

# AGENDA

Ingham County Parks & Recreation Commission  
121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to [www.ingham.org](http://www.ingham.org), choosing the "Monthly Calendar," and clicking on Monday, December 8, 2014

## Monday, December 8, 2014

### 6:00pm

## PARKS & RECREATION COMMISSION MEETING

Human Services Building  
Conference Room A, Second Floor  
5303 S. Cedar Street, Building #3  
Lansing, Michigan

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes  
[Minutes](#) of November 24, 2014 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. Late Items / Deletions / Consent Items
6. ACTION ITEMS
  - A. [Resolution](#) Expressing Intent to Accept a Donation of Four Parcels of Land Contiguous to Lake Lansing County Park-North from Roger Drobney of HDI Builders
7. DISCUSSION ITEMS
  - A. Welcome and introduction – Tim Morgan
  - B. Friends of Ingham County Parks Monthly Reports
  - D. 2015 Budget
  - E. [Millage](#)/Master Plan/Trails Greenways Plans
8. Director's Report
9. Correspondence & Citizen Comment
10. Board Comments
11. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
12. Upcoming Meetings
  - A. Date: January 21, 2015; Time 6:00pm  
Parks & Recreation Commission Meeting
  - Date: January 26, 2015; Time: 6:00pm  
Parks & Recreation Commission Meeting
13. Informational Items – *Distributed at Commission Meeting*
  - A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes  
(Items pertaining to the Parks Department)

**14. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks & Recreation Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks & Recreation Commission by writing to the Ingham County Parks Department, P.O. Box 178, Mason, Michigan 48854, or by calling 517.676.2233.

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**November 24, 2014**

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Hilliard Building, Conference Room B, 121 E. Maple St, Mason, Michigan.

**Board Members**

**Present:** Matt Bennett, John Czarnecki, Commissioner Koenig, Paul Pratt, Mike Rice, Commissioner Tsernoglou, and Kevin Duffy

**Absent:** Chair Nicholls, Jonathan Schelke, and Ralph Monsma

**Also Present:** Director of Parks Willis Bennett and Recording Secretary Nicole Wallace

**Call to Order:** Vice-Chair Matt Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:10pm

**Minutes:** **Moved by** Mr. Czarnecki and **Supported by** Mr. Rice to approve the October 27, 2014 minutes of the regular meeting as written. **Yes-6; No-0. MOTION CARRIED.**

**Limited Public Comment:** None.

**Late Items / Deletions:** None.

Commissioner Koenig entered the meeting at 6:11pm.

**ACTION ITEMS**

Vice-Chair Matt Bennett presented the plaque honoring Willis Bennett.

**RESOLUTION #23-14 HONORING WILLIS BENNETT**

**WHEREAS**, Willis Bennett began his 33 year career in 1982 as a Park Ranger I and was promoted to a Park Ranger II-Mechanic in 1985; and

**WHEREAS**, throughout his early career he was responsible for routine building maintenance along with more complex maintenance responsibilities such as plumbing, electrical work, carpentry, equipment maintenance, and acting as the departmental mechanic within the park system; and

**WHEREAS**, in 1990 Willis was promoted to Park Manager and was responsible for managing Lake Lansing Park-South, Lake Lansing Park-North, and the Lake Lansing Boat Launch, along with many aspects of the winter sports operations for the Ingham County Parks as a whole; and

**WHEREAS**, as the Lake Lansing Park-South Park Manager Willis worked extensively with community members to successfully fundraise and construct both the large community built playground and the community band shell; and

**WHEREAS**, Willis indicated a desire to be involved in the construction of Hawk Island County Park and acted as the field liaison with the construction management firm and contractors throughout the development of the park; and

**WHEREAS**, in 2002 Willis became the Hawk Island Park Manager and subsequently oversaw the development and management of the Hope Soccer Complex and the Soldan Dog Park, along with the construction of the community built playground and the Splash Pad®; and

