

Comstock Township, Michigan
Parks and Recreation Strategic Plan
2015–2019



Parks and Recreation Commission

2012–2016

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INTRODUCTION

Mission Statement

The Comstock Township Parks and Recreation Commission works on behalf of the citizens of Comstock Township to build a healthy community and a sustainable environment by promoting active lifestyles and strong individuals and families through parks, programs and partnerships.

Values and Principles

- a) *Innovation:* The Comstock Township Parks and Recreation Commission seeks and supports innovative and creative ways to deal with issues and trends in our community. The Comstock Township Parks and Recreation Commission embraces change and encourages flexibility so that the District can benefit from new and unique opportunities.
- b) *Excellence:* The Comstock Township Parks and Recreation Commission strives for excellence in providing exceptional parks, facilities and programs.
- c) *Integrity:* The community can trust and rely on Comstock Township Parks and Recreation Commission and its staff to deliver services based on our core values.
- d) *Equity:* The Comstock Township Parks and Recreation Commission provides parks, facilities and programs in a fair and equitable manner, so that residents from all neighborhoods and of diverse abilities, incomes, languages and socio-cultural groups have equal access to affordable services.
- e) *Stewardship:* The Comstock Township Parks and Recreation Commission strives to be an ethical and responsible steward of the District's financial, physical, natural, environmental, historical and cultural resources. Through sound management and best practices, the Comstock Township Parks and Recreation Commission creates a legacy for future generations.
- f) *Respect:* The Comstock Township Parks and Recreation Commission treats all people with respect and dignity. The Comstock Township Parks and Recreation Commission commits to bringing out the best in ourselves and others, honoring the diversity of people, ideas and cultures within the organization and the community.
- g) *Safety:* The Comstock Township Parks and Recreation Commission provides safe and inviting parks, recreation facilities and programs for social interaction and enjoyment.
- h) *Accountability:* The Comstock Township Parks and Recreation Commission strives to be responsive and accountable to the people we work with and serve. The Comstock Township Parks and Recreation Commission carries out its mission in a manner that builds public trust. Through public engagement, the Comstock Township Parks and Recreation Commission is responsive to the changing needs of our community.
- i) *Fun:* The Comstock Township Parks and Recreation Commission recognizes the importance of play in the lives of all residents and strives to build our community on a foundation of fun.

Strengths, Weaknesses, Opportunities and Threats

- a) Strengths
 - i) A community with strong sense of family, friendship, common cause and equality of opportunity
 - ii) A variety of township parks with the potential to meet a wide range of needs and desires for recreation, relaxation and productive activities for Comstock residents
 - iii) A stable departmental administration
- b) Weaknesses
 - i) Lack of funding internal and external to Comstock Township
- c) Opportunities
 - i) Energetic community with an interest in pursuing improvements by collaboration between governmental and non-governmental entities in the community
 - ii) Increased incentives to improve the economic conditions and quality of life in Comstock Township
- d) Threats
 - i) A challenging economy with accompanying stresses on the community

Vision Statement

Comstock Township Parks will be

- viewed by Township residents as valued components to enhance the quality of life.
- considered valuable assets for recreation, relaxation and learning in Comstock Township.
- considered as a source of pride for our community.
- recognized as safe and healthy environments in which individuals, families and friends choose to spend time.

GOALS AND OBJECTIVES

The Goals and Objectives section of the strategic plan provides goals for the future of parks and recreation within the community. These goals have been written for the plan based on public input for current and future recreational opportunities. Each goal is further defined by the objectives that follow. The Action Plan section identifies proposed projects and programs that help meet these goals.

Development of Goals and Objectives

A draft of the Goals and Objectives was developed and reviewed by the Parks and Recreation Commission at its August 11, 2014, meeting. The development of the Goals and Objectives is based on citizen comments received at public meetings, from surveys, as well as Parks and Recreation Commission members. Those statements then served as the frame of reference in reviewing the proposed projects and action plan items. The final version of the Goals and Objectives appear within this plan.

(The Parks and Recreation Commission reviewed all initial public input and inventory information that was collected. Based on this information, subsequent development began on the Action Plan as part of the public meeting on July 14, 2014.)

Goals

The Comstock Township Parks and Recreation Commission aims to

- a) improve the quality of life for Comstock residents by providing safe, pleasant and accessible recreational parks and facilities for Comstock residents.
- b) conduct the business of the Parks and Recreation Department in accordance with sound fiduciary principles for the benefit of the people of Comstock Township.
- c) seek the resources required to function and expand effectively.
- d) establish partnerships with businesses, governmental entities, local and regional parks and recreation programs and services.
- e) anticipate and prepare to meet challenges by continually assessing and prioritizing programs, services and community needs.
- f) provide responsible environmental stewardship and preservation of our green spaces with recreation, relaxation and learning opportunities for everyone.
- g) increase the awareness and usage of Comstock Township parks.

Objectives and Action Steps

a) Services

The Comstock Township Parks and Recreation Commission will

- i) provide accessible, convenient, safe and attractive parks and facilities.

Accessibility, convenience and safety are essential to a positive recreation experience. The Comstock Township Parks and Recreation Commission will provide clean and inviting parks and facilities including high-quality facilities that foster community pride and parks that are conveniently located and designed for easy access to people of diverse backgrounds.

Action Steps

- (1) Conduct accessibility reviews and develop an implementation strategy to remove existing barriers at parks and facilities for people with and without disabilities. Renovate existing facilities and/or develop new facilities that meet or exceed the Americans with Disabilities Act (ADA) standards to expand recreational opportunities for all residents.
- (2) Coordinate trail planning efforts with agencies to ensure that city and regional trails connect with major destinations such as community and regional parks, community centers and green space, schools, libraries, business districts and transportation centers. Likely agencies with which to coordinate such efforts are the Parks Foundation of Kalamazoo County, the Kalamazoo County Parks, City of Kalamazoo, Kalamazoo County, Michigan Department of Transportation, and the Kalamazoo Road Commission.
- (3) Develop a long-term acquisition strategy to identify priorities for property acquisition to address needs in underserved areas.
- (4) Recognize the importance of other regional parks, urban parks and green space within Comstock Township, but neither owned nor maintained by the Comstock Township, in satisfying overall park needs. Some examples include Kalamazoo River Valley Trail, River Oaks Park, Chipman Land Preserve, Donald R. and Hilda T. Myers Nature Preserve, Marc's Marsh, KEKA Preserve and other green space.
- (5) Improve communications by creating a new handout with map and photos of all park spaces. Update website to include social media opportunities such as electronic newsletters, interactive opportunities and financial transactions.

The Comstock Township Parks and Recreation Commission will

ii) support active living that contributes to a healthy community.

Health and wellness are critical elements of a livable community. Providing recreation services and attractive, engaging parks is a key means of achieving this goal. Personal health and wellness require opportunities to be physically active, mentally and emotionally recharged and socially engaged. The Comstock Township Parks and Recreation Commission will make Comstock Township a better place to live, work and play by supporting healthy lifestyles for all ages.

Action Steps

- (1) By January 2016, develop communications (web-based and in print) to encourage participation in outdoor activities in natural settings, relative to all of Comstock Township parks, other public outdoor resources and their amenities.
- (2) Work with existing agencies/organizations and public services to encourage utilizing parks and park spaces as they develop active outdoor recreational opportunities.

The Comstock Township Parks and Recreation Commission will

iii) protect and restore the natural environment for conservation and learning.

The Comstock Township Parks and Recreation Commission will protect, conserve and restore Comstock's natural resources, providing opportunities for the community to enjoy and learn about nature and the outdoors. The Comstock Township Parks and Recreation Commission will promote the ethics of conservation and sustainability.

Action Steps

- (1) Develop and install informational materials on the flowers, trees, shrubs, birds and animals associated with Robert Morris Park, McLinden Trails, Jan Schau Wildflower Walks and River Villa Park by April 2017.
- (2) Develop and install informational materials providing directions and distances for the trails located in the Jan Schau Wildflower Walks, River Villa Park and McLinden Trails by April 2017.

The Comstock Township Parks and Recreation Commission will

iv) provide affordable and high-quality recreational experiences for a diverse community.

The Comstock Township Parks and Recreation Commission will provide affordable recreation experiences that meet the needs of our diverse community, including residents of all ages, abilities, family compositions and economic and cultural backgrounds. These experiences will reflect quality and excellence.

Action Steps

- (1) Assess user fee structure yearly and make changes as necessary based on market-based comparisons and current and/or forecasted economic conditions.
- (2) Secure additional revenue sources and/or sponsorship partners to subsidize user fees by June 2016.

The Comstock Township Parks and Recreation Commission will

v) *collaborate in responsible economic and community development.*

Parks and recreation help fuel the region's economy and make the Township more livable. Diverse recreation and cultural opportunities and signature attractions bring residents, businesses and tourists to the Township. For these reasons, the Comstock Township Parks and Recreation Commission will be an important partner in promoting economic development throughout the region by providing services, parks and open spaces to improve the quality of life for workers in business areas and residents in our neighborhoods.

Action Steps

- (1) Actively engage in the Comstock Charter Township strategic planning and master plan processes and development.

The Comstock Township Parks and Recreation Commission will

vi) *maximize community resources through partnerships with surrounding governmental and non-governmental agencies.*

Partnerships are a key resource that the Comstock Township Parks and Recreation Commission will use to leverage community resources, while minimizing duplication of effort. The Commission will be a leader in forging and nurturing relationships that forward the Township's mission by moving toward formalized partnerships that ensure equity and tangible benefits to all parties.

Action Steps

- (1) Seek opportunities to connect neighborhood parks to nearby schools, libraries, community centers, etc., by holding periodic discussions with these agencies/groups.
- (2) Conduct an annual review of not-for-profit/non-profit Township activities for which financial or other resources are requested and prioritize them according to need and available resources. In this way the Commission will be able to partner with other agencies to enhance the quality of life in Comstock Township, while exercising fiscal responsibility in utilizing residents' taxes.
- (3) Evaluate enhancements to facilities for continued relationship and growth with Baseball Players Association (BPA) and United States Specialty Sports Association (USSSA) tournament organizations to not only benefit Comstock Township Parks Department, but also bring money into the community.
- (4) Research and establish opportunities for involving handicapped individuals.

The Comstock Township Parks and Recreation Commission will

vii) *continue to support the development of the Kalamazoo River Valley Trail (a non-motorized pathway system aka the trail-way) through the Township and its immediate connections to provide healthy lifestyles through exercise, enjoyment of the environment, and non-motorized opportunities linking homes, schools, parks and commercial areas.*

Action Steps

- (1) Include regular updates on the progress of the trail-way through Comstock Township at Parks and Recreation Commission meetings, its minutes and Township meetings.
- (2) Include information on and links to the trail-way in Township Parks and Recreation newsletters and web site.
- (3) Evaluate on-street bikeways as connectors to meet the growing needs of non-motorized vehicles and to utilize the existing parks and trail access points to leverage economic growth and quality of life within the community.

- (4) Participate as a Commission or designated individuals, in all Kalamazoo River Valley Trail workshops, discussions and stakeholder meetings, as called by the Kalamazoo County Parks Department.
- (5) Participate in assisting the Parks Foundation of Kalamazoo County in seeking the matching funds necessary to bring the Comstock phase of the River Valley Trail to fruition.
- (6) Work with the Kalamazoo County Parks Department and the Parks Foundation of Kalamazoo County to develop a plan to maximize the benefits of the Kalamazoo River Valley Trail through Comstock Township by September 2015.
- (7) Seek outside funding for a master plan that connects trails to parks, schools and business areas in coordination with the Kalamazoo River Valley Trail by May 2015.

The Comstock Township Parks and Recreation Commission will

viii) develop and implement plans to minimize contamination by enteric bacteria of the beach and swimming areas at Robert Morris Park.

Action Steps

- (1) Maintain regular monitoring of the water in the swimming area of the park, in conjunction with the Kalamazoo County Division of Environmental Health.
- (2) Provide information to users of the Park on the need for monitoring and the steps that are being taken to safeguard their health.
- (3) If necessary, take measures to close the beach in the event the bacterial load is too high.
- (4) Implement physical barriers to deter geese and other wild fowl from accessing the beach and areas around the beach.
- (5) Educate and train park attendants and maintenance employees on the proper steps to remove wild fowl from the beach area.
- (6) Continue to create natural barriers, including an increased growth of native plants, which rebuild the shoreline to deter geese from the beach/water's edge areas.
- (7) Research and work with DNR to address the problem of geese at the parks.
- (8) Implement plan with park staff to ensure proper goose clean-up processes and regular beach dragging to slow water run-off into the lake during rains.

b) Finances and Resources

The Comstock Township Parks and Recreation Commission will

i) assure that adequate resources are obtained and dispersed in a manner consistent with ethical and fiduciary standards for a public entity.

Action Steps

- (1) Provide sufficient funding for the Comstock Township Parks and Recreation Department to fulfill its mission and meet goals for services.
 - (a) Submit at least two applications during each year to obtain financial resources necessary for capital development and maintenance of the park facilities which allow renovation of existing facilities and/or development of new facilities that meet changing recreational needs and desires.
 - (b) Collect user fees as appropriate to offset the overall cost of using public facilities.
- (2) Assure that appropriate accounting practices are implemented in all financial activities conducted by the Parks and Recreation Department.
- (3) Continue to make the annual budget and monthly updates available for public review at all regular Commission meetings.

- (4) Purchase and utilize parks and recreation tracking software by February 2016 to improve documentation capabilities and reporting processes.

The Comstock Township Parks and Recreation Commission will

- ii) create diverse, stable and predictable funding strategies to provide the resources required to build, maintain and operate our system of parks and programs.

The Comstock Township Parks and Recreation Commission will use a variety of long- and short-term funding strategies to provide dependable funding for parks and programs. These strategies may include grants, private contributions/donations, foundations (public-private partnerships), bonds, voter-approved measures, maintenance and operating levies, property and sales taxes. The Comstock Township Parks and Recreation Commission will balance cost recovery goals with the needs of the community. New revenue-generating ideas, such as entrepreneurial projects and joint ventures, will be explored and considered as future funding opportunities.

Action Steps

- (1) Submit at least two grant requests during each year for the maintenance or expansion of Parks services or facilities.
- (2) Seek cooperative funding sources by collaborating on grant submissions for programs and services with existing agencies and programs.

c) Operations

The Comstock Township Parks and Recreation Commission will

- i) create an innovative, efficient and effective organization that is responsive to changing community needs.

The Comstock Township Parks and Recreation Commission will respond efficiently to the community's changing priorities and needs.

Action Steps

- (1) Involve community members in planning, designing and implementing park and programming opportunities to more effectively be accountable and creative in meeting community needs.
- (2) Strive to be accessible and responsive to the community it serves, creating new policies, procedures and technologies in response to changing needs over time.
- (3) Create an integrated marketing and communication strategy to help increase awareness and appreciation of the diverse scope of our offerings, and to generate support and use of our system.

The Comstock Township Parks and Recreation Commission will

- ii) assure that the Parks and Recreation Department is administered in a professional manner that is consistent with the ethics and values of the Commission and citizens of Comstock Township.

Action Steps

- (1) Assure that the administration of the Parks and Recreation Department is conducted in a manner that is
 - (a) Compliant with all relevant federal and state laws.
 - (b) Efficient and effective in conducting the business of the Parks and Recreation Department.

- (c) Fiscally responsible in adherence to the established budget, financial policies and procedures of Comstock Township.

The Comstock Township Parks and Recreation Commission will

- iii) provide professional development opportunities for administrative personnel.

Action Steps

- (1) Provide training in software and applications as needed.
- (2) Support expected attendance at the Annual Conference and other professional development opportunities of the Michigan Recreation and Parks Association and other related or applicable organizations (if funds are available).

The Comstock Township Parks and Recreation Commission will

- iv) objectively assess the parks director's performance.

Action Steps

- (1) Annually conduct an evaluation of the performance of the Parks and Recreation Director and provide feedback.
- (2) Following this review, goals will be set for the next 12 months.

The Comstock Township Parks and Recreation Commission will

- v) maintain clean and safe facilities.

Action Steps

- (1) A plan for maintenance, upgrade and environmental stewardship for each park will be developed by July 2015. Its annual review will be included in the annual report.
- (2) Commissioners will conduct at least 6 reviews/inspections of all parks during each year and provide written reports to the Director.

The Comstock Township Parks and Recreation Commission will

- vi) assure that all staff will be well-trained, courteous and knowledgeable about their jobs and the parks.

Action Steps

- (1) Prepare and implement training and orientation for each new permanent, temporary and seasonal worker.
- (2) Conduct a customer satisfaction survey once each year at Robert Morris Park.

APPENDICES

Appendix A

Description of Comstock Township

Comstock Township is located in the northeastern region of Kalamazoo County situated in the southwest corner of the Lower Peninsula of the State of Michigan. Comstock is a suburban area near the City of Kalamazoo and includes both the Comstock and Galesburg business districts.

The Township Limits incorporate approximately thirty-five square miles of area within Kalamazoo County in southwest Michigan. The Charter Township of Comstock is bounded by four townships: Richland Township to the north; Charleston Township and the City of Galesburg to the east; Pavilion Township to the south; and Kalamazoo Township and the City of Kalamazoo to the west. The Township includes a mix of land uses including residential, business, light industrial and agricultural.

From the 2010 U.S. Census,¹ the population of Comstock Township was 14,854 people, a growth of 7.3% since the 2000 US census. Comstock Northwest Census Demographic Profile (CDP) ranked 19th in the state for percentage increase in population (21.98%) in 2010.² Of the population, 7,547 (50.8% were female) and 7,307 (49.2%) were male. The median age of residents was 38.9 years, with 20.3% of the population under the age of 18 years and 13.3% over the age of 65 years. Of the 6,059 households in the township, there were 201 households in which three or more generations live and 1,669 persons who live alone.³ African-Americans constituted 5.6% of the population, an increase of 1.5% since the 2000 census. The number of Hispanic persons increased from 232 in 2000 to 441 in 2010.⁴

The population density of Comstock Township in 2010 was 445.9 persons per square mile and the housing unit density was 199.1 units per square mile. A substantial part of the 33.3 square miles that comprises Comstock Township is agricultural, primarily bedding plants. In the 3.17 square miles that comprise the urbanized area of Comstock (Comstock Northwest CDP), the population density in 2010 was 1,721 persons per square mile and the housing density was 882.6 units per square mile. The Township's population had a higher level of high school graduation (86.2%) than the state average (83.4%). Poverty affected 7.1% of the population in 2010, the same proportion as in 2000.

¹ Source: U.S. Census Bureau, 2010 Census, Demographic Profiles for Michigan. Released 5 May, 2011.

² Ibid.

³ Source: http://datadrivendetroit.org/web_ftp/Census/SF1/COUSUB/D3_SF1_2607717680.pdf accessed on 7/3/2014.

⁴ Ibid.

Appendix B

Comstock Township Parks and Recreation Department Assets

Celery Street Park

Celery Street Park serves primarily as a neighborhood park. The facilities include an open green space, playground equipment, picnic table shelter and basketball court. Parking is located along the adjacent street.

Cooper Park

Cooper Park is located around an abandoned mill pond. The park is a passive green space that provides attractive views and wildlife viewing. Park facilities include play equipment, scattered picnic tables and benches, as well as a waterfall popular with residents at the mouth of the mill pond.

Fleetwood Park

Fleetwood Park is located adjacent to a residential neighborhood and serves primarily as a neighborhood park. The park was recently developed with Access to Recreation Grant funds to include a universally accessible pathway, play equipment, shelter with picnic table and benches.

Fred McLinden Nature Trails

The Fred McLinden Nature Trails include many walking trails along meadows, hills and woods. It also provides limited walking access to Campbell Lake. This site includes a gravel parking lot and natural surface trails. The property is owned by the City of Kalamazoo and the Comstock Township Parks and Recreation Commission maintains it by agreement.

Green Meadow Park

Green Meadow Park is located in the southeast corner of the township. The facilities include a baseball diamond used by athletes 11–14 years old, a gravel parking lot and additional open green space.

Jan Schau Wildflower Walk

The Jan Schau Wildflower Walk is a natural area with a public access off the Kalamazoo River. The park is directly adjacent to the River Villa Preserve, and includes natural surface trails. Parking is available at the adjacent Comstock Community Center.

Merrill Park

Merrill Park is a popular park located within the Comstock Business District on the Kalamazoo River. The park includes a ball diamond, open green space, play equipment, picnic shelter, picnic tables, a boat launch, basketball court, restroom building and parking lot. Due to its central location, the park is also used for community special events and recreational programs.

Peer Park

Peer Park is located on the west side of an old mill pond south of Cooper Park. The park serves as a passive green space with scattered picnic tables and benches, as well as having historic memorials. Parking is along the street adjacent to the park.

River Villa Preserve

River Villa Preserve is located east of the Jan Schau Wildflower Walk. Parking is available at the Comstock Community Center located west of the Jan Schau Wildflower Walk. The park has natural surface trails and offers public access to the Kalamazoo River. In addition to the natural trail, a portion of the Kalamazoo River Valley Trail wends through the River Villa Preserve.

Robert Morris Park

Robert Morris Park provides public access to Campbell Lake. Facilities at the park include a swimming beach, picnic shelters and tables, an 18-hole disc golf course, horseshoes, sandlot volleyball, playground equipment, shoreline fishing, restrooms and concession stand.

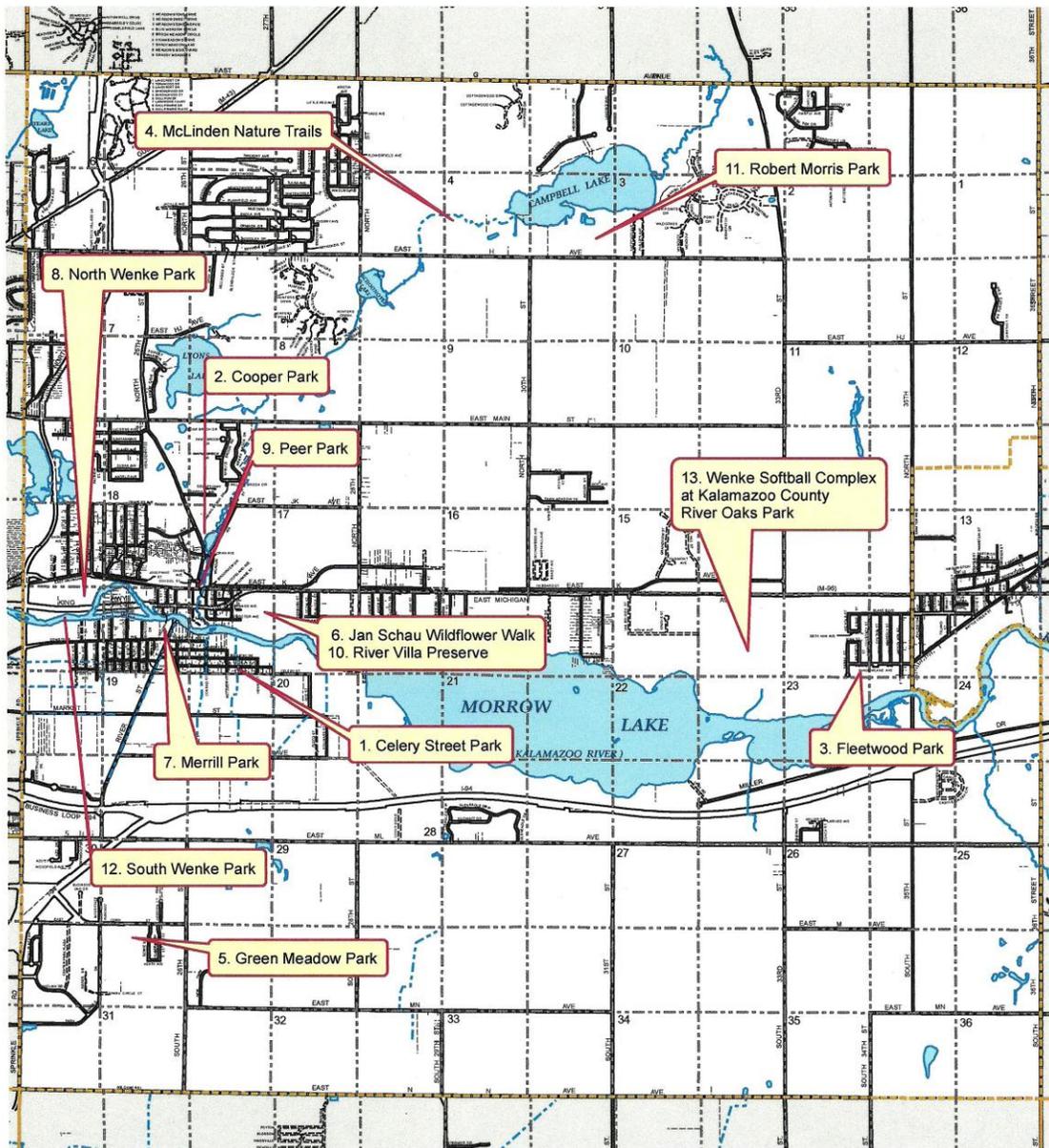
Wenke Parks—North and South

North Wenke Park and South Wenke Park are located on either side of King Highway along the Kalamazoo River. Both parks provide river access, shoreline fishing, scattered picnic tables and parking. South Wenke Park has a scenic lighthouse on the bank of the Kalamazoo River across from Merrill Park.

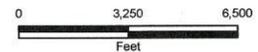
Wenke Softball Complex

The Wenke Softball Complex is located on land owned by Kalamazoo County Parks known as River Oaks County Park. The ten-acre Wenke Softball Complex has four diamonds, parking, shelter, playground equipment, concession stand and restrooms. The map (next page) includes both the Wenke Softball Complex and the larger River Oaks County Park.

Parks	Map Number	Acerage	Softball Fields	Baseball Fields	Basketball Court	Disc Golf	Picnic	Shelter	Playground Equipment	Nature Trails	Swimming	Boat Launch	Off-Shore-Fishing	Restrooms	Water Access	Barrier-Free
Celery Street Park	1	2			X		X	X	X							
Cooper Park	2	3					X		X				X			
Fleetwood Park	3	3					X	X	X							X
Fred McLinden Nature Trails	4	400								X						
Green Meadow Park	5	16		X												
Jan Schau Wildflower Walk	6	10								X						
Merrill Park	7	4		X	X		X	X	X			X	X	X	X	
North Wenke Park	8	2					X						X			X
Peer Park	9	1					X						X			X
River Villa Preserve	10	2								X						
Robert Morris Park	11	40				X	X	X	X		X		X	X	X	X
South Wenke Park	12	1					X	X					X			X
Wenke Softball Complex	13	40	X	X			X	X	X					X		



Comstock Charter Township
 Kalamazoo Co., Michigan
 Park and Recreational Facilities Locations



This map is intended for reference purposes only. While it is intended to be an accurate graphic representation, its accuracy cannot be guaranteed. Therefore, neither Comstock Charter Township nor Prein&Newhof shall be held liable for its contents. Any conclusions or information derived from this map is at the users sole risk.

Appendix C

Barrier-Free Accessibility

The Comstock Parks and Recreation Commission is dedicated to improved quality of life for Comstock residents by providing safe, pleasant and accessible recreational parks and facilities for them. The objectives and action plans that outline our intentions to accomplish this goal require adequate funding, as well as the support from the people of Comstock Township, the governing board and administration.

The **Americans with Disabilities Act Accessibility Guidelines (ADAAG)** requires public accommodations that provide goods and services to people with disabilities on an equal basis with the rest of the general public. In addition, it seems prudent to also consider the principles of Universal Design (***the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design***).

It is well known that new facilities must meet the minimum of barrier-free accessibility requirements; however, the regulations also require that existing structural architectural and communication barriers be removed in public areas of facilities when their removal is *readily achievable*. It appears possible to achieve the removal of some existing barriers by making simple changes to the physical environment, once an initial assessment is made along with a barrier removal transition plan.

Recently an on-going assessment has begun using the help from the local Disabilities Resource Center and tools such as checklists and guidelines, which readily identify accessibility problems and solutions in existing facilities. After this assessment is accomplished, an implementation plan will be developed that specifies what and how improvements are needed to remove barriers, as well as when each solution will be carried out.

Robert Morris Park

During the last five years a major DNR grant was obtained to build an accessible restroom facility in Robert Morris Park, Comstock's largest and most visited park. Along with the new facility, changes were made to remove barriers in parking spaces, paths to the beach and picnic pavilions. Better signage was installed.

Merrill Park

Another more developed and highly visited park is Merrill Park. The restroom is old and does not adequately accommodate the needs of persons with disabilities. Other aspects of Merrill Park do not meet accessibility requirements. An adequate survey of the total acreage needs to be a priority as we look into possible grant funding for this popular park.

Wenke Softball Complex

This complex was originally built just after ADAAG was established. The ball diamonds and player shelters have recently undergone some improvements. Pathways exist, but stop short of bleachers, etc.

Celery St. Park, Cooper Park, Green Meadow Park, Peer Park, Fred McLinden Nature Trails, Jan Schau Wildflower Walk, River Villa Preserve, North Wenke Park, and South Wenke Park

Most of these parks were originally developed prior to the ADAAG and do not meet current standards. The individual parks, as shown in Appendix B vary in purpose and each must be assessed for compliance to the ADAAG technical provisions.

Fleetwood Park

The park has an accessible playground, walking pathway and covered picnic facilities which appear compliant with ADAAG.

