



**CITY OF JONESVILLE  
PLANNING COMMISSION AGENDA  
WEDNESDAY, SEPTEMBER 11, 2024, 7:00 P.M.  
JONESVILLE CITY HALL, 265 E. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. PUBLIC COMMENT**
- 3. OATH OF OFFICE**
  - A. Ken Koopmans
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
  - A. August 20, 2024 Meeting
- 6. PUBLIC HEARING AND SUBSEQUENT ACTION**
  - A. None
- 7. UNFINISHED BUSINESS**
  - A. Site Plan Review – Request from MT Engineering/Key Opportunities for construction of Phase I of the Planned Unit Development at 439 Beck Street **[Postponed Item]**
- 8. NEW BUSINESS**
  - A. Wright Street Concept Plan **[Action Item]**
- 9. OTHER BUSINESS**
  - A. Project Updates
- 10. ADJOURNMENT – Next meeting Wednesday, October 9, 2024 at 7:00 p.m.**

**CITY OF JONESVILLE  
PLANNING COMMISSION  
Minutes of August 20, 2024**

A City of Jonesville Planning Commission meeting was held on Tuesday, August 20, 2024 at the Jonesville City Hall, 265 E. Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:01 p.m.

Present: Christine Bowman, Jim Ackerson, Brenda Guyse, Ryan Scholfield, and Ken Koopmans.

Absent: Annette Sands and one vacancy.

Also Present: City Manager Jeff Gray and DPW Superintendent Charles Crouch.

Christine Bowman led the Pledge of Allegiance and the moment of silence.

New Planning Commissioner Ken Koopmans was introduced and welcomed by the board.

A motion was made by Brenda Guyse and supported by Jim Ackerson to approve the agenda as presented. All in favor. Absent: Annette Sands and one vacancy. Motion carried.

Brenda Guyse made a motion and was supported by Ryan Scholfield to approve the minutes from July 10, 2024. All in favor. Absent: Annette Sands and one vacancy. Motion carried.

Brenda Guyse made a motion and was supported by Jim Ackerson to postpone action on the Site Plan Review application from MT Engineering/Key Opportunities for the Planned Unit Development at 439 Beck Street, pending a decision from the Michigan Department of Transportation regarding site access. All in favor. Absent: Annette Sands and one vacancy. Motion carried.

It was the consensus of the Planning Commission that the kickoff meeting for the Wright Street Concept Plan should take place at the next regularly scheduled Planning Commission meeting on Wednesday, September 11, 2024 at 7:00 p.m.


Manager Gray and Superintendent Crouch provided updates.

The meeting was adjourned at 7:43 p.m.

Submitted by,

Jeffrey M. Gray  
City Manager



To: Jonesville Planning Commission  
From: Jeffrey M. Gray, City Manager   
Date: September 6, 2024  
Re: Manager Report and Recommendations – September 11, 2024 Planning Commission Meeting

**3. A. Oath of Office**

This agenda item is reserved for administration of the Oath to the newest Planning Commission member, Ken Koopmans.

**7. A. Site Plan Review – Request from MT Engineering/Key Opportunities for construction of Phase I of the Planned Unit Development at 439 Beck Street [Postponed]**

Action on this request for the first phase of construction of the supportive housing development at the former Eagles site was postponed at the August 20<sup>th</sup> regular meeting to allow the applicant to address site access issues raised by the Michigan Department of Transportation. MDOT has confirmed following a meeting with the applicant and staff that only one site access will be permitted. No action is recommended at this time, pending updates to the plan.

**8. A. Wright Street Concept Plan [Action]**

Representatives from Fleis and Vandenbrink will be in attendance to begin the development of a conceptual master plan for Wright Street Park. The consultant has provided pertinent sections of the Recreation Master Plan that they would like to discuss, including Planning Commission priorities for park updates. The Planning Commission is welcome to join staff when we have a site visit with Fleis and Vandenbrink late afternoon; please advise if you are interested and staff will forward a meeting invite. It is possible that we will adjourn the Planning Commission meeting to the park if weather permits. *Please refer to the Plan Overview, Plan Priorities, property aerial photo, and Master Planning Proposal.*

**9. A. Project Updates**

This section of the agenda is reserved for an update on current and pending projects in the City.