**WHEREAS**, with this promotion came the additional responsibility of ensuring the new park operated at the level of the existing parks and overseeing customer service to the level that visitation grew from several hundred thousand visitors to over half a million since Hawk Island County Park opened in 2002; and

**WHEREAS**, in 2008 Willis was promoted to Ingham County Parks Director where during his tenure he worked cooperatively with Meridian Township to add 120 acres to Lake Lansing Park-North; with the City of Lansing to construct and manage the Soldan Dog Park and the Hope Soccer Complex; and oversaw the addition and development of the new Hawk Island Snowpark; and

**WHEREAS**, in addition to providing exceptional customer service to park visitors in 2011 he also extended this to other citizens of Ingham County by accepting the responsibility from the Clerk's office to process U.S. Passports; and

**WHEREAS**, during his career Willis was professional, dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands; and

**WHEREAS**, his commitment to the Parks Department leaves an invaluable legacy of 1,200 acres of park land for the citizens of Ingham County to enjoy far into the future.

**THEREFORE BE IT RESOLVED**, that the Ingham County Park & Recreation Commission hereby honors Willis Bennett for his 33 years of outstanding quality of work, his commitment to provide a superior park system for the citizens of Ingham County, and extends its sincere appreciation for his countless contributions, and the lasting, positive impact he made during his years of dedicated service to the Ingham County Parks Department.

**Moved by Commissioner Koenig and Supported by Mr. Czarnecki** that Resolution #23-14 be approved. **Yes-7; No-0. MOTION CARRIED.**

### **DISCUSSION ITEMS**

Friends of Ingham County Parks Monthly Reports~ Willis Bennett stated the next Friends meeting will be in December.

October 2014 Financial Report~ Mr. Czarnecki stated the budget committee reviewed the report and revenue is up and expenses are down, staff should be commended.

Snowpark Update~ Willis Bennett stated we have made ~2,500 cubic yards of snow. We did lose some snow due to the rain. Discussion.

*December and January Meeting Schedule*~ Willis Bennett said in December we will have one commission meeting and cancel the committee meetings. The park commission meeting will be held on December 8<sup>th</sup>. In January, instead of having committee meetings, we will have two full park commission meetings.

*Parks Millage*~ The committee reviewed the millage election results. Commissioner Koenig stated we need a clear, concise process for dealing with the millage. The Board of Commissioners will meet to review this, and in January the park commission will discuss this as well. Discussion.

**DIRECTOR'S REPORT**

Willis Bennett said it was an honor working for the County and thanked the park commission.

**CORRESPONDENCE & CITIZEN COMMENTS**

None.

**BOARD COMMENTS**

Mr. Czarnecki, Commissioner Tsernoglou, and Commissioner Koenig thanked Willis Bennett for his service to the County.

**LIMITED PUBLIC COMMENT:**

None.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:41pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 8, 2014  
RESOLUTION # -14

**RESOLUTION EXPRESSING INTENT TO ACCEPT A DONATION OF FOUR PARCELS  
OF LAND CONTIGUOUS TO LAKE LANSING COUNTY PARK-NORTH FROM ROGER  
DROBNEY OF HDI BUILDERS**

**WHEREAS**, Roger Drobney, owner of HDI Builders, wishes to donate four parcels of land contiguous to Lake Lansing County Park-North to Ingham County; and

**WHEREAS**, Parks Department staff identified the four parcels of land as parcel numbers 33-02-02-02-251-010, 33-02-02-02-427-024, 33-02-02-02-454-013, and 33-02-02-02-478-009; and

**WHEREAS**, Park Department staff deems these parcels as an ideal addition to Lake Lansing County Park-North; and

**WHEREAS**, Park Department staff and the Parks Commission recommend that the parcels be donated to the County to be used in perpetuity and exclusively for park use.

