

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, choosing the "Monthly Calendar," and clicking on Monday, August 17, 2015.

**A MEETING OF THE
EXECUTIVE & PLANNING AND COMMUNITY OUTREACH
COMMITTEES
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
6:00pm
Monday, August 17, 2015
Human Services Building
Conference Room B, Second Floor ~ 5303 S. Cedar, Building #3
Lansing, Michigan**

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS
 - A. [Friends](#) of Ingham County Parks Transition Update
 - B. [YMCA Lessons](#)
 - C. [Trails & Parks Millage Task Force/Consultant Update](#)
 - D. New Park Commissioner
 - E. [Park Commission Agenda Items](#)
5. ACTION ITEMS
 - A. [Resolution](#) Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback
6. Limited Public Comment
7. Adjournment

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 Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233.

A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING

FRIENDS OF INGHAM COUNTY PARKS

Minutes of the June 26, 2015 Board Meeting - **Draft**

GRANGER CONSTRUCTION MEETING ROOM

Board Members Present: Andrea Davis, Maricella Deehan, Kevin Duffy, Karen Fraser, Aengus McIntosh, Tim Morgan and Alfreda Schmidt.

Excused: Ruth Milbourne.

Public Present: Matt Nordfjord, Attorney for Ingham County.

Noted: President Zak Taylor and Director Nathan Kessler have resigned from the Friends Board. **As stated in the By-Laws, the Vice President succeeds the President should the President leave office.**

The meeting was called to order by Interim President Maricella Deehan at 12:15pm.

The minutes of the January 23rd, 2015 meeting were distributed and approved as written. Moved by Mr. Duffy; second Mr. McIntosh. Yeas 6, Nays 0

May 31, 2015 Financial Report distributed and approved as written. Mrs. Fraser also requested that we remit funds being held for the Bill Earl Youth Program at this time. Moved by Mr. McIntosh; second Ms. Davis. Yeas 6, Nays 0.

Discussion Items

Proposed changes to the By-Laws

Attorney for Ingham County, Mr. Matt Nordfjord, recommended key changes to the Friends By-Laws that include the exclusion of Ingham County Park staff, members of the Ingham County Parks Commission and the Ingham County Board of Commissioners from serving on the Friends of Ingham County Parks Board. **It was noted by Mr. Morgan that Park Commission Chair, Sarah Nicholls suggested the Friends Board may want consider future changes to section K1 with a change to the wording from "citizens" to "citizens and permanent residents" should the Board make further amendments to the by-laws in the future.** Mrs. Deehan asked about Ingham County residency as a Board Member requirement and a review of the by-laws indicated that residency in Ingham County is not a requirement.

Discussion ensued.

Motion introduced by Ms. Davis to accept the proposed changes to the Friends of Ingham County Parks By-Laws as presented. Second Mr. Duffy. Yeas 6, Nays 0

Transition Plan

Key items – finding Board members with needed skills to support functions of the Friends.

Development of job descriptions – so members will know needs and expectations of various positions. Work sessions will be planned to develop these and work on other transition items.

Everyone was comfortable canceling Cuisine in the Park and Touch a Truck for 2015, as there is much planning to do.

Motion introduced by Mrs. Deehan, second Mr. McIntosh that the Friends pay for an audit of the Friends financial records. Yeas 6, Nays 0

2015 Projects

Motion introduced by Mr. McIntosh, second Ms. Davis to table the discussion of 2015 projects.

Reports

Band Shell – Mr. McIntosh reported the Friday night concerts are up and running. Rain has not been helpful.

Stewardship – **Mr. Morgan reported for stewardship that the focus this fall would be with upland evasive species Autumn Olive and Barberry as the wetland program had been effective in the control of Phragmites.**

Bill Earl Youth Fishing Program and Burchfield Fishing Derby – Mr. Morgan noted both events were successful and that the Parks Department appreciates the Friends financial support of the events.

Meeting Adjourned: 1:30

Amended JUNE 2015

**BY-LAWS
OF
FRIENDS OF INGHAM COUNTY PARKS, INC.**

ARTICLE I

**NAME, PURPOSE, PRINCIPAL OFFICE, OTHER OFFICES, and
REGISTERED AGENT**

- A. The name of this corporation is **FRIENDS OF INGHAM COUNTY PARKS, INC.** (hereinafter referred to as “FRIENDS”).
- B. The purpose of this corporation, subject to the limitations contained within the Articles of Incorporation, is the identifying, planning, funding and implementing of select improvements to parks and recreational facilities of the Ingham County Parks Department, Mason, Michigan. This should be consistent with the Mission, Goals, and Objectives as outlined in the Ingham County Parks Department current adopted five-year Master Plan. The FRIENDS may foster projects of a nature which are consistent with the above-stated purposes and the laws of the State of Michigan and the United States of America.
- C. The principal office of the FRIENDS shall be in Mason, Michigan, or such other place as may be designated by the Board of Directors.
- D. The FRIENDS may have another office, or offices, as may be designated from time-to-time by the Board of Directors.
- E. The FRIENDS shall have, and continuously maintain, an office in Michigan and the Board of Directors of the FRIENDS shall appoint and continuously maintain in service a Registered Agent in Michigan, who shall be an individual resident of the State of Michigan.

