

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, June 19, 2017

Monday, June 19, 2017

5:30pm

PARKS & RECREATION COMMISSION MEETING

Human Services Building
Conference Room B, Second Floor
5303 S. Cedar Street, Building #3
Lansing, Michigan

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
[Minutes](#) of May 22, 2017 regular meeting will be considered – Page 3
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. APPROVE THE AGENDA
Late Items / Changes/ Deletions
6. [Mobile Farmers Market](#) – Peggy Vaughn-Payne, Executive Director, NorthWest Initiative - Page 35
7. Presentation MSU Students – Marketing Plan
8. ACTION ITEMS
A.
9. DISCUSSION ITEMS
A. [Rules](#) Special Uses by Park – Smoking-Section 4) K. 5. - Page 40
B. [Trails and Parks Special Committee](#) June 12, 2017 Meeting - Page 54
C. Potluck at the June 26th Park Commission Meeting?
10. [Correspondence & Citizen Comment](#) - Page 63
11. Board/Staff Comments
12. [Review Park Commission Agenda](#) - Page 65
13. Informational Items – *Distributed at Commission Meeting*
A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes (Items pertaining to the Parks Department)
B. Newspaper Articles
C. Revised Timeline for Trails and Parks Millage
14. Upcoming Meetings
A. Date: Monday, June 26, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

- Date: Thursday, June 29, 2017; Time: 6:00pm
Special Trails and Parks Committee
- Date: Monday, July 17, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting
- Date: Monday, July 24, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

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

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, Secretary Jonathan Schelke, County Commissioner Teri Banas, Ryan Earl, Jessy Gregg, Cherry Hamrick, County Commissioner Carol Koenig, Paul Pratt, and Shirley Rodgers

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
May 22, 2017

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Winter Sports Building, Burchfield Park, 881 Grovenburg Road, Holt, Michigan.

Board Members

Present: Matt Bennett, Ryan Earl, Jessy Gregg, Sarah Nicholls, Shirley Rodgers, Jonathan Schelke, Commissioner Teri Banas (entered at 5:59pm), and Commissioner Carol Koenig (entered at 6:10pm, left at 7:51pm)

Absent: Cherry Hamrick and Paul Pratt

Also Present: Park Director Tim Morgan, Financial Coordinator Karen Fraser, Recording Secretary Sarah Decker, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, and Bob Pena-Eastside Neighborhood Organization

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:34pm

Minutes: **Moved by** Mr. Schelke and **Supported by** Ms. Gregg to approve the May 15, 2017 minutes of the regular meeting as written. **Yes-5; No-0; Abstain-1** (Mr. Bennett). **MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #9C: Millage Position Administrative Staffing ~~20%~~ Budget Request Add: additional documents; strike 20%. Agenda Item #6A: Food Truck- additional document attached in Exhibit A. Agenda Item #9B Trails and Parks Special Committee -additional document: minutes from the Trails and Parks Millage Special Committee meeting. Change agenda Item #8B to 8C and 8C to 8B.

DISCUSSION ITEMS

Mobile Farmers Market~ Mr. Pena thanked the Park Commission for allowing him to speak and apologized for Peggy Vaughn Rayne’s absence. Mr. Pena stated the mobile farmers market is to target lower economic folks in the city. Mr. Pena stated he thinks if there is enough time to get the word out about the truck, it will draw people to the park. Mr. Pena stated the size of the truck is about the size of a CATA bus.

Mr. Pena stated he understands that Saturdays and Sundays will not work for Hawk Island, and he has questions about what dates could work and any fees associated with using the park. He would like to target Hawk Island, but is open to considering Burchfield Park and Lake Lansing. Mr. Witte asked where the truck currently parks. Mr. Pena said in downtown Lansing-Comstock Park. Mr. Schelke asked if the truck visits Hawk Island, will it be on a regular schedule? Mr. Pena said they cannot commit to that yet, they could start slow and work it out as time goes on. Ms. Gregg asked if this is similar to programs already operating in the area, and if trucks are already in other parks. Mr. Pena said yes, not exclusively. Ms. Rodgers asked if there is a board that could help us understand how this program works, she has

many questions. Ms. Rodgers stated the city has a mobile food pantry, etc., how is this not an overlap of services? Ms. Rodgers recommended adding to the program instead of taking away from what already exists. Mr. Pena said he coordinates with those other programs and they tend to be dry goods and this truck is more about fresh produce and this grant is written for summer – September. Mr. Pena said this is an ongoing conversation. Chair Nicholls clarified the Park Commission wasn't voting on this item today. Ms. Rodgers says she needs more information before considering this project. Mr. Pena said the commissioners could write down questions which they would address.

Mr. Bennett asked if there will be a schedule posted. Mr. Pena said they want to give as much of a heads up as possible. Mr. Bennett asked if attendance would be adversely affected due to parking fees to enter the park. Mr. Pena stated there is also bike access to Hawk Island. Mr. Morgan recommended the Park Commission discuss this in June after we gather more information. Mr. Morgan stated he has discussed with Mr. Collins the concern about parking during peak times at the park, and it may be better to have during the week when there are no special events. Also, currently food trucks are not allowed per park rules. This would be an exception to that rule and it may start a precedent. Mr. Morgan said we can make it clear in the motion that this is a special exception and not a precedent. Mr. Schelke, Ms. Rodgers and Mr. Morgan agreed to clarify and refer to this request as a 'mobile farmers market.' Mr. Morgan recommended we look at this as a pilot program in the park, if it works at Hawk Island this summer then perhaps we move it to Lake Lansing or Burchfield in the future.

Mr. Pena asked if there is a historical trend for slow times in the park and if there is an event fee- then the program would like to be aware. Ms. Fraser stated there is no fee schedule for this, and the Park Commission cannot set fees, the Board of Commissioners do. Mr. Morgan encouraged the commissioners to send any questions to him, and we will bring it back as a discussion item for the first meeting in June. Ms. Gregg asked if there are any dates scheduled yet for the mobile farmers market, please let Mr. Morgan know to share with the Park Commission.

ADMINISTRATIVE REPORTS

Director~ As reported. Ms. Rodgers asked if we responded to the letter received from the Tri-County Bicycle Association. Ms. Rodgers recommended responding and providing the association with the millage language. All present agreed. Mr. Morgan will send out to them along with the language as soon as possible.

Park Managers ~ Mr. Gehl stated that Bunker Road Landing canoe/kayak trips will be closed this weekend since the river is too high. Mr. Witte commented for Mr. Collins that the breakins at Hawk Island have been dealt with via a collaboration with the Lansing Police. Cameras are now present in the park.

Ms. Rodgers asked about utilizing officers on an overtime basis in the parks-was this planned in the budget. Mr. Morgan stated \$30,000 was budgeted. The first year he was here there was a combination of cadets and off-duty officers. This year there was an all-time low in cadets, so yes, overtime officers are providing less coverage than in the past two years. Commissioner Banas asked if there are signs in the park about police patrols and recommended checking with the Sheriff's office if they would recommend any signage. Mr. Morgan will look into this and get back to the Park Commission.

Administrative Office ~ As reported.

Financial Report ~ Ms. Fraser referenced the reports in the packet. Ms. Rodgers asked for the status of

the combined list of roof projects, is it canceled or complete? Ms. Fraser stated canceled means there was not enough money to do the projects. Lake Lansing was completed in previous years, and there was leftover money but it was not enough to do all of roofs. The money was transferred for one roof at Hawk Island and one at Lake Lansing.

Strategic Plan ~ Ms. Fraser presented the strategic plan handout and asked for any input by May 25th. Discussion.

ACTION ITEMS

Mr. Morgan stated there was a question if Spicer Group could bid on this project. Mr. Morgan stated Spicer Group will be allowed to be our consultant. Ms. Rodgers suggested using the full name of the surveys in the resolution to help the public understand-change Topo Survey to Topographic Survey.

RESOLUTION #12-17 RECOMMENDING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE PRIME PROFESSIONAL SERVICES FOR BURCHFIELD PARK OVERLOOK SHELTER ACCESSIBILITY UPGRADES

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Burchfield Park Overlook Shelter Area; and

WHEREAS, Burchfield Park Overlook Pavilion Accessibility Upgrades project for the Ingham County Parks Department is possible through a Passport Grant from the Michigan Department of Natural Resources; and

WHEREAS, the Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Burchfield Park Overlook Pavilion Accessibility Upgrades project for the Ingham County Parks Department and the Prime Professional must be registered in Michigan; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners approve entering into a contract with Spicer Group, Inc. in the amount of \$21,825.

BE IT FURTHER RESOLVED, that the Ingham County Park Commission recommends the Board of Commissioners also authorizes a Topographic Survey in the amount of \$3,200.

BE IT FURTHER RESOLVED, that funds are available in line item 245-75299-976000.

Moved by Commissioner Koenig and **Supported by** Ms. Rodgers that Resolution #12-17 be approved as written. **Yes-8; No-0. MOTION CARRIED.**

Motion to Adopt the Timeline for the 2017 Millage Round

MOVED BY MR. SCHELKE, SUPPORTED BY COMMISSIONER BANAS

To adopt the Tentative Draft Timeline for the 2017 Millage Application Round

THE MOTION CARRIED UNANIMOUSLY. Absent: Cherry Hamrick and Paul Pratt. MOTION CARRIED.

Scoring/Ranking Criteria for the Trails and Parks Program Application

Chair Nicholls suggested we go back to the original scoring format and not combine all of the different concepts. Mr. Bennett stated the idea was to simplify the process. After discussion it seemed scoring came down to three different things. Everything came down to #4, if the project was worth funding or not. Commissioner Banas stated there was some discussion about too many separate ideas after speaking with Tanya Moore from Spicer Group. There needs to be two more questions in the format. Commissioner Banas said she is willing to take a second look at this, and she would like a 6 question survey. Mr. Schelke stated the other route to go is overall how do you rate the project and remove the categories. Ms. Gregg asked how would we figure out public support/demand? Ms. Gregg agreed calling for specific questions, positive impact. Commissioner Koenig said the equitable opportunities should be specified. Commissioner Banas suggested ‘underserved areas’. Ms. Fraser asked about feasibility. Commissioner Banas agreed it should be the first question, because if something is not feasible, time should not be spent on it. Chair Nicholls stated in the new timeline, Spicer Group will be conducting the feasibility measurement and the truly infeasible applications will be dropped. Ms. Gregg asked if Spicer Group will evaluate applications against MDOT, etc. Mr. Morgan stated Spicer Group will evaluate every project and provide their thoughts. It will not be eliminated based off their evaluations. Chair Nicholls stated if Spicer Group determines an application is infeasible, then we should not spend time on it. Commissioner Banas stated that if Spicer Group says an application is infeasible we should not spend time on it, and suggested saying ‘we will review all feasible projects’. Chair Nicholls stated we are paying Spicer Group to review the applications. Commissioner Koenig stated we are not allowing Spicer Group to exclude projects. Mr. Morgan stated that is what the scoring is for. Commissioner Koenig stated she does not think we should give Spicer Group the authority to exclude applications. Mr. Bennett stated that just because something is feasible does not mean it should be. Mr. Bennett stated pulling out equitable opportunities into its own category makes sense. Mr. Morgan reviewed the changes to the scoring. There is an error in the %. Question 4 will be question 4, 5, and 6 and breaks the scoring criteria down. Mr. Morgan reviewed how the scoring will work. Ms. Rodgers stated there is now 59 points. Ms. Fraser and Ms. Rodgers suggested eliminating ‘score project 1’1- to shorten. Commissioner Koenig stated we should include definitions so the document is clear to understand. Commissioner Banas said it could be a link online. Mr. Morgan said we could use see attached. Discussion.