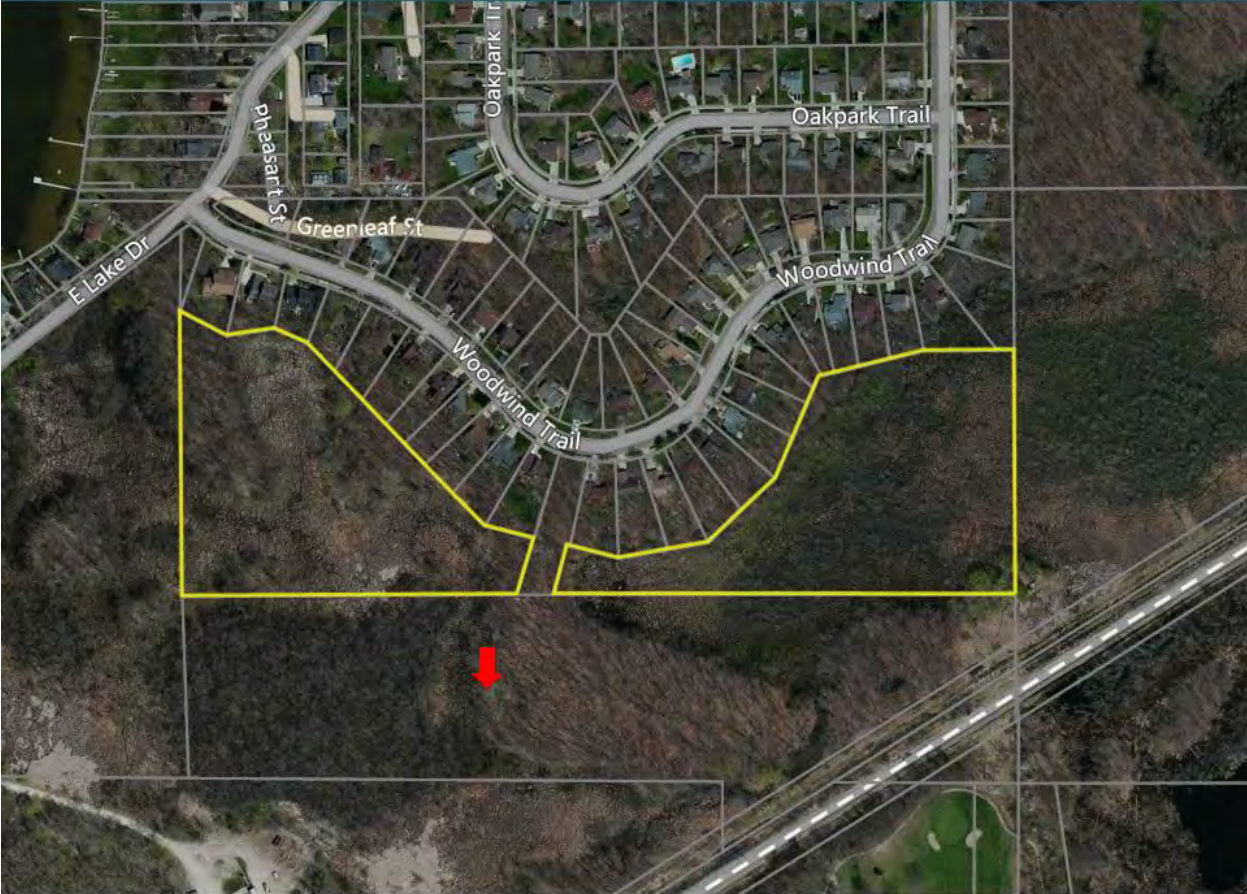
**WHEREAS**, a separate resolution will be introduced at a future meeting to formally accept the properties once satisfactory title work and environmental assessments are in place.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks Commission recommends the Ingham County Board of Commissioners expresses intent to accept the donation of four parcels of land from Roger Drobney be accepted contingent on the title work and baseline environmental assessments being acceptable to the County.

