

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



February 6, 2019

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Cmrs. **Lloyd, Price, Seitz, Shotwell, Snyder, Videto, Walz and Way**
Excused: Cmr. **Beaman, Edgar, and Mahoney**
Ex-Officio: **Jeff Hovarter**, Parks Director
Staff: **Becky Humphrey, Kyle Lewis, Jack McCloughan, Denise Owens, Mark Schopmeyer, Emily Thomas, and Stacy Curtis**
Visitors: **Kristin Pluta**, County Grant Writer and **Rick Sigers**, Jackson County Parks Association,

APPROVAL OF AGENDA

Moved by Videto, supported by Price to approve the February 6, 2019 Agenda as presented. Motion carried.

PUBLIC COMMENT - None

PUBLIC HEARING – Vandercook Kayak/ Canoe Launch & Pier

Moved by Price, supported by Shotwell to Open Public Hearing. Motion carried.

Kyle Lewis: Vandercook Lake is identified as an access point in the Upper Grand River Water Trail Development Plan. It is also the trail head for the water trail. We are proposing an ADA launch on the north end of Vandercook Lake on the north side of the existing restroom and kayak rental facility building.

The kayak/ canoe launch should enhance the kayak rental operations that are currently in place. This pier will provide easy launching access for all abilities. For ADA compliance, there will be a paved access route from the parking lot and to connect to existing restroom. There will be an addition of two ADA parking spaces. There will also be Interpretive Signage displaying the River Map.

Kenny Price: Will signage and map be available on the website?

Geoffrey Snyder: Did you consider the kayak launch at the current boat ramp site?

Mike Way: How far does the launch go out into the water from shore?

Steve Shotwell: When are discussing with Summit Township?

Public Hearing closed by the call of the Chair.

PUBLIC HEARING – Little Wolf Lake Kayak/ Canoe Launch & Pier

Moved by Price, supported by Seitz to Open Public Hearing. Motion carried.

Kyle Lewis: Little Wolf Lake is also identified as an access point in the Upper Grand River Water Trail Development Plan. It is also the trail head for the Chain of Lakes water trail. We are proposing an ADA launch next to the swim area. This will provide easy launching access for all abilities. For ADA compliance and for accessibility to the fishing pier, there will be a paved access route and boardwalk from the parking lot to the pier

that will be located on Mellen Camp Lake. Mellen Camp Lake opens up to the Michigan Nature Conservancy property. There will be an addition of two ADA parking spaces at Little Wolf Lake County Park and Interpretive Signage.

Kenny Price: Will parking spaces be added and improved in addition to the two shown?

Jim Videto: Are there any private owners on Mellen Camp Lake?
How did you come up with the % for the Grant?

Public Hearing closed by the call of the Chair.

APPROVAL OF CONSENT AGENDA

January 2019 Minutes

Communications

Monthly Staff Report for January 2019

Receive December 2018 Financial Report

Receive December 2018 Financial Summary Report

Approval of December 2018 Claims Report

Moved by Price, supported by Snyder to approve the February 2019 Consent Agenda. Motion carried.

COMMUNICATIONS

1. Jackson Community Foundation – Financial Report
Re: Cascades Non-Endowed Special Project Fund
2. **Cascades Park Foundation** – January 15, 2018 meeting minutes
3. **Jackson County Parks Association** – No Meeting in January

MONTHLY STAFF REPORT

- ⇒ We are beginning our implementation of the millage capital improvements planning process.
- a. RFQ – Selection of Landscape Architect – We have received 15 proposals from landscape architectural firms to provide planning & design services on a variety of capital improvements projects over the next three years. We will be ready to present a recommendation at the March board meeting.
 - b. Meetings with Township & Village Leadership – We have met with several townships here in early January to open up lines of communication and begin preparing them for the public engagement process.
 - c. Establishment of Public Engagement Town Hall Meetings – These meeting will be scheduled once we have a landscape architect assigned to the project. We anticipate holding these public meeting in May and June, 2019.
 - d. Establishment of Park Site Master Plan/ Establishment of Capital Improvement Priorities & Capital Improvements Schedule – This will be the outcome of the public engagement process.
 - e. Project Implementation Late 2019 & 2020