RESOLUTION #13-17 RECOMMENDING APPROVING THE SCORING/RANKING CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-395 authorized the scoring/ranking criteria to be used for the Trails and Parks Program Applications; and

WHEREAS, the Park Commission reviewed the scoring/ranking criteria and recommend edits; and

WHEREAS, the scoring/ranking criteria is attached.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends the Ingham County Board of Commissioners authorizes the scoring/ranking criteria

to be used to evaluate the Trails and Parks Program Applications for the next rounds of applications.

Moved by Mr. Schelke and Supported by Mr. Bennett that Resolution #13-17 be approved as written. **Yes-8; No-0. MOTION CARRIED.**

Ingham County Trails and Parks Program Scoring Criteria

The following criteria will be used to evaluate and select projects. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. Is the project listed as a priority corridor in the Ingham County Trails and Parks Comprehensive Report Figure 24 (attached)?

0= no 5= yes

_____pts

2. Does this contribute to County connectivity?

0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).

_____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 (attached) 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;
- Increases access to sites of natural, scenic or historic interest.

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

Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions, *in-kind support*, 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.*

0-9% = 0 pts

10-49% = 5 pts

50-59% = 10 pts

- 60-69% = 11 pts**
- 70-79% = 12 pts**
- 80-89% = 13 pts**
- 90+% = 14 pts**

Score 0-14
_____pts

4. Overall, how do you rate the project considering feasibility?

- 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;
- Is appropriate and in line with available funds.

Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.
_____pts

5. Overall, how do you rate the project considering public demand and public support?

- 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.

Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.
_____pts

6. Overall, how do you rate the project considering supports equitable opportunities?

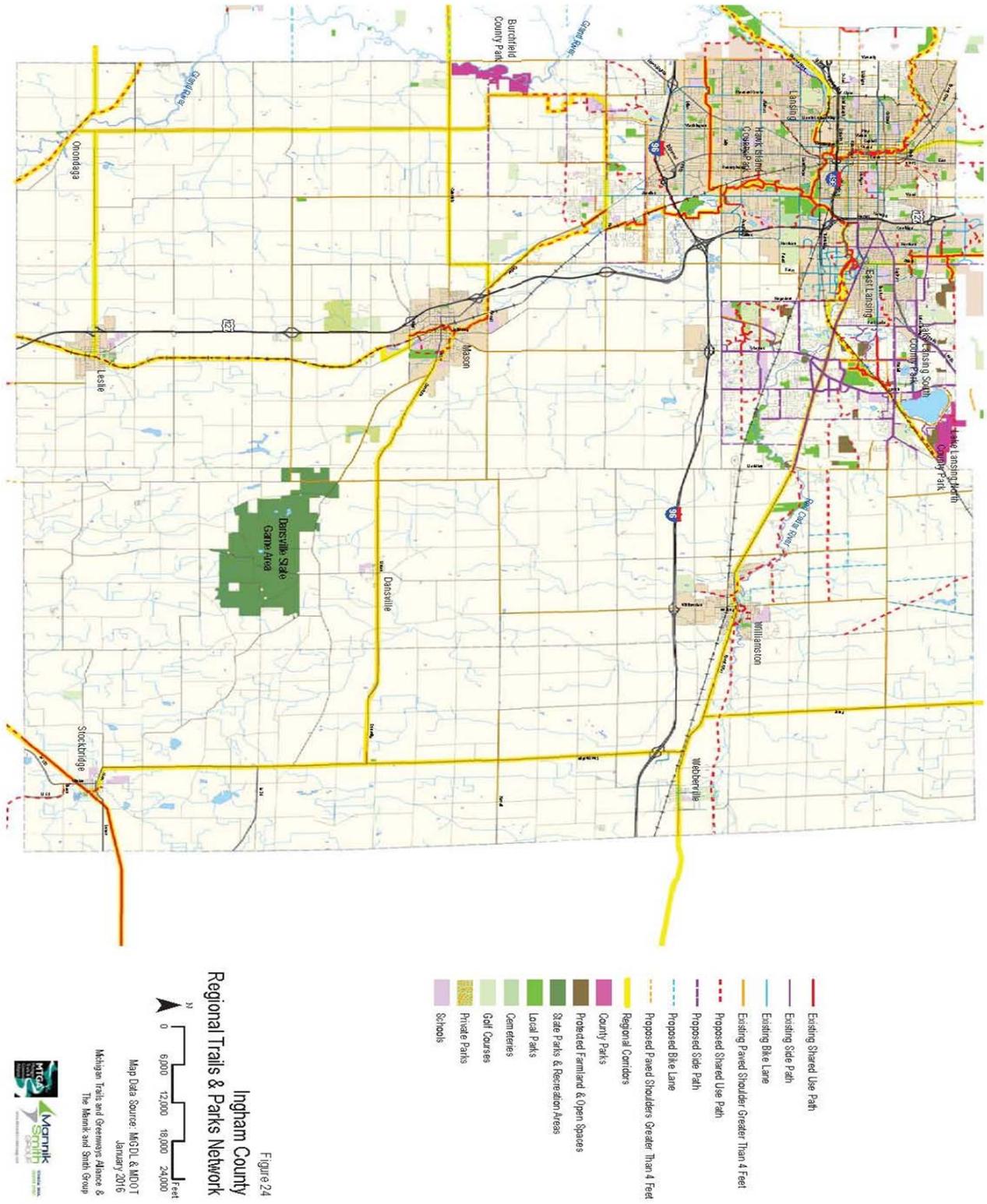
- The project increases or improves access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area;
- Contributes to an equitable geographical distribution of the millage funds.

Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.

_____pts

_____ **Total Points Scored**

Figure 24



Application Form for the Trails and Parks Program Application

RESOLUTION #14-17 RECOMMENDING APPROVING THE APPLICATION FORM FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-394 authorized the application to be used for the Trails and Parks Program Applications; and

WHEREAS, the Park Commission reviewed the application and recommend edits; and

WHEREAS, the revised Application is attached.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends the Ingham County Board of Commissioners authorizes the application be used for the Trails and Parks Program Applications for the next rounds of applications.

Moved by Mr. Schelke and Supported by Mr. Bennett that Resolution #14-17 be approved as written. Yes-8; No-0. MOTION CARRIED.

Ingham County Trails and Parks Program Application



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.

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, private 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 July 31 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the January 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.

APPLICANT		
Agencies:		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:
PROJECT SUMMARY		
Project Title:		
Total Amount Requested: \$		
Distance of repaired/new construction in feet/miles:		
Trail/blue ways:	Boardwalk:	Bridge:
<input type="checkbox"/> New Construction	<input type="checkbox"/> Repair, Rehabilitation, Long-term Maintenance	<input type="checkbox"/> Special Project

Ingham County Trails and Parks Program Application

If you have applied for <i>multiple projects</i> , please prioritize and rank your projects within each category from highest priority to lowest priority in each category:		
<u>New Construction</u>	<u>Repair/Rehabilitation/Long-term Maintenance</u>	<u>Special Projects</u>
Town, Range and Section Numbers of Site Location		
(Town):	(Range):	(Section):
Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)		

DRAFT

Ingham County Trails and Parks Program Application

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>		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc...)		
Total Project Expenses		\$
APPLICANT FUNDS		
<u>Local Contribution</u>	Amount	\$ _____
<u>Other Grant Contributions</u>		
Name of Grantor(s)	Amount	\$ _____
_____	\$	_____
Name of Partner(s)	Amount	\$ _____
_____	\$	_____
Name of Donor(s)	Amount	\$ _____
_____	\$	_____
<u>In-Kind Support</u>		
Name of Organization	Description	Value
_____	_____	\$ _____
_____	_____	\$ _____
<u>Other</u>	Amount	\$ _____

Total Applicant Funds		\$ _____
*Millage Funds REQUESTED (does not count as match)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds	%	_____ Match

Ingham County Trails and Parks Program Application

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)). (No minimum word count- attachments as needed).

DRAFT

Ingham County Trails and Parks Program Application

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. 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. 250 word limit.

2. 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. 250 word limit.

Ingham County Trails and Parks Program Application

3. 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. 250 word limit.

4. 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. Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. 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. 250 word limit.

Ingham County Trails and Parks Program Application

5. 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. 250 word limit.

6. 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. 250 word limit.

Ingham County Trails and Parks Program Application

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. 250 word limit.

DRAFT

Ingham County Trails and Parks Program Application

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 and/or in-kind 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:

FAQ Trails and Parks Program

The FAQs will be updated with necessary corrections.

MOVED BY MR. SCHELKE, SUPPORTED BY MR. BENNETT

To approve the FAQs

THE MOTION CARRIED UNANIMOUSLY. Absent: Cherry Hamrick and Paul Pratt. MOTION CARRIED.

FREQUENTLY ASKED QUESTIONS Updated 5/23/17

THE INGHAM COUNTY TRAILS AND PARKS MILLAGE GRANT APPLICATION PROCESS

In November 2014, Ingham County voters approved a new millage to support the development of a county-wide regional trails and parks system. The .5 mill, six-year levy raises an estimated \$3.4 million per year through 2020. Annually, the funds are reviewed and made available for funding of projects as recommended by the Park Commission and approved by the Board of Commissioners.

A Tentative Third Round – Applications due by 5:00 p.m. on July 31, 2017: A third round of applications will be accepted beginning June 28, 2017 and due by 5:00 p.m. on July 31, 2017. These applications will address new construction and special projects (including blueways) as well as repairs, rehabilitation, and long-term maintenance projects with priority given to those as identified as a regional priority corridor in figure 24 (page 27) of the Ingham County Trails and Parks Comprehensive Report. (Pending Board of Commissioners approval).

Q: Can more than one project be submitted on one application?

No, it is critical that each project have its own application.

Q: Who is eligible to apply for Trails and Parks Millage Funds?

Ingham County municipalities, from which millage dollars are drawn, are eligible to apply for the Ingham County Trails and Parks program. In addition, a 501(c)(3) non-profit organization will be eligible to apply for millage eligible projects.

Q: What types of categories will be considered in the millage application process in future rounds?

