

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, March 16, 2015.

**A MEETING OF THE
PLANNING AND COMMUNITY OUTREACH COMMITTEE
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
6:00pm
Monday, March 16, 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. ACTION ITEMS
 - A. [Resolution](#) to Recommend the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant Program Grant for Trail Repair and Improvements at Hawk Island County Park
5. DISCUSSION ITEMS
 - A. [Strategic Plan](#)
6. Limited Public Comment
7. Adjournment

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 23, 2015

RESOLUTION # -15

RESOLUTION TO RECOMMEND THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT PROGRAM GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

WHEREAS, The Ingham County Board of Commissioners authorized submission of an application to the Michigan Department of Natural Resources requesting a grant from the Michigan Natural Resources Trust Fund in the amount of \$45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, notification has been received that the Michigan Legislature has approved the grant request and the Michigan Department of Natural Resources has offered Ingham County Parks a Project Agreement; and

WHEREAS, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose (Resolution #05-14).

BE IT THEREFORE RESOLVED, that the Ingham County Parks Board recommends that the Ingham County Board of Commissioners approve entering into a Project Agreement to accept the funds from the Michigan Department of Natural Resources.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

December 12, 2014

Mr. Brian Collins
Ingham County
P.O. Box 178
Mason, MI 48854

Dear Mr. Collins:

SUBJECT: RP14-0086, Hawk Island County Park Trail Improvements

Congratulations! On behalf of Director Keith Creagh, Department of Natural Resources (DNR), this letter is to inform you that your application noted above was among those approved to receive a Recreation Passport local development grant in the amount of \$45,000.

The Recreation Passport local grant program provides funding assistance for local government recreation needs through renovation and development of recreation facilities.

A total of 60 applications were evaluated under this program totaling \$2.3 million in requests. On December 10, 2014, Department of Natural Resources (DNR) Director Keith Creagh recommended funding for 21 recreation projects, totaling approximately \$877,500 in awards.

The Recreation Passport, which replaced motor vehicle permits for entry into Michigan State Parks, recreation areas, and state-administered boating access fee sites in 2010, is Michigan's newest way to fund outdoor recreation. The Recreation Passport not only helps to preserve state forest campgrounds, trails and historic cultural sites in state parks, but also provides park development grants to local communities.

Enclosed with this letter is guidance outlining the steps you must take to help ensure timely project completion. The DNR's Grants Management Section will send you a project agreement in the near future. The Development Project Procedures booklet (IC1956-1) is available on our website at www.michigan.gov/dnr-grants.

Mr. Brian Collins
Page 2
December 12, 2014

Once again, I congratulate you on being recommended to receive a Recreation Passport grant. If you have any questions regarding your project or the Recreation Passport Program, please contact Mr. Jon Mayes, your Acting Grant Coordinator in Grants Management Section, at 517-284-5954, or by email at mayesj@michigan.gov. If you wish to contact Mr. Mayes in writing, his address is: Grants Management, Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven J. DeBrabander", written over a horizontal line.

Steven J. DeBrabander, Manager
Grants Management
517-284-5930
debrabanders@michigan.gov

SJD:lh



Michigan Department of Natural Resources - Grants Management
**MICHIGAN RECREATION PASSPORT GRANT PROGRAM
DEVELOPMENT PROJECT AGREEMENT**

Project Number: RP14-0086

Project Title: Hawk Island County Park Trail Improvements

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the **Ingham County IN THE COUNTY OF Ingham County** ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the development of public recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Director of the Department to receive a grant. In PA 252 of 2014, the Legislature appropriated funds from the Recreation Passport Grant Program (RPGP) to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by 04/21/2015.

