

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



March 7, 2018

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

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

Present: **Cmrs. Beaman, Edgar, Price, Seitz, Shotwell, Way and Williams**  
Excused: **Cmr. Lloyd, Snyder, and Torres**  
Ex-Officio: **Jeff Hovarter, Parks Director**  
Staff: **Becky Humphrey, Chuck Koboldt, Kyle Lewis, Jack McCloughan and Mark Vysoky**  
Visitors:

## **Pledge of Allegiance**

## **APPROVAL OF AGENDA**

**Moved by Price, supported by Edgar** to approve the March 7, 2018 Agenda as amended by moving Business C: Liquor License Application for June 7<sup>th</sup> Event and Business D: Junior Achievement Grand Prix Event to the Consent Agenda. Motion carried.

**PUBLIC COMMENT – Roger Gaede** – Junior Achievement Grand Prix is a fun-fund raiser event. To sponsor a race car can be by individual, single company or by partnerships. Also, Junior Achievement is a great organization to volunteer, especially for classroom programs. They provide the class room materials that cover classes from kindergarten through high school.

## **APPROVAL OF CONSENT AGENDA**

February 2018 Minutes  
Communications  
Monthly Staff Report for March 2018  
Receive February 2018 Financial Report  
Receive February Financial Summary Report  
Approval of February 2018 Claims Report  
Approval of Liquor License Application for June 7<sup>th</sup> Event  
Approval of the Junior Achievement Grand Prix Event

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

## **COMMUNICATIONS**

1. **Champion Team** minutes – January 10, 2018
2. **Cascades Park Foundation** minutes – February 20, 2018
3. **Jackson County Parks Association** minutes – February 27, 2018

**Jackson County Parks and Recreation Commission**  
**March 7, 2018**

#### 4. **FFWT Board** minutes – No February meeting

### **MONTHLY STAFF REPORT**

- ⇒ **Henry Ford Allegiance Centennial Celebration** – Henry Ford is planning a company picnic to celebrate 100 years on Saturday, June 16. The event will utilize the MyFive Urban Fishery pavilion and the Cascades Bandshell area, and will include food, inflatables and family activities. The picnic is expected to attract 2,000-3,000 attendees, and we are working out a deal for participants to attend The Cascades and Cascades Splash Pad in the evening.
- ⇒ **Parks Brochure** – The new Parks Department brochure is in final design and is scheduled to be printed in the next week or two. The color, glossy brochure will include an overview map of all 17 parks with a grid that includes all of the parks and activities/amenities (camping, swimming picnic areas, restrooms, etc.) at each park. We worked with the County GIS Department to correct and update all of the addresses to each park and trailheads as many were lacking or incorrect. The map includes major roads and City/Township and Village names, and the parks are numbered to correlate to their description on the grid. The brochure also has a brief description of all of our services and special facilities (The Cascades, B Cycle, Shelter Reservations, Golf, Camping, Splash Pad, etc.), and includes photos of our major highlights. This brochure doesn't include every detail of every facility, but the thought is to follow this project with additional brochures/rack cards for special facilities and services (each campground, the Falling Waters Trail, B Cycle, and The Cascades/Splash Pad/Sparks Foundation County Park).
- ⇒ **Park Communications** - We have completed a schedule for 2018 social media posts, and implementation will begin March 1. We utilize three main platforms for social media: Facebook, Instagram and Twitter. The goal is to generate awareness of our department offerings, and to create "Call of actions" to be active in our Parks. Posts include events taking place in the parks, our entertainment schedule, a park of the week including facts and history, pictures of parks, and themed months with special posts for campaigns such as National Nutrition Month, Bike Month, and the Dog Days of Summer. We will also post short, 10-second videos for a series called "Nature Moment Monday." An example would be "this Nature Moment Monday is brought to you by Minard Mill Park," and the video would be a close-up of the stream to help viewers experience the park. An example of a special call to action would be "how many calories you can burn by walking the paths around the lagoons." An example of a special campaign would be National Nutrition Month. National Nutrition Month is a nutrition education and information campaign created annually in by the Academy of Nutrition and Dietetics that campaign focuses on the importance of making informed food choices and developing sound eating and physical activity habits. We collaborated with Julie Weisbrod from the Jackson County Health Department to come up with a post for each day in March, including healthy picnic recipes, ideas for snacks before being active, and ideas to be active in our parks.
- ⇒ **Fairgrounds Update**
  - Events Center Project – Design is just beginning. Early meetings with the architectural design team have involved discussions about building usage and required spaces to deliver surface to users of the building. We have also been working on early construction budget allocation to guide design limitations. We anticipate holding the first larger stakeholder meeting in late March to review preliminary design concepts and ask for input from likely users.
  - Track Removal/ Infield Renovations – The site survey/ topography survey plans have been completed. The next step will involve bringing the events center design team together with the JDOT team leading