ARTICLE II

DIRECTORSHIP

The FRIENDS shall be organized as a directorship corporation. Accordingly, the Board of Directors of the FRIENDS shall be the governing body of the FRIENDS. The individuals sitting as Directors of the Board of Directors of the FRIENDS shall have full voting rights for purposes of amendment of the Articles of Incorporation, Constitution and By-Laws of the FRIENDS. The Board of Directors of the FRIENDS shall be empowered to create classes of non-voting members who may participate in committees established by the Board of Directors.

ARTICLE III

BOARD OF DIRECTORS

- A **General** The business, property and affairs of this corporation shall be managed by the Board of Directors which shall consist of not less than SIX (6) nor more than EIGHTEEN (18) individuals. The makeup of the Board shall reflect a cross section of the community served by Ingham County Parks.
- B **Term of Office** Each Board member shall be elected to serve a three (3) year term of office.
- C **Powers** The Board of Directors shall establish policy for, and have general control and management of, the property, programs and business of the corporation. In addition to the powers and authority expressly conferred upon it by these By-Laws and the statutes of the State of Michigan, the Board of Directors may exercise all such lawful acts and things as shall promote and facilitate the purpose(s) of this corporation. It shall have the power to do, among these things, the following:
 - 1 Borrow money whenever, at the discretion of the board, the exercise of said power is required in the general interest of this corporation to make, execute and deliver, in the name of the corporation, notes or other evidence of indebtedness, and said Board shall have power to mortgage the property of this corporation, or any part thereof, as security for the payment of such indebtedness, or mortgage.

- 2 Enter into and cause contracts or other legal instruments to be executed in the event that it appears that the best interest of the corporation may be served by such action. When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the President, or any other Executive Officer of the Board of Directors, may execute the same in the name, and on behalf of, this corporation, and may affix the Corporate Seal thereto. The Board of Directors shall not execute any instrument on behalf of this corporation unless otherwise delegated as described within these By-Laws.
- 3 To lease, purchase, mortgage, land contract or enter into any other method of purchase, sale/disposal or holding of real estate for the benefit of this corporation. No money shall be paid out by the corporation, and insofar as practical, no bill shall be incurred, without prior budget approval of the Board of Directors. The Board shall select a bank depository for all money received by the corporation. This authorization shall be counter-signed by the President and Treasurer or by other Officers or agents as the Board of Directors shall, from time-to-time, designate for that purpose.

D **Volunteer Status** Board members shall not receive anything of value from the corporation for serving as a Board member, other than reasonable per diem compensation and reimbursement for actual, reasonable and necessary expenses incurred by a Board member in his/her capacity as a Board member. It is the intention of these By-Laws to classify Board members as “volunteer directors” under Act 170, PA 1987.

E **Liability of Board Members** Board members shall not incur personal liability to the corporation or its members for monetary damages for a breach of the Board member’s fiduciary duty with the exception of the following:

- 1 A breach of the Director’s duty of loyalty to the corporation or its shareholders or members.
- 2 Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of the law.
- 3 A violation of Section 551 (1) of 1982 PA 162, as amended.
- 4 A transaction from which the Director derived an improper personal benefit.
- 5 An act or omission occurring before the effective date of the Act, i.e., January 1, 1988.
- 6 An act or omission that is grossly negligent.

This corporation assumes all liability to any person other than the corporation or its members for all acts or omissions of the Board members occurring on or after January 1, 1988.

F **Board Members Indemnification** This corporation shall indemnify any Board member who was, or is, a party, or threatened to be made a party, to any threatened, pending or completed action, suit, or proceeding whether civil or criminal, administrative or investigative, other than an action by or in the right of the corporation, by reason of the fact that said Board member is, or was, a Board member, against expenses, including attorney's fees, judgments, penalties, fines and amounts paid in settlement actually or reasonably incurred by the Board member in connection with said action, suit or proceeding, if said Board member acted in good faith and in a manner the Board member reasonably believed to be in, or not opposed to, the best interest of the corporation or its members, and with respect to any criminal action or proceedings, only if the Board member had no reasonable cause to believe that conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere*, or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in, or not opposed to, the best interest of the corporation or its shareholders or members and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was lawful.

