

**JACKSON COUNTY PARKS COMMISSION
1992 WARREN AVENUE
JACKSON, MICHIGAN 49203**

March 1, 2017

CALL TO ORDER: Mike Way, Chairman at 8:00 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Cmrs. **DuBois, Edgar, Price, Seitz, Shotwell, Snyder, Torres, and Way**

Excused/Absent: Cmrs. **Beaman and Polaczyk**

Ex-Officio: **Jeff Hovarter**, Parks Director

Staff: **Becky Humphrey, Kyle Lewis, Dan Lusty, Jack McCloughan, and Mark Vysoky**

Visitors: **Roger Gaede, Tom Nolte** – Village of Grass Lake, **Mike Overton** – Jackson County Administrator, **Rodolpho Zuniga Villegas** – The Nature Conservancy

APPROVAL OF AGENDA

Moved by Torres, supported by Price to approve the March 1, 2017 Agenda. Motion carried.

PUBLIC COMMENT

Roger Gaede –

- Page 3 of the February minutes – Brooklyn, Irish Hills – my mistake, Irish Hills does have Brooklyn in its name. Wanted to make note of that.
- Vineyard Lake County Park well is plugged with concrete. Restroom facility model that was suggested is like the one located at Minard Mill County Park – uses water. The unit at Teft Road is waterless and can be used year round. Vineyard County Park currently has 1 porta john. Do not have a cost benefit, no cost figures using grinder pump and you would have monthly sewer bills. Strongly suggests duplicating the system currently used on the Falling Waters Trail at the Teft Road Trailhead.
- A sucker tree is coming up where the Angelica Tree was planted. Needs to be taken care of.

APPROVAL OF CONSENT AGENDA

February 2017 Minutes

Communications

Monthly Staff Report

Receive January 2017 Financial Report

Approval of January 2017 Claims Report

Approval of Special Events Application – 2017 Grass Lake Hydro-Plane Boat Racing Event

Moved by Torres, supported by DuBois to approve the February 2017 Consent Agenda. Motion carried.

COMMUNICATIONS

1. Letter from Jackson County Board of Commissioners
Re: Jan Seitz appointment to Parks Commissioner Board
2. Letter from Jackson County Board of Commissioners
Re: Joseph Beaman appointment to Parks Commission Board

3. **Cascades Park Foundation** minutes - No February meeting.
4. **FFWT Board** minutes – No February meeting.
5. **Champion Team** minutes - No February meeting.
6. **Jackson County Parks Association** minutes - No February meeting.

MONTHLY STAFF REPORT

1. Lime Lake Wetland Restoration is now under way. The contractor is on site with equipment and materials. He has begun the restoration work and expects to be done within the next ten days. ASTI, our environmental engineering consultant has been reviewing the work progress. They will provide with a final evaluation of the work. We will not sign off on the final payments until we have their written report indicating all project deliverables have been completed by the contractor.
2. We will begin preparing the 2018 County Parks budget in March. The first steps will involve updating expected outcomes/ success measures. It is my plan to have a draft of this information for Park Board review at the April meeting. We need to have a recommended budget prepared by the end of June.
3. Community funding support for the Cascade Improvements continues to grow. We received donations/ grant funds the first two months of this year totaling \$35,000. We now have private funding commitment totaling over \$600,000 for project improvements. However the project plans continue to develop as funding becomes available. We are moving forward with the North Cascades Entrance plans and have begun cost estimating to add a new performance pavilion inside the Cascades to support shows, entertainment, and large group events and picnics.
4. You may have notices a new County Parks logo on our letterhead, attached to our email signature, and on our business cards. Staff has worked on this for several months and we are now unveiling it using a soft approach. The intent is to change the County Parks brand/ image as we push the “Healthy, Active, Community” vision for Jackson County, with the county park system providing the ideal place to be all three of those ideals ☺
5. We have hired a new Clerical Assistant (a new part time 25 hr. per week position). Her name is Stacy Curtis. She will start in her new position with County Parks on Thursday, March 2, 2017. Please stop in and welcome Stacy if you have the chance. She will provide much needed help with customer service and insuring we have telephone, front counter, and email contact with the public covered during normal business hours.
6. We have hired a GIS Intern to assist us with mapping of all the county parks. His name is Erik Gritzinger. He is a student at Michigan State University. Mapping of county parks will be the first staff in creating/ placing an interactive map for each park on the county parks website.
7. We have received notice from SBC Communications that they wish terminate their agreement with the county to rent park land for the purpose of operating a cell tower and will remove their communications tower along Randolph Street in Sparks Park. This communications tower agreement has been producing \$1,000 per month in revenue to the park system. Under their special conditions

permit with the City of Jackson they are required to remove the tower if they do not have a sub-leaser for eighteen consecutive months.