The Ingham County Trails and Parks Task Force has determined and defined broad project categories that are eligible for millage fund expenditures. They include and are defined as follows:

1. **New Construction** – This would involve the construction of new trails and trail gaps where none currently exist.
2. **Repairs, Rehabilitation, Long-Term Maintenance** – This would involve the repair, replacement or re-construction of an existing trail infrastructure to bring it up to acceptable safety or design standards. Long-term maintenance is also included in this category and defined as that which extends the life of a trail “preserving a trail to optimal standards while excluding activities such as snow and trash removal, and grass mowing.” (Task Force Meeting of December 10, 2015). Routine maintenance or the everyday upkeep of a trail which would include tasks such as mowing, trash pick-up, leaf/debris blowing, dead limb removal, herbicide spraying or restroom cleaning are activities that are intentionally excluded from

millage expenditures.

3. **County Parks** – This would involve potentially funding for Ingham County Parks facility repairs, upgrades and improvements (utilizing match toward State and Federal Grants whenever possible) that have been deferred due to previous years’ lack of funding.
4. **Special Projects** – This could involve awarding communities initial trails planning grants to rural and/or smaller municipalities. It could also include supporting region-wide projects such as wayfinding, trail user studies, trail town initiatives, trail ambassador volunteer coordination, adopt-a-trail programs, (including blueways), etc.

Q: Will the results of the application review be made public?

Yes the entire process is public: <http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>.

Q: What does the grant application process look like? How is funding distributed?

Acting in an advisory capacity to the County Board of Commissioners the County Parks and Recreation Commission will review and evaluate the submitted applications and make a final recommendation(s) to the County Board of Commissioners for millage fund appropriations within a prescribed timeframe. The evaluation process includes the following steps:

1. A review by the County Parks and Recreation Commission of all complete applications using the County’s recommended scoring criteria;
2. The Parks and Recreation Commission then meets and discusses a final score, with a review of budgetary considerations for a final recommendation;
3. Recommendations are presented to County Board of Commissioners for review and final approval;
4. Recipients are announced and municipalities enter into a legal contract with Ingham County;
5. Municipalities report physical and financial completion to County. The County reimburses costs upon successful completion of work and only after successful review by Ingham County.
Individual projects will be reimbursed based on actual expenses, in phases, to be defined in each individual contract.

Q: Could the millage pay for prime professional and engineering costs?

Potentially, if a community needs to apply for these funds to engage in the process because they do not have professional staff to perform these functions then it would be considered fundable. The cost of these services could be part of a larger application or requested separately under the special projects category.

Q: To apply, does our community need matching dollars?

Projects that have the potential to be funded through state or federal grants, donations, partner contributions, *in-kind support*, 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*:

- 0-9% = 0 pts
- 10-49% = 5 pts
- 50-59% = 10 pts
- 60-69% = 11 pts
- 70-79% = 12 pts
- 80-89% = 13 pts

90+% = 14 pts

Q: Important notes for project eligibility recommended by the Park Commission:

The Park Commission will not entertain fund application requests for projects that have been locally approved and bid.

Granting of proposals to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

For the purposes of an applicant match, it has to be a current match, it cannot be a retro match.

The Park Commission recommends a multi-year approach. The dollar amount of each year will not exceed 50%.

The Park Commission recommends the consideration of 501(c)(3) non-profit organizations to be eligible to apply for the Ingham County Trails and Parks Millage projects as well as local government units.

The Park Commission recommends considering assisting to fund the development of a community's first trails plan for the Ingham County Trails and Parks Millage Application Process

Q: Who is primarily responsible for building and maintaining trails?

It is up to each local municipality to build and maintain trails in their jurisdictions. Trail maintenance is a multi-faceted and costly responsibility. As such, the responsibilities for it can be tackled through a few different systems to ensure the ongoing optimal standards are met for safety, enjoyment, and preservation of the asset. *Examples of maintenance options were provided in the Appendix of the final report from Mannik-Smith.*

Q: Who owns the trails in Ingham County?

The local municipalities.

On the next page you can see the regional priority corridors for Ingham County Trails and Parks Comprehensive Report.

The regional network represents a long-term vision and is intended to serve as a guide for future funding and implementation. It proposes several routes for the establishment of non-motorized facilities. The proposed corridors and routes include land trails along water ways, roadways, and in parks as well as water trails along the Grand River, Red Cedar River and a portion of the Sycamore Creek. They connect the County's communities as well as the regional parks and destinations. The regional priority corridors for Ingham County are listed below in geographic order from the northeast corner of Ingham County to the northwest, then southwest, southeast and back to the northeast.

- Webberville west to Meridian Township and west to Livingston County through Grand River Avenue;
- The Red Cedar Water Trail;
- MSU to Lake Lansing County Parks;
- The River Trail in East Lansing, Lansing, and Delhi Township (including the Sycamore trail and the connection through Hawk Island County Park);
- The River Trail to the Northern Tier Trail;
- The River Trail to Clinton County;

- The River Trail northwest extension;
- The River Trail southwest extension;
- The south Lansing Trail;
- Delhi Township RAM Trail extension east;
- Delhi Township RAM Trail to Burchfield County Park;
- The Grand River Water Trail;
- Delhi Township to Mason's Hayhoe Trail;
- Hayhoe Trail to Vevay Township Hall and south to Leslie and Jackson County;
- North-South corridor connection along Onondaga Road;
- Southwest connector to Eaton and Jackson counties through the Thornapple Trail;
- Leslie to Onondaga and Eaton County connection through the Bellevue Road corridor;
- Mason west to Eaton County through the Columbia Road corridor;
- Mason East to M-52 along the Dansville Road corridor;
- Stockbridge to Webberville through the M-52 Road corridor; and
- Webberville to Shiawassee County through the M-52 Road corridor.

In addition, there is great recognition for the need to develop and build multi-use trails within each of the County Parks in order for trail users to get to and use the County Parks. This is particular true for Burchfield County Park and Lake Lansing North where multi-use trail loops are planned to be developed within the parks.

Establishing a countywide network of trails throughout Ingham County is key to the success of the County Trails and Parks millage. Figure 24, on the next page, depicts the conceptual regional non-motorized network and connections for Ingham County. The regional network includes the corridors identified in the recent MDOT University Region Non-Motorized planning effort as well as those identified in previous studies and initiatives such as the Heart of Michigan Trail and Greening Mid-Michigan.

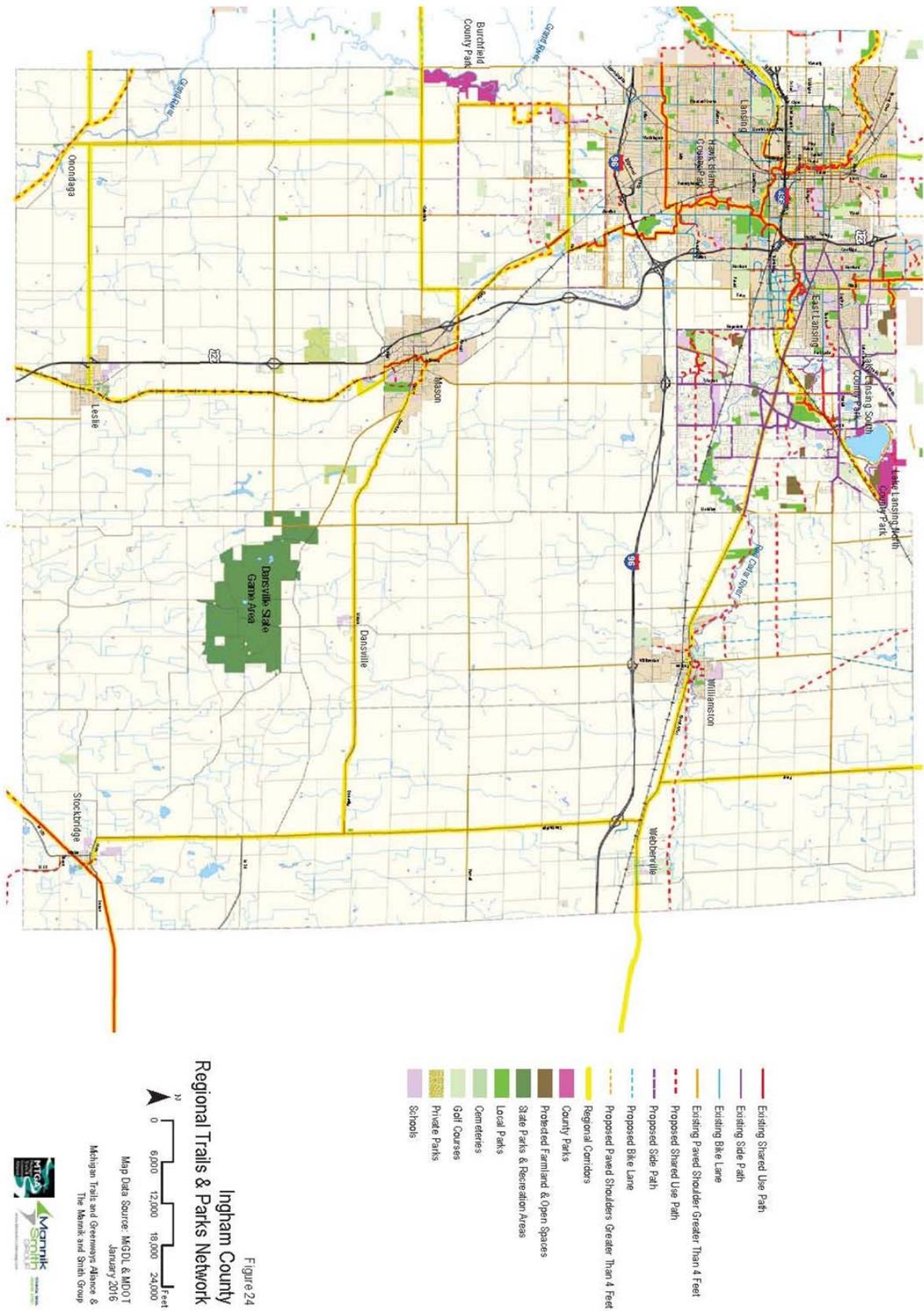


Figure 24

Emergency Request for Mower Replacement – Burchfield Park (Out of Fund Balance)

Mr. Morgan stated after talking with Purchasing and the Controller’s office, it is not considered an emergency purchase because there is one mower still functioning at the park. Mr. Gehl stated this mower is one that was requested to be replaced last year in CIP but did not receive funding. The mechanic expressed concern that it would not make it through the summer, and last week it broke down. Mr. Gehl stated he has one mower that is functioning. The mower will cost ~ \$14,000 -15,500. Discussion about parks fund balance use.

MOVED BY MR. SCHELKE, SUPPORTED BY MR. BENNETT

To recommend purchasing a new mower for Burchfield Park out of the fund balance

THE MOTION CARRIED UNANIMOUSLY. Absent: Cherry Hamrick and Paul Pratt. MOTION CARRIED.

