

# 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 7, 2015.

**A MEETING OF THE  
PLANNING AND COMMUNITY OUTREACH COMMITTEE  
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION  
Will Be Held at  
6:00pm  
Monday, December 7, 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. Trails & Parks Millage Task Force/Consultant Update
  - B. [RFP for the 2017-2021 Master Plan](#)
  - C. Nominating Committee for January Park Commission Elections?
  - D. [Ongoing Deer Reduction Program](#)
  
5. ACTION ITEMS
  - A. [Resolution](#) Honoring Anne Grofvert as the 2015 Volunteer of the Year
  - B. [Motion](#) to Approve the 2016 Park Commission Meeting Dates
  - C. [Motion](#) to Solicit for a Request for Proposal (RFP) for the 2017-2021 Master Plan
  
6. [Review Park Commission Agenda](#)
  
7. Limited Public Comment
8. 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**

**Tentative Timeline for Parks Master Plan**

December 7, 2015	Parks Planning Committee - Discuss Draft RFP
December 14, 2015	Park Commission -Motion to Direct Staff to work with Purchasing to Solicit a RFP
January 11, 2016	Release RFP
February 10, 2016	Open Bids at 11:00am
February 22, 2016	Parks Planning Committee – Discuss Motion to Approve Contract with Vendor
February 23, 2016	Parks Budget Committee – Discuss Motion to Approve Contract with Vendor
February 29, 2016	Park Commission – Motion to approve Contract with Vendor
February __, 2016 (Deadline not published yet)	BOC Deadline for Agenda Items
March 2016	County Services
March 2016	Finance Committee
March 2016	Board of Commissioners
April 2016	Contract Award Start Date
December 2016	Adopted by the Park Commission and BOC
January 31, 2017	Filed with MDNR

**DRAFT (12-2-15)**  
**Scope of Work, Specifications, and Timeline for**  
**Ingham County’s Comprehensive “*Master Plan*”**  
**2017-2021 and Beyond Update**

**PURPOSE:**

Ingham County (County) solicits proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department in assembling the 2017-2021 Master Plan.

**BACKGROUND:**

Parks Department Background ;

Ingham County Parks Located just minutes from the heart of Lansing in mid-Michigan, offering more than 1,200 acres of outstanding parklands for recreation and enjoyment. Burchfield Park (including Bunker Road & McNamara Canoe Landings as well Riverbend Natural Area), Hawk Island County Park (including access to the river trail), Lake Lansing North and South (including Lake Lansing South Boat Launch)

**Why Plan the Future:**

We want to make sure that our current approach to parks and recreation meets the needs of this changing community and continues to contribute to the richness of Ingham County over the next five to twenty years.

Public parks are critical components of Ingham County’s economic and social health. The opportunities offered by the Ingham County Parks allow residents the chance to participate in programs and activities that benefit their physical and mental health. The Ingham County park system represents a large investment, but one that pays enormous dividends by providing recreational areas and opportunities for our residents and visitors.

Parks can also be justified by the economic dividends they contribute to a community. Parks can raise property values of an area and is an important asset for attracting industry and visitors. Parks also protect the environment as well as the quality of life that our residents enjoy. Preservation of parkland is critical as Ingham County experiences development and population growth.

Ingham County Parks have the potential to transform and further enrich our County. The key is for community leaders, Park Commission members and others to think of Ingham County Parks and their surroundings as places for social and cultural exchange, business opportunities, and recreational activities for children, teens, adults and seniors, and as the protector of our natural resources and environment. It is critical to broaden the way we think about Ingham County and its parks, or lose an important opportunity for its parks to be a catalyst for the future. The Goal of this Master Plan is to continue to build on the *Great* vision for our parks into the future.

**Mission Statement:**

The Ingham County Parks & Recreation Commission (Parks Commission) and Ingham County Parks Department (ICPD) will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive 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.

**Purpose (core values):**

Provide the highest quality park system through effective and efficient use of resources, and consistent/fair service delivery. Lastly, provide open communication to the public in delivery of those services.

