



**CITY OF JONESVILLE
PLANNING COMMISSION AGENDA
WEDNESDAY, MAY 8, 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. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. March 13, 2024 Meeting (*Note that there was not a quorum for the April 10th meeting*)
- 5. PUBLIC HEARING AND SUBSEQUENT ACTION**
 - A. None
- 6. NEW BUSINESS**
 - A. Parks Improvement Recommendations **[Action Item]**
- 7. OTHER BUSINESS**
 - A. Project Updates
- 8. ADJOURNMENT – Next meeting Wednesday, June 12, 2024 at 7:00 p.m.**

**CITY OF JONESVILLE
PLANNING COMMISSION
Minutes of March 13, 2024**

A City of Jonesville Planning Commission meeting was held on Wednesday, March 13, 2024 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI. Chair Christine Bowman called the meeting to order at 7:06 p.m.

Present: Christine Bowman, Annette Sands, Brenda Guyse, Jim Ackerson and Ryan Scholfield

Absent: Two Vacancies

Also Present: Jeff Gray, Charles Crouch

Brenda Guyse led the Pledge of Allegiance and the moment of silence.

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

Brenda Guyse made a motion and was supported by Annette Sands to approve the minutes from January 16, 2024. All in favor. Absent: Two vacancies. Motion carried.

The Public Hearing was opened at 7:08 p.m. for the City of Jonesville Master Plan Amendment – Incorporate 2024-2028 Recreation Plan. There were no public comments. The Public Hearing was closed at 7:08 p.m.

A motion was made by Annette Sands and supported by Jim Ackerson to approve the Resolution recommending that the Jonesville City Council approve the Master Plan Amendment be. Roll Call Vote: Ayes: Christine Bowman, Annette Sands, Jim Ackerson, Brenda Guyse and Ryan Scholfield. Nays: None. Absent: Two vacancies. Motion carried.

The Hillsdale Intermediate School District has grant funds available to the City of Jonesville for the purpose of installation of Little Free Libraries and plan to provide a library to each park (Carl Fast Park and Wright Street Park) to expand their network throughout the County. City staff will complete the installation in late spring. The ISD has a volunteer base that supplies children's books.

A storage area at the rear of a dugout at Wright Street Park has been converted to a picnic shelter. A large swing set has been salvaged from property acquired for cemetery expansion and will replace the unit at Carl Fast Park in the spring.

Resignations from the Planning Commission were received from Charles Crouch and Marty Ethridge.

Manager Gray provided updates.

At 7:35 p.m., the Planning Commission convened at Carl Fast Park.

A motion was made by Brenda Guyse and supported by Ryan Scholfield to approve payment in the amount of \$1800.00 for the purchase of a Tire Swing to be installed at Carl Fast Park. All in favor. Absent: Two vacancies. Motion carried.

At 7:59 the Planning Commission returned to City Hall.

The next meeting is scheduled for Wednesday, April 10, 2024 at 7:00 p.m.

The meeting was adjourned at 8:00 p.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Planning Commission
From: Jeffrey M. Gray, City Manager 
Date: May 3, 2024
Re: Manager Report and Recommendations – May 8, 2024 Planning Commission Meeting

6. A. Parks Improvement Recommendations **[Action]**

The City is in the process of developing the Fiscal Year 2024-25 budget that will be effective on July 1. Attached is a proposed Capital Improvement Planning sheet for future improvements to Carl Fast Park and Wright Street Park that would implement the recently adopted Recreation Plan. The budget recommendation for the FY 2024-25 budget would include expenditures for a replacement Christmas Tree and associated improvements in Carl Fast Park, completion of the Carl Fast Park playground, replacement of trash receptacles in Carl Fast Park and Wright Street Park, and development of an engineered concept plan for Wright Street Park, based on the attached Fleis and Vandenbrink proposal. Total cost of these improvements is \$68,000.

Also attached is the engineering services proposal for an engineering concept and grant application for Wright Street. Staff has spoken to representatives at Fleis and Vandenbrink, who confirm that the schedule can be accomplished if the project begins in July after the new fiscal year.

