

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



March 6, 2019

CALL TO ORDER: Mike Way, Chairman at 8:01 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Roger Gaede – Regarding Page 3 of February minutes; Five Year Plan. For submitting grants requests to MDNR a 5-year plan Recreation Plan is required. A Master Plan is required by municipalities to create a zoning map for existing land uses and to establish future zoning changes. Master Plans do not require approval nor an expiration date; however, State regulations indicate that a master plan to be reviewed every 5-years.

A Recreation Plan is needed to be able to request grants from MDNR and it needs prior approval. The Recreation Plan will have a 5-year expiration date. Therefore, to stay current a new plan needs to be developed prior to the expiration of the current plan, also approval is needed.

Also, “Area 2 Planning Agency” is Region 2 Planning Commission, not Area 2 Planning Agency the correct name needs to be used.

APPROVAL OF CONSENT AGENDA

February 2019 Minutes
Communications
Monthly Staff Report for March 2019
Receive January 2019 Financial Report
Receive January 2019 Financial Summary Report
Approval of January 2019 Claims Report

Moved by Price, supported by Videto to approve the March 2019 Consent Agenda. Motion carried.

COMMUNICATIONS

1. Jackson Community Foundation – Financial Report
Re: Cascades Non-Endowed Special Project Fund

Jackson County Parks and Recreation Commission
March 6, 2019

2. **Cascades Park Foundation** – February 19, 2019 meeting minutes
3. **Jackson County Parks Association** – February 19, 2019 meeting minutes
4. **Champion Team** – February 21, 2019 meeting minutes

MONTHLY STAFF REPORT

- ⇒ An update on the private property drainage issue adjacent to the Sparks County Park lagoons. The properties involved are on West Ave. and Douglas just east of the lagoons. I provided a description of the complaint in both my January and February Director’s Report. Since that update a meeting between the City, County, and the Drain Commissioner was held to discuss the issue further. Next steps are not clear. But you all may hear various stories in the community regarding what the next steps may be. The idea of creating a special drain assessment district and the dredging of the lagoons has been mentioned in neighborhood meetings between the City and residents. No one has taken the lead on this issue to date and regional drain issues are well outside the expertise or role of the County Parks Staff. That said it would be prudent to have the Park Board establish an expectation/ vision for the lagoons as a recreation amenity within Sparks County Park. Establishing that expectation/ vision will provide information that can guide and/ or place limitations on certain solutions to the drain issue that would not be in the best interest of the park and its public patrons.
- ⇒ The Keeley Park Site Improvements Project is now in the construction bidding stage. The deadline for submittal of bids for site construction is March 6th. The bids will be evaluated, a contractor to be recommended will be selected, and a recommendation will be on the March 11th County Commission General Government Committee agenda for approval. If all goes well, we will begin site demolition and site excavation by the end of March. I would anticipate the electrical infrastructure package for the site will be placed on the April County Commission meeting cycle for approval.
- ⇒ The American 1 Events Center general trade’s construction bids will be finalized by Rockford Construction by the end of the month. Final verification of these prices by Rockford will then allow us to lock in a “guaranteed maximum price” for construction of the new events center building. Shop drawings have already been completed and manufacturing of the concrete wall panels has begun. Shop drawings for mechanical, electrical, and plumbing are in process. The order for structural steel has been placed. We anticipate excavation of the building site and construction of footing for the building to begin around the first of April, if not sooner. Kitchen design and office design are complete. We are working on finalizing specifications for sound, audio visual, and security equipment.
- ⇒ There was a drain issue along Teft Road across from the North Lime Lake Park entrance. This is an unimproved driveway and parking area where fisherman and divers access North Lime Lake. JDOT installed a new drain culvert last year at this location to alleviate a standing water problem in the roadway. On Friday, February 22nd the weather warmed considerably and the melt off of snow from the adjacent farm field cause fertilizer and manure to drain under the road, in to the park parking lot and to some degree into North Lime Lake. The Drain Commissioner was notified. He notified MDEQ immediately. A team of JDOT staff and the Drain Commissioner, along with the adjacent property owner came up with a temporary solution immediately to mitigate the drainage issue. A permanent solution will be developed by JDOT. This section of county road is to be repaved this summer.
- ⇒ The County Commissioner has approved the MDNR Trust Fund grant applications for the construction of fishing piers and kayak/ canoe launches at Little Wolf Lake and Vandercook Lake County Parks. We will submit the actual paperwork to MDNR before the April 1, 2019 deadline.