**Priority:**

To be completed within eight months of the starting date with adoptions by their appropriate boards no later than December 2016. It should be filed with the MDNR no later than February 1, 2017. It should utilize and integrate the Ingham County Parks Comprehensive (non-motorized) Trails, Greenways and Blueways Plan being produced in the fall of 2015 to be completed and adopted by March 2016.

**MASTER PLAN 2021**  
**“Vision for Ingham County Parks”**

**Purpose of Master Plan:** *To develop a long-term vision for park and recreation services in Ingham County, establish implementation strategies and examine funding opportunities.*

**Deliverables:**

- **Aspect #1:** Determine the current status of parks and recreation programs, the inventory and condition of parklands, determine full-time staffing needs for current operations, equipment needs both present and future, *facilities inventory (this was done in fall of 2015 as part of the Trails & Parks Master plan and would need to be just updated, also incorporate plans for any new or renovated facilities).*
- **Aspect #2:** "Ingham County Trails and Blueways" Plan that should be completed by February 2016 should be integrated and a component of the 2017-2021 Ingham County Parks & Recreation Plan. This would include directives of the expenditure of Trails & Parks Millage dollars from the Board of Commissioners (BOC).
- **Aspect #3:** Develop an Action Plan that outlines specific strategies for the initial five-year period and longer term twenty-year vision including a five-year budget projection. This process for the five-year budget action plan (year one for 2017 calendar year should be completed no later than May 11, 2016 for Department use with 2017 fiscal budget request) the subsequent years can be completed with the entire document. Assist the Park Commission with the prioritizing of expenditure of Millage dollars that may be dedicated to the ICPD over the next five-years as part of the overall budget action plan.

**Scope of Work:**

*Will include, but not limited to, the following key priorities; (these must align with and meet the standards of the Michigan Department of Natural Resources (MDNR) Guidelines for the Development of Community Parks, Recreation, and Greenways Plan Update to meet the content and local approval standards listed in the checklist and as outlined in the MDNR guidelines)*

**1. COMMUNITY DESCRIPTION**

## **2. ADMINISTRATIVE STRUCTURE**

- Roles of Commission(s) or Advisory Board(s)
- Department, Authority and/or Staff Description and Organizational Chart
- Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
- Current Funding Sources
- Role of Friends of Ingham County Parks and incorporate the future plans for their assistance as part of the five-year action plans.
- Role of Volunteers
- Relationship(s) with School Districts, Tri-County Regional Plan Commission, Other Public Agencies or Private Organizations

## **3. RECREATION INVENTORY**

- Description of Methods Used to Conduct the Inventory
- Inventory of all Community Owned Parks and Recreation Facilities
- Location Maps (site development plans (maps for use in park brochures) for all County Parks to be updated with current amenities, as well a second layer that shows all proposed developments short/long range), provide ICPD with color originals and electronic copies in format that is compatible for updating with ICPD computer software and technology.
- Accessibility Assessment
- Status Report for all Grant-Assisted Parks and Recreation Facilities

## **4. RESOURCE INVENTORY**

- Review and utilize resources from other local park plans within Ingham County, farmland preservation plans: Greening Mid-Michigan, Heart of Michigan Trails plan, etc.

## **5. DESCRIPTION OF THE PLANNING PROCESS**

A master plan should provide the framework in providing parks & recreation opportunities in a community. This plan offers insight on the current and future trends and needs within Ingham County. It is critical that we consider not just the present, but also projected needs, as determined by local, state, and national surveys and information.

Development of the *Recreation Plan* is guided by the community's need for park and recreation services as expressed in community recreational needs surveys; is created in consideration of other regional and community planning efforts; and incorporates an understanding of future population growth, population demographics, planned transportation systems and other land use planning. The *Recreation Plan* and its approval by Michigan Department of Natural Resources (MDNR) are necessary for ICPD to apply for funding from the MDNR Recreation Grants program (MDNR). The Recreation Plan will be created in accordance with MDNR's *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans*.

