

JACKSON COUNTY PARKS COMMISSION
Jackson County Parks Boardroom
1992 Warren Avenue
Jackson, MI 49203



January 31, 2018

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: **Cmrs. Beaman, Lloyd, Price, Seitz, Shotwell, Snyder, Torres, Way and Williams**
Excused: **Cmr. Edgar**
Ex-Officio: **Jeff Hovarter**, Parks Director
Staff: **Becky Humphrey, Kyle Lewis, Jack McCloughan and Mark Vysoky**
Visitors: **Bob DuBois**

Pledge of Allegiance

PRESENTATION TO BOB DUBOIS - RETIREMENT

APPROVAL OF AGENDA

Moved by Price, supported by Snyder to approve the January 31, 2018 Agenda as amended by adding 6E. Grand River Water trail - Discussion. Motion carried.

PUBLIC COMMENT - None

APPROVAL OF CONSENT AGENDA

January 2018 Minutes
Communications
Monthly Staff Report for February 2018
Receive December 2017 Financial Report
Receive December Financial Summary Report
Approval of December 2017 Claims Report

Moved by Price, supported by Shotwell to approve the January 31, 2018 Consent Agenda. Motion carried.

COMMUNICATIONS

1. Letter of Support from the Friends of Falling Waters Trail
Re: Iron Bell Grant
2. Jackson Community Foundation
Re: December 2017 Donations for The Cascades Project
3. Letter from SanDee Porter
Re: Trail Maintenance
4. Letter from Dan Lord, Grants Management, MDNR

Jackson County Parks and Recreation Commission
January 31, 2018

Re: Award of Invasive Species Grant

5. Voicemail message from “Kyle”
Re: Wanting to thank someone for the efforts in maintaining the Falling Waters Trail.
6. **Cascades Park Foundation** minutes – December 19, 2017
7. **FFWT Board** minutes – January 2, 2018
8. **Jackson County Parks Association** minutes – No Meeting
9. **Champion Team**

MONTHLY STAFF REPORT

- ⇒ On January 16th the County Commission gave approval to begin the design/build of a new events center at the fairgrounds. The team of Rockford Construction and Progressive a/e Architects has been selected to lead the project. The kickoff meeting with the County Staff Team was held on January 26th. A stakeholder involvement plan and design schedule should be finalized in the next two weeks. We anticipate a final design for the new events center should be completed by early May, 2018. The plan is to break ground on construction no later than September 1, 2018 and open the new facility in late summer, 2019.
- ⇒ JDOT and County Parks have been jointly coordinating the completion of a detailed land and topography survey of the fairgrounds. JDOT will be acting as the lead in coordinating the removal of the fairgrounds race track and renovation of the infield as the new fair midway. We anticipate completing design of this project by mid-summer and breaking ground by September 1, 2018.
- ⇒ A draft design of a county parks brochure and map will be available soon. This marketing piece is intended to be the first of several informational/ communication pieces we will be designing to educate the community about Jackson County Parks. The brochure information will also be translated to our Jacksoncountyparks.org website for public viewing/ use in locating and planning events in our parks. Experience Jackson is a partner in developing the brochure.
- ⇒ Cascades Special Event, June 7th – We are continuing to plan a first time, single evening, music festival at the Cascades. The event is being coordinated with Experience Jackson and Michigan International Speedway. It is an adult themed music concert featuring country and classic rock bands performing live at the Cascades. We are working with the Michigan Liquor Commission to obtain a temporary license to serve beer and wine coolers at the event. We are also anticipating a NASCAR theme to the event including the possibility of a car/ driver appearance with autograph session. It is our intent to charge a special admission price for this Thursday night event. We will continue to update you as plans become more defined.
- ⇒ Work is continuing on the development of a grant application to MDNR for the construction of a canoe/ kayak launch at Vandercook Lake. The grant application is a joint effort between the County Drain Commissioner, County Parks, and possibly the City of Jackson. The County’s grant writing staff is assisting with preparation of the final grant application. Based on the outcome of this grant planning process, it would be our intent to seeking funding to support development of launch site at both Little Wolf Lake and Vineyard Lake County Parks next.

