

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, April 18, 2016.

**A MEETING OF THE
PLANNING AND COMMUNITY OUTREACH COMMITTEE
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
6:00pm
Monday, April 18, 2016
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. [Discussion on an Agreement](#) with Ingham County Parks and Mid-Michigan Mountain Bike Association
5. ACTION ITEMS
 - A. [Motion](#) to Enter Into a Contract With Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements To 1.5 Miles of the Lansing River Trail and Parking Lots Located Within Hawk Island County Park
 - B. [Resolution](#) Honoring Kevin Duffy
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



MEMORANDUM OF UNDERSTANDING

2016 – 2021

By and Between

Mid-Michigan Mountain Bike Association

&

Ingham County Parks

April 2016

MEMORANDUM OF UNDERSTANDING

between

Mid-Michigan Mountain Biking Association (MMMBA)

and

Ingham County Parks

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Mid-Michigan Mountain Biking Association, hereinafter referred to as MMMBA, and Ingham County Parks.

PURPOSE:

The purpose of this MOU is to continue the high degree of cooperation between MMMBA and Ingham County Parks. Continuation of mutually beneficial programs, projects and bicycling activities at the county level. These programs, projects and activities comprise part of the Ingham County Parks multiple use mission and service the public.

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Ingham County Parks' benefits include an active partnership with MMMBA to plan, build, maintain and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems.


This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks SHALL:

1. Work with MMMBA to identify opportunities (trail projects, education and assistance) and jointly pursue such projects with the mountain bike community.
2. Make Ingham County Parks lands available for mountain biking and related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. ~~Where approved and appropriate, provide training to MMMBA approved volunteers on use of authorized power equipment used to maintain trails system. Such equipment includes but is not limited to: wood whackers, leaf blowers, chainsaws, mowers, gators, and front-end loaders.~~
4. Include and utilize MMMBA technical expertise in Ingham County Parks programs as they relate to mountain biking and trail development. Provide to the

Summary of Comments on Microsoft Word - ICP MMMBA MOU v3.0.docx

Page: 2

 Number: 1 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 9:06:41 AM








public the appropriate rules and regulations pertaining to mountain biking on county property.

5. ~~When available, provide hand tools for use by volunteers for trail maintenance. Such tools include but are not limited to: shovels, leaf racks, iron racks, Mattocks, McLeod's, rogue hoes, bow saws, folding hand saws, machete, pruning shears, loppers, wheel barrels, etc.~~
6. ~~Be receptive to expanded use of new mountain bike uses including but not limited to: snow bike trails, e-assist bicycles and other approved/authorized assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.~~
7. Promote awareness and use of the mountain bike trail system through social media, web forums, ride events and other channels.

C. MMMBA SHALL:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the mountain biking community and the Ingham County Parks.
2. Provide technical assistance with projects, educational activities, grant application, and mountain biking activities and management.
3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.
4. Advocate that to the best possible extent, utilize best-practices of trail development and management with a focus on user safety, environmental protection and trail system financial and environmental sustainability.
5. Monitor the mountain bike trail and to make alterations as needed to counter erosion problems as well as to improve the trail as deemed appropriate by Ingham County Parks trail managers.
6. Monitor the mountain bike trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc. .
7. Organize formal volunteer trail maintenance events to assist in maintenance of the mountain bike trail, as requested by Ingham County Parks within the confined resources of the MMMBA.
8. Perform regular inspection of all built trail structures that are specific to the mountain bike trail. This will be completed once a month using a comprehensive checklist/worksheet (attached) to ensure that all structures are in good condition.. These inspections will be completed in season (considered May through November). Needed repairs will be made as soon as is reasonable able whenever they are discovered or reported by riders or park personnel. MMMBA and Ingham County Parks to coordinate when necessary on larger maintenance projects.

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-  Number: 1 Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 9:34:50 AM
Under the supervision of park staff and when prior authorization has been granted hand tools will be made available for volunteers working of trail maintenance.
-
-  Number: 2 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 9:33:00 AM
kdkdkdk
-
-  Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 9:20:57 AM
Under the supervision of park staff hand tools will be made available to volunteers for park trail maintenance provided prior authorization has been granted.
-
-  Number: 3 Author: pk_gehl Subject: Inserted Text Date: 4/12/2016 9:23:31 AM
Under the supervision of park staff hand tools will be made available for use by volunteers for trail maintenance when prior authorization has been given.
- Status
pk_gehl Accepted 4/12/2016 9:18:22 AM
-
-  Number: 4 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 9:12:57 AM
-
-  Number: 5 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 9:11:36 AM
-
-  Number: 6 Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 9:35:20 AM
or when the mountain bike trails are open.
-