Following discussion, a motion to approve a budget and Capital Improvement Plan recommendations for park improvements, as presented or with amendments would be in order. *Please refer to the proposed Parks Capital Improvement Plan sheet, the Wright Street Park Proposal, and the Recreation Action Plan.*

7. A. Project Updates

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

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

Project Title	Parks Improvements		
Department	Parks	Funding Source	GF/SG/LG

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Est. Cost	\$68,000	\$55,000	TBD	TBD	TBD	-

Project Description and Location						
<p>Based on the results of the amended Recreation Master Plan, the Planning Commission is recommending improvements to Carl Fast Park and Wright Street Park.</p> <p>FY 2024-25 – Replace Christmas Tree with an area for cut/artificial trees or identify a new location (\$5,000); finish Carl Fast Playground as shown on the attachment with mulch and edging (\$20,000); replace 12 trash receptacles at Carl Fast Park and 10 at Wright Street Park (\$30,000); concept plan and grant application for Wright Street Park improvements (\$13,000).</p> <p>FY 2025-26 – Carl Fast Park gas fire pit (\$25,000) and entry feature (\$30,000)</p> <p>FY 2026-27 – Wright Street Park grant improvements: playground, trails, athletic courts, etc. (TBD)</p> <p>FY 2027-28 – Wright Street Park phased improvements: entertainment pavilion, dog park, etc. (TBD)</p> <p>FY 2028-29 – Wright Street Park phased improvements (TBD)</p>						

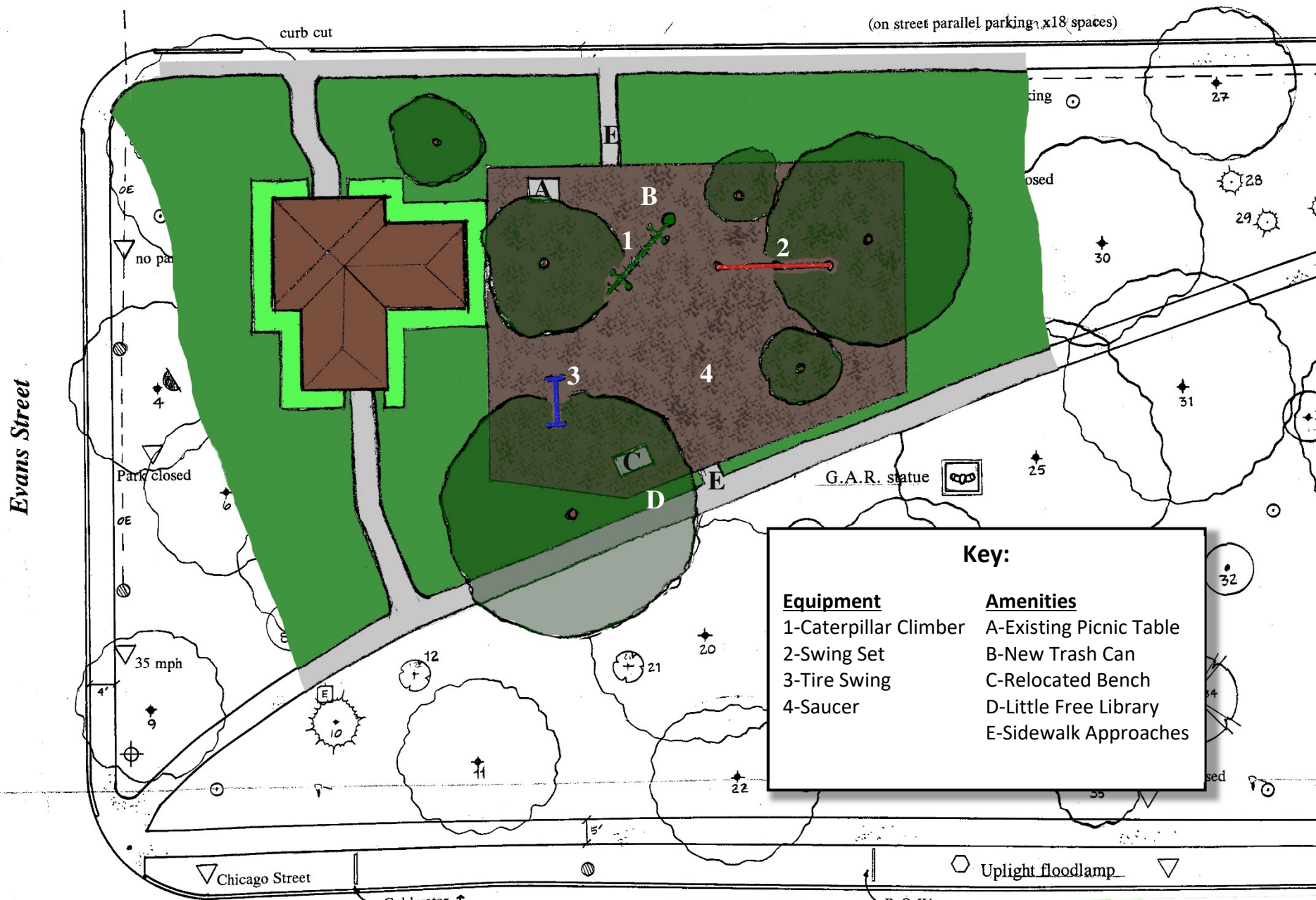
Project Need and Impact						
<p>Community input showed a high priority on improvements to existing park facilities. Grant opportunities and partners will be identified to offset larger investments. Jonesville Rotary is a likely partner for the entertainment pavilion; Michigan Gas has been identified to offset costs of the outdoor fire pit. The dog park will be made possible through a generous land donation. The Wright Street Park concept plan will help to identify phases and cost estimates and will include an application for a Michigan Natural Resources Trust Fund Grant.</p>						