- ⇒ Planning discussions between our staff and MDNR Trails Division continue regarding the funding and construction of a county trail segment from Monroe Street (Lions Park in the City of Jackson) to Parnell Road in Blackman Township. As you may recall MDNR funded and we coordinated a trail study of this segment last year. We are now trying to figure out how to fund the development of the trail. The current sticking point is how to fund the consulting cost to identify each private property owner along the proposed trail and negotiate easement rights. The State is not willing at this time to provide the funding to do this work and they are looking to us to carry those planning costs. We will continue to seek some common ground or identify a source to pay for this cost.
- ⇒ The City of Jackson will be continuing reconstruction of the section of Kibby Road adjacent to Sparks County Park (in front of the Manor House) this spring. As part of this next phase, the City will be turning Denton Road, from Kibby Road to the park bridge, into a two lane road (it is currently four lanes). This will impact the Denton Road/ Bridge parking lot significantly. This parking lot will have to be completely redesigned/ rebuilt. This parking lot is the most heavily used lot for accessing the trail system inside the park. It is also identified as a major parking/ trail head for the county wide trail system now that the new connector trail to Falling Waters and the city trail are complete. JDOT has agreed to partner with County Parks and the City to fund and execute the reconstruction of the parking lot. We expect this work to be completed in 2018.
- ⇒ Due to a need for more office space to accommodate additional county parks staff we have had to build more offices taking up even more conference room space at the parks office. As a result the February and March Park Board meeting will be held in the Cascades Golf Course Clubhouse. Beginning in April, we will hold all Park Board meetings at the Fairgrounds in the office conference room. We will make sure to highlight the meeting location on all future agendas so as not to confuse anyone.

BUSINESS ITEMS

Park Statement of Mission

Moved by Snyder, supported by Price to approve the Park Statement of Mission – Vision – Values – Priorities, Adopted January 2018. Motion carried.

Park Ordinance Revision – Chapter VIII, Section 10: Animals and Birds

Moved by Williams, supported by Price to remove from the ordinance any language prohibiting Domestic Pets from any area non-enclosed or fenced areas – General Park Areas – AMENDED MOTION to remove the wording “*swimming areas and*” from Chapter VIII, Section 10. Paragraph C. Motion carried. Nay – Torres

Moved by Shotwell, supported by Williams to recommend approval to the County Board of Commissioners to amend the language revisions of Park Ordinance Chapter VIII, Section 10 regarding Animals and Birds and as amended in Paragraph C. Motion carried. Nay - Torres

Park Ordinance Revision – Chapter VI, Section 2: Watercraft

Moved by Torres, supported by Seitz to recommend approval to the County Board of Commissioners to amend the language revisions to Park Ordinance Chapter VI, Section as presented. Motion carried.

Park Ordinance Revision – Chapter VI, Section 12: Camping

Moved by Snyder, supported by Price to recommend approval to the County Board of Commissioners to amend the language revisions to Park Ordinance Chapter VI, Section 12 as presented. Motion carried.

Creation of One Additional FTE in Parks and Fair Budget

Moved by Shotwell, supported by Williams to recommend approval to Agencies and Affairs to approve the Full Time Equivalent position in the Parks and Fair Budget to support the hiring of an Event Center/ Cascades Manager with recommendation of the Parks Director. Motion carried.

Weatherwax Drive Trailhead Vault Toilet

Moved by Seitz, supported by Snyder to recommend approval to Agencies and Affairs to approve the purchase and installation a Vault Toilet at the Weatherwax Trailhead of the Falling Waters Trail. The total cost will be \$43,276.76 with \$24,276.76 coming from fund 247.753-931.085 Falling Waters Construction fund and the balance of \$19,000.00 coming from the Friends of Falling Waters Trail Group. Motion carried.

PUBLIC COMMENT - None

DIRECTOR COMMENTS

The March 7th Park Board meeting will be held at the Parks Office on Warren Avenue; beginning with the April 2018 Park Board meeting and all future meetings will be held at the Fair Office Conference Room, 200 W. Ganson Street, Jackson, 49201.

COMMISSIONER COMMENTS

Cmr. Seitz – They are still working on the event at the Top of The Cascades to be held in June 2018 with the possibility of another one in August 2018.

Cmr. Way – Would like Parks staff to look at putting together 2 tours of the County Parks. One in each April and May on Saturdays.

Cmr. Torres – She recommended a person from Lomar Mfg. in Horton, Michigan to contact the Parks Department and was wondering if they called. Yes, Jeff and Kyle had a meeting with them.

ADJOURNMENT

There being no further business, the meeting adjourned to the call of the Chair at 9:37 a.m.

Mike Way, Chairman

Jackson County Parks Commission