

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



January 9, 2019

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Present:** Cmrs. **Beaman, Edgar, Lloyd, Mahoney, Price, Seitz, Shotwell, Torres, Videto, Walz and Way**  
**Excused:** Cmr. **Snyder**  
**Ex-Officio:** **Jeff Hovarter**, Parks Director  
**Staff:** **Becky Humphrey, Kyle Lewis, Jack McCloughan, Stacy Curtis, Mark Schopmeyer and Emily Thomas**  
**Visitors:** Tom Clark, Waterloo Township, **Roger Gaede, Denise Owens**, Fair Manager and **Wendy Walz**, Waterloo Township

**ELECTION OF OFFICERS - 2019**

**Moved by Shotwell, supported by Videto** to nominate Mike Way as Parks Board Chair. Motion carried.

**Moved by Videto, supported by Lloyd** to nominate Jan Seitz as Parks Board Vice Chair. Motion carried.

**Moved by Seitz, supported by Lloyd** to nominate Kenny Price as Parks Board Secretary. Motion carried.

**APPROVAL OF AGENDA**

**Moved by Videto, supported by Seitz**, to approve the January 9, 2019 Agenda as presented. Motion carried.

**PUBLIC COMMENT**

**Roger Gaede** – Listed on the agenda is a purchase of a new truck. He supports that purchase.

**APPROVAL OF CONSENT AGENDA**

December 2018 Minutes  
Communications  
Monthly Staff Report for January 2019  
Receive November 2018 Financial Report  
Receive November 2018 Financial Summary Report  
Approval of November 2018 Claims Report

**Moved by Price, supported by Edgar** to approve the January 2019 Consent Agenda. Motion carried.

## COMMUNICATIONS

1. **Tim and Shannon Priorietti – Cascades Ice Cream**  
Re: Thank you and Annual Payment
2. **Jonathan Williams, Commissioner**  
Re: Thank you
3. **Peggy and Ted Beals, Waterloo Township**  
Re: Thank You
4. **Cascades Park Foundation**  
Re: Grant
5. **Cascades Park Foundation** – December 18, 2018 meeting minutes
6. **Jackson County Parks Association** – November 20, 2018 meeting minutes

## MONTHLY STAFF REPORT

- ⇒ **5-Year Master Plan:** Staff met recently with Grant Bauman (Region 2 Planning) to talk about our next 5-year master plan. Our current plan expires at the end of 2019. Region 2 will again assist in developing the plan and is currently working on a template before we get together again in February.
- ⇒ **Spring Arbor Trail Connection:** Staff met with David Herlein, Spring Arbor Township Supervisor, and an engineer from OMM Engineering recently to discuss the Township's trail project that follows Teft Road and connects to the Falling Waters Trail. The project is mostly funded by a grant from the Michigan Department of Natural Resources Trust Fund Grant, and the DNR has requested a formal approval from Jackson County regarding the route. Design is nearly complete and the township will seek approval from the board in February.
- ⇒ **City Plan Review/Event Center Construction:** Rockford Construction and Smith Group delivered the construction drawings and site plan for the Event Center/Keeley Park on December 20 for review. We should expect to hear any feedback in early January.
- ⇒ **RFP for Trail Design:** A request for proposals has been issued for design engineering for the Blackman Township Trail connection. The deadline for proposals is January 18. It is our intent to select a consultant in time for February approval.
- ⇒ **RFQ for Landscape Architecture/Design Services and Engineering Services:** We are close to issuing a Request for Qualifications for a firm(s) to provide on call landscape architecture/design services and engineering services during 2019 and 2020. The firm would provide design services and participate, when desirable, in the public engagement process for site master plans. The firm will also provide assistance in developing and managing grants as well landscape design & engineering, and project/construction management/oversight.
- ⇒ **DNR Trust Fund Grant Application for Kayak/Canoe Launch:** We are proceeding with two development applications to the Michigan Department of Natural Resources Trust fund. One application will be for a kayak/canoe launch at Vandercook Lake County Park, and the other will be for a kayak/canoe launch and fishing pier at Little Wolf Lake County Park. We are finalizing the scope and will plan for public input in February. The application deadline is April 1, 2019.
- ⇒ **Public Engagement:** In January, staff will be meeting with township supervisors and other representatives to discuss the public engagement process for site master plans. The goal is to discuss what works best for their community in regarding to collecting community input for individual park site master plans.

**BUSINESS ITEMS**

**Approve Parks Maintenance Truck Purchase**

**Moved by Price, supported by Seitz** to recommend to the Jackson County Board of Commissioners to authorize the Parks Department to purchase a 2019 GMC 2500 work truck at a total cost of \$32,103.23. Motion carried.

**Acceptance Quote for Keeley Park Grandstands ADA Ramp/Seating Area**

**Moved by Price, supported by Edgar** to recommend to the Jackson County Board of Commissioners to approve the acceptance of the Dant Clayton Corporation Quote in the amount of \$41,545. for the ADA Ramp and Seating Area for the Keeley Park Grandstands. Motion carried.

**Approve Purchase of Falls Fountain Replacement Pumps at The Cascades**

**Moved by Shotwell, supported by Price** to recommend to the Jackson County Board of Commissioners to approve the purchase and installation of three Falls pumps totaling \$67,923.67. Motion carried.

**Acceptance of Roofing Replacement for 2 Buildings at The Cascades**

**Moved by Seitz, supported by Beaman** to recommend to the Jackson County Board of Commissioners to accept the proposal from Prominent Design & Build Inc. for the Cascades Roofing Replacement project in the amount of \$117,500 with \$80,000 of that being provided by a private donor. Motion carried.

**PUBLIC COMMENT** - None

**DIRECTOR COMMENTS** - Would like to thank all of my staff for the terrific job done in my absence. Thank you very much!

**COMMISSIONER COMMENTS**

**Cmr. Lloyd** – As far as Public Engagements; do you have a schedule you can share? Discussion.

**Cmr. Videto** – This is a really good example of when you have the funds to enable you to leverage other funds to get projects completed. Discussion

**Cmr. Shotwell** – Where are we at with the hydrology of Cascades Park? Discussion. What about the repair of the trail in Cascades Park? Discussion

Cmr. Seitz – Pickleball Courts; that group has the money, where are we at with this? Discussion.

**ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Chair at 8:23 a.m.

**Mike Way, Chairman**

Jackson County Parks Commission