENDITURES		(613,250.00)		(583,489.44)		(15,464.03)		(29,760.56)	95.15



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: December 2024 GL Distribution Report

Attachments:

[Parks-GL Report_DEC 2024.pdf](#)

INVOICE GL DISTRIBUTION REPORT FOR COMSTOCK CHARTER TOWNSHIP
 EXP CHECK RUN DATES 12/01/2024 - 12/31/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 751 PARKS & RECREATION DEPARTMENT					
101-751-725.000	FRINGE BENEFITS - PARKS & REC	MUTUAL OF OMAHA	STD & LTD FOR PERIOD: 12/01/2024-12/31/	199.17	162645
101-751-727.000	OFFICE SUPPLIES/EQUIPMENT	WEST MICHIGAN BUSINESS FOF	BUSINESS CARDS	45.00	162710
101-751-735.000	SUPPLIES/EQUIPMENT - VEHICLES	WEX BANK	SPEEDWAY BILL - DEC 2024	107.30	700
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	HELDERS' FORAGE STORAGE, I	ICE RINK LINER	245.00	162636
101-751-741.000	PROGRAM SUPPLIES/EQUIPMENT	DOUBLE L BAIT AND MARINE	HOLIDAY EVENT TREE	493.00	162691
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	MERRILL ALARM	194.13	162634
101-751-801.000	CONTRACTED SERVICES	EPS SECURITY	WENKE ALARM	190.98	162634
101-751-801.000	CONTRACTED SERVICES	BEST WAY DISPOSAL	TRASH & PORTABLE RESTROOM SERVICE	270.16	162655
101-751-900.000	PRINTING & PUBLISHING	MLIVE MEDIA GROUP	ORD POSTINGS/AFFIDAVITS	317.04	162669
101-751-925.000	UTILITIES	CITY OF KALAMAZOO TREASURE	WATER/SEWER @ 5819 COMSTOCK AVE	75.79	162641
101-751-925.000	UTILITIES	CONSUMERS ENERGY PAYMENT (CONSUMERS ENERGY BILL - DEC 2024	531.68	709
101-751-931.000	EQUIPMENT REPAIRS AND MAINTENANC	STEENSMA LAWN & POWER EQUIGATOR	TUNE UP KIT	60.38	162652
101-751-931.000	EQUIPMENT REPAIRS AND MAINTENANC	STEENSMA LAWN & POWER EQUIGATOR	WINTERIZED	265.93	162677
Total For Dept 751 PARKS & RECREATION DEPARTMENT				2,995.56	
Total For Fund 101 GENERAL FUND				2,995.56	
Total For All Funds:				2,995.56	

--- FUND TOTALS BY VENDOR ---

Fund 101 GENERAL FUND		
000223040	- BEST WAY DISPOSAL	270.16
00031586	- CONSUMERS ENERGY PAYMENT CENTER	531.68
00050016	- EPS SECURITY	385.11
00110106	- CITY OF KALAMAZOO TREASURER	75.79
00130178	- WEX BANK	107.30
00192191	- STEENSMA LAWN & POWER EQUIPMENT	326.31
00230566	- WEST MICHIGAN BUSINESS FORMS	45.00
058246	- MUTUAL OF OMAHA	199.17
973514	- MLIVE MEDIA GROUP	317.04
HELDERS	- HELDERS' FORAGE STORAGE, LLC	245.00
MISC	- MISC VENDOR	493.00
TOTAL FUND 101 GENERAL FUND		2,995.56



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: December 2024 Mercantile Bill

Attachments:

[Mercantile December 2024 report.xlsx](#)