- ⇒ Proposals from eight firms have been received to provide design engineering services for the Blackman Township Connector Trail. MDNR and MDOT will provide 40% of the funding to complete the design work including completing up to 80% of the trail construction drawings. The firm selected will also prepare a Federal TAP Grant application to be submitted this July and prepare the MDNR Trails Grant application to be submitted on April 1, 2020.
- ⇒ Construction of the new connector trail from Spring Arbor to Lime Lake Co. Park is just coming out of design engineering and completion of construction drawings. The Park Board and County Commission will need to approve an easement agreement with Spring Arbor Township giving them the right to construct the portion of the new trail that enters and terminates at Lime Lake tying into the Falling Waters Trail. This is a requirement of the MDNR as part of the grant funding supporting the development of the new connector trail. We plan to have that easement agreement ready for the March, 2019 board approval cycle.
- ⇒ MDNR Trust Fund Grant Applications have been prepared for the purpose of developing Kayak/ Canoe Launch & Fishing Pier Sites @ Vandercook & Little Wolf Lake County Park. This proposal is consistent with the County Blue Water Trail Master Plan. The applications are due by April 1, 2019 and need both Park Board and County Commission approval for submittal. If the grants are approved funds would be available in midyear 2020 to begin design and construction. The Board needs to prioritize the grants in case MDNR only approves one of our applications.
- ⇒ We have received a \$50,000 grant from the Cascades Park Foundation to support the Improvement to Cascades Prado section of Sparks County Park that runs through the lagoons from Brown Street to Kibby Road. This is a project that is consistent with our goal to continue improvement to the Sparks County Park trail system. This trail system is the most heavily used walking trail in our system. We are planning to complete the design engineering this year with a slight chance we could begin construction in the fall.
- ⇒ Similarly, we plan to develop a new Sparks County Park walking path connecting the Denton Road Playground to the Splash Pad/ North Cascades Entrance. The Cascades Park Foundation has also provided a \$50,000 grant to support this project. The timing of design and construction is similar to the Prado trail project described above.
- ⇒ We have an upcoming meeting with the Area 2 Planning Agency to begin the renewal process to update and submit our County 5 Year Parks Master Plan to MDNR. Our current plan expires at the end of 2019. Having a current plan on file with MDNR is a requirement to be grant eligible with the State of Michigan and the Federal Government.
- ⇒ The County Administrator has approved a staff reorganization plan for the County Parks Department. The purpose of the staff changes and additions is to increase our capacity to maintain parks and execute the large number of capital improvement projects scheduled for the next ten years. These changes also address the increased responsibilities that come with management of Keeley Park and the new American 1 Events Center. Finally, the staff changes will allow us to build staff capacity and prepare future

session of the organization. The staff changes do not require Park Board approval but the plan does need Commission approval to increase the department full time employee level by five positions. The Parks Staff Reorganization Plan will be on the February 2019 County Commission agenda for approval.

- ⇒ The Clark Lake Community Center is requesting approval to construct a new community pavilion at Clark Lake County Park next to the existing community center. We have an existing agreement with the 501 c 3 that the community center operates under. This five-year agreement expires in 2021. The existing agreement has certain terms that make approval to construct and new community pavilion challenging. The current terms also make it difficult for the County to participate in the cost of constructing a new community pavilion which may be in the public's best interest. We are working through these issues and hope to present the Park Board with a recommendation at the March meeting of the board.
- ⇒ In my January Director's Report, I detailed a complaint we received from a city resident whose property borders Sparks County Park. The complaint relates to ground water issues on private property that the resident believes are being created by the water levels in the Cascades Lagoons. The resident is requesting action on the part of the County to remedy the problem. The County Parks staff does not have the expertise or experience to tackle this issue at this time. The County Administrator and the Commission Chair have identified this as a storm water management issue and a drain issue, asking the County Drain Commissioner to review the complaint and take the lead. The City of Jackson is also involved in the review of the problem. The County Parks staff will be part of the review process and will keep the Parks Board informed as to any actions or changes to Sparks County Park that might be recommended as a result of a thorough review by qualified experts.
- ⇒ Keeley Park Site Improvements and American 1 Events Center construction update
 - a. Construction drawings are complete for both site improvements and the new events center.
 - b. A pre-bid meeting for general trades construction of the events center will be held on February 7th. This includes general carpentry, steel work, stone work, concrete flat work, site excavation & foundations, painting, etc.
 - c. Bid documents for all Keeley Park site improvements will be published on February 15th with bid closing on March 1, 2019.
 - d. We anticipate County Commission approval during the March meeting cycle of an amended contract with Rockford Construction setting the "Guaranteed Maximum Price" for construction of the new American 1 Events Center.
 - e. We will anticipate County Commission approval during the March meeting cycle of a General Contractor agreement to complete all of the Keeley Park site improvements.
 - f. Construction should be in a position to proceed on March 19, 2019, weather permitting.
 - g. The Keeley Parks site improvements; Phase 1 are scheduled to be complete no later than August 1, 2019. Phase 2 site improvements should be complete no later than November 1, 2019.
 - h. The new American 1 Events Center is schedule to open February, 2020.