Appendix D

Other Recreational Facilities

Regional Recreational Opportunities

The Charter Township of Comstock is located within Kalamazoo County. Comstock residents can access many other park and recreational facilities within Kalamazoo County, as well as state and county parks in adjoining counties. The Kalamazoo County Parks Department has one park located within the Township and several others within an easy driving distance. In addition, the Kalamazoo River Valley Trail runs through the Township. The City of Kalamazoo is also adjacent to the Township. These and other recreational opportunities are listed below.

Kalamazoo County Parks

Comstock Parks and Recreation maintains a cooperative agreement with the Kalamazoo County Parks Department to lease the Wenke Softball Complex which includes ball fields for public use.

The Kalamazoo County Parks has seven parks located throughout the County with one park located within the Township. For more information see <http://www.kalcounty.com/parks/>.

Kalamazoo County Expo Center & Fairground

The County Fairground is located on 120 acres of land. Facilities include the Kalamazoo County Expo Center, a grandstand with track, fair buildings and a 220-space campground. The Expo Center is a 90,000-square foot facility that holds over 100 events each year.

Cold Brook County Park

Cold Brook County Park is a 276-acre facility providing recreation and boating access to Blue, Long, and Portage lakes. Facilities within the park include a ball field, picnic areas, swimming, fishing, 44 campsites, disc golf, hiking and volleyball.

Markin Glen County Park

This 160-acre park is located on the Kalamazoo River and includes both active components and passive nature areas. Facilities include two ball fields, 38 campsites, fishing, hiking, swimming, tennis courts and picnic shelters. The Kalamazoo River Valley Trail runs through this park.

Prairie View County Park

Prairie View County Park is 210 acres in size and provides public access to both Hogsett and Gourneck lakes. Facilities within the park include multiple picnic shelters, playground equipment, dog park, swimming beach, rustic boat launch, sand volleyball, sledding, access to ice fishing and shoreline fishing, groomed cross-country ski trails, heated lodge and restrooms.

River Oaks County Park

River Oaks County Park is located within Comstock Charter Township and provides a portion of the park for use as the Township's Wenke Softball Complex. The park is 330 acres in size and provides public use of 20 soccer fields, picnic shelters, splash pad, dog park, volleyball court, boat ramp, playground, restrooms, trails and a boat launch access to the Kalamazoo River.

Scotts Mill County Park

This 110-acre park has a historic grist mill and miller's house located on the property with a large mill pond. Facilities include a picnic shelter, playground equipment and natural surface trails. The pond is available for both shore and ice fishing.

Kalamazoo River Valley Trail

The Kalamazoo River Valley Trail is a non-motorized pathway that is partially constructed, with planned connections to the entire region including joining the Kal Haven Trail to the west and the Battle Creek Linear Park to the east. The pathway runs directly through the Charter Township of Comstock, providing easy access for Township residents. For further map and details see www.kalcounty.com/parks/krvt.

Fort Custer State Park

The Michigan Department of Natural Resources maintains Fort Custer Recreation Area which is located to the east of Comstock Township. For further details see <http://www.michigandnr.com/parksandtrails/Details.aspx?id=448&type=SPRK>.

City of Kalamazoo—Mayors Riverfront Park

The City of Kalamazoo maintains a number of parks to which Comstock residents have access. This includes the Mayors Riverfront Park which provides sports fields where local soccer and semi-professional baseball teams play. For further details see: http://www.kalamazoocity.org/portal/government.php?page_id=120

Comstock Community Center

The Comstock Community Center (CCC) is the primary non-profit 501c3 agency that serves the residents within the Charter Township of Comstock in Kalamazoo County. It offers recreational programming for all persons within the community. The facilities include a large multi-purpose room with a kitchen, classrooms and an outdoor playground. The Center is the primary provider of daily community programming for seniors for seniors, youth and families by operating four comprehensive service programs: Adult Activities, Volunteer Coordination, Children and Youth Development and Program Development.

The Community Learning Center (CLC) was created as a division of the Comstock Community Center to help local children and youth grow and develop their fullest potential. The Center collaborates with numerous agencies to deliver a broad range of services that are offered both free and for a fee. For further details see <http://comstockcc.com/>.

Hickory Ridge Golf Course and Driving Range

A private golf course open to the public with 27 holes is located within the Township. For further details see <http://golfhickoryridge.com/>.

Eastwood Little League

Eastwood Little League is a non-profit volunteer-based community group. The Eastwood Little League site located within the Township has nine ball diamonds with parking, concessions and restrooms. For further details see <http://www.eteamz.com/ewll/>.

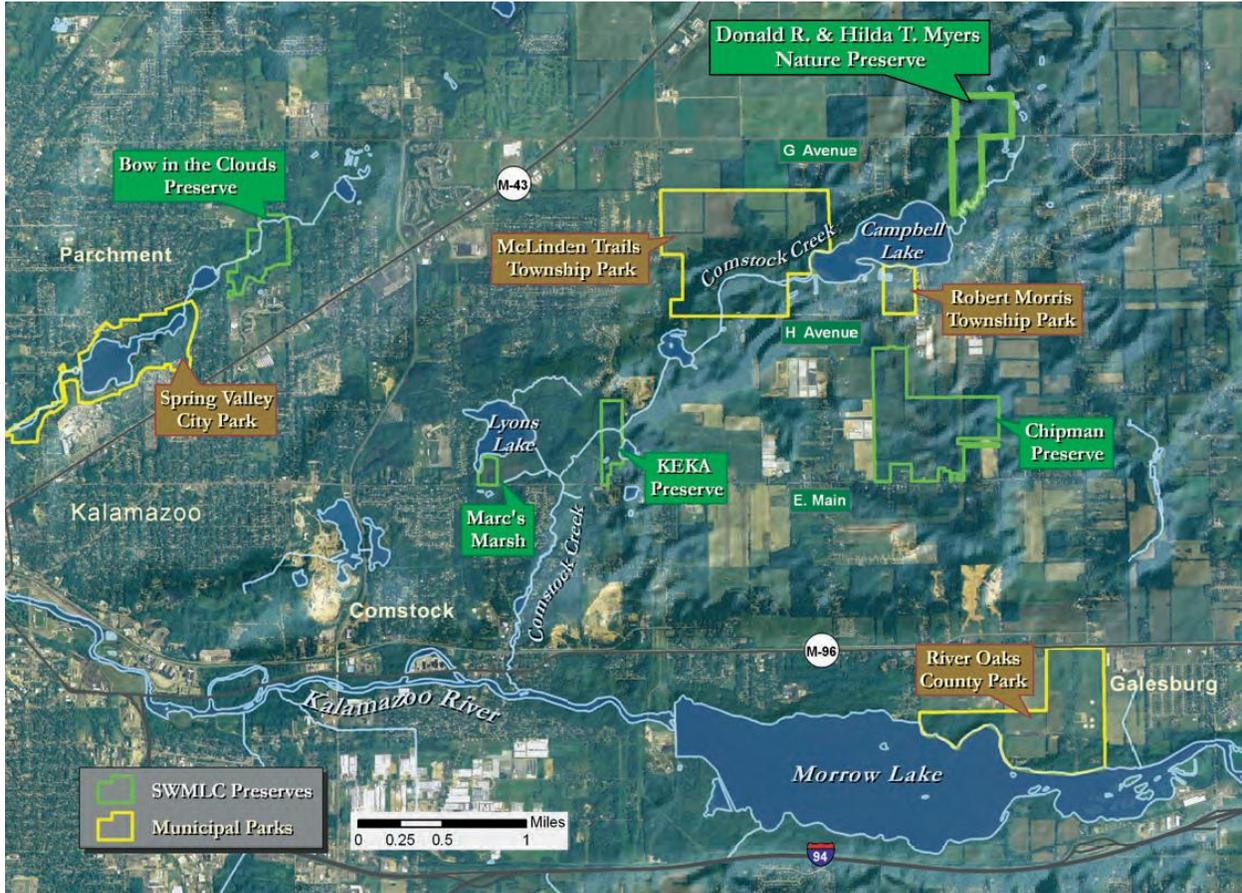
Southwest Michigan Land Conservancy

The Southwest Michigan Land Conservancy (SWMLC) is a nonprofit land conservancy created in 1991. SWMLC works in the nine counties of southwest Michigan to preserve wild and scenic places for today and keep them healthy for tomorrow. Kalamazoo County is fortunate to be a part of this as a recipient of its many benefits. For further details see <http://www.swmlc.org/>.

Chipman Land Preserve

This 228.8-acre preserve with five miles of easy-to-moderate mowed trails in upland habitat is open to the public.

The map below shows all SWMLC-protected properties and municipal parks within the Comstock Creek area and eastern Kalamazoo County. SWMLC preserves offer varying degrees of public access and total over 400 acres, in addition to acres of city, township, and county parks. Map created by Nate Fuller.



Appendix E

Administrative Structure

The Comstock Township Parks and Recreation Commission is a five-member elected body long established under Michigan Enabling Legislation Act 1905 PA 157. According to the 2000 edition of the book, Authorities & Responsibilities of Michigan Township Officials, Boards and Commissions authored by John H. Bauckham, this commission has authority to acquire, improve, maintain, manage and control Township parks and places of recreation, establish fees, and adopt rules and regulations (MCL 41.426(a-f)). This commission also has authority to operate a system of public recreation and playgrounds (MCLs 123.51-123.54).

The sitting Comstock Township Parks and Recreation Commission members were elected to a four-year term in November 2012 and began their tenure with the next month's meeting. The commission meets once monthly with the ability to call special meetings as necessary. Its officers are elected at each December meeting for the following year. The commission employs one full-time Parks and Recreation Director to administer the Comstock Township Parks and Recreation Department. The Parks Director reports directly to the board and works closely with the board chair. The Parks and Recreation Director is responsible for all operations and seasonal employees, and works with the Commission to prepare and manage the yearly budget.

The current Commission members and offices are as follows:

Chair	Linda Law
Vice Chair	Judy Joling
Secretary/Treasurer	Gilliam Stoltman
Commissioner	Michael Hough
Commissioner	Sharon Spears
Parks and Recreation Director	Vanessa Hardy

Programming

Recreation programming options currently available through Comstock Township Parks and Recreation Department are adult recreational slow-pitch softball and youth baseball. The softball and baseball programs are run on a fee-based budget with the facility overhead for these programs being off-set by field rentals. Comstock partners with the Kalamazoo County Parks in the operation and programming of the Wenke ball field complex that is located in a county park within the township. The Comstock Township Parks and Recreation Department also partners with the Comstock Community Center to provide daily swimming at Robert Morris Park for the children's summer recreation program, holiday programs, special events and volunteer recruitment. A partnership has been established with the Comstock Public Schools to provide the outdoor picnic-type facilities for a summer nutrition program.

Volunteers

Individual volunteers are involved in light maintenance or upkeep projects such as painting park structures and picking up litter. Larger maintenance or repair projects have depended upon generous community-based volunteer groups who give willingly of time, energy and equipment.

Relationships

As mentioned above, the Comstock Parks and Recreation Department has positively connected with the county, the schools, the community center and private organizers to make affordably accessible recreational programs and services available to the community. The Commission continually looks for opportunities to do more of this.

Appendix F

Funding

Primary funding for Parks and Recreation is provided by the General Fund of the Township. The Park Commission creates the budget for parks and recreation and makes a recommendation to the Township Commission for approval. The Township Commission reviews the request and appropriates funds for parks and recreation. The Township does not have a separate parks millage.

Comstock Township Parks Dept. Budget 2015

REVENUES

Fund 101		2014 BUDGET	Proposed 2015 BUDGET
750	Parks Administration		
	Sub-total	\$1,075.00	\$1,075.00
752	Softball/baseball		
	Sub-total	\$90,600.00	\$90,600.00
753	Robert Morris Park		
	Sub-total	\$33,000.00	\$33,000.00
TOTAL REVENUES		\$124,675.00	\$124,675.00

EXPENDITURES

Fund 750	Parks Administration		
	Sub-total	\$116,684.00	\$131,344.00
752	Softball/Baseball		
	Sub-total	\$ 71,589.00	\$72,589.00
753	Robert Morris Park		
	Sub-total	\$60,776.00	\$63,576.00
TOTAL EXPENDITURES		\$249,049.00	\$267,509.00
	Revenues	\$124,675.00	\$124,675.00
	Expenditures	\$249,049.00	\$267,509.00
	Requested Funds from Township	(\$124,374.00)	(\$142,834.00)

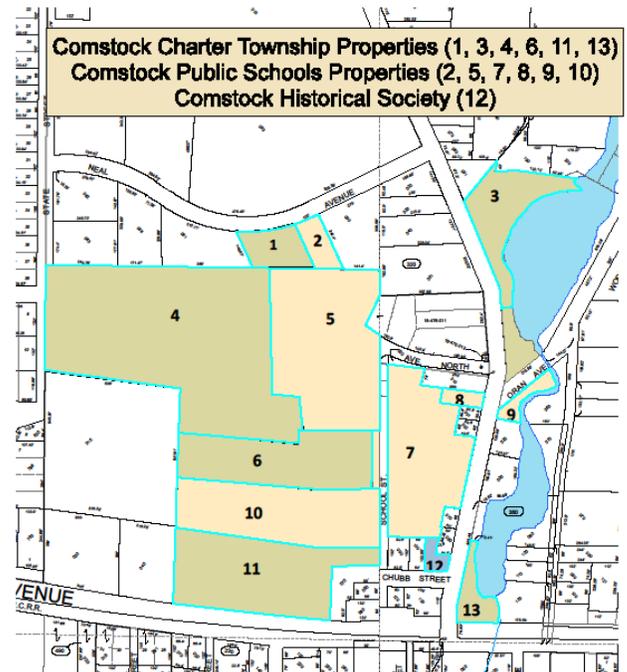
Appendix G

Potential Land Acquisition & Undeveloped Properties

Several key pieces of property have been identified for acquisition in conjunction with the township to link existing parks and expand the existing cemetery. Referring to the map on the right, parcels 7, 8, 9 & 10 that are currently owned by the Comstock Public Schools would provide key pieces of property for the Township. The addition of these would link existing township properties, parcels 1, 3, 4, 6, 11 & 13. These properties would be master-planned to include an expansion of the cemetery and one major park rather than the several smaller parks that are currently utilized individually.

The newly-formed large park would include areas for public water access, large areas for active sports, as well as areas for new recreational opportunities such as additional walking trails, picnicking and other activities that could utilize centralized parking and restroom facilities.

This large park would also be an excellent opportunity to provide a northern link of the Kalamazoo River Valley Trail. There exists a tunnel under East Michigan and the parallel Railway that follows the water out of Peer Park to the Kalamazoo River. This tunnel was historically used for pedestrian traffic when the old high school was in use. Parcel #12 is the existing IOOF Hall owned by the Comstock Historical Preservation Society. This building is vacant and the Historical Preservation Society has expressed an interest in selling it to the Township. This could be developed into meeting space and museum.



This map is intended for reference purposes only. While it is intended to be an accurate graphic representation, no warranty is made as to the accuracy of the information. Comstock Charter Township and its Board of Trustees shall not be liable for any errors. Any conditions or limitations set forth from this map to all the users shall apply.

Comstock Charter Township
 Kalamazoo Co., Michigan
 Exhibit B



- | | |
|-----|--------------------------------|
| 1) | Ball Field Parking Area |
| 2) | Bus Barn Road |
| 3) | Peer Park |
| 4) | Neal St. Ball Fields |
| 5) | Bus Barn Property |
| 6) | Township Cemetery |
| 7) | Old High School (Vacant) |
| 8) | Stairs to Old High School |
| 9) | Former Pump House |
| 10) | Former Parking & Tennis Courts |
| 11) | Old Football Field |
| 12) | IOOF Building |
| 13) | Cooper Park |

Appendix H

Future Projects List / Action Plan

An initial list of potential project priorities was initially developed by the Park Commission as part of a special meeting on April 27, 2009. It has been updated for this five-year plan throughout the strategic plan discussion during monthly and special Commission meetings. Discussion of these priorities throughout these public meetings allowed for public input into the process. Based on the initial discussion, a preliminary list of priority project was developed and then further reviewed. This list includes projects such as new facilities within the parks as well as larger maintenance projects. It has been sorted by park site in alphabetical order. The projects are prioritized as a High Priority, Medium Priority, or Low Priority, as well as showing current status.

The initial list and modifications of project ideas were generated through the public recreation surveys, the public workshop, and ideas submitted to the Parks and Recreation Commission. Since 2009 some of these projects were accomplished, others may have either been removed from the priority list or changed status.

Park	Priority			Status
	High	Medium	Low	
All				
ADA Accessibility	X			
New signs				Completed
Paint Buildings				Completed
Dog Waste Signs & Cans				Completed
Themed Site Amenities				Omit
Unified Style/Color Benches & Trash Cans	X			
Celery Street Park				
Benches	X			
Picnic Tables	X			
Play Equipment	X			
Basketball Court Improvements	X			
Cooper Park				
Remove Dead Trees	X			
Pave Parking Area	X			
Fred McLinden Nature Trails				
Trail Distance Markers	X			
Dog Park				Omit
Parking Lot Maintenance	X			
Benches		X		
Trail Distance Markers	X			
Fleetwood Park				
Water Fountain & Bench Improvements				Completed
Green Meadow Park				
Upgrade Ball Diamond		X		
Merrill Park				
Benches	X			
Picnic Tables— paint and repair	X			
Resurface Drives & Parking	X			
Play Equipment Maintenance	X			
Group Picnic Shelter Improvements	X			
Restroom Upgrade w/security	X			
Master Plan & Grant Application	X			
Relocate & Upgrade Basketball Courts	X			

Park	Priority			Status
	High	Medium	Low	
<i>Robert Morris Park</i>				
Gate System Upgrade w/security		X		
Gate Building		X		
Fishing Dock		X		
<i>Peer Park</i>				
Remove Dead Trees		X		
Bridge over Waterfall Repair		X		
<i>River Villa Preserve & Jan Schau Wildflower Walk</i>				
New Benches	X			
Trail Distance Markers	X			
Kalamazoo River Valley Trail Connections/Embellishments	X			
<i>Wenke Softball Complex</i>				
Additional Ball Diamonds		X		

Appendix I

Planning and Public Input Process

The Planning Process Section for the 2015–2019 strategic plan includes a brief description of the process completed in the development of the 2010–2014 Parks and Recreation Strategic Plan. This establishes the foundation that this next five-year strategic plan is being built upon.

For more specific information on the 2010–2014 strategic plan please refer to <http://www.comstockmi.com/Departments/COMSTOCKPARKSRECREATION.aspx>

Comstock Parks and Recreation 2010–2014 Strategic Plan

The plan was started by a hired consultant under the direction of the sitting Parks and Recreation Commission in early 2008. An entirely new Commission was seated after the elections in November 2008 which authored the primary portions of the plan that included a review of the strengths, weaknesses, opportunities and threats (actual and perceived), the development of the mission statement, values and principles and vision statement. Two members of the 2008–2012 Commission (Dr. Gillian Stoltman and Dr. Linda Law) undertook the major writing responsibilities, guided the other Commission members, followed the procedures and included all necessary materials and documentation. Park properties were evaluated by each Commissioner, the interim Parks Director and two outside consultants. Input from residents came from a public workshop followed by an extensive Community Recreation Survey sent to 8,500 households. The information gathered led to the development of the goals, objectives and proposed action steps.

The 2008–2012 Parks and Recreation Commission made every attempt to utilize the strategic plan in policy development, budget planning and decision making. The 2012–2016 Commissioners (including Stoltman and Law) have also used the document as a major guide to focus their activities and direction since they began in November 2012.

Comstock Parks and Recreation 2015–2019 Strategic Plan

Understanding that the 2010–2014 Strategic Plan would need to be updated and re-submitted for approval during their terms of office, the current Commission members dedicated quality time and effort to review and assess the status of the stated objectives and action steps that consequently led to the goals set out for the past five years. The Commission has determined that some goals have been accomplished; however, much more needs to be done. Therefore the Commissioners agreed to use the 2010–2014 document (with modification) as the basis to move forward five more years. Documentation of these discussions and decisions are within the Commission’s minutes in Appendix J.

Key Persons Involved in the Process

The Comstock Township Parks and Recreation Director, Vanessa Hardy, has taken the lead with some assistance from the Commission Chair, to facilitate pulling together the planning elements, orchestrating the public input elements and directing timelines down to the final information gathering and publication. The Commission Secretary/Treasurer researched and summarized the most recent demographic data to include in the plan. All Commissioners have contributed in any number of ways: participating in public input sessions; strategic visioning in special township workshops; volunteering with survey administration; locating resources; and by providing input and insight into updating goals, objectives and action steps.

Tour of Existing Park Properties, Review of Facilities and Accessibility Assessment

Annually, from the month of March through July, each Commissioner visits every park for the purpose of monitoring conditions both natural and man-made, assessing equipment for safety and accessibility, observing usage and communicating with patrons. Results of these visits are presented in written form to the Parks and Recreation Director along with an opportunity for questions and discussion regarding these visits at the monthly meetings. Many of these group discussions lead to impromptu brainstorming sessions that result in suggestions for repairs, upgrades and ideas for possible future facilities or features. This active involvement by each elected official helps keep them in touch with the dynamic product under their stewardship and with the community that makes use of these wonderful township resources. Documentation of visits and discussions are in the Park Commission meeting minutes in Appendix J.

Commissioner Spears set up a meeting with Paul Eckland from the Kalamazoo Disability Resource Center in June 2014. Commissioners Spears, Law and Director Hardy met with Mr. Eckland at Robert Morris Park to discuss his assessment of the new facility and surrounding landscape renovations. Mr. Eckland detailed the procedures for accessibility assessment in the parks and provided information on reference and resource materials. This has been and will be beneficial in our continuing efforts to upgrade all park properties. Mr. Eckland has been kind enough to offer his services as needed.

Comstock Charter Township Citizen Engagement and Priority Survey, November 2013

Comstock was one of four townships in Kalamazoo County that participated in the services of the Cobalt Community Research Coalition which conducted a citizen survey that included specific questions regarding parks and recreation. A copy of the survey questions is in Appendix J. The summarized results may be found electronically at <http://comstockmi.com/Default.aspx?tabid=1849>. The various sections of the results of the survey are on the right-hand side of the page under “Citizen Survey – November, 2013.”

Charter Township of Comstock Strategic Visioning Workshops, January, February and March 2014

The Parks and Recreation Commission Chair and other Comstock community leaders, along with the Township Board of Trustees were facilitated by Julie Pioch of Michigan State University Extension to explore the history of the township, review current census information and community survey results, and engage in a variety of activities to analyze the strengths and weaknesses of Comstock today. They worked together to articulate a vision for the future of Comstock and came up with goal statements that they would like to see come to life within the next 10 years; a list of core values and guiding principles that should guide decision making in Comstock; a vision of Comstock in 2024; recommendations and next steps; and, suggested objectives/projects to accomplish in the next one to three years.

The final report, prepared by Ms. Pioch, MSU Extension can be found electronically at <http://www.comstockmi.com/Portals/22/StrategicVisioning2014.pdf>

Park Surveys

Surveys for Robert Morris Park and Wenke Softball Complex were administered over the summer season of 2014. Seasonal staff employed at both facilities randomly selected days from Memorial Day to Labor Day to distribute and collect surveys with specific questions created for the individual park. A comment section was provided. The results of these were discussed during regular Park Commission meetings and provided a helpful source of public input. Surveys and results are in Appendix J.

Park and Recreation Commission Meeting at Merrill Park, June 2014

A public forum was held during this Commission meeting regarding Merrill Park improvements. The minutes of this meeting along with citizen comments are in Appendix J.

Development of Plan Drafts

The initial draft of Strategic Plan 2015–2019 was developed to include the required sections as outlined by the Michigan Department of Natural Resources. The draft was reviewed and refined by the Parks and Recreation Commission at its meeting of September 8, 2014. A second draft was reviewed and approved during a special Parks and Recreation Commission meeting on September 22, 2014.

30-day Review Period and Public Hearing

On September 22, 2014, the Comstock Township Parks and Recreation Strategic Plan 2015–2019 was made available for public comment along with the announcement of the public hearing scheduled for October 27, 2014, at a special Parks and Recreation Commission meeting. The public notices are in Appendix J.

Park Commission Recommendation for Adoption

Following the close of the October public hearing the Comstock Township Parks and Recreation Commission unanimously approved the recommendation for adoption of the Comstock Township Parks and Recreation Strategic Plan 2015–2019. The minutes are in Appendix J.

Township Commission Adoption

The Comstock Township Trustees formally adopted the Comstock Parks and Recreation Strategic Plan 2015–2019 at the November 17, 2014, Comstock Township Board meeting. The minutes and signed resolution are in Appendix J.

MDNR Certification Checklist

A copy of the Community Park, Recreation, Open Space, and Greenway Plan Certification Checklist, completed with the appropriate signatures, is in Appendix J.

Submittal to MDNR

A copy of the transmittal letter to accompany the Comstock Township Parks and Recreation Plan 2015–2019 document for submittal to MDNR is in Appendix J.

Transmittal to West Michigan Planning Commission

This letter is in Appendix J.

Transmittal to Kalamazoo County Parks

This letter is in Appendix J.

Appendix J

Documents

Included in this section are copies of the required documentation that accompanied the planning and public input process, its governmental adoption and correspondence. All public meeting minutes can be found in this appendix as well as electronically at <http://www.comstockmi.com>.

Document Order:

Recreation Grant History

Grant History Reports

Public Notices

Comstock Township Parks and Recreation Commission Meeting Minutes

Resolution

Community Survey

Park Surveys

Special Strategic Planning Minutes

Comstock Township Board Meeting Minutes

Resolution

MDNR Certification Checklist

Letters of Transmittal



Recreation Grant History

Applicant

Comstock Charter Township

Project No. 26-01104 D2

Project Year: 1980

Project Title: Merrill Park

Project Status: Closed

Grant Amount: \$8,101.21

Project Description: Picnic shelter, LWCF sign

Project No. TF92-129

Project Year: 1992

Project Title: River Villa Preserve

Project Status: Closed

Grant Amount: \$82,500.00

Project Description: Acquisition of 37.2 acres of land with 1,270 feet frontage along the Kalamazoo River for nature area.

Project No. CM99-162

Project Year: 1999

Project Title: Fleetwood Park Development

Project Status: Closed

Grant Amount: \$28,932.00

Element

Element

Gazebo

10' Bike Rack

8' Wide Asphalt Walkway, 7,425'

99 Tuff Timber Permanent Edging

5 Park Benches

Hydroseed Park

3 Tender Tuff Coated Picnic Tables

Park Sign

Play Structure

4 Bay Swing-Set

Project Description: Develop a community park by adding benches, walkway, swing set, gazebo, horseshoe pits, and a toddler play structure.



Recreation Grant History

Applicant

Comstock Charter Township

Project No. TF11-003

Project Year: 2011

Project Title: Robert Morris Park Development

Project Status: Active

Grant Amount: \$300,000.00

Element _____
Multi-use building
Pavement/concrete removal
Concrete pathway
Topsoil, seed, mulch
Storage building demolition
Permit fees/sign

Element _____
Parking lot paving _____

Project Description: Development to include multi-use building, pavement/concrete removal, sidewalk, topsoil/seed/mulch and storage building demolition.



Michigan Department of Natural Resources - Grants Management

**PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

GRANT TYPE: MICHIGAN NATURAL RESOURCES TRUST FUND CLEAN MICHIGAN INITIATIVE
(Please select one) LAND AND WATER CONSERVATION FUND RECREATION PASSPORT BOND FUND

GRANTEE: Comstock Township

PROJECT NUMBER: 26-01104 D2 PROJECT TYPE: Development

PROJECT TITLE: Merrill Park

PROJECT SCOPE: Picnic Shelter, LWCF sign

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Name of Agency (Grantee) <u>Comstock Township Parks & Rec</u>	Contact Person <u>Vanessa Hardy</u>	Title <u>Parks Director</u>
Address <u>PO Box 449</u>	Telephone <u>269-343-8212</u>	
City, State, ZIP <u>Comstock MI 49041</u>	Email <u>Parksadmin@comstockmi.com</u>	

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). Yes No

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) Yes No

Are any of the facilities obsolete? If yes, please explain. Yes No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. Yes No
Pavilion + restrooms are accessible. Playground + ball diamond is not

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

- Pavilion
- Restrooms/garage building
- basketball courts
- boat launch
- playground
- ball diamond

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>monitoring park by police, security lights</i>	
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>mowing on regular weekly basis. Pavilion maintained for rentals</i>	
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What are the hours and seasons for availability of the site?	
<i>Year round - sunrise to sunset</i>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty space for comments.

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

<u>Vanessa Hardy</u> Please print	<u>Vanessa Hardy</u> Grantee Authorized Signature	<u>10/1/14</u> Date
<u>CLARA ROBINSON</u> Please print	<u>[Signature]</u> Witness Signature	<u>10/1/14</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**



Michigan Department of Natural Resources - Grants Management

**PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

GRANT TYPE: MICHIGAN NATURAL RESOURCES TRUST FUND CLEAN MICHIGAN INITIATIVE
(Please select one) LAND AND WATER CONSERVATION FUND RECREATION PASSPORT BOND FUND

GRANTEE: Comstock Township

PROJECT NUMBER: TF 92-129

PROJECT TYPE: Acquisition

PROJECT TITLE: River Villa Preserve

PROJECT SCOPE: Acquisition of 37.2 acres of land

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Name of Agency (Grantee)	Contact Person	Title
<u>Comstock Township Parks & Rec</u>	<u>Vanessa Hardy</u>	<u>Parks Director</u>
Address	Telephone	
<u>PO Box 449</u>	<u>269-343-8212</u>	
City, State, ZIP	Email	
<u>Comstock MI 49041</u>	<u>Parksadmin@comstockmi.com</u>	

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided?
If yes, please describe change(s). Yes No

The Kalamazoo River Valley Trail now runs through the property.

