

**JACKSON COUNTY PARKS COMMISSION**  
**Cascades Manor House**  
**1970 Kibby Road**  
**Jackson, MI 49203**



December 5, 2018

**CALL TO ORDER:** Mike Way, Chairman at 8:02 a.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present: **Cmrs. Beaman, Edgar, Lloyd, Price, Seitz, Shotwell, Snyder, Videto, Way and Williams**  
Ex-Officio: **Jeff Hovarter**, Parks Director  
Staff: **Kyle Lewis, Becky Humphrey, Emily Thomas, Stacy Curtis and Jack McCloughan**  
Visitors: **Mike Overton**, County Administrator, **Roger Gaede, Peggy and Ted Beals**, Waterloo Parks & Rec

**Pledge of Allegiance**

**APPROVAL OF AGENDA**

**Moved by Seitz, supported by Edgar** to approve the December 5, 2018 Agenda as amended by adding Business item 6D. Discussion on the Lagoons. Motion carried.

**PUBLIC COMMENT –**

**Gaede** – Apologize for missing meetings.

**APPROVAL OF CONSENT AGENDA**

November 7, 2018 Minutes  
Communications  
Monthly Staff Report for December 2018  
Receive October 2018 Financial Report  
Receive October 2018 Financial Summary Report  
Approval of October 2018 Claims Report

**Moved by Price, supported by Williams** to approve the December 5, 2018 Consent Agenda. Motion carried.

**COMMUNICATIONS**

1. **Jackson Magazine**  
Re: Breaking Ground on New American 1 Event Center
2. **Jackson Community Foundation** – October 2018 Contribution
3. **Jackson County Parks Association** – November 20, 2018 meeting minutes
4. **Cascades Park Foundation** – November 20, 2018 meeting minutes

**Jackson County Parks and Recreation Commission**  
**December 5, 2018**

## MONTHLY DIRECTOR'S REPORT

- ⇒ **Event Center Construction:** A plan review meeting to present building exterior finishes to the City has been scheduled for Nov. 29 at 2:30 on the 10<sup>th</sup> floor of City Hall. Progressive AE is now developing CD drawings and they have engaged the MEP (Mechanical, Electrical, Plumbing) partners in this stage of design. Applegate is the HVAC contractor and Hurst Electric is the electrical contractor of record. On Friday Nov, 30, Rockford and Progressive have an internal meeting with all of the MEP partners to have a discussion to make sure that everyone is on the same page. They want to have initial construction drawings ready by Christmas. Progressive requested owner feedback regarding the events center restroom layout. Denise, Emily and Kyle worked with Gary Barton (Owner's Rep) to complete a review. Progressive is now working on alternative layouts per our input.
- ⇒ **Event Center Operations:** Emily and Kyle have been working on fee structures and rental rules/policies/procedures for the new events center. We plan to start booking events for 2020 by the end of February, 2019. We have already had a significant number of inquiries about booking events at the new facility. Emily finished a review and rewrite of County Policy 5150 (Renting County Facilities) at the request of the Assistant County Administrator. The event center pricing plan needs to go to the County Commission for approval. It is our intent to have the plan review by the Fair Board and Park Board in January.
- ⇒ **Park/Trail Signage Project:** Kyle met with Johnson Sign Company regarding construction of new Sparks Park and Falling Waters Trail signage. The current design has a couple of items that are really driving the cost up, and if we want to revisit the materials and design, they have solutions to bring the project in budget. Jack and Kyle are going to meet with Johnson Sign Company to have another discussion and talk about different materials that are more cost-effective, but give us the same results. We shared with the park Board earlier this year a draft of a sign design. We may deviate from that design and explore similar, most cost-effective options.
- ⇒ **Trail Projects:** We have engaged the Spicer Group to assist with coordination of grant funding opportunities related to trail development projects. Kyle had a conference call with MDNR staff to talk about a funding plan and available grants. Spicer is working to finish up the RFP for design engineering of the Blackman Township connector trail. The goal at this point would be to have the design engineering wrapped up in time to apply for a TAP grant from MDOT in July of 2019. And, possibly a DNR trust fund grant in 2020 (depending on a priority of the other projects in our department). Spicer is also working on the RFP for the trail feasibility study connecting the Falling Waters Trail to the Calhoun County border. Kyle has spoken with Nancy McFarlane, chair of the Calhoun County Trail Alliance, this week (she is working as a consultant on the Calhoun project) to get a feel if they have determined if they plan to connect to Homer or straight from Albion to Concord. Homer really wants to be on the route, but there is major opposition south of Albion in the potential route to Homer. We are hoping this study can help solve their questions and give them some feedback. Otherwise, the Calhoun group is focusing on other sections of their trail and it may be 10 years before they get this to the county-line connection.
- ⇒ **DNR Trust Fund Grant for Kayak/Canoe Launch:** Kyle spoke to a MDNR Grants Coordinator regarding a potential trust fund grant application for 2019. The biggest question at this point is can Jackson County apply for development of a launch at both Little Wolf Lake and Vandercook Lake in the same cycle, or are we limited to just one location. The DNR's feedback was that it may be possible to