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B); and Recreation Grant application bearing the number RP14-0086 (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is 02/20/2015 through 03/31/2017, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management. All reports, documents, or actions required of the GRANTEE shall be submitted through the MiRecGrants website unless otherwise instructed by the DEPARTMENT.
4. The words "project area" shall mean the land and area described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B).
5. The words "project facilities" shall mean the following individual components, as further described in APPENDIX C.
Trail - 8' - 10' wide
6. The DEPARTMENT agrees as follows:
 - a. To grant to the GRANTEE a sum of money equal to **Seventy-Five (75%) percent of Sixty Thousand (\$60,000.00) dollars**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Forty-Five Thousand (\$45,000.00) dollars**.
 - b. To grant these funds in the form of reimbursements to the GRANTEE for eligible costs and

expenses incurred as follows:

- i. Payments will be made on a reimbursement basis at **Seventy-Five (75%) percent** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
- ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, and/or list of force account time and attendance records.
- iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
- iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RGP sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE agrees as follows:

- a. To immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Fifteen Thousand (\$15,000.00) dollars** in local match. This sum represents **Twenty-Five (25%) percent** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. With the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before written DEPARTMENT approval of plans, specifications and bid documents.
- c. To complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. All projects with a total project cost of \$15,000 or greater shall retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities,

sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than \$15,000).

- iii. Upon written DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon written DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$2,500 and \$10,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; and the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended.
 - vii. Bury all new telephone and electrical wiring within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. To operate the project facilities for a minimum of 20 years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
 - e. To provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
 - f. To adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of

this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.

- g. To separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.
 - h. To furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. To maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. To erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RGP. A sign will be provided by the DEPARTMENT. Any replacement sign(s) will be at the expense of the GRANTEE.
 - k. To conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony to the local media. The use of the program logo and a brief description of the program are strongly encouraged in brochures related to public recreation produced by the GRANTEE. Upon the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning January 1, 2015 and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a written progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants \$15,000 or less, reimbursement should be submitted for entire amount at completion of the project.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than 6/30/2017. If the GRANTEE fails to submit a complete final request for

reimbursement by 6/30/2017, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.

10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in APPENDIX C and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - b. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the

GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.

16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:
 - a. The GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
 - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing same.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;or
 - b. If any portion of the project area is a facility, documentation that Department of Environmental Quality-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law,;
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT ; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the RPGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or
 - d. Require repayment of grant funds already paid to GRANTEE.
 - e. Require specific performance of the Agreement.
29. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation , protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
30. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the

project area or project facilities are not constructed, operated or used in accordance with this Agreement.

31. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status or disability that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
32. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
33. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.
34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
35. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).
36. The Agreement may be executed separately by the parties. This Agreement is not effective until:
 - a. The GRANTEE has signed the Agreement and returned both copies together with the necessary attachments within 60 days of the date the Agreement is issued by the DEPARTMENT, and

b. The DEPARTMENT has signed the Agreement. IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, on this date.

Approved by resolution (true copy attached) of the _____
(date)

_____ meeting of the _____
(special or regular) (name of approving body)

GRANTEE

WITNESSED BY

SIGNED

By _____

1) _____

Print Name: _____

Title _____

2) _____

Date _____

Grantee's Federal ID#

00-0000000

MICHIGAN DEPARMENT OF NATURAL RESOURCES

SIGNED

WITNESSED BY

By _____

1) _____

Title: Manager, Grants Management

2) _____

Date _____

APPENDIX A

LEGAL DESCRIPTION OF THE PROJECT AREA

APPENDIX B

BOUNDARY MAP OF THE PROJECT AREA

APPENDIX C

RECREATION GRANT APPLICATION RP14-0086

(incorporated herein by reference)

SAMPLE RESOLUTION
(Development)

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

“RESOLVED, that the _____, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the _____ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide _____ (\$_____) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the

Signature

Title

Date

Wallace, Nicole

From: Fraser, Karen
Sent: Tuesday, March 10, 2015 3:37 PM
To: Carol Koenig; Cypher, Jared; Czarnecki, John; Jonathan Schelke; Kevin Duffy; Matthew Bennett; Monsma, Ralph; Morgan, Timothy; Nicholls, Sarah; Patrick Lindemann; Penelope Tsernoglou; Pratt, Paul; Wallace, Nicole
Subject: 2016 Parks Strategic Plan
Attachments: Performance Measures 2016 Draft.pdf
Importance: High