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) Yes No

Are any of the facilities obsolete? If yes, please explain. Yes No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. Yes No

The property is a nature preserve. The Kalamazoo River Valley Trail is accessible.

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.

The Kalamazoo River Valley Trail is a non-motorized paved walking/biking path. This trail travels through the River Villa Preserve as of 2014.

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. <i>mowing paths weekly in season.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What are the hours and seasons for availability of the site? <i>Year round - sunrise to sunset</i>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty box for comments.

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

<u>Vanessa Hardy</u> Please print	<u></u> Grantee Authorized Signature	<u>10/28/14</u> Date
<u>CLARA ROBINSON</u> Please print	<u></u> Witness Signature	<u>10/28/14</u> Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925**



Michigan Department of Natural Resources - Grants Management

**PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

GRANT TYPE: MICHIGAN NATURAL RESOURCES TRUST FUND CLEAN MICHIGAN INITIATIVE
(Please select one) LAND AND WATER CONSERVATION FUND RECREATION PASSPORT BOND FUND

GRANTEE: Comstock Township

PROJECT NUMBER: CM99-162 **PROJECT TYPE:** Development

PROJECT TITLE: Fleetwood Park Development

PROJECT SCOPE: Develop a community park - benches, walkway, swingset, gazebo

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Name of Agency (Grantee) <u>Comstock Township</u>	Contact Person <u>Vanessa Hardy</u>	Title <u>Parks Director</u>
Address <u>PO Box 449</u>	Telephone <u>269-343-8212</u>	
City, State, ZIP <u>Comstock MI 49041</u>	Email <u>parkadmin@comstockmi.com</u>	

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided?
If yes, please describe change(s). Yes No

Please refer to the attached boundary map. Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) Yes No

Are any of the facilities obsolete? If yes, please explain. Yes No

Is the site and all facilities accessible to persons with disabilities? If no, please explain. Yes No
walking path, gazebo + picnic tables are accessible.

List all additional existing development/facilities at the referenced project site. If the site is undeveloped, please describe the present use and provide a schedule for future development, including a list of proposed facilities.
Benches + walking path
gazebo + picnic tables
playground + swingset

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

SITE QUALITY	
Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are the facilities and the site being properly maintained? If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any features near the site which would detract from the use and enjoyment of the site or would pose a health or safety problem? If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
GENERAL	
Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is a fee charged for use of the site or facilities? If yes, please provide fee structure.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What are the hours and seasons for availability of the site? <i>Year round - sunrise to sunset</i>	

POST-COMPLETION SELF-CERTIFICATION REPORT (CONT'D)

COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Empty space for comments.

CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

Vanessa Hardy

Please print

Vanessa Hardy

Grantee Authorized Signature

10/28/14

Date

CIARA ROBINSON

Please print

CIARA ROBINSON

Witness Signature

10/28/14

Date

Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS
GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30425
LANSING MI 48909-7925

COMSTOCK CHARTER TOWNSHIP PARKS AND RECREATION COMMISSION

NOTICE OF PUBLIC HEARING

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CHARTER TOWNSHIP OF COMSTOCK, KALAMAZOO COUNTY, MICHIGAN AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the Comstock Charter Township Parks and Recreation Commission ("Commission") has prepared a proposed Parks and Recreation Strategic Plan, 2015-2019. The Commission will hold a public hearing to receive public input regarding this proposed Plan. The public hearing will be held at 7:00 p.m. on Monday October 27th 2014, at the Comstock Charter Township Hall, 6138 King Highway, within the Township. A copy of the proposed Plan is on file with the Township Clerk at the address set forth below and is available for viewing by members of the public.

Written comments will be received from any interested persons concerning this matter by the Comstock Charter Township Clerk at the Township Hall at any time during regular business hours up to the date of the hearing and may be further received by the Commission at the hearing.

All interested persons are invited to be present at the public hearing and to make comment to the Commission regarding this matter.

Comstock Charter Township will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of any printed material being considered at the hearing, to individuals with disabilities at the hearing upon four (4) days notice to the Comstock Charter Township Clerk. Individuals with disabilities requiring auxiliary aids or services should contact the Comstock Charter Township Clerk at the address or telephone number listed below.

COMSTOCK CHARTER TOWNSHIP PARKS AND RECREATION COMMISSION

Anna L. Goodsell, Clerk
Comstock Charter Township Hall
6138 King Highway
P. O. Box 449
Comstock, Michigan 49041
269-381-2360

STATE OF MICHIGAN)
County of Kalamazoo

ss. Deja McPherson

Being duly sworn deposes and say he/she is Principal Clerk of

RECEIVED

OCT 16 2014



THE KALAMAZOO GAZETTE
DAILY EDITION

CHARTER TOWNSHIP
OF COMSTOCK

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(day(s))

October 14 A.D. 20 14

Sworn to and subscribed before me this 14 day of October 20 14

MARIETTA FOLEY
Notary Public, State of Michigan
County of Kent
My Commission Expires: December 23, 2016

COMSTOCK CHARTER TOWNSHIP PARKS AND RECREATION COMMISSION
NOTICE OF PUBLIC HEARING

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COMSTOCK CHARTER TOWNSHIP PARKS AND RECREATION COMMISSION
Anna L. Goodall, Clerk
Comstock Charter Township Hall
6138 King Highway
P. O. Box 449
Comstock, Michigan 49041
269-381-2360



COMSTOCK TOWNSHIP
PARKS & RECREATION DEPARTMENT

Office Location:
6138 King Highway
Kalamazoo, MI 49048

Tel (269) 343-8212
Fax (269) 381-4328
parkinfo@comstockmi.com

Mailing Address:
P.O. Box 449
Comstock, MI 49041

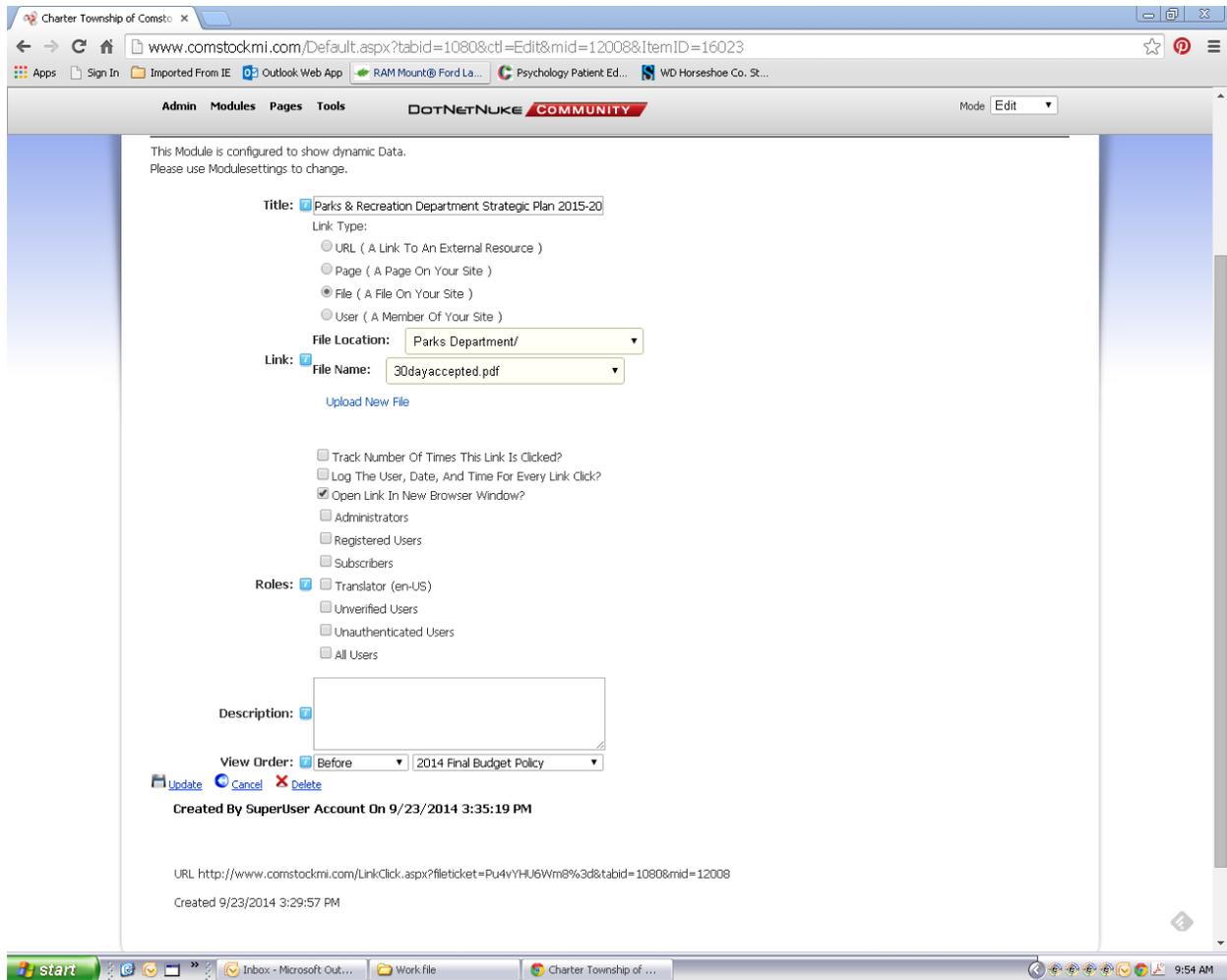
Public Notice

A draft of the Comstock Township Parks and Recreation Strategic Plan, 2015-2019 is available for public review and comment September 23, 2014 through October 26, 2014.

Copies are available for viewing at the Township Library, Township Offices, and the Comstock Community Center. An electronic copy is also posted to the home page, under Reports of Interest on our website, www.Comstockmi.com.

Please direct all comments, preferably in writing, to the Parks Department office- 269-343-8212 or parksadmin@comstockmi.com

Posted September 23, 2014



Charter Township of Comstock
 www.comstockmi.com/Default.aspx?tabid=1773

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Departments » COMSTOCK PARKS & RECREATION Login

Parks & Recreation Department

The Charter Township of Comstock
Parks & Recreation Department

Located @ 6138 King Highway
 Mailing Address: PO Box 449, Comstock MI 49041
 Tel: 269-343-8212
 Fax: 269-381-4328
 Email: parksadmin@comstockmi.com

Parks & Recreation Director
 Vanessa Hardy

Elected Park Board Members

Michael Hough
 Judy Joling
 Linda Law
 Sharon Spears
 Gillian Stoltman

Parks & Rec Links

Robert Morris Park Ord. No. 438
 Parks Regulation Ordinance No. 453
 Park Board Meetings
 News from Parks & Rec
 Community Garden
 Softball and Baseball Info
 Parks, trails, baseball/softball diamonds
 2010 to 2014 Strategic Plan

2014 Park Fees & Pavilion Reservation Forms

2014 Park Fees
 2014 Robert Morris Park Pavilion Reservation
 2014 Merrill Park Pavilion Reservation

A draft of the 2015-2019 Parks and Recreation 5 year plan is open for public review and comment.
The Parks Board is holding a special meeting on October 27th at 7:00pm at the Township Hall to hear public comment on the document.

An electronic copy of the draft can be found on the Comstock Township home page, under "Reports of Interest"
A hard copy of the draft can be found at the Comstock Township Hall, Comstock Library, and Comstock Community Center.

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Charter Township of Comstock

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Home Login

The Charter Township of Comstock
6138 King Highway

P.O. Box 449
Comstock, Michigan 49041-0449
(269) 381.2360



2014 Fall Water System Flushing Program

#####

A draft of the Comstock Township Parks and Recreation Department Strategic Plan 2015-2019 is available for public review and comment through October 26th 2014. A link to an electronic copy is below in the "reports of interest" section.

BEGINNING IN 2014 THE TOWNSHIP BOARD MEETINGS WILL BEGIN AT 6:00 P.M.

Welcome!

Thank you for taking the time to visit the Comstock Township website. In the event that this is your first visit to our site, we would like to take a few moments to familiarize you with our township.

- The Charter Township of Comstock is a community of thirty-five (35) square miles in northeastern Kalamazoo County, which is located in the southwestern region of Michigan. Comstock Township, east of the City of Kalamazoo, is served by highways I-94 and M-96, both bisecting the Township from east to west and running virtually parallel to each other separated by a distance of slightly more than one mile.
- Economic growth has been fast-paced with a heavy concentration in auto stamping and parts, plastics, specialty and industrial machine shops, and service-oriented businesses. Our many greenhouses have made Comstock Township the Bedding Plant Capital of the World. Our many lakes and streams provide excellent fishing and recreational activities. Morrow Lake is the dominant water body in the Township encompassing approximately 1,065 acres of land.
- And this is just a glimpse of Comstock Township. Please take a few moments to scan through all the information we have provided about our township. The Charter Township of Comstock is continuously growing and changing, much the same as our website, so please visit us as often as you can to keep up on all the latest.

ENJOY YOUR TOUR OF OUR TOWNSHIP!

Quick Links

- CLEARSPAN FREESTANDING BUILDING FOR SALE
- COMPLAINT FORM
- JOB POSTINGS
- PARTIAL LISTING OF VARIOUS TOWNSHIP FEES
- APPLICATION FORMS
- RELATED LINKS
- TAX & PARCEL DATA
- ZONING ORDINANCES
- GENERAL ORDINANCES
- PROPERTY TAX EXEMPTIONS
- SNOW REMOVAL
- SEWER & WATER FEE SCHEDULE
- Enbridge-MDEQ
- PARADE PERMIT

Maps

- Street Map (Updated 06-2014)
- MDOT Roundabout-Sprinkle Rd & Cork St-NEW
- 2013 Aerial Map

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Charter Township of Comstock
Parks and Recreation Commission

Monday, 12 November 2013

7:00 pm

Minutes

1. Call to Order by Commission Chair Linda Law
 - a. Commissioners present: Michael Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

2. Review of minutes of 14 October 2013 and the minutes of the joint meeting of the Comstock Township Parks Commission and the Comstock Township Board of Trustees on 21 October 2013. It was noted that the Township Board of trustees did commend the Parks Commission for increasing the revenues without increasing the number of staff. The Board of Trustees did also approve a waiver of the Parks Board providing the match for the DNR grant.

Motion was made by Spears and supported by Joling to approve the minutes of 14 October 2013 and the minutes of the joint meeting on 21 October 2013, with the correction that Commissioner Hough attended the joint meeting and not Commissioner Spears
Motion to approve the minutes: 5 Yes 0 No

3. Bills payable:
 - a. Motion by Stoltman, supported by Hough to approve the October 2013 Bills Payable.
Motion to approve Bills Payable: 5 Yes 0 No

4. Correspondence:
None received

5. Citizen comments:
 - a. Sandy Sprague brought the attention of the Board to plan by the Township to outsource the compactor functions to Best Way and that the recycling station is to be closed at the beginning of 2014. There will be a public hearing during the budget discussions on 18 November 2013.

6. Additions, deletions/changes/corrections to the agenda
 - a. None

7. Reports:
 - a. Director's Report
 1. Director Hardy provided her monthly report to the Commission (included in the Commissioners November package). Commissioner Hough said that he appreciated that the new Gator had been placed at the Wenke Ball Fields and that the purchase was a good deal for the Parks Dept.

 - b. Treasurer/Budget:
 - i. The budget shows that while we are 83% through the year, the expenditures come in at 80% of the budgeted amount. This reflects the careful handling of the finances by Director Hardy.

 - c. Chair Report:
 - i. The Commission Chair commented on the Township budget meetings and that the Township had offered to asphalt a parking area at Fleetwood Park. With all due respect, the Commission felt that this was an unnecessary allocation as the Commission's strategic plan called for evaluation of parking at Fleetwood and paving over the grass was not considered the appropriate solution of parking at that park. An issue has arisen with a conflict over local ordinances that restrict parking on grass verges as well as limitations on parking on neighborhood roads. The Commission feels that signs and possibly some adjustment of local ordinances are a better way to address the parking at Fleetwood than paving over the grass.
 - ii. The Township recently notified the Parks Commission that they do not have legal authority to alter budget line items without first gaining the approval of the Township Board. There are questions as to whether this is in fact the case, given that the Parks Commission is a duly elected Board. Chair Law will seek guidance from the Township attorney.

- iii. A question was raised as to whether Commission members should be paid for attendance at Township Board meetings when a Parks item is on the agenda. It was felt that they should be.
 - iv. Chair Law reported on a meeting that she has with the Township Supervisor today (11/12/2013) when the following were discussed
 - 1. The old Township building on Kings Highway that had been used by the Parks Department has a lower estimated value now.
 - 2. The success of the Grand Rapids Parks millage in the recent election, which passed with 61% of the votes in favor. This may be something that the Comstock Parks may be interested in examining.
 - 3. While the Planning Commission and the Township pursue their strategic plans, the Parks Commission will continue to do their own, although they will be able to obtain some assistance from the Planning Commission.
8. Budget line-item Adjustments
- a. When we make line item adjustments to the budget, we must keep them within the same cost center.
 - b. The outside consultant costs reflect a grant expenditure before we received the funding, and therefore could not be shown as a grant expenditure.
 - c. The facilities supervisor was required to work an extra day and so this line item needed to be adjusted.
 - d. There was an increase in umpire fees as there were more games scheduled that had been anticipated and so the umpire fees budget was amended to reflect this increased cost
- Motion made by Joling, seconded by Hough to approve budget line-item adjustments:** 5 Yes 0 No
9. Strategic Plan 2015-2019
- a. The current plan runs through 2014, but the Commission needs to begin work on developing the 2015-2019 plan and that it needs to be in place before the current plan expires.
 - b. Having a current plan is required by many grant funders, including those from the State of Michigan
 - c. One item that needs to be included is a plan to obtain the 25% match that DNR grants require.
10. Robert Morris Park ordinance
- a. Section 1. Amendment of Section VII. Subsection © of Section VII of the Robert Morris Park Ordinance (Ordinance No. 438) is hereby amended to read as follows:
 - (e) The launching, beaching or docking of boats from or within the park is prohibited. The Township Parks and Recreation Commission shall have authority to grant a waiver from this prohibition if the Commission determines in its sole, reasonable discretion that such boating activity *is required to safeguard and protect human life or fulfill the functions of township, county, state or federal agencies.* In issuing any such waiver, the Commission shall have the right to impose such conditions as it reasonably believes necessary to ensure that the above-referenced standard is satisfied.
11. Enbridge grant
- a. During discussions at the Kalamazoo River Valley Trail committee, it was learnt that Enbridge may be able to offer grants to public agencies that are located along the Kalamazoo River.
 - b. There is the potential for a \$6,000 grant for improvement to Fleetwood Park in 2013 as well as for additional funds to be made available for 2014.
- Motion by Stoltman, supported by Joling, to direct the Director to move forward in preparing a grant application to Enbridge for improvements at Fleetwood Park:** 5 Yes 0 No
12. Adjournment
- Motion by Joling, supported by Stoltman to adjourn the meeting at 8.45 pm:** 5 Yes 0 No

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

Charter Township of Comstock
Parks and Recreation Commission
Monday, 9, December 2013
7:00 P.M.
Minutes

Call to Order by Commission Chair Linda Law

Commissioners present: Michael Hough, Judy Joling, Linda Law, Sharon Spears
Staff present: Vanessa Hardy

1. Review of minutes of 12 November 2013. Motion by Joling and supported by Spears to approve the November 2013 minutes with the editorial corrections noted.
Motion to approve the minutes: 4 Yes 0 No

2. Bills payable:

Motion was made by Spears, supported by Hough, to approve the November 2013 Bills Payable.

Motion to approve bills payable: 4 Yes 0 No

3. Correspondence:

None received

4. Citizen comments:

Sandy Sprague commented on parking ordinances along roads.

5. Additions, deletions/changes/corrections to the agenda:

Commissioners agreed to add to agenda item (7.a.) to read: Commissioner meeting stipend & extra meetings (other than special Park and Recreation Commission meetings) reimbursement.

6. Reports:

Director's Report - Director Hardy provided her monthly report to the Commission (included in the Commissioners December packet). Commissioner Law suggested that perhaps the appropriate signage should be included in the Fleetwood Park Improvements to recognize the Enbridge Grant. Director Hardy added that she and Sean Fletcher, City of Kalamazoo Parks and Recreation Director will be meeting with the city of Grand Rapids Director of Parks and Recreation who successfully put a millage through the last election for the parks.

Budget Report - The budget shows that while we are 92% through the year, the expenditures come in at approximately 93% of the budget.

Commission Chair Report - Chair Law reported that the 2014 Township budget was approved after the public hearing held at the December 2 Township meeting. The 2014 parks budget was approved as part of the general fund as the park board presented, with an additional \$3000 added to a capital outlay line item by the Township administration. Law will be seeking clarification from the Township attorney regarding the budget section of an elected park board in Chapter 12 of the MTA Authorities & Responsibilities handbook. Law also will begin to put together the 2013 Parks and Recreation report that will need approval from the Parks

and Recreation Commission before presenting it to the Township board. She hopes to have this report for the January 2014 meeting.

7. Business

Commissioner meeting stipend and extra meetings reimbursement - A motion was made by Law, supported by Spears to raise Parks and Recreation Commissioner regular meeting stipends to \$101 per meeting to coincide with the other Township boards and to also make this retroactive for 2013.

Motion to approve: 4 Yes o No

Discussion on commissioner reimbursement for extra meetings (other than Parks and Recreation special meetings) was tabled to a future commission meeting.

2013 end of year funds - Director Hardy reported (in a document included in the December board packet) that she expects to have an estimated \$3200 left in the 2013 budget and proposed the following expenditures:

Robert Morris Park Disc Golf Course Improvements - \$350

River Villa & Jan Schau Sign Upgrade - \$1400

Promotional Park Brochure - \$1500

A motion was made by Joling, supported by Hough to approve the Robert Morris Park Disc Golf Course improvements and the River Villa & Jan Schau sign upgrade along with the purchase of a laptop computer for the director of no more than \$1000.

Motion to approve: 4 Yes o No

Director Hardy will look into a promotional park brochure in 2014.

Five year plan submission checklist - Chair Law explained this document (included in the December board packet) as an FYI for all commissioners in the process to submit a new five year plan to the DNR by the end of 2014.

Ordinance 438 - Section 1. Amendment of Section VII. Subsection (e) of Section VII of the Robert Morris Park Ordinance (Ordinance No. 438) is hereby amended to read as follows:

*(e) **The launching, beaching or docking of boats from or within the park is prohibited. The Township Parks and Recreation Commission shall have authority to grant a waiver from this prohibition if the Commission determines in its sole, reasonable discretion that such boating activity is required to safeguard and protect human life or fulfill the functions of township, county, state or federal agencies. In issuing any such waiver, the Commission shall have the right to impose such conditions as it reasonably believes necessary to ensure that the above-referenced standard is satisfied.***

A motion was made by Spears, supported by Hough to approve the change (above in bold) submitted by Commissioner Stoltman (provided in the December board packet) to the amendment of Section VII of Ordinance 438 to be once again presented to the Township Board for adoption.

Motion to approve: 4 Yes o No

8. Announcements - none

Meeting adjourned at 7:58 P.M.

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 27 January 2014
7:00 pm
Minutes

1. Call to Order by Commission Chair Linda Law
 - a. Commissioners present: Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

2. Review of Minutes
Commissioner Spears noted that the date on the December 9th minutes was incorrect. Director Hardy will correct.
Motion by Spears, supported by Stoltman to accept the minutes with date correction.
Motion to approve the minutes: 4 Yes 0 No

3. Bills payable:
Motion by Stoltman supported by Spears to approve the December 2013 Bills Payable.
Motion to approve Bills Payable: 4 Yes 0 No

4. Correspondence:
None received

5. Citizen comments:
None received

6. Additions, deletions/changes/corrections to the agenda
Stoltman requested to add discussion regarding time and place of future Parks Board meetings. This item was added to the Business item, under Other

7. Reports:
 - a. Director's Report
Director's Report: Director Hardy had attached her January report to the Commissioners package. Law commended Hardy on the fine work that she has done in her position as director. In particular, Chair Law appreciated the addition of the park usage data for the past four years. This is very helpful in both evaluating the programs and also providing insight into trends.

 - b. Treasurer/Budget Report:
Director Hardy noted that this was the end of the year budget report. Final expenses and revenues coming in were close to budgeted numbers.

 - c. Chair Report:
Chair Law reported that she had attended the Township Board of Trustees strategic planning session, which had been facilitated by MSU-Extension. Of note were the presence of school district representatives from Comstock and Gull Lake and others. During the meeting, the results of the community survey were presented and discussed (these were e-mailed previously to Parks commissioners). Law and Hardy felt that it would be helpful to have the MSU Extension facilitator come to a future board meeting to discuss the park specific results and the rest of the board concurred.

Chair Law noted that the Township Board had chosen not to pursue the amendment to the Robert Morris Park ordinance allowing for a waiver to be granted to the Parks Board for use of private small boats for safety purposes in very specific circumstances.

Spears asked about the status of the Enbridge grant for Merrill Park. Hardy noted that this request will be submitted in 2015, as there were too many pieces to compile to have the request submitted by the 2014 deadline.

8. Business

a. Strategic Plan 2015-2019

Chair Law directed the commissioners to take a look at the current strategic plan and to start thinking about how to update it, what needs adding. The Township's recently conducted citizen survey can be used as part of the citizen input process, although we shall have to consider other ways in which we can gain the community's perspective on the parks. There was discussion about a Facebook page and agreement that a closed Facebook page would be a good way of getting the message about the parks out to the public.

A suggestion was made that the Parks Commission meetings should be included on the Township's meetings calendar.

b. Officer Elections

Spears proposed and Joling supported a motion to retain the 2013 slate of officers for 2014.

Motion approved 4 Yes 0 No

Chair Law directed commissioners attention to the Parks and Recreation Department 2013 Report and asked if there were any comments or changes. There was general agreement that it was good concise report. A motion was made by Stoltman and supported by Joling to accept the report.

Motion was approved 4 Yes 0 No

c. Other

Stoltman inquired as to the discussion of a change of date or venue for the Parks Board meeting, and also was the meeting time of 7 pm a requirement. Joling noted that 7 pm was more convenient for many people to get home from work, eat and then get to the meeting. Also, the Board chose to stay with meetings on the 2nd Monday of the month and if pre-empted by the Board of Trustees, then we could move to the Heritage room.

9. Adjournment

A motion by Stoltman supported by Joling to adjourn at 8.00pm was made

Motion to adjourn approved 4 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 10 February 2014
7:00 pm
Minutes

1. Call to Order by Commission Chair Linda Law
 - a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy
Guest: Township Supervisor Ann Nieuwenhuis

2. Review of Minutes from 27 January 2014
Motion by Joling, supported by Hough to accept the minutes.
Motion to approve the minutes: 5 Yes 0 No

3. Bills payable:
Motion by Stoltman supported by Spears to approve the January 2014 Bills Payable.
Motion to approve Bills Payable: 5 Yes 0 No

4. Correspondence:
None received

5. Citizen comments:
None received

6. Additions, deletions/changes/corrections to the agenda
Commissioner Law recognized Township Supervisor Nieuwenhuis and asked her for her comments.
 - a. Supervisor Nieuwenhuis said that she wanted to address the conflicts that are arising for the use of the Township Meeting room and how the increased need for the Township Board to use that room on Monday evenings (because that is the only day that Attorney Sparks is able to attend) has led to the Parks Board meetings being moved to other rooms on a few occasions. She suggested that the Parks Board move to another day. However, the Parks Commission noted that this would not be feasible for them and that the Commission would rather stay with the 2nd Monday and when the room is needed by the Township Board, then the Commission meeting could be moved to another room in the building.

 - b. The recent Parks Commission request for a change to the Robert Morris Park ordinance was raised by the Commission and Supervisor Nieuwenhuis commented that there were two concerns of the Township Board. The first was that the Commission was already empowered to made decisions about who can launch a motor craft from the park, although there were concerns that such decisions could be arbitrary without clear policies in place. The second concern was about the potential for invasive species to be brought into Campbell Lake by watercraft that may have been in other lakes. The Commission requested a statement from the Township attorney that in fact the Commission did in fact have the authority to grant permission to launch watercraft in circumstances where the safety of people and property was the paramount concern. Supervisor Nieuwenhuis said that she would pursue this with Attorney Sparks, who she mentioned would be retiring at the end of March 2014.

 - c. The Commission thanked Supervisor Nieuwenhuis for coming to the meeting and addressing these two issues with them.

No other additions to the Agenda were made.

7. Reports:

a. Director's Report

Director's Report: Director Hardy had attached her February report to the Commissioners package. She reported that the Michigan Parks and Recreation Association meeting had been very useful especially in the areas of networking and sharing experiences. She had heard from Parks Directors that had successfully mounted a mileage campaign. When asked by Commissioner Spears about the discussions on vandalism and the use of surveillance cameras, Director Hardy responded that trail cameras seemed to be more effective than video. If we put cameras up, then we would also need to make sure that there are signs that notify people that surveillance is taking place in the parks. The topic of healthier food at concession stands was also raised during the conference. Petosky Parks Department conducted a survey and found that yoghurt and string cheese sold well. They also eliminated the sale of carbonated drinks.

