

AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, March 20, 2017

Monday, March 20, 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 February 27, 2017 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. APPROVE THE AGENDA
Late Items / Changes/ Deletions
6. ACTION ITEMS
 - A. [Resolution](#) Honoring Mike Collins as a 2016 Volunteer of the Year
7. PRESENTATION OF VOLUNTEER OF THE YEAR AWARD
8. DISCUSSION ITEMS
 - A. Ingham County Trails and Parks Millage Application Process
 1. A multi-year approach for future funding?
 2. Consider recommend funding a community's first trails plan?
 3. Blueways – County work with other municipalities to spearhead organizing?
 4. Millage Reserve Discussion (Designate some or all of reserve for special purposes- County Park Major Capital Projects utilizing match toward grants, planning projects, small projects, emergency repairs, etc.)?
 5. Set priorities and let the communities know?
9. Tentative Draft [Timeline](#) for Fall 2017 Millage Application Round
10. Review Park Commission [Agenda](#)
11. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
12. Upcoming Meetings

- A. Date: Monday, March 27, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

13. 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.

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
February 27, 2017

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Human Services Building, Conference Room B, 5303 S. Cedar Street, Lansing, Michigan.

Board Members

Present: Commissioner Teri Banas, Ryan Earl, Jessy Gregg, Sarah Nicholls, and Jonathan Schelke, Paul Pratt (entered the meeting at 6:20pm)

Absent: Cherry Hamrick, Matt Bennett, and Commissioner Carol Koenig

Also Present: Park Director Tim Morgan, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Tanya Moore-Spicer Group, Steve Leiby -Tri-County Bicycle Association, and Wendy Longpre – East Lansing Assistant Park Director

PUBLIC MEETING TO HEAR SUGGESTIONS AND COMMENTS FROM THE PUBLIC REGARDING A PROPOSED MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT APPLICATION FOR PARK AND ACCESSIBILITY IMPROVEMENTS AT BOTH LAKE LANSING NORTH & BURCHFIELD PARKS

1. Chair to Call Public Meeting to Order

Chair Nicholls called the Public Meeting of the Parks & Recreation Commission meeting to order at 5:36pm.

2. Introductions

3. Chair to State Purpose of the Public Meeting and Inform the Public of the Commission's Rules for Public Meetings

- A. Any member of the public may address the Commission for up to (3) minutes per individual as scheduled on the agenda at the beginning of each meeting, and up to three (3) minutes at the end of the meeting at the time scheduled on the agenda for public comment.
- B. At the discretion of the President, this time may be extended by granting an additional one (1) minute.
- C. During an agenda item, members of the public may not address the Commission unless recognized by the President.

4. Limited Public Comment

Mr. Leiby stated he was in support of the grant application.

5. Handout – Scope of Work for Passport Grants and Preliminary Estimates of Cost

Ms. Moore provided an overview of the grant application for Lake Lansing Park North. Mr. Morgan stated one change was made from the last Park Commission meeting-to remove the basketball court. Mr. Schelke stated there are not many activities at Lake Lansing Park North, and asked what activities there are. Mr. Witte stated there are three volleyball courts, two horseshoe pits, two playgrounds, softball diamond, and miles of trails. Commissioner Banas asked how frequently the basketball court is used. Mr. Witte stated he could guess 10% of the time the court is used. Mr. Witte stated people could alternately use this area for yoga. Mr. Witte asked if we need to put a \$15,000 sidewalk to the court. Commissioner Banas recommended we do not put a sidewalk to the court, but consider keeping the court. Commissioner Banas stated there is a shortage of indoor basketball facilities in that area. Ms. Moore stated she will refigure the costs.

6. Chair to Open the Floor for Questions from the Public

None.

7. Chair to Recognize and Ask for Presentations on the Proposed Project from Members of Other Public Agencies, if in attendance

None.

8. Chair to have Recording Secretary Read into the Record any Correspondence Received

None.

9. Chair to Open Public Comment

None.

Ms. Moore reviewed the edits to the cost estimates.

10. Chair to Adjourn Public Meeting

Chair Nicholls adjourned the meeting at 5:47pm.

PARKS & RECREATION COMMISSION MEETING

Call to Order:

Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:47pm

Minutes:

Moved by Mr. Schelke and Supported by Mr. Earl to approve the February 21, 2017 minutes of the regular meeting as amended.
Yes-5; No-0. MOTION CARRIED.

Changed raised money to raised millage funds and added recent:
Commissioner Banas stated Meridian Township had raised ~~money~~ millage funds for a dog park in the **recent** past.

Added a sentence to page 3, paragraph 2 under action items:
Commissioner Banas stated the Meridian Township Parks Commission had acted to create a dog park on the south side of the township.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

None.

ADMINISTRATIVE REPORTS

Director/Administrative Office~ No discussion.

Parks Report for the State of the County Address~ Mr. Morgan stated the State of the County Address is on March 1st at 6:30pm at Potter Park Zoo.

Updated 2016 Interim Financial Report/January 2017 Financial Report~ Mr. Morgan referenced the report in the packet. Mr. Morgan stated unless we get another snow storm we most likely will be under budget for winter sports at Burchfield Park. Mr. Morgan stated we will be working with the IT Department, Purchasing Department, and Potter Park Zoo to issue a request for proposal for a revenue management system.

Park Managers~ Mr. Gehl stated due to the warm weather a lot of disc golfers are at the park.

DISCUSSION ITEMS

Blueways~ Mr. Morgan stated the constituent that had comments about Sycamore Creek was not in attendance and Mr. Pratt was not at the meeting yet so he suggested postponing discussing this agenda item.