9. Obtain Ingham County Parks approval prior to implementation of any new trail development, outside trail line improvements and other major maintenance beyond basic trail care.
10. Encourage safe and courteous trail use and responsible bicycling.
11. Promote awareness and use of the mountain bike trail system through social media, web forums, ride events and other channels.
12. Help identify and advocate for ~~expanded use of new mountain bike uses including~~ ³ ⁴ ² but not limited to: snow bike trails, e-assist bicycles and other approved/authorized assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
13. Provide available hand tools for use by volunteers for trail maintenance. Such tools include but is not limited to: shovels, leaf racks, iron racks, Mattocks, McLeod's, rogue hoes, bow-saws, folding hand-saws, machete, pruning shears, loppers, wheel barrels, etc.

D. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.
5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:


Ingham County Parks Contact	MMMBA Contact
Contact: Jeff Gehl, Burchfield Park Manager	Contact: Brindley Byrd, MMMBA President
Phone: 517-676-2233	Phone: 517-203-9180
E-mail: jgehl@ingham.org	E-mail: brindleybyrd@me.com
Ingham County Parks Administrative Contact	MMMBA Administrative Contact
Contact	Contact


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 Number: 1 Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 1:01:03 PM
mountain bike current trends as part of the 5 year master plan public input and stake holder process.

 Number: 2 Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 1:01:46 PM
Including

 Number: 3 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 12:58:20 PM

 Number: 4 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 1:01:36 PM

Tim Morgan- Director of Parks	Anne Grovert, MMMBA member
Phone: 517-676-2233	Phone: (517) 881-7616
E-mail:  1	E-Mail: speedychix@comcast.net

6. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
7. COMMENCEMENT³ ~~EXPIRATION~~  2 IN DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2021 at which time it will expire unless extended.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.


Tim Morgan – Director
Ingham County Parks





Brindley Byrd – President
Mid-Michigan Mountain Biking
Association

Date	Date: April 4 th , 2016
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 Number: 1 Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 9:40:58 AM
tmorgan@ingham.org

 Number: 2 Author: pk_gehl Subject: Sticky Note Date: 4/12/2016 9:40:19 AM

 Number: 3 Author: pk_gehl Subject: Cross-Out Date: 4/12/2016 9:40:12 AM
Expiration

MOVE

To enter into a contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for improvements to the trails and parking lots located within Hawk Island County Park as part of the MDNR Passport Grant in an amount not to exceed \$180,000.

INGHAM COUNTY PARKS AND RECREATION COMMISSION

**Meeting of April 25, 2016
RESOLUTION # -16**

RESOLUTION HONORING KEVIN DUFFY

WHEREAS, Kevin Duffy has served the community for many years; and

WHEREAS, Mr. Duffy was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in March of 2013; and

WHEREAS, Mr. Duffy has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which he lives; and

WHEREAS, Mr. Duffy currently serves on the Friends of Ingham County Parks as a member of the Board of Directors; and

WHEREAS, Mr. Duffy served as an Ingham County Parks Commission member from 2013 to 2016; and

WHEREAS, during his term as a Parks Commissioner Mr. Duffy was a member of the Budget and Personnel Committee; and

WHEREAS, Mr. Duffy was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from his previous public service and personal experience; and

WHEREAS, through his diligence, tact, and personal integrity, he has promoted a relationship of mutual respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

WHEREAS, throughout his term as a Parks and Recreation Commission member, Mr. Duffy has helped to advance, develop, and implement effective parks policies; and

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Mr. Duffy's work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission extends to Mr. Duffy its best wishes for continued success in all his future endeavors.

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Monday, April 25, 2016

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 March 28, 2016 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. **ADMINISTRATIVE REPORTS**
 - A. Director/Administrative Office
 - B. Park Managers
7. **OLD BUSINESS**
 - A.
8. **NEW BUSINESS**
 - A.
9. **REPORTS OF STANDING COMMITTEES**
 - A. Planning & Community Outreach Committee - Ms. Hamrick
 - B. Budget & Personnel Committee - Mr. Czarnecki
 - i. Financial Report
10. **ACTION ITEMS**
 - A. Motion to Enter Into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to 1.5 Miles of the Lansing River Trail and Parking Lots Located Within Hawk Island County Park
 - B. Resolution Honoring Kevin Duffy
11. **Correspondence & Citizen Comment**
12. **Board/Staff Comments**
13. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
14. **Upcoming Meetings**

- A. Date: Monday, May 16, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Tuesday, May 17, 2016; Time 12:00pm
Budget & Personnel Committee Meeting
- Date: Monday, May 23, 2016; Time: 6:00pm
Parks & Recreation Commission Meeting

15. 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

16. 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, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas

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