DISCUSSION ITEMS

Modifying the Ordinance Establishing the Ingham County Park Rules & Regulations~ Mr. Witte stated the smoking policy should be revised to expand the policy to reach outside of buildings. Discussion regarding open carry and alcoholic beverages.

Trails and Parks Special Committee ~ Mr. Schelke stated he attended the meeting and the good news is the Lake to Lake (“Iron Belle Trail”) Trail goes through Ingham County and it is something we should jump on if they submit an application. He is concerned we are currently on a slippery slope without a coordinated effort. Commissioner Banas stated the point of the meeting was to hear from representatives from local communities, and we want to include all communities. Mr. Schelke asked how do you fund one small community and say no to the next group that asks. Chair Nicholls stated it is unrealistic for small communities to expect a trail that comes out 20 miles. Mr. Morgan stated he met with Nikki Van Bloem, DNR Southern Michigan Trails Specialist, to discuss trails and he hopes to get a meeting scheduled between DNR and Stockbridge. Commissioner Banas said a lot of the people who came to the meeting still don’t understand what this millage is for. Ms. Gregg said she is disappointed in the public relations effort with smaller communities based off comments from the meeting. Commissioner Banas said there was a suggestion for an additional meeting with just smaller communities to discuss how they can become connected with the trails.

Millage Position Administrative Staffing ~ Mr. Morgan apologized that this was a late item. Mr. Morgan said Mr. Cypher suggested a staff person to help with the administrative side of the millage. Mr. Morgan reviewed the position description. The position’s sole responsibility would be to address the millage and directly report to Mr. Morgan. The position is to take work away from current administrative staff to help them focus on the parks. Mr. Morgan said he is looking for the Park Commission’s approval to explore a full time position to help with millage. Ms. Rodgers asked what kind of title it would be and Mr. Morgan said the title can be millage assistant or other as needed. Ms. Rodgers asked what the text in italics was and Mr. Morgan stated those are the items that the consultant has been tasked with doing. Mr. Bennett asked where this position would stand in the department hierarchy and he believes it should be higher than administrative staff. Mr. Schelke stated he thinks this is overdue, and now is the time to pursue this. Mr. Schelke recommending narrowing down the list. Commissioner Banas stated this needs more discussion. Ms. Rodgers and Chair Nicholls said this topic came too late for them to really express their support. Commissioner Banas stated there needs to be more time and discussion and suggested we talk

about it next month.

MOVED BY MS. RODGERS, SUPPORTED BY COMMISSIONER BANAS

To table the discussion of the Millage Position Administrative Staffing

Yes-4 (Shirley Rodgers, Commissioner Banas, Chair Nicholls, and Jessy Gregg); **No-3** (Jonathan Schelke, Matt Bennett, Ryan Earl). Absent: Cherry Hamrick, Paul Pratt, and Commissioner Koenig. **MOTION CARRIED.**

BOARD/STAFF COMMENTS

None.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 8:18 pm.

Meeting adjourned

Minutes submitted by:

Sarah Decker, Recording Secretary

Exhibit A

From: Robert Pena [<mailto:penarrobertorlando@gmail.com>]
Sent: Monday, May 22, 2017 3:20 PM
To: Morgan, Timothy <TMorgan@ingham.org>; Peggy Vaughn-Payne <peggy@nwlansing.org>
Subject: Re: Food Truck at County Parks

Mr. Morgan,

Below are the points that Peggy Vaughn-Payne would like covered. I plan on being at tonight's meeting. Attached is the pdf file of the Mobile Food truck. Its should be in color. If you could be so kind as to forward to board members that would greatly be appreciated. Thank you

Peggy:

Here's a summary sheet about the Mobile Farmers Market (MFM) and why we're doing this/the community need, etcetera. I'm all for taking the truck to Hawk Island Park or another park that gets a lot of people activity during the summer months just so that we can raise awareness of the MFM in the community and give people the opportunity to purchase locally grown produce. I guess my questions for the Parks Board would be as follows:

- 1) Will they waive any fees and allow us to bring the MFM to the parks for free?
- 2) Which park(s) do they think have the most visitors during the summer?
- 3) Which day(s) of the week do they have most people coming to the park and what block of time of the day (i.e. I would think it would be Saturdays from 12-3pm or 1-4pm)?
- 4) What are their general demographics for each park?

BTW, I don't have any pictures of the bus, but thought that Liz had taken some for one of my board members. In any event, you can tell them the bus is the size of a traditional looking CATA shuttle bus or ETRAN shuttle bus. It has 4 windows on the side and currently has 8 bench style seats that will be removed to haul our produce, crates/boxes, tables, signage, and a few chairs! We will set-up like a mini-farmers market with a few tables outside the truck carrying a bounty of fresh fruits and vegetables for excellent prices!!

Okay, that's it for me for now. Let me know if you have any questions and I can be available by cell phone - 517-885-0659!!!

Thanks Bob!

Peggy

FRESH FRUIT AND VEGGIES - MOBILE FARMERS MARKET



Creating healthy communities in northwest Lansing

Mobile Farmers Market Information

NorthWest Initiative (NWI)

510 W. Ottawa St., 2nd Floor | Lansing, MI 48933

Phone: (517) 999-2894 | Fax: (517) 999-2897 | nwlansing.org

Social Media: [nwlansing](#)



Who We Are



Welcome to NorthWest Lansing Healthy Communities Initiative, also known as **NorthWest Initiative**, a **501(c)(3) non-profit** organization working to strengthen and sustain healthy communities in **Lansing's northwest neighborhoods**. We were formed in early 2000 to improve the overall health of these residents. Our **service area** includes Lansing & Lansing Township—Waverly Road to the west; Sheridan Road to the north; N. East/ Larch St. to the east and the Grand River to the south and includes four zip codes: 48906, 48915, 48917, and 48933.

We provide **free services and programs** to the community that focuses on **improving overall well-being of residents** and closing the health disparity gap through increasing access, food security, community development, youth engagement, and skills building. We are graciously funded by: Ingham County, Michigan Nutrition Network, Capital Area United Way, City of Lansing, Capital Region Community Foundation, and other grants and private donations.

Our Mission

The mission of NWI is to create healthy communities in northwest Lansing. We believe that through community engagement and mobilization, we can advance the development of healthy, vibrant communities by building capacity to identify needs and formulate strategies to create change.

The Need Lansing's Food Deserts

Definition: "parts of the country vapid of fresh fruit, vegetables, and other healthful whole foods, usually found in **impoverished areas**. This is largely due to a **lack of grocery stores**, farmers' markets, and healthy food providers."—USDA

Lansing has 6 large areas known as "food deserts" with either no access to fresh and healthy food or access only to fast food chains and convenient stores. These areas either force people without cars to walk for miles or take a 30-60minute bus ride to buy groceries at the nearest full service grocery store.



FOOD DESERT LEADS TO INCREASE RATES OF

Food Desert = Health Inequity → **Poor Diets, Obesity, Heart Disease, Diabetes**

Be Part Of It!

HOW WE ARE SOLVING LANSING'S FOOD DESERT



Corner Store Project

Placing fresh produce closest to the residents.



Community Gardens

Providing residents with access to land, tools, and knowledge to grow their own food during spring, summer, and fall.



Weekly Food Distribution

Providing residents with access to fresh gleaned produce from the GLFB.



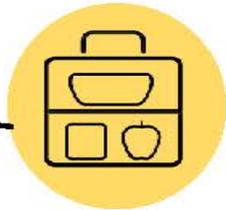
WestSide Farmers Market

Providing access to fresh fruits and vegetables along with connecting communities to locally grown food.



Cooking Classes

Providing residents with free cooking classes to create healthy meals.



Weekend Survival Kits

Packing food kits for food insecure school aged children in Lansing during off school hours so no children have to go to bed hungry over the weekend.

BUT, WE CAN ALWAYS DO MORE.....AND SO WE ARE!

MOBILE FARMERS MARKET

Imagine for a moment you didn't have a car and the nearest grocery store was five miles away. Once a week your grocery shopping includes taking the public bus, making three or more transfers, spending more than three hours from start to finish hauling with you as much as you can carry to feed your family. For many Lansing residents, they don't have to imagine, that's life for them, but this no longer has to be their reality. We have recently been awarded a community impact grant of \$30,000 to turn this idea into reality by first purchasing a used shuttle bus that will be retrofitted by the help of sponsors like you!

GOAL: To help northwest residents in food desert regions gain better access to fresh healthy foods that will have a longer shelf life by bringing and selling locally grown foods into the neighborhoods where they reside. We've been in the food access game for over 10 years and we know a mobile farmers market is not a new concept around the world, simply an old concept being reinvented to help resolve barriers that currently exist in our community!

The **goal** for the Fresh Fruit and Veggies - Mobile Farmers Market is to provide at least **1,000 residents** who live in the **six identified food desert** neighborhoods in Lansing, Michigan with **access to fresh healthy foods** that they can **purchase using their EBT cards, Double Up Food Bucks Program, WIC & Senior Market Fresh Coupons, as well as debit/credit cards and cash.**

We hope to expand on our goal to include nutrition education through **on the spot cooking demonstration** during our stops so that they can learn how to cook healthy meals from scratch using fresh healthy food they just purchased.

The sustainability of this project will come from net sales and continuous partnerships with local farmers and sponsors. A community member will be employed as a market manager to run the project, along with the help of many volunteers.



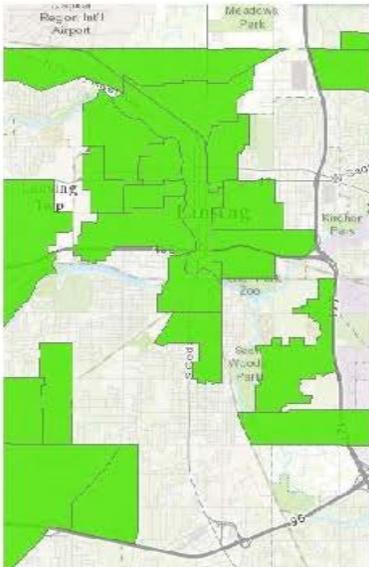
PLAN OF ACTION:

Provide education/outreach to +10,000 neighborhood residents along with survey to gain consumer insights to strategically plan routes and items to be sold. Promote mobile market through word or mouth, social media, and key partnerships.

Sign agreement with up to eight local farmers to purchase fresh produce that residents have indicated they would like to purchase. Evaluate success of sales for farmers and healthy food access for residents to ensure a win-win situation.

Secure 1,000 low-access residents in purchasing fresh produce from our mobile farmers market and distribute survey to measure impact of mobile farmers market, program is successful if more than 75% responded to have been positively impacted by food access and education-cooking demonstration sessions.