# Wright Street Park excerpts 2024- 2028 Fiver Year Recreation Plan

## A. Goals

### Goal and Objectives

The goals and objectives described in this chapter are the result of community input gathered through public meetings, surveys, and stakeholder interviews and focus on three key areas: Wright Street Park, Carl Fast Park, and increased connectivity through a prioritization of sidewalk improvements and installations and nonmotorized trail development.

### Goal 1 – Improvements to Wright Street Park

The overwhelming majority of public feedback centered on potential improvements to Wright Street Park, which served as the basis to formulate the objectives for this goal. A recommended Concept Plan has been developed, and is illustrated on the following page, that would allow park improvements to be accomplished in a phased approach, planned on a regular basis through the City's budgeting and Capital Improvement Planning processes.

Opportunities could also be sought for larger grants to accomplish multiple improvements in fewer phases, or to consider implementation of larger recreation improvements. This planning approach allows for flexibility in implementation, partnering with community organizations, while addressing community desires for park improvements.

Implementation of the Concept Plan focuses on the following basic improvements to Wright Street Park:

- o Creation of an off-leash dog park
- o Improvements to parking
- o Creation of an entertainment pavilion or band shell
- o Improved playground equipment
- o Trails for recreation and access
- o Installation of pickleball courts
- o Additional and updated park amenities

The Concept Plan shows approximate areas for improvements. Additional engineering and study will refine these locations, based on topography, utility locations, community preferences and other considerations.

## B. Barrier Free Rating

City of Jonesville				
	Name	Acres	Facilities	BFA
A	Carl Fast Memorial Park	1.4	Playgrounds; Picnic Tables & Shelter; Clock; Statue; and Benches	2
B	Wright Street Park	4.8	Tennis; Playgrounds; Picnic shelter with bathrooms; Basketball; Baseball; and connecting trail to the high school baseball fields	2
C	Jerry Russell Trail	N/A	A 1.4 mile-long 10-foot wide Multi-Use Recreational Pathway, including an Interpretive Sign, Benches, Trash/Recycling Receptacles, and Plantings	5

### Barrier-Free Access

It is important that the parks and recreation facilities operated by the City of Jonesville be accessible to people with disabilities. After all, 17.8 percent of all Jonesville residents had at least one disability in the year 2020. Accordingly, both of the city's parks and recreation facilities were also rated according to their level of barrier free access.<sup>1</sup> The number listed under the BFA column in those tables equates to the barrier-free rating listed below:

## C. Past Public Input

- *Public Input Session:*

The City of Jonesville Planning Commission and Region 2 Planning Commission staff planned and hosted a public input session at Wright Street Park on October 25, 2022, where they presented potential improvements for the park to community residents. The event consisted of five stations where Jonesville Planning Commission members and Region 2 staff fielded questions from residents about the recreation planning process and provided index cards so that participants could share their opinion on

proposed park improvements they would like to see. Eighteen comment cards were completed during the session. The responses from the public input session can be summarized as follows (please see Appendix B for a complete list of responses):

- *Public Input Responses:* The top responses from the public input session were:
  - Fourteen people mentioned the potential addition of a dog park to Wright Street Park, making it the most popular suggestion, although two of the responses were not in favor of it.
  - The need for more, or improved, parking at Wright Street Park was mentioned twelve times. Twelve people also mentioned the band shell as a potential addition to the park, although one of the responses was not in favor of it.
  - Eleven suggestions were offered for a splash pad as well as for new, more, or improved or renovated playground equipment for the park.
  - Pickleball was mentioned nine times, with six people offering it as a replacement for the Wright Street Park tennis courts and three people opposed to adding pickleball courts.
  - Improved connectivity through the addition of new nonmotorized walking trails or sidewalks was suggested eight times.
  - Additional suggestions from the public input session, each mentioned three times, included:
    - The need to resolve the restroom situation at Wright Street Park.
    - Update or expand the basketball courts.
    - Little free libraries at Wright Street Park and Carl Fast Park.
    - Beach volleyball.