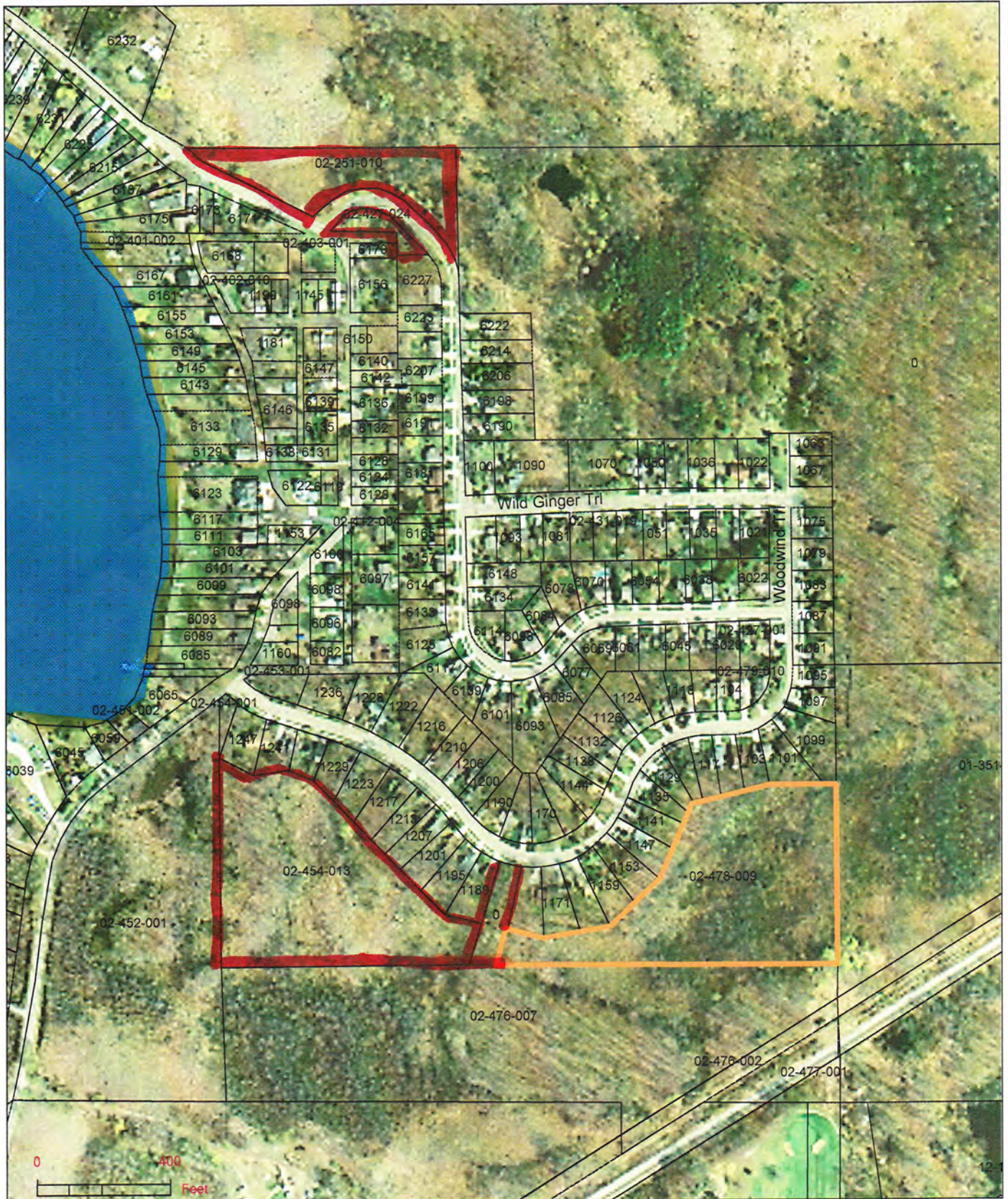
**BE IT FURTHER RESOLVED**, that the Ingham County Park Department staff is authorized to contract for the necessary title work and baseline environmental assessments to complete this donation.

**BE IT FURTHER RESOLVED**, that the Ingham County Parks Commission expresses its appreciation for the generosity of Roger Drobney.

**BE IT FURTHER RESOLVED**, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary legal documents consistent with this resolution upon approval as to form by the County Attorney.