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package both, depending on the relationship between the two launches... (Can you put in at one site and get out at the other). If the two sites aren't really related and will be mostly used as separate launches, it sounds like they would be two separate applications. The way the river flows, someone would have to paddle upstream at some point if they tried to put in at Vandercook or Little Wolf and get out at the other. Our feeling is that they won't go for both on the same application, but they are willing to explore it and take a look at some maps to provide us with guidance for our application. Jack and Kyle met with Paul Rentschler to learn what he knows about the previous attempt at a trust fund application, and Kyle is meeting with the County's grant writer, Kristin to get her in the loop. If we are able to only apply for one location, Paul did mention that he has already completed the environmental assessment for the potential location at Vandercook Lake. The scope of the grant and timing on public input and board(s) approval needs to be flushed out soon if we are to make the April 1, 2019 application deadline.

- ⇒ **Cascades Lagoon/Neighborhood Resident flooding issue:** A neighborhood resident located on West Avenue adjacent to the Lagoons has been experiencing problem with ground water on her property. She has done some research and believes that poor maintenance of the lagoons in Sparks Park is contributing to her problem. She is asking the County to meet with her to develop a remedy. Staff has done some initial research of our own in attempt to understand the relationship between her property and the park (lagoons). I am not sure how to proceed with this issue. This is not a county park concern; it is a storm water management issue related to the broader regional water shed. The issue needs to be studied to determine all of the possible causes contributing to the problem. There is a major storm drain at that end of the park that runs through the City and travels north. It should be noted that the property in question is located at the lowest point of the intersection, and that everything is draining right in that direction. The house to the west, closest to the park is two feet higher, according to GIS mapping, then the property experiencing the water issues. There are two dams on our property, one as the water leaves the pond near the Manor House and one near our maintenance shop, and we have not done anything different in years with either. Staff also mentioned that this year in particular was so dry that we were mowing areas around the lagoons that we hadn't been able to mow in years. I plan to meet with the County Administrator, Drain Commissioner, and County Chair to determine a path forward.
- ⇒ **Keeley Park:** The County Commission approved the reaffirmation of the name "Keeley Park" for the fairgrounds site at their Nov. 13 County Board Meeting. On the MLive/Jackson Citizen Patriot Facebook post there were several comments that referenced that, in their opinion, we changed the name so that park millage funds could be used at the fairground. Park Commissioner Larry Lloyd did a nice job responding and explaining how the fairgrounds have always been a park, and that this is separate from the construction project of the new event center. Now that the name of the park is decided, Emily and Kyle will be coordinating with American 1 to develop a branding strategy for the new event center.
- ⇒ **Fairgrounds ADA Ramp:** We are preparing a grant extension request for the development of a new ADA area connected to the Keeley Park Grandstand. Our architect has prepared conceptual drawings and these drawings have been submitted to two national companies that fabricate ADA seating systems. We have received responses from both of those companies and the results are within our \$40,000 grant budget. However, the bids do not include permits or the concrete pad/ footings to support the new structure. We are working on getting estimates for this additional work.
- ⇒ **Park Maintenance Spill and Wash Pad:** We received 5 bids for constructing the wash pad. The low contractor bid came in at \$18,000. This is well below our budget estimate. We plan to proceed with acceptance and approval of a contract to move forward with the project. The 18K will not be the final cost, as we have the plumbing and electric that we will be doing in house. Those costs will be minimal.