- *Stakeholder Interviews:*

Fifteen community stakeholders were identified for interviews regarding parks and recreation facilities and programming in Jonesville. Seven stakeholder interviews were conducted in April and May 2023 covering fourteen questions. A list of invited stakeholders along with anonymous responses can be found in Appendix B. Among the highlights:

- *Jonesville Youth Softball and Baseball Programs:*
  - Interviewees spoke very highly of these programs but there was a recognition that the fields could use some updating or even the addition of a third field due to the heavy use of the existing fields.
- *Improvements to Wright Street Park:*
  - Redevelopment of the tennis courts at Wright Street Park was discussed with interviewees offering up pickleball, permanent concrete cornhole boards, and parking as potential uses for that section of the park.
  - Improved parking at Wright Street Park was mentioned frequently by interviewees.
  - Other changes to the park mentioned by the stakeholders were the addition of a dog park and improved nonmotorized trails through the park and the City.
- *Nonmotorized Trails:*
  - Interviewees were in favor of more and improved nonmotorized trails throughout the community.
  - Adding bodyweight exercise stations to a segment of trails, specifically in Wright Street Park, was suggested.

## D. Past Visioning Plans

### Wright Street Park Concept Plan



The following graphic will serve as a guide for the location of potential improvements to Wright Street Park.



- Parcel A: current unpaved parking for Wright Street Park (0.53 acres).
- Parcel B: owned by Jonesville Community Schools, there is potential to collaborate with the school for future parking on this site (0.54 acres).
- Parcel C: former location of the tennis courts and current location of the basketball court (0.50 acres).
- Parcel D: current location of playground equipment (0.16 acres).
- Parcel E: directly west of the existing park shelter (0.25 acres).
- Parcel F: between the park's ball diamonds and the Jonesville Community Schools football field (1.33 acres).
- Parcel G: the "Drake" parcel may be donated for creation of a community dog park (1.0 acre).

## E. Objectives

### **Objective 1.1: Create an Off Leash Dog Park on the "Drake" Property (parcel G)**

Thanks to a very generous donation by the property owner, one acre of land will be added to **Wright** Street Park with the stipulation that the property be utilized as a dog park.

- The creation of a dog park at **Wright** Street Park was mentioned 14 times during the gathering of public input for the recreation plan project, more than any other desired improvement.
- The creation of nature trails was also mentioned numerous times as a desired improvement. Given the wooded characteristics of parcel G it appears to lend itself to the creation of this type of trail. As a result, the feasibility of developing nature trails on this parcel, in addition to the dog park, should be explored.
- *Case Study: Cass City (MI) Bark Park*
  - An unused plot in the village's municipal park system, the Cass City Bark Park, calls for a 100' x 150' large dog area and a 40' x 90' small dog area, each with a double-gated entry for safe transfer in and out of the park. The fenced area will extend into the woods for shade. Also planned are benches, waste baskets, agility equipment, and water station.
  - The half-acre Cass City Bark Park had an initial budget of \$28,000 and sought to raise \$14,000 through Michigan Economic Development Corporation's (MEDC) Public Spaces Community Places program to access an additional \$14,000 in matching funds. The project raised a total of \$18,010, exceeding its initial goal, successfully securing its MEDC matching funds. The Cass City Bark Park was scheduled to open in summer 2023.

### **Objective 1.2: Improve the Parking at **Wright** Street Park (parcel A)**

Although demand for parking at **Wright** Street Park is at its peak between Memorial Day and July 4 and during football season improving the parking and/or adding additional parking at the Park was mentioned 12 times during the gathering of public input, making it the second most requested improvement.

- The Concept Plan shows that paving the existing unpaved area on Parcel A would provide 71 on-site parking spaces. Paved and marked spaces would help to improve efficiency and utilization of the existing paved area. Reconfiguration of the entry drive should be studied to determine the feasibility of adding 10-15 additional parking spaces.

The University of Tennessee's Institute of Agriculture's UT Extension CPA Info #222: "Estimating the Number of Parking Spaces per Acre" estimates the following regarding parking spaces per acre:

- The typical parking space is 180 square feet (10'x18')

### **Objective 1.3: Create an Entertainment Pavilion/Band Shell (Parcel F)**

Maximizing the utilization of parcel F's 1.33 acres affords the greatest opportunity to reimagine Wright Street Park. A performance band shell has been mentioned frequently in conversations about potential improvements to the park, in fact it was one of the most popular requests during the public input process with twelve mentions. Parcel F is the most logical location given its size and the footprint required to properly site a band shell.



