

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

November 16, 2016

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: Cmr. **Alexander, Beaman, DuBois, Polaczyk, Price, Seitz, Torres, and Way**  
Excused: Cmr. **Lloyd and Snyder**  
Director: **Jeff Hovarter**, County Parks Director  
Staff: **Becky Humphrey, Kyle Lewis, Mark Vysoky**  
Visitors: **Roger Gaede, Mike Overton**, County Administrator, and **Rick Sigers**, Jackson County Parks Association

**APPROVAL OF AGENDA**

**Moved by Price, supported by DuBois** to approve the November 19, 2016 agenda. Motion carried.

**APPROVAL OF MINUTES**

**Moved by Torres, supported by Seitz** to approve the November 2016 Meeting Minutes. Motion carried.

**PUBLIC COMMENT**

**Rick Sigers** – The Jackson County Parks Association is having their Christmas Party on Saturday, December 10<sup>th</sup> at 1 p.m. in the Cascades Golf Course Starter House and would to invite all of you. We are taking canned goods donations to give if you would like to contribute. Hope to see you there!

**Roger Gaede** – On page 10 of the November 8<sup>th</sup> Brooklyn Exponent there is a speed limit article. There are ways of trying to set up a speed limit. North Drive to Vineyard Lake County Parks there is no speed limit posted, so they can go 55 mph. Would like to see if there can be a speed limit put on North Drive.

**COMMUNICATIONS**

1. **Cascades Park Foundation** Minutes of October 18, 2016
2. **Champion Team** minutes of October 20, 2016
3. **Jackson County Parks Association** minutes of October 25, 2016

**Moved by Polaczyk, supported by Seitz** to receive Communications. Motion carried.

## DIRECTOR'S MONTHLY STAFF REPORT

1. The Cascades Splash Pad construction is under way. The contractor has prepared the site for construction and has begun drilling the well for the aquatics features. We anticipate phase I construction will continue through March, 2017, including site excavation, well/ pump house construction, electrical and plumbing infrastructure. Bids for Phase II (splash pad surface and feature equipment) are due in the County Clerk's Office no later than November 18, 2016. We are also preparing a preliminary design for renovation of the North Entrance to the Cascades which will now be the only entry point to the facility. There is a need to increase the capacity of this entry point to handle a much large customer traffic volume. Champions Team fundraising continues to progress. Eighty-eight percent of the \$675,000 budget needed to pay for the improvements has been committed. The Champions Team is sending out letter to past donors as well as a few remaining perspective new donors in an "end of tax year" push to raising the remaining funds to support the project. We are also in process of developing a press release to announce the project. We plan to post a "Coming Soon, Summer 2017, New Cascades Splash Aquatic Park" construction sign on Brown Street in front of the construction site. We are also strategizing on how we can announce the project publicly while accepting a \$150,000 gift (check) from Tripp Auto Collision.
2. A draft study report has been completed by the Spicer Group on the Blackman Township Trail Connector Project from Monroe Street to Parnell Road. The draft is being reviewed by the project team, which includes County Parks Staff, for any final edits. The final report should be submitted to MDNR in the next ten days.
3. The Parks Board asked for some information on overall county parks usage in 2016. The following information has been accumulated by staff giving a snap shot of year.

### Campground Use:

Pleasant Lake/ Camp Site Rentals 1,847/

Operating Revenues up 16%

Swains Lake/ Camp Site Rentals 3,252/

Operating Revenues up 21%

### Cascades Attendance

Total 25,049/

Fireworks Nights 3,809/

Wednesday Family Nights 8,953

Operating Revenues up 21%

### Parks Shelter Rentals

243 Shelter Rentals/

22 Band Shell Rentals

### Park Special Event Days

46/

4. The County Commission approved a Resolution of Support for the Blue Water Trail Plan and the submittal of certain grant requests for funding of land improvements along the Grand River to support trail use. At the October meeting, the Parks Board recommended forwarding the resolution to the County Commission for consideration. Park Commissioner Snyder made a presentation to the County Commission during their November 1, 2016 Study Session where it was past.
5. As part of the County Parks staff reorganization plan approved by both the Parks Board and the County Commission this past summer, two new Parks Manager/ administrative positions were added to expand the capacity of department long term to plan and manage future growth. The ability to absorb the cost associated with adding the two positions requires a reduction in the annual work hours of the Parks Director effective January 1, 2017. Effective that date, the Parks Director's weekly work schedule will be reduced to 29 hours. The use of those hours will be flexible based on the needs of the Department, the County Administrator, and the Parks Board. My planned work schedule is Monday through Thursday, 10 am to 5 pm. However, there are set monthly meetings such as the Parks Board, County Commission Committees, Department Heads/ Elected Officials, and County Administrator's Leadership Team that meet outside that schedule. So I plan to flex the hours where necessary to meet the needs of the various responsibilities of my position.

**Moved by Torres, supported by Seitz** to receive the Monthly Staff Report. Motion Carried.

## **BUSINESS ITEMS**

### **December Parks Board Meeting and 2017 Parks Board Schedule**

**Moved by Torres, supported by Polaczyk** to approve the December 2016 Parks Board meeting be held at The Cascades Manor House and to approve the 2017 Parks Board meeting schedule. Motion carried.

### **2017 County Parks Rates/Fees and Charges for Service**

**Moved by Price, supported by DuBois** to approve the 2017 County Parks Rates/Fees and charges for Service as set out. Motion carried.

### **County Parks Special Events Policy**

**Moved by Seitz, supported by DuBois** to approve to move the policy forward to the County Commission for consideration. Discussion. Motion Withdrawn

### **Service Agreement with Civics Plus**

**Moved by Alexander, supported by Torres** to recommend to Agencies and Affairs to approve the Service Agreement with Civics Plus to develop a Jackson County Parks Website and App for use on mobile devices. Motion carried.

## **OCTOBER 2016 FINANCIALS**

**Moved by Beaman, supported by Seitz** to receive the October 2016 Financial Reports. Motion carried.

**Moved by Price, supported by DuBois** to approve the October 2016 Claims Report. Motion carried.

## **PUBLIC COMMENT**

### **Roger Gaede**

- Swimming Areas – Need to have buoys identifying “No Boating” from shoreline out to buoys. Also must be approved by Michigan DNR.
- Regarding 21 years of age or older to apply for special event need to be officially designated as the “agent”; Law of Agencies apply and may require age 21 or older. Refer to Jeff Snyder.

## **COMMISSIONER COMMENTS**

### **Cmr. Seitz**

- Would like to see everyone to support The Cascades Fund.

### **Cmr. Beaman**

- ❖ In the spirit of getting technology out of the box. We could
  - Provide WIFI in the Park
  - Provide a ton of information to everyone in the park.
  - Advertise
  - Announce new events and other park information
- ❖ Technology is how people get their information now

### **Cmr. Price**

- For upcoming future events – would like to see Kayak Sledding on the hills in Cascades Park on the west side of the hill.

## **ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Secretary at 9:40 a.m.

### **Mike Way, Chairman**

Jackson County Parks & Recreation Commission