

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

August 17, 2016

CALL TO ORDER: Mike Way, Chairman at 8:01 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Cmrs. **Alexander, DuBois, Lloyd, Price, Beaman, Seitz and Way**
Excused: Cmrs. **Polaczyk, Snyder, and Torres**
Director: **Jeff Hovarter**, County Parks Director
Staff: Andrea Duncan, Emily Jarchow, and Dan Lusty
Visitors: **Roger Gaede**

APPROVAL OF AGENDA

Moved by Seitz, supported by Price to approve the August 17, 2016 agenda. Motion carried.

APPROVAL OF MINUTES

Moved by Price, supported by Lloyd to approve the July 2016 Meeting Minutes. Motion carried.

PUBLIC COMMENT

Roger Gaede- Stated that he has studied several organizational charts, but the Jackson County Parks and Recreation chart is by far the best.

COMMUNICATIONS

1. Letter from Chris James, Horton Michigan Resident
Re: Horton Mill Pond
2. Letter from Chian and John Kuntz, Horton Michigan Residents
Re: Horton Mill Pond
3. Email to Mark Mandenberg from Jeff Hovarter
Re: Lakeland Trail
4. **Friends of the Falling Waters Trail** minutes of June 7, 2016
5. **Friends of the Falling Waters Trail** minutes of July 5, 2016
6. **Cascades Park Foundation** minutes of July 19, 2016
7. **Jackson County Parks Association** minutes of July 26, 2016

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

DIRECTOR'S REPORT

1. We interviewed three candidates for the new Parks Planning & Operations Manager position on July 19, 20 & 21. Two of the candidates possess the skill sets that we need to address the infrastructure improvement needs of the county parks and improve the quality of customer service/ communications. Given the situation, we held off making an offer to either of these candidates until I got County Commission approval on the Phase II Staff Reorganization Plan. Approval creates a second Parks Manager position responsible for county parks events, facilities, and communications. The County Commission approved the reorganization plan at their August 8, 2016 Personnel & Finance Committee meeting. We plan to make a written offer to both candidates on August 17, 2016. We will also be giving notice to Parks Department employee regarding changes in their employment status.
2. I approved a services agreement with ASTI Environment, at the beginning of August, to develop the bid package, provide construction oversight, and assist with monitoring results, for the Lime Lake Wetland Restoration Project. We hope to have a qualified bidder under contract by the end of September. The selected contractor's bid/ contract will have to be approved by the County Commission Agencies & Affairs Committee at their September 12, 2016 meeting.
3. The fundraising for Cascades Phase II Project Development seems to be picking up momentum with the planned addition of the Splash Pad/ Aquatic Center concept. We have approximately \$400,000 (confirm) through private sources and budgeted county capital dollars. The budget for the project is \$675,000. I made presentations to the Kiwanis Club and to Phil Tripp this month. We anticipate both will make a contribution to the project. Based on the funds available we are planning to begin design of the pump house and the splash pad in the next six weeks. The project needs to be completed and open by June 30, 2017.
4. Representatives from MDOT and MDNR Trails Division have asked the County to coordinate the completion of a Feasibility Study to determine the safest and most cost effective route to construct a connector trail from the Jackson City Trail going under I94 and through Blackman Township to connect up with the second phase of the planned Lakeland Trail System. Funds are budgeted in the current year MDNR Trails budget to do this study and they have designated funds to construct the trail as early as 2019. At their August 8, 2016 Agencies & Affairs Committee meeting, the County Commission approved a Memorandum of Understanding with the County to coordinate the study and also approved an agreement with the Spicer Group to actually do the feasibility study.
5. The Fairgrounds Large Animal Wash Area Project has been completed and approved by the MDEQ representative.
6. The Camp Teetonkah Acquisition & Operations Proposal was submitted to the Michigan Crossroads Council on July 14, 2016. I was invited by the Michigan Crossroads Council to make a presentation of the County's proposal at an August 4, 2016 public information forum held at Camp Teetonkah. 200 plus people attended the forum and I answered a number of questions regarding the County's plan to create a public park. The Friends of Camp Teetonkah also made presentation of their proposal and specifics regarding their planned use of the site. The MCC has indicated they will not likely make a decision on transfer of the Camp Teetonkah property until late this year.

7. In early July the County Finance Director requested each department complete a review of, and submit any requested adjustments to the 2017 operating budget. In 2015 the County adopted/ approved the organization's first ever two year budget for 2016 and 2017. Based on the direction given, I did a review of the current 2016 operating budget and created a revised 2017 budget for the county parks. I have attached a summary of the revised budget submittal. The County Commission will adopt a 2017 operating budget in September of this year. I am still awaiting feedback from the Finance Director on the adjustments I am recommending.

Moved by Beaman, supported by Price to receive the Directors Report. Motion Carried.

BUSINESS ITEMS

The Cascades Phase II-Spicer Engineering Services - Splash Pad & Pump House

Moved by Price, supported by Seitz to approve the Letter Agreement with Spicer Group for Professional Services for the Design and Engineering of the Cascades Splash Pad and Pump House. Motion carried.

July 2016 FINANCIALS

Moved by Lloyd, supported by Beaman to receive the July 2016 Financial Reports. Motion carried.

Moved by Price, supported by Beaman to receive the July Financial Summaries. Motion carried.

Moved by Price, supported by Lloyd to approve the July 2016 Claims Report. Motion carried.

PUBLIC COMMENT

Roger Gaede

- Asked about the improvements at Clark Lake and when are they going to happen.
- Asked about the 3 minute stipulation noted in the Public Comment Guidelines.

COMMISSIONER COMMENTS

None

ADJOURNMENT

There being no further business, the meeting adjourned to the call of the Chair at 8:58 a.m.

Mike Way, Chairman

Jackson County Parks & Recreation Commission