# PARCELS









Michigan Natural Resources Trust Fund  
Grant Application  
Michigan Department of Natural Resources



Lake Lansing Park North Expansion  
Land Acquisition Proposal

Ingham County Parks  
PO Box 178  
121 E. Maple Street  
Mason, MI 48854  
(517) 676-2233  
August 1, 2008

**Section B: Justification of Need**

If you are submitting multiple acquisition or development applications, what is the priority for this application? (1 = highest) 1

What is the expiration date on your community's DNR-approved recreation plan? 2011

What page(s) of your recreation plan is the need for the proposed project discussed? pp. 73, 88, 89, 92

What was the date(s) of public meeting to discuss submission of the grant application? June 23, 2008

♿ Did you gather public input from individuals with disabilities, their families, or advocates?  No  Yes

♿ Is documentation from meetings included with application?  No  Yes

What is the 2000 census population of your community? 279,320

Are you the primary provider of recreation services to any surrounding communities, as documented in your recreation plan?  No  Yes

List communities: \_\_\_\_\_

What is the total population of surrounding communities you serve? \_\_\_\_\_

Does your community have seasonal residents who would use the proposed facilities?  No  Yes

What is the total population of the seasonal residents? N/A

Is documentation that supports the population size of the seasonal residents included with application?  No  Yes

**Section C: Applicant History and Stewardship**

	NO	YES
Has applicant received DNR recreation grant(s) in the past?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, does applicant currently have an open, active grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has applicant closed, sold, or transferred any parkland or recreation facilities in the past 5 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does applicant have a "residents only" policy for this park or other parks or recreation facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Section D: Site Conditions**

Complete the following property checklist on the environmental conditions at the project site and adjacent areas, using information from the past ten years or longer, as appropriate. If you answer **YES** or **UNKNOWN** to any of the questions, you are required to prepare an environmental report. See page 28 of the *2008 Michigan Natural Resources Trust Fund Application Guidelines* for guidance.

