

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, September 19, 2016.

**A MEETING OF THE
PLANNING AND COMMUNITY OUTREACH COMMITTEE
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
6:00pm
Monday, September 19, 2016
Human Services Building
Conference Room A, Second Floor ~ 5303 S. Cedar, Building #3
Lansing, Michigan**

**NOTE
CHANGE IN
LOCATION**

1. Call to Order
2. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
3. Late Items / Deletions

4. DISCUSSION ITEMS
 - A. [Eaton Rapids MOU](#)

5. ACTION ITEMS
 - A. [Resolution](#) to Update the Application for the Trails and Parks Millage Program
 - B. [Resolution](#) to Update the Scoring Criteria for the Trails and Parks Millage Program

6. [Review Park Commission Agenda](#)

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

Between
City of Eaton Rapids
And

The County of Ingham acting on behalf of the Parks Department

This **MEMORANDUM OF UNDERSTANDING** is hereby made and entered into by and between the **CITY OF EATON RAPIDS** and the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") acting on behalf of the Ingham County Parks Department.

PURPOSE:

The purpose of this MOU is to cooperate with the City of Eaton Rapids in their efforts to create and operate a watercraft rental facility utilizing the Grand River.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS **HEREBY MUTUALLY AGREED**, as follows:

A. Ingham County Parks may:

1. Work with the City of Eaton Rapids to identify opportunities to promote non-motorized watercraft activities on the Grand River.
2. Provide the daily maintenance of boat landings that fall under the jurisdiction of the parks department to include Burchfield Park, McNamara Landing and Bunker road landing.
3. Provide restroom facilities and refuse removal for those times the landings are in operation.
4. Cooperate with the City of Eaton Rapids when possible to improve Bunker Road Landing to provide greater capacity and accessibility.
5. Provide access to Bunker road landing for use of its rental facility.
Allow The City of Eaton Rapids to petition for the use of McNamara Landing by filling out a special event application request. This would be for special events only and not to be used for normal rental operations.

B. City of Eaton Rapids may:

1. Meet with representatives of the County and come up with a mutually agreed upon plan to expand the parking facility at Bunker road landing.
2. Will obtain all necessary permits and be responsible for all parking lot expansion costs at Bunker Road Landing.

3. Monitor the Grand River from Eaton Rapids to Bunker Landing and remove or otherwise make safe passage for recreational boaters utilizing this stretch of the river.
4. Continue in its efforts to pursue the removal of the Bridge that is behind the English Inn.
5. Utilize Bunker road landing only as a pick up point and not allow rental customers to park at the landing.

C. Liability:

1. All liability to third parties, loss or damaged as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the City of Eaton Rapids in the performance of this Agreement shall be the responsibility of the City of Eaton Rapids and not the responsibility of the County, if the liability, loss or damage is caused by or arises out of the actions or failure to act on the part of the city of Eaton Rapids , any volunteer, subcontractor, or anyone directly or indirectly employed by the City of Eaton Rapids.
2. All liability to third parties loss or damage as a result of claims, demands, costs or judgements arising out of activities such as the provision of policy and procedural direction, to be carried out by the County if the performance of this Agreement shall be the responsibility of the County and the responsibility of the city of Eaton Rapids if the liability , loss, or damage is caused by or arises out of the action or failure to act on the part of any County employee or agent provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the City of Eaton Rapids in fulfillment of the their responsibilities under the is Agreement, such liability, loss or damage shall be borne by the County and the City of Eaton Rapids in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees, respectively, as provided by statute or court decisions.

D. INSURANCE.

The City of Eaton Rapids shall maintain appropriate general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the County.

E. NON DISCRIMINATION.

The City of Eaton Rapids as required by law, shall not discriminate against a person to be served or 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, gender identity, disability that is unrelated the individual's ability to perform the duties of a particular job or position, height with or marital status. The City of Eaton Rapids shall adhere to all applicable Federal. State and local laws, ordinance, rules and regulations prohibiting discrimination, including, but not limited to the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453 as amended;
2. The Persons With Disabilities Civil Rights Act, 1976 PA 220 as amended
3. Section 504 of the Federal Rehabilitation act 1973, P.L. 93-112.87 Stat 355, and regulations promulgated thereunder: and
4. The Americans with Disabilities Act of 1990, P.L. 101-336. 104 Stat 327, as amended and regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this Agreement. In the event City of Eaton Rapids is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to the City of Eaton Rapids.