Good Afternoon Park Commissioners:

We received the Strategic Planning information from the Controller's office last week and are ready to proceed. The timeline for this is fairly tight, so we are sending information to you now and asking for feedback. The Parks Department Strategic Plan for 2016 is due to the Controller by March 31, 2015. We will have this as a discussion item at the Executive, Planning and Budget Committees on the 16th and 17th respectively. The input we receive from the questions below will be integrated into the formal document. The full Strategic Plan will be available for review and approval at the March 23rd Commission meeting. We look forward to working together with you as we prepare this plan.

The **2016 Strategic Planning and Background Information** questions remain the same.

1. What changes or events are occurring in county, regional, state, or national matters that are likely to impact the services your department delivers, and what issues do these changes or events create?
2. Will these changes affect your department's ability to advance the County's objectives or areas of priority? How will your department's operations or plan for services be impacted in 2016 and beyond?
3. What major goals does your department hope to accomplish in the 2016 budget year?
4. Do you plan to enhance or reduce any of your department's services?
5. Do you anticipate any significant increase or decrease in the demand for your department's services? Please indicate those areas that may be affected.
6. Are there any comments or observations that you would like to address that are not covered above?

See attached 2016 DRAFT of our Performance Measures that are a component of the Strategic Plan. Copies will be available at the Committee meetings.

If you would provide your comments and input back to me prior to our March 16th and March 17th committee meetings, we can compile it for the meetings!

Karen Fraser, CTA (*Certified Tourism Ambassador*TM)
Financial Coordinator, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7186
kfraser@ingham.org

Ingham County Parks - Performance Measures

DRAFT

The Ingham County Parks performance measures correlate with the Board of Commissioners long-term objective of Providing Recreational Activities. Park activities and resources promote and support a Healthy and Active Population. Parks are essential to having a Thriving Economy and High Quality of Life in our community.

Increase annual visitation to the Ingham County Parks by 1% each year.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Engage the community via Social Media by increasing number of fans on park Facebook pages 10% annually	12,285 / + 25.55%	14,500 / + 18%	15,657 / + 10%	17,223 / + 10%
Facebook Posts - increase 5% annually	302	421	442	464
Issue press releases regarding activities	15	19	24	24
Partner with organizations hosting special events in the parks	62	81	85	90
Provide annual hardship passes to low income individuals and families	1,527	1,626	1,725	1,825
Donation of park passes and activity coupons to non-profits for silent auctions and special events	143	233	250	260
Public outreach - speaking engagements / events	0	0	950	1,025
Park Visitation *	1,220,160 / +1.46%	1,133,549 / -7.10%	1,144, 884 / +1%	1,156,333 / +1%
Maintain a cost-effective general fund, cost per visitor ratio below \$1.50.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Cost per visitor	1.13	1.32	1.40	1.45
Provide a variety of recreational activities, both amenities and fee based, increasing participation 1% annually. Through partnerships with the community offer one new activity or event for visitors each year.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Park Activities	119,565	127,642	128,918	130,207
Develop partnership with Meridian Township Parks for park programs.	0	0	0	500
Open the Burchfield Toboggan Runs	0	500	500	505
Increase volunteer and court assigned hours worked in the parks 2% annually.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Community Service Workers – court designated	389	875	892	910
Jail Alternative Sentencing Program - program ends 2014	5,472	2,624	0	0
Community Park Volunteers	N/A	1,108	1,300	1,400
Increase park access to visitors regardless of ability to pay by 1% annually.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Annual Hardship Passes	1,527	1,626	1,658	1,692
School/Youth Groups – no charge entry/park use and no charge shelters	12,136	12,473	12,597	12,722
Increase the number of customer surveys to ensure we meet customer expectations and maintain park visitor satisfaction rating of a 4.5/5.0.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Surveys completed	149	125	300	400
Overall customer satisfaction rating	4.8/5.0	4.8/5.0	4.8/5.0	4.8/5.0
A vibrant, engaged Friends of Ingham County Parks. Increase public engagement in Friends activities 5% annually.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Event participants	10,745	10,386	10,900	11,445