Director Hardy also noted that 4 of the staff who worked at RMP and the Wenke ballparks last summer will be back this year.

b. Treasurer/Budget Report:

No items of concern in the January budget report.

c. Chair Report:

i. Chair Law commented on the reports of the Mayer land parcel in the northeast section of Campbell Lake has now been turned over to the Southwest Michigan Land Conservancy.

ii.

iii. The 2014 schedule for Commissioner visits to the parks was shared.

8. Business

a. The 2014 schedule for Commissioner visits to the parks was shared.

b. Strategic Plan 2015-2019: The 2015-2019 Strategic Plan was discussed and it was decided that for the next meeting commissioners will bring their ideas for the next set of goals. From there we can divide the task of developing the objectives and action steps up between the Commissioner members. The data from the Township was discussed at length and there is much useful information in there that we can use for the plan. We shall however have to conduct some additional, targeted questions about parks, facilities and activities.

c. Parks Director performance objectives were discussed and Director Hardy will develop the objectives for the upcoming year.

d. Other: No other business

9. Adjournment

A motion by Stoltman supported by Hough to adjourn at 8.00pm was made

Motion to adjourn approved 5 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 10 March 2014
7:00 pm
Minutes

1. Call to Order by Commission Chair Linda Law
 - a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy
2. Review of Minutes from 10 February 2014
Motion by Joling, supported by Hough, to accept the minutes.
Motion to approve the minutes: 5 Yes 0 No
3. Bills payable:
Motion by Spears supported by Stoltman to approve the February 2014 Bills Payable.
Motion to approve Bills Payable: 5 Yes 0 No
4. Correspondence:
None received
5. Citizen comments:
None received
6. Additions, deletions/changes/corrections to the agenda: None
7. Reports:
 - a. Director's Report
Director's Report: Director Hardy had attached her March report to the Commissioners package.
Director Hardy noted that she did have input to the Administration as to which park will be mowed under the new external contract for this service.
There was a disc golf held at Robert Morris Park this past weekend and it was well managed and the tournament organizers cooperated well with the Parks administration.
 - b. Treasurer/Budget Report:
The February budget was not available and will be considered at the next meeting.
 - c. Chair Report:
 - i. Chair Law reported that she had attended the Township's strategic planning session and that its theme was "place marking" After the Strategic Plan is written the Planning Commission will be writing the Master Plan for the Township.
Commissioner Law will keep the Commission apprised of the progress of these activities.
8. Business
 - a. Renewal of the Wenke Parks contract with Kalamazoo County: This was a renewal of the previous contract with the County, the only changes being the dates of the contract term.
 - b. Request from BPA for marketing during the ball games at Comstock Township ball fields.
The request was for the Growlers college ball teams to set up marketing booths and sell tickets for Growlers games during the BPA games held at our parks. There was discussion as to how this fitted with our policy regarding selling entrance fees for games at our parks and it

was considered that this did not violate our policy. However, Director Hardy will make sure to include in her response to BPA that they needed to make sure that BPA or Growlers did not violate current parks policy.

Motion by Joling, supported by Hough to approve the request from BPA: 5 Yes 0 No

- c. Park Survey 2014. After discussion on the brief survey it was decided to reduce the scale of response to 5 and to use icons, such as smiling and sad faces, as the responses. Commissioner Spears suggested that if Commissioners were going to be asking people to participate that they should at least have some sort of Parks identification. Director Hardy will arrange for these.
 - d. Performance objectives: The board reviewed the performance objectives for Director Hardy, with the addition of the following points:
 - i. We need to keep the objectives related to access for those with disabilities
 - ii. Commissioner Stoltman will contact the Boy Scouts regarding mapping and designing a brochure for McLinden and Jan Schau.
 - iii. Merrill Park grant to be included in the objectives and for this we shall need input from the public. This will be effected through surveys at the park, the schools, the libraries, the summer lunch program and on-line, as well as a notice in the Communicator. The rip-rap in the river at Merrill park needs to be removed as that approach to water management has now changed. There will also be at least one Commission meeting held at Merrill Park in 2014.
 - e. Strategic Plan 2015-2019:
 - 1. A goal to increase the awareness and usage of the parks needs to be added to plan
 - 2. Slight modifications to the wording of the first 2 goals
 - 3. Each Commissioner will take 1 or 2 goals and see if the objectives and action steps associated with each needs to be modified or changed
 - a. Commissioner Spears will address goal a.
 - b. Commissioner Joling will address goals c. and g.
 - c. Commissioner Hough will address goal f.
 - d. Commissioner Law will address goal b. and d.
 - e. Commissioner Stoltman will address goal e.
 - 4. Commissioners were asked to have draft action steps by the April 2014 commission meeting
9. Adjournment
A motion by Joling supported by Hough to adjourn at 8.00pm was made
Motion to adjourn approved 5 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

Charter Township of Comstock
Parks & Recreation Commission

Monday, April 14, 2014
7:00 P.M.
Meeting Minutes

Call to order by Commission Chair Linda Law

Commissioners Present: Linda Law, Sharon Spears, Michael Hough, Judy Joling

Commissioner Absent: Gillian Stoltman

Staff Present: Vanessa Hardy

Citizens: 2

1. **Review of the Minutes of March 10, 2014:** Minutes approved with some clarification of Director's performance objectives. Motion by Commissioner Spears with support by Commissioner Joling.
2. **Bills Payable:** Accepted as presented by motion of Joling and support by Spears.
3. **Correspondence:** None
4. **Citizen's Comments:** None
5. **Request for Agenda Adjustments:** None
6. **Reports:**
 - a. **Parks Director:** Report provided to Commissioners prior to meeting with copy attached to minutes. Additionally, the Parks Director informed the Board of likely avenues for funding that will be pursued for replacing /upgrading lights at Wenke Softball Complex.
 - b. **Treasurer Report:** In the absence of the treasurer, it was noted that there have been few expenditures during these early months of the year.
 - c. **Commission Chair Report:** Chairperson Law reported that the Wenke contract renewal had been tabled by the Township Board at their first meeting in March, but had subsequently been approved after a minor revision was made and some redundant wording was eliminated.
 - d. **Park Visit Reports:** Reports were turned in to Park Director with no additional comments or discussion.
7. **Business:**
 - a. **Wenke Contract Renewal:** Motion to accept contract with revisions was made by Spears and supported by Hough. Motion passed unanimously.
 - b. **Comstock Summer Camp Bus Pass Request:** Motion to allow Comstock Community Center a free bus pass and free vehicle pass for entrance to Robert Morris Park while CCC conducts summer camp passed unanimously. Motion made by Joling with support from Spears.
 - c. **Performance Objectives:** The Parks Director's performance objectives were briefly reviewed and it was noted that expected dates for completion for various objectives were added.
 - d. **Strategic Plan:** Chairperson will begin reworking the 5 year plan and the Board will begin assessing what changes/ additions/ deletions might be warranted. It is the intent of the Board to utilize data collected from community survey as well as community input.
 - e. **Other:** Commissioner Spears reported on contact made with Mr. Paul Eckland from the Disability Resource Center. Mr. Eckland will evaluate RMP in regard to compliance with ADA regulations. It is expected that this evaluation will be free of charge.

8. **Announcements:** The Parks Director intends to issue a press release about the new facility at RMP. It was suggested that an article about the new facility, along with pictures, be sent to the *Kalamazoo Gazette* and submitted for publication in the *Comstock Communicator*.

Motion to adjourn at 8:10 P.M.

Next Meeting: May 12, 2014.

Respectfully submitted, _____
Judith Joling, Vice – Chair, Comstock Township Parks & Recreation Commission

Charter Township of Comstock
Parks & Recreation Commission

Monday, May 12, 2014
7:00 P.M.
Meeting Minutes

Call to order by Commission Chair Linda Law

Commissioners Present: Linda Law, Sharon Spears, Judy Joling

Commissioners Absent: Gillian Stoltman, Michael Hough

Staff Present: Vanessa Hardy

Citizens: 2

1. **Review of the Minutes of March 14, 2014:** A motion by Commissioner Spears, with support by Commissioner Joling, to approve the Minutes as presented.
2. **Bills Payable:** Accepted as presented by motion from Joling and support by Spears.
3. **Correspondence:** None
4. **Citizen's Comments:** None
5. **Request for Agenda Adjustments:** None
6. **Reports:**
 - a. **Parks Director:** Report provided to Commissioners prior to meeting with copy attached to Minutes.
 - b. **Treasurer Report:** No report at his time.
 - c. **Commission Chair Report:** No report at this time.
 - d. **Park Visit Reports:** Reports were provided to the Park Director with no additional comments or discussion.
7. **Business:**
 - a. **Focus Group for Strategic Planning:** The June 9, 2014, meeting will take place at Merrill Park and will include a Focus Group. The Park Director will publicize the meeting and seek community input. Each Commissioners is encouraged to personally invite one or two individuals to participate.
 - b. **Time Line for Strategic Plan:**

Requirements-

 - Hold a public meeting /survey or some sort of public input before beginning
 - Write a plan
 - Have the plan in a 30 day review process, where it is open to the public for review and comment
 - Hold a public meeting after the 30 day review process (and this meeting has to be advertised and proven to DNR, a newspaper clipping is sufficient)
 - Pass a resolution to send to DNR
 - Send a letter with the plan to our regional planning committee stating here is our 5 year plan (and send a copy of this letter to DNR as proof)
 - Send our plan

- c. **Family & Children Services:** The Park Director received a request from *Children & Family Services* to purchase 4 or 5 season passes to RMP at a reduced cost. After discussion, the Board unanimously approved the sale of up to 5 season passes to Family & Children at the reduced rate of \$25 each – a reduction of \$10 per pass. Motion by Joling with support from Spears.
- d. **Center for Transformation Request:** A motion to approve the sale of seasonal passes for RMP to the *Center for Transformation* at a reduced cost passed unanimously. The reduced cost will be \$25 each for 5 seasonal passes. Motion by Joling with support from Spears.
- e. **Other:** The Parks Director notified the Board of the township time line in regard to the budget process for 2015.

Timetable

The proposed budget shall be developed according to the following schedule;

Activity	Date
Capital Improvement Plan Approval	By April 1
Budget policies developed by Township Board	By May 1
Informational meeting for department heads	By June 1
Department heads submit proposed revenue and expenditure plans to Township Supervisor	By July 1
Strategic Plan developed and approved	By July 1
Supervisor meets with department heads	By August 1
Administrative Team present proposed budget to Township Board	By September 1
Township Board adopts tentative budget	By October 1
Budget public hearing held by Township Board	By November 1
General Appropriations Act adopted	By December 1

This timeline will be presented to the Township Board, annually, on the first meeting held in January of each year.

- 8. **Announcements:** To encourage attendance and increase the visibility of Robert Morris Park, June 14th will be a “free” day. There will be no admission charge for either residents or non-residents.

Adjournment at 8:00 P.M.

Next Meeting: June 9, 2014, at Merrill Park Pavillion.

Respectfully submitted, _____
Judith Joling, Vice – Chair, Comstock Township Parks & Recreation Commission

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 9 June 2014
7:00 pm
At Merrill Park
Minutes

Call to Order by Commission Chair Linda Law

- a. Commissioners present: Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy
Guest: Township Supervisor Anne Nieuwenhuis

1. Review of Minutes from 12 May 2014
Motion by Spears, supported by Stoltman, to accept the minutes.
Motion to approve the minutes: 4 Yes 0 No
2. Bills payable:
Motion by Joling supported by Spears to approve the May 2014 Bills Payable.
Motion to approve Bills Payable: 4 Yes 0 No
3. Correspondence:
None received
4. Citizen comments:
None received
5. Additions, deletions/changes/corrections to the agenda: None
6. Reports:
 - a. Director's Report
Director's Report: Director Hardy had attached her June report to the Commissioners package.
Director Hardy reported that the fence around the community gardens should be completed by next Monday (16 June) and that the total cost was \$519 with volunteers from the Eaton Corporation. 12-13 of the plots are rented out and possibly the few remaining plots will be taken up once gardeners hear of the fence being installed. Vanessa will be informing past gardeners of the fence. The water issues that had arisen over the winter appear to have been resolved.
 - b. Treasurer/Budget Report:
The budget for the month ending 5/31/2014 was considered and there were no issues raised by Commissioners.
 - c. Chair Report:
 - i. Chair Law reported that the kick-off for the Kalamazoo Valley Trail will be on Monday, 16 June at 10 am at the Community Center.
 - ii. Robert Morris Park will be one of the sites for the 2015 Amateur World Disc Golf Championship which is being held in Kalamazoo County.
 - iii. Robert Morris Park Open Day will be Saturday, 14 June and Commissioner Law would welcome Commissioners to attend and help in the sale of annual passes to the park. There have been articles on the Open Day in the Communicator and a number of other media outlets.
 - iv. Commissioner Law noted that she, Commissioner Spears and Director Hardy will be meeting with Paul Eckland at Robert Morris Park at 10 am on Monday, 30 June, to

discuss accessibility issues. Commissioner Spears was responsible for asking Mr. Eckland to assist the Commission with evaluating accessibility of facilities in our parks. Commissioner Law noted that she would welcome other commissioners to join them.

- v. Commissioner Law was asked if the Meet Up & Eat Up event, which has been held in Merrill Park for the past few years is going to be held there this year. Director Hardy responded that she has not been contacted regarding this event. As this event would be occurring soon, it was proposed that Director Hardy be given authority to approve the use of Merrill Park for the Meet Up & Eat Up event if she is asked.

Motion proposed by Stoltman, supported by Joling to approve:

Motion to approve authority to Director Hardy to approve the use of Merrill Park for the Meet Up & Eat Up program: 4 Yes 0 No

7. Business

- a. Open Public Forum regarding Merrill Park Improvements:

Commissioner Law noted that citizen input is needed for our application for funding to the Michigan Department of Natural Resources. Comstock residents were asked to provide us with their ideas about what improvements would they like to see at the park. Some were voiced and some were written on survey sheets. The public responses are listed on an addendum to these minutes.

Supervisor Nieuwenhuis noted that the Comstock Township Board of Trustees is looking to Merrill Park and the area around it as the center of the community and the focus of placemaking efforts in Comstock

- b. Line Item Adjustment. Director Hardy requested that \$500 be moved from Parks Administration 750-938 to 750-974 Ground Improvements.

Motion was made by Joling, supported by Spears to approve the Line Item Adjustment:

Motion to approve: 4 Yes 0 No

- c. Action Plan for the Strategic Plan 2015-2019:

1. We really just need to update our current plan
2. We can use much of the information from the Comstock Township survey conducted in 2013
3. We need to have the 2015-2019 plan ready to send off to the DNR by October. This means that we shall need to have the draft ready for the July meeting, then the public review will begin in August, with a public meeting set for the Commission meeting in September, after which edits can be made and the plan sent off to Lansing.
4. Director Hardy will compile the survey results, Commissioner Stoltman will update the demographics

8. Adjournment

A motion by Stoltman supported by Spears to adjourn at 8:30 pm was made

Motion to adjourn approved 4 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

Citizen comments from the Public Forum on Merrill Park

Parking and a relatively large amount of asphalt at Merrill Park was noted as issues, but given that the parking area is also a boat launch for emergency services, there is probably little change that can be made here.

The restrooms at Merrill Park are not handicap-accessible- we need to do something about this.

The playground and basketball court is frequently busy

Move the benches for the kids

The blocks down at the water's edge are unsightly, but there is no intent to improve them as the thinking today is that water speed control should be accomplished by more naturalization of the river-bank not concrete blocks.

It was suggested that informational pieces should be placed in the Communicator, on the web site, on flyers in the parks and other places, letting people know about the thinking behind letting the water edges at Merrill and at Robert Morris park become naturalized rather than artificially controlled.

Concerns were expressed about the proximity of the playground and the basketball courts to the river's edge and the chances for children chasing after balls and running around, getting to close to the water and slipping, particularly if the grass is wet or the river is overflowing its banks.

A request was made to fix the rims of the basketball hoops

There was quite a bit of discussion about removing the baseball field at Merrill as it takes up a lot of space and is only used on 2 evenings a week during 8 weeks of the year and the rest of the time it is empty. Could this area be put to better use for Comstock residents.

A suggestion was made that there could be a farmer's market at Merrill Park. While it was noted that the farmer's market in Schoolcraft has recently closed, others in the county were doing well. Also, with likely increases in the density of housing in the central areas of Comstock, there may be more people interested

A splash-pad in Merrill Park would be nice

A small rock-climbing wall , a fountain in the middle of the lake (sic), a merry-go-round and a tire swing

We need to do something to brighten up Merrill Park, it is the center of Comstock, but it is looking tired and run-down.

Flowers and flowering bushes would be nice, but when attempts have been made in the past to plant these, they have been vandalized

Please get rid of troublesome teens and young adults that hang around in the park

Can we split the ball field into different areas for specific populations such as seniors

Can we replace the sand in the playground area with a padded area?

Drinking fountain

Expand the basketball court in 1 big court with 4 hoops

Comments, either verbal or written, were received from 4 Comstock residents:

Marissa Marilyn Sandra Burris, 6653 East JK Ave

Sara Hough, 913 N 30th St

Anna Densmore, 102 N 30th St

Priscilla Dibble, 5650 Angelo

Plus 2 persons who did not leave their name

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 14 July 2014
7:00 pm
Minutes

Call to Order by Commission Chair Linda Law

- a. Commissioners present: Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

1. Review of Minutes from 9 June 2014
Commissioner Law noted that Commissioner Spears key role in bringing Paul Eckland, an accessibility consultant, to assist the Commission, should be included in the minutes
Motion by Spears, supported by Joling, to accept the minutes as amended.
Motion to approve the minutes: 4 Yes 0 No
2. Bills payable:
Motion by Stoltman supported by Spears to approve the June 2014 Bills Payable.
Motion to approve Bills Payable: 4 Yes 0 No
3. Correspondence:
None received
4. Citizen comments:
Sandy commented that there had been a recent mugging of a woman on the Kalamazoo Valley trail at Douglas and North Street and that this was bad publicity for the Trail.
5. Additions, deletions/changes/corrections to the agenda: None
6. Reports:
 - a. Director's Report
Director's Report: Director Hardy had attached her July report to the Commissioners package.
Director Hardy reported that there was a new sign at the Wenke ball parks and that Lorence Wenke had covered the cost of this new sign. Commissioner Law said that she will send a letter of thanks to Mr. Wenke.
 - b. Treasurer/Budget Report:
The budget for the month ending 6/30/2014 was considered. Park permits at Robert Morris Park are down slightly this year, probably due to the cooler weather than we have been having. There are not usually many pavilion rentals during May and June, but they start to pick up after July 4th. Director Hardy said that she adjusts the staffing levels to the attendance at the park on a daily basis.. Director Hardy also noted that she expects higher revenues this year from the ball games. No issues on the budget to date were raised by Commissioners.
 - c. Chair Report:
 - i. Chair Law wanted to thank publicly Commissioner Spears in her efforts to facilitate the consultation with Mr. Paul Eckland on accessibility at our parks. He provided a lot of materials and suggestions when he met with Commissioners Law and Spears. The company that installed the fixtures in the new building at RMP did a good job making sure that these items were accessible to all. He did note a couple of things and these

will be corrected to make them fully accessible. Commissioner Law noted that we need to do a similar evaluation at Merrill Park. Commissioner Spears stated that as McLinden is a “natural” area that it does not need to meet the accessibility guidelines, however it would be nice to have at least some part of the trails wheelchair accessible.

- ii. We are getting some very positive comments from people about the Robert Morris Park. The bathrooms are very clean, and there are often flowers in the restrooms!

d. Park Visits

Commissioner Law asked if there were any additional comments on this month’s park visits. There were none.

7. Business

a. Request for Material Donations

- i. Director Hardy stated that we have some equipment, notably scoreboards and an unused tractor, both of which were donated by GM, but which we never use or are likely to use. The South Portage Little League is in need of a scoreboard and has been looking for donations. GreenSource is a 501 (c) (3) organization which promotes environmental stewardship among youth and they have need of a tractor. Director Hardy stated that there were no restrictions made by GM as to further disposition of the items other than they could not be sold, but could be donated. She also noted that there will be no cost to the Parks Department to have the items transported.

Motion was made by Stoltman, supported by Spears to approve the donation of the scoreboard to South Portage Little League and the tractor to Green Source:

Motion to approve: 4 Yes 0 No

b. Action Plan for the Strategic Plan 2015-2019:

- 1. Updated demographics reviewed. It was decided that there was no need for graphs in this section.
- 2. There will be a draft of the 2015-2019 plan for discussion at the August meeting of the Parks Commission.
- 3. Among items to be included in the Action Steps are
 - a. Improvements to Merrill Park
 - b. Extensions of the Kalamazoo River Trail up 26th street
 - c. Improvements at Jan Schau flower walk/River Villa park as the KVRT passes through a part of the park
 - d. Activities for seniors at Merrill Park e.g. pickleball

8. Adjournment

A motion by Spears, supported by Stoltman to adjourn at 8.15 pm was made

Motion to adjourn approved 4 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 11 August 2014
7:00 pm
Minutes

Call to Order by Commission Chair Linda Law

a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

1. Review of Minutes from 14 July 2014
Motion by Spears, supported by Joling, to accept the minutes as amended.
Motion to approve the minutes: 5 Yes 0 No
2. Bills payable:
Motion by Stoltman supported by Hough to approve the July 2014 Bills Payable.
Motion to approve Bills Payable: 5 Yes 0 No
3. Correspondence:
A notice was received by all Commissioners about a Public Service Academy training that was targeted to elected officials. This training had not been budgeted and so there are no funds for Commissioners to attend – the cost of the course is \$150 each person.
4. Citizen comments:
Sandy Sprague commented that voter turnout at the recent election was very low. She also noted that there are a lot of people using the Kalamazoo Valley Trail (KVT) through Comstock, although she and Director Hardy noted that people should be particularly careful when walking or biking in constructions areas. Pat Haring noted that the lily pads in the various ponds are becoming overgrown. However, Director Hardy noted that we cannot cut them back without a DNR permit as they are a protected species.
5. Additions, deletions/changes/corrections to the agenda: None.
6. Reports:
 - a. Director's Report
Director's Report: Director Hardy had attached her August report to the Commissioners package.
Director Hardy reported that during a recent storm, a tree limb fell on part of the new fence at Merrill Park. As this was not under warranty (an act of God), we had to cover the cost of repair. The company that installed the fence was actually in the Township working on the KVT at the time and so was able to fix it for less than \$500 as they incurred no travel costs.
The Meet Up and Eat Up events have been very successful this year, partially because of a change in policy which allows adults who meet the program eligibility are able to get a free lunch
 - b. Treasurer/Budget Report:
Asked about the nature of the contracted services, Director Hardy stated that these include servicing of fire extinguishers, portable toilets etc.
There has been a decrease in RMP revenues because of the cooler weather, but it is expected that this will be offset by increased revenues from ball games

- c. Chair Report:
 - i. Chair Law reported on some concerns about political activity within the Township parks and that the Director had been asked to inform people that they should get a permit. Commissioner Stoltman said that she believes that free speech in public parks was protected under the Constitution and that a permit for political speech/activity was not permitted.
 - ii. We are getting some very positive comments from people about the Robert Morris Park. The bathrooms are very clean, and there are often flowers in the restrooms!
- d. Park Visits

Commissioner Law asked if there were any additional comments on this month's park visits. There were none.

7. Business

- a. Budget Line Item adjustments: the Township would like for adjustments to budget line items be made twice a year. Director Hardy presented the Board with the proposed adjustments

Motion was made by Spears supported by Stoltman, to approve the proposed line item adjustments to the 2014 budget and to pass these on to the Township administration
Motion to approve: Yes 5 No 0

- b. 2015 Budget: in the draft of the 2015 budget, funds for external consultants have been included to assist the Commission in making sure that Merrill Park is appropriately accessible for persons with physical challenges and for possible engineering changes to the water's edge at Merrill Park. For other budget items, the intent is to keep any increases to a minimum.

Motion was made by Joling, with support from Hough, to approve the first draft and to pass this on to the Township administration for their consideration.

- c. Action Plan for the Strategic Plan 2015-2019:

1. Edits to the draft of the 2015-2019 plan were proposed and chair Law will make these edits and send to the Commissioners for additional review.
2. Director Hardy will write up a new description of the parks which will be added to the Attachments at the end of the document.
3. Chair Law will write up the accessibility items and the updated administrative structure
4. The strategic plan will need to be presented at a public hearing and be submitted to the DNR in November 2014.

8. Adjournment

A motion by Stoltman, supported by Hough to adjourn at 8.15 pm was made
Motion to adjourn approved 5 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 8 September 2014
7:00 pm
Minutes

Call to Order by Commission Chair Linda Law

- a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

1. Review of Minutes from 11 August 2014
Motion by Joling, supported by Hough, to accept the minutes as amended to include citizen Pat Haring's last name.
Motion to approve the minutes: 5 Yes 0 No
2. Bills payable:
Motion by Stoltman supported by Spears to approve the August 2014 Bills Payable.
Motion to approve Bills Payable: 5 Yes 0 No
3. Correspondence:
Kevin Elzinger had sent the Commission a request to discuss his proposal to establish a kayak rental business on the Kalamazoo River with the possibility of renting some of the land at Merrill Park. Mt Elzinger had a number of questions, many of which will require a response from the township attorney rather than the Parks Commission. Chairwoman Law will seek the advice of the attorney and determine what the next step will be.
4. Citizen comments:
Pat Haring asked if there had been any response yet to the overabundance of lily pads on Cooper Park pond. Director Hardy said that there has not been a response from the DNR yet as to whether we can go ahead and thin out the plants.
5. Additions, deletions/changes/corrections to the agenda: Chair Law stated that she would like to add a line item adjustment to the budget.
6. Reports:
 - a. Director's Report
Director's Report: Director Hardy had attached her September report to the Commissioners package.

Director Hardy reported that she had received a public acknowledgement from the Kalamazoo County Health and Community Services Department that Comstock Parks has done a good job in keeping the Robert Morris Park beach and surrounding areas free from goose droppings. She also noted that many parents had also commented on how they appreciated the park areas being free of the droppings
 - b. Treasurer/Budget Report:
The Unclassified sales in line 64200 of the budget ending 8/31/2014 includes \$6,000 from the Enbridge grant for Fleetwood Park

c. Chair Report:

Chairwoman Law reported that she had no additional items to report. She did remind Commissioner though about the celebration at Fleetwood Park on 27th of September. Notices will be delivered to all the homes in the neighborhood.

7. Business

- a. Budget Line Item adjustments: the \$6,000 Enbridge grant for Fleetwood Park needs to be move from line 64200 to line 93800.

Motion was made by Stoltman supported by Spears, to approve the proposed line item adjustments to the 2014 budget and to pass these on to the Township administration
Motion to approve: Yes 5 No 0

- b. Correction to the July 2014 minutes: Supervisor Nieuwenhuis was noted in the July 2014 minutes, as being present at the July 2014 meeting. She was not present at that meeting. The minutes will be amended accordingly.

c. Strategic Plan 2015-2019:

1. Edits to the Appendices for the 2015-2019 plan were proposed and discussed. Chairwoman Law will make these edits and send to the Commissioners for additional review.
 - a. Neal Street and the football fields will be listed as 'undeveloped property' and moved to Appendix G
 - b. Director Hardy is updating the table of parks and amenities
 - c. Appendix D to be updated to include the Southwest Michigan Land Conservancy's Chipman Preserve
2. The Commission set the next meeting to be 22 September 2014 to finalize and approve the 2015-2019 Strategic Plan to be forwarded for public review and comment. This will allow for the 30-day period for public comments before a Public Hearing at 6.30 pm and final approval of the Plan at the regular Commission meeting at 7.0 pm on 10 November 2014.

8. Adjournment

A motion by Joling, supported by Spears to adjourn at 8.30 pm was made
Motion to adjourn approved 5 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 13 October 2014
7:00 pm
Minutes

Call to Order by Commission Chair Linda Law

- a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

1. Review of Minutes from 8 September 2014 and 22nd September 2014
Motion by Spears, supported by Hough, to accept the minutes as amended to correct the spelling of Mr. Elzinga's name and to correct Mt. to Mr.
Motion to approve the minutes: 5 Yes 0 No

Motion by Spears, supported by Hough to accept the minutes of the 22nd September 2014
Motion to approve the minutes: 5 Yes 0 No
2. Bills payable:
Motion by Stoltman supported by Hough to approve the September 2014 Bills Payable.
Motion to approve Bills Payable: 5 Yes 0 No
3. Correspondence:
None
4. Citizen comments:
None
5. Additions, deletions/changes/corrections to the agenda: None
6. Reports:
 - a. Director's Report
Fleetwood Park Open House went off successful and all attending appeared to have a good time

Winterization this year will be done by someone who knows what needs to be done and so there is no expectation of any problems this year.

We will soon be planning our approach to the World Disc Golf tournament next year. Robert Morris Park will be one of the venues, so we shall be doing something special, but nothing has been determined yet.

There needs to be some discussion by the Commission about whether or not we should keep the slide at the Wenke Ball Parks or get rid of it. This does not seem to be a priority from the public comments that are received. Most people are more interested in the lights. The play area may also be in an unsafe area as it is behind the pitchers (or catchers) area and so is vulnerable to fly-balls. Commissioner Spears asked if the equipment could be used in another park and that can be looked at. The

Commission was urged to plan for renovations of the bathrooms at the Wenke Ball Park.

- b. Treasurer/Budget Report:
The budget was reviewed and found to be satisfactory
- c. Chair Report:
Chairwoman Law reported that she is still working on follow up regarding a business owner who would like to establish a kayak launch at Merrill Park. She will be talking with the Township attorney.