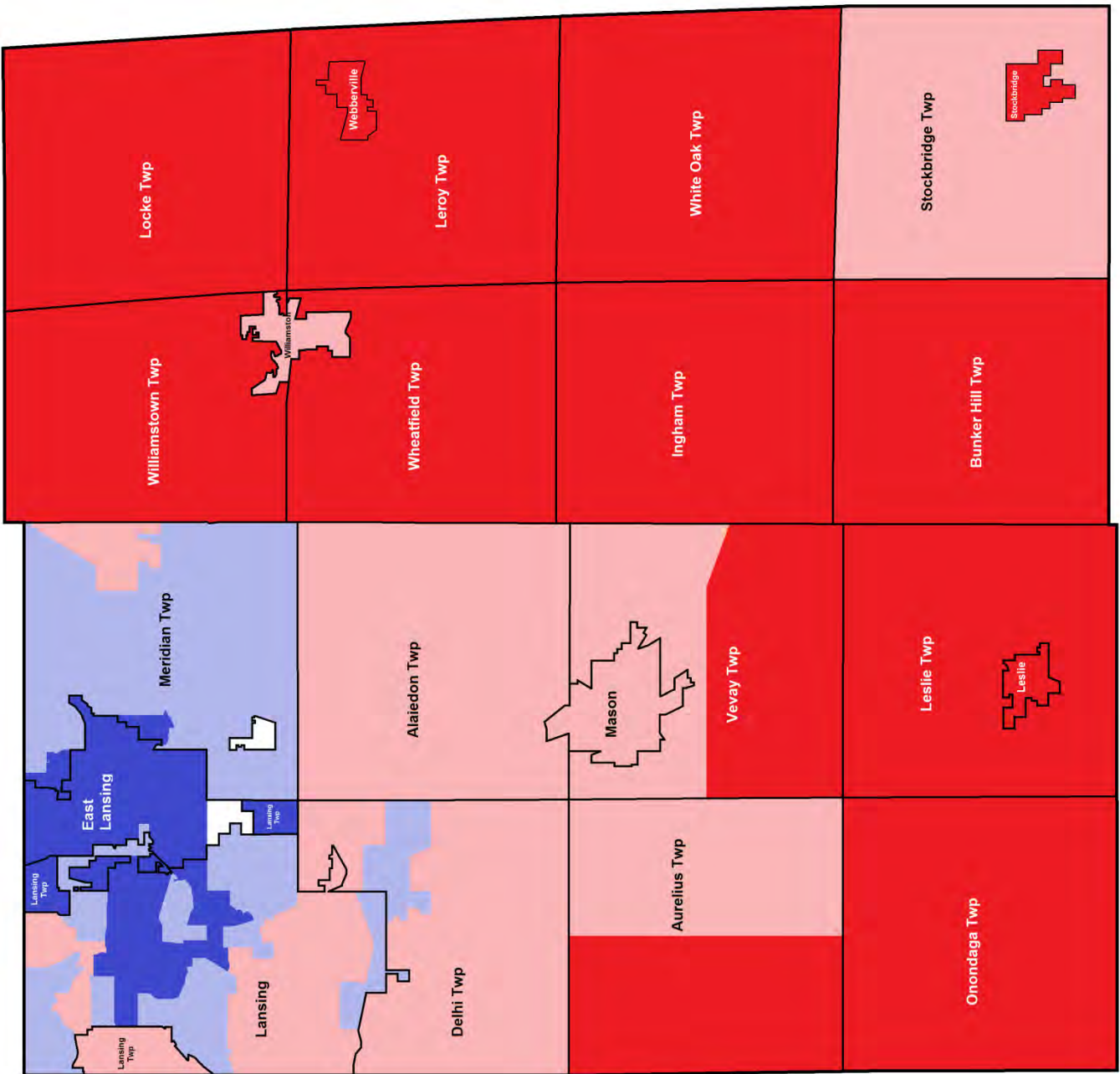
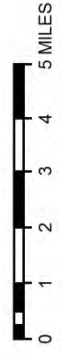
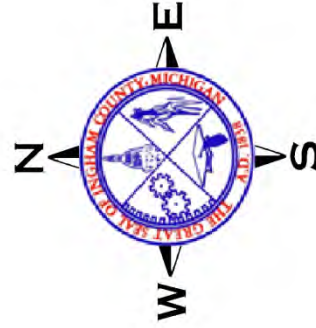
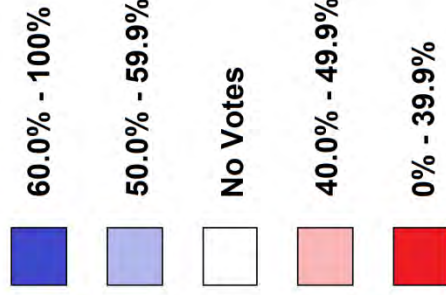
	NO	YES	UNKNOWN
1. Does the applicant, landowner, or others have knowledge that any portion of the property is or has been used for industrial purposes, including manufacturing and/or minerals' processing or extraction (sand, gravel, oil, or gas) at this time or in the past?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the applicant, landowner, or others have knowledge that any portion of the property is currently being used or has been used in the past for a gas station, motor vehicle service or repair facility, commercial printing facility, dry cleaners, photo developing lab, junkyard, landfill, waste treatment, storage, processing or recycling or disposal facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the applicant, landowner, or others have knowledge that any of the following are or have in the past been stored, discarded, or used on the property – automotive or industrial batteries, pesticides or other chemicals used in agricultural practices, paints, industrial waste, or other chemicals in drums or other containers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the applicant, landowner, or others have knowledge that fill dirt or other fill material of unknown origin is on this property or has in the past been placed on the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the applicant, landowner, or others have knowledge of any evidence of leaks, spills, or stains from a substance other than water at this time or in the past?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