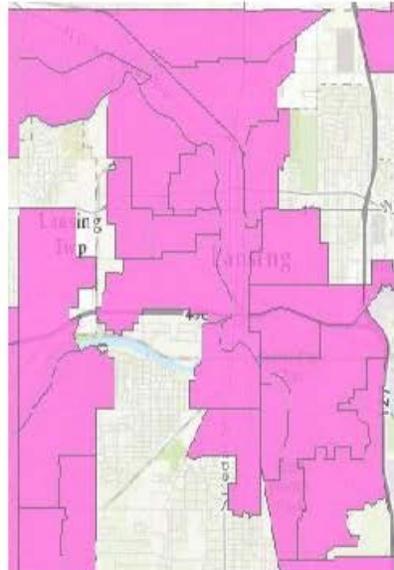
AREAS OF FOCUS



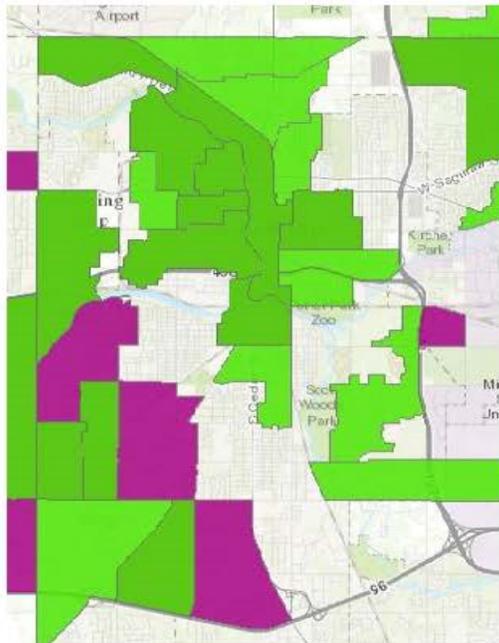
Green indicates areas of low income.



Purple indicates areas of low vehicle access.



Pink indicates where 33% of the population lives farther than 1 to 10 miles from the nearest full service supermarket.



Layering of low income, low vehicle access, and low supermarket access.

Our focus will be on areas that are affected by a combination of low income, low access to full service grocery stores, and limited transportation.

The mobile farmers market will run for 16 weeks throughout the summer months and possibly adding fall/winter sites where we can secure an inside facility to sell produce. We plan to reach all of our food desert neighborhoods, during the first year of operation. We would like to extend this program to year-round beginning in 2018.

NWI Team and Board Members

● THE NWI TEAM ●

- Elizabeth Akerly, AmeriCorps Food Access & Community Gardens Coordinator
 - Rick Bennett, ARRO Program Supervisor
- Jazmin Bolan-Williamson, Food Systems Workgroup Program Assistant
 - Cynthia Dinley, ARRO Program Assistant
- Jasen Erbezniik, AmeriCorps Gardens & Healthy Living Liaison
 - Renee French, Administrative Assistant
 - Aliza Ghaffari, FSP Nutrition Educator
 - Natalie Grace, FSP Nutrition Educator
 - Debby Harden, ARRO Program Assistant
 - Dories Harris, NWI & FPC Program Assistant
- Monica Jahner, ARRO Program Manager & Legislative Advocate
- Samuel Johnson, Outreach Manager & Financial Asset Coordinator
 - Nathaniel Kemiet, AmeriCorps School Gardens Educator
 - Kendra Milton, ARRO Program Supervisor
 - Quinton Sawyer, FSP Nutrition Educator
 - Kent Shultz, Front Desk Assistant
 - Vickie Smith, Outreach Program Assistant
 - Peggy Vaughn-Payne, Executive Director

● THE BOARD MEMBERS ●

- Sallie Campbell, First Presbyterian Church
- Tansay Carter, Lansing Board of Water & Light
- Ronald Emery, Attorney General's Office, Retired
- Elizabeth Hernandez, Lansing Board of Water & Light
 - Keesa Johnson, Michigan State University
 - Josephine Powers, Philanthropist
- Carol Skillings, Westside Neighborhood, MI Department of Education
- Richard Stapleton, Michigan Department of Corrections, Retired

AGENDA ITEM #6

Mobile Farmers Market Request Update

After meeting with Peggy Vaughn-Payne, Bob Pena, Brian Collins, and Tim Morgan it was determined that the request to place a mobile farmers market at Hawk Island would be considered for review under the Special Event process.

The Park Manager and Director reviewed the attached Special Event Application for July 7 - November 3, 2017 at Hawk Island and the event has been approved.

Peggy Vaughn-Payne will be present at the June 19th Park Commission meeting to answer any additional questions the Park Commission may have.

**INGHAM COUNTY PARKS DEPARTMENT
SPECIAL EVENT PERMIT
APPLICATION**

For your application to be considered, BOTH pages of this application must be completed.

Event Name: Mobile Farmers Market (MFM)		Date(s): fridays July 7 - November 3, 2017	
Type of Event: (picnic, race, walk, soccer, softball, etc.) Farmers Market		Location: Include Park/Shelter name & map or description of route, if applicable. Hawk Island Park	
Event start time: 3:00 pm	No. of participants expected this year: varies	Yes	No
Event end time: 5:00 pm	No. of participants previous year: n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide a brief description of the Event (should more room be needed please attached a separate sheet of paper) We would be selling locally grown and non-locally grown fresh fruits and vegetables to park attendees. We would come every Friday - starting July 7th and ending November 3rd. Plus one special event on Monday July 24th from 4:30-6:30 pm			
Medical Personnel Assigned to Event:		Note: Non-assignment of personnel to this event may cause rejection of this application.	
Name: N/A	Address: Phone:	This person is a(n):	
		EMT <input type="checkbox"/>	RN <input type="checkbox"/>
		Paramedic <input type="checkbox"/>	Other <input type="checkbox"/>
		Physician <input type="checkbox"/>	(If "other", explain)
SPONSORING ORGANIZATION INFORMATION			
Name: NorthWest Initiative			
Address: 510 W. Ottawa St., 2nd Floor, Lansing, MI 48933			
Phone: 517-999-2894			
Website: www.nwlansing.org + facebook.com/nwlansing/			
Is this a non-profit organization? Yes If so, please provide your State of MI non-profit ID number or a copy of the Letter of Determination you received with your Federal Employee ID number. attached		Will all net proceeds be donated to a recognized charity? If so, name charity. All proceeds benefit the MFM	
Event Director: Peggy Vaughn-Payne	Cell Phone: 517-885-0659		
Address: same as above	Day Time Phone: 517-999-2894		
E-mail Address: Peggy@nwlansing.org	Evening Phone: 517-885-0659		
May we advertise your event on our homepage or other social network page?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

ALL APPLICANTS MUST COMPLETE AND SUBMIT AN INDEMNIFICATION AND HOLD HARMLESS AGREEMENT See Section VI.M. of the Special Event Policy

Submit completed application to: Ingham County Parks, P.O. Box 178, Mason, MI 48854 ~ Phone: 517.676.2233 ~ FAX: 517.244.7190

The sponsor of an event may petition the Parks & Recreation Commission, or its designated representative, for a waiver of one or more of the requirements for a Permit under the rules outlined in the Special Events Policy.

If a waiver is requested in any area, rationale must be provided.

	No Waiver Required	Waiver Requested	COMMISSION USE ONLY
			Approved?
1. Request for waiver of shelter fee.		✓	
2. Request for waiver of medical personnel/facilities requirements. (Sec. VI.D.)			
3. Request for waiver of solid waste disposal requirements. (Sec. VI. F.)	✓		
4. Request for waiver of access and traffic control requirements. (Sec. VI.G.)	✓		
5. Request for waiver of parking requirements. (Sec. VI.H.)	✓		
6. Request for waiver of security personnel requirements. (Sec. VI A.)	✓		
7. Request for waiver of restroom facility requirements. (Sec. VI B.)	✓		
8. Request for waiver of food service requirements. (Sec. VI.C.)	✓		
9. Request for waiver of liquid waste disposal requirements. (Sec. VI.E.)	✓		
10. Request for waiver of illumination requirements. (Sec. VI.I.)	✓		
11. Request for waiver of fencing requirements. (Sec. VI.K.)	✓		
12. Request for waiver of audio policy. (Sec. VII)			
13. Request for waiver of tent and canopy policy. (Sec. IX)	✓		

Rationale for waiver(s)
(attach additional pages if necessary)

As an authorized official of the organization making this application, I CERTIFY that we have read and understand the Parks Special Events Policy and will abide by all of Parks Department rules and regulations and those set forth in this policy.

Event Director Signature: Peggy Vaughan-Papp Title Executive Director Date 6/6/17

PARKS DEPARTMENT USE ONLY			
	Date rec'd	Parks Commission Approval date:	If denied: (date)
Certificate of Insurance		Restrictions:	Reason for denial:
Hold Harmless Agreement			
- Certified copy of Resolution			
- Minutes of meeting			
Non-profit status verification			
Other requirements			

**INGHAM COUNTY PARKS DEPARTMENT
INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of its use of Hawk Island Park park,
(name of park)

the North West Initiative agrees to defend, pay on behalf of,
(name of organization)

indemnify, and hold harmless Ingham County and Ingham County Parks Department and their elected and appointed officials, employees and volunteers and others working on behalf of Ingham County and Ingham County Parks Department, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for damages which may be asserted, claimed or recovered against or from Ingham County or Ingham County Parks Department, their elected and appointed officials, employees, volunteers or others working on behalf of Ingham County or Ingham County Parks Department, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of:

Hawk Island by North West Initiative
(name of park) (name of organization)

its officers, employees or agents; its parent organization, subsidiaries, independent contractors, subcontractors, licensees and invitees if any; and any such parent organization's, subsidiaries', independent contractors', subcontractors', licensees', invitees' officers, employees or agents. It is expressly understood and agreed that the Indemnification and Hold Harmless requirements of this Agreement do not include losses, injuries or damages arising from the negligence of Ingham County or Ingham County Parks Department's personnel.

This Agreement shall be construed according to the laws of the State of Michigan. The appropriate venue for the bringing of any legal action under the Agreement shall be the county of Ingham, of the State of Michigan. In the event that any legal action is brought under this Agreement in Federal Court, the appropriate venue for such legal action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

The person signing on behalf of the entity certifies by his/her signature that he/she is duly authorized to sign this Agreement on behalf of the entity and that this Agreement has been authorized by the entity.

This Agreement will be effective from 7/1, 2017 through 11/4, 2017.