The master plan will serve as a guide for addressing Ingham County's diverse park needs and provide a five-year road map for the park system. It is to provide a sound footing from which logical, orderly, and consistent decisions can be made concerning future park development. The Master Plan should include key issues, short & long priorities, recommendations pertaining to park development, park maintenance recommendations, program recommendations, and a five-year action plan and budget for the years 2017-2021. The Ingham County Parks and the citizens of Ingham County use this tool to help achieve the mission, goals, and objectives of the department.

## 6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

**Public input is critical to the development of the Master Plan. Input should be solicited from both users and non-users. Proposals should describe the methodology(ies) to be used to obtain public input, including references to sampling techniques, efforts to reduce sample bias, development of input instruments or protocols (e.g., survey questions), and the reliability and validity of the techniques proposed. Methods of data analysis should also be described, as should the type/format of results to be provided to the county and degree of accuracy expected.**

*Public input meetings combined with Park Commission meetings at the following County Parks:*

- Burchfield
- Hawk Island
- Lake Lansing South

*Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan. Please describe the proposed methods to be used:*

- Website
- Facebook
- Twitter
- Park office
- Park sites
- Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
- Duration of Draft Plan Public Review Period (Must be at Least 30 Days)- plan to have available at Public Libraries
- Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Bodies

*Types of methods to be considered to be used (minimum of three used). Please describe the approach and method(s) you plan to use:*

- Questionnaires
- Community Surveys
- Focus Groups
- Stakeholder Groups
- Citizen Luncheons
- Community Workshops
- Planning Charrettes
- Public Information Resource Groups

## 7. GOALS AND OBJECTIVES

Developing goals and objectives is an important part of the recreation planning process. The overall goal of a park and recreation department (or the entity that provides recreation for your community) is, obviously, to provide recreation opportunities for the community and/or region it serves, and possibly for tourists. More specific goals must be based on the demographic characteristics of the population served and the physical and environmental characteristics of the area.

### **Goals and Objectives:**

A goal defines the service to be produced. Objectives are specific statements that can be measured to accomplish the goals.

## **8. ACTION PROGRAM**

The Action Program is the section of the plan where you identify how you intend to meet, or work towards meeting, your goals and objectives over the next five years. Specific projects that are identified during the planning process should be described and an explanation provided as to how they will meet the goals and objectives. You may also include organizational, staffing, programming, public information, operation, capital improvement schedule, and maintenance actions, as well as land acquisition and facility development, if applicable.

## **9. POST-COMPLETION SELF-INSPECTION REPORT(S)**

Confirm and make sure all are up-to-date and on file.

### ***PLAN ADOPTION DOCUMENTATION***

- Plans must be adopted by the highest level governing body (i.e., city council, county commission, township board). If planning is the responsibility of a Park and Recreation Commission, the plan should also include a resolution from the Board or Commission recommending adoption of the plan by the governing body.
- The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.
- Include a brief executive summary which concisely summarizes the finding of the entire document and may serve as a standalone document.
- Provision of no less than twenty-five (25) bound hard copies and one (1) digital copy of each of the documents described above shall be submitted to the County.
- Items 1- 4 below are required and must be included in the plan.
  - APPROVAL DOCUMENTATION: For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan all to be adopted no later than December 2016.
    - 1. Official resolution of adoption by the governing body dated:
    - 2. Official resolution of the Commission or Board, recommending adoption of the plan by the governing body, dated:
    - 3. Copy of letter transmitting adopted plan to County Planning Agency dated:
    - 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated:

**PARK FACILITIES**

**Did you know the Ingham County Parks system consists of?**

Burchfield Park Yes \_\_\_ No \_\_\_  
 Hawk Island Yes \_\_\_ No \_\_\_  
 Lake Lansing North Yes \_\_\_ No \_\_\_  
 Lake Lansing South Yes \_\_\_ No \_\_\_

**Did you or any member of your household visit any of these County Parks in the last year? If yes, about how many times in the past year?**

Burchfield Park Yes \_\_\_ No \_\_\_ # Times \_\_\_  
 Hawk Island Yes \_\_\_ No \_\_\_ # Times \_\_\_  
 Lake Lansing North Yes \_\_\_ No \_\_\_ # Times \_\_\_  
 Lake Lansing South Yes \_\_\_ No \_\_\_ # Times \_\_\_