### **Objective 1.4: New, Improved, or Refurbished Playground Equipment (Parcel D and Parcel E)**

Adding additional playground equipment and refurbishing the existing equipment, where necessary, were popular responses (eleven) during the public input process. There is a base of more recently installed equipment, like the apparatus resembling a boat and a climbing wall that are in condition to be retained. Some of the more vintage equipment, like the swings and the often-used merry-go-round might be candidates for refurbishment. This is an easy, relatively low-cost, objective that can be accomplished in the near term. There are some older pieces that are due for removal, making room for additional new pieces. The existing playground location within Wright Street Park (Parcel D) has the size, 0.16 acre, to accommodate additional equipment. The adjoining Parcel E (0.25 acres) could also accommodate new equipment.

**Objective 1.5: Wright Street Park Trails (Parcels A, B, C, D, E, F, G)**

Walking, preferably along trails and paths, continues to be the most universally desired recreational activity in the country. The desire for trails throughout Wright Street Park was mentioned eight times during the public input process. The feasibility of developing a trail loop throughout the park should be explored further in combination with expanding and enhancing the trails currently found in parcel B.

The Wright Street Park Concept Plan shows three different trails. The blue trail is a 0.2 mile, five foot wide trail. Cutting the price per foot described above in half to account for the narrower trail width results in a trail development cost range of \$76,100 for concrete, \$53,200 for asphalt, and \$28,100 for crushed stone to implement the blue trail. The red trail shown on the concept plan is 0.1 mile in length with a width of ten feet. Applying the representative costs above to this trail given their similar widths results in an approximate trail development cost range of \$76,100 for concrete, \$53,200 for asphalt, and \$28,100 crushed stone which are identical to the blue trail approximate costs.

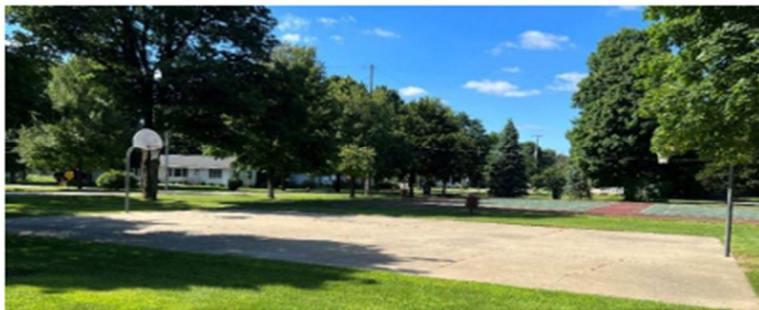
Another possibility for developing an expanded trail network throughout Wright Street Park would be to explore the feasibility and compatibility of extending trails through the "Drake" property, which is the proposed site of the dog park. This trail is shown as the green trail on the Wright Street Park Concept Plan and is 0.1 mile and five feet wide. Approximate development costs for this trail range from \$38,000 for concrete, \$26,600 for asphalt, and \$14,100 for crushed stone. Assuming trails and a dog park are compatible this option should be explored to provide an option for nature trails in Wright Street Park.

**Objective 1.6: Install Pickleball Courts (Parcel C)**

Pickleball is the fastest growing recreational activity amongst the forty-five and older population and continues to grow in general popularity. It is currently estimated that 4.8 million people play pickleball in the United States with a growth rate of 14.8 percent from 2020 to 2021, which followed a 21.3 percent growth rate between 2019 and 2020. Within the Region 2 area Jackson County is converting tennis courts at Sparks Park to eight pickleball courts with the capacity to add an additional six courts if demand merits. The County is also considering a proposal to develop an indoor pickleball facility at Keeley Park, formerly known as the Jackson County Fairgrounds. Interest in pickleball is also evident in Jonesville as pickleball courts were requested six times during the recreation plan public input process. Key components of a pickleball complex include:

**Objective 1.7: Improve, Expand, or Relocate Wright Street Park Basketball Courts (Parcel C)**

The most cost effective solution for improved basketball courts at Wright Street Park would be to renovate the existing courts located in the southern portion of parcel C.