Date: 6/6/2017 By: Peggy Vaughn-Payne
Signature Here
Title: Executive Director

Signatory Name (type or print): Peggy Vaughn-Payne
Address: 510 W. Ottawa St., 2nd Floor,
City/State/Zip: Lansing, MI 48933
Phone: 517-999-2894

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date:

JUL 29 2008

Person to Contact:

Mrs. Jones 31-03886

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

06-1674223

NORTHWEST LANSING HEALTHY COMMUNITIES
INITIATIVE
NORTHWEST INITIATIVE
% PEGGY VAUGHN-PAYNE EXECUTIVE DIRECTOR
125 W MAIN ST
LANSING MI 48933-2314

Dear Sir or Madam:

This is in response to your request of March 3, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 2003 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott
Manager, Exempt Organizations
Determinations

AGENDA ITEM #9A

INGHAM COUNTY PARK RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007 – Modified June _____, 2017

ORDINANCE TO ADOPT RULES AND REGULATIONS FOR THE PARKS UNDER THE JURISDICTION OF INGHAM COUNTY, MICHIGAN, AND TO ESTABLISH PENALTIES FOR VIOLATIONS

The County of Ingham ordains:

Section 1. Ordinance Title.

The title of this Ordinance shall be the Ingham County Park Rules and Regulations.

Section 2. Definitions.

“Authorized Local Official” means the Parks Director, Parks Law Enforcement Officers, or other personnel of the County legally authorized to issue municipal civil infraction citations

“Business Day” means a day of the year, exclusive of a Saturday, Sunday, or legal holiday.

“Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of one (1) or more violations of this Ordinance by the party cited.

“Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.

“County” means the County of Ingham, Michigan.

“District Court” means the 55th Judicial District Court.

“Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.

“Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including without limitations, fines, damages, expenses and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.

“Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

“State” means the State of Michigan.

“Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.

Section 3. Park Hours.

- A. All parks under the jurisdiction of the County shall be open at 8:00 a.m. and close at sunset, unless otherwise posted or unless permission has been granted by the County or its designated representative.
- B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.
- C. No person or vehicle shall be within any park except when such park or portion thereof is open unless camping is approved by a permit issued by the County or its designated representatives.
- D. All Potter Park Zoo visitors are required to leave within 60 minutes after posted closing times.

Section 4. Conduct on Park Property.

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of any park or any facility, building, sign, structure, equipment, utility or other property found herein.
- B. Preservation of Natural Resources and Plant Life. No person shall:
 - (1) Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel or sand found within any park without the written permission of the County or its authorized representatives.
 - (2) Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub or plant, whether alive or dead, found within the park without written permission of the County or its authorized representatives (with the exception of picking mushrooms).
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless written permission has been granted by the County or its designated representative.

- D. Exotic Species. No person shall introduce an exotic species into county park lands and waters, except as authorized by the Parks Board. Exotic species are defined as “all species of plants and animals not native to Michigan.”
- E. Fires. No person shall build a fire within any park except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may be collected to be used within the parks only if it is dead and not standing.
- F. Disposal or Refuse. No person shall:
- (1) Deposit or abandon in any park or in any waters in or adjacent to any park or on the ice thereof any garbage, refuse, trash, waste or other obnoxious material, except, in receptacles provided for such purposes.
 - (2) Bring into any park refuse or litter originating outside any park for the purpose of depositing such in park receptacles.
- G. Fireworks, Firearms and Other Weapons. No person shall:
- (1) Have in their possession or control any slingshot, BB gun, paint ball guns, fireworks or explosives within any park.
 - (2) Have in their possession or control any bow or arrow within any park except by prior written permission of the County.
 - (3) Discharge any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in any park for any reason, provided that this rule shall not apply to any law enforcement officer acting in the course of his or her employment.
- H. Alcoholic Beverages.
- (1) No person shall have in their possession within the park boundaries any alcoholic beverages other than beer or wine.
 - (2) Alcoholic beverages must be brought to the park in original containers, and said containers shall not exceed 67.6 fluid ounces (2 liters) in capacity.
 - (3) All allowed alcoholic beverages as defined shall be confined to the disc golf courses, picnic and ball field area within the parks unless written permission has been granted by the County or the area is otherwise posted.
 - (4) Possession and/or use of alcoholic beverages within Lake Lansing Park-South, Hawk Island County Park, Potter Park, and Potter Park Zoo is prohibited.

- (5) Notwithstanding any provision set forth to the contrary, beer or wine may be sold for consumption on the premises, and may be consumed, at public or private events or functions within the grounds of Potter Park Zoo Exploration and Discovery Center and Plaza, provided:
- a. Dispensing of beer or wine shall be conducted by persons or entities not affiliated with Potter Park Zoo or any of its auxiliary organizations;
 - b. No beer or wine may be sold or dispensed during hours when the Potter Park Zoo is open to the general public;
 - c. For sales of beer and wine for consumption on the premises an appropriate license shall be obtained from the Michigan Liquor Control Commission; furthermore, prior approval from the Parks and Recreation Commission and/or their designee is required.
 - d. Intoxicating liquors (i.e. distilled rather than fermented alcoholic beverages) may not be sold on the premises.

I. Disorderly Conduct.

- (1) No person shall be a disorderly person within the park boundaries. A person is a disorderly person if the person is any of the following:
- a. A person who is intoxicated in a public place and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance.
 - b. A person who is engaged in indecent or obscene conduct in a public place.
- (2) No person shall interfere with any park employee in the discharge of his or her duties, or fail or refuse to obey any lawful command issued by them.

J. Audio Devices.

- (1) No person shall use or operate any radio, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this section, unless written permission has been obtained from the County Parks or its designated representatives.

- (2) No person, group or organization using any picnic shelter within any Ingham County Park, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within, or within 150 feet of, any picnic shelter, unless specific written permission has been obtained from the County or its designated representative. Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Ingham County Parks Department. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose. The responsible party named in the written permit shall be on site and available to park officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the County or its designated representative.

K. Other.

- (1) No person shall use metal detectors in any turf areas within the County park system.
- (2) No person shall play Frisbee and/or ball games within the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
- (3) No person shall operate a drone, hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel or fuel pellet, on any park lands without the permission of the County or its designated representative.
- (4) The launching of trailered watercraft directly into a body of water is prohibited at Hawk Island County Park and Burchfield Park without written permission of the County or its designated representative. Non-motorized watercraft that are capable of being hand carried are permitted to be launched at Hawk Island County Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park.
- (5) Smoking and/or the use of any smoking device that produces vapor or smoke from nicotine or other substances is prohibited within all Ingham County Parks except within designated areas which shall consist of the parking areas and a designated area within the maintenance storage areas located in each park.

Section 5. Swimming, Bathing and Wading.

- A. No person shall swim, bathe or wade except within those areas so designated, and swimming is prohibited within those designated areas when so posted
- B. Children 8 years of age and under shall be accompanied by an adult at least 18 years of age while in the swimming area of County park beaches, unless otherwise posted.
- C. Beach and swim areas during the regular summer season shall be open as posted.
- D. Air mattresses, inner tubes, life jackets or any other devices inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. Only U.S. Coast Guard approved personal flotation devices may be worn by individuals.
- E. Alcoholic beverages, glass containers and pets are not allowed within the posted limits of the beach area.

Section 6. Dogs and Pets.

- A. Dogs or other pets shall be kept on a leash no greater than 6 feet in length. The only exception is within the designated off-leash areas.
- B. All dogs or other pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy park visitors or wildlife.
- C. Dogs or other pets are allowed in Lake Lansing Park-North, Burchfield Park, Hawk Island County Park and McNamara Landing, except in areas posted. Pets are not allowed in Lake Lansing Park-South, the Lake Lansing Boat Launch, Riverbend Natural Area at Burchfield Park, Potter Park Zoo, and Potter Park picnic area unless otherwise posted. Pets are not allowed within the designated bathing beach areas, park buildings, shelters and on the ski trails when they are open for skiing. Dogs or other pets may be allowed as a condition of an approved Special Event Application, or when transporting a dog or pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- D. Pets must not be left unattended or left in a vehicle or trailer. Owners must clean up pet droppings.
- E. Guide or leader dogs, hearing dogs, and service dogs for disabled persons are permitted in all areas, as provided under Michigan Compiled Laws 750.502c, as amended.

Section 7. Horses.

It shall be a violation for a person to ride, lead or allow a horse to be upon any property not designated as a horse trail which is administered by or under the jurisdiction of the County unless prior permission has been obtained from the County or its designated representatives.

Section 8. Bicycles.

Bicycles shall be permitted on designated trails only. No person shall operate a bicycle upon any sidewalk or trail which is posted against such use.

Section 9. Natural Area and Nature Trails.

- A. Nature trails shall be for pedestrian traffic only, unless otherwise posted.
- B. Fires are prohibited within any nature study areas unless written permission has been granted by the County or its designated representatives.
- C. Bicycles, horses and pets are also prohibited within such areas, unless otherwise posted and with the exception that bicycles are allowed at Riverbend Natural Area.

Section 10. Motor Vehicles.

- A. It shall be unlawful for any person to:
 - (1) Operate a motor driven vehicle in excess of fifteen (15) miles per hour within the park, except where otherwise posted.
 - (2) Operate any motor driven vehicle of any kind or nature except on designated public roads.
 - (3) Operate a motor driven vehicle in violation of posted traffic control signs or devices.
 - (4) Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

Section 11. Parking.

- A. Parking in Prohibited Areas. It shall be unlawful for any person to:

- (1) Park any motor vehicle within any area not designated as a parking area or space.
- (2) Stop, stand or park any motor vehicle at any place where official signs prohibit.
- (3) Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.

B. Use of Parking Areas.

- (1) The county park parking lots in all county parks are hereby closed to all park activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, Frisbee throwing, games or other activities shall be permitted in the county parking lots of county parks. All park activities except traversing to and from county parking lots and/or parking of vehicles in case of emergencies are prohibited.
- (2) When posted, parking at the Lake Lansing Boat Launch is hereby restricted on weekends and holidays to vehicles with boats only.

C. Obstructing Traffic.

- (1) It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
- (2) Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
- (3) The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

Section 12. Commercial Activities and Advertising.

- A. Solicitation. All constitutionally protected speech will be permitted by the County, within reasonable time, place and manner parameters. No solicitations shall be allowed within any County Park and Zoo building or adjacent to any building entrance. Solicitations shall not interfere or conflict with the normal business of employees of or visitors to the Zoo, or the free flow of vehicular and pedestrian traffic. The County may designate areas for solicitation at its facilities, properties, and parks. No signs may be erected on County property.

- B. Disruptive Conduct. The County reserves the right to prohibit any solicitation or distribution activities by any non-employee, organization, or employee that disrupts or interferes with the normal work activity of Ingham County, visitors to Ingham County properties, parks and facilities, or the free flow of vehicular and pedestrian traffic.
- C. No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within any park, except by prior written permit from the County or its designated representatives.

Section 13. Camping.

No person shall camp within any park except in those areas or buildings designated for that purpose, unless permission is provided in writing by the County or its representatives.

Section 14. Fees, Charges and Permits.