**How often do you visit an Ingham County Park(s)?**

More than once weekly \_\_\_  
 Weekly \_\_\_  
 More than once monthly \_\_\_  
 Monthly \_\_\_  
 Less than once monthly \_\_\_

**Please rate the following: (circle one)**

**Helpfulness of park personnel**  
 Excellent Good Fair Poor Unacceptable N/A

**Appearance of Parks**  
 Excellent Good Fair Poor Unacceptable N/A

**Restroom Cleanliness**  
 Excellent Good Fair Poor Unacceptable N/A

**Number of County Parks**  
 Need More Just Right Don't Use Them

**How likely are you to recommend an Ingham County Park? (circle one)**

Very Likely Likely Not Likely  
 I don't make these types of recommendations

**Select which activity(s) you did while at the park(s).**  
 (circle all that apply)

- Baseball/Softball
- Basketball
- Biking
- Canoe/Kayak
- Concert
- Cross Country Ski
- Disc Golf
- Fishing
- Hiking
- Horseshoes
- Mountain Biking
- Pedal Boat
- Picnic
- Playground
- Rowboat
- Run
- Sledding
- Snow Tubing
- Splash Pad®
- Swim
- Trike Track
- Volleyball
- Walk
- Other (please specify) \_\_\_\_\_

**PARK MAINTENANCE**

**This assessment will help the Parks Department in evaluating and upgrading its current maintenance practices to better meet the needs of the citizens. Please indicate if you agree or disagree with each statement below.**

	Agree	Disagree
Mowing schedules are adequate		
Trash and garbage containers are emptied frequently		
Restroom facilities are clean and sanitary		
Outdoor facilities are properly maintained		
Adequate parking facilities are provided		
Parking and recreation areas are well lit		
Trails are well maintained		
Trail signage provides clear direction		

**PARK FUNCTIONS**

**From the following list of functions that could be performed by the Ingham County Parks, please rate the level of importance of each one:**

- Operate and maintain county parks and facilities.
  - Very important
  - Somewhat important
  - Not important
  - Not sure
- Preserve the environment and provide passive open space.
  - Very important
  - Somewhat important
  - Not important
  - Not sure
- Provide places and facilities for outdoor recreational opportunities.
  - Very important
  - Somewhat important
  - Not important
  - Not sure

**ADDITIONAL COMMENTS OR SUGGESTIONS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IF YOU WOULD BE SO KIND TO SHARE**

Gender  Male  Female  
 Age \_\_\_\_\_  
 Zip Code \_\_\_\_\_



**2015/2016**  
**5 Year Master Plan**

**Public Input Survey**

Return to: Ingham County Parks  
 PO Box 178  
 Mason, MI 48854

The **Ingham County Parks Department** is updating its five year Master Plan. This survey was designed to learn more about your recreational interests and provide an opportunity for you to express opinions concerning the programs and activities provided at, and the quality of, your county parks.

The Ingham County Park System consists of four major Park properties, Burchfield County Park (540 acres), Hawk Island County Parks (104 ac.), Lake Lansing North (530 ac.), and Lake Lansing South (30 ac.).

Mission: The Ingham County Parks & Recreation Commission and Ingham County Parks Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive 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.



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**When choosing a park or other area in which to engage in outdoor recreation, how important is each of the following factors in your choice? Please check one response for each factor.**

	Not at all important	Somewhat important	Very important	Extremely important
Sense of safety/security				
Cleanliness of the area				
Existence of water features, e.g., lakes, streams				
Existence of hiking/biking trails				
Friendliness of park staff				
Rural/remote feel				
Length of hiking/biking trails				
Existence of family friendly facilities/activities				
Proximity to my home				
Availability of convenient parking				

**Approximately how often do you participate in each of the following outdoor activities when they are in season? Please check one response for each activity.**

	Almost every day	About once a week	About once a month	About once a year	Never
Bird watching					
Canoeing/kayaking					
Winter sports					
Disc golfing					
Fishing					
Hiking/Walking					
Mountain biking					
Picnicking					
Running					
Bicycling					