MSU Student Marketing Plan~ Chair Nicholls stated her MSU students were working on a survey. By May 1st the students will have created a marketing plan.

ACTION ITEMS

Mr. Morgan referenced page 28 and 29 regarding Mr. Schelke’s question about the millage reserve. Mr. Morgan stated there is \$3,638,850 in the reserve and \$2,9679,661 all in total. Mr. Morgan stated East Lansing reduced their millage request by~\$51,000.

Mr. Morgan stated the reserve is \$3,633,850 and if you subtract the recommended dollar amount for the millage projects of \$2,967,661 totals \$666,189 left in reserve. The Burchfield Park grant match is \$175,700 and the Lake Lansing Park North grant match is \$80,400. Mr. Schelke stated on page 29, the projected report should be updated to show \$256,100 under capital improvement if these grants move forward. Mr. Morgan stated there would be \$410,089 left in millage reserve if you subtract the \$256,100 from the grants.

RESOLUTION #04-17 RECOMMENDING AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A RECREATION PASSPORT PROGRAM GRANT FOR PARK AND ACCESSIBILITY IMPROVEMENTS AT BURCHFIELD COUNTY PARK

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Recreation Passport Program for park and accessibility improvements at Burchfield County Park; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years’ grant cycle through April 1, 2017; and

WHEREAS, a public meeting was held on February 21, 2017 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has \$32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$210,200 which include \$32,000 in capital improvement funds, \$175,700 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, the Ingham County Park Commission recommends that the Ingham County Board of Commissioners authorize submission of a Recreation Passport Grant Application for \$285,200 for park and accessibility improvements at Burchfield County Park.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends that the Ingham County Board of Commissioners authorizes \$32,000 of capital improvement funds, \$175,700 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match in the total amount of \$210,200 for a total \$285,200 project cost.

Moved by Commissioner Banas and **Supported by** Ms. Gregg that Resolution #04-17 be approved as written. **Yes-5; No-0. MOTION CARRIED.**

Resolution Recommending Applying for a Michigan Department of Natural Resources Trust Fund Grant for Park and Accessibility Improvements at Lake Lansing North

Ms. Moore reviewed the changes to the dollar amounts in the resolution:

Strike the following Whereas:

WHEREAS, the grant application requires a 25% local match equaling \$88,000; and

Change dollar amount from \$105,600 to \$104,900 in:

WHEREAS, increasing the local match to 30% or \$105,600 will improve the grant scoring.

Change dollar amount from \$105,600 to \$104,900; and \$81,000 to \$80,400:

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$115,600 which include \$32,000 in capital improvement funds, \$81,100 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match.

Change dollar amount from \$361,900 to \$359,700:

THEREFORE BE IT RESOLVED, the Ingham County Park Commission recommends that that the Ingham County Board of Commissioners authorizes submission of a Michigan Natural Trust Fund Application for \$361,900 for park and accessibility improvements at Lake Lansing Park North.

Change dollar amount from \$81,000 to \$80,400 and \$115,600 to \$114,900 and \$361,900 to \$359,700:

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends that that the Ingham County Board of Commissioners authorizes \$32,000 of capital improvement funds, \$81,100 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match in the total amount of \$115,600 for a total \$361,900 project cost.

RESOLUTION #04-17 RECOMMENDING AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A MICHIGAN NATURAL RESOURCES TRUST FUND

GRANT FOR PARK AND ACCESSIBILITY IMPROVEMENTS AT LAKE LANSING PARK NORTH

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing Park North

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2017; and

WHEREAS, a public meeting was held on February 27, 2017 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, increasing the local match to 30% or \$104,900 will improve the grant scoring.

WHEREAS, the Ingham County Parks Department currently has \$32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$114,900 which include \$32,000 in capital improvement funds, \$80,400 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, the Ingham County Park Commission recommends that that the Ingham County Board of Commissioners authorizes submission of a Michigan Natural Trust Fund Application for \$359,700 for park and accessibility improvements at Lake Lansing Park North.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends that that the Ingham County Board of Commissioners authorizes \$32,000 of capital improvement funds, \$80,400 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match in the total amount of \$114,900 for a total \$359,700 project cost.

Moved by Commissioner Banas and **Supported by** Mr. Earl that Resolution #04-17 be approved as amended. **Yes-5; No-0. MOTION CARRIED.**

Resolution Supporting Limited Smoking Areas in the Ingham County Parks System

Mr. Witte stated the Park Commission previously passed a resolution prohibiting smoking in the parks with the exception of the parking lots. That resolution did not include electronic smoking devices. The only change to this resolution is to expand the rule to included prohibiting electronic smoking devices.

Commissioner Banas asked if the signs in the park reference electronic smoking devices. Mr. Witte stated the current signs do not state electronic smoking devices and Mr. Morgan suggested looking at redoing the signs at the parks in the future.

Commissioner Banas asked if we ever foresaw eliminating smoking altogether. Mr. Witte stated that is the trend. Commissioner Banas stated she will recommend this policy and would like to revisit this policy in the future-to eliminate smoking in the parking lot at some point.

RESOLUTION #06-17 SUPPORTING LIMITED SMOKING AREAS IN THE INGHAM COUNTY PARKS SYSTEM

WHEREAS, Ingham County Parks are family oriented facilities, the Ingham County Parks and Recreation Commission wishes to minimize smoking role modeling experiences for children, and to minimize visitor exposure to second hand smoke; and

WHEREAS, the Ingham County Parks Commission supports the Parks and Recreation industry's efforts in promoting smoke free parks throughout the country which provides for a