⇒ The Burns Property and the question regarding future farming on site still in need of address. I had planned to have a recommendation for board approval on this month's agenda but with the large number of issues already being considered, I decided to back that question off until the March meeting.

BUSINESS ITEMS

Sparks Foundation County Park Goose Management

Moved by Lloyd, supported by Seitz to authorize parks staff to apply for a Canada Goose Management Permit for Sparks Foundation County Park and implement a goose reduction plan. Motion carried.

American 1 Hall and American 1 Event Center Pricing

Moved by Shotwell, supported by Walz to approve the proposed pricing for the American 1 Hall, formally known as the American 1 Event Center, to go into effect immediately for any events booked for March 2020 and thereafter; and the proposed pricing for the new American 1 Event Center, to go into effect immediately. Motion carried.

Upper Grand River Water Trail Development Plan Leadership

Moved by Price, supported by Seitz to authorize parks staff to take on the leadership of the Upper Grand River Water Trail Development Plan. Motion carried.

Resolution to support MDNR Trust Fund Grant Application – Vandercook Lake – Townsend Beaman County Park

Moved by Videto, supported by Price to recommend to the Jackson County Board of Commissioners to approve the submission of a Michigan Natural Resources Trust Fund (MNRTF) application for Vandercook Lake County Park Kayak/ Canoe Launch and Fishing Pier. Motion carried.

Resolution to support MDNR Trust Fund Grant Application – Little Wolf Lake County Park

Moved by Shotwell, supported by Snyder to recommend to the Jackson County Board of Commissioners to approve the submission of a Michigan Natural Resources Trust Fund (MNRTF) application for Little Wolf Lake County Park Kayak/ Canoe Launch and Mellen Camp Lake Fishing Pier. Motion carried.

Junior Achievement Grand Prix Event

Moved by Price, supported by Seitz to approve the use of The Cascades parking lot for their 2019 Grand Prix Event scheduled for Saturday, June 28, 2019. Motion carried.

The Cascades Museum: Memorandum of Understanding with Ella Sharp Museum

Moved by Seitz, supported by Shotwell to approve the Memorandum of Understanding between Jackson County Parks Department and Ella Sharp Museum in regards to storing the object of The Cascades Museum at the Ella Sharp Museum to insure they are properly cared for. Motion carried.

Blackman Township Trail Connector Engineering

Moved by Price, supported by Seitz to accept the proposal from Mannik Smith Group for the engineering and landscape architecture services for the Blackman Township Trail Connector. Motion carried.

PUBLIC COMMENT

Rick Sigers, Jackson County Parks Association – Would like to see the Memorandum of Understanding with Ella Sharp Museum. There have been many items donated by the Jackson County Parks Association members and would like to share the Memorandum with them. Rick has been taking care of many of those items at his home and wants them to make a decision on items he has been caring for.

DIRECTOR COMMENTS – The Clark Lake Community Center Agreement is a 5-year agreement that was approved 2 years ago. The Clark Lake Association own the house. They would like the County Parks to partner with them for \$30,000 to build a pavilion. Conversations are in progress with the Clark Lake Association and Jeff is also going to ask the County’s attorneys to look at the agreement and rewrite it for a long term agreement.

COMMISSIONER COMMENTS - None

ADJOURNMENT

There being no further business, the meeting adjourned to the call of the Chair at 9:35 a.m.

Mike Way, Chairman

Jackson County Parks Commission