

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

October 21, 2015

*Meeting held at the Clark Lake Community Center, Clark Lake, Michigan*

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Cmrs. **Alexander, Beaman, DuBois, Gaede, Polaczyk, Price, Seitz, Torres, and Way**  
Excused: Cmr. **Snyder**  
Ex-Officio: **Scott Robbins**, Parks Director  
Staff: **Becky Humphrey, Mike Hoskins, Dan Lusty**  
Visitors: **Darrick Huff**, Spicer Group, **Mark Ott**, Friends of the Falling Waters Trail, **Denise and Dean Weber**, Center Stage Jackson; **John Deming, Meredythe Hill-VanDusen, John Karkheck** all from the Clark Lake Community Center and **Walter Reed**, Vice President, Clark Lake Community Center

**APPROVAL OF AGENDA**

**Moved by Polaczyk, supported by Torres** to approve the October 16, 2015 agenda as amended by adding Purchase of New Trailer under New Business. Motion carried.

**APPROVAL OF MINUTES**

**Moved by Torres, supported by Seitz** to approve the September 2015 Meeting Minutes. Motion carried.

**SPECIAL ORDER – Clark Lake Community Center**

**Moved by Polaczyk, supported by Torres** to approve signing a letter agreement that grants permission for the Clark Lake Community Center Board of Directors to move forward with the processes required to expand the footprint of the Community Center as stated in the letter agreement. Motion carried. Gaede - abstain

**PUBLIC COMMENT**

**Mark Ott**, President, Friends of the Falling Waters Trail – The Falling Water Trail Run there was about 450 participants and they cleared approximately \$9,000. They are working hard towards getting the restroom facility at the Teft Road Trail Head.

**SEPTEMBER 2015 FINANCIALS**

**Moved by Polaczyk, supported by Seitz** to receive the September 2015 Financial Reports. Motion carried.

**Moved by Torres, supported by Seitz** to approve the September 2015 Claims Report. Motion carried.

**COMMUNICATIONS**

1. Copy of donation certificate to Jackson Symphony Orchestra Foundation
2. Copy of FaceBook Note from Jackie Wakeman-Littlejohn

Re: Cascades Family Nights

3. Letter from Kyle Anne Jansen, Catholic Charities  
Re: Thank you
4. E-mail from Catina Lowe, American Cancer Society  
Re: 2016 Dates for events
5. Letter from Maria Miceli-Dotterweich, Weatherwax Foundation  
Re: Sparks Park Inter-City Trail
6. Agreement with Columbia Township  
Re: Clark Lake Community Center
7. Memorandum from Phil Fischmeister, Cascades Golf Manager  
Re: Group Golfer
8. **Jackson County Parks Association** minutes of August 25, 2015
9. **Friends of the Falling Waters Trail** minutes of September 1, 2015
10. **The Champion Team** minutes of September 2, 2015
11. **Cascades Park Foundation** minutes of September 16, 2015 (at meeting)
12. **Cascades Inc./Jackson Civil War Society** (No Minutes)

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

## **DIRECTOR'S REPORT**

### **Cascades Champion Team and The Cascades Renovations-**

The Champion Team's next meeting is TBD due to scheduling conflicts in late September.

We received \$50,000 for MACI's 25th Anniversary Community Investment award that will be put toward Phase 2 renovations. This is our first corporate sponsorship.

Our Parks Board and our Champion Team will have a presentation from the Spicer Group on the Phase 2 engineering drawings during their respective monthly meetings.

**The Cascades-** We were approached by Denise Weber who is the play director for "1776" to see if we would be interested in hosting this play and musical at The Cascades this upcoming season in June. She will be doing a short informational presentation to our parks board meeting next week. There are still a lot of logistics that need to be addressed before we can approve the request. The hope would be to bring this request back to our Parks Board in November. Ms. Weber will be at our upcoming board meeting to discuss this opportunity. (See Correspondence)

**Swains Lake and Pleasant Lake Campgrounds-** Both campgrounds are closed for the season, however we are still performing maintenance and general improvements at each of the locations.

Also, just like at each park we are conducting a conditions and facility inventory that will allow us to forecast out the needed improvements over the next several years. This will allow us to align the needed maintenance and improvements with the current and future operating and CIP funds.

At **Swains Lake** we installed new fencing and plant material to define the primitive camp sites from the other areas of the campground. We also installed a new concrete walkway that will now lead prospective campers from the roadway directly to our park office.

Jones Construction is finishing the “punch list” from this past summer’s construction project. A final walk through will be conducted next week so that final payment can be made to close out the project.

At **Pleasant Lake**, PLP Ice Cream is closed for the season and they are currently working on winterizing the building.

We have been conducting a park evaluation and are developing a new site plan for the campground that would include some of the following opportunities:

- New Log Cabin office –fully funded by the Parks Association
- Repurposing the old office into possibly a laundry station/game room/storage facility
- Relocation of the camp ground trailer home to a more appropriate location that would open up the current site and make it more camper friendly.
- We are working with the Spicer Group to see about the feasibility of completely renovating the existing Bathhouse and restroom building to make it ADA accessible with all modern new facilities for the campers. It is possible that this can be accomplished with the current CIP funds that are available.