F. 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 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	City of Eaton Rapids Contact
Contact: Jeff Gehl, Burchfield Park Manager	
Phone: 517 676-2233	Phone:
E-Mail: jgehl@ingham.org	E-mail
Ingham County Parks Administrative Contact	Eaton Rapids Administrative Contact
Contact Tim Morgan- Director of Parks	Contact
Phone: 517-676-2233	Phone
E-mail: tmorgan@ingham.org	E-mail

5. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2022 at which time it will expire unless extended.
6. WAIVERS. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
7. AGREEMENT MODIFICATIONS. All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the Bounty's Board of Commissioners, and signed by their duly authorized representatives.
8. PURPOSE OF SECTION TITLES. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
9. COMPLETE AGREEMENT. This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
10. SEVERABILITY. If any of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and /or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.
11. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are

duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

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

COUNTY OF INGHAM


CITY OF EATON RAPIDS

By: _____
Kara Hope- Chairperson
Ingham County Board of Commissioners

By: _____
(Signature)
Name: _____
(Print or Type)
Title: _____
(Print or Type)

Date: _____	Date: _____
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APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: 
Mattis D. Nordfjord

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INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016
RESOLUTION # -16

RESOLUTION APPROVING THE APPLICATION FORM FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications would be taken beginning October 1, 2016 that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, Board of Commissioners Resolution 16-106 stated the Application form would be reviewed and approved by the Board of Commissioners prior to the second round; and

WHEREAS, the Application is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the application in Exhibit A to be used for the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Ingham County Trails and Parks Program Application 10-01-16



Ingham County
Parks and Recreation Commission
P.O. Box 178
121 E. Maple Street, Suite 102
Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County.

These funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project(s), (including blueways).**

Project applications must be received by 5pm November 28th, 2016 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the February or March 2017 Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners.

If applying for multiple projects, applications must be ranked and prioritized from highest to lowest priority by the applicant.

APPLICANT		
Agencies (each project should have its own individual application):		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

Ingham County Trails and Parks Program Application 10-01-16

PROJECT SUMMARY		
<input type="checkbox"/> New Construction	Repair, Rehabilitation, <input type="checkbox"/> Long-term Maintenance	<input type="checkbox"/> Special Project
Project Title		
Project Description <i>Provide a brief description of your proposed project. Include, as applicable, the type of project (new construction; repair/rehabilitation/long-term maintenance; special project), property ownership, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc., minimum of 20 years), the acreage to be acquired, the acreage/length of the existing project and the features of the site.</i>		
Project Region-Wide Significance and Benefit to County Residents		

Ingham County Trails and Parks Program Application 10-01-16

PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

1. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information.

Ingham County Trails and Parks Program Application 10-01-16

2. Describe how the project responds to public demand and has public support.

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information.

3. Explain how the project meets acceptable design standards and is the best design solution.

You must have on staff, or hire a Michigan licensed professional engineer, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained); considers low impact development techniques that protect and enhance significant natural features; and any other related information.

Ingham County Trails and Parks Program Application 10-01-16

4. Explain how the project is feasible and ready for implementation or development.

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds.

5. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds.

Ingham County Trails and Parks Program Application 10-01-16

6. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match.

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling.

Ingham County Trails and Parks Program Application 10-01-16

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)).

Ingham County Trails and Parks Program Application 10-01-16

ESTIMATED COSTS/BUDGET																																																																	
<i>Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.</i>																																																																	
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3-Construction																																																																	
4-Construction Engineering																																																																	
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Ingham County Trails and Parks Program Application 10-01-16

ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.