The two most logical improving and/or expanding the basketball courts at Wright Street Park are:

- *Option A:* this option would be the development of one 94' x 50' regulation court with an additional 30' x 30' shooting court and a 35' x 45' three-on-three court with the additional courts laid out in a stacked manner next to the regulation court. Such a layout would encompass an overall hard surface area of 104' x 100' resulting in a total area of 10,400 square feet of hard surface at an overall cost (\$10/sf) of \$104,000 utilizing concrete as the surface material. Again polycarbonate is the preferred goal material and this layout would require four goals at a cost of \$8,000 (\$2,000 each) bringing the total anticipated material cost, without any labor, but with a small contingency to \$115,000 for this option.
- *Option B:* this option would be the development of two 94' x 50' regulation courts laid out in a side-by-side manner with five feet of additional hard surface along the exterior of each side of the courts and ten feet of hard surface between each court. Assuming concrete (\$10/sf) is utilized as the hard surface the surfacing cost for two courts (12,480 sf) would result in \$124,800 in surfacing costs alone. Asphalt could be a less expensive surface to explore. Two courts would require four goals, with polycarbonate the preferred material, at a cost of \$2,000 each, although less expensive options are available. Total anticipated material cost, without any labor, but with a small contingency is assumed at \$135,000.00.



**Objective 1.8: Update Existing Amenities and Consider Additional Amenities (Parcels A, B, C, D, E, F)**

The existing site amenities within Wright Street Park are showing evidence of age and disrepair and should be addressed. There is also the opportunity to add smaller scale additional amenities that can serve as activators without compromising the passive integrity of the park.

o **Objective 1.8.1: Update Existing Amenities**

A simple upgrade to Wright Street Park is to replace the existing site amenities such as benches, trash receptacles and picnic tables that are showing their age or are in disrepair. It is recommended that a simple inventory and replacement schedule be developed for these amenities, focusing on replacing the ones in the worst condition first. A preferred style and model should be determined for the new site amenities to maintain a cohesive feel and look within the park.

o **Objective 1.8.2: Add Concrete Cornhole Boards**

A relatively low cost improvement for Wright Street Park that came through the public input process was for the addition of concrete cornhole boards. The cost for a pair of concrete cornhole boards is \$1,325.00 and a typical cornhole "court" is 8' wide x 40' in length with a distance of 27 feet between the front edge of each board for competitions. Given the relatively modest cost and dimensions for one cornhole court it is recommended the City pursue the development of a four court arrangement for cornhole at Wright Street Park. Assuming an overall area of 56' wide by 50' feet in length (2,800 square feet or 0.064 acre) would accommodate four cornhole courts with each court eight feet wide by forty feet in length with six feet in space between each court and three feet of additional surface on the outside of each outer court and an additional five feet beyond the playing surface at each end of all the courts. Total cost for four pairs of cornhole boards in this scenario would be \$5,300.00. There appear to be many options for playing surface so one was not specified, although most appear to be relatively low cost. Labor costs for preparation of the courts was also not estimated but it is assumed that installation, including cornhole boards, for four cornhole courts would be in the range of \$10,000.00 - \$15,000.00.

o **Objective 1.8.3: Add Little Free Library to Wright Street Park**

Another relatively simple addition to Wright Street Park that was mentioned multiple times in the public input process was the addition of one or more Little Free Libraries to the park. Costs for prefabricated structures range between \$250.00 and \$500.00 each so it is assumed two such libraries could be installed in Wright Street Park for a total cost of between \$500.00 and \$1,000.00. It is also possible to partner with local entities that may be willing to take on the project such as the industrial arts program at Jonesville High School, an Eagle Scout Project, or even the local library. The most logical locations for a Little Free Library would be near the driveway entrance off Wright Street or near the shelter area of the park.



**Objective 1.9: Additional Improvements and Additions to Consider (Parcels C, E, F)**

The Concept Plan calls for modest improvements to Parcel C (0.50 acres), beginning with reconstruction of a larger basketball court and the installation of two pickleball courts. Additional recreation space will remain and may be evaluated for future use. This might include expansion for additional pickleball courts, a second basketball court, or addition of some additional recreational courts and fields described below. As the Concept Plan is implemented, Parcel E (0.25 acres) and parcel F (1.33 acres) might also be considered for these additional improvements and/or additions to Wright Street Park:

o **Objective 1.9.1: Beach Volleyball Courts**

The four (4) beach volleyball courts shown in this picture from Lebanon (IN) Memorial Park are double-loaded two by two with an overall area measuring 15,000 square feet (150' L x 100' W).



