



## MINUTES

### CALHOUN COUNTY PARKS AND RECREATION COMMISSION

Thursday, October 5, 2017  
315 W. Green St., 1-400, Marshall, MI 49068

1. Chair King called the meeting to order at 4:01.
2. Roll Call – Michigan State University Extension Support Staff, Pat Dadow

Present: Annette Chapman, Bill Comai arrived at 4:14, Tammi Damerow arrived at 4:06, Fred Heaton, Jesse Jacox, Lindsay Johnson arrived at 4:09, Derek King, John Rodwan, Ron Sootsman (by phone)

Absent: Allyn Miller

Also Present: County Administrator/Controller Kelli Scott, Assistant County Administrator Brad Wilcox, Community Development Director Jen Bomba, County Finance Director Michele Johnson, MSU Extension Support Staff Pat Dadow

3. Approval of Agenda

*Moved by Member Jacox, second by Member Heaton to approve the October 5, 2017 agenda of the Calhoun County Parks and Recreation Commission as presented by Jen Bomba.*

On a voice vote, Motion **CARRIED**.

4. Approval of Minutes

*Moved by Member Chapman, second by Member Jacox to approve the September 7, 2017 minutes of the Calhoun County Parks and Recreation Commission as presented by Jen Bomba.*

On a voice vote, Motion **CARRIED**.

5. Public Comment

Jim Coury mentioned the dry weather producing a lot of seedlings. He also invited everyone to the Battle Creek River Conservation Day on October 7 at Bailey Park.

6. Budget Presentation by Finance Director, Michele Johnson

Finance Director Michelle Johnson presented the Commission with an overview of the Parks budget through August of 2017.

- YTD revenues were \$3,000 and YTD expenditures were \$28,025
- The Parks Fund balance for 2016 was 184,583
- Capital Improvement Projects requests status:
  - a) Kimball Pines Pavilion \$45,000, committee deferred request  
Although we received \$50K donation and additional \$20K put into bond request, project to be completed in 2018
  - b) Park Signs \$6,000, committee approved 2017 project for 2 Ott Preserve signs and 1 Kimball Pines sign, project to be completed this year

Finance Director Johnson presented the Commission with an estimated Parks budget for 2018

- Parks 2018 Budget assumptions include:
  - 2% salary increase
  - 11.5 % health insurance increase
  - 3%/10% dental/vision increase
  - 7% retirement match
  - Summit Point contract continued at 2017 rate
  - No County appropriation budgeted
- Revenue sources for 2018 include:
  - Historic Bridge Pak pavilion rental
  - Enbridge cost reimbursement
  - Trailway Alliance cost reimbursement
  - Use of Fund balance \$34,969Total estimated revenues for 2018: \$57,769
- Expenditures for 2018 include:
  - Personnel - \$12,839
  - Fringe - \$7,980
  - Contractual Services - \$34,150
  - Utilities - \$1,400
  - Equipment Maintenance - \$1,200
  - Miscellaneous - \$200Total estimated expenditures for 2018: \$57,769

## 7. Subcommittee Reports

### a. Finance Subcommittee

Community Development Director Bomba and County Assistant Administrator Wilcox met with the Finance Subcommittee members Sootsman and Chapman and County Finance Director Johnson. Member Chapman reported the committee discussed getting a breakdown of grants and they asked if Ms. Johnson could give updates periodically during the course of the year. She also stated the committee put together three different recommendations to help fund the parks.

1. Supplement money from the General Fund through the Hotel Accommodation Tax
2. Small millage
3. Establish a Parks Foundation

She would like to have this discussion with the stakeholders of the County. Assistant Administrator Wilcox mentioned that he would like to see the Parks be more sustainable through better revenue. Member Comai suggested looking at educational programming funding similar to the Kingman Museum.

Community Development Director Bomba commented that these are all good ideas to look into.

b. Membership Subcommittee

Community Development Director Jen Bomba stated that there are three seats up for reappointment and she has worked with Chair King and each of the members are interested in serving another term. This action will be voted on later in the meeting.

c. Trailway Workgroup

Community Development Director Bomba reported the workgroup met and they have been working on the maintenance and management plan and are pushing to get this done by the end of the year. She also stated that she and Wilcox are meeting to discuss a budget for the Trailway.

d. Historic Bridge Park Workgroup

Community Development Director Bomba informed the Commission the workgroup met recently and are working to develop a comprehensive maintenance and management plan for Historic Bridge Park. This plan has more details since the park has more amenities and facilities to maintain. She feels this plan will be done by the end of the year.