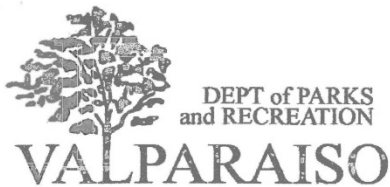
	NO	YES	UNKNOWN
6. Does the applicant, landowner, or others have knowledge that there are or have in the past been waste disposal pits, lagoons, or ponds on the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the applicant, landowner, or others have knowledge that there are at this time or have in the past been registered or unregistered storage tanks on the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the applicant, landowner, or others have knowledge that contaminated groundwater lies below the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If there is a water well on the property, does the applicant, landowner, or others have knowledge that contaminants have been identified in the well that exceeded legal standards or has the well been identified as contaminated by a government agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the landowner been notified about any current violations of environmental laws pertaining to activities on the property or does applicant, landowner, or others have knowledge about past violations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the landowner been notified of any environmental assessments of the property that identified a) the presence of hazardous substances, petroleum products, or contamination; or b) the need for further assessment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the applicant, landowner, or others have knowledge that any hazardous substances, unidentified waste materials, tires, or automotive or industrial batteries have been dumped above ground, buried, or burned on the property?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the property listed on any federal or state list of contaminated sites, including the site of a leaking underground storage tank?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the applicant, landowner, or others have knowledge that any of the adjoining properties are currently being used or have been used in the past for the purposes listed in the previous questions 1-13?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an environmental assessment been completed for the site?	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES	
What is the applicant's current year budget for parks and recreation?	\$	7,794,000	
What are the estimated operation and maintenance costs associated with the proposed project?	\$	\$1,000 annually	
Are permits required for the acquisition or development of the site?	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> UNKNOWN
If yes, complete the following table:			
TYPE OF PERMIT	PERMITTING AGENCY	EFFORTS TAKEN TO OBTAIN PERMIT OR DETERMINE PERMIT REQUIREMENTS	

# INGHAM COUNTY TRAILS AND PARKS MILLAGE RESULTS

NOVEMBER 4, 2014

Favorable Votes by Precinct





3210 Campbell St. • Valparaiso, IN 46385 • 219/462-5144  
FAX • 219/465-0098

### Request for Proposal(s)

1. Update of the City's Park & Recreation Master Plan
- ~~2. Update of the Recreation Impact Fee Ordinance~~
3. Update of the Pathways & Greenways Master Plan

#### STATEMENT OF PURPOSE

The City of Valparaiso Park Board requests statements of qualifications, experience and proposals for updates of its Park & Recreation Master Plan, its Recreation Impact Fee Ordinance, and its Pathways & Greenways Master Plan. Proposals will be submitted for each plan as well as an option to submit for one, two or all three as a unified proposal.

#### BACKGROUND

The City of Valparaiso is a community of approximately 15 square miles with a population of 30,000 and a service area of approximately 45,000. Valparaiso has experienced a moderate growth over the last 5 years, particularly in the form of residential subdivisions and commercial developments. Valparaiso is known for its distinctive quality of life and the Parks Department has been part of that legacy since 1945. The Department manages 19 properties and 700 acres within a general fund budget of \$2.5 million and a non-reverting budget of \$1.3 million. The Department is led by a four member Board of Park Commissioners appointed by the Mayor, a 13 member Parks Foundation, 29 full-time employees, over 200 part-time employees and hundreds of community volunteers. See [www.valparaisoparks.org](http://www.valparaisoparks.org) for details on the park system and its services and facilities.

#### PROJECT ELEMENTS AND SCOPE

1. The scope of work for the Park Master Plan update (last done for 2002-2006) includes the following:
  - Following the requirements and fulfillment of the Indiana Department of Natural Resources most current master plan guidelines
  - Community needs assessment/mandates and priorities
  - Park and community recreation facility and program inventories





DEPT of PARKS  
and RECREATION

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- Benchmark standards in facilities and programs
- Progress review of previous five-year Master Plan
- Analysis of current maintenance, recreation and administrative delivery systems
- Financial analysis of budget, pricing, revenue generating opportunities, cost tracking and accounting processes
- Strategies and actions plans for park facilities, programs, and operational effectiveness, efficiency and sustainability
- Any other requirements necessary to meet Indiana Department of Natural Resources master plan grant proposals