MERCANTILE BILL

December 2024

Account Number	Date	Purchased From	Description
Parks and Recreation			
101-71-733.000	10/30/2024	Menards	Park Supplies
101-751-741.000	11/01/2024	Menards	Santa's Mailbox
101-751-733.000	11/05/2024	Menards	Park Supplies
101-751-733.000	11/19/2024	Menards	Cooper Sign Post
101-751-741.000	11/21/2024	Lowes	Holiday Decorations
101-751-741.000	11/21/2024	Lowes	Holiday Lights
101-751-741.000	11/22/2024	Lowes	Holiday Lights
101-751-741.000	11/25/2024	Menards	Ice Rink Lumber
101-751-741.000	10/29/2024	Meijer	Haunt House & Trunk or Treat
101-000-733.000	11/04/2024	Meijer	Batteries
101-751-731.000	11/13/2024	Jimmy Johns	Staff Lunch-Playground Build
101-751-961.000	11/07/2024	MI Recreation & Parks	Mparks Membership
101-751-741.000	11/12/2024	Amazon	Holiday Event-Tree Stands
101-751-961.000	11/12/2024	NRPA Operating	NRPA Membership
101-751-731.000	11/18/2024	YourMembership	Program Coordinator Job Posting
101-751-741.000	11/19/2024	Meijer	Envelopes-Santa's Letters
101-751-741.000	11/21/2024	Walmart	Holiday Speaker-Gilmore Grant
101-751-741.000	11/22/2024	Lowes	Tree Lights-Grant
101-751-741.000	11/25/2024	Amazon	Decorations-Grant
101-751-741.000	11/25/2024	Amazon	Merrill Tree Ornaments
101-751-741.000	11/25/2024	Amazon	Holliday Decorations
101-751-741.000	11/26/2024	Badger Evergreen Nursery	Holiday Event-Tree
			Subtotal

Cost
27.15
52.92
24.93
26.46
1,683.89
104.92
-104.92
622.96
240.65
43.98
42.63
170.00
299.90
180.00
100.00
6.98
216.72
83.92
163.94
155.85
311.86
279.31
4,734.05



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: Audubon Society of Kalamazoo letter

Attachments:

[Letter of Support for Cooper Park 1.2025.docx](#)



January 7, 2025

Comstock Parks and Recreation Department
5858 King Highway
Comstock, MI 49048

Dear Ms. Bush:

I am writing regarding potential improvements to Cooper Park as part of the Comstock Parks and Recreation Master Plan 2025-2029. As a non-profit organization dedicated to bird conservation, Audubon Society of Kalamazoo (ASK) recognizes the importance of enhancing natural habitats for birds and other creatures while also valuing the role that education can play in ensuring a community's commitment to nature now and in the future.

Having seen an impressive list of birds that are already present at the park, we recognize that expanding a natural area adjacent to the pond will help to increase both the number of bird species and the overall number of birds. It will also provide further protection for the waterway, reducing erosion and run-off, thus improving conditions for birds and other animals downstream.

We firmly believe that when people know better, they do better. Educational signage about the impact that such natural areas can have on the environment help to ensure citizens' commitment to such efforts. Committed citizens will be crucial to reversing years of declining bird populations, and efforts that they make will benefit not only birds, but humans, too.

According to the US Fish and Wildlife Service, more than 35% of the nation's population aged 16 and over participated in birdwatching activities in 2022. A study published in October 2022 in *Scientific Reports* found that seeing or hearing birds improved people's mental wellbeing for up to eight hours. Investments made in enhancing bird habitat will have an impact beyond birds.

As Comstock Township considers the Parks and Recreation Master Plan 2025-2029, the Audubon Society of Kalamazoo strongly supports efforts to enhance natural features and habitat around the pond at Cooper Park. Additionally, we support signage that would educate visitors about the importance to wildlife of maintaining such natural features.

Sincerely,

Donna Perry Keller, President
Audubon Society of Kalamazoo



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: Parks Director Report

Review

Attachments:

[January Directors Report.docx](#)



Parks Department Report

January 6, 2025

The following is a general summary of the monthly park's maintenance & park property activity:

Merrill Park

- Consumers update: will take down orange fencing in January and come back in spring for restoration and to fix walking path.
- Most of the lights and decorations have been removed.
- Ice Rink built and should be able to skate by January 16th.
- Library program January-April, Story Book Walk, on your own.

Green Meadow Park

Nothing specific to report.

McLinden Nature Trails

On-going complaint regarding early morning parking.

Captain Bishop has instructed officers to complete directed patrols in the township parks after dark. Any individuals who were found in the parks in violation of Township ordinance, will be identified and removed from those parks. Over time, this will give us an idea of who is frequenting the parks in the late night hours and generate a list of persons of interest for the vandalism. They will continue to monitor this ongoing situation and hope to put an end to it through proactive patrols.

River Villa Preserve / Jan Schau Wildflower Walk

Nothing specific to report.