Assistant Administrator Wilcox added they had met with Vern Mesler, who had assembled the bridges in the park, to discuss maintaining them. He pointed out that Mr. Mesler has a wealth of knowledge about the bridges and is also very passionate about them. He also felt Mesler is practical about the expectations of the economics involved with funding parks and preserving the bridges. Wilcox and Mesler discussed getting the bridges power washed and cutting the brush underneath to bring them back to life because they are the main asset to HBP and would like them to be here for many future generations. Wilcox would like to see a scheduled plan for maintaining the bridges. He feels a funding plan should also be developed with facilities, volunteers and possibly an Adopt a Bridge project.

Community Development Director Bomba acknowledged an in-depth guide that Wilcox created for current maintenance of the park. She feels this will be very helpful for other maintenance and management plans and thanked Wilcox for putting this together.

8. Unfinished Business

There was none.

9. New Business

a. Membership Appointments

Chair King recommended reappointing members Chapman, Johnson and Rodwan to the Parks and Recreation Commission for three year terms to expire December 31, 2020.

*Moved by Member Jacox, second by Member Heaton to approve the recommended reappointment of Members Chapman, Johnson and Rodwan for three year terms to the Parks and Recreation Commission.*

On a voice vote, Motion **CARRIED**.

b. Any other New Business to come before the Commission  
There was none.

## 10. Department Report

Community Development Director Bomba gave her department report.

Historic Bridge Park review:

- Playground inspection completed, result is \$3,273 in parts and installation, replacement of slide and a cracked pipe are main items of concern. The Kalamazoo River Community Recreation Foundation will reimburse us for these repairs.
- Graffiti in railroad tunnel – the Battle Creek Central Color Guard etched every one of their names in the paint, she contacted the school to report it. It has been taken care of by county maintenance.
- The Doty Wildflower Grant for \$1,000 to assist in plant cost for rain garden has been approved. Community development will work with Michael Schroeder and Michigan State University Extension Master Gardener Program on this project. Looking to plant in the Spring. There will be educational signage put up explaining the benefits of the rain garden.
- Scheduling the closing of parks activities within the next month - dock removal, septic pumping, etc.

Ott Preserve review:

- Fence repairs being priced out by the subcontractor who did the work.
- Summit Pointe Connections did extra work in the Arlington parking lot area, looks much better.
- Erosion is becoming a problem. Bomba is looking in to the correct stone to repair the area.

Kimball Pines review:

- Kimball Pines Subcommittee, Members Chapman, Dr. Comai, Jacox and Sootsman, will start meeting as soon as the other maintenance and management plans are completed, definitely this winter. She is excited about the re-visioning of this park.

Trailway review:

- Maintenance budget being developed and will be shared with Calhoun County Trailway Alliance.
- Erosion repairs along trailway north from Arlington lot, sourcing surface material, may order a truck load to have on hand for repairs as needed.
- Trailabration events starting on October 12 with open house starting at 5pm. Public is invited.

**Miscellaneous:**

- ITC construction meeting to discuss rebuild of hi-voltage lines in 2018.
- CIP funds approved for \$6,000 to replace broken signage in Ott and Kimball Pines.
- New Logo being development before signs are completed.
- CIP funds approved for a Gator for County maintenance to help inspect parks.

## 11. Commissioners' Time

Jacox asked about a new entrance in Kimball Pines. Wilcox answered this should be addressed when they start the Kimball Pines re-visioning and maintenance and management plan. Jacox feels a new sign and entrance would help Kimball Pines bring in sources of income. He feels Kimball Pines could be a great source for generating money by providing entertainment such as concerts, outdoor events and educational workshops. Bomba noted that Michigan Department of Transportation would be the permitting agency for a new entrance since Michigan Avenue is under state control. Jacox suggested talking to a Senator or Legislature to help with this endeavor.

12. Public Comment

Nancy Macfarlane of the Calhoun County Trailway Alliance mentioned October is "Trailabration" month and they are having several different activities throughout the month to celebrate the Trail and to talk about the trail expansion.

13. Adjournment

The October 5, 2017, 2017 regular session of the Calhoun County Parks and Recreation Commission adjourned at 4:58 pm.