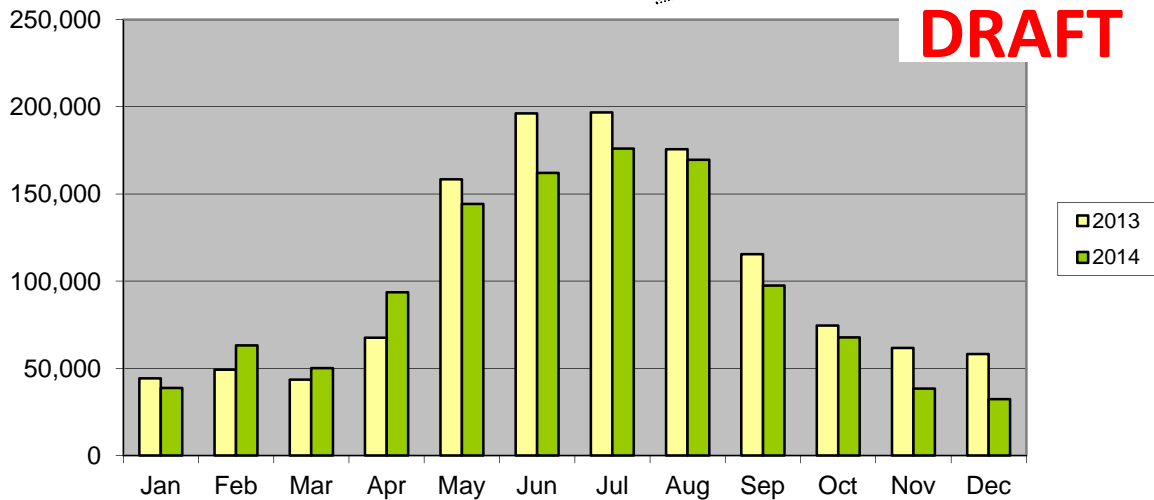
SurveyMonkey.com
because knowledge is everything

* 2013 Park visitation is adjusted. Soccer and Baldwin Park have been removed to provide comparable numbers for 2014.

Ingham County Parks - Performance Measures

Performance Measure: Increase annual visitation to the Ingham County Parks by 1% each year. Maintain a cost-effective, cost per visitor ratio below \$1.50.

Park Visitation



Park Visitors By Month

	2013	2014
Jan	44,346	38,775
Feb	49,236	63,099
Mar	43,532	50,087
Apr	67,591	93,616
May	158,449	144,299
Jun	196,154	162,044
Jul	196,724	176,085
Aug	175,549	169,522
Sep	115,525	97,522
Oct	74,591	67,769
Nov	61,638	38,459
Dec	58,229	32,271
	<u>1,241,565</u>	<u>1,133,549</u>

Soccer	45,600	0
	<u>1,287,165</u>	<u>1,133,549</u>

A significant effort is made to increase visibility and awareness of the Ingham County Parks to County residents and visitors through traditional methods such as press releases and brochures. Social media is an incredible way to connect with the community.

In 2014 the Parks engaged over 14,500 fans via Facebook and Twitter. This number is an 18% increase from 2013. Over 400 direct communications to the public were made through Social Media with no direct cost.

Through the use of Constant Contact we email announcements, invitations and newsletters. Our open rate of Constant Contact emails is 30.8% compared to an industry rate of 19.7% for other recreational entities. This demonstrates a well targeted audience of people with an interest in the Parks.



**General Fund
Cost Per Park Visitor**

2013	\$1.13
2014	\$1.32



A \$30 annual park pass for Ingham County Residents offers a year of fun recreational options!

Ingham County Parks - Performance Measures

Performance Measure: Provide a variety of recreational activities, both amenities and fee based, increasing participation 1% annually. Offer one new Park or Friends activity for visitors each year.

Need something here!