Wenke Softball Complex

Waiting on attorney review and approval of contract.

Neal St Park

Project bid update on agenda under Business.

Fleetwood

New playground expected shipment mid-January

Cooper Park / Peer Park

Nothing specific to report.

Celery St Park

Nothing specific to report.

N. Wenke/S. Wenke Parks

Nothing specific to report.

DNR Landing

Nothing specific to report.



Parks Department Report

Robert Morris Park

- Play is Essential grant submitted December 20th for a ADA sway bench and concrete pathway and pad. We will know the week of February 17 if the grant is awarded.
- Met with 2 concrete companies to quote ADA pathways. Parking lot- small pavilion and connecting the volleyball court and large playground, and pads around the pavilion grills. We are awaiting the quotes.
- Hired substitute for opener and closer during fall and winter months.

General

- In the process of updating the website- accurate information, user friendly, visual appearance.
- Archery Surveys- attached, informational
- Special Event Request form created- attached, informational

December Meeting Action List for Director

- Updated 2024 concessions report- emailed January 8th
- December 16th special meeting to discuss master plan.- completed
- Update Park Manager Job Description to include board recommended updates- agenda item
- Wenke Contract/attorney approval- Katherine has contract; updated county on progress
- Record meetings beginning in January- completed/Bret
- Fred McLinden meeting- in progress

Upcoming Programs/Events- survey feedback asks for more weekend events:

- January- Archery at STEM Academy. Mondays, January 27- March 24. 3 Sessions available.
- February- Archery lessons with STEM Academy PE classes.
- Ice Rink- Merrill Park, open 8am-Dusk, January-March, depending on weather.
- 2025 Farmers Market- applications available November 1, 2024.
- DNR Passport Grant- working with a committee of Michigan recreation municipality professionals to submit proposal for an archery range.

Program Recap Reports- attached

- Letters to Santa program
- Rockin' Round the Christmas Tree event



Parks Department Report

Engagement: Lettes to Santa

Type: Program

Date Range: November 4- December 13

Planning Begins: October

Partners: Comstock Township Library

Outreach Plan: Facebook, Comstock Township Library, Comstock Communicator

Number of Participants: 62

Engagement Goals:

- Connect with Library participant following
- Program for community

Notes-

- Two mailbox locations: Township Lobby and Library
- Used stamps left over from last year

Expenses:

envelopes	6.98
santas mailbox	52.92
	59.9



Parks Department Report

Engagement: Rockin Round the Christmas Tree

Type: Event

Date Range: Saturday, December 14, 3pm-6pm

Planning Begins: June

Partners: Comstock Township Library

Outreach Plan: Facebook, Township Marquee, Comstock Communicator

Attendance: 100

Community Tree Decorating:

- DDA
- Valentina's Mexican Grill
- Bell's Brewery
- River Street Flowerland

Engagement Goals:

- Offer free community event to township
- Fulfill community request to decorate Merrill Park for the holidays.

Notes Recap:

Overall a good event for the first year. Ideas for next year include: warming tent and change event date Friday, December 12, 2025. Avoid conflicts with Vicksburg and Portage events.

Holiday Tree Lighting Event Budget Report

Item	Expense	Irving S Gilmore funded	Notes
Santa Clause	540	0	grant ineligible
Photo Booth	1033	0	grant ineligible
Hot Chocolate	Meijer donation	0	grant ineligible
Cookies	Meijer donation	0	grant ineligible
16' Tree	493	0	grant ineligible
Lights for decorating trees in park		3435	
Decorations		2565	
4ft tress for community decoration	279.31	0	grant ineligible
	2345.31	6000	

Total Expense	8345.31
Meijer Donation	500
Gilmore Grant	6000
Parks Expense Total	14845.31

Staffing	128.5
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MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator
Re: Master Plan updates



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: Park Manager Job Description

Attachments:

[Job Description_ Park Manager_updated.doc](#)

Job Title: Park Manager

General Description:

The Park Manager employed by the Comstock Township Parks & Recreation Department is a seasonal, part-time position of less than 40 hrs. per week, extending from mid-February to mid-October of each year, and is responsible for managing staff, facilities and practices to ensure park services meet customer expectations and Township standards. Additional duties include providing administrative assistance and support related to facility management, staffing, and programs and events.