7. Business

- a. Meeting dates for 2015: After some discussion it was decided to stay with the 2nd Monday of each month at 7 pm in the Township meeting room.
- b. Fees for the ball fields: Data on costs and usage, along with a proposal for increases in fees was provided to the Commission by Director Hardy. We have not raised the fees for games where the pitchers use non-metal cleats for over 4 years. An increase in fees is going to be needed in order to cover our costs. The potential impact on our current ball teams was discussed.

A motion was made by Joling supported by Hough to raise the fees for 2015 as proposed.
Proposal passed: 5 Yes 0 No

Proposed Ball Field Rental Fees-2015

Ball field rental-Pitchers with Non-Metal Cleats
Per field per day.....\$200
Per field per day, non-profits ... \$100
Per field lights \$25/hr

Ball field rentals –Pitchers with Metal Cleats
Per field per day.....\$250
Per field per day, non-profits ... \$150
Per field lights \$25/hr

Other fees were discussed.

No fee increase for softball as they were raised last year

No fee increase for entry to Robert Morris Park as these were raised last year, although fees for the use of the pavilions at RMP were referred for further discussion.

- c. Use of Green Meadow Park for ball team practices
 - i. A team from the Kalamazoo Maroons, an elite ball league, is interested in working with us to get the Green Meadow Ball fields up to standard as a practice field for the team. They would be willing to put up some funds in order to assist with this renovation. However, they would like exclusive rights to the ball field between March and June each year. They would also like to have the right to lease out the field to other teams. These issues raised a number of concerns for the Commission and the decision was to have the terms reviewed by the Township attorney before making any other decisions or considerations. We should also ask him to come to our next meeting in November.

- d. Strategic Plan: We are in the middle of the public comment period for the 2015-19 Strategic Plan. It was suggested that the plan should also be located on the Parks Dept. website not just the Township website. There will be a Special Meeting of the Parks Commission on 27 October in order to hear public comments.
- e. Chair Law shared photos of the farmer's market in Vicksburg and thought that we may be interested as we consider a possible multi-purpose building for Merrill Park

8. Adjournment

A motion by Spear, supported by Stoltman to adjourn at 8.30 pm was made

Motion to adjourn approved 5 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

**Charter Township of Comstock
Parks and Recreation Commission
Public Hearing on the Comstock Parks and Recreation Strategic Plan 2015-2019**

Monday, 27 October 2014
7:00 pm
Minutes

Call to Order by Commission Chair Linda Law

- a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

1. Motion by Joling, supported by Spears, to open the Public Hearing on the 2015-19 Strategic Plan
Motion was approved 5 Yes 0 No

Chair Law open the floor for any comments from the public
No comments were made.

2. Motion by Spears, supported by Hough to close the Public Hearing on the 2015-19 Strategic Plan
Motion to close the Public Hearing: 5 Yes 0 No

3. Motion by Stoltman supported by Hough to accept the 2015-19 Comstock Township Parks and Recreation Department Strategic Plan with the minor edits that were approved at the 9 October Parks Commission meeting
4. Motion to approve the 2015-19 Comstock Township Parks and Recreation Department Strategic Plan with the minor edits: 5 Yes 0 No

Chair Law indicated that the Plan will be sent for approval by the Comstock Township Board of Trustees on 17 November and then sent to the Michigan Department of Natural Resources right after that approval.

5. Request for rental of Green Meadow Park
- a. A representative of the team wishing to use the Green Meadow Park for ball practice was present and discussed his plans. The letter that had been received by the Commission from the Township attorney was discussed, as well as a number of other issues, including
- i. Would the field be available to girls as well as boys teams: yes
 - ii. The exclusive language is a concern given that this is a public field supported by tax-payers dollars. There may be compromise here if the team can have the first choice of dates and times, before opening the field up to everyone. As there are not currently teams wanting to play here, this was not seen as a problem.
 - iii. The team would be willing to consider “game by game” rentals, as we do for other teams.
 - iv. There was discussion as to the grooming of the field and the costs associated with that.
- b. The Commission re-stated their interest in working with the team and having more use made of Green Meadow Park. We need to review in more detail the attorneys letter and then would get back to the team to see how we can continue negotiations.

Adjournment

A motion by Stoltman, supported by Hough to adjourn was made

Motion to adjourn approved 5 Yes 0 No.

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

PARKS AND RECREATION COMMISSION OF COMSTOCK CHARTER TOWNSHIP
RECREATION PLAN
RESOLUTION OF ADOPTION
ADMINISTRATION OF THE CHARTER TOWNSHIP OF COMSTOCK

WHEREAS, the Parks And Recreation Commission of Comstock has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2015 and 2019, and

WHEREAS, a public comment session was held Monday October 27th 2014 at the Comstock Charter Township Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, the Parks and Recreation Commission of Comstock Charter Township has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after the public meeting the Charter Township of Comstock, Parks and Recreation Commission, voted to adopt said Recreation Plan.

NOW, THEREFORE BE IT RESOLVED the Charter Township of Comstock Parks & Recreation Commission hereby adopts the Charter Township of Comstock Recreation Plan as a guideline for improving recreation for the residents of the Charter Township of Comstock.

Yeas: 5 Nays: 0 Absent: 0

I, Linda Law, Parks and Recreation Commission Chair, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Township Administration at a Regular Meeting thereof held on the 27th day of October, 2014.



Linda Law
Chair, Parks and Recreation Commission

Seal here, if a seal is available

**Charter Township of Comstock
Parks and Recreation Commission**

Monday, 10 November 2014
7:00 pm
Minutes

Call to Order by Commission Chair Linda Law

- a. Commissioners present: Mike Hough, Judy Joling, Linda Law, Sharon Spears, Gillian Stoltman
Staff present: Vanessa Hardy

1. Review of Minutes from 13 October 2014

Motion by Spears, supported by Hough, to accept the minutes

Motion to approve the minutes: 5 Yes 0 No

Motion by Joling, supported by Hough to accept the minutes of the 27th October 2014

Motion to approve the minutes: 5 Yes 0 No

2. Bills payable:

Motion by Joling supported by Spears to approve the October 2014 Bills Payable.

Motion to approve Bills Payable: 5 Yes 0 No

3. Correspondence:

None

4. Additions, deletions/changes/corrections to the agenda: None

5. Reports:

a. Director's Report

See Director written report

b. Treasurer/Budget Report:

The budget was reviewed and found to be satisfactory

c. Chair Report:

Chairwoman Law reported that she had received a email regarding recipients of DNR funds from the Division of Forestry resources. The awards ranged from \$1,250 to \$20,000 and were for projects such as tree surveys and tree planting. Chair Law suggested that the Commission may be interested in submitting a similar proposal in future years

6. Business

- a. Mr. Kenny Brandscomb, 4930 Battenkill addressed the Commission on the 2015 Wenke ball fields rental fees. He asked for clarification as to how the Commission arrived at the fees that they set for 2015. Director Hardy noted that the fees were based upon our costs for current ball field activities plus administrative costs for the Parks office pro-rated for the Wenke field ball activities, plus a component to start to address the costs for improving the fields and the costs for additional staffing for the increasingly busy schedule for the ball fields.

- b. Director Hardy did mention that Mr. Brandscomb has suggested that maybe the deposit to be paid by BPA in January could be dropped from 50% to 25%. This was agreed to by the members.
 - c. A request was received by the Department for approval for goose hunting with a bow at Merrill Park. The Commission felt that this would pose a danger to the public, especially to the children that use Merrill Park extensively. In addition, the Commission does not believe that there should be any hunting in the Township Parks and so, on this basis, they denied the request for bow-hunting of geese at Merrill Park
 - d. The Strategic Plan will be submitted to the Township Board of Trustees for their approval at the 17 November meeting and then , assuming, that it receives approval, it will be sent on the DNR by the end of November.
7. Citizen comments:
Sandy Sprague remarked that there had been a number of house break-in in the township.
8. Adjournment
The meeting was adjourned at 8.04pm

Respectfully submitted: Gillian Stoltman, Secretary/Treasurer

Township Citizen Engagement and Priority Survey

Thank you for your participation in this Citizen Engagement and Priority Survey. We value your opinion. All answers will remain completely confidential - your name will not be shared.

Township Quality of Life

1. First, think about your *Township's fire and emergency medical services* on the following attributes using a scale from 1 to 10, where 1 means "Poor" and 10 means "Excellent." If you are not sure or have no opinion, please mark "Don't Know."

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Fire coverage for the community	<input type="checkbox"/>										
Response time to fires	<input type="checkbox"/>										
Response time to medical emergencies	<input type="checkbox"/>										

2. Please rate the *transportation infrastructure* in your Township:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Public transportation options	<input type="checkbox"/>										
Street maintenance/repair	<input type="checkbox"/>										
Accommodation for bicycle and foot traffic	<input type="checkbox"/>										

3. Which of the following utility services do you use? (Select all that apply.)

Municipal water Municipal sewer Private well Private septic

4. Next, rate the *utility services* you use on the following attributes. If you do not use the service, please select "Don't Know."

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Drinking water quality	<input type="checkbox"/>										
Municipal sewer/water billing process	<input type="checkbox"/>										
Garbage collection	<input type="checkbox"/>										
Recycling service	<input type="checkbox"/>										
Electrical and gas service reliability	<input type="checkbox"/>										

5. Please rate the *police services* in your Township on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Respectful treatment of citizens	<input type="checkbox"/>										
Fair and equitable enforcement	<input type="checkbox"/>										
Safety education	<input type="checkbox"/>										
Response time to police calls for service	<input type="checkbox"/>										

6. Rate your *local property taxes* on the following attributes. If you do not pay property taxes, please select "Don't Know."

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Fairness of Township property appraisals	<input type="checkbox"/>										
Amount and quality of Township services you receive for the local taxes you pay	<input type="checkbox"/>										

7. Rate your *Township government* on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent = 10	Don't Know
Trustworthy leaders	<input type="checkbox"/>										
Efficient and organized operation	<input type="checkbox"/>										
Well-trained employees	<input type="checkbox"/>										
Communicates effectively with the community	<input type="checkbox"/>										

Continued from page 1...Rate your *Township government* on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Spends dollars wisely	<input type="checkbox"/>										
Encourages citizen's ideas and involvement	<input type="checkbox"/>										
Maintains a website that meets your needs	<input type="checkbox"/>										
Hours of operation (Township Offices)	<input type="checkbox"/>										

8. Rate your *library services*:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Hours of operation	<input type="checkbox"/>										
Adequacy of resources to meet your needs	<input type="checkbox"/>										

9. Rate the *economic health* of your Township on the following aspects:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Affordability of housing	<input type="checkbox"/>										
Stability of property values	<input type="checkbox"/>										

10. Rate your *telecommunication services* in your Township on the following:

	Poor= 1	2	3	4	5	6	7	8	9	Excellent= 10	Don't Know
Cell phone reception	<input type="checkbox"/>										
Speed of your internet connection	<input type="checkbox"/>										
Variety of internet access options	<input type="checkbox"/>										

11. Consider all your experiences living in the your community in the last year. Using a 10 point scale, where 1 means "**Very Dissatisfied**" and 10 means "**Very Satisfied**," how satisfied are you with your community?

Very Dissatisfied= 1	2	3	4	5	6	7	8	9	Very Satisfied= 10
<input type="checkbox"/>									

12. Consider all of the expectations you have about living in your Township. Using a 10 point scale where 1 means "**Falls Short of Expectations**" and 10 means "**Exceeds Your Expectations**," how well has living in your Township met your expectations?

Falls Short= 1	2	3	4	5	6	7	8	9	Exceeds= 10
<input type="checkbox"/>									

13. Imagine an ideal community. How closely does living in your Township compare with that ideal? Please use a 10 point scale where 1 is "**Not Very Close to the Ideal**" and 10 is "**Very Close to the Ideal**."

Not Very Close= 1	2	3	4	5	6	7	8	9	Very Close= 10
<input type="checkbox"/>									

14. On a scale where 1 is "**Strongly Disagree**" and 10 is "**Strongly Agree**," how much do you agree or disagree that your Township is:

	Strongly Disagree= 1	2	3	4	5	6	7	8	9	Strongly Agree= 10	Don't Know
A safe place to live	<input type="checkbox"/>										
Physically attractive	<input type="checkbox"/>										
Growing responsibly	<input type="checkbox"/>										
A safe place to bike and walk	<input type="checkbox"/>										
A perfect community for me	<input type="checkbox"/>										

15. On a scale where 1 means "**Not Likely**" and 10 means "**Very Likely**," how likely are you to take the following actions:

	Not Likely= 1	2	3	4	5	6	7	8	9	Very Likely= 10
Recommend the community as a place to live	<input type="checkbox"/>									
Remain living in the Township for another five years	<input type="checkbox"/>									
Volunteer in the community	<input type="checkbox"/>									
Encourage someone to start a business here	<input type="checkbox"/>									

Planning, Zoning & Budget

16. Planning and zoning laws help communities regulate land uses and activities that impact neighboring property owners and the values of the Township. They seek to balance supporting the business community and protecting individual private property interests. Please help the Township strike this important balance by indicating the level to which the following uses and activities should be regulated.

	Increase Restrictions	Maintain Current Regulations	Reduce Restrictions
Building appearance/appeal (architecture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other planning (parking, lighting, traffic, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening/buffers between properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial signs along the road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building and window signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sales and displays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properties in disrepair (blight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grass and noxious weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and other nuisances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage and leaf burning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. To help allocate limited budget resources, the Township is strengthening its focus on services and programs that provide the greatest value to its residents. Review the list of services and select those you believe the Township should prioritize for funding. (Select up to 7.)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Law enforcement | <input type="checkbox"/> Add bike/walking paths | <input type="checkbox"/> Parks | <input type="checkbox"/> Public participation |
| <input type="checkbox"/> Fire response | <input type="checkbox"/> Garbage collection | <input type="checkbox"/> Recreation facilities | <input type="checkbox"/> Communication (web, cable, print, etc.) |
| <input type="checkbox"/> Emergency medical response | <input type="checkbox"/> Recycling collection | <input type="checkbox"/> Recreation programming | <input type="checkbox"/> Fall leaf pick up/ drop off |
| <input type="checkbox"/> Sidewalk repair | <input type="checkbox"/> Transfer station/dump day | <input type="checkbox"/> Code enforcement | |
| <input type="checkbox"/> Road maintenance | <input type="checkbox"/> Water and sewer service | <input type="checkbox"/> Economic development (job creation) | |

18. The Township needs to live within its budget. In planning the budget, there is a need to establish priorities. Revenues (taxes, fees, etc.) to fund core Township services may not keep pace with the cost of providing such services. If revenues were not adequate to maintain Township services at current levels, please indicate the budgeting strategies or approaches you would support for each of the services listed below. (Select all that apply.)

	Reduce Services Levels	Raise Taxes	Raise User Fees	Privatize/ Outsource the Service
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency medical response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add bike and walking paths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycling collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer station and dump day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and sewer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation facilities and programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Code enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development (job creation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (web, cable, print, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall leaf pick up/ drop off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration of Future Options

19. What is your interest in potential future service improvements? Review the areas below and indicate if you would support a new millage or user fee to fund it. Note which you would **support** or **oppose**, or if you **need more information**.

	Support Additional Funding	Oppose Additional Funding	Need More Information
Police services (maintain service levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police services (expand service levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road maintenance and repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and recreation (expand program options and/or capital improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycling collection (Township-wide contract with one company)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parks and Recreation

20. How frequently do you use the Township's park facilities?
 Never Less than 6 times a year 6-12 times a year More than 12 times a year

21. Next, rate your **local parks and recreation** facilities on the following attributes:

	Poor=1	2	3	4	5	6	7	8	9	Excellent=10	Don't Know
Facilities meet your needs	<input type="checkbox"/>										
Quality of facilities	<input type="checkbox"/>										
Variety of facilities	<input type="checkbox"/>										
Public safety/security	<input type="checkbox"/>										
Access for the disabled	<input type="checkbox"/>										

The following questions are for analysis only and will not be used in any way to identify you.

In which Township do you reside?

Comstock Kalamazoo Oshtemo

How long have you been living in the Township?

Less than 1 year 1-5 years 6-10 years 11-20 years More than 20 years

Do you own or rent/lease your residence?

Own Rent/Lease

What is your age group?

18 to 24 25 to 34 35 to 44 45 to 54 55 to 64 65 or over

Which of the following categories best describes your level of education?

Some high school or less High school graduate Some college College graduate Graduate degree(s)

Which of the following categories includes your total household income last year?

\$25,000 or less \$25,001 to \$50,000 \$50,001 to \$100,000 Over \$100,000

Please indicate your marital status:

Single Married/living with partner Widowed/separated/divorced

Mark the boxes that describe the people living in your house (other than yourself and/or a spouse). Select all that apply.

Child(ren) age 12 or under Child(ren) over age 12 Parent age 65 or older None of these

What is your gender?

Male Female

Which of the following best describes your home?

Condo Apartment House on 1 acre or less House on 1-10 acres House on more than 10 acres

Do you have any additional comments regarding the Township you would like to share? (Please print legibly.)

Thank you for your time and sharing your opinion. Please return this survey in the postage-paid envelope provided. If you would like to become more involved, consider volunteering to serve on a Township committee.

Robert Morris Park Survey Results

1. Poor – does not meet standards
2. Fair – Meets Standards
3. Good – Slightly exceeds standards
4. Great – Highly exceeds standards

Categories Evaluated:

Parks Overall Appearance:

1. 2
2. 0
3. 15
4. 48

Bathroom Facilities:

1. 1
2. 3
3. 16
4. 36

Interactions with Park Attendants:

1. 2
2. 1
3. 10
4. 50

Beach Area:

1. 0
2. 3
3. 16
4. 42

Park Fees

1. 1
2. 8
3. 22
4. 30

Playground Activities:

1. 1
2. 3
3. 16
4. 41

Disc Golf Course:

1. 1
2. 1
3. 14
4. 45

Robert Morris Park Survey Comments:

1. Parks Overall Appearance

I am from SA Texas, this is a great place
Store needs ice
I like it, its good for the kids
Love it
Boat rentals would add interest and bring in
extra money for the park
My kids love this park, really clean
Needs mowing
keep it up
beautiful
beautiful
love to be here, close to home

2. Interactions with Park Attendants

good
good
love it
very friendly
very nice
keep it up
good
they are a 10
very friendly, good attitude
always smiling

3. Park Fees

good
good
dont know what it is
good
want pink stickers next year
reasonable
should last one full year of purchase

4. Bathroom Facilities

good
needs to be redone I think
closed as often as not
not open
not unlocked
clean
very clean

5. Beach Area

Bigger swimming area
need another
another beach area
perfect, but needs life guards
beautiful
We love it. The people that come are
questionable, not the park. Make fees so middle
class can enjoy.

6. Playground/Activities Area

great
kids love it
needs padded monkey bars
perfect
very clean
clean

7. Disc Golf Course

great
good
challenging
fix hole on 10 basket
really great course
wonderful
flag on 11
I love this course
plant trees
flags on baskets
awesome

Merrill Park Survey Results:

1. What are the positive things about Merrill Park?

Kids can play
Location, ball diamond, basketball courts
Basketball
Fishing with kids
Its nice for the kids
Place to hang out

2. What are the negative things about Merrill Park?

Needs more security, lighting, cameras, police
More benches
Slippery rip-wrap
Move playground away from water
Walking path around park
Not ADA compliant
The bathrooms
Flooding
Lights
Basketball court is way too close to the water. Basketballs go in the river

3. What type of improvements would benefit the community and draw people to the park?

Take down the old playground and put up a new one
Farmers market
Arts & craft activities
Special events
More benches
More playground equipment
More swings
Better basketball courts, fix lights at the courts, better maintenance of bathrooms

4. What type of additional activities would benefit the community?

Horse shoe pits
More play equipment
Relocate bathrooms
Farmers market
Recycling
Kids activities during the summer

Wenke Softball Complex Survey Results

1. Poor – does not meet standards
2. Fair – Meets Standards
3. Good – Slightly exceeds standards
4. Great – Highly exceeds standards

Categories Evaluated:

Parks Overall Appearance:

1. 1
2. 1
3. 10
4. 16

Bathroom Facilities:

1. 1
2. 9
3. 4
4. 12

Interactions with Park Attendants:

1. 0
2. 1
3. 6
4. 21

Ball Field Conditions:

1. 0
2. 2
3. 12
4. 4

Concession Stand Quality

1. 0
2. 4
3. 6
4. 19

Playground Activities:

1. 4
2. 3
3. 9
4. 10

Parking Lot Area:

1. 1
2. 6
3. 10
4. 11

Wenke Softball Complex

Survey Comments:

1. Parks Overall Appearance

Looks great

2. Interactions with Park Attendants

great

umps are pleasant

3. Concession Stand Quality

Need debit card abilities

4. Bathroom Facilities

Always clean

5. Ball Field Conditions

No scoreboards

Dusty

Good fields!

6. Playground/Activities Area

Bigger

Middle, needs shelter cover

Poor location

7. Parking Lot Area

Could use lines/cones to mark lanes

Dusty

decent

pave/line

CHARTER TOWNSHIP OF COMSTOCK
STRATEGIC PLAN COMMITTEE

"Comstock – A Community With Opportunity"

January 21, 2014
Meeting

Committee Attendees and Participants:

Ann Nieuwenhuis, Comstock Township Supervisor
Anna Goodsell, Comstock Township Clerk
Bret Padgett, Comstock Township Treasurer
Jerry Amos, Comstock Township Board Trustee
Sandra Bloomfield, Comstock Township Board Trustee
Jeff Bogema, Comstock Township Board Trustee
David Burgess, Comstock Township Board Trustee
Ed Switalski, Comstock Fire and Rescue Fire Chief
Miriam Shannon, Comstock Township Planning Commission Secretary
Randy Beister, Comstock Township Planning Commission Member
Jennifer Jones-Newton, Comstock Township Planning Commission Member
Linda Law, Comstock Parks and Recreation Board Chairperson
Myla Stuart, Comstock Public Library Interim Director
Mary Gustas, Comstock Community Center Executive Director
Chris Rundle, Gull Lake Community Schools Superintendent
Todd Mora, Comstock Public Schools Superintendent
Alan Lentz, Galesburg-Augusta Community Schools Interim Superintendent
David Johnson, Pastor of the Kalamazoo Community Church
Tom Wheat, PE with Prein & Newhof and Comstock Township Engineer
Julie Pioch, MSU Extension Greening Michigan Institute Government and
Public Policy Educator

The first session of the Strategic Plan Committee was called to order at 4:10 p.m. by Supervisor Ann Nieuwenhuis. She led the group in reciting the Pledge of Allegiance and then proceed to chair the meeting.

Note: This committee meeting was posted and open to the public and during public comment, no one spoke or addressed the Committee.

Ann began by briefly outlining the purpose of the committee and introduced Julie Pioch who will be assisting with the Strategic Plan and discussions on the results of the Citizen Survey. She noted that there had been no correspondence received by the Committee and turned the meeting over to Julie Pioch. Ann also thanked David Johnson, Pastor of the Kalamazoo Community Church for help out during the Township's spring clean-up an how much we really appreciate him rallying the other churches to help.

Pastor Johnson then continued to explain that the churches in the community are a type of "association" and are trying to work together to reach out to its' community. Julie then displayed the "Comstock – A Community With Opportunity" timeline everyone had marked up prior to the meeting and asked that everyone introduce themselves and identify the item(s) they may have put on the "timeline".

All attendees and participants introduced themselves, gave brief overviews of their background, and highlighted and discussed various items that were written on the timeline, beginning in 1831 with Horace Comstock through today and beyond.

Then Julie highlighted todays plan:

- History
- The Present
 - Census
 - Survey
 - Finance
 - Plans
- Whats Working
- What's Not Working
- What's on the Horizon
- Values that Guide to the Decision Making

- The Future
 - Vision

And the Ground Rules:

- Participate Fully
- Keep an Open Mind
- Respect Each Other
- One Person at a Time Speak
- Expect Unfinished Business
- Agree to Disagree but Don't be Disagreeable
- Have Fun

Then Julie began the discussion of the Citizen Survey as well as review of the 2010 Census information handout. Everyone reviewed various aspects of the Census such as minorities, males, families, etc. within Comstock Township. These were compared to the sample groups; County-wide, Kalamazoo Township, City of Kalamazoo, Charleston Township, and Climax Townships.

The group was ask to review the data for anything that might be of particular interest or importance. Data specifically noted were:

- Age 25 Years and older with no high school diploma or G.E.D.
- Percent of those at the poverty level.
- Those with lower level of satisfaction on the citizen survey were the lower

- level of education.
- Keep in mind the possible reading level when addressing these issues
- Veterans; a large percentage in the Township is more than the percentage County-wide
 - * May reflect Comstock’s residents dedication and historical service to its Country.
 - * Location to nearby base
- Economic base original in Township was General Motors and paper companies vs. now are the generations still here however unemployed/undereducated and/or have no trades.
- Housing characteristics of 91% owner occupied homes and of those 41%+ were constructed prior to 1970 which compares to 48%+ County-wide

Discussion regarding housing continued and a question was asked as to how many homes in Comstock were on sewer and/or septic, or on city water/well. It was indicated that this data could be researched should the committee request it. The number of homes using water/sewer could be obtained by the City of Kalamazoo as they invoice Township residents for the use. The Township also has GIS which has a layer that shows the Township where sewer and water is currently available to serve those currently not using the systems. It was also mentioned that the Township has information of areas within the Township which are showing indications of septic system issues where sewer currently is not available.

Ann Nieuwenhuis discussed the current condition of the Township’s roads and the PASER rating provided to the Township by the Kalamazoo County Road Commission (KCRC) and that many of the Township’s roads are falling to an unrepairable condition where they would need to be rebuilt. She specifically noted the Shields plat area as one of the worst roads.

Julie then asked the participants what stood out as important during their review of the Citizen Survey Comments. Items noted were:

- To address the blight issue
- Ordinance enforcement be more consistent and stricter
 - *change possibly from more enforcement by complaint driven
 - *now enforced every 45 days/not compliant driven

Ms. Pioch then asked about the Fire Operating and Capital Budget as well as the Library; which the Township Treasurer responded those were funded by special assessments. Ms. Pioch, who had briefly reviewed the Townships Parks and Recreation five year plan as well as the Planning Commissions land use plan, recommended that the group review this information.

She then separated everyone into three groups. Each group was asked each participant to think about “What’s Working” – Assets and Strengths and list them in their respective groups. Below are the results of each group:

Group 1

- | | |
|-------------------------|---|
| 1. Economic Development | 6 |
| 2. Schools – Proactive | 3 |

- 3. Zoning Rules
- 4. Government Sharing Resources
- 5. Protecting Parks and Natural Space **1**
- 6. Richmond Scholarship Fund
- 7. Emergency Services
- 8. Collaboration – Schools, Churches, Government, Businesses **5**
- 9. Township government more open/transparent **1**
- 10. Senior millage
- 11. Redevelopment-Midlink, K-Mart **1**
- 12. Great Neighborhoods
- 13. Community Center **3**
- 14. Library **1**
- 15. Perception of unfriendly ordinances to business

Group 2

- 1. Fire Department **4**
- 2. Learning Center
- 3. Governing Process **4**
- 4. Community is growing
- 5. Schools working together
- 6. Increased Business **4**
- 7. Increased population
- 8. Churches work together **2**
- 9. Parks **1**
- 10. Revived property values **1**
- 11. Township government
- 12. Community Center **1**

Group 3

- 1. Ordinance Enforcement **1**
- 2. Administration **2**
- 3. Approachable-government **1**
- 4. New Business **5**
- 5. Fire Department **4**
- 6. Parks **2**
- 7. Community Pride-Involvement
- 8. Metro Bus
- 9. Best With What We Have
- 10. Collaborative Efforts **3**
- 11. Schools **1**

After each group listed what they felt were the Township’s assets/strengths, Julie then asked each member of the group to place “dots” by those items on their list that were most important to them. Those “dots” were tallied and have been indicated above in “red” next to each item.

Ms. Pioch then assisted each groups, as a whole, with compiling the results of each of the three groups results based on the "dots". Below is the results of the combined "What's Working" chart, with the top choices receiving at least one dot from each group.

Combined-What's Working:

- Economic Development
- Governing process (township operations)
- Collaboration – School, Government, Business, Church
- Fire Department
- Community Center
- Schools are Proactive
- Protecting Parks and Natural Spaces (Parks)
- Ordinance Enforcement
- Library

After each of these were discussed in various detail, the group was then requested to address "What Needs Improvement/Not Working". Below are the results from each of the groups:

Group 1

- | | |
|---|---|
| 1. Lack of community engagement | 4 |
| 2. Low Income Outreach | |
| 3. Minority Outreach | 1 |
| 4. Roads | 2 |
| 5. Communication | |
| 6. Blight | |
| 7. Community Mind Set | 1 |
| 8. Expectation for the post –secondary education | 4 |
| 9. Water/Sewer Infrastructure | 3 |
| 10. Recycling Center | |
| 11. Positive Image/outside Perception | 4 |
| 12. Township Center Development | |
| 13. Need to Attract Business | 1 |
| 14. Sprawl Prevention | |
| 15. Law Enforcement | |
| 16. Perception of unfriendly ordinances to businesses | |

Group 2

- | | |
|--------------------------|---|
| 1. Roads | 5 |
| 2. Image :< | |
| 3. Drug control | 1 |
| 4. Schools | 1 |
| 5. Generational Poverty | |
| 6. Housing | |
| 7. Water/Sewer Contracts | 5 |
| 8. Transportation | |

- 9. Communication/Facts vs Rumors) 4
- 10. Sidewalks 1
- 11. Law Enforcement 1

Group 3

- 1. Blight 4
- 2. Water Service Improvement 1
- 3. Roads 6
- 4. Perception (of Township) 1
- 5. Police Protection 3
- 6. Work With/Not Against (teach not punish) 3
- 7. Communication 3
- 8. Assessed Values 3

As done previously, each group was then asked to list which of those items on these lists were most important by placing a "dot" next to each. Those "dots" were tallied and have been indicated in "Green" above next to each item.