the track removal to discuss site storm water management and to develop a unified plan for managing storm water on the fairgrounds site.

- ⇒ **Pet Signage** - Staff is beginning the planning for replacing all parks signs related to pets in county parks. The sign language will be pet friendly and positive in tone when detailing acceptable pet and pet owner behavior. We will plan to have a draft of the sign language for review by the Parks Board at the April meeting.
- ⇒ **Bathhouse/ Restroom Improvements** – We have made significant progress in completing renovations of the Pleasant Lake Bathhouse and the Cascades Public Restrooms. At Pleasant Lake we are making the shower area and restrooms ADA compliant and correcting ventilation issues that have shorted the life of fixtures, flooring, and wall surfaces in the past. At the Cascades we are doing similar work that will impact the usability, and public perception of this county facility.
- ⇒ **MDNR Trail Grant Award** – We have been notified that our mini grant application to improve Falling Waters trail signage has been approved. This \$30,000 grant will allow us to install new trailhead signs and much needed user signage along the 10.5 mile trail.
- ⇒ **Future Board Meeting Location** – Starting in April we will be holding all monthly Park Board meetings at the Fairgrounds on Ganson Street.

## **BUSINESS ITEMS**

### **DisAbility Connections “Access for All” Presentation**

**Moved by Shotwell, supported by Price** for Parks Staff with the suggestions of the Parks Director to work with DisAbility Connections in looking at all the county parks for evaluation and planning of accessibility. Motion carried.

### **Park & Paws Millage Presentation**

**Moved by Williams, supported by Edgar** to recommend to the County Commission to place the Parks & Paws Millage on the ballot in August 2018. Motion carried.

### **Grass Lake Kayak Rental Proposal**

**Moved by Price, supported by Williams** to direct Jackson County Parks to negotiate a contract with Monica Stevenson for the purpose of renting kayaks at Grass Lake County Park. Motion carried.

### **Park Board Identification/ Events Interaction - Discussion**

#### **Board Sponsored Event – “Top of the Falls”**

**Moved by Shotwell, supported by Beaman** to approve the June 12<sup>th</sup> “Top of the Falls” Event as a board function and to have further discussion on details of the event. Motion carried.

#### **Board Tour of County Parks – Discussion**

Dates are set for May 5<sup>th</sup> and June 2<sup>nd</sup> from 9 a.m. – 1 p.m. It will be decided which day will tour northern/ southern parks.

**PUBLIC COMMENT** – Roger Gaede – The “Access for All” is an important item to be included in grant requests for MDNR and MNR consideration. Perhaps the DisAbility Connection could score the request and also provide a letter of support.

**DIRECTOR COMMENTS**

We had a meeting with Liberty Township Supervisor Jim Spink and Liberty Township is the first partner with us for the maintenance. They will be maintaining Round Lake County Park. We will bring back further information.

This is a reminder that this is the last meeting here at the Parks Offices. Beginning with the April 2018 meeting, future meetings will be held at the Jackson County Fair Conference Room, 200 W. Ganson Street, Jackson, MI 49201.

**COMMISSIONER COMMENTS**

**Cmr. Way** –Would like announce that there will be a “Remembering Jackson Harness Races” event, Sunday, July 8<sup>th</sup> from 12 p.m. to 6 p.m. Come on out and see us!

**ADJOURNMENT**

There being no further business, the meeting adjourned to the call of the Chair at 9:33 a.m.

**Mike Way, Chairman**

Jackson County Parks Commission