

**JACKSON COUNTY PARKS COMMISSION**  
**Jackson County Fair Office Conference Room**  
**200 W Ganson Street**  
**Jackson, MI 49201**



November 7, 2018

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

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

Present: Cmr. **Beaman, Lloyd, Price, Seitz, Shotwell, Snyder, Videto, Way and Williams**  
Excused: Cmr. **Edgar**  
Ex-Officio: **Jeff Hovarter**, Parks Director  
Staff: **Kyle Lewis, Becky Humphrey, Emily Thomas, Stacy Curtis and Jack McCloughan**  
Visitors: **Mike Overton**, County Administrator

## **Pledge of Allegiance**

## **APPROVAL OF AGENDA**

**Moved by Price, supported by Videto** to approve the November 7, 2018 Agenda. Motion carried.

## **PUBLIC COMMENT – None**

## **APPROVAL OF CONSENT AGENDA**

October 3, 2018 Minutes  
October 16, 2018 Park Board Millage Planning Workshop  
Communications  
Monthly Staff Report for November 2018  
Receive September 2018 Financial Report  
Receive September 2018 Financial Summary Report  
Approval of September 2018 Claims Report

**Moved by Price, supported by Seitz** to approve the November 7, 2018 Consent Agenda. Motion carried.

## **COMMUNICATIONS**

1. **United Way**  
Re: Cardboard Boat Race Info
2. **Jackson Community Foundation** – September 2018 Fund Balance
3. **Jackson County Parks Association** – September 25, 2018 meeting minutes
4. **Cascades Park Foundation** – October 23, 2018 meeting minutes

## **MONTHLY DIRECTOR'S REPORT**

- ⇒ Board members should have received an invite from American 1 for the Events Center Ground Breaking Ceremony at Keeley County Park (fairgrounds) to be held Thursday, November 8, 2018, 10am.
- ⇒ Bids for construction of a new Spill & Wash Station at our Parks Maintenance Center have been published. The deadline for submittal is Mid-November.
- ⇒ A design engineering services RFP will be issued by the end of the year for the Blackman Township Trail Connector Project. MDNR Trails Division has given us indication that they will fund 40% of the design engineer cost up to a not to exceed amount of \$80,000. However, we would need to have the project funds expended and a request for reimbursement submitted no later than September, 2019.
- ⇒ An RFP to complete a “Concord to Calhoun County Line” Trail Feasibility Study will also be issued before the end of the year.
- ⇒ The Cascades Support Buildings Roof Replacement Project has been out to bid twice now and the responses have been limited and significantly higher than our budgeted figures, on both occasions. The roof repairs must be completed so we are looking to adjust our 2019 Capital Improvements Plan to accommodate a bigger budget for this project. Our original budget was in the range of \$70,000 to \$80,000. The amount needed to complete the project will be closer to \$230,000.
- ⇒ We are communicating with MDNR regarding options for controlling the growing Canada Geese population at Sparks County Park. The problem with goose dropping has become a serious problem on the walking trails and is hindering public use and enjoyment of the park. We are seeking a permit to remove nest eggs during the spring season and/ or a permit to trap and relocate. The first option is the most viable and effective control method long term.
- ⇒ Mark Vysoky, Parks Planning & Operations Manager, is no longer on staff. The position responsibilities will be adjusted, placing primary focus on community engagement planning and capital projects management. With a larger number of improvement projects on the horizon, we need a staff position overseeing the day to day project implementation and administration, coordination of any grant requirements, community engagement planning, and grant reimbursement/ project close. We plan to begin a search for the best candidate immediately. This position is critical to begin park site planning at Pleasant Lake, Clark Lake, and Little Wolf Lake Parks.
- ⇒ At the October 30, 2018 County Commission Study Session, the County Administrator presented the Board with a recommendation to reorganize the County Park Board under a new state statute, Act 156 of 1917; MCL 123.51. This recommendation was discussed thoroughly at the Parks Board Workshop on October 16, 2018. Under this new statute, the County Commission will have much greater flexibility in making appointments, greater flexibility to increase or decrease the size of the park board, and greater flexibility in defining the oversight responsibilities to be assigned the park board. Making this change will allow for better align with other recent changes made by the County Commission regarding park staff lines of reporting and supervision, as well as the Parks Department oversight of county fair operations. The Parks Board size (11) and the current membership of the board under this recommendation would not change. The terms of appointment would be rolled over with each appointed board members term remaining the same as it is currently. All eleven board positions would now be “at-

large” appointments. This recommendation has been moved to County Commission Agencies & Affairs Committee for approval on November 5, 2018.