DRAFT

Picnics in the Parks



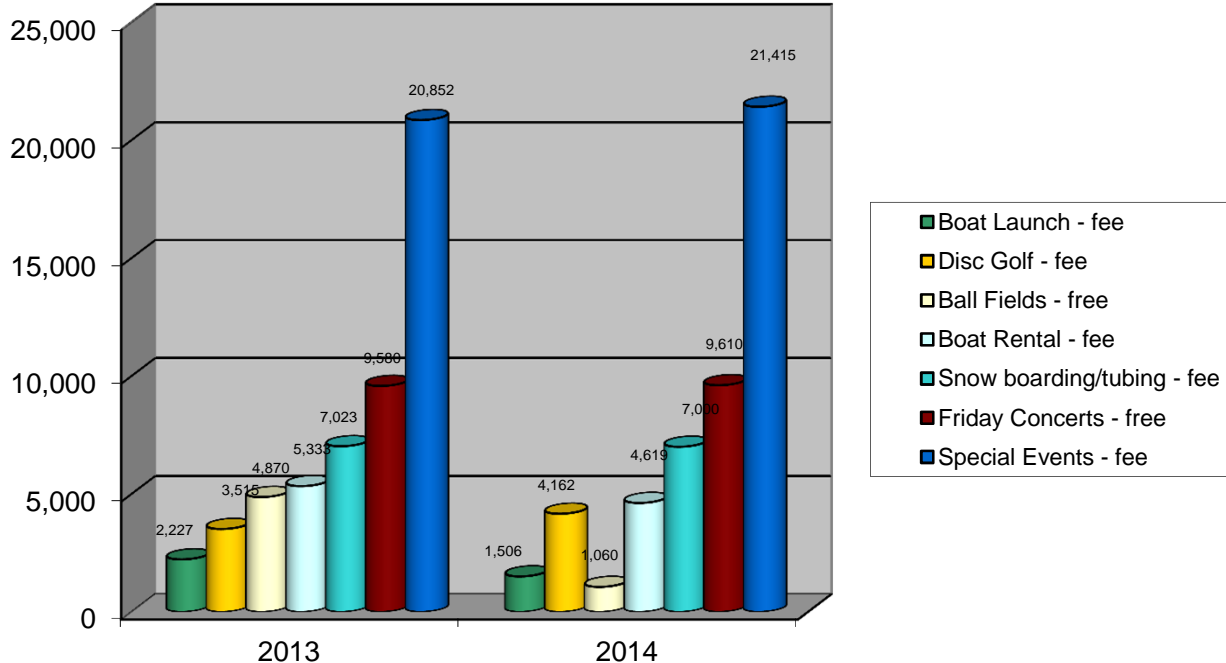
15 picnic shelters in 4 parks hosted 73,260 park visitors for picnic events in 2014.

Parks are important part of our community. People gather in our picnic shelters for family reunions, graduations, birthdays, company picnics and other activities.

Popular Park Activities

The Parks offer more than 25 activities to park visitors. Some activities are passive activities that involve little interaction with staff, such as hiking. Others, such as those listed to the right are some of the more popular activities that are measurable.

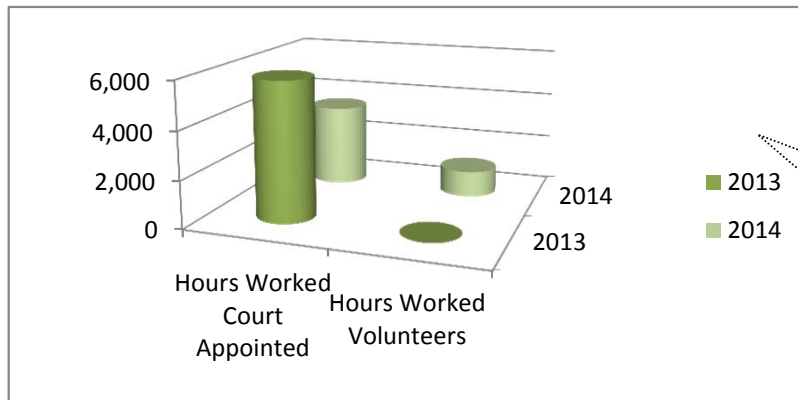
	2013	2014
Boat Launch - fee	2,227	1,506
Disc Golf - fee	3,515	4,162
Ball Fields - free	4,870	1,060
Boat Rental - fee	5,333	4,619
Snow boarding/tubing - fee	7,023	7,000
Friday Concerts - free	9,580	9,610
Special Events - fee	20,852	21,415