- ⇒ **Cart Barn Roof:** The golf course cart barn was damaged this fall from a wind storm. A new metal roof been installed. The trim metal was the wrong color when it was shipped. The contractor is waiting for the correct pieces and will be done in a day or two once it arrives. We are also planning on repairing the cart barn side walls that have deteriorated do to moisture. We are waiting for estimates to replace the lower part of the exterior walls.
- ⇒ **Cascade Falls Pump Repairs:** We are still waiting on an estimate from a second pump company on the cost to manufacture a new pump. They are having trouble getting proper volume numbers and capacity for pump size to match the original pumps. We are also looking into a possible third supplier as we attempt to lower our cost. The mechanical contracting portion (installation labor and materials) will cost about \$13,000 per pump for tear out of existing, replacement of all electrical, plumbing and permits.
- ⇒ **Co Pro Mowing Contract:** We plan to contract out some of our county parks mowing in 2019. We are working with Co Pro, a county purchasing management company, to solicit mowing bids. We are planning subcontracting the mowing at Vandercook lake County Park, and a bundle of 3 non-park properties (Health Services complex, Youth Center, and the Animal Shelter). It is our intent to solicit bids / post bid opportunity by mid-December.
- ⇒ **The Lions Club** are once again greening/ decorating the Denton Rd. Bridge and Cascade Falls fencing with holiday lights and greens. They are tentatively scheduled to do this decorating Monday after the Thanksgiving break. Park maintenance staff will help for about 4 hours that day.
- ⇒ **A reminder**, I will be on leave from December 13<sup>th</sup> returning January 7, 2019. I am having surgery for a medical issue and if all goes well should be able to return to work sooner. Kyle Lewis will be directing the County Parks Team in my absence.

*Have a Happy Holiday Season.*

## **BUSINESS ITEMS**

**Farming Agreement** – Discussion – Bring topic back to board in February.

**Year End County Parks Financial Update** - Discussion

**The Cascades Seating Change** - Discussion

**Lagoons** - Discussion

## **PUBLIC COMMENT**

**Gaede** – Burns Property – it is vitally important – it is a fen; the Nature Conservancy are the right people to handle. Just so that you know when I went to the Falls and sat in my chair in the grassy area, my chair sunk right into the ground. The dredging of the lagoons came up because at that time the ponds were covered with algae, the water levels were very low and the public wanted clearer water. The DEQ only wanted the inner lagoons dredged, not all of them. The Hobo pump was donated by a generous contributor and the water is necessary for the Urban Fishery. In my mind's eye view; when the lagoons Prado was re-established, it was

used as an educational use for students; it provided a valuable outdoor experience for them. Wish everybody a very Merry Christmas and a Happy New Year!

**DIRECTOR COMMENTS** – Having surgery on December 13<sup>th</sup> and am planning to return January 7<sup>th</sup>. Kyle is well versed so reach out to him. I will also have my phone and computer with me after the first couple of days after surgery so you can reach out to me also.

### **COMMISSIONER COMMENTS**

**Cmr. Snyder** – The wind damage on the Cart Barn – was that an insurance claim? Discussion.

**Cmr. Lloyd** – The Trail Project mentioned in the Director’s report; what are the pros/ cons for Homer and/or Albion? Discussion.

**Cmr. Seitz** – It would be nice if the new signage for Keeley Park also has “Home of the Jackson County Fair” on it. Also, what is going on in the center of the Round-a-bout at Kibby and Denton? Discussion.

**Cmr. Videto** – As I have said before, it has been fun getting back on the Parks Board – there is so much opportunity coming up and it is exciting to be a part of. Happy Holidays to all!

**Cmr. Price** –

- 1) The Parks Board did 2 events at the top of the Falls; is the Parks going to take over these events? I feel the events went well and there should be 2 or 3 more events held at the top of the Falls each year.
- 2) Emily hit the nail on the head with the photo contest. We need to use our resources more.

**Cmr. Snyder** – In thinking about events held at the Top of the Falls – what about holding a Park Event at the Manor House?

**Cmr. Way** - Would like to thank Cmr. Jon Williams for serving on the Parks Board, it has been a pleasure serving with you. Would also like to thank Peggy and Ted Beals from Waterloo Township Parks and Rec to our meeting. Hope it gave you some insight and learned how we do things for Jackson County Parks. Also would like to wish everyone a Merry Christmas, Happy surgery to Jeff, and Happy to have Jim Videto back on the Parks Board.

### **ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Chair at 9:23 a.m.

**Mike Way, Chairman**

Jackson County Parks Commission