2. The scope of work for the update of the Recreation Impact Fee Ordinance (established May 2006) includes:

- Following the requirements and fulfillment of the Indiana Series of the Indiana Code 36-7-4-1300
- Advice in the establishment of and consultation with the Impact Fee Advisory Committee
- Determination of the Recreation Impact Fee Zone
- Determine changes in the population of the Impact Fee Zone
- Building trends and projections
- Work with the Master Plan process in determining recreation infrastructure inventory requirements along with the community level of services
- Develop recreation infrastructure standards
- Determine inventory and deficiency analysis standards
- Apply the findings to the Impact Fee Formula
- Assistance in development of Impact Fee Ordinance







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3. The scope of work for the Pathways and Greenways Master Plan Update (established 2005) includes:
  - Priority routes update
  - Implementation costs update
  - Pathways and Greenways, system forecast inventory

#### **SUBMITTAL**

##### **A. Qualifications**

Each firm submitting a proposal shall submit a statement of qualifications, including

1. Contact information – Name, address, phone number and email contact of the consulting firm. Web address if available.
2. Form of organization – Whether firm is a partnership, corporation or sole proprietorship; where it is organized; names of principals, officers and directors of the firm
3. Key personnel – Names of key personnel, their respective titles, experience and periods of service with the firm; this shall include staffing for the proposed service
4. Statement of qualifications – A narrative or other statement by the firm of its qualifications and experiences for the proposed services required by these projects
5. Availability – A brief statement of the availability of key personnel of the firm to undertake the proposed service
6. Project list – List of similar services provided by the firm for each of the project types along with their complete with dates and client contact sources

##### **B. Response to Scope**

Each firm shall submit a response to each scope of work applicable. A firm may respond to one, two or all three scopes. Responses should include:

1. Specific approach and action steps to be used
2. Range of costs and timelines
3. Alternate processes or work elements may be suggested





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4. Include information on any sub-consultants you propose to be part of your project team (including their firm profile, key personnel and related project experience)
5. Costs should be given for each update, and if submitting for any combination, a unified or combined cost for two or three of the projects.

C. Submit three (3) copies of the proposal(s) by Friday, January 15, 2010 at 4:30 p.m. to:  
John Seibert, Director of Parks & Recreation  
Valparaiso Parks & Recreation  
3210 N. Campbell St.  
Valparaiso, IN 46383

Questions or requests for additional information should be directed to John Seibert at the above address, by telephone at 219-462-5144 or via email at [jseibert@valpo.us](mailto:jseibert@valpo.us)

After review, a selection committee will interview one to three firms before making a recommendation to the Park Board.

To access information about each of the most current plans or ordinance, you can reference the following websites:

Pathways: [http://docs.google.com/fileview?id=0B\\_TvAIRZxp0kZDYzZGU2ZTUtMjdmMC00MDAyLTlmZWItODAzNDJlNTMyODYw&hl=en](http://docs.google.com/fileview?id=0B_TvAIRZxp0kZDYzZGU2ZTUtMjdmMC00MDAyLTlmZWItODAzNDJlNTMyODYw&hl=en)

Impact Fees:

[http://docs.google.com/fileview?id=0B\\_TvAIRZxp0kNzUxNTVmZGUtNGY2YS00ZGVlWEyMWYtN2YwZmlmYzAwZTdj&hl=en](http://docs.google.com/fileview?id=0B_TvAIRZxp0kNzUxNTVmZGUtNGY2YS00ZGVlWEyMWYtN2YwZmlmYzAwZTdj&hl=en)

Master Plan:

[http://docs.google.com/fileview?id=0B\\_TvAIRZxp0kODczYTk1MzUtNzNlNi00MmNhLTg1YzgtNzBhM2E2NiM3ZGE5&hl=en](http://docs.google.com/fileview?id=0B_TvAIRZxp0kODczYTk1MzUtNzNlNi00MmNhLTg1YzgtNzBhM2E2NiM3ZGE5&hl=en)