Related Costs and Future Funding Needs						
<p>There will be implementation cost associated with future construction and upgrades at the parks. Improvements will also require future maintenance. These costs will be evaluated through the development of the concept plan. It is possible that phases of construction and preventative maintenance projects will be paid through fund balance, State grants, or a combination of the two.</p>						

Carl Fast Park – Playground Improvements

Park Street

(on street parallel parking x18 spaces)



March 28, 2024

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

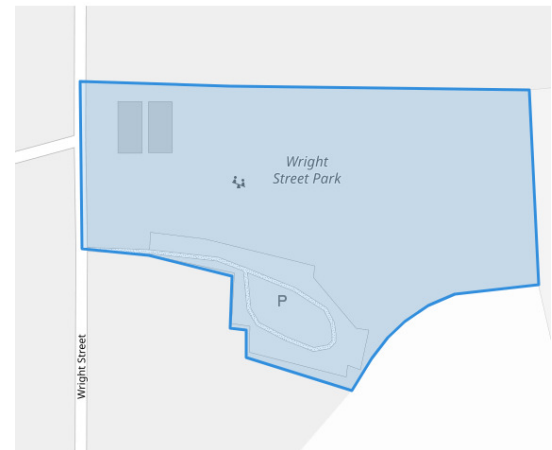
RE: Proposal for Professional Services for City of Jonesville Wright Park Conceptual Master Planning

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

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. 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 April 18, 2024. It was discussed that it is intended to have master plan drawings available by July 1, 2024.

Task / Description	Schedule
Project Kickoff	May 2024
Base Map Preparation and Site Assessment	June 2024
Agency/Public Work Sessions, Inventory, and Analysis	July 2024
Schematic Design and Preliminary Cost Projections	August 2024
Final Master Plan Review and Adoption	September 2024
MDNR Grant Application (TBD)	February 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
Tasks A – B9. Proposed Lump Sum Fee	\$13,000

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



Rick Stout, LLA
Project Manager
rstout@fveng.com



Jeff Wingard, PE
Client Services Manager



Appendix D Section 6

Recreation Plan: Action Plan

City of Jonesville Master Plan: 2019 Edition

	<u>Cost:</u>	<u>Lead Entity:</u>	<u>Implementation:</u>
Goal 1: Improvements to Wright Street Park			
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
Goal 2: Update Carl Fast Park			
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.