**Fair Master Plan-** The second stakeholders meeting was held on September 16<sup>th</sup> at 6:30pm at the Tower Building on the 5<sup>th</sup> floor. Site plan renderings were reviewed and master plan discussions were open to the public.

Pat Doher is sending Denise some future meeting dates to continue the planning process. Denise is out of town the week of Oct. 12 thru 16th and will follow up when she returns.

**Cascades Golf Course and Club House-** Currently we are in the process of closing the Short Course and driving range for the season. The championship course will remain open until the weather turns poor. Currently we are still working on bunker renovations throughout the course. There are still a couple of tournaments to be held later this month so standard maintenance practices will continue until we close for the season.

The championship course is still receiving positive feedback for all of the improvements we have made this season and rounds of play and club house sales are good.

However, the Short Course still continues to lose money each year therefore, we have applied for funding and sponsorship opportunities from Experience Jackson to develop and introduce a new program next year. The program is called “Foot Golf”. It is played the same way as golf however the players use a soccer ball to navigate the course. The sport is a sanction sport and can be played in conjunction with regular golf on the course at the same time. The tee boxes and holes are set up to allow the current 9 hole course to be converted

into a 18 hole foot golf course. We are asking for \$3,500 from Experience Jackson to get this program off the ground for 2016. Other courses who have introduced this program have shown profits on the course. Marketing this program will be key to its success.

**Parks-** Mike and his staff are working on an updated Parks Inventory and Conditions Report for 2015 -2016. This will allow us to align the needed maintenance and improvements with the current and future operating and CIP funds.

Special Events and Park Use Policy and Procedures for 2015-2016 will be ready for review within the next 2 weeks and then presented to our Parks Board in November. These procedures will be implemented for the 2016 season.

**Falling Waters Trail** – The woman that fell off the broken bench at the dive site during the Labor Day weekend at Lime Lake is still recovering and the accident report has been given to HR for processing. Therefore, we are approaching the scuba divers that use that site to fund two new expanded metal benches that would replace the current old style wooden benches. These new benches would match the style of other benches along the trail.

**Horton Pond-** Our staff and volunteers completed the needed tree work and cleaning up of the gazebo site at the north end of the mill pond. The Parks Association fully funded the repainting of the gazebo. It was a much needed improvement to this location and has been very well appreciated by the township residents.

Monday, October 12th we met with the owners of Lomar, John Tallis, Hanover Township Supervisor, and Cmr. Amy Torres of The Enterprise Group, onsite to tour the park and discuss future collaborative park improvements and funding options (community funds, grants, etc.). This aligns with our current parks conditions and inventory report that we are conducting.

A sampling of items that were discussed were-

- General maintenance and continued aquatic invasive plant control for the pond
- New playground equipment, exercise stations, etc.
- Picnic facility improvements – tables, grills, shelter lighting to deter vandalism
- Park Entrance signs
- Developing a low maintenance walking trail with mileage markers
- Potential “Art in the Park”
- Dog off leash area

**Clark Lake** – The Clark Lake Community Center Board will be presenting to our Parks Commission the preliminary proposal and design concepts for the patio expansion on the west side of the community center. They are seeking written approval from our Parks Board to be able to submit an application for the plan examination and building permit to Columbia Township. This also would support their plans to submit a grant application to the Weatherwax Foundation to support this project along with additional building improvements.

This project will continue to follow standard county procedures and will need final approval from our BOC in 2016.

#### **Grants Update-**

MDNR Trust Fund grant for the Sparks Park Inter City trail – We submitted additional supporting documentation for the final review process.

Jackson Community Foundation – We received \$27,000 plus an additional \$6,532.75 from a donor advised fund (annual spendable dollars) for the Sparks Park Inter City trail.

Aquatic Habitat Grant Program – We received approval to submit a full grant application for the rehabilitation of the Lime Lake Fen site. The grant application submittal is due November 13, 2015.

Weatherwax Foundation – We received \$50,000 to support the acquisition of the Flannery property which is part of the Sparks Park Inter City Trail.

2016 Experience Jackson Sponsorship Applications-

Michigan Trail Magazine Advertisement- \$2,300.00

Jackson County Parks Brochure - \$2,500.00

Cascade Golf Course – Foot Golf Program - \$3,500.00

Champion Team - The Cascades – Interpretive Signage - \$4,000.00

Donation:

MACI -\$50,000 for The Cascades renovations

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

**OLD BUSINESS - None**

**NEW BUSINESS-**

**Purchase of New Trailer**

Dump Trailer for Parks Director to decide.

**PUBLIC COMMENT** – None

**COMMISSIONER COMMENTS** –

**Cmr. Torres** – Staff Luncheon – where are we at with that? Would like to commend the golf staff for Group Golf and ideas for the Short Course.

**Cmr. Seitz** – Thanks for moving meetings to different parks, it has helped being a Park Commissioner.

**Cmr. Alexander** – Would suggest having the meeting at other locations every other month instead of every month.

**ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Chair at 9:44 a.m.

**Mike Way, Chairman**

Jackson County Parks & Recreation Commission