- ⇒ The Champions Team met for the first time since last summer to reflect on the what improvements have been completed at the Cascades and in Sparks County Park over the past several years, and to discuss what fundraising support will be needed to support or best leverage against the park millage funding now available. There is just under \$300,000 in the Community Foundation Cascades Improvements Fund. The Champions Team approved resolution requesting the funds be moved from the Community Foundation Fund to the County Parks Trust Fund. The Committee asked that the County Chair and the County Parks Director take the necessary steps to authorize/ execute the transfer of funds. The Champions Team does have management authority over these funds inside the Community Foundation and the County Chair is the authorized signer on the account. Therefore, this approval action of the committee was necessary. The Champions Team plans to meet again in May. At that time, they would like to be briefed on a schedule of planned improvements for the Cascades and the amount of private funding needed to above and beyond the planned public investment.
- ⇒ A regional trail planning committee lead by the Area 2 Planning Agency and the consulting firm Greenways Collaborative has been formed to develop a county non-motorized transportation plan. County park staff and JDOT staff are very involved in this committee work to make sure the county's trail project work and five-year county parks master plan are consistent with a collaborative regional view of our trail system. We expect it will take a year to finalize the non-motorized transportation plan.

BUSINESS ITEMS

Skid Steer Equipment Purchase – Keeley Park

Moved by Price, supported by Videto to authorize the purchase of a 2019 Bobcat S550 T4 Skid Steer loader for the cost of \$33,863.23. Motion carried.

Portable Entertainment Stage Equipment Purchase – Cascade/ Keeley Park Events

Moved by Price, supported by Walz to approve the proposed purchase of the SI.100-24x20 Mobile Stage Unit from Stage Line for the amount of \$136,330 with an additional \$7,690 for Transport and Training for a grant total of \$144,020. Motion carried.

Portable Indoor/ Outdoor Projection Screen & Video Projection Equipment Purchase

Moved by Edgar, supported by Price to the purchase of 30' x 17' iSERIES Ultimate Package from Outdoor Movies for the amount of \$20,795.00. Motion carried.

Landscape Architecture Services

Moved by Snyder, supported by Price to approve the services of Spicer Group, Beckett & Raeder, and Smith Group to provide on call landscape architecture/design services and engineering services during 2019, 2020 and 2021. Motion carried.

American 1 Hall and American 1 Event Center Policies

Moved by Price, supported by Edgar to approve the proposed policies for the American 1 Hall, formerly known as the American 1 Event Cente4r, and the proposed policies for the new American 1 Event Center. Motion carried.

Michigan Liquor Commission Application for Special Events License.

Moved by Price, supported by Walz to permit Jackson County Parks to submit a Special License Application to the Michigan Liquor Control Commission (MLCC) for the purpose of alcohol sales at The Cascades for three Palooza nights; June 1st, July 6th, and August 3rd of 2019. Motion carried.

The Cascades Permanent Seating Removal & Portable Seating Purchase

Moved by Price, supported by Edgar to approve the removal of the permanent seating at The Cascades and the purchase of replacement seating up to \$10,000. Motion carried.

Burns Property Land Use Recommendation

Moved by Snyder, supported by Price to put Weir Farms on notice that the County Parks is discontinuing the Farming Lease Agreement. And that the Parks Board direct staff to move forward with drafting an amended agreement with the Michigan Nature Conservancy to assume responsibility for restoration and conservation management of the additional property previously being farmed. Nay – Videto - Motion carried.

Clark Lake Community Center Lease Amendment – Request to Construct an Events Pavilion

Moved by Snyder, supported by Price for the Jackson County Parks to fund up to \$30,000 for the proposed Pavilion structure at the Clark Lake Community Center. To end the current agreement with the Clark Lake Community Association in 2021 when it expires. To also develop a three party agreement with a long term plan. Motion carried.

Cascades Lagoon Restoration Planning – Establishment of a Board Committee

Mike Way, Park Board Chair and Jeff Hovarter, Parks Director will work together to form a committee and have a meeting.

PUBLIC COMMENT

Roger Gaede – The Burns Property Land Use recommendation of March 6, 2019 is appropriate. The Nature Conservancy is already taking care of the fen at the Burns Property. The Nature Conservancy also provides care of Ives Road Fen in Lenawee County. Roger Gaede recommends that what the Parks Director has written up is the way to go.

DIRECTOR COMMENTS – None

COMMISSIONER COMMENTS - None

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 Commission