This corporation shall indemnify any Board member who was, or is, a party to, or is threatened to be made a party to, a threatened, pending or completed action, or suit, by, or in the right of, the corporation to procure a judgment in its favor by reason of the fact that the person is, or was, a Board member, against expenses, including actual and reasonable attorney's fees and amounts paid in settlement incurred by the person in connection with the action or suit if the person acted in good faith and in a manner the Board member reasonably believed to be in, or not opposed to, the best interest of the corporation or its shareholders or members. However, indemnification shall not be made for a claim, issue or matter in which the person has been found liable to the corporation unless, and only to the extent that, the Court in which the action or suit was brought has determined, upon application, that, despite the adjudication of liability but in view of all circumstances of the case, the person is fairly and reasonably entitled to indemnification for expenses the Court considers proper.

The indemnification provided in this section, unless ordered by a Court, shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the Director, officers, employee or agent is proper in the circumstances because the person has met the applicable standard of conduct set forth above. This determination that the person met the applicable standard of conduct shall be made in any of the following ways:

- 1 By a majority vote or quorum of the Board consisting of Directors who were not parties to the action, suit or proceeding.
- 2 If the quorum described in subdivision 1 immediately above is not obtainable, then by a majority vote of a committee of Directors who are not parties to the action. The committee shall consist of not less than two (2) disinterested Directors.
- 3 By independent legal counsel in a written opinion.
- 4 By the members.

If a person is entitled to indemnification under this section for a portion of expenses, including attorney's fees, judgments, penalties, fines and amounts paid in settlement but not for the total amount thereof, the corporation may indemnify the person for the portion of the expenses, judgments, penalties, fines or amounts paid in settlement for which the person is entitled to be indemnified.

- G **Meetings** The Board of Directors shall meet at least four (4) times per year, once per quarter for the purpose of transacting the business of the FRIENDS requiring Board action. The Board may provide for the holding of additional regular meetings.

Special meetings of the Board may be called at the discretion of the President or by a majority of Directors present at a meeting where a quorum is in attendance.

Notice of day, time and place of any meeting of the Board shall be given at least ten (10) days prior to the meeting via mail, e-mail, messenger, or telephone to each Director at the address contained in the records of the FRIENDS. Attendance at any meeting shall be considered to be waiver of notice unless a Director attends for the purpose of objecting to the transaction of business because the meeting is unlawfully called or convened. Directors may waive such notice.

- H **Quorum** A majority of the Board of Directors then in office shall constitute a quorum. A majority of such a quorum shall be sufficient to decide any questions which may come before the meeting.

- I **Action Taken Without A Meeting** Any action which might be taken at a meeting of the Board may be taken without a meeting if, before or after the said action, all members of the Board consent thereto in writing. The written consents shall be filed with the Minutes of the proceedings of the Board. The consent has the same effect as a vote of the Board for all purposes.

- J **Removal and Replacement**

- 1 Any member of the Board of Directors may be removed from the Board by a majority vote of the Board.

K Director Appointment

- 1 Directors of FRIENDS shall be citizens of the United States of America, residents of Michigan, and at least eighteen (18) years of age. They agree to work on behalf of the FRIENDS, assist in fund raising, offer their wisdom and ideas and use their influence on behalf of the FRIENDS as required. Every effort shall be made to maintain a Board balance which reflects the above attitudes.
- 2 Directors may be nominated by a Director in good standing at any time and may be elected by a majority vote of the Board of Directors at any meeting where a quorum is present, and upon due notice being furnished. However, a full slate of candidates shall be presented to the Board, in writing, not less than thirty (30) days prior to the last meeting of each fiscal year of the FRIENDS by the Nominating Committee, for the purpose of maintaining a balanced Board. The number to be annually nominated shall be determined by the Board. The general election shall take place prior to the end of each fiscal year, and shall be by a majority vote of Directors present if such Directors constitute a quorum. Notification of such election meeting shall be contained in regular notice as provided for in Article III, Section G.

L Honorary Board Members Honorary Board Members shall be entitled to attend all meetings of the Corporation and to participate in discussions of the Board of Directors. Honorary Board Members shall have all the rights and privileges of elected Board of Directors except that Honorary Members shall be non-voting participants.

- 1 Honorary Board Members, as a working member of the Board, the Honorary Member may assume responsibility for welcoming and mentoring newly elected Board Members with regard to the mission, history, policies and operating practices of the Friends of Ingham County Parks.
- 2 Honorary Board Members are nominated by a Board member in good standing and the nomination is voted on by the Board of Directors.
- 3 An Honorary Member is a distinguished member of the community who has been of great service to our organization or who we wish to recognize for their furtherance of the goals of the Friends of Ingham County Parks.