- A. It shall be a violation for any person to use any facility, building, land area or equipment for which a fee or charge has been established by the County without payment of such fee or charge, unless waived per the guidelines in Board of Commissioners Resolution #17-111.
- B. It shall be a violation for any person, group or organization to occupy, use or fail to vacate any facility, building land area or equipment for which a permit has been granted to another person, group or organization.

Section 15. Violations and Penalties.

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Sec.13.A regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said park or park land for the remainder of the day of the offense.

Section 16. Municipal Civil Infraction Citations; Issuance and Service.

Municipal civil infraction citations shall be issued and served by an authorized local official as follows:

- A. The time for appearance specified in a citation shall be within ten (10) days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an authorized local official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."
- E. An authorized local official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An authorized local official may issue a citation to a person if:
 - (1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
 - (2) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

Section 17. Municipal Civil Infraction Citations; Contents.

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.

- B. Further, the citation shall inform the defendant that he or she may do one of the following:
- (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
 - (2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.
 - (3) Deny responsibility for the municipal civil infraction by doing either of the following:
 - a) Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney, unless a formal hearing before the District Court's Judge is requested by the County.
 - b) Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
 - (4) The citation shall also inform the defendant of all of the following:
 - a) That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
 - b) That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
 - c) That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.
 - d) That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.

- e) That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.
- (5) The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

Section 18. Establishment of Schedule of Civil Fines.

- A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:
 - (1) For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
 - (2) For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
- B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.
- C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed one (1) day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.

- D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.
- E. Civil infractions for violations of Sec.11.A. regarding parking are punishable by a fine of \$50 plus costs for a first offense, \$100 plus costs for a second offense, and \$250 plus costs for a third offense, except that violations of Sec.13.A.(3) shall be punishable by a fine of \$250 plus costs for a first or subsequent offense.

Section 19. Misdemeanor Violations.

- A. Any person convicted of violating Section 4.H. (1) relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

Section 20. Construction.

When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

Section 21. Severability.

The various parts, sections, subsections, paragraphs, sentences, phrases and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 22. Repealer Clause.

Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 23. Savings Clause.

This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 24. Effective Date.

This Ordinance shall become effective on the ____ day of _____, 2017.

AGENDA ITEM #9B

SPECIAL TRAILS AND PARKS COMMITTEE

June 12, 2017

Draft Minutes

Members Present: Banas, Grebner, Sebolt, Maiville (left at 6:42 p.m.), and Koenig (arrived at 6:32 p.m., left at 7:00 p.m.)

Members Absent: Naeyaert and Nolan

Others Present: Jared Cypher, Tim Morgan, Bill Conklin, Jim Snell, Tanya Moore, Mike Unsworth, Jessy Gregg, Jonathan Schelke, Bob Peña, Liz Kane and others

The meeting was called to order by Chairperson Banas at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 18, 2017 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MAY 18, 2017 SPECIAL TRAILS AND PARKS COMMITTEE MEETING MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan, Naeyaert and Koenig

Additions to the Agenda

None.

Limited Public Comment

Mike Unsworth, Tri-County Bicycle Association Advocacy Committee Chair, stated he was glad to see an emphasis on trails in the implementation of the trails and parks millage. He further stated he agreed with the adjustments that were made to the application process and the Committee’s efforts to integrate smaller communities into the process.

Mr. Unsworth stated that with the passage of a County-wide Complete Streets policy through the Special Complete Streets Committee, the County was taking the first step into integrating non-motorized transportation into their plans. He further stated that TCBA envisioned a network of trails, and roads where they could not have trails, across the region.

Mr. Unsworth stated that integrated roads should have safe shoulders or bike lanes and routes needed to be marked. He further stated the Tri-County Regional Planning Commission had a good long-term prioritization system, which gave flexibility for new opportunities to be funded through their programs.

Jonathan Schelke, Park Commission, distributed a map of the current layout of the Lakeland Trail that had been discussed at a previous Committee meeting. He provided information about

the trail, and stated it would be an important trail to be connected to in the future to connect to other trails across the State, and he hoped the County would want to be involved in it.

Chairperson Banas asked the Committee if they would be willing to come back for another meeting, to discuss the suggestions given tonight.

The Committee was in agreement to meet another time.

1. Presentation of Spreadsheet of All Approved Projects Underway (Tim Morgan/Spicer)

Tanya Moore, Spicer Group Landscape Architect, introduced the Ingham County Trails and Parks Millage - Status Update spreadsheet layout. She stated that a project status report would be filled out by communities on a quarterly basis.

Chairperson Banas asked Mr. Morgan to update the Committee about the completed Aurelius trails project.

Tim Morgan, Parks Director, updated the Committee and stated the Aurelius trails project had been completed last week, because their contractor was able to squeeze them in as soon as the contract had been signed. He further stated because they were able to get it done so quickly, they did not have to do the project in phases, and they had already received the reimbursement worksheets.

Commissioner Grebner stated he would like to see additional columns and rows in the spreadsheet, including lines for trail segments where there were no current projects, and specific information about each trail segment.

Chairperson Banas stated they already had that.

Mr. Morgan stated Commissioner Grebner was referring to Figure 24 from the report.

Commissioner Grebner stated the spreadsheet would be a combination of the figure and the spreadsheet, so all of the information could be put together in one place that would be regularly updated. He further stated he would also like to see codes to give more information about trails, for instance, PASER ratings on the condition of the trail and when it was last updated.

Commissioner Grebner stated he was trying to get the County to move toward having a database where they ran everything and it was not just for display.

2. Long-Term Project Planning and Rolling Deadlines (Discussion/Recommendation)

Jim Snell, Transportation Manager, Tri-County Regional Planning: TRC's 6-year plan and "illustrative list" and trail requests for federal funding before Tri-County
Tim Morgan/Spicer Group: ICPC recommendations for a multi-year approach

Chairperson Banas introduced Jim Snell and the Tri-County Regional Planning Commission's processes and goals.

Jim Snell, Tri-County Regional Planning Commission Transportation Director, distributed a handout to the Committee and described the handout. He highlighted the project implementation process for a non-motorized transportation plan in the Tri-County area.

Mr. Snell stated the top-ranked projects, which were decided by the TCRPC's overall goals, would be funded by their federal funding dollars. He continued to present the handout to the Committee.

Chairperson Banas asked Mr. Snell how a long-range trails plan, if the County decided to develop one, would come together with a planning document and an illustrative list.

Mr. Snell stated the County should look at what was desired in the County, plot the projects on a map, and invite advocates to participate in planning process. He further stated on a larger scale, they needed to look at their first priorities and what would affect the most people, especially gaps in the trails system, to maximize what had been already established for the trails system.

Commissioner Koenig arrived at 6:32 p.m.

Mr. Snell stated a tiered system would identify what was important to the County, like recreation access, air quality, and other issues. He further stated once the County had a list of priorities, they could rank the proposals based on those.

Chairperson Banas stated the Parks Department was working with Spicer Group to determine those priorities and map out where the County wanted to go. She further stated she knew the TCRPC had great internal resources, including a mapping system, and she asked Mr. Snell if he would be willing to help the Parks Department with mapping the County's trails.

Mr. Snell stated he would be willing to help the County to an extent, as the TCRPC saw itself as a resource for the Tri-County area, and Ingham County was a big part of that area. He further stated their mapping department was very good and they had great staff working in it.

Commissioner Sebolt asked if Mr. Snell knew where the funding for the long-term projects lay, with the current state of the federal funding bill.

Mr. Snell stated that the current transportation budget was valid through 2020, and although some services or departments could be consolidated, he thought it was safe to say the funding would be available for projects through 2020.

Jared Cypher, Deputy Controller, asked if the TCRPC had a process to move projects approved in their four-year plan around in their timeline if a community could not start or finish a project in the expected time.

Mr. Snell stated projects were approved as part of a four-year plan, so they could push up or move back projects within that four-year span if they needed to. He further stated the process was also rolling, so they could pick the project back up in a later year if they knew it would be completed then, or add it to the list of projects and say they were still committed to the project down the line when it was able to start.

Mr. Cypher asked if the TCRPC needed to take action to move projects around on the timeline.

Mr. Snell stated the TCRPC did not need to take action if the project timeline stayed within the four years, and the scope of the project and cost did not change. He further stated the TCRPC would have to move another project into that slot, so they could maintain their fiscal restraint and make sure they did not lose their funding.

Chairperson Banas asked what level of involvement was available for the different types of funding, including federal and state funding.

Mr. Snell stated the TCRPC had control over what happened with their funds, because the area was over a certain size and was considered a Transportation Management Area. He further stated that MDOT had its own discretionary fund that they also used to help fund projects, and those projects needed to have conditional approval, so they needed to be ready to go when it was time.

Commissioner Grebner stated the spreadsheet they had previously discussed had a map associated with each trail segment.

Mr. Snell stated having inventory of the trails in the County was good for the County to continue their planning of the trails. He further stated the TCRPC also had MDOT mapping information, which they could provide to the County as well.

Commissioner Maiville left at 6:42 p.m.

Chairperson Banas stated she knew Mr. Morgan was also involved in the TCRPC's non-motorized plan. She thanked Mr. Snell for his input.

3. Addressing Needs of Smaller Communities:

Recommendations from Special Committee on Trails and Parks

Upcoming Stakeholder Meeting and Small Communities Break-out (June 29)

Mr. Morgan stated in the first two rounds of the trails and parks millage application process, the County had a meeting with stakeholders, where frequently asked questions were answered as part of a presentation and the application was discussed. He further stated in the next round, he was hoping to have a small communities session in addition to the general session, where Sarah Nicholls, Park Commission Chair, present at the meeting and help communities with their application process.

Chairperson Banas stated the Committee had heard that smaller communities did not feel like they were part of the process, which was why she suggested putting aside some of the trails and

parks millage money for smaller projects. She further stated even if the trail in this smaller community did not immediately connect to another part of the trails system, it got the community involved in the process and provided recreation opportunities to their residents.

Commissioner Grebner asked if the money would be set aside at the Park Commission level, or the Board of Commissioners level.

Chairperson Banas stated that the County Park Commission reviewed applications and made recommendations, but she thought there should be specific criteria for smaller communities because they could not compete with the larger projects. She further stated the smaller projects would be reviewed as the other projects were, moving in a parallel track with the larger grants, from the Park Commission, to the County Services Committee, to the Board of Commissioners.

Commissioner Grebner stated he thought it was a good idea to have the Park Commission have a separate program in its mind to take into account smaller communities, and the Board of Commissioners would then take that into their final account. He further stated he thought the Board of Commissioners ultimately would make a set of free-wheeling decisions that were fluid, and he was not in favor of constraining the criteria to certain dollar amounts for these projects.

Commissioner Grebner stated he did not think there should be a cap on the funding amount for smaller communities' projects, because there was one pot of millage money and there was going to be a ranking of priority by the Board of Commissioners that would have to be acted upon. He further stated he did not see a specific amount set aside working in that process unless the Board of Commissioners was really committed to it.