Developing two courts, each 30' W x 60' L, in a side-by-side manner for Wright Street Park would require an overall area of 100' W x 75' L (.172 acre) with sand one foot deep. Building the courts would require 278 yards or 445 tons of sand at an estimated cost of \$11,125. Beach volleyball nets cost an average of \$3,000 each, so from a materials perspective installation of two beach volleyball courts for Wright Street Park would have an anticipated cost of \$17,125 plus labor. Two beach volleyball courts as described above require a total site of 0.172 acres meaning parcel E (0.25 acres); parcel A (0.50 acres); or parcel F (1.33 acres) in that order would be ideal locations within Wright Street Park for their installation.

o **Objective 1.9.2: Fitness Stations**

A trail loop throughout the park will logically meander through parcel F, which given its open space affords the opportunity to implement fitness stations along that section of potential new trail. Such a development, the Rotary Fitness Park, is underway in Hillsdale and includes a 6,400 square foot FitCore extreme fitness area and a 2,650 square foot HealthBeat fitness station area. The cost for the FitCore extreme fitness equipment is approximately \$110,000 while the HealthBeat fitness station equipment is \$66,000. Total development costs for the two fitness areas at the Rotary Fitness Park is approximately \$253,000 which includes installation and contingencies. The cost for implementing such an amenity with an expanded trail network through Wright Street Park would likely necessitate grant funding and require a longer term implementation schedule and does not include the cost of the trail itself.



**F. Verify Objectives Order of Priority**



Appendix D Section 6

## **Recreation Plan: Action Plan**

City of Jonesville Master Plan: 2019 Edition

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	<u>Cost:</u>	<u>Lead Entity:</u>	<u>Implementation:</u>
<b>Goal 1: Improvements to Wright Street Park</b>			
Objective 1.1: Create an off leash dog park on the “Drake” Property	\$30,000.00	City of Jonesville	Medium Term
Objective 1.2: Improve the parking at Wright Street Park	TBD	City of Jonesville	Long Term
Objective 1.3: Create an entertainment pavilion/band shell	\$250,000.00	City of Jonesville/Partner	Long Term
Objective 1.4: New, improved, or refurbished playground equipment	\$300,000.00	City of Jonesville	Immediate
Objective 1.5: Wright Street Park trails	\$190,000.00	City of Jonesville	Medium Term
Objective 1.6: Install pickleball courts	\$100,000.00	City of Jonesville	Medium Term
Objective 1.7.1: Improve, expand, or relocate basketball courts	\$175,000.00	City of Jonesville	Medium Term
Objective 1.8.1: Update existing amenities	TBD	City of Jonesville	Immediate
Objective 1.8.2: Install cornhole courts	\$15,000.00	City of Jonesville	Medium Term
Objective 1.8.3: Install Little Free Library	\$1,000.00	City of Jonesville/Partner	Immediate
Objective 1.9.1: Install beach volleyball courts	\$25,000.00	City of Jonesville	Long Term
Objective 1.9.2: Fitness Stations	\$250,000.00	City of Jonesville	Long Term
<b>Goal 2: Update Carl Fast Park</b>			
Objective 2.1: Renovate playground equipment	TBD	City of Jonesville	Immediate
Objective 2.2.1: Update existing amenities	TBD	City of Jonesville	Immediate
Objective 2.2.2: Install cornhole courts	\$7,500.00	City of Jonesville	Immediate
Objective 2.2.3: Install Little Free Library	\$1,000.00	City of Jonesville/Partner	Immediate

Objective 2.2.4: Add an outdoor gas fire pit	\$50,000.00	City of Jonesville	Short Term
Objective 2.3: Creation of entry feature	\$30,000.00	City of Jonesville	Medium Term

**Goal 3: Improve Pedestrian Connectivity**

Objective 3.1: Update and add sidewalks for improved connectivity	TBD	City of Jonesville	Short Term
Objective 3.2: Continue to invest in nonmotorized trails	TBD	City of Jonesville	Short Term
Objective 3.3: Study the feasibility of developing mountain bike trails	TBD	City of Jonesville	Long Term