- 4 Honorary Board Members retain their honorary status until which time they resign their position.
- 5 Honorary Board Members shall receive all written and verbal communications regarding all Board meetings as do the voting members of the Board of Directors.
- 6 Honorary Members may serve special committees but they generally will not serve as chairperson on a committee.

ARTICLE IV

COMMITTEES

There are hereby established the following optional committees and such ad hoc committees as the Board chooses. Non-Board members may be members of any standing committee.

- A **Executive Committee** There shall be an Executive Committee of the Board which shall consist of:
- 1 All officers of the Board, plus such additional appointed Board members, if necessary, to constitute three members of the Committee.
- The Executive Committee shall perform such duties as directed by the Board.
- B **Finance Committee** There shall be a Finance Committee which shall provide oversight of all business and financial matters, and make recommendations to the Board thereon. This shall include, but not be limited to, budget review, review of all legal and tax matters, acceptance of gifts of realty and personally, and all fiduciary matters. The Committee shall consist of:
- 1 The Treasurer; and
 - 2 Other Board members selected by the Board.
- C **Nominating Committee** There shall be a Nominating Committee for the purpose of nominating candidates for election to the Board and for election each year. The Committee shall be made up of:
- 1 The immediate past President;
 - 2 The President;
 - 3 The President-Elect (if one exists); and

4 Other members of the Board if deemed advisable by the Board.

- D **Development Committee** There shall be a Development Committee which shall be charged with the responsibility of oversight of all public relations and fund-raising activity authorized by the Board, and shall work with the Planning Committee.
- E **Planning Committee** There shall be a Planning Committee charged with developing and documenting unified, long and short range strategic plans and with the continuous upgrading thereof and making recommendations of same to the Board.
- F **Ad Hoc Committees** The Board of Directors shall be empowered to create and appoint other committees, advisory groups, honorary groups, auxiliaries and membership groups, as deemed advisable from time-to-time, and consistent with these (or amended) By-Laws. All such committees and groups shall be organized in accordance with procedures established by the Board of Directors, which procedures shall be fully consistent with the purposes of the FRIENDS and, in addition, in accordance with the governance provisions of the By-Laws.
- G **Standing Committee Chair** The chair of each standing committee of the Board shall be a member of the Board.

ARTICLE V

OFFICERS

- A The Officers of the FRIENDS shall consist of a President, Vice President, a Secretary, a Treasurer, and other officers as may be deemed necessary. One (1) person may hold more than one office, except that no one may hold the offices of President and Secretary at the same time. Officers shall be members of the Board before holding office.
- B Officers shall serve for a period of two (2) years. Officers shall assume office at the end of the last Board meeting of the fiscal year in which they are elected and shall remain in office until the end of the last Board meeting of the fiscal year of their term.
- C Any officer may resign at any time by serving written notice to the Board at the official address of the FRIENDS. Such notice shall take effect at the time specified therein, or, if no time is specified, at the time designated by the Board.

- D Any officer may be removed from office for the same causes and by the same process provided in Article III, Section J. Such removal process may also include removal from the Board if so designed.
- E Officer vacancies shall be filled by Board election for the unexpired term.

ARTICLE VI

POWERS AND DUTIES OF OFFICERS

- A The President of the FRIENDS shall have all powers and shall perform all duties commonly incident to and vested in the office of president of a corporation, including, but not limited to, being the Chief Executive Officer of the FRIENDS, preparing agendas for all Board meetings, and having knowledge of, and responsibility for, supervision of the business of the FRIENDS. Notwithstanding the foregoing, the President shall have the following powers and duties:
 - 1 He/she shall be a member of, and serve as, Chair of the Board, and preside at meetings.
 - 2 He/she shall be an ex-officio member of all committees of the Board; and all auxiliaries, with a vote.
 - 3 He/she shall serve as Chair of the Executive Committee and preside at meetings.
 - 4 He/she shall perform such other duties as deemed necessary by the Board from time-to-time.
- B The Vice-President of the FRIENDS shall in the absence of the President execute all the powers of the President.
- C The Vice-President of the FRIENDS automatically succeeds to the office of President, when the Presidents term ends or he/she vacates the office.
- D The Treasurer of the FRIENDS shall have all powers and perform all duties commonly incident to and vested in the office of treasurer of a corporation, including the following duties and responsibilities:
 - 1 He/she shall be responsible for the development of fiscal policy for the FRIENDS.
 - 2 He/she shall ensure that an account is maintained of all monies received by and expended for the use of the FRIENDS using generally-accepted bookkeeping procedures.