The group was then asked by Julie to now, review their list of the top items "Not Working" indicated by the number of dots and indicated, and list them. Below is their compiled list:

Combined-What Needs Improvement:

- Community expectations for post-secondary education 6
- Water/Sewer Contracts (rates, longevity, maintenance, expansion (service), infrastructure)) 6
- Roads 15
- Community image 14
- Blight (community appearance) 11
- Community Engagement 4
- Public perception/Comstock School image 7
- Police Protection/Presence in the Community/Finance
- Outreach to low income and minority residence 1
- More sidewalks and maintenance
- Drug control/enforcement 1
- Model of ordinance enforcement (warnings highlighted, better explaining, coach??)
- Process/education about how property "assessments" are done
- Ending generational poverty
- Township-wide public transportation
- Recycling options
- Township Center 7
- Business attraction 3
- Sprawl prevention 1
- Communication of sign ordinances (perception sign ord. is Unfriendly to business)

This consolidated list was then evaluated by the group by everyone placing a "dot" next to those they felt were most important. The tabulation of those dots are indicated in "blue" next to each of the items.

Prior to closing of the meeting, the entire group was asked in round robin fashion to list what they wrote in the second column of their whats working and whats not working worksheets under the column that asked "why is that important?" This list represents the "values" that people in the room think are important when making decisions for Comstock. We will elaborate and prioritize this at the next meeting. The list is as follows:

Value:

- Predictability (consistency = low risk for business)
- Impact on individuals
- Health and safety of residents
- Promote literacy
- Improved quality of life for residents
- Economic hope for future
- Value for your tax dollar
- Encourage support and enables growth
- Voices heard, opinions, and people validated
- Strengthen tax base
- Jobs, jobs, jobs
- Strong family = strong community
- Community pride
- Common vision – moves all in same direction
- Brings order and structure to community
- Better place to live
- Less conflict = less waste of time

Julie then asked the group to continue with their homework for the next session to be held on February 18, 2014 at 4:00 p.m. and to continue to add weight and value to this list.

On the Horizon:

- School of Choice
- Sheriff Won't Deputies/work with surrounding communities

There being no further matters the meeting was adjourned at approximately 8:05 p.m.

Respectfully submitted,

ATTESTED:

Anna L. Goodsell Clerk

Ann Nieuwenhuis, Supervisor

CHARTER TOWNSHIP OF COMSTOCK
STRATEGIC PLAN COMMITTEE

"Comstock – A Community With Opportunity"

February 17, 2014
Meeting

Committee Attendees and Participants:

Ann Nieuwenhuis, Comstock Township Supervisor
Anna Goodsell, Comstock Township Clerk
Bret Padgett, Comstock Township Treasurer (arrived later)
Jerry Amos, Comstock Township Board Trustee
Sandra Bloomfield, Comstock Township Board Trustee
Jeff Bogema, Comstock Township Board Trustee
David Burgess, Comstock Township Board Trustee
Ed Switalski, Comstock Fire and Rescue Fire Chief
Miriam Shannon, Comstock Township Planning Commission Secretary
Randy Beister, Comstock Township Planning Commission Member
Jennifer Jones-Newton, Comstock Township Planning Commission
Member (arrived later)
Linda Law, Comstock Parks and Recreation Board Chairperson
Myla Stuart, Comstock Public Library Interim Director
Mary Gustas, Comstock Community Center Executive Director
Chris Rundle, Gull Lake Community Schools Superintendent (arrived later)
Tom Wheat, PE with Prein & Newhof and Comstock Township Engineer
Julie Pioch, MSU Extension Greening Michigan Institute Government and
Public Policy Educator
Amber Leverette, Kalamazoo County Affordable Housing (arrived later)

The second session of the Strategic Plan Committee was called to order at 4:10 p.m. by Supervisor Ann Nieuwenhuis. She reintroduced Julie Pioch and thanked everyone for attending and participating.

Note: This committee meeting was posted and open to the public and during public comment, no one spoke or addressed the Committee.

Julie began with a brief overview of the last session. She went through the large time line everyone built during Session 1 and asked if anyone had anything they thought should be added. No one had any additions they wanted to make. Session 1 plan outline was recapped and highlighted as well as the "Ground Rules":

History
The Present
-Census
-Survey
-Finance

- Plans
 - Recreation Plan
 - Master Plan

Whats Working
 What's Not Working
 What's on the Horizon
 Values that Guide to the Decision Making

The Future
 -Vision Talk

And the Ground Rules:

Participate Fully
 Keep an Open Mind
 Respect Each Other
 One Person at a Time Speak
 Expect Unfinished Business
 Agree to Disagree but Don't be Disagreeable
 Have Fun

Items added to the plans item under "The Present" were the Recreation Plan and the Master Plan and how important tool those documents are during a strategic planning process.

Starting where we left off at "The Future" we are going to review and talk about "What is on the Horizon" and the Values that Guide Decision Making. Last time we discussed the "Now" of what is happening and tonight we will finish the "Now" and start to work on the "How".



As noted on the illustration above the "Now" will represent the Township's strength's and needs as well as values and ETD's. Secondly we are going to brainstorm the "Wow":

- Vision (10 + 20 yrs)
- Short term goals (up to 2 years)
- Prioritize

The "How" or third segment discussions will continue at the March 10, 2014 session.

Julie ask the participants to start to think of things that may have been on our minds as she reviewed the two items the last time we talked. Those items were:

- School of Choice
- Sheriff won't Deputize (won't share services)

After some discussion, an item was added to the list above which was:

- Staying abreast of trends, community issues – being pro-active

Discussion then switched to working on events, trends, and developments happening “now” around Comstock. From the previous Worksheet #3 handed out to the group, you were asked to list what events, developments and trends are taking shape now that may affect the future of Comstock Township. The list below was a compilation of those worksheets and discussions from the group.

Events, Trends, Developments

- Midlink Business Park (MBP) coming back on the Tax Roll in 2015
(clarification by the typist—this would be the Renaissance Zone)
and growth within the MBP
- Personal Property Tax Decrease (added later in the discussion)
- Environmental clean up progress
- Commercial grown on Gull Road
- Commercial grown on 27th St/Extension
- Benteler/Bell’s Brewery expanding
- 35th Street and I-94 Redevelopment
- Aging Population
- Variety of Green Space/Greenspace conservation
- Sisters of St Joe of the Nazareen (clarified) (was noted as Nazareth Farms
However it was the Manitou Arbor Eccovillage possible sale)
- Awareness of needs of infrastructure
- Inadequate funding of roads
- KVRT Expansion
- Expansion of Metro Transit to Galesburg
- Trend of government looking to work together for efficiencies
- Reduced law enforcement possible trend to be more crime; drug manufacturing, meth
labs
* Spiral of blight and property value and quality of life
- MSHD Loans in CDP’s – interest free up to \$35,000

Mary Gustas then explained about the job fair recently at the Bell’s Brewery and how successful it was and also mentioned that an employment agency comes once a month to the Community Center to assist applicants.

- Kalamazoo County Water and Dog Park
Increases in new traffic and families
- Moving drive entrance to line up at River Oaks and 33rd St, MDOT agree to light
- People who work in Comstock don’t live here
*Realtor partnerships and marketing
- Marketing efforts are being discussed

Julie then reviewed the last session discussion on working on the strengths. They were:

What are the Most Important Issues
What Needs Improvement

The higher priority items (6 and above "dots") under the "What Needs Improvement" were (in order by group selection) were focused on:

1. Roads
2. Community Image
3. Blight (community appearance)
4. Public Perception/Comstock School Image
5. Township Center
6. Water/Sewer Contracts (rates, longevity, maintenance, expansion (service), infrastructure)
7. Community expectations for post-secondary education

Why were these important? They help to guide decision making and to have a statement of values which Julie then re-reviewed the "Values that guide the Decision Making" list (with some minor modifications).

Values that Guide Decision Making in Comstock

- Predictability + consistency = low risk	
- Impact on individuals	2
- Health and safety of residents	27
- Promote literacy	11
- Improves quality of life for residents	14
- Promotes economic hope for future	3
- Value for your tax dollar	6
- Encourage support and enable growth	
- Residents voices heard, opinions, and people validated	.5
- Strengthen tax base	20
- Creates jobs (impact on jobs)	2
- Strong family = strong community	26
- Community pride	
- Common vision – moves all in same direction	6
- Brings order and structure to community	
- Better place to live	9
- Less conflict = less waste of time	.5
Additions to this list from the previous one are:	
- Stewardship of Natural Places	5
- Strengthening "Community"	
- Enhancing partnerships	1

From this newly compiled list the participants were asked to come up to the board and place a 5, 3 or 1 next to those values they felt were the most important. Once everyone had a chance to place their numbers on the board, the results were tallied and the totals were placed next to each. Those numbers are shown to the right of the values. Some, as in the first session, did not receive any "dots".

Julie then asked about the homework project, Worksheet #4: The Future Comstock Township.... which some of the participants had completed. Below is a copy of that worksheet:

Worksheet #4: The future Comstock Township...

You and your family have been called away from the community for 10 years. You have returned to Comstock on January 21, 2024 (OMG!). You are elated to find a place that fits your vision as a community leader of an ideal community. Everything you see – social, political, economic, environment and government – is in perfect order.

Using the space below, describe four things that you see (or hear or experience) that please you the most. Make your statements as specific and descriptive as possible. You will be reading your statements to a few other people in the room and listening to what they have to say. You will have a chance to modify your statements as you listen to the comments from others and then we will share as a group to fine tune a vision for the future of Comstock.

Julie referred to the chart entitled "Questions to "Spur" Your Thinking in conjunction with Worksheet #4. Ten years from now:

- What has been accomplished?
- What services have been provided?
- What positive changes have taken place?
- What are people saying
 -about township government
- What are relationships like?
- How are people behaving differently?

Amber Leverette, who joined the session a little earlier to observe, then introduced herself and gave a brief overview of her position. She took over David Artley's position as Director of Affording Housing at Kalamazoo County. Amber wanted to inform the group about MSHDA loans available to low income homeowners at no interest and encouraged the group to seek grants to assist with utilizing these loans.

Ms. Pioch then begin to explain the next process that the participants would be divided up into pairs. Each pair will talk with one another, only one at a time, and then the process would be reversed for that pair. The conversations are for four (4) minutes, for each. The lesson is to listen to common thoughts and then write them down. After the first pairs have completed their four minutes, those pairs would be switched off with another person from one of the other pairs. When the pairs switch off, the time would be decreased in progression; three minutes, two minutes, etc.

After the pairs were completed, those common thoughts were presented and written down for discussion. Julie then proceeded to fill in the next exercise:

In 2024 – “Comstock Center”

1. Multi use development near River grocery, ice cream residential-along River st., between the bridge and Comstock Avenue, King Highway
2. Municipal water and sewer throughout Township
3. River Rail is complete and thriving. Morrow is active with recreational activities
4. Pedestrians, bikers and cars safety sharing major thoroughfares.
5. Increased homeownership—well maintained properties.
6. Residents have pride in their neighborhood and take responsibility to maintain them, units are occupied.
7. Businesses are thriving and employing our local people.
8. Policies are in place that support homeownership and support quality rentals.
9. Comstock has a strong community identify, strong public services.
10. Quality affordable places for seniors to live (containment of options).
11. Convenient, affordable public transportation option.
12. Government and schools are well respected and working together to accomplish and ensure lifelong learning goals.
13. Roads are in mint condition and adequate money is set aside for upkeep.

Items 1, 2 and 3 were noted to be or have “connected/connectivity”.

The group was then asked to review the list once more and given an opportunity to add anything further—nothing further was added.

These are goals that were listed, now Julie asked the group to be “the Township Board” and image it is February, 2016—2 years from now and you are at (Examples; MTA Annual meeting, etc.) and you are at a dull dinner until the conversation is turned to you and the “very important person at your table says to you”We have heard about your communityyou been and say?

“What is one your list” that you tell this person.....

Each participant was asked to list their community’s accomplishments in five words or less each of the goals you accomplished in the last two years. Each participant brought up their accomplished goals and placed them under various categories. After numerous refining and defining, the final list was developed below:

Parks and Recreation

- Old High School demolition for new park space and cemetery space
- Parks system honored state-wide
- Major grant for Merrill Park-no match or major benefactor
- Enbridge completed work and went home
- Kalamazoo River is clean
- Boat launch and park at 35th Street
- River Trail complete and busy

Roads

- Our roads are 100% improved
- New technology tested for sustainable road construction
- All local roads rated six or higher
- Road improvement special assessment funding

Water/Sewer (Shields Plat)

- Grant for water and sewer and roads
- Water and sewer and roads

Government Services

- New library addition
- Comstock Township awarded MTA Township of Excellence
- Ordinance list made and implemented
- 75 dangerous buildings demolished and new usage for each property

Public Safety

- County-wide Road Patrol millage passed
- Kalamazoo County Unified Fire Dispatch
- 1.5 Million Fire Station with no millage
- Drugs eradicated from Township

Community Identity

- Everyone here still involved (strategic planning group)
- Comstock Plant Growers Festival
- Realtors support housing sales

Schools

- Scholarship funded in full
- Increased school population
- Graduation rate improved by 50%
- High school graduation rate is @ 90%
- College Learning Culture
- Parent involvement welcomed
- Counselors involved with students/families
- Share services
 - Early college
- Non-Public partnership
- School of choice

Comstock Center

- Downtown has become family destination
- Downtown development plan coming together
- Economic Development
- Ground breaking for new automotive assembly facility (Toyota/Ford mentioned)

Stand Alone Item

- Ground breaking occurred in 2015
Senior Housing Projects
60 HUD Apartments finished

Ms. Pioch then summarized this list and asked the group to look at how does this list compare to the list of "Whats working" and "Whats Not Working" and the strengths list were compared to the list of priorities. Since the next session involved prioritizing and setting of goals Julie suggested we close the meeting and begin this at the next session on March 10.

There being no further matters the meeting was adjourned at approximately 8:0 p.m.

Respectfully submitted,

ATTESTED:

Anna L. Goodsell Clerk

Ann Nieuwenhuis, Supervisor

CHARTER TOWNSHIP OF COMSTOCK
STRATEGIC PLAN COMMITTEE

"Comstock – A Community With Opportunity"

March 10, 2014
Meeting

Committee Attendees and Participants:

Ann Nieuwenhuis, Comstock Township Supervisor
Anna Goodsell, Comstock Township Clerk
Bret Padgett, Comstock Township Treasurer (arrived later)
Jerry Amos, Comstock Township Board Trustee
Sandra Bloomfield, Comstock Township Board Trustee
Jeff Bogema, Comstock Township Board Trustee
David Burgess, Comstock Township Board Trustee
Ed Switalski, Comstock Fire and Rescue Fire Chief (arrived later)
Randy Beister, Comstock Township Planning Commission Member
Jennifer Jones-Newton, Comstock Township Planning Commission
Member (arrived later)
Linda Law, Comstock Parks and Recreation Board Chairperson
Mary Gustas, Comstock Community Center Executive Director (arrived later)
Tom Wheat, PE with Prein & Newhof and Comstock Township Engineer
Julie Pioch, MSU Extension Greening Michigan Institute Government and
Public Policy Educator

The third session of the Strategic Plan Committee began at 4:03 p.m. by Julie Pioch.

Note: This committee meeting was posted and open to the public and during public comment, no one spoke or addressed the Committee.

Julie began with a brief overview of the evening's goal. During this overview, informational material was handed out. Included in the material was a handout entitled "Vision of Comstock in 2024". This list, as explained by Ms. Pioch, was a compilation of feedback from Session Two which the Committee had noted as their vision for the future of Comstock. Below is the list from that handout:

- Comstock Center: Multi use development near River grocery, ice cream residential-along River Street, between the bridge and Comstock Avenue, King Highway
- Municipal water and sewer throughout Township
- River Rail is complete and thriving. Morrow is active with recreational activities
- Pedestrians, bikers and cars safety sharing major thoroughfares.
- Increased homeownership—well maintained properties.
- Residents have pride in their neighborhood and take responsibility to maintain them, units are occupied.
- Businesses are thriving and employing our local people.

- Policies are in place that support homeownership and support quality rentals.
- Comstock has a strong community identity, strong public services.
- Quality affordable places for seniors to live (containment of options).
- Convenient, affordable public transportation option.
- Government and schools are well respected and working together to accomplish and ensure lifelong learning goals.
- Roads are in mint condition and adequate money is set aside for upkeep.

From this list, Julie compiled a summarized list of nine areas which she felt the Committee were the most strong in focusing their review. Those were:

- Development of a Downtown Comstock: multi-use (commercial, residential, office) between the bridge and Comstock Avenue and Kings Highway
- River Trail complete, recreation on Morrow Lake
- High quality roads with bike and pedestrian paths
- Sewer and water throughout Township
- Funds available for capital infrastructure (roads, water, sewer, buildings, public safety, parks) maintenance and improvements
- Collaborative efforts between schools, government and private interests working to ensure lifelong learning goals
- Quality neighborhoods with continuum of housing choices for residents of all ages
- Comstock is a choice community for business and residents because of quality public services and good reputation
- Convenient, affordable public transportation options

Ann Nieuwenhuis addressed the group and suggested we could begin by earmarking various locations along the Kalamazoo River Valley Trail and utilize that asset as a reference for place making. Ms. Pioch thought that was a great idea and we would come back to that a little later.

Julie then began her Powerpoint presentation on "People, Places & Placemaking". Examples of placemaking were reviewed in the presentation, as well as highlighted in another handout distributed to the committee members entitled "Why the Economics of "Place" Matters. She also indicated how it is important to partner with available local, county, state and federal agencies. She encouraged the use of an estimated fifteen sources such as MDOT, MDEQ, and so on, and working with these various resources which could possibly assist as a reference source for place making.

There are four types of place making; Standard, Strategic, Creative, and Tactical. Building on existing assets toward creating new options by having appropriate placemaking strategies/plans to targeted populations to quality places that people want to live, work, play and learn. Keeping in mind utilizing the recent Citizen Survey conducted by the Township.

Additional handouts received during her discussion were excerpts from the Survey, specifically the 2013 Core Scores and the Planning & Budget. As we look at place making, we should look at the suggested target population age example and compare it to the results of the Comstock Survey and note the areas of importance to those target populations. Then review your target

Item #1 – Development of a Downtown Comstock: multi-use (commercial, residential, office) between the bridge and Comstock Avenue and King Highway

What	Who	
New Zoning	Township Board, Planning Commission	
Financial Plan	Township Board, Downtown Development Authority, State	
Master Plan (Theme—aesthetic plan)	Township Board, Planning Commission	
Central Business District Defined	Planning Commission	
Downtown Development Authority; collection/capture TIF \$	Business Owners, Planning Commission, Township Board	
Contractor, developer, tenants, building owners , commercial, residential, business retail, health care, professional	Township Board	
Demolition/Raze Buildings	Township	
New Township Hall	Township	
Docks for canoes, rafts, kayaks, at park	Comstock Parks and Rec Board	
Resources/What's Missing:		

Item #2 – River trail complete, recreation on Morrow Lake

What	Who	
Easier access, cooperation form owner(s) of lakefront parcels	Township Board, Parks Board, Kalamazoo County Planning,	
Additional public access, consult about possible access points	STS Hydropower, Kalamazoo Public Safety, MDNR, Enbridge	
Meet with all parties to develop master plan (Morrow Lake Sub plan) to include, allow, encourage business, activities (such as bird watching)		
Recreational Boating	Parks Board	
Sport Fishing; catch/release contests	Parks Board	
Strengthen relationship with KCPS (Sheriff???)	Township Board	
Tactical Placemaking effort to encourage and try out boating by allowing a boat rental company to set up shop	Township Board	
Resources/What's Missing:		
Morrow Lake Beaches	Parks Board	

Item #3 – High quality roads with bike and pedestrian paths

What	Who	
Long term road maintenance/repair plan that keeps all local roads at fair and above	Township Board, Kalamazoo County Road Commission	
New "sidewalk" ordinance that requires new developments to provide safe and ample sidewalks/walkways.	Planning Commission, Township Board	
Establish maintenance program for sidewalks (adopt a sidewalk???)	Planning Commission, Township Board	
Work with Road Commission to identify possible bike path development (areas???)	Township Board, Kalamazoo County Road Commission	
Sidewalks and designated "old" developments or 6' shoulder	Township Board, Planning Commission	
Resources/What's Missing:		
Road, sidewalk millage/assessment (bike path)	Township Board	
Capital plan for road improvement	Township Board	

Item #4 – Sewer and water throughout township

What	Who	
Prioritize areas of need	Township, City Water, County Health Department	
Develop Funding; special assessment, grants (state/federal), partnerships	Township Board, state, federal	
Rate comparison of hook-up rates to other townships/cities	Township Board	
Resources/What's Missing:		

Item #5 – Funds available for capital infrastructure (roads, water, sewer, buildings, public safety, parks) maintenance and improvements.

What	Who	
Purchase Installment agreements i.e. PA 33	Township	
Grants	State, Federal	
Increase millage for Improvements	Voter	
Bonds	Voter	
Donations of Land	Owner, Developer, School, Township	
Resources/What's Missing:		

Funding: Millage, assessment(s), business development (Tax \$)		
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Item #6 – Collaborative efforts between schools, government and private interests working to ensure lifelong learning goals

What	Who	
Industrial Training	Community Center, High Schools	
Parks and Recreation Areas	School use, government, private funding	
Higher education funding	Government, schools, private	
Quarterly/monthly??? Regular meetings	Schools, government, private interest, public media network	
Expand current newsletter or add new newsletter or media connection	Comstock Community Center, Township Board, Public Media Network	
Define lifelong goals ? is this already provided	Municipal cooperation	
On Line Newsletter	Township	
Social Media	Volunteers, government class, and schools	
Resources/Whats Missing:		
Marketing Plan	Township government, schools, parks and recreation, fire department, etc.	

Item #7 – Quality neighborhoods with continuum of housing choices for residents of all ages

What	Who	
Consider razing blighted properties	Township, Kalamazoo County	
Water and Sewer (not necessary unless immediate need)	Coop = Assessment; Township, City, County	
Seniors/Public Transportation	Private, County, State, Federal	
Quality homeownership, renters, landlords	Entire Community	
Ordinance enforcement	Township	
Resources/What's Missing:		
Learned homeowner skills/knowledge, understand financial value and/or responsibility	Community Center	
Pride in ownership	Retired Tradesmen	
Realize value in home—investment	Financial Planners	

Item #8 -Comstock is a choice community for business and residents because of quality public services and good reputation

What	Who	
*Develop a positive marketing plan	*Township government and Schools	
*Develop a mission statement	*Parks Dept/Fire Dept (together)	
Education vs Enforcement (warnings vs Tickets)	Fire, Township, County, Building	
Tax Abatement for Existing Business Growth	Township Board	
Increase road patrol with millage (local or county-wide) assessment and/or business tax \$	Township Board, Kalamazoo County Sheriff	
Diverse affordable housing: house, apartment, multi-use, condominiums	Planning Commission, Township Board	
Modify zoning to allow multi-use buildings (i.e. living space above business)	Planning Commission, Township Board	
Ambassadors (knowledgeable connected, i.e. Realtors)	Township Board	
Resources/What's Missing:		
*Participation at 100% at all times		

Item #9 – Convenient, affordable public transportation options

What	Who	
Millage Passed	Kalamazoo County Transit Authority	
Buy-in Districts?	Municipalities In/Out	
*More Stops, flexible scheduling	Kalamazoo County Transit Authority	
*More Busses	Kalamazoo County Transit Authority	
*Sidewalks-build, maintain snow-repair-replace	Kalamazoo County Transit Authority	
More (Bus) shelters	Kalamazoo County Transit Authority	
Cleaners busses & better image	KCTA, Teach ridership	
Safety; why does it appear that only one/lower income level people use bus?	Kalamazoo County Transit Authority	
Modern amenities: Wifi, power stations, TV screens	Kalamazoo County Transit Authority	
Resources/What's Missing:		
\$? How much how many districts	Kalamazoo County Transit Authority	
Change parking standards; less parking spaces in lieu of metro stop	KCTA, Township Board, Planning Commission	

*Convenient

After each group had a chance to work on each of these items Julie highlighted each briefly and ask the group if they were happy with the results and if this was their intent of what is involved with creating a Strategic Plan. The group responded as a yes. She also asked if anyone had anything they wanted to add before wrapping the evening up. No one had any additional items to add, or discuss.

Ann Nieuwenhuis then spoke and thanked Julie Pioch for all her hard work. The group applauded her and thanked her and they also thanked Sandra Bloomfield for providing the food for the evening.

There being no further matters the meeting was adjourned at approximately 7:38 p.m.

Respectfully submitted,

ATTESTED:

Anna L. Goodsell Clerk

Ann Nieuwenhuis, Supervisor

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK BOARD
KALAMAZOO COUNTY, MICHIGAN
DECEMBER 16, 2013**

Supervisor Nieuwenhuis called the regular meeting of the Charter Township of Comstock Board to order at 7:00 p.m. at the Comstock Township Hall, 6138 King Highway.

Board Members Present: Ann Nieuwenhuis, Supervisor
 Anna L. Goodsell, Clerk
 Bret Padgett, Treasurer
 Jerry Amos, Trustee
 Sandra Bloomfield, Trustee
 Jeffrey Bogema, Trustee
 David Burgess, Trustee

Board Members Absent: None

Also present were Township Attorney Ken Sparks and approximately 13 other interested persons.

Supervisor Nieuwenhuis offered the invocation. The Pledge of Allegiance was then recited.

MINUTES

The Board then proceeded to review the proposed minutes of the December 2, 2013 regular meeting. Upon motion of Trustee Bogema, seconded by Trustee Burgess, the Board voted unanimously to approve the minutes as presented.

BILLS PAYABLE

The Board then considered the bill lists prepared by the Clerk's office. Upon motion of Trustee Bloomfield, seconded by Trustee Amos, the Board voted unanimously to approve the bill lists as presented.

CORRESPONDENCE

Supervisor Nieuwenhuis indicated there were items of correspondence from Jay Heasley, Kurt Kremlick, and the Kalamazoo County Board of Commissioners.

PRESENTATION

Captain Rick Green of the Kalamazoo County Sheriff's Department gave a report regarding the police activity in Comstock Township in October and November 2013.

PUBLIC COMMENT

David Wuis, Assistant Fire Chief, reminded the public that bricks for the Firefighters Memorial can be purchased until January 1, 2014.

CHANGES TO AGENDA

Supervisor Nieuwenhuis reviewed the proposed amendments to the agenda. Upon motion of Trustee Burgess, seconded by Trustee Bloomfield, the Board voted unanimously to approve the amended agenda.

KALAMAZOO COUNTY ROAD COMMISSION (KCRC) 2014 PAR FUNDS DISTRIBUTION POLICY

The Board then considered a request from the KCRC regarding the distribution of 2014 PAR funds amongst the participating municipalities. Upon motion of Clerk Goodsell, seconded by Treasurer Padgett, the Board voted unanimously to approve the use of the option which read, " Able to use ALL of the allocated PAR funds and COMMITTED to participating in the PAR funds redistribution."

2014 PAR PROJECTS

Supervisor Nieuwenhuis indicated that next matter for the Board's consideration was the use of 2014 PAR funds. She stated nearly 65% of the funds could be used to rebuild South 33rd Street which is approximately 1.25 miles of road, or the funds could be spent to repair those roads with a rating of 4. This would bring approximately 6.4 miles of road to a PAZER rating of 6. There was discussion about the number of residents impacted by the proposed road repairs and the best way to use the Township's PAR funds. A motion was made by Trustee Amos, and seconded by Trustee Burgess to proceed with repairing the roads listed with a PAZER rating of 4. A voice vote was taken and the motion passed unanimously.

STRATEGIC PLAN

The Board then considered a proposal from Michigan State University (MSU) Extension Office to assist the strategic planning of the Township. Julie Pioch of MSU has assisted other Townships in Kalamazoo County with developing strategic plans. The cost of the project is not to exceed \$700. Upon motion of Trustee Burgess, seconded by Trustee Bloomfield, the Board voted unanimously to approve contracting with MSU Extension Office for this service.

There was further discussion regarding scheduling of the planning sessions. It was determined by consensus that 2 four hour meetings would be the preferred manner for the schedule.

Supervisor Nieuwenhuis indicated the Community Survey results would be presented at the January 6, 2014 meeting.

OPT-OUT RESOLUTION

Upon motion of Trustee Bogema, seconded by Trustee Burgess, the Board voted unanimously, by roll call to adopt the following resolution.

WHEREAS, MCA 15.586(1), being Section 8(1) of P.A. 152 of 2011, states that "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year"; and

WHEREAS, the Township Board desires to exempt the Township from the requirements of the Act for the year 2013;

NOW THEREFORE, it is resolved that:

1. The Township hereby exercises its option under MCL 15.586(1) and exempts itself from the requirements of P.A. 152 of 2011 for the year 2014.
2. A copy of the is Resolution shall be forwarded to the appropriate State agency(ies) as necessary.