CERTIFICATION

Signature of Applicant:

Date:

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INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016

RESOLUTION # -16

RESOLUTION APPROVING THE SCORING/RANKING CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications will be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, the scoring/ranking criteria is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the scoring/ranking criteria in Exhibit A to be used to evaluate the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Exhibit A

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The following criteria will be used to evaluate and select projects. They will be scored from 0 to 5 with 0 being the least desirable and 5 the most positive response. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. How the project improves regional connectivity.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

Improves Regional Connectivity: Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following:

- Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation; and
- Increases access to sites of natural, scenic or historic interest.

2. How the project responds to public demand and support.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

Responds to Public Demand and Support: Projects that have significant support and meet the needs of the region should be scored and ranked positively. Projects strengthening new or existing partnerships and including the support of volunteers should receive a high priority. To determine whether a project has support, the project should address the following:

- Is based on public demand;
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; and
- Has the support of multiple jurisdictions and/or stakeholders.

3. How the project meets acceptable design guidelines and is the best design solution, including AASHTO Guidelines when appropriate.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Meets or Exceeds Design Standards and Is the Best Design Solution: Projects should be able to meet minimum design guidelines and all other design alternatives should be considered. To determine whether a project meets minimum design standards and is the best option, a project should address the following:

- Is physically separated from streets and roadways where possible;
- Provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities – projects must meet or exceed the minimum accessibility requirements of the Americans with Disabilities Act (ADA);
- Design alternatives to the project have been examined to minimize impact on the environment;
- Meets minimum standards for grade, width, vertical clearance, intersection and crossing design; and
- Considers low impact development techniques that protect and enhance significant natural features.

4. How the project is feasible and ready for development or repair, rehabilitation, or long-term maintenance.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Is Feasible and Ready for Development: Projects that are feasible and ready to implement will receive a higher priority. To determine whether a project is ready and feasible, the project should address the following:

- Is under public ownership or is currently accessible for public use;
- Does not require a complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line or a railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency, is appropriate and in line with available funds.

5. How the project supports equitable opportunities.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Supports Equitable Opportunities: Projects that improve equity will receive a higher priority. A project that demonstrates equity should address the following:

- Increases access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area; and
- Contributes to an equitable geographical distribution of the millage funds.

6. How the project provides for other available funders and partners.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for.*

0%= 0 pts

1-10%= 1 pts

11-20%= 2 pts

21-30%= 3 pts

31-40%= 4 pts

41& higher%= 5 pts

7. How the project provides for a maintenance commitment.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

Maintenance Commitment: Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling.

Recipients must be willing to commit to continue the maintenance and operation of the project and provide a realistic operation and maintenance plan/budget (show letter of commitment for funding); and

This criteria may be fulfilled in cases where applicants demonstrate innovative measures for trail maintenance, such as adopt-a-trail programs supported by volunteer organizations under a nonprofit status.

Preference given to year-round access and maintenance.

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, September 26, 2016

Monday, September 26, 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 July 25, 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
 - C. Day Camp Collage
7. **OLD BUSINESS**
 - A. Fencing
 - B. Temporary Millage Signage
8. **NEW BUSINESS**
 - A. Discuss Trails and Parks Millage Consultant Interviews and Budget Committee Recommendation
9. **REPORTS OF STANDING COMMITTEES**
 - A. Planning & Community Outreach Committee
 - B. Budget & Personnel Committee
 - i. Financial Report
 - ii. 2017 Controller Recommended Budget
10. **ACTION ITEMS**
 - A. Resolution to Update the Application for the Trails and Parks Millage Program
 - B. Resolution to Update the Scoring Criteria for the Trails and Parks Millage Program
 - C. Resolution to Enter into an Agreement with ____ for the Trails & Parks Millage Consultant
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, October 17, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Tuesday, October 18, 2016; Time 12:00pm
Budget & Personnel Committee Meeting
- Date: Monday, October 24, 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 at 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, Ryan Earl, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Pat Lindemann, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas

Ingham County Park Staff: Director Tim Morgan, Lake Lansing 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, Park Ranger I Cole Publiski, Mechanic David Strahle, Executive Assistant Nicole Wallace, Burchfield County Parks Assistant Manager I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing County Park Manager II Pat Witte