Organizational relationships:

1. Reports to: Receives immediate supervision from the Parks Director. The Park Manager is responsible for following and carrying out assigned workplace expectations and following policies set by the Comstock Township Parks & Recreation Commission.
2. Directs: Seasonal staff, Temporary staff, volunteers, and any other personnel as assigned by the Parks Director.
3. Other: Works closely with the Program Coordinator, Maintenance Lead and Comstock Township staff.

Essential Duties / Examples of Work:

Monitor and organize facilities supplies, in advance of needed maintenance of equipment, materials and supplies. Monitor/track expenses within approved operating budgets. Manage services to maximize operating revenue.

Ensure that customer service standards as set forth in the employee manual and staff training are being met at park . Assist with creation and development of park operating policies and procedures.

Oversee Park fee collections to ensure compliance with cash handling policies as stated in the employee manual and staff training procedures.

Assist with, as delegated, hiring, training, directing and evaluating temporary and seasonal staff. Coordinates volunteers and others who assist in park management and services.

Performs light maintenance tasks including minor repairs and landscape care, as needed. Notifies the Parks Director of major maintenance tasks needed.

Performs or assists in pavilion registration procedures.

Writes accurate and detailed reports on a regular basis, as assigned; completes forms and maintains logs.

Assists with departmental special events as needed.

Performs any related duties as needed or assigned.

Required Knowledge, Skills, and Abilities:

Bachelor's degree from an accredited college or university in parks and recreation, management, special event management, hospitality, tourism, or related field, and two years of experience; or any equivalent combination of education and experience which would provide the required knowledge, skills, and abilities. Considerable knowledge of the philosophy of organized recreation; principles and practices of outdoor recreation, development, and scheduling; principles, rules, materials, and equipment requirements for park maintenance and management. Ability to direct, hire, evaluate, and supervise employees, volunteers or other staff assigned to carry out park services. Ability to communicate effectively, both orally and in writing; and maintain accurate records and prepare necessary reports. Ability to maintain effective working relationships with other staff and the general public.

Physical Requirements / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the individual is frequently required to sit, stand, stoop, kneel and reach objects, tools and controls. Manual dexterity and coordination are required to operate equipment such as, but not limited to, computer keyboards, phones, standard office equipment, field equipment and landscaping tools. The position may require the occasional lifting of objects. Specific vision and hearing abilities will be required for this position.

The work environment will consist of working in a park setting, indoor park buildings and with access to indoor office settings.

First-aid, CPR, and AED certification is required. Employer will schedule and pay for trainings if employee does not have a current certification.



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator
Re: Neal Street Park updates



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator

Re: 2025 Director Goals

Requesting approval

Attachments:

[2025 projects timeline and goals.docx](#)

2025 project list

- **ADA Park upgrades- 2.b**
 - Phase 1 at RMP- - pavilion grill pad, pathway from small pavilion to playgrounds, volleyball pit and parking lot. Grant submitted for viewing swing purchase, path to swing and pad under swing
 - Board quote approval February or March Meeting
 - Work to be completed by Fall 2025
 - Grant notification in February
 - Phase 2 at Merrill Park- pads around pavilion grills and companion bench seating
 - Phase 3 at Fleetwood Park- handicap parking spot
 - Phase 3 all parks- companion bench seating
- **Cooper Park Gazebo- 2.b**
 - Add ramp to gazebo
 - Summer Project with Joe and staff
- **Cooper Park- 1.h, 2.c**
 - Add Swing set back to park after community feedback. Using swing set in storage.
 - Summer Project with Joe and staff
- **Cooper Park pond- 3.a, 3.b, 3.c**
 - Ongoing discussion with expert committee
- **DNR parking lot grading- 1.f**
 - Assess need after spring and fall
- **Fleetwood- 1.f**
 - fill cracks along pathway
 - Spring Quotes
- **Fleetwood playground build-1.c, 1.f, 2.b**
 - Shipment in January
 - Storage container at Neal Street
 - Community Build Fall 2025, Spring 2025, or Fall 2026
 - Ribbon Cutting event
- **Green Meadow trail- 1.b, 1.f, 3.b**
 - Cut trail for season
 - Trail maps
 - Map on website
- **Green Meadow Gate- 1.f**
 - replace or repair
 - winter quotes for replacing and repairing
 - spring project
- **Jan Schau project-3.b and 3.e**
 - River Street meeting- agree to project
 - sign clean up in Spring
- **McLinden- 1.f, 4.b**
 - Agreement/Contract