**Goal 4: Provide Access to the St. Joseph River**

Objective 4.1: Opportunities for canoeing/kayaking/other activities	TBD	City of Jonesville/Partner	Long Term
Objective 4.2: Explore the feasibility of a St. Joseph Riverwalk	TBD	City of Jonesville	Long Term

The proposed timing of implementation is as follows:

- Immediate: 1 – 12 months
- Short Term: 1 – 3 years
- Medium Term: 3 – 5 years
- Long Term: 5+ years

Implementation timing suggestions are based on factors such as cost, ease of achieving objective, and expressed interest in the objective garnered during the public input process. Implementation of objectives can be adjusted as opportunities present themselves to fund particular objectives. Although the City of Jonesville is listed as the lead entity for each objective it is recommended that the City seek out potential community partners for implementation of objectives, where appropriate.



Hillsdale County GIS



Map Publication:  
09/05/2024 12:17 PM



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**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.

July 2, 2024

Jeff Gray, City Manager  
City of Jonesville  
265 E. Chicago St.  
Jonesville, MI 49250

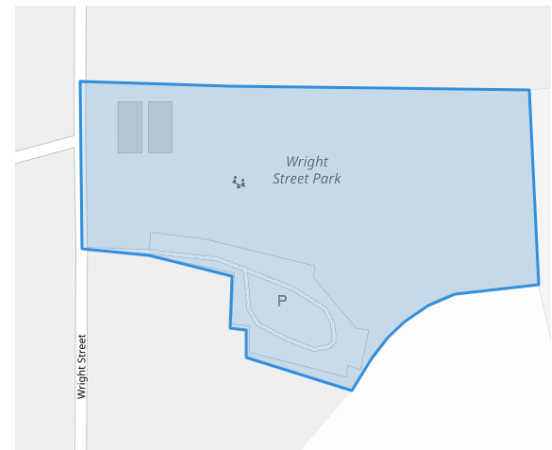
**RE: Proposal for Professional Services for City of Jonesville Wright Park Conceptual Master Planning**

Dear Mr. Gray:

Thank you for sharing your vision for your community's recreational needs at the City of Jonesville Wright Park with Matt Biolette. The overview that you shared with him was very beneficial in our understanding of the City goals for the park. The City property is located at the crossroads of Village Lane and Wright Street, and is composed of roughly 5.5 acres, which is currently utilized for mostly baseball activities.

Preliminary park elements identified as part of a community survey are:

- Walking trail
- Event pavilion with seating area
- Basketball court
- Pickleball courts
- Improved / paved parking lot
- Baseball diamond improvement
- Small and large dog run areas



The goal is to develop a conceptual master plan that would serve as a basis for pursuing grant funding and aid in forming collaborative partnerships with other area organizations. The master plan would then serve as the basis for a grant application with the Michigan Department of Natural Resources (MDNR) and other funding entities.

## SCOPE OF SERVICES

We propose to provide the following services for park master planning of the City of Jonesville Wright Park as follows:

### TASK A - PARK MASTER PLAN GUIDEBOOK

#### 1. ORIENTATION AND ANALYSIS

The project will begin with a project kickoff meeting that includes representatives from the City staff, City board and committee members, and F&V staff assigned to the project. This meeting will provide direction to F&V and establish clear roles of team members and expectations for the lines of communication. Aerial

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Kalamazoo, MI 49008  
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F: 616.977.1005  
www.fveng.com



mapping with topographical and parcel boundaries will be provided electronically by the Hillsdale County GIS will serve as the base plan for master planning.

We will review and photograph all the existing features within the park. This inventory and analysis will aid us in indentifying:

- Potential recreational uses that may impact a master plan and the perception/need for existing or new park elements. This includes those facilities mentioned earlier in this letter and other amenities to meet the needs of the local community.
- Utility infrastructure improvement needs that may affect master plan phasing. This will include evaluation of the existing storm drainage, sanitary sewer, water service, and electrical systems. Improvements must consider initial capital investment by City for the various recreational activities and use zones.

Once all inventory and analysis of site conditions and features has been developed, including a photographic inventory of the City property, we will review the issues and opportunities listed above with associated costs to inform and communicate with the City staff. We will share this information at a public work session.

