

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

April 15, 2015

**CALL TO ORDER:** Mike Way, Chairman at 8:04 a.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Cmr. **DuBois, Gaede, Polaczyk, Price, Seitz, Snyder, and Torres**

Present: Cmr. **Alexander** 8:14 a.m.

Excused: Cmr. **Beaman and Way**

Ex-Officio: **Scott Robbins**, County Parks Director

Staff: **Phil Fischmeister, Mark Jackson, Becky Humphrey and Mike Hoskins**

Visitors: **Adam Brown**, Deputy County Administrator, **Sue Chapel**, Cascades Manor House, **Jim Egan**, Rotary Club of Jackson, **Jeff Mazur and Stan Mazur**, Flowering Tree Project, **Rick Sigers**, Jackson County Parks Association

**APPROVAL OF AGENDA**

**Moved by Price, supported by DuBois** to approve the April 15, 2015 agenda. Motion carried.

**SPECIAL ORDER – Rotary Club of Jackson 100<sup>th</sup> Anniversary Clock Project**

**Moved by Price, supported by Torres** to allow the Rotarians to put a clock in to celebrate their 100<sup>th</sup> Anniversary, with the placement of the clock being recommended by parks staff. Motion carried.

**APPROVAL OF MINUTES**

**Moved by Snyder, supported by DuBois** to approve the March 2015 Meeting Minutes. Motion carried.

**PUBLIC COMMENT**

**Rick Sigers** – On behalf of the Jackson County Parks Association and the Friends of the Falling Waters Trail – their annual meeting is May 5<sup>th</sup> at Cascades Manor House, Social starts at 5:30 p.m., Meeting at 6 p.m. They have membership forms. The first work bee is at The Cascades, May 16<sup>th</sup> at 8:30 a.m. They have applied for 2 - \$500 grants from the Jackson Community Foundation for trees and paint projects. The voting is May 4<sup>th</sup> thru the 15<sup>th</sup>.

**Sue Chapel**, Cascades Manor House Manager – Very concerned about the crosswalks; is there going to be paint re-applied at the cross walks? Cars do not stop! Would like to talk about the July 3<sup>rd</sup> fireworks – people parking all over, cars driving on the sidewalks – we need some security! There are no parking signs. The only place you see “No Parking” signs is on High Street. Sue is very afraid someone is going to get hurt!

**MARCH 2015 FINANCIALS**

**Moved by DuBois, supported by Seitz** to receive the March 2015 Financial Reports. Motion carried.

**Moved by Seitz, supported by Price** to approve the March 2015 Claims Report. Motion carried.

**COMMUNICATIONS**

1. Letter to John Wordon, Zoning Administrator/Consultant Summit Township  
Re: Trail Maintenance Agreement
  
2. Thank you from Meg McElhone  
Re: Volunteer Fair
  
3. Note from Columbia Township  
Re: Increase in Rates
  
4. Letter and Summit Township Board Meeting Minutes from John Worden, Zoning Administrator,  
Summit Township  
Re: Trail Maintenance Agreement
  
5. Email from Grant Bauman, Region 2 Planning Commission  
Re: Horton Road Trail Development
  
6. Friends of the Falling Waters Trail Newsletter
  
7. **Champion Team** minutes of February 19, 2015
  
8. **Jackson County Parks Association** minutes of February 24, 2015
  
9. **Cascades Park Foundation** minutes of March 18, 2015
  
10. **Cascades Inc./Jackson Civil War Society** (No Minutes)

**Moved by Torres, supported by Seitz** to receive the communications. Motion Carried.

## **DIRECTOR'S REPORT**

**Cascades Champion Team and The Cascades Renovations-** The Champion Team continues to be focusing on Phase 2 funding opportunities. Our next scheduled meeting is Thursday, May 14<sup>th</sup> at 3:00 pm. We are looking at having a grand Re-Opening at The Cascades on May 21<sup>st</sup> or 22<sup>nd</sup> to recognize the schools that painted the murals of The Cascades. Also there will be an "After Hours" Gathering with the Chamber of Commerce members and others on June 18<sup>th</sup>. More information will follow over the next several weeks leading up to both events.

The 2nd part of Phase 1 construction has begun and the project is moving along very well and Phase 1 will be completed no later than May 19<sup>th</sup>. Baily Sand & Gravel Co. is the lead contractor and Darrick Huff from the Spicer Group is the Project Manager on site during this project. Please see the Progress Meeting Minutes in "Old Business".

The Parks Board approved the motion to gain approval for the Phase 2 proposal with The Spicer Group from the Affairs and Agencies Committee on April 13 and then on to final approval from the Board of County Commissioners. The engineering plans should be available within 6-8 months. Phase 2 will consist of development of the new mechanical and electrical systems within The Cascades along with the design of 2 splash pads that will be located at the base of The Cascades.

**Swains Lake Campground** - The quarry tile and other interior amenities such as, sinks, faucets, and restroom panel dividers, etc. are being installed. The concrete walkways will be poured and finished along with final grading and seeding later this spring.

**Pleasant Lake Campground and Swains Lake Campground Concessions-** An RFP was advertised on March 27<sup>th</sup> in the Citizen Patriot for concessions services at both campgrounds. When the RFP closed on April 7 at 5:00 p.m., NO BIDS WERE RECEIVED.