**Please provide your name, phone number or email address if you would like to be contacted.**

\_\_\_\_\_

**GENERAL INQUIRIES**

**Please list any specific changes or improvements you would like to see in the parks.**

\_\_\_\_\_

\_\_\_\_\_

**Are there any areas of our county that are lacking parks and recreational facilities or opportunities?**

\_\_\_\_\_

**How do you feel about having the following activities in the County Parks?**

	Not at all important	Somewhat important	Very important	Extremely important
Mountain Biking				
Disc Golf				
Splash Pads				
River Access				
Dog Parks				
Hiking/Biking/Walking Trails				
Winter Sports				
Paved non-motorized trails connected to the Lansing River				
Trail				
Indoor Rental Facility				

**What is the single most important thing that prevents you from using the parks?**

Lack of time \_\_\_\_\_

Poor health/mobility \_\_\_\_\_

Can't afford the fees \_\_\_\_\_

Lack of interest/don't care to \_\_\_\_\_

Forget they are here \_\_\_\_\_

Other \_\_\_\_\_

**Do any of these physical barriers restrict or prevent you from using the Ingham County Parks?**

Physical access to the park or facilities  Yes  No

Lack of accessible parking  Yes  No

Parks too far away from your location  Yes  No

Lack of interest/don't care to  Yes  No

Other (explain) \_\_\_\_\_

**PARK FUNDING**

**Would you like the Ingham County Parks Department to invest more money in the parks?**

Yes  Depends on the investment  No

**How would you like the Ingham County Parks to pay for new amenities and investments in the parks?**

Use existing budget \_\_\_\_\_

Millage \_\_\_\_\_

User Fees \_\_\_\_\_

Donations \_\_\_\_\_

Grants \_\_\_\_\_

**PARK INFORMATION**

**How do you keep informed of Ingham County Parks Department activities and programs?**

Lansing State Journal

Parks Department Website

Ingham County Parks Facebook

Ingham County Parks Twitter

Ingham County Parks Instagram

Posters

Park Kiosks

Advertisements

Greater Lansing Visitor Convention

Word of Mouth

Other \_\_\_\_\_

I don't

**From:** Krom, Earl G - APHIS [<mailto:Earl.G.Krom@aphis.usda.gov>]  
**Sent:** Tuesday, December 01, 2015 8:15 AM  
**To:** Morgan, Timothy  
**Cc:** Wilson, Timothy S - APHIS  
**Subject:** RE: Lake Lansing Update CWD

Tim,

Total deer removed from Lake Lansing Park was 54, of which 0 tested positive for CWD. We removed 490 deer from Ingham county for CWD surveillance, that does not include the portions of other counties or the permits the DNR has given to private landowners. As of now we are waiting for the DNR to finish collecting samples from hunters so they can determine their next actions. Tentatively we are planning to resume CWD surveillance including deer removal after the hunting season, sometime in early January.

Thank you  
Earl

**From:** Morgan, Timothy [<mailto:TMorgan@ingham.org>]  
**Sent:** Monday, November 30, 2015 3:24 PM  
**To:** Krom, Earl G - APHIS  
**Subject:** Lake Lansing Update CWD

Earl,

Can you give us the numbers on Lake Lansing Park(s) on the deer harvest numbers final when you stopped. Also, if you have numbers for those taken in Ingham County so far as part of your CWD program. Finally, what the plan is on when you may resume your CWD program.

Thanks,

Hope you had a wonderful Thanksgiving Holiday.