HOUSEHOLD HAZARDOUS WASTE CONTRACT

The Board then considered an agreement with Kalamazoo County to provide Household Hazardous Waste services. Upon motion of Clerk Goodsell, seconded by Trustee Bloomfield, the Board voted unanimously to enter into the agreement with Kalamazoo County with the cost to the Township being \$10,500 in 2014.

FINANCIAL REPORTS

Upon motion of Trustee Burgess, seconded by Trustee Amos, the Board voted unanimously to accept the Revenue and Expenditure Reports for period ending November 30, 2013.

Being duly motioned and supported the board voted unanimously to accept the Balance Sheet for Period ending November 30, 2013.

Upon motion of Trustee Burgess, seconded by Trustee Amos, the Board voted unanimously to accept the Cash Summary Report for period ending November 30, 2013.

ANNOUNCEMENTS

Supervisor Nieuwenhuis reminded everyone of the change in meeting time to 6:00 pm beginning in 2014.

Supervisor Nieuwenhuis also announced there was a vacancy on the Zoning Board of Appeals.

Treasurer Padgett wished everyone happy and safe holidays.

ADJOURNMENT

There being no further matters to come before the Board, the meeting was adjourned at approximately 7:38 p.m.

Respectfully submitted,

ATTESTED:

Anna L. Goodsell Clerk

Ann Nieuwenhuis, Supervisor

**MINUTES OF THE SPECIAL MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK BOARD
KALAMAZOO COUNTY, MICHIGAN
JANUARY 13, 2014***

Supervisor Nieuwenhuis called the regular meeting of the Charter Township of Comstock Board to order at 6:00 p.m. at the Comstock Township Hall, 6138 King Highway.

Board Members Present: Ann Nieuwenhuis, Supervisor
 Anna L. Goodsell, Clerk
 Bret Padgett, Treasurer
 Jerry Amos, Trustee
 Sandra Bloomfield, Trustee
 Jeffrey Bogema, Trustee
 David Burgess, Trustee

Board Members Absent: None

Also present were Township Attorney Rob Thall and approximately 13 other interested persons.

Supervisor Nieuwenhuis offered the invocation. The Pledge of Allegiance was then recited.

MINUTES

The Board then proceeded to review the proposed minutes of the December 16, 2013 regular meeting. Upon motion of Trustee Burgess, seconded by Trustee Amos the Board voted unanimously to approve the minutes as presented.

BILLS PAYABLE

The Board then considered the bill lists prepared by the Clerk's office. Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously to approve the bill lists as presented.

CORRESPONDENCE

Supervisor Nieuwenhuis indicated there was one item of correspondence, it was a letter responding to Mr. Heasley's concerns.

RESOLUTION OF APPRECIATION – MELVIN KLOOSTER

Upon motion of Trustee Burgess, seconded by Trustee Bloomfield, the Board voted unanimously by roll call, to adopt the following resolution.

WHEREAS, Melvin Klooster has served as a member of the Zoning Board of Appeals for the Charter Township of Comstock from January 2008 through December 2013 and

WHEREAS, Melvin Klooster directed his passion and energy towards assisting residents and business owners of Comstock Charter Township, through the Zoning Board of Appeals Process and

WHEREAS, Melvin Klooster has been described as a thoughtful contributor to the Zoning Board of Appeals discussions; and

WHEREAS, Melvin Klooster took his appointment to the Zoning Board of Appeals seriously and ensured the Ordinance of Comstock Charter Township were properly followed, and fair decisions were made for all applicants and

WHEREAS, Melvin Klooster was ready for the opportunities and challenges confronting Zoning Board of Appeals members; let it be known that Melvin Klooster has served this community well;

NOW THEREFORE, BE IT RESOLVED the Township Board of the Charter Township of Comstock, Kalamazoo County, Michigan, resolves as follows:

1. That this Township Board, on behalf of the residents and property owners of the Charter Township of Comstock, does hereby express its sincere appreciation for the unselfish and dedicated effort which Melvin Klooster has given to this Township.
2. That the Township Board does hereby express its very best wishes to Melvin Klooster in all his future endeavors.
3. That this Resolution be and hereby is directed to be made and become a permanent part of the public record of the Charter Township of Comstock and that the Supervisor be and is hereby directed to present Melvin Klooster with a certified copy of this resolution.

RESOLUTION OF APPRECIATION – DAN BALKEMA

Upon motion of Trustee Bogema, seconded by Trustee Burgess, the Board voted unanimously, by roll call, to adopt the following resolution.

WHEREAS, Daniel Balkema has served as a member of the Planning Commission for the Charter Township of Comstock from November 1996 through December 2013 and

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*Corrected February 3, 2014

WHEREAS, Daniel Balkema directed his passion and energy towards assisting residents and business owners of Comstock Charter Township, through the Planning Commission Process and

WHEREAS, Daniel Balkema has been described as a thoughtful contributor to the Planning Commission discussions; and

WHEREAS, Daniel Balkema took his appointment to the Planning Commission seriously and ensured the Ordinance of Comstock Charter Township were properly followed, and fair decisions were made for all applicants and

WHEREAS, Daniel Balkema was ready for the opportunities and challenges confronting Planning Commission members; let it be known that Daniel Balkema has served this community well;

NOW THEREFORE, BE IT RESOLVED the Township Board of the Charter Township of Comstock, Kalamazoo County, Michigan, resolves as follows:

1. That this Township Board, on behalf of the residents and property owners of the Charter Township of Comstock, does hereby express its sincere appreciation for the unselfish and dedicated effort which Daniel Balkema has given to this Township.
2. That the Township Board does hereby express its very best wishes to Daniel Balkema in all his future endeavors.
3. That this Resolution be and hereby is directed to be made and become a permanent part of the public record of the Charter Township of Comstock and that the Supervisor be and is hereby directed to present Daniel Balkema with a certified copy of this resolution.

PRESENTATIONS

Julie Pioch of Michigan State University Extension shared detailed information regarding the Community Survey. This was done in preparation for the strategic planning meetings.

Fire Chief Ed Switalski provided more information to the Board about the need for and funding of a new North Fire Station. He will be providing more detailed information to the Board at the meeting on February 3, 2014. The Board had questions regarding the financing of this proposed project. Attorney Thall offered comments regarding the financing. There was a discussion about ways in which to educate the citizens regarding the need for building a new station.

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*Corrected February 3, 2014

PUBLIC COMMENT

Mary Gustas, Community Center Director, offered comments about the Community Survey.

Sandy Sprague offered comments about the closing of the Township Offices, and the web page.

CHANGES TO AGENDA

Supervisor Nieuwenhuis reviewed the proposed amendments to the agenda. Upon motion of Trustee Bloomfield, seconded by Trustee Burgess, the Board voted unanimously to approve amending the agenda to add consideration of an alternate to the Zoning Board of Appeals.

ROBERT MORRIS PARK ORDINANCE AMENDMENT – FIRST READING

The Board then considered an amendment to the Robert Morris Park Ordinance. This proposed amendment would allow the Parks and Recreation Commission to waive the prohibition of launching of boats from Robert Morris Park. A motion was made by Clerk Goodsell to approve these amendments for first reading. Trustee Burgess seconded the motion. Lengthy discussion ensued. A roll call vote was taken and the motion failed. Clerk Goodsell, Treasurer Padgett and Trustee Burgess were in favor of the motion. All other Board members were in opposition.

FIRE DEPARTMENT LEAVE OF ABSENCE REQUEST

Fire Chief Switalski reviewed the circumstances requiring Firefighter Justin Steeby to request a leave of absence. He stated that hopefully the legislature would soon make a decision which would clarify the circumstance in which a firefighter may work for two different fire departments. Upon motion of Clerk Goodsell, seconded by Trustee Bloomfield, the Board voted unanimously to allow Firefighter Steeby a six month leave of absence. It was included that he could participate in training events on a voluntary basis.

Fire Chief Switalski also gave an update about two firefighters who are on medical leave of absence.

ZONING BOARD OF APPEALS APPOINTMENT

Upon motion of Trustee Bogema, seconded by Trustee Bloomfield, the Board voted unanimously to appoint Dan Short as the alternate to the Zoning Board of Appeals.

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*Corrected February 3, 2014

COMSTOCK COMMUNITY CENTER MILLAGE REQUEST

Mary Gustas Director of the Comstock Community Center addressed the Board regarding requesting a millage of youth programing. The statute that provides for this type of millage clearly states it must be the curbing juvenile delinquency. If the Board should decide this was something they choose to pursue, bids would be sought for providing youth programming, and that programming would need to be overseen by the Township. There was lengthy discussion. Trustees Bloomfield and Amos suggested if additional funding was needed for the Community Center it be focused in the area of senior adult programming.

SAW GRANT UPDATE

Supervisor Nieuwenhuis indicated that the State of Michigan had not yet awarded those grants, and that the process would be done by lottery.

ANNOUNCEMENTS

Supervisor Nieuwenhuis confirmed the Strategic Planning meeting dates of Monday, January 21, 2014 and Monday, February 18, 2014. She also stated that the Supervisor's Group was addressing the Kalamazoo County Road Commission's Vegetation Policy.

Clerk Goodsell thanked the firefighters for clearing snow from fire hydrants.

Trustee Burgess informed the public if they were interested in the allocation of a potential state budget surplus to infrastructure and road maintenance to contact their local representatives.

ADJOURNMENT

There being no further matters to come before the Board, the meeting was adjourned at approximately 8:42 p.m.

Respectfully submitted,

ATTESTED:

Anna L. Goodsell Clerk

Ann Nieuwenhuis, Supervisor

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*Corrected February 3, 2014

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK BOARD
KALAMAZOO COUNTY, MICHIGAN
APRIL 21, 2014**

Supervisor Nieuwenhuis called the regular meeting of the Charter Township of Comstock Board to order at 6:00 p.m. at the Comstock Township Hall, 6138 King Highway.

Board Members Present: Ann Nieuwenhuis, Supervisor
 Anna L. Goodsell, Clerk
 Bret Padgett, Treasurer
 Jerry Amos, Trustee
 Sandra Bloomfield, Trustee
 Jeffrey Bogema, Trustee
 David Burgess, Trustee

Board Members Absent: None

Also present were Township Attorney Catherine Kaufman, Township Engineer Tom Wheat and approximately 40 other interested persons.

Supervisor Nieuwenhuis asked that a moment of silence be observed for Audrey Kurka who died as a result of injuries sustained in an accident on Sprinkle Road. The Pledge of Allegiance was then recited.

MINUTES

Trustee Bloomfield asked for permission to abstain from voting on approval of the minutes since she was not in attendance at the meeting. Upon motion of Trustee Bogema, seconded by Trustee Amos the Board moved unanimously to allow Trustee Bloomfield to abstain. Upon motion of Trustee Bogema, seconded by Trustee Amos, the Township Board voted unanimously to approve the minutes of the April 7, 2014 meeting as submitted.

BILLS PAYABLE

The Board then considered the bill lists prepared by the Clerk's office. Upon motion by Trustee Bogema, seconded by Trustee Bloomfield, to approve the bill lists as submitted.

CORRESPONDENCE

Supervisor Nieuwenhuis indicated there were items of correspondence from Russ Wicklund announcing his resignation as Township Planner and Zoning Administrator in 30 days.

PUBLIC COMMENT

Sandy Sprague asked about closing dates for the railroad crossing repairs and offered comments about recycling.

Alan Dowdy offered comments supporting the Comstock Community Center Senior Millage request.

Dave Maturen announced his candidacy for the 63rd District House of Representatives seat.

Dori Scholly offered comments supporting the Comstock Community Center Senior Millage request.

Jeannie Kissenger offered comments supporting the Comstock Community Center Senior Millage request.

Linda Law offered comments supporting the Comstock Community Center Senior Millage request.

CHANGES TO AGENDA

There were no changes to the agenda.

PRESENTATIONS

KALAMAZOO COUNTY PARKS AND RECREATION

David Rachowicz Director of Kalamazoo County Parks and Recreation gave an overview of the planned improvements to River Oaks Park. These include a dog park, splash pad, and handicapped accessible playground.

KALAMAZOO COUNTY DRAIN OFFICE

Patricia Crowley, Kalamazoo County Drain Commissioner gave of overview of the planned improvements to the Davis Creek.

COMSTOCK TOWNSHIP BOARD OF REVIEW

James Jenkins gave a report of the March Board of Review activities.

BUSINESS

PUBLIC HEARING - BELL'S BREWERY – INDUSTRIAL FACILITIES TAX (IFT) APPLICATION

Upon motion of Clerk Goodsell, seconded by Trustee Burgess, the Board voted unanimously to open the public hearing. Patrick Gray, Chief Financial Officer, of Bell's Brewery addressed the Board. He outlined the project which includes \$5,585,000 in real property and \$13,155,000 in personal property. He further indicated eight to twelve new jobs would be added. Joe Agostenelli of Southwest Michigan First spoke in support of this project. Fire Chief Switalski stated he and Fire Marshal Mike Kessler had talked with representatives of the company regarding the ammonia chillers and waste water treatment that is a part of this project. Supervisor Nieuwenhuis asked if there was further public comment. There was none. Upon motion of Trustee Bloomfield, seconded by Trustee Amos the Board voted unanimously to approve the IFT request.

Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously by roll call to adopt the following resolution.

WHEREAS, Bell's Brewery Inc. has applied under the provisions of 1974 PA 198, as amended, for an Industrial Facilities Exemption Certificate with regard to property located in Comstock Charter Township which is more particularly described as:

Comstock Commerce Park Unit 13 Kalamazoo County Condominium Subdivision Plan 96. Also including a parcel of land lying in Section 23, T2S, R10W, Comstock Township, Kalamazoo County, Michigan described as: the south 660.00 feet of the west 590.00 feet of the north 120 rods of the west 80 rods of the northwest ¼ of said section. Also together with an ingress and egress easement 66.00 feet in width the center line of which is described as follows: beginning at point on the west line of Section 23, 693.00 feet north of the southwest corner of the north 120 rods of the northwest ¼ of said section; thence east parallel with the south line of the north 120 rods of the northwest ¼ of said section, 590.00 feet to the point of ending. 2007 lot line adj 23-105-026 and 22-220-130 into 23-105-027 and 22-220-131.

WHEREAS, the proposed improvements are located within an Industrial Development District created by Resolution of the Township Board of the Charter Township of Comstock adopted on December 2, 1996, after due and legal notice as required by law; and

WHEREAS, the proposed facility is calculated to and will at the time of issuance of said certificate have the reasonable likelihood to create

employment, retain employment, or prevent a loss of employment within this Township; and

WHEREAS, the aggregate state equalized valuation of real and personal property exempt from ad valorem taxes under said 1974 PA 198, as amended, including the requested exemption, does exceed 5% of the sum of the state equalized valuation of this Township but will not, in the opinion of this Township Board, have the effect of substantially impeding the operation of any local government unit nor of impairing the financial soundness of any affected taxing unit.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the requested Industrial Facilities Exemption Certificate as filed by Bell's Brewery Inc. be and hereby is approved as set forth herein, the same to become effective December 31, 2014, and that for the next 12 years the industrial facilities tax upon such improvements as are real property and for the next 6 years for such new personal property, excluding office equipment and office furniture, shall be determined in accordance with the provisions of 1974 PA 198, as amended. No exemption is granted hereunder as to personal property that is office equipment or office furniture.
2. That this Township Board does hereby specifically find and determine that the granting of this Industrial Facilities Exemption Certificate, when considered together with the aggregate amount of industrial facilities exemption certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of this Township or impairing the financial soundness of a taxing unit which levies an ad valorem property tax within this Township and, further, hereby recommends approval of said application by the State Treasurer and the State Tax Commission of the State of Michigan.
3. That this Township Board does hereby specifically find and determine that Bell's Brewery Inc. complies with all of the applicable requirements imposed by Section 9(2) of 1974 PA 198, as amended.
4. That the foregoing Industrial Facilities Exemption Certificate is conditioned upon the applicant entering into a contract with the Charter Township of Comstock pertaining to its compliance with its representations to the Township and certain sanctions and penalties for a default in such representations, as required by P.A. 334 of 1993.
5. That the Township Clerk be and hereby is directed to forward the application of Bell's Brewery Inc., together with supporting documents and resolutions to the State Tax Commission of the State of Michigan for

approval and for the issuance of an Industrial Facilities Exemption Certificate in accordance with the provisions of 1974 PA 198, as amended.

6. That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

PUBLIC HEARING – GENERAL MILLS – INDUSTRIAL FACILITIES TAX (IFT) APPLICATION

Upon motion of Trustee Burgess, seconded by Trustee Bloomfield, the Board voted unanimously to open the public hearing. Joe Agostenelli of Southwest Michigan First spoke on behalf of the applicant. He stated the application request was for \$13,682,945 in real property and \$7,677,287 in personal property. He further indicated 27 new jobs would be created. James Jenkins, asked if General Mills was located in the Renaissance Zone. Clerk Goodsell stated no it was not. Supervisor Nieuwenhuis asked if there was further public comment. There was none. Upon motion of Trustee Bogema, seconded by Trustee Burgess the Board voted unanimously to approve the IFT request.

Upon motion of Trustee Bogema, seconded by Trustee Bloomfield, the Board voted unanimously by roll call to adopt the following resolution.

WHEREAS, GENERAL MILLS OPERATIONS, LLC. has applied under the provisions of 1974 PA 198, as amended, for an Industrial Facilities Exemption Certificate with regard to property located in Comstock Charter Township which is more particularly described as:

Lot 22 of the replat of the Midlink Business Park.

WHEREAS, the proposed improvements are located within an Industrial Development District created by Resolution of the Township Board of the Charter Township of Comstock adopted on May 16, 1983, after due and legal notice as required by law; and

WHEREAS, the proposed facility is calculated to and will at the time of issuance of said certificate have the reasonable likelihood to create employment, retain employment, or prevent a loss of employment within this Township; and

WHEREAS, the aggregate state equalized valuation of real and personal property exempt from ad valorem taxes under said 1974 PA 198, as amended, including the requested exemption, does exceed 5% of the sum of the state equalized valuation of this Township but will not, in the opinion of this Township Board, have the effect of substantially impeding the

operation of any local government unit nor of impairing the financial soundness of any affected taxing unit.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the requested Industrial Facilities Exemption Certificate as filed by General Mills Operations, LLC be and hereby is approved as set forth herein, the same to become effective December 31 of the year of completion, and that for the next twelve (12) years the industrial facilities tax upon such improvements as are real property and for the next six (6) years for such new personal property, excluding office equipment and office furniture, shall be determined in accordance with the provisions of 1974 PA 198, as amended. No exemption is granted hereunder as to personal property that is office equipment or office furniture.
2. That this Township Board does hereby specifically find and determine that the granting of this Industrial Facilities Exemption Certificate, when considered together with the aggregate amount of industrial facilities exemption certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of this Township or impairing the financial soundness of a taxing unit which levies an ad valorem property tax within this Township and, further, hereby recommends approval of said application by the State Treasurer and the State Tax Commission of the State of Michigan.
3. That this Township Board does hereby specifically find and determine that General Mills Operations, LLC complies with all of the applicable requirements imposed by Section 9(2) of 1974 PA 198, as amended.
4. That the foregoing Industrial Facilities Exemption Certificate is conditioned upon the applicant entering into a contract with the Charter Township of Comstock pertaining to its compliance with its representations to the Township and certain sanctions and penalties for a default in such representations, as required by P.A. 334 of 1993. The Supervisor and Clerk are hereby authorized to sign this contract on the Township's behalf.
5. That the Township Clerk be and hereby is directed to forward the application of General Mills Operations, LLC, together with supporting documents and resolutions to the State Tax Commission of the State of Michigan for approval and for the issuance of an Industrial Facilities Exemption Certificate in accordance with the provisions of 1974 PA 198, as amended.
6. That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

PUBLIC HEARING – KALAMAZOO OUTDOOR GOURMET – INDUSTRIAL FACILITIES TAX (IFT) APPLICATION

Upon motion of Trustee Bloomfield, seconded by Trustee Amos, the Board voted unanimously to open the public hearing. Pete Georgiadis, President of Kalamazoo Outdoor Gourmet addressed the Board. He outlined the project which includes \$2,225,695 in real property and \$362,986 in personal property. He further indicated eight to 35 new jobs would be added. There is also a request to transfer an IFT from the City of Kalamazoo to Comstock Township. Joe Agostenelli of Southwest Michigan First spoke in support of this project. Supervisor Nieuwenhuis asked if there was further public comment. There was none. Upon motion of Trustee Bogema, seconded by Trustee Burgess, the Board voted unanimously to approve the IFT request.

Upon motion of Clerk Goodsell, seconded by Trustee Bloomfield, the Board voted unanimously by roll call to adopt the following resolutions.

NEW IFT RESOLUTION

WHEREAS, Kalamazoo Outdoor Gourmet, LLC has applied under the provisions of 1974 PA 198, as amended, for an Industrial Facilities Exemption Certificate with regard to property located in Comstock Charter Township which is more particularly described as:

COMSTOCK COMMERCE PARK UNIT 7 KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN 96.

WHEREAS, the proposed improvements are located within an Industrial Development District created by Resolution of the Township Board of the Charter Township of Comstock adopted on December 2, 1996, after due and legal notice as required by law; and

WHEREAS, the proposed facility is calculated to and will at the time of issuance of said certificate have the reasonable likelihood to create employment, retain employment, or prevent a loss of employment within this Township; and

WHEREAS, the aggregate state equalized valuation of real and personal property exempt from ad valorem taxes under said 1974 PA 198, as amended, including the requested exemption, does exceed 5% of the sum of the state equalized valuation of this Township but will not, in the opinion of this Township Board, have the effect of substantially impeding the operation of any local government unit nor of impairing the financial soundness of any affected taxing unit.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the requested Industrial Facilities Exemption Certificate as filed by Kalamazoo Outdoor Gourmet, LLC be and hereby is approved as set forth herein, the same to become effective December 31, 2014, and that for the next 12 years the industrial facilities tax upon such improvements as are real property and for the next 6 years for such new personal property, excluding office equipment and office furniture, shall be determined in accordance with the provisions of 1974 PA 198, as amended. No exemption is granted hereunder as to personal property that is office equipment or office furniture.
2. That this Township Board does hereby specifically find and determine that the granting of this Industrial Facilities Exemption Certificate, when considered together with the aggregate amount of industrial facilities exemption certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of this Township or impairing the financial soundness of a taxing unit which levies an ad valorem property tax within this Township and, further, hereby recommends approval of said application by the State Treasurer and the State Tax Commission of the State of Michigan.
3. That this Township Board does hereby specifically find and determine that Kalamazoo Outdoor Gourmet LLC complies with all of the applicable requirements imposed by Section 9(2) of 1974 PA 198, as amended.
4. That the foregoing Industrial Facilities Exemption Certificate is conditioned upon the applicant entering into a contract with the Charter Township of Comstock pertaining to its compliance with its representations to the Township and certain sanctions and penalties for a default in such representations, as required by P.A. 334 of 1993.
5. That the Township Clerk be and hereby is directed to forward the application of Kalamazoo Outdoor Gourmet LLC together with supporting documents and resolutions to the State Tax Commission of the State of Michigan for approval and for the issuance of an Industrial Facilities Exemption Certificate in accordance with the provisions of 1974 PA 198, as amended.
6. That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

TRANSFER OF IFT RESOLUTION

WHEREAS, Kalamazoo Outdoor Gourmet, LLC has applied under the provisions of 1974 PA 198, as amended, for approval of the transfer of three Industrial Facilities Exemption Certificates (IFT Certificates 2013-204, 2013-205 and 2013-206) initially issued with respect to personal property located in Kalamazoo Charter Township, Kalamazoo County, Michigan and proposed to be transferred to the following property in the Charter Township of Comstock:

COMSTOCK COMMERCE PARK UNIT 7 KALAMAZOO COUNTY
CONDOMINIUM SUBDIVISION PLAN 96

WHEREAS, a public hearing on the aforementioned application for transfer was held on this date after public notice having been given in accordance with all legal requirements; and

WHEREAS, approval of the requested transfer will have the reasonable likelihood to create employment, retain employment or prevent a loss of employment within this Township; and

WHEREAS, the aggregate state equalized valuation of real and personal property exempt from ad valorem taxes under said 1974 PA 198, as amended, including the requested exemption, does exceed 5% of the sum of the state equalized valuation of this Township but will not, in the opinion of this Township Board, have the effect of substantially impeding the operation of any local government unit nor of impairing the financial soundness of any affected taxing unit.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby approve the transfer of the aforementioned Industrial Facilities Exemption Certificates.
2. That this Township Board does hereby specifically find and determine that the approval of this transfer of the aforementioned Industrial Facilities Exemption Certificates, when considered together with the aggregate amount of industrial facilities exemption certificates previously granted and currently in force, shall not have the effect of substantially impeding the operation of this Township or impairing the financial soundness of a taxing unit which levies an ad valorem property tax within this Township and, further, hereby recommends approval of said application for transfer by the State Treasurer and the State Tax Commission of the State of Michigan.
3. That the foregoing approval is conditioned upon the applicant entering into a contract with the Charter Township of Comstock pertaining to its compliance with its representations to the Township and the

specifications set forth in its original applications for said Industrial Facilities Exemption Certificates, including the representations contained therein as to employment.

4. That the Township Clerk be and hereby is directed to forward the application of Kalamazoo Outdoor Gourmet LLC, together with supporting documents and resolutions to the State Tax Commission of the State of Michigan for approval of the transfer of the aforementioned Industrial Facilities Exemption Certificates.
5. That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

STRATEGIC PLANNING REPORT – JULIE PIOCH

Julie Pioch of Michigan State University Extension gave a report regarding the Board Strategic Planning Sessions. She praised the Board for the fine work that was done. She also provided the Board with bound copies of all the information gathered during this process.

COMSTOCK COMMUNITY CENTER (CCC) – MILLAGE REQUEST

The Board then considered a request from the CCC to place a millage question on the August Ballot. Mary Gustas, Director of the CCC outlined for the Board the need and purpose of the additional millage. There were many questions and lengthy discussion about the request. Upon motion of Trustee Bloomfield, seconded by Trustee Burgess, the Board voted unanimously, by roll call, to approve the following ballot language to be placed on the August 2014 Ballot

“Senior Millage Proposition: Shall the Charter Township of Comstock, Kalamazoo County, Michigan, a Levy an additional of .5 Mills (\$.50/\$1,000 of State Taxable Value) of Charter Ad Valorem Tax for eight (8) years from 2015 to 2022 to be allocated under the Provisions of Act No. 39 of Public Acts of 1976, as amended, to support the services for older adults through the Comstock Community Center, which levy will raise in the first year of levy an estimated \$230,205.26.”

PA 116 – APPLICATION – CJP, INC.

The Board then considered a PA 116 Application of CJP, Inc. Trustee Bloomfield asked permission to abstain from voting on this issue as she is a relative of the applicant. Upon motion of Clerk Goodsell, seconded by Treasurer Padgett, the Board voted unanimously to grant this request. Chris Pick, President of CJP, Inc. explained a PA 116 and the advantages to the applicant and the Township. Township Attorney Catherine Kaufman, explained it would not be appropriate for the Township to grant this request because the property is not currently being used for an agricultural purpose, and the current zoning

designation of Light Manufacturing does not permit agricultural uses. Upon motion of Trustee Bogema, seconded by Supervisor Nieuwenhuis, the Board voted to adopt the following resolution denying the request. Trustee Bloomfield abstained from voting.

WHEREAS, CJP Inc. has submitted a PA 116 (Farmland and Open Space Preservation Program) application to the Charter Township of Comstock, for property located at the following addresses and tax identification numbers:

8763 E. K Avenue	3907-15-480-070
8817 E. K Avenue	3907-15-480-080
8859 E. K Avenue	3907-15-480-090
8931 E. K Avenue	3907-15-480-100
8975 E. K Avenue	3907-15-480-110;

and

WHEREAS, the subject properties are not currently in an agricultural use as defined by PA 451 of 194, as amended; and

WHEREAS, the subject properties are currently zoned LM, Light Manufacturing, which zoning district does not allow agricultural uses as permitted or special uses; and

WHEREAS, the subject properties are located immediately adjacent to property zoned and being developed and used for single family residential development on Grandview Street and Station Hill Street; and

WHEREAS, other reviewing bodies have provided comments, as appropriate, to the Township Board in response to CJP Inc.'s PA 116 application.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the Township Board hereby rejects the PA 116 application submitted by CJP Inc., for the reasons stated herein; and
2. That the Township Clerk is directed to forward this determination with CJP Inc.'s application to the Michigan Department of Agriculture's Farmland and Open Space Preservation Program office, in the manner provided for by law.

ZONING ORDINANCE AMMENDMENT – ADOPTION

The Board then considered a zoning ordinance amendment that would change the zoning of parcel number 3907-30-315-062. It is being proposed to change the zoning from "R-

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS;

1. The Comstock Township Board adopts the Participation Agreement substantially in the form of Exhibit B which is incorporated in the Resolution by reference thereto and agrees to join with other Public Agencies to become a Participant under the terms of the Participation Agreement and to accept additional Public Agencies as new Participants without subsequent action.
2. The Comstock Township Board agrees to and concurs in the appointment of those Trustees either being appointed, to be appointed or currently serving as members of the Board of Trustees created under the Participation Agreement and recognizes those Trustees and their successors as the appointees of the Public Agency.
3. The Comstock Township Board acknowledges and confirms the representation, warranties and covenants provided in the Participation Agreement to the Investment Advisor and Custodian under Participation Agreement, upon which they may respectively rely.
4. The Comstock Township Board hereby authorizes the Comstock Township Treasurer (the "Authorized Officer"), to take the following actions with regard to the participation of the Public Agency in the Participation Agreement:
 - a. Deliver a certified copy of this Resolution to Investment Advisor under the Participation Agreement.
 - b. Execute and deliver all notices, directions and instructions required or permitted by the Participation Agreement from the Public Agency or Participant.
 - c. Make contributions to the Investment Property as provided in the Participation Agreement and select all or part of the Surplus Funds (as defined in the Participation Agreement) to be contributed to the Investment Property.
 - d. Consent to an amendment to the Participation Agreement on behalf of the Public Agency if such is necessary to conform the Participation agreement with law or is a technical change necessary to facilitate the intent of the Participation Agreement.
5. The Participant understands and agrees that it shall not amend or repeal this Resolution except to the extent necessary to alter the limitations

imposed on the Authorized Officer, to change Authorized Officers, or to withdraw from the Participation Agreement.