- 3 He/she shall ensure that all monies of the FRIENDS are deposited in a bank or banks or trust company or trust companies approved by the Board, and that authorized disbursements are made there from.
 - 4 He/she shall render an annual report of the finances of the FRIENDS to the Board, and at such other times requested by the President shall show all receipts and expenditures.
 - 5 He/she shall perform such other duties as the President may, from time-to-time, deem necessary.
 - 6 He/she may appoint an Assistant Treasurer and delegate specific duties to same.
- E The Secretary of the FRIENDS shall have all powers and perform all duties commonly incident to, and vested in, the office of secretary of a corporation, including the following duties and responsibilities:
- 1 He/she shall attend all meetings of the Board and shall be responsible for keeping and preserving the Minute Book for the FRIENDS and for distributing true and accurate minutes of all meetings.
 - 2 He/she shall ensure that all notices are given in accordance with these By-Laws.
 - 3 He/she shall perform such other duties as the President may, from time-to-time, designate.
- F Other officers designated by the Board shall have powers and duties which are normally incident to such offices and other such duties and powers as assigned by the Board.
- G All officers may be furnished a fidelity bond in such sum as the Board of Directors may prescribe.
- H All withdrawals of FRIENDS' funds, including via checks and drafts, must be signed by one (1) of the following: The President, Vice President, Treasure or any designee of the President.
- I Bills which are for goods and services included in normal budgets shall be paid without further Board approval. All other bills shall require prior Board approval unless the Board has authorized limited staff expenditures from time-to-time.
- J No contracts, promotions, or commitments shall be entered into by an officer or an employee without approval of the Board. Such approval may be in the form of a blanket, delegated approval for an officer or employee by Board Resolution.

ARTICLE VII

MISCELLANEOUS

- A The fiscal year of the FRIENDS shall commence on January 1st and shall terminate on December 31st of each year.
- B The FRIENDS shall perpetually operate as a non-profit in the State of Michigan for the benefit of the Ingham County Parks.
- C The Board of the FRIENDS may provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal, State of Michigan".
- D Parliamentary authority shall follow ROBERT'S RULES OF ORDER, except as otherwise stated in these By-Laws.

ARTICLE VIII

DISSOLUTION

- A No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof. Notwithstanding any provision of these Articles to the contrary, the corporation shall not carry on other activities not permitted to be carried on by a corporation exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, (or the corresponding provisions of any future United States Internal Revenue Law). Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation to such organization or organizations as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purpose, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively as Section 501 (c) (3) exempt organizations.

ARTICLE VIX

AMENDMENTS TO BY-LAWS

- I. These **Amended** By-Laws may be further amended by majority vote at any meeting of the Board at which a quorum is present.
- II. Any amendment to be proposed at a meeting shall be mailed to each member of the Board at least fourteen (14) days prior to the date of the meeting. Amendments so made shall take effect upon adoption, unless an effective date is adopted.
- III. No amendment may operate to curtail the term of any Director or officer then in office.

Ingham County has decided that we will only be offering Snow Tubing at Hawk Island again for 2015/2016 winter season. This change was made due to a significantly higher snow tubing attendance, frequent lines of visitors waiting to tube and operating costs. Our 3 year trial to provide a snowboarding hill did not meet revenue or visitor projections and we are disappointed that we can no longer offer this to park visitors. Our goal is to offer activities that encourage the highest levels of public participation and that can be provided by the Parks Department in a cost effective manner managing the snow hill for tubing was a popular activity both in attendance and revenue.

From: Collins, Brian
Sent: Thursday, July 30, 2015 11:33 AM
To: Morgan, Timothy
Subject: Fw: Hawk Island Snow Board Lessons

See below correspondence with Joy.

Brian Collins, CPRE
Hawk Island County Park Manager
Ingham County Parks
bcollins@ingham.org
517.676.2233

From: Joy Berwald <jberwald@ymcaoflansing.org>
Sent: Thursday, July 23, 2015 2:40 PM
To: Collins, Brian
Subject: RE: Hawk Island Snow Board Lessons

Hi Brian,

I just looked at the registration numbers we have for the 2015 winter session – and looks like we had a total of 5 participants.

We really do not even break even at that point to pay the instructor so unless we were to have higher registration numbers it is really not advantageous for the Y to continue with the classes.

We are always open to suggestions and ideas on how we can increase enrollment.

Hope that helps,

Joy

Joy Berwald
Fitness Director

YMCA OF METROPOLITAN LANSING
Westside Community YMCA
3700 Old Lansing Road, Lansing, MI 48917
(P) 517 827 9670 (D) 517 827 9677 (F) 517 367 7874
(E) jberwald@ymcaoflansing.org (W) ymcaoflansing.org
The Y: We're for youth development, healthy living and social responsibility.