Tim

Tim Morgan, CPRP (Certified Parks & Recreation Professional), and  
CTA (Certified Tourism Ambassador™)  
Director, Ingham County Parks  
121 E. Maple St., Suite 102  
Mason, Michigan 48854  
517-244-7191 (Direct)  
517-676-2233 (Park Information)  
[tmorgan@ingham.org](mailto:tmorgan@ingham.org)  
[www.inghamcountyparks.org](http://www.inghamcountyparks.org)

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2015

## RESOLUTION # -15

### RESOLUTION HONORING ANNE GROFVERT AS THE 2015 VOLUNTEER OF THE YEAR

**WHEREAS**, the Parks and Recreation Commission has established an award to publicly recognize an outstanding volunteer each year; and

**WHEREAS**, Anne Grofvert's work on the Burchfield Park trail network began in the mid-1990s, when she helped add the first mountain-bike-oriented segments to the park's original trails as an experiment to see if the trails could accommodate bikes; and

**WHEREAS**, since then, Anne has logged more than 2,000 hours in service to Burchfield Park; and

**WHEREAS**, beginning in the late 1990s, Anne was a part of a community group that worked with park staff to plan, design and build the initial six miles of mountain bike trail in the park; and the early trail segment Annie's Playhouse is named after her; and

**WHEREAS**, over the past 15 years, Anne has worked tirelessly to enhance sustainability, flow and safety to the trails for a better rider experience; and

**WHEREAS**, this work includes:

- Rerouting Swamp Thing out of the flood plain along the river.
- Several improvements to Inner Sandman trail and reroute (now part of disc golf course).
- Reroute of Looman's Run including a major orange loop extension in a previously unused area.
- Reroutes in Forest Hump and Remember Me to avoid chronic wet sections.
- Building over a dozen wooden ground-laying bridges and rock infill to mitigate wet areas on Nathan Dynamite.
- Scouted and flagged two new trail segments in Forest Hump to make better use of terrain and added new trail.
- Scouted and flagged of newest section of trail (the Lollipop) at Riverbend (under development, this will add 5.-.8 mile of new trail).
- Throughout all of her years, during the season, volunteered regularly for trail maintenance (trimming, mowing, trail surface upkeep) on her own, with Mid-Michigan Mountain Bike Association (MMMBA) members, and in collaboration with park staff; and

**WHEREAS**, beginning in 2003, Anne started a women's MTB clinic series held on Burchfield trails and local bike shops and more than 60 women attended the series and many continue to ride and some went on to race; and

**WHEREAS**, Anne continues to work with the MMMBA on weekly group rides often leading groups of beginner group; and

**WHEREAS**, Anne frequently meets new riders at the park after queries via MMMBA Facebook to introduce them to the trails and work on mountain biking skills; and

**WHEREAS**, Anne helped organize and worked at the Burchfield MTB Time Trail (presented by the Michigan Interscholastic Cycling Association) for high school mountain bike teams around the state and she designed and

constructed the unique race awards; and

**WHEREAS**, Anne recently completed a complete GPS mapping of the entire Burchfield trail network. From this data, Anne has built maps (the mountain bike trail map is currently live on MTBProject.com) and is working with park staff on a comprehensive trail map and signage system.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Anne Grofvert's work and extends its sincere appreciation for her ongoing efforts.

**BE IT FURTHER RESOLVED**, Anne Grofvert is the recipient of the 2015 Ingham County Parks Volunteer of the Year Award.

MOVE

TO TENTATIVELY APPROVE THE 2016 MEETING DATES FOR THE PARK PLANNING & COMMUNITY OUTREACH COMMITTEE, BUDGET & PERSONNEL COMMITTEE, AND PARK COMMISSION. ONCE THE BOC MEETING DATES ARE SET MINOR ADJUSTMENTS MAY NEED TO BE MADE.

**PLEASE NOTE: AFTER THIS MEMO, ANY FURTHER CHANGES IN DATES AND/OR TIMES WILL BE NOTED ON THE APPROPRIATE AGENDA**

## INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

# MEMO

**DATE:** December 2, 2015  
**TO:** Parks & Recreation Commission Members  
**FROM:** Nicole Wallace  
**RE:** 2016 COMMISSION & COMMITTEE DATES

Commission and Committee meeting dates and times have been scheduled through the month of **December 2016**.

**Planning and Community Outreach Committee** – Meetings to be held in Room B at the Human Services Building at **6:00pm** the Monday prior to the Park Commission meetings (unless otherwise noted).