## 2. MASTER PLAN REFINEMENT

We will use our extensive experience in our issues-based design approach to develop a conceptual master plan for review and preliminary approval by City staff and related agencies. These approaches will include identifying potential recreational uses and park elements that impact a design. Programming needs for recreational uses such as parking, play areas, restrooms, pavilions, pathways, day-use areas, and other associated recreational needs to be defined early in the process.

With priorities and preferences defined, conceptual design alternatives will be refined into a final master plan. The master plan development will be supported by illustrations, details, sketches, and graphic images to further define the nature of recreational infrastructure and landscape features. It will include representative photographic examples of major park elements to reflect the scale and scope of the respective elements. A 24" x 36" rendered plan sheet for public viewing will be provided.

Final development of the conceptual design will be refined based on City review to focus on improving overall park functionality and with an emphasis on user safety as well as options promoting universal access, particularly to enable people of all ages, needs, and ability to reach and enjoy the parks' resources.

Budget considerations will be integral to the process from beginning to completion of the schematic design and beyond. We will prepare detailed engineer's estimate of probable construction costs for the chosen option including phasing recommendations and will include future estimated professional services cost for preliminary design, final design, and construction oversight.

We will develop a summary of the recommendations and a final graphic color-rendered master plan with design details for elements and treatments for the park. Also included in the master plan will be information with regards to various grant programs specifically in the area of recreation enhancement that the City may want to consider aiding in funding improvements.

## TASK B - MICHIGAN NATURAL RESOURCES TRUSTS FUND (MNRTF) GRANT APPLICATION

We can guide the City and assist with the preparation of a MNRTF Grant Application. The application must be submitted by the application deadline of April 1 with the following:

1. Site master plan graphic showing the proposed Wright Park improvements as determined by the City.
  - a. All elements proposed under the grant application must be identified and labeled.
  - b. Project location map.
  - c. Boundary map – Legal description provided by community must delineate the legal boundaries of the property identified for park use.
2. Elevations and plan views of any proposed structures.
3. MNRTF Grant Application Form – one copy fully completed by F&V and signed by authorized community representative.

4. Application narrative prepared by F&V with information provided by City staff.
5. Documentation of local financial match such as letters of commitment from the source.
6. Certified resolution from the governing body committing to the application.
  - a. Resolution to be adopted at a public hearing with an advertisement 7 days prior to meeting. F&V will provide a sample ad and resolution.
  - b. City to provide a copy of affidavit from local paper.
7. Documentation of Site Control Form (PR1956-1). Completed by community and community's legal counsel.
8. City will be tasked with gathering any letters of support from local stakeholders and groups.
9. Prepare supplemental information, if necessary, after preliminary application scoring in August of the year of application.

## SCHEDULE

A summary of the anticipated tasks and timeline is as follow. For the sake of preparing a schedule, it is assumed that a contract for the proposed project will be awarded on or about July 17, 2024.

Task / Description	Schedule
Project Kickoff	August 2024
Base Map Preparation and Site Assessment	August 2024
Agency/Public Work Sessions, Inventory, and Analysis	September 2024
Schematic Design and Preliminary Cost Projections	October 2024
Final Master Plan Review and Adoption	December 2024
MDNR Grant Application (TBD)	March/April 1 2025

## PROFESSIONAL FEE

Based on our understanding of the project outlined in our work plan, public engagement and deliverables, our services as will be provided on a lump sum basis as itemized below:

Task / Description	Schedule
A. Park Master Plan Guidebook	\$8,500
B1-8. MDNR MNRTF Grant Application (If Desired)	\$3,800
B9. Supplemental MDNR Grant Information (If Necessary)	\$700
<b>Tasks A – B9 Proposed Lump Sum Fee</b>	<b>\$13,000</b>

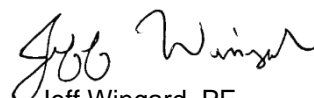
We would be happy to meet and present our teams qualifications in greater detail If desired. If this proposal is acceptable to you, we will prepare our standard professional services agreement for your authorization. We look forward to working with you on the City's continued vision for the park and region. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

FLEIS & VANDENBRINK



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Project Manager  
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Jeff Wingard, PE  
Client Services Manager