Ingham County Parks - Performance Measures

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For over 30 years, the Ingham County Parks Department has made use of available resources to manage the workload of operating a park system. In 2013, 5,861 hours of work were completed in the parks through various court programs. In 2014, court assigned workers provided 3,499 hours of park labor. Citizen volunteers contribute very meaningful work hours to our parks. Last year, 1,108 hours of volunteer time was donated to the parks!



Performance Measure:
Increase volunteer and court assigned hours worked in the parks 2% annually.



Work Accomplished:

- Painting
- Construction
- Power Washing
- Boats - in/out of the water
- Walkway sealing
- Raking
- Drainage tile installation
- Rototill volleyball pits
- Warming houses - wall set up
- Trash removal
- Mowing
- Weed whipping
- Weeding
- Landscaping

Total court
assigned and
volunteer hours
= 2.22 FTE!



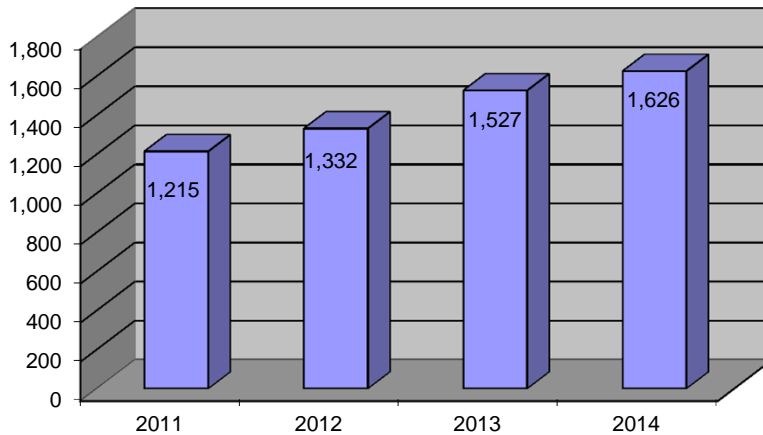
Ingham County Parks - Performance Measures

Mission: The Ingham County Parks & Recreation Commission and 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.

Performance Measure:
Increase park access to visitors regardless of ability to pay by 2% annually.

DRAFT

Low Income Passes Distributed

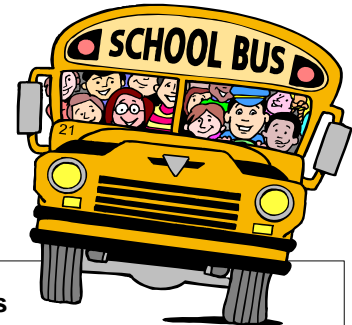


In 2014, the Parks Department distributed 1,626 low income annual passes. The families requesting a pass included 2,831 children.

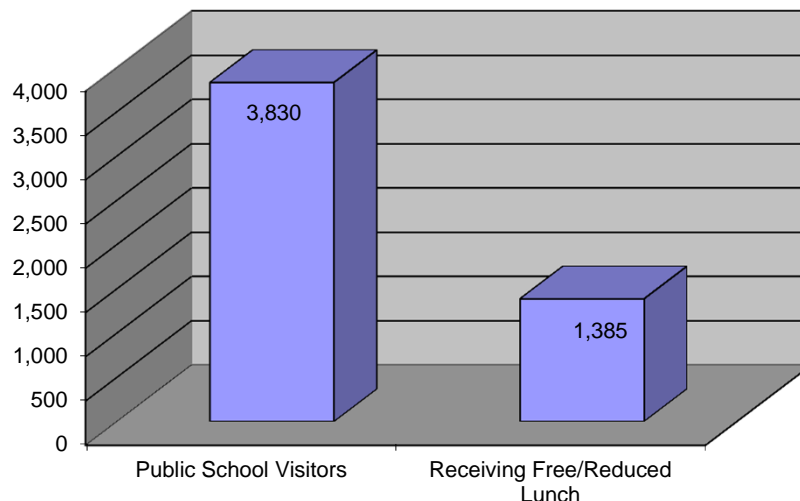
1,135 families receiving a low income park pass voluntarily reported that they receive some form of public assistance.