8. Staff is reviewing a proposal from a company known as EZ Links. EZ Links is well known in the golf course world and has an excellent reputation. They offer up one stop shopping golf course website design and hosting services for public and private golf facilities. They have contracts with a third of the golf courses in the Midwest. There is no cost. The agreement is paid in barter. They receive two tee times daily from us to market and sell on their App and in exchange agree to host our website. We still have full access to edit and change information pertaining to our customers at any time and as often as we need. I have experience with EZ Links with my previous position in Battle Creek. We will have to take the contract through the normal channels with final approval by the County Commission, if we decide to move forward.
9. We are in the process of beginning review of Point of Sales (POS) Software to manage our payment systems at the Cascades, the campgrounds, and in the office. This software will also give us facility scheduling/ reservation capabilities. I would like to think we would be ready to implement this type of software this summer but it is more likely we will be in a position to purchase and implement no earlier than late summer or fall.
10. The Cascades Golf Course opened this past week for the seven days of unprecedented warm weather we all experienced. The golf course took in just under \$27,000 for the week from play. This would easily be the best February revenue total in the golf course's history. It is certainly the most business I have been associated with in my 37 years of managing golf courses. A great start to the 2017 golf season.
11. The 2017 shelter/ campground reservation season is now open. We have been very busy fielding calls and servicing walk in traffic. Campground reservations for 4th of July and Labor Day Weekends are already more than 50% full in the first three weeks of the reservation season. This is a great start.

BUSINESS ITEMS -

Jackson County Parks Naming Policy for Parks and/or Recreational Facilities

Moved by Torres, supported by Shotwell to approve the Jackson County Parks Naming Policy. Motion carried.

Park Trees and Memorials Policy

Moved by Seitz, supported by DuBois to approve the Jackson County Parks Trees and Memorials Policy. Motion carried.

Moved by Shotwell, supported by Snyder to follow statute; change the last sentence in the policy from "its lifetime" to "up to 25 years". Motion carried.

Change Order #1 – 5 Leprechauns - Splash Pad Deck Expansion

Moved by Snyder, supported by Seitz to recommend approval of the Jackson County Board of Commission approve the Change Order #1 with 5 Leprechauns for the Splash Pad Expansion and to increase the contract for the expansion by adding \$27,300.00 to the existing contract for a total amount of \$391,050. Motion carried.

Change Order #2 – 5 Leprechauns - Cascades North Entrance Improvements

Moved by Seitz, supported by Snyder to recommend approval of the Jackson County Board of Commission the Change Order #2 with 5 Leprechauns for the Cascades North Entrance Improvements and to increase the contract for the expansion by adding \$56,600.00 to the existing contract for a total sum of \$477,650 with the approval of both Change Orders #1 and #2. Motion carried.

Sparks Park Trail Connector – Construction Contract – Cross Lake Construction

Moved by Torres, supported by Price to recommend approval of the Jackson County Board of Commission to award Cross Lake Construction, Inc. the contract in the amount of \$208,801, to build the Sparks Park Trail Connector Trail. Motion carried.

Splash Pad Shade Structures Purchase

Moved by Price, supported by Edgar to recommend approval of the Jackson County Board of Commission to approve the purchase and installation of 2 shade structures for the Cascades Splash Pad in the amount of \$17,226.00. Motion carried.

PUBLIC COMMENT

Roger Gaede –

- Couple more things on Restroom Facilities at Vineyard Lake County Park – The Teft Road facility is far superior to MDOT. It has a generous exhaust stack – no odor, solar panels to LED lamp and self-contained.
- Burns Property Grant – lend support thru Steve Duke at Region 2.
- Spring in February. On the Falling Waters Trail there are remnants of wires. You should have your Parks Police officer or form a volunteer group to clean up the wires.

COMMISSIONER COMMENTS - None

ADJOURNMENT

There being no further business, the meeting adjourned to the call of the Chair at 8:59 a.m.

Mike Way, Chairman

Jackson County Parks Commission