From: Collins, Brian [<mailto:BCollins@ingham.org>]
Sent: Wednesday, July 22, 2015 1:49 PM
To: jberwald@ymcaoflansing.org
Subject: Hawk Island Snow Board Lessons

Joy,

Hope your summer is going well. The combination of the low turnout for the snowboarding lessons last winter coupled with the amount of time it takes us to prepare the hill for these lessons. I have recommended to my Director , Tim Morgan that we take a look at whether we should pursue these lessons again for the upcoming season. Do you have any thoughts on your end?

Thanks, Brian
Brian Collins, CPRE
Hawk Island County Park Manager
Ingham County Parks
bcollins@ingham.org
517.676.2233

July 7, 2015

To: Tim Morgan, Director of Parks
From: Brian Collins, Park Manager II

Re: Snowboard lessons

Tim,

During the 2014-15 winter season, the Ingham County Parks Department partnered with the Westside YMCA to hold snowboarding lessons at the Hawk Island Snow Park. An agreement was in place where the snowboard participants would receive both an annual parks parking pass and a set of lessons through an instructor lined up through the YMCA. The YMCA had originally structured the course to include three separate lesson categories (youth, young adult, and family). Between the three categories, there were only a combined five or six participants total. In response to the low turnout, the YMCA combined all of these individuals into one class.

Park Staff specially constructed an area of the snow park to accommodate these lessons. The construction build out, grooming, and continued maintenance of this area took an initial 12 hours and 2-3 hours per week to maintain. It is my recommendation that we do not pursue snowboard lessons for the 2015-16 winter season, due to the low turnout of participants and the number of staff hours/dollars expended on the endeavor.

If you should have any questions, please feel free to contact me.

Sincerely,



Brian Collins, Park Manager II



Ingham County Parks & Recreation Commission

121 E. Maple St., PO Box 178, Mason, MI 48854
Phone: (517) 676-2233 Fax: (517) 244-7190
www.inghamcountyparks.org email: parks@ingham.org

<http://www.michigantrails.org/trails/ingham-county-regional-trails-and-parks-planning-process>



ABOUT US

TRAILS

MICHIGANDER

JOIN US

EVENTS

NEWSROOM

CONTACT US

TRAILS BY REGION

TRAIL BUILDERS TOOLKIT

FRIENDS OF THE TRAILS

GREAT LAKE TO LAKE TRAIL

MICHIGAN'S IRON BELLE TRAIL

INGHAM COUNTY REGIONAL TRAILS

BLOG

A Naming Contest Kicks Off Michigan Trails Week!
Sep 22, 2014

MTGA Talks About New Pure Michigan Trails Package
Apr 05, 2014

First Biennial Trail Summit Scheduled for January 21, 2014
Nov 21, 2013

Fred Meijer Grand River Valley Rail Trail Dedication Ceremony
Nov 06, 2013

Michigan Natural Resources Commission to Meet in Lansing
Nov 06, 2013



INGHAM COUNTY REGIONAL TRAILS AND PARKS PLANNING PROCESS

In November 2014, Ingham County voters approved a new millage to support the development of a county-wide regional trails and parks system. The .5 mill levy will raise an estimated \$3.5 million per year over the next six years. The first step the County took upon its passage was to solicit for a consulting team to help lay the groundwork for how to allocate the funds and what projects to invest in to maximize the impact of this new revenue. In July 2015, Ingham County hired the consulting team of The Mannik & Smith Group along with Michigan Trails and Greenways Alliance to do this project.

PROJECT SUMMARY

The primary goal of this project is to assist the Ingham County Trails and Parks Task Force in determining the expenditure of millage dollars for their trails and parks. The proposed work effort involves development of a County Regional Trails and Parks Plan, including construction and maintenance costs, as well as recommendations for priority projects and best practices.

In brief, the project highlights consist of:

- Detailed inventory and assessment of existing regional non-motorized trails, including both land and water trails, bridges, and park facilities.
- Analysis of local conditions, destinations, and evaluation of corridors and routes presenting trail opportunities.
- Determination of planned and desired trails.
- Engaging the Task Force, community stakeholders, and the public for preferred routes and corridor prioritization.
- Formulation of a 6-year capital improvement plan for trails and county parks.
- Development of a model for project ranking and selection.
- Recommendations for millage fund category spending allocations for trails and county parks.