I will continue to seek potential vendors to operate our concession operations at the campgrounds and throughout the county parks. Most of the concession operations have been non-existent for the past 3-5 years or longer.

**Fair Master Plan** – The Fair Board meeting was held on March 17<sup>th</sup>. They met with Pat Doher of J.J.R. Smith to discuss and finalize the master plan proposal. The proposal was presented at the Study Session last week and now it will move on to Affairs and Agencies on the 13<sup>th</sup> of April and finally to the Board of County Commissioners for final approval.

**Cascades Golf Course and Club House-** The parks department received over 50 applications for the Golf Superintendent position. The interview panel selected 6 candidates to interview during the week of March 9<sup>th</sup>. The final candidate that was selected was Mark Jackson. He will be introduced to the Parks Board on April 15<sup>th</sup>. Mark comes to us from Timber Trace Golf Club where he was employed for the past 16 years. Prior to Timber Trace he gained experience at both private and public courses. His Turf Management degree was acquired at MSU along with an accelerated business certificate from Cleary College. He has already made a positive impact on the 2 courses and we are looking forward to a very good golf season.

Several Capital Equipment Requests are on the agenda for Parks Board approval. They were part of the Cascades Golf Ad-Hoc Committee recommendations from 2014.

**Sparks Park Inner-City Trail Connector-** The MDNR Trust Fund Grant application was submitted on March 27, 2015. The application and review process will continue throughout the 2015 year with final review and approval in December of 2015.

**General Department Information-** Morning Blend Show segments were taped on April 9<sup>th</sup>. Air time will be April 13 at 7:30 am for Golf and April 21 at 7:00 am for Parks. They are designed to best publicize the parks and recreational opportunities within our Jackson County Parks community. Phil Fischmeister and I taped 2-3 minute segments on April 9th. Phil did a promotion for the upcoming Spring Thaw Tournament and I spoke about the camping season at Swains and Pleasant Lake and the upcoming Cascades Sponsorship nights this summer.

The park staff continues to discuss capital equipment needs and public improvement projects for the parks and golf course. We have several pieces of equipment going to the Parks Board for approval next Wednesday.

Golf – 1- Top Dresser, 1- Fertilizer Spreader, 1- Beverage Cart and 1- Range Ball Picker.

The golf course will be starting a new “Greens Management Program” this spring under Mark’s direction. Greens will be top dressed every 3-4 weeks verses 1-2 times per year as in the past. Core tine aeration will be performed in the fall of this year. The purchase of the new top dresser will be instrumental in implementing this program.

Michigan Department of Corrections paroles are now performing park and golf course clean- up for the spring. This collaboration will continue throughout 2015.

We are working with Jackson Area Career Center to develop weekly/monthly maintenance programs at the golf course and The Cascades. Over the last 3 weeks they have cleaned all of the carpeting, tile and windows in the Parks office and the Club House. They have 1-2 supervisors and 3-4 students that work approximately 1 – 1 ½ hours on each visit.

**Moved by Torres, supported by Seitz** to receive the Director's report. Motion carried.

**OLD BUSINESS** - None

**NEW BUSINESS**

**Topdresser for Cascades Golf Course**

**Moved by DuBois, supported by Torres** to approve and to recommend to the Jackson County Board of Commissioners to approve the purchase of Turfco Model 1550 Topdresser from Spartan Distributors in the amount of \$16,036.00 and will be paid for from the Capital Equipment fund. Motion carried.

**Fertilizer Spreader for Cascades Golf Course**

**Moved by Alexander, supported by Seitz** to approve the purchase of the Lely Model #L1250 Fertilizer Spreader from Spartan Distributors in the amount of \$4,000 and will be paid for from the Capital Equipment fund. Motion carried.

**Beverage Cart of Cascades Golf Course**

**Moved by Torres, supported by DuBois** to approve the purchase of a golf course beverage cart for use at Cascades Golf Course from Spartan Distributors in the amount of \$9,495 and will be paid for from the Capital Equipment fund. Motion carried.

**Ball Picker for the Driving Range – TABLED**

**Horton Pond Invasive Plant Control**

**Moved by Alexander, supported by Price** to authorize the Parks Director to accept the low bid from PLM Pond Management in the amount of \$4,200 for the weed control at Horton Mill Pond at Snyder County Park in Horton, Michigan. This project will be paid for out of the Public Improvement Fund for the Horton Park Project fund. Motion carried.

**PUBLIC COMMENT**

Stan Mazur – Kiwanis Flowering Tree Project – 1) Needs approval to move forward with planting more trees. 2) Wants access to landscape drawings of the Urban Fishery. 3) Wants/needs to have an approval. 4) Wants to meet next week on site for tree planting. Discussion. Parks Staff will meet with Mr. Stan Mazur as soon as their schedule allows.

**COMMISSIONER COMMENTS –**

Cmr. Price – Souvenir Shop at The Cascades, does it sell t-shirts, postcards etc. with pictures that other people have taken? Could we have a contest where people send us their pictures of any of the parks and/or pictures of fireworks? We would then have the winner of the photo contest picture printed on t-shirts and sell them.

Cmr. Polaczyk – Finds it disheartening when you hear that you can so easily move equipment needs and monies around to purchase other equipment items not on the capital equipment list.

**ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Chair at 9:54 a.m.

**John Polaczyk, Vice-Chair**

Jackson County Parks & Recreation Commission