6. All resolutions and parts of resolution in conflict with this Resolution shall be, and hereby are, amended or repealed to the extent of such conflict.

KALAMAZOO RIVER VALLEY TRAIL (KVRT)

There was general discussion regarding contributing \$5,000 per year for the next 5 years to the development of the KVRT. Clerk Goodsell and Treasurer Padgett will research funding potential within the budget.

ASSESSOR'S CONTRACT RENEWAL

The Board proceeded to consider the renewal of the Assessor's contract. Supervisor Nieuwenhuis reviewed Ms. Burd's performance evaluation with the Board. Upon motion of Supervisor Nieuwenhuis, seconded by Trustee Bogema, the Board approved the Assessor's contract as presented.

ZONING ADMINISTRATOR'S RESIGNATION

There was general discussion about the resignation of Russ Wicklund. There was also discussion regarding needing a full-time position to do zoning administration and enforcement and also planning. Options will be presented at future Board meetings. Upon motion of Clerk Goodsell, seconded by Treasurer Padgett, the Board, voted unanimously to accept Mr. Wicklund's resignation.

BOARD ANNOUNCEMENTS

Supervisor Nieuwenhuis reminded the Board of the special meeting on Monday, April 28, 2014 at 4:30 p.m., also the meeting on Monday, May 5, 2014 will begin at 5:00 p.m.

Trustee Bloomfield reminded those in attendance of the Ready, Set, Grow event for the Comstock Community Center.

ADJOURNMENT

There being no further matters to come before the Board, the meeting was adjourned at approximately 8:26 p.m.

Respectfully submitted,

ATTESTED:

Anna L. Goodsell Clerk

Ann Nieuwenhuis, Supervisor

**MINUTES OF THE REGULAR MEETING OF THE
CHARTER TOWNSHIP OF COMSTOCK BOARD
KALAMAZOO COUNTY, MICHIGAN
NOVEMBER 17, 2014**

Supervisor Nieuwenhuis called the regular meeting of the Charter Township of Comstock Board to order at 6:00 p.m. at the Comstock Township Hall, 6138 King Highway.

Board Members Present: Ann Nieuwenhuis, Supervisor
 Anna Goodsell, Clerk
 Bret Padgett, Treasurer
 Jerry Amos, Trustee
 Jeffrey Bogema, Trustee

Board Members Absent: Sandra Bloomfield, Trustee
 David Burgess, Trustee

Also present were Township Attorney, Catherine Kaufman; Township Attorney, Tom Wheat and approximately 9 other interested persons.

The Pledge was recited.

CHANGES TO THE AGENDA

A motion was made by Clerk Goodsell to add the following items to the consent agenda. Approval of the Fifth-Third Bill, receipt of October cash summary report by fund and bank account, the October expense report and the October balance sheet for all funds. The motion was seconded by Treasurer Padgett. A vote was taken and the motion passed unanimously.

PUBLIC COMMENTS

Kenny Brannstrom of 4930 Battenkill offered comments regarding Parks and Recreation Department revenues and conditions at Wenke Ball Fields.

ANNOUNCEMENTS

Supervisor Nieuwenhuis thanked Nash Greenhouse for razing the house on Market Street. She also reported the houses owned by the Land Bank on Frances and Moline have also been razed.

CONSENT AGENDA

Supervisor Nieuwenhuis asked if any Board member or public member wanted to remove any items from the consent agenda for further discussion later in the meeting. There were no further changes to the consent agenda. Upon motion of Clerk Goodsell, seconded by Trustee Amos, the Board, voted unanimously to approve the consent agenda as follows:

1. Minutes of the October 20, 2014 meeting
2. Minutes of the October 29, 2014 meeting
3. Fifth-Third Bill
4. Bills payable

5. Correspondence re: Resignation of Firefighter Henson
6. Correspondence re: Resignation of Firefighter Brown
7. Correspondence re: Increased Daily Field Rental Fees at Wenke Park
8. Correspondence re: Bow Hunting of Geese in Comstock Parks
9. Correspondence re: Fire Chief request to serve as Alternate on the Governing Board of Directors for the new Kalamazoo County 911 Consolidated Board
10. October 2014 Cash Summary Report by Fund
11. October 2014 Cash Summary Report by Bank
12. October 2014 Balance Sheets for all Funds
13. October 2014 Revenue/Expense Report

BUSINESS

PUBLIC HEARING – 2015 GENERAL FUND BUDGET

Upon motion of Treasurer Padgett, seconded by Trustee Amos, the Board voted unanimously by roll call to open a public hearing regarding the 2015 General Fund Budget. Supervisor Nieuwenhuis asked if there was public comment. There was no public comment. There was no Board discussion. Upon motion of Treasurer Padgett, seconded by Trustee Amos the Board voted unanimously to close the public hearing.

Upon motion of Clerk Goodsell, seconded by Trustee Bogema the Board voted unanimously by roll call to adopt the following resolution:

WHEREAS, in accordance with law and statute provided the Township prepared a proposed budget for the operation and maintenance of the Township for the fiscal year commencing January 1, 2015, in the total amount of \$2,469,466 covering general fund estimated receipts and expenditures for said period; and

WHEREAS, in accordance with Michigan law, notice of public hearing on said proposed budget was published in the Kalamazoo Gazette; and

WHEREAS, a copy of such budget has been available for public inspection from the date of the publication of such notice until the date of said hearing; and was further available for such inspection at this hearing; and

WHEREAS, said hearing was held in accordance with notice and opportunity given to all present to be heard in the premises; and

WHEREAS, said general fund budget appears to be reasonable and proper in accordance with law and statute provided.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That the Township Board of the Charter Township of Comstock does hereby adopt and approve the budget, as attached hereto, incorporated herein, and made a part hereof, for the fiscal year of the Township commencing January 1, 2015.
2. That the Township Board of the Charter Township of Comstock does hereby adopt and approve that portion of the budget covering disbursements and expenses in the total amount of \$2,469,466 for the fiscal year commencing January 1, 2015.

3. That the Township Board of the Charter Township of Comstock does further hereby authorize the levy of 1.4764 mills of ad valorem taxes which shall become due December 1, 2014, for general operating purposes, including assistance to senior citizens.

4. That the Township Board of the Charter Township of Comstock does further approve that portion of the budget representing revenue sources in the total amount of \$ 2,471,974 which sources are as follows:

REVENUE SOURCE	AMOUNT
Allocated Millage	\$725,408
Fund Administration Fees	42,000
Tax Administration Fees	188,835
State Revenue Sharing	1,182,501
Interest Earned on Deposits	8,000
Solid Waste Fees	12,500
Cemetery Fees	11,700
Park & Recreation Fees	126,500
Planning Commission Fees	15,500
Police Activity Fees	14,000
Cable TV Franchise Fees	108,000
Unclassified Fees	32,630
Right-of-Way Metro Fees	10,000
Revenue Total:	\$2,471,574

5. That the Township Board of the Charter Township of Comstock hereby adopts and approves that portion of the budget represented as "Funds Carried Forward" in the amount of \$641,898. Potential available funds at the conclusion of said fiscal year commencing January 1, 2015 is expected to be \$872,023.

PUBLIC HEARING – 2015 FIRE OPERATING AND FIRE CAPITAL BUDGETS

Upon motion of Trustee Bogema, seconded by Treasurer Padgett, the Board voted unanimously by roll call to open a public hearing regarding the 2015 Fire Operating and Fire Capital Budgets. Supervisor Nieuwenhuis asked if there was public comment. There was no public comment. There was no Board discussion. Upon motion of Trustee Bogema, seconded by Trustee Amos the Board voted unanimously to close the public hearing.

Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously by roll call to adopt the following resolution:

WHEREAS, in accordance with Michigan Public Act 33 of 1951, as amended, the Charter Township of Comstock Board estimated the total cost of fire protection within the Township for the fiscal year-commencing January 1, 2015, to be \$1,246,697 has determined that \$1,151,965 of said total expenditure is estimated for the operation and maintenance of such Township Fire Department, and that \$94,732, thereof is estimated for the capital expenses of said department; and

WHEREAS, said Board tentatively determined to defray a portion of the aforementioned estimated operation and maintenance expenses by the levy of 2.5000 mills, which will raise the sum of \$1,455,731, and to defray \$224,500 of the aforementioned capital expenses by the levy of an additional .5000 mills; and

WHEREAS, in accordance with the direction of the Township Board, the Supervisor and assessing officer has prepared an assessment roll showing such levy which has been on file with the Township Clerk for public examination; and

WHEREAS, in accordance with said public act, notice of a hearing on said estimated costs and expenses and the spread of such special assessment levy was published in the Kalamazoo Gazette; and

WHEREAS, in accordance with said notice, a hearing was held on the 2nd Day of December, 2013, and opportunity given to all persons present to be heard in the premises; and

WHEREAS, as a result of said hearing, said Township Board believes said estimated costs and expenses and the spread of such levy to be reasonable and proper and in accordance with law and statute provided.

NOW, THEREFORE, BE IT HEREBY RESOLVED that such special assessment roll and levy is hereby confirmed in the amount of \$1,122,731 (2.500 mills) for the operation and maintenance of the Comstock Fire Department and in the amount of \$224,500 (.50 mills) for capital expenditures and improvements and that total estimated costs and expenses of fire protection within the Comstock Township Fire Protection District for the fiscal year commencing January 1, 2015, in the amount of \$1,246,697 be hereby determined to be reasonable and proper as disclosed by the budget prepared and filed in support thereof.

PUBLIC HEARING – 2015 STREETLIGHTING BUDGET

Upon motion of Clerk Goodsell, seconded by Trustee Amos, the Board voted unanimously by roll call to open a public hearing regarding the 2015 Streetlighting Budget. Supervisor Nieuwenhuis asked if there was public comment. There was no public comment. There was no Board discussion. Upon motion of Trustee Bogema, seconded by Trustee Amos the Board voted unanimously to close the public hearing.

Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously by roll call to adopt the following resolution:

WHEREAS, the Township Board tentatively determined the amount to be assessed within the Comstock Charter Township Lighting District and the Supervisor made a special assessment roll covering all lands and premises benefited by lights within said district; and

WHEREAS, the Supervisor and assessing officer of the Township has prepared such roll disclosing a total levy of \$174,518 (.5000 mills) against the properties benefited within said district by lights therein and the information has been on file with the Township Clerk for public examination; and

WHEREAS, notice of a hearing on said assessment roll and levy was published in the Kalamazoo Gazette; and

WHEREAS, in accordance with said notice, a hearing was held on the 17th day of November, 2014 and opportunity given to all persons present to be heard in the premises; and

WHEREAS, said assessment roll appears to be reasonable and proper in accordance with law and statute provided; and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the total estimated cost of lighting the streets and highways within the Comstock Township Lighting District for the fiscal year commencing January 1, 2015, in the amount of \$265,000 be hereby determined to be reasonable and proper; and to assess the sum of \$174,518 (.5000 mills) against the properties benefited within said district as shown by the aforesaid assessment roll.

BE IT FURTHER RESOLVED that said assessment roll in the amount of \$174,518 for the fiscal year commencing January 1, 2014, be hereby confirmed.

2015 REVOLVING WATER AND SEWER BUDGET

The Board then considered the 2015 Revolving Water and Sewer Budget. There was no discussion. Upon motion of Trustee Bogema, seconded by Treasurer Padgett, the Board voted unanimously to adopt the budget.

PUBLIC HEARING – 2015 LIBRARY BUDGET

Upon motion of Clerk Goodsell, seconded by Trustee Amos, the Board voted unanimously by roll call to open a public hearing regarding the 2015 Library Budget. Supervisor Nieuwenhuis asked if there was public comment. There was no public comment. There was no Board discussion. Upon motion of Trustee Bogema, seconded by Trustee Amos the Board voted unanimously to close the public hearing.

A motion was made by Clerk Goodsell, to adopt the 2015 Library Budget. The motion was seconded by Treasurer Padgett, the Board voted unanimously, by roll call to adopt the budget.

CASTLE CREEK RIDGE HOMEOWNERS ASSOCIATION REQUEST

Supervisor Nieuwenhuis indicated the next matter for the Board's consideration was a request from the Castle Creek Ridge Homeowner's Association to waive the \$500 Planning Commission fee to amend the Planned Unit Residential Development (PURD). Attorney Kaufman explain why the PURD had not been completed as approved and stated that the Homeowner's Association was seeking to amend the PURD with the changes mainly being to the landscaping. There was lengthy discussion regarding the circumstance which have led to the issue before the Board at this meeting. Attorney Kaufman stated it would be an illegal expenditure for the Board to credit this private entity by waiving the fee. Upon motion of Bogema, seconded by Treasurer Padgett the Board voted unanimously to deny this request.

PARKS AND RECREATION COMMISSION FIVE-YEAR PLAN

The Board then gave consideration to the Five- Year Plan developed by the Parks and Recreation Commission. Dr. Linda Law, Parks and Recreation Chairperson, addressed the Board. Upon motion of Clerk Goodsell, seconded by Treasurer Padgett, the Board voted unanimously, by roll call to resolve to adopt the Parks and Recreations Commission's five year plan and adopt the following resolution:

WHEREAS, the Parks And Recreation Commission of Comstock has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2015 and 2019, and

WHEREAS, a public comment session was held Monday October 27th 2014 at the Comstock Charter Township Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, the Parks and Recreation Commission of Comstock Charter Township has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after the public meeting the Charter Township of Comstock, Parks and Recreation Commission, voted to adopt said Recreation Plan.

NOW, THEREFORE BE IT RESOLVED the Charter Township of Comstock Board hereby adopts the Charter Township of Comstock Recreation Plan as a guideline for improving recreation for the residents of the Charter Township of Comstock.

KALAMAZOO COUNTY PLANNING AND COMMUNITY DEVELOPMENT ACCESS TO EXISTING GIS DATA

The Board then considered a request to allow the Kalamazoo County Planning and Community Development Department to have access to Comstock Township's GIS data. This agreement would allow the Kalamazoo County Planning and Community Development Department to provide Comstock Township's GIS data to universities and other not-for-profits entities without charge. Currently those entities are being charged. Upon motion of Trustee Amos, seconded by Treasurer Padgett, the Board voted unanimously by roll call to grant this request.

MOWER PURCHASE

The next matter for the Board's consideration was the purchase of a new lawn mower. The lowest cost was through the MiDeal program with Steensma Lawn and Power Equipment for a 2014 Exmark mower for \$8,699. It was indicated the funds are available in the 2015 budget. Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously to approve this request.

BARRIER GATE AT NORTH 35TH STREET

Supervisor Nieuwenhuis indicated at the Township's property on South 35th Street it has become necessary to install a gate to keep individual from using the area as a parking lot for the Kalamazoo Valley River Trail. The gate would have a Knox Box on it to allow emergency personnel access to the trail. She stated some of the neighboring residents have been concerned. A quote has been received from Farm 'n Garden for \$1270. This price includes installation. A motion was made by Treasurer Padgett, and seconded by Trustee Amos to approve this request.

FIRE DEPARTMENT PART-TIME ADMINISTRATIVE ASSISTANT POSITION

Chief Switalski reviewed the process by which the recommendation to hire Kerrie Douglas as the Part-Time Administrative Assistant to the Fire Department was achieved. He stated the start date is yet to be determined and the starting wage would be \$16.65 per hour. Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously to approve hiring Kerrie Douglas.

MEDICAL RESPONSE VEHICLES

Chief Switalski resumed the discussion from previous meeting regarding the purchase of new vehicles and retro fitting the current Tahoes to be Medical Response Vehicles. He stated he had done further research and found purchasing two 2015 Ford Expeditions from Seelye Ford in participation with the MiDeal program was more cost effective than the original proposal to purchase two 2015 Tahoes. He presented to the Board information about the status of the current vehicles, and the replacement plan in coming years. He indicated there would be better utilization of the warranty on the new vehicles if they were used by the Chief and Fire Marshal. Chief Switalski addressed the Board's questions. Upon motion of Treasurer Padgett, and seconded Trustee Bogema, the Board voted to approve the purchase of two 2015 Ford Expeditions to be driven by the Fire Chief and the Fire Marshal, and to retro fit the two Chevrolet Tahoes to be Medical Response Vehicles. Clerk Goodsell was in opposition to this motion.

PAYMENT REQUEST NO. 5 – STATION 9-2

Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously to approve a payment request for 452,421.95 for Maxwell and Associates for the construction project at station 9-2.

FIRE DEPARTMENT PART-TIME EMPLOYEE LEAVE OF ABSENCE POLICY

The Board then considered a request to adopt a Part-Time Employee Leave of Absence Policy. The proposed policy would grant the Fire Chief the authority to give up to a 90 day leave of absence for part-time employees. Upon motion of Bogema, seconded by Trustee Amos, the Board voted unanimously to approve this policy.

DEPUTY FIRE CHIEF JOB DESCRIPTION AND INCREASE IN HOURS

The Board then considered changes to the job description for the Deputy Fire Chief. The changes include the Deputy would be responsible for the quality assurance of the NFIRS and NEMESIS reports, scheduling of training activities for the department. It would also require the Deputy have Fire Officer II Certification and be progressing toward Fire Office III certification. Along with these proposed changes in responsibility it is being recommend that the hours be increased from 10 to 16 hours per week. Upon motion of Supervisor Nieuwenhuis, seconded by Trustee Amos, the Board voted unanimously to approve the change in the job description and the increase in the number of hours for this position.

2015 PROPERTY AND LIABILITY INSURANCE

The Board then considered the 2015 Property and Liability Insurance. The following is a list of changes in the policy effective in 2015:

- No pooling of limits – 100% of covered risk is with the insurance company
- Ordinance and Law coverage is included in the building limit
- Personal property of others
- Re-evaluation of value of Fire Apparatus to cover replacement costs

There was general discussion. Upon motion of Trustee Bogema, seconded by Trustee Amos the Board voted unanimously to approve the 2015 Property and Liability Insurance with EMC. The changes to the policy being approved by the Board are:

- Addition of loss of salary/fringe benefits \$50,000/\$1,000,000 for \$523
- Increase crime coverage to \$100,000 for \$29
- Continue Umbrella coverage at current limit for \$808
- Move 1943 Seagrave to storage coverage a savings of \$455
- Group Accident Policy coverages

CASTLE CREEK RIDGE PURD FINANCIAL OVERVIEW

Treasurer Padgett reviewed the disbursements of letter of credit provided for the Castle Creek Ridge PURD. He indicated the letter of credit was cashed to complete the paving of the roads and to cover engineering costs.

CITY OF KALAMAZOO DELINQUENT WATER BILLS

Treasurer Padgett reviewed the history of practice of adding unpaid City of Kalamazoo water bills to the tax bills. We also indicated that has not been done for the last several years because of the expired water contract with the City of Kalamazoo. The City is requesting that they be made “whole”, that all the past due bills be paid in full by the Township and the Township would then collect the fund through the tax bills. Treasurer Padgett indicated he would not be making the City of Kalamazoo whole as some of the current property owners were not those who accrued the unpaid bills. Supervisor Nieuwenhuis also indicated the Supervisor at Oshtemo Township had found that bills going back only three years can be added to the bills. Treasurer Padgett will supply more information as it is available.

FORECLOSED PROPERTY NOT SOLD AT KALAMAZOO COUNTY AUCTION

The Board then considered the five properties that were foreclosed on by Kalamazoo County for unpaid taxes, but were not sold at the auction. The Township needs to decide whether to accept these property or reject them. If they are rejected the properties will go into the Kalamazoo County Land Banks. A motion was made by Clerk Goodsell, and seconded by Trustee Padgett, to reject these properties. A vote was taken and the motion passed unanimously.

REGULATION OF COLLECTION CONTAINERS

The Supervisor indicated there have been requests to place collection containers for used clothing and similar items in the Township. Currently the Township has no ordinance regulating such containers. By consensus the Board agreed to ask the Zoning Administrator to work on an ordinance to regulate collection containers.

GIS FLOATING LICENSES

Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously to upgrade to the GIS Floating Licenses for \$1,800.

OFFICE DESIGN ASSESSMENT PROPOSAL

The Board then considered a request to have an office design assessment done for the Township Office by Michigan Office Environments. This assessment will cost approximately \$1,000. Upon motion of Trustee Bogema, seconded by Trustee Amos, the Board voted unanimously to approve this request.

REPORTS

Supervisor Nieuwenhuis brought to the Board's attention reports from the Parks and Recreation Department and the Ordinance Enforcement Department. She also gave a report regarding a conference she had attended.

ADJOURNMENT

Being no further business to come before the Board the meeting adjourned at approximately 7:45 pm.

Respectfully submitted,

Attested:

Anna L. Goodsell, Clerk

Ann Nieuwenhuis, Supervisor

PARKS AND RECREATION COMMISSION OF COMSTOCK CHARTER TOWNSHIP
RECREATION PLAN
RESOLUTION OF ADOPTION
ADMINISTRATION OF THE CHARTER TOWNSHIP OF COMSTOCK

WHEREAS, the Parks And Recreation Commission of Comstock has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2015 and 2019, and

WHEREAS, a public comment session was held Monday October 27th 2014 at the Comstock Charter Township Hall to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, the Parks and Recreation Commission of Comstock Charter Township has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, after the public meeting the Charter Township of Comstock, Parks and Recreation Commission, voted to adopt said Recreation Plan.

NOW, THEREFORE BE IT RESOLVED the Charter Township of Comstock Board hereby adopts the Charter Township of Comstock Recreation Plan as a guideline for improving recreation for the residents of the Charter Township of Comstock.

Yeas: 5 Nays: 0 Absent: 2

I, Anna Goodsell, Comstock Charter Township Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Township Administration at a Regular Meeting thereof held on the 17th day of November, 2014.



Anna L. Goodsell

Anna Goodsell
Comstock Charter Township Clerk



Michigan Department of Natural Resources-Grants Management

COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). To be eligible for grant consideration, plans must be submitted to the DNR prior to the grant application deadline **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

PLAN INFORMATION		
Name of Plan: Comstock Township, Michigan - Parks and Recreation Strategic Plan		
List the community names (including school districts) covered by the plan	County	Month and year plan adopted by the community's governing body
Charter Township of Comstock	Kalamazoo	November 2014

PLAN CONTENT
<p>INSTRUCTIONS: Please check <u>each</u> box to certify that the listed information is included in the <u>final</u> plan.</p> <p><input checked="" type="checkbox"/> 1. COMMUNITY DESCRIPTION</p> <p><input checked="" type="checkbox"/> 2. ADMINISTRATIVE STRUCTURE</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Roles of Commission(s) or Advisory Board(s) <input checked="" type="checkbox"/> Department, Authority and/or Staff Description and Organizational Chart <input checked="" type="checkbox"/> Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming <input checked="" type="checkbox"/> Current Funding Sources <input checked="" type="checkbox"/> Role of Volunteers <input checked="" type="checkbox"/> Relationship(s) with School Districts, Other Public Agencies or Private Organizations <p>Regional Authorities or Trailway Commissions Only</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities <input checked="" type="checkbox"/> Articles of Incorporation <p><input checked="" type="checkbox"/> 3. RECREATION INVENTORY</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of Methods Used to Conduct the Inventory <input checked="" type="checkbox"/> Inventory of all Community Owned Parks and Recreation Facilities <input checked="" type="checkbox"/> Location Maps (site development plans recommended but not required) <input checked="" type="checkbox"/> Accessibility Assessment <input checked="" type="checkbox"/> Status Report for all Grant-Assisted Parks and Recreation Facilities <p><input type="checkbox"/> 4. RESOURCE INVENTORY (OPTIONAL)</p> <p><input checked="" type="checkbox"/> 5. DESCRIPTION OF THE PLANNING PROCESS</p>

6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice September 23, 2014

Type of Notice Website, Township wide posting.

Plan Location Comstock Twp offices, Community Center, Library + Parks Dept.

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) 30 days

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice October 14, 2014

Name of Newspaper Kalamazoo Gazette

Date of Meeting October 27th 2014.

Copy of the Minutes from the Public Meeting

7. GOALS AND OBJECTIVES

8. ACTION PROGRAM

9. POST-COMPLETION SELF-INSPECTION REPORT

PLAN ADOPTION DOCUMENTATION

Plans **must** be adopted by the highest level *governing body* (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body.

The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

1. Official resolution of adoption by the governing body dated: November 17, 2014

2. Official resolution of the Charter Township of Comstock Commission or Board, recommending adoption of the plan by the governing body, dated: November 17, 2014

3. Copy of letter transmitting adopted plan to County Planning Agency dated: Nov 21st, 2014

4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: Nov 21st 2014

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

Charter Township of Comstock Parks + Rec Dept includes the required content, as indicated

(Local Unit of Government)

above and as set forth by the DNR.

Vannet Hardy Parks Director 11/14/14

Authorized Official for the Local Unit of Government Date

This completed checklist must be signed and submitted with a locally adopted recreation plan to:

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL
RESOURCES
PO BOX 30425
LANSING, MI 48909-7925**

DNR USE ONLY - APPROVAL

The recreation plan is approved by the DNR and the community (ies) covered by the plan, as listed on page 1 of this checklist is/are eligible to apply for recreation grants through

_____ Date _____

By: _____

Grants Management _____ Date _____



Office Location:
6138 King Highway
Kalamazoo, MI 49048

Tel: (269) 343-8212
Fax: (269) 381-4328
parkinfo@comstockmi.com

Mailing Address:
P.O. Box 449
Comstock, MI 49041

To: Charter Township of Comstock Board of Trustees
From: Linda Law, Chair
Comstock Township Parks & Recreation Commission

Re: Comstock Township Parks & Recreation Strategic Plan 2015-2019
Date: November 11, 2014

The parks & recreation commission is submitting the enclosed copy of the 2014-2019 Parks & Recreation Plan for township board approval.

Upon approval and completion of resolution by the township board, this document will be submitted to the Michigan Department of Natural Resources for approval. The current version that is attached in the final copy, with the exception of the following:

1. The addition of, November 17th minutes of the township board meeting.
2. The addition of, the dated and signed resolution from the township board.
3. The addition of, the completed and signed Plan Certification Checklist.
4. The addition of, sign and dated copies of letters of transmittal to the county planning commission & regional planning commission.

If you have any questions or concerns preceding approval and/or support for the resolution, please feel free to contact me via email at Linda.Law@wmich.edu or 269-349-2330.

Thank you.



COMSTOCK TOWNSHIP
PARKS & RECREATION DEPARTMENT

Office Location:
6138 King Highway
Kalamazoo, MI 49048

Tel (269) 343-8212
Fax (269) 381-4328
parkinfo@comstockmi.com

Mailing Address:
P.O. Box 449
Comstock, MI 49041

November 21, 2014

Kalamazoo County Planning Commission
Lotta Jarnefelt
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007

Dear Ms. Jarnefelt,

Comstock Township has recently completed a Parks and Recreation Five-Year Strategic Plan for 2015-2019. The enclosed copy is for your councils review and allows the Township to comply with the Michigan Department of Natural Resources regulation related to the review and adoption of a Parks and Recreation Strategic Plan.

Please contact me if you have any further comments or questions.

Sincerely,

Vanessa Hardy
Parks Director
Comstock Township



COMSTOCK TOWNSHIP
PARKS & RECREATION DEPARTMENT

Office Location:
6138 King Highway
Kalamazoo, MI 49048

Tel (269) 343-8212
Fax (269) 381-4328
parkinfo@comstockmi.com

Mailing Address:
P.O. Box 449
Comstock, MI 49041

November 21, 2014

S.C.M.P.C.
Lee Adams
300 South Westnedge Avenue
Kalamazoo, MI 49007

Dear Mr. Adams,

Comstock Township has recently completed a Parks and Recreation Five-Year Strategic Plan for 2015-2019. The enclosed copy is for your councils review and allows the Township to comply with the Michigan Department of Natural Resources regulation related to the review and adoption of a Parks and Recreation Strategic Plan.

Please contact me if you have any further comments or questions.

Sincerely,

Vanessa Hardy
Parks Director
Comstock Township



COMSTOCK TOWNSHIP
PARKS & RECREATION DEPARTMENT

Office Location:
6138 King Highway
Kalamazoo, MI 49048

Tel: (269) 343-8212
Fax: (269) 381-4328
parkinfo@comstockmi.com

Mailing Address:
P.O. Box 449
Comstock, MI 49041

Grants Management
Michigan Department of Natural Resources
PO Box

November 24, 2014

To Whom It May Concern,

Comstock Township has recently completed a five-year Parks & Recreation Strategic Plan for 2015-2019. The enclosed copy is for your review. We have followed the Plan Certification Checklist and have included all the necessary materials and documentation.

Please contact me if you have any questions or concerns.

Sincerely,

Vanessa Hardy
Parks Director
Comstock Township Parks & Recreation

Waterfall at Cooper Park