- ⇒ A recommendation to reaffirm the original name of the fairgrounds site as “Keeley County Park, was presented to the County Commission at Study Session on October 30, 2018. The Park and the Fair Board both voted to support this recommendation at spate meetings on October 16, 2018. The County Commission approved the 2019 County Parks Operating Budget during their October meeting cycle. With budget approval the County Parks Department is now responsible for the annual maintenance of the fairgrounds (Keeley Park) infrastructure and will need to work closely with the Fair Board to insure a successful county fair each summer. This recommendation has been moved to County Commission Agencies & Affairs Committee for approval on November 5, 2018.
- ⇒ Just a reminder, I will be out of the office November 13 through November 21, 2018. I will be out of the country on vacation. Kyle Lewis will be Acting Parks Director during my absence. I will also be absent from the office starting December 14, 2018 through January 7, 2019. I will be managing a significant health event during that time period. Again Kyle Lewis will be Acting Parks Director during that time period.
- ⇒ A reminder, the County Parks Board will hold its December 5<sup>th</sup> meeting at the Cascades Manor House. This is the annual holiday season meeting location.

## **BUSINESS ITEMS**

### **Park Vault Toilet CXT Restroom Purchase and Installation**

**Moved by Lloyd, supported by Shotwell** to recommend approval to the County Board of Commissioners to purchase and have installed the CXT Restroom as presented. Motion carried.

**Moved by Snyder, supported by Price** for this Board to move forward with the 5 Year Park & Recreation Plan separate from the City and then appoint a committee to work through the details. Motion carried.

### **2019 Parks Board Meeting Schedule**

**Moved by Videto, supported by Seitz** to approve the 2019 Parks Board Meeting Schedule as presented. Motion carried.

## **PUBLIC COMMENT - NONE**

**DIRECTOR COMMENTS** – As noted in the Director’s Report – there has been a staff change. We are looking for a specific skill set. Strong communication skills; be able to manage project activities along with being a project administrator.

Will be on vacation for the next two weeks, then will be back for two weeks and then will be off until after the first of the year due to surgery.

## **COMMISSIONER COMMENTS**

**Cmr. Lloyd** – The Trail from Concord into Calhoun County – who are the groups working on this project? Discussion.

**Cmr. Seitz** – The Pickle Ball group are very, very disappointed with the City and they are ready to go, they already have money to help with this project.

**Cmr. Videto** – I am on the Fair Board and I have really enjoyed being back on the Parks Board. I feel that Jeff, Denise and I need to sit down and figure out how we are going to mesh the two boards. What are the intentions for both boards going forward? How are we going to make the transition? We need to communicate that so everybody understands. It is imperative that we ease the misconceptions that are out there and the do it sooner rather than later. Being a dual board member, I would like to begin that clarification and make everything transparent with both the Agricultural and 4H communities. We really need to be pro-active and address this on the front end.

**Cmr. Seitz** – The 4-H Community has donated and helped maintain buildings at the Fairgrounds for years. They have ownership in the Fairgrounds and they are very sensitive to their area of the grounds and what happens.

**Cmr. Snyder** – We are coming to the end of the Burns Park Lease Agreement. Is there any thoughts on ending/continuing? We need to make a decision on how we move forward.

**Cmr. Price** – Three things:

- 1) He had heard that the Grand Trunk Railroad used to run thru (fairgrounds) Keeley Park – Is there any information on that? Discussion
- 2) Still feels that The Cascades needs to host a Mariachi and/or Kuantan Band(s) - that we are missing entire groups of people that are a part of Jackson County.
- 3) Would really like to thank the staff for shepherding the roses from the fairgrounds (Keeley Park) to new homes. They are a hybrid and have traveled the world.

**Cmr. Shotwell** – Kyle and Jeff, an inter-agreement on the Trail system between JCDOT, Region II Planning Commission and the Parks. Would this board like a presentation? Can make it happen.

## **ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Chair at 9:07 a.m.

**Mike Way, Chairman**

Jackson County Parks Commission