Current information and planning documents for both existing and proposed trails are being reviewed. A detailed inventory and assessment of the existing trails, bridges, County parks, and water trails are being conducted. The outcome of this first phase is to establish existing conditions and current plans. A base Regional Trails and Parks Plan map will be used as a basis for public and stakeholder input.

Public input will then be sought at workshops taking place around the County to receive suggestions and information from participants. The workshops will focus on refining the future trail network. An online survey will also be forthcoming focusing on the proposed trail network and gaps to identify opinions on priorities for trail construction.

The Ingham County Regional Trails and Parks Plan document will then be created, which will detail projected/estimated costs for trail construction, maintenance, or repair, and identify a method for project ranking and selection. A 6-year capital improvement plan will be formulated including a method for project evaluation and selection of trails and park projects. Maximizing millage dollars by leveraging available grant funds will be an important consideration of this

process. This last phase will also include recommendations for spending percentages of the identified millage categories. The Regional Trails and Parks Plan document will be developed through a series of drafts, incorporating the comments of the Task Force over a few months. A final draft with supporting graphics will be presented to the Task Force for final approval and adoption.

The project will run through mid-Winter, 2016 and has several components to it.

PRESENT STATUS AND NEXT STEPS:

PROJECT INITIATION:

The team held a preliminary meeting with Ingham County Parks Department and a subcommittee of the Trails & Parks Task Force to firm up details of the project. The official kick-off will be scheduled for late September with the full Board of Commissioners Trails & Parks Task Force on September 30th at 6 p.m. at the Human Services Building, Conference Room D & E.

INVENTORY AND ANALYSIS - WHAT DO WE HAVE?

Preliminary tasks have already begun, including the collection of current and past planning documents, recreation, and demographic information relevant to the project. This includes trail plans included in parks and recreation, transportation, and comprehensive master plans in all of the county's local municipalities which would indicate local trails (land and water), connection priorities, and planned projects. Included in the review are existing and proposed trails in the adjacent six counties which offer interconnectivity and trail opportunities.

Another step is the collection of information from other regional trail efforts and millage-funded networks from across the country to help with a strategy for percentage allocations and ranking criteria. Ultimately, the goal is to develop an equitable and transparent model for the evaluation and ranking of projects and the expenditure of the Ingham County trails and parks millage funds.

PUBLIC INPUT - WHAT DO WE WANT?

The detailed inventory will inform the development of an ArcGIS map showing municipal and county parks, state owned lands, natural areas, and other important destinations as well as the existing and proposed land and water trail network, priority gaps, level of construction readiness, and potential funding. The map will serve as a primary tool to gather public input.

Six public workshops will be arranged and conducted this fall in various locations throughout the county. The Regional Trails and Parks Plan map will be refined based on the input received. The following will be the general areas for the meetings with the exact date, time, and location to be announced in the near future on this page.

1. East Lansing
2. Meridian Township
3. North Lansing/ Downtown (combined)
4. South Lansing/ Delhi Township (combined)
5. Mason/ Stockbridge/ Leslie/ Dansville (combined)
6. Williamston/ Webberville (combined)

There will also be an opportunity in the near future for public input through an online survey accessed from this page.

To learn how you can get involved, [click here](#).





HOW YOU CAN GET INVOLVED IN THE INGHAM COUNTY TRAILS AND PARKS REGIONAL NETWORK PLAN

A major component of the project is stakeholder engagement and public input. The consultant team is arranging 6 meetings for public input to be held in various locations in the County. Meeting dates, times, and locations are being set up for meetings to be held in:

East Lansing

Meridian Township

North Lansing and Downtown (combined)

South Lansing and Delhi Township (combined)

Mason, Stockbridge, Leslie, and Dansville (combined)

Williamston and Webberville (combined)

Exact details will be posted on this page. You can also sign up to receive announcements about these meetings [here](#).

Event Registration

Complete this form to register for notification of Ingham County Regional Trails and Parks Network public meetings.

* Required

Which event would you like to attend? *

Check all that apply

- ☐ 1. East Lansing
- ☐ 2. Meridian Township
- ☐ 3. North Lansing and Downtown
- ☐ 4. South Lansing and Delhi Township
- ☐ 5. Mason, Stockbridge, Leslie, Dansville
- ☐ 6. Williamston and Webberville

First Name *

Last Name *

Email *

Job Title

Phone

Company or Organization

Comments (Optional)

Submit

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, choosing the "Monthly Calendar," and clicking on Monday, August 24, 2015