- Schedule meeting with City of Kalamazoo
 - Lot grading needs assessment in Spring and Fall
- **Merrill underground electrical research- 2.c**
 - Adding underground electrical boxes for programming, events and holiday lightening
 - Winter quotes
- **Merrill Advertisement board- 2.e**
 - Spring purchase
 - Spring installation
- **Merrill Privacy fence- 1.f**
 - Fencing like Celery Street Park along West side of parking lot and neighborhood
 - January Quotes
 - February Board Meeting Item
- **Merrill Organize Garage- 1.f**
 - Seasonal/ongoing
- **Merrill phase II river's edge- 4.a**
 - Research project need and funding options
 - Time TBD
- **Neal Street Park- 1.b, 1.e, 1.f, 1.g, 1.h, 2.b, 2.c,**
 - New Park
 - Bid meeting January 8
 - Contractor recommended at January 13th Park Board Meeting
 - Establish timeline based on contractor
 - Community Playground Build Fall 2025, Spring 2025, or Fall 2026
 - Ribbon Cutting event TBD
- **Old football field- 1.f**
 - Access to property for archery or other programming
 - Time TBD
- **Annual Report- 4.a**
 - 2024 report
 - January meeting agenda item
 - Give to Township Board as informational item
- **Archery/STEM program- 2.c**
 - School Archery program
 - February
- **Master plan- 2.e**
 - 2024-2025 Master Plan
 - January 6 township board adopted
 - February 1 due to DNR
- **Parks Website- 2.e, 3.a, 3.b, 3.c, 3.d**
 - Update parks website with more information and visible appeal
 - March completion
- **Marketing Plan- 2.e**
 - Develop marketing plan in coordination with Sponsorship and Programming Brochure
 - March Completion

- **Park Property Inventory- 1.f, 4.b**
 - Address park property that is not being used or underdeveloped
 - Spring
- **Road signs-2.d, 2.e**
 - Sprinkle Road directional signs. Do we include Echo Valley?
 - Summer
- **Parks Brochure- 2.e**
 - Update and print after Neal Street Park Complete
- **Program Brochure-1.c, 2.c, 2.e, 3.c**
 - Create 2025 brochure
 - March Finalized
- **Donor/Sponsorship Plan/Guide- 4.b**
 - March finalized
- **Robert Morris Disc Golf Course- 1.f**
 - Hole 1 wash out options
 - Spring quotes
- **Robert Morris- 1.f, 2.c, 2.e**
 - print disc golf score cards
 - April
- **Robert Morris- 1.f**
 - sell remaining old picnic tables
 - May
- **S. Wenke- 2.b**
 - Add ramp to gazebo
 - Summer Project with Joe and staff
- **S. Wenke-1.f**
 - connect to township hall
 - winter quotes
 - spring work
- **S. Wenke-1.f**
 - tree removal
 - Winter Quotes
 - Spring work
- **Staff- 1.c, 2.c, 2.e, 3.a, 3.b, 4.a, 4.b**
 - Hire Program Coordinator
 - January board meeting recommendation
- **Staff-1.f, 1.g, 2.a**
 - Hire Park Manager
 - Job Description Approval at January board meeting
- **Staff- 1.f, 1.g,1.h, 2.e**
 - Seasonal workers
 - Interviews conducted by Parks Director, Program Coordinator and Park Manager February-April
- **Wenke County Contract 2025-2029- 1.f**
 - Park Board approved December 2024 after review from attorney
 - Discuss long term options among board and county

- **Wenke- 1.f**
 - fill cracks along pathway
 - Spring Quotes
- **Wenke- 1.f**
 - replace field lights by 2030
 - meet with county
 - quotes



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator
Re: Program Coordinator Position



MEMO

Charter Township of Comstock Parks & Recreation January 13, 2025

From: Katie Bush, Parks & Rec Coordinator
Re: Robert's Rules of Order

Informational review of meeting held January 7, 2025