Chairperson Banas stated the whole point of the discussion was to open up the process to engage more communities. She further stated the Park Commission had not approved smaller communities' projects so far, because the County's greatest needs were to refurbish, repair, and connect larger population centers, but their intent now was to provide more flexibility.

Chairperson Banas stated the separate funding for smaller communities did not have to be a hard cap on the funding, but they should welcome smaller communities to provide trails and services across the County. She further stated she did not want to set aside the funds for smaller communities because she wanted the votes if they renewed the trails and parks millage, but because she thought it was the fair thing to do.

Commissioner Grebner stated he was concerned there were rules in effect they might not know yet, because the situation had not arisen. He further stated if a community did not engage with the County to create trails and parks, either due to small staff or lack of interest, the County should have a different plan to help build trails around or through the community so that part of the map did not get ignored.

Chairperson Banas when the County first implemented the trails and parks millage, there was so much need around communities that wanted to be involved, the County wanted to make the biggest impact with their money. She further stated the County did not see the immediate need to

encourage communities to get involved, because there was so much need to begin with, but that may change over time as they build up their County-wide system.

4. Millage Assistant in Parks Department: Suggestions for scope of work
Tim Morgan and Spicer Group

Chairperson Banas stated she would like the Committee to discuss the idea of bringing another staff person to the Parks Department to help with the trails and parks millage work.

Mr. Morgan stated the County had originally hired Spicer Group to help with some of the tasks associated with the trails and parks millage. He further stated there were about twenty tasks that he had laid out for the trails and parks millage duties, and Spicer Group was currently consulting with eight or more of those duties.

Mr. Morgan stated the twelve other items on the list needed attention as well, and they were taking up a large portion of his time. He further stated the Parks Department did not have a deputy director, and the other staff was being taxed by having to do the lifting on these projects as well.

Mr. Morgan stated since the County had hired Spicer Group and had been engaging throughout the community on the trails and parks millage, they had thirty-five contracts on hand after the last round of applications.

Commissioner Koenig left at 7:00 p.m.

Ms. Moore stated that when they compared the County's capacity to the Michigan Department of Natural Resources or MDOT, which had four or more grant coordinators, this role was taxing to the single Parks Director. She further stated when Spicer Group responded to the County's RFP, they had negotiated the list of twenty tasks down to eight, but the list of tasks had been slowly increasing over time.

Chairperson Banas asked Ms. Moore exactly what Spicer Group worked on for the trails and parks millage.

Ms. Moore stated they worked on cost estimates, determining which tasks were viable, the follow-up and monitoring of projects, post-completion audits of projects, bridge engineering and expertise, wayfinding, grant writing, and updating trails and parks maps.

Chairperson Banas asked what else needed to happen to make this a better situation for Spicer Group and the Parks Department.

Mr. Cypher stated the most important thing for this position would be to help Mr. Morgan in the office, and pay greater attention to the details of the applications and approved projects. He further stated from a supervisory standpoint, he would like to see Mr. Morgan focus more on the parks management side of his job; although the parks managers were doing a good job keeping up the parks, the Parks Director also needed to be involved.

Mr. Morgan stated this position would also be able to provide assistance to communities partaking in the trails and parks millage, and to get out and work with a community to partner or foster potential MOU's between smaller townships that might not want to participate and adjacent participating communities or community partners. He provided examples of a type of MOU the position could foster, like the one between the County and the City of Lansing for the River Trail, where the County took care of as much of the trail as they could reach from Mount Hope to Jolly Road, and then the City of Lansing took care of the rest.

Mr. Morgan stated the position could also help with oversight of projects, and identifying areas where gaps in the trails system needed to be closed. He further stated his current office staff was getting pulled into these tasks while also still performing their regular duties, and it was taxing for them.

Mr. Morgan stated he was also asking Spicer Group to do more than what was originally agreed to, which they were not complaining about, but it was not fair. He further stated he had an entire Parks Department to run, and he needed to have his boots on the ground more than he currently was able.

Mr. Morgan stated he was working on a draft of duties for the position, and under his current proposal, he would not suggest doing away with Spicer Group, because they would be able to continue doing the engineering and planning aspects, while this person would be more focused on the details and could focus on updating relevant data, like the PASER rating.

Chairperson Banas stated the Committee would hear more throughout the process, and she acknowledged it was a tough time to discuss adding staff because of the stresses on the County budget. She further stated this position would be millage-funded, and the whole point was to help communities and extend the trails system in the County.

Discussion.

Commissioner Grebner stated he was worried that people were already thinking about the duties for the position without any input from others. He further stated the position should be thought of as a trails program assistant, where they were not solely focused on project applications and financial transactions, but also that they would be able to get out and ride the trails 5-10% of their time to become familiar with the trails system.

Commissioner Grebner stated that while the County did not own the whole trails system, staff had not experienced the trails system regularly, so having this position that was not in charge of the engineering or contract management tasks, experience the trails was a good idea.

Discussion.

Chairperson Banas stated the County also had the recently approved trail ambassador program that worked with volunteers to have an ear on the ground on the trails, and members of the Park Commission were frequently out on the trails. She further stated it would be great to have this

position provide rapid response on the trails when it was needed, but there was currently input from the community on the trails.

Commissioner Sebolt stated he thought the word “millage” should be included in the position title, because it was being funded by the trails and parks millage dollars. He further stated they would have to be mindful of the tasks that fell to this position, given it was funded by trails and parks millage dollars.

Discussion.

5. Review of Application and Scoring Criteria Changes from Parks Commission

Commissioner Grebner stated as long as this criteria was thought of as being the Park Commission’s way to make sure every application had what it needed to have, and staff had used it as a checklist, that was fine. He further stated as far as final approval by the Board of Commissioners, the decision they had to make was what the greatest benefit per dollar would be.

Commissioner Grebner stated in thinking about public work and taxation, the underlying issue was to find the project with the greatest benefit per dollar, but that was not in the current criteria. He further stated the cost and amount of people a project would impact should be taken into account, but he was not proposing the change to the scoring criteria to take into account cost, as it was already included implicitly.

Commissioner Grebner stated it was easier to make the consideration of impact and cost a political decision at the end of the process. He further stated the projects that would be most attractive to the Board of Commissioners would be those that did not cost as much, and had a lot of benefit to residents.

Commissioner Grebner stated the Board of Commissioners would have to make a more fluid final set of decisions.

Commissioner Sebolt stated he had previously suggested that the 0-9% matched funding be changed to give a few points to projects that had between 1-9% matched funding. He further stated that some communities might put a lot of work into getting an 8% match in funding, and by only awarding the projects that received 10% or higher match in funds, they sent the message that it was not worth their time.

Jesse Gregg, Parks Commission, stated the criteria used to award points only to 50% or more of matched funding. She further stated that some projects with zero matched funding were funded in previous application rounds, so that criteria did not take a project out of the running.

Ms. Gregg stated she would be fine with zero matched funds being scored as zero in this category, and giving one or two points to 1-9% matched funds.

Mr. Schelke stated he did not know if this matched funding criteria mattered too much, since the Park Commission had previously been able to come to a consensus quickly about which projects they did or did not want to approve.

Commissioner Sebolt stated his suggestion was to acknowledge the efforts of, for instance, a nonprofit from a smaller township that was able to pull together \$10,000 for a project.

Mr. Morgan asked what Commissioner Sebolt suggested for the scoring.

Commissioner Sebolt stated he suggested scoring zero points for zero matched funds, but give two points for 1-9% matched funds.

Mr. Morgan stated he would make the change for the next Committee meeting and the Committee could vote on it then.

Announcements

Chairperson Banas stated the next Special Trails and Parks Committee meeting would be June 22, 28, or 29, 2017 and she would let the Commissioners know which it would be soon. She further stated at the next meeting, she would like to put together a list of recommendations that the Committee mostly saw eye-to-eye on.

Public Comment

Mr. Unsworth stated he thought the recommendations of the Park Commission did not tie the hands of the Board of Commissioners, but the Board of Commissioners' final decisions should be reasoned. He further stated that by leaving wiggle room for special projects in the trails and parks millage, he did not think those smaller communities' projects would get slighted, but it could take some time for the County to get around to them.

Adjournment

The meeting was adjourned at 7:30 p.m.

Pat

Dear Leslie,

17 May 2017

A thousand thanks to you & Lesley for treating our (WCECIS) Stage stand & Japanese Knotweed. It is amazing how dramatic the change is from last year to this year (so far, anyway)!

Please accept the donation to the Friends of Snyham County Parks which I have made on behalf of our WCECIS congregation.

Thank you!
Erin Jackson

From: Reginald Hardwick (via Twitter) [<mailto:notify@twitter.com>]
Sent: Sunday, May 28, 2017 12:22 PM
To: Fraser, Karen
Subject: Reginald Hardwick (@RegWKAR) mentioned you in conversation on Twitter!



Reginald Hardwick mentioned you.

Reply



Reginald Hardwick

May 28

@RegWKAR

Wow- this MAY be the BEST 🐕🐕 dog park ever! Thank you @InghamParks 👍👍



[View conversation](#)

[Settings](#) | [Help](#) | [Opt-out](#) | [Download app](#)

Twitter, Inc. 1355 Market Street, Suite 900 San Francisco, CA 94103

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, June 26, 2017

Monday, June 26, 2017

5:30pm

PARKS & RECREATION COMMISSION MEETING

Lakeview Shelter
Lake Lansing South
1621 Pike Street
Haslett, Michigan

**NOTE
CHANGE IN
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of June 19, 2017 regular meeting will be considered - Page
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **ACTION ITEMS**
 - A. Resolution Honoring James Daggy - Page
7. **PRESENTATION OF THE RESOLUTION HONORING JAMES DAGGY**
8. **Monarch, Milkweed, and Lake Lansing Stewardship**
9. **Lauren Ross – FLRT Trail Ambassador, Trails and Parks Funded Position - Introduction**
10. **ADMINISTRATIVE REPORTS**
 - A. Director - Page
 - B. Park Managers - Page
 - C. Administrative Office - Page
 - D. Financial Report – Page
 - E. Annual Report (*Available at the Meeting*)
11. **ACTION ITEMS**
 - A. Resolution to Accept Donation from the Friends of Ingham County Parks - Page
 - B. Motion to Recommend Approval of the Park Rules & Regulations - Page
12. **DISCUSSION ITEMS**
 - A. Wayfinding – Spicer Group

13. Correspondence & Citizen Comment

14. Board/Staff Comments

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

16. Upcoming Meetings

- A. Date: Thursday, June 29, 2017; Time: 6:00pm
Special Trails and Parks Committee
- Date: Monday, July 17, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting
- Date: Monday, July 24, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

17. 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, Secretary Jonathan Schelke, County Commissioner Teri Banas, Ryan Earl, Jessy Gregg, Cherry Hamrick, County Commissioner Carol Koenig, Paul Pratt, and Shirley Rodgers