January 19 (Tuesday)*	April 18	July 18	October 17
February 22 (4 <sup>th</sup> Monday)	May 16	No August Meeting Due to Budget Hearings	November 7 (1 <sup>st</sup> Monday)*
March 21	June 20	September 19	December 5 (1 <sup>st</sup> Monday)*

**Budget & Personnel Committee** – Meetings to be held in Rooms C at the Human Services Building at **12:00pm** the **Tuesday** prior to the Park Commission meetings (unless otherwise noted).

January 20 (Wednesday)*	April 19	July 19	October 18
February 23 (4 <sup>th</sup> Tuesday)*	May 17	No August Meeting Due to Budget Hearings	November 8
March 22	June 21	September 20	December 6 Room A

**Parks Commission Meetings** – Meetings to be held in Room A (unless otherwise noted) at the Human Services Building at 6:00pm the fourth Monday of the month (with the exception of February, November, and December).

January 25	April 25	July 25 Red Tail Shelter, Hawk Island	October 24 Room B
February 29 (5 <sup>th</sup> Monday)*	May 23 Winter Sports Building, Burchfield Park	No August Meeting Due to Budget Hearings	November 14 (2 <sup>nd</sup> Monday)*
March 28	June 27 Main Shelter, Lake Lansing South	September 26	December 12 (2 <sup>nd</sup> Monday)*

**\* Meeting date adjusted due to holiday conflicts or MRPA Conference**

- MRPA Conference & Trade Show will take place February 16-19, 2016 Acme, MI
- NRPA Annual Conference will be held in St. Louis, MO from October 6-8, 2016

MOVE

TO DIRECT STAFF TO WORK WITH THE INGHAM COUNTY PURCHASING DEPARTMENT TO SOLICIT A REQUEST FOR PROPOSAL (RFP) FOR THE 2017-2021 MASTER PLAN.

# 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 14, 2015

## Monday, December 14, 2015

### 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 October 28, 2015 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**  
**Late Items / Changes/ Deletions**
6. **ACTION ITEMS**
  - A. Resolution Honoring Anne Grofvert as the 2015 Volunteer of the Year
7. **PRESENTATION OF 2015 VOLUNTEER OF THE YEAR AWARD**
8. **ADMINISTRATIVE REPORTS**
  - A. Director/Administrative Office
  - B. Park Managers
9. **OLD BUSINESS**
  - A.
10. **NEW BUSINESS**
  - A. Nominating Committee for January Park Commission Elections
11. **REPORTS OF STANDING COMMITTEES**
  - A. Planning & Community Outreach Committee - Mr. Monsma
  - B. Budget & Personnel Committee - Mr. Czarnecki
    - i. Financial Report
12. **ACTION ITEMS**
  - A. Motion to Approve the Visitor Incentive Tubing Tuesday during Holiday Break at Hawk Island
  - B. Motion to Approve the Visitor Incentive of 1/2 Off the Regular Fee for Moonlight Skiing at Burchfield Park on a Date Yet to Be Determined
  - C. Motion to Solicit for a Request for Proposal (RFP) for the 2017-2021 Master Plan
  - D. Resolution Amending the Parks Department Seasonal Employee Wage Schedule
  - E. Motion to Approve the 2016 Park Commission Meeting Dates



**13. Correspondence & Citizen Comment**

**14. Board/Staff Comments**

**15. Limited Public Comment ~ Limited to 3 minutes with no discussion**

**16. Upcoming Meetings**

- A. Date: **Tuesday**, January 19, 2016; Time: 6:00pm  
Planning & Community Outreach Committee Meeting
- Date: **Wednesday**, January 20, 2016; Time 12:00pm  
Budget & Personnel Committee Meeting
- Date: Monday, January 25, 2016; Time: 6:00pm  
Parks & Recreation Commission Meeting

**17. 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

**18. 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.

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**Ingham County Parks & Recreation Commission Members:** Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Kevin Duffy, Cherry Hamrick, County Commissioner Carol Koenig, Ralph Monsma, Paul Pratt, Jonathan Schelke, and County Commissioner Penelope Tsernoglou

**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, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing Park Manager II Pat Witte