In 2014, school children from 22 schools visited an Ingham County Park. The 3,813 students represent 30% of the total number of School/Youth groups that visited the parks last year. 36.2% these school children receive reduced or free school lunches. According to Kids Count, 29.7% of children living in Ingham County, live below the poverty level.

School children visit the parks for a variety of educational purposes and for many year end field trips. Busses and picnic shelters are free to school groups. The parks provide a low cost activity option for schools.



School Children in the Parks



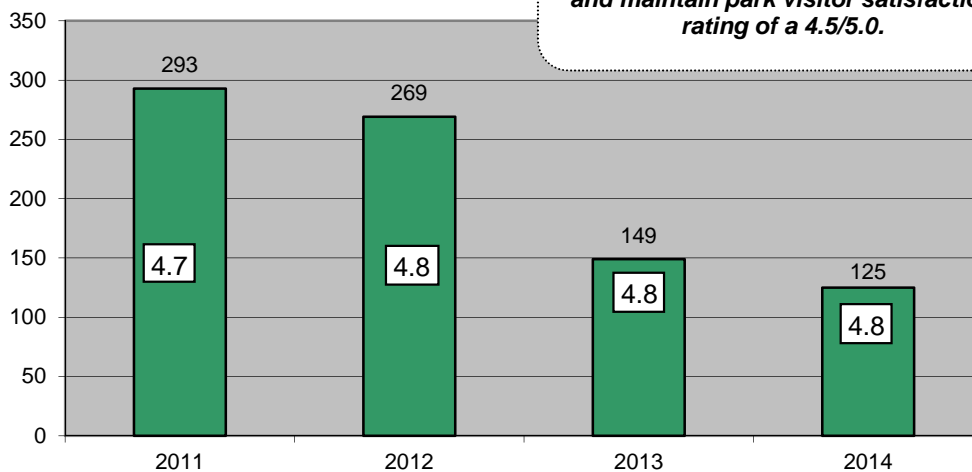
Ingham County Parks - Performance Measures

As our residents and society in general have moved toward numerous forms of electronic media for every day tasks, the Parks paper survey return rate has declined. In an effort to increase the volume of feedback received from customers, Survey Monkey has been engaged.

The survey link is on the home page of the Ingham County Parks website. Once quarterly, a link to the survey will be posted on the three park Facebook pages. Burchfield Park, Hawk Island Park and Lake Lansing Parks.

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Customer Satisfaction Surveys Completed



Performance Measure: Increase the number of customer surveys to ensure we are meeting customer expectations and maintain park visitor satisfaction rating of a 4.5/5.0.

The **Friends of Ingham County Parks** are the non-profit fundraising organization for the Ingham County Parks. Incorporated in 1999, the Friends have built playgrounds in our parks, a band shell and provided matching grant funds. A cabana at Hawk Island Park was constructed in 2014 with a donation of \$5,000 from the Friends. In addition to these significant projects the Friends fund Friday evening concerts and host Cuisine in the Park at Lake Lansing South and the Touch a Truck event is hosted at Hawk Island Park and the Friends contribute funds to park operations and marketing.

The Friends wish to engage a larger public to give voice and purpose to citizen commitment and continued involvement in the parks.

Performance Measure: A vibrant, engaged Friends of Ingham County Parks. Increase public engagement in Friends activities 5% annually.

Friends Activity Participants