Monday, August 24, 2015

6:00pm

PARKS & RECREATION COMMISSION MEETING

**Winter Sports Building
Burchfield Park
881 Grovenburg Road
Holt, Michigan**

**NOTE
CHANGE IN
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of June 22, 2015 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **Late Items / Deletions**
6. **PRESENTATION BY JILL RHODE, FINANCIAL SERVICES DIRECTOR**
7. **ACTION ITEMS**
 - A. Resolution Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback
 - B. Motion to Eliminate the 508 Enterprise Fund and Adopt Jill Rhode's Recommendations
 - C. Motion to Enter Into a Contract With _____ for Improvements To 1.5 Miles of the Lansing River Trail and Parking Lots Located Within Hawk Island County Park
(Available at the Meeting)
8. **FINANCIAL REPORT**
9. **ADMINISTRATIVE REPORTS**
 - A. Director/Administrative Office
 - B. Park Managers
10. **OLD BUSINESS**
 - A. Trails & Parks Millage Task Force/Consultant Update
 - B. Ranger I / Mechanic Update
11. **NEW BUSINESS**
 - A.
12. **REPORTS OF STANDING COMMITTEES**
 - A. Executive Committee - Chair Nicholls
 - B. Planning & Community Outreach Committee - Mr. Monsma
 - C. Budget & Personnel Committee - Mr. Czarnecki
13. **Correspondence & Citizen Comment**

14. **New Park Commissioner Cherry Hamrick**
15. **Board/Staff Comments**
16. **PRESENTATION BY MID-MICHIGAN MOUNTAIN BIKE ASSOCIATION - BRINDLEY BYRD**
17. **PRESENTATION BY CAPITAL CITY RENEGADES – MATT RINKER**
18. **Limited Public Comment ~ *Limited to 3 minutes with no discussion***
19. **Upcoming Meetings**
 - A. Date: Monday, September 21, 2015; Time: 5:30pm
Executive Committee Meeting
 - Date: Monday, September 21, 2015; Time: 6:00pm
Planning & Community Outreach Committee Meeting
 - Date: Tuesday, September 22, 2015; Time 12:00pm
Budget & Personnel Committee Meeting
 - Date: Monday, September 28, 2015; Time: 6:00pm
Parks & Recreation Commission Meeting
20. **Informational Items – *Distributed at Commission Meeting***
 - A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes
(Items pertaining to the Parks Department)
 - B. Newspaper Articles
 - C. MRPA Placemaking Event
 - D. Day Camp Surveys
21. **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.

Ingham County Parks & Recreation Commission Members: Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Kevin Duffy, County Commissioner Carol Koenig, Ralph Monsma, Paul Pratt, Jonathan Schelke, and County Commissioner Penelope Tsemoglou
Ingham County Park Staff: Director Tim Morgan, Burchfield County Park Assistant Manager I Tim Buckley, Hawk Island County Park Manager II Brian Collins, Hawk Island County Park Assistant Park Manager II Coe Emens III, Financial Coordinator Karen Fraser, Burchfield County Park Manager II Jeff Gehl, Accounting Clerk Raelyn Kateley, Executive Assistant Nicole Wallace, Park Ranger I Mark Wichtoski, and Lake Lansing Park Manager II Pat Witte

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of August 24, 2015
RESOLUTION # -15

**RESOLUTION TRANSFERRING FUNDS FROM THE PARKS DEPARTMENT CAPITAL
IMPROVEMENT FUND FOR HAWK ISLAND SNOW HILL EQUIPMENT PAYBACK**

WHEREAS, Board of Commissioner Resolution #14-383 approved the purchase and repayment schedule for one (1) snow groomer and Board of Commissioner Resolution #14-384 approved the purchase and repayment schedule for two (2) snow makers and;

WHEREAS, the above mentioned resolutions established an amount of \$224,200 to be paid back to the general fund over a period of ten years; and

WHEREAS, the Hawk Island Snow Hill generated \$59,579 in revenue from December 2014-April 2015, with positive net revenue of \$23,821 after expenses; and

WHEREAS, while this is an outstanding shift to a positive net revenue situation for the snow hill, the Parks 508 Enterprise Fund as a whole cannot sustain the repayment of the purchase.

WHEREAS, the Parks Department Capital Improvement Fund (PDCIF), currently has a fund balance of \$170,000; and

WHEREAS, the Financial Services Department recommends transferring the existing (PDCIF) Fund, fund balance of \$170,000 to reduce the snow equipment repayment balance; and

WHEREAS, a transfer of \$170,000 to the snow equipment repayment would reduce the amount owed to \$54,200; and

WHEREAS, the balance of \$54,200 still owed to the general fund would be eliminated.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission recommend the \$170,000 fund balance in the Parks Department Land Improvement Fund be applied to the snow equipment repayment balances.

THEREFORE BE IT FURTHER RESOLVED, the Ingham County Parks and Recreation Commission recommend the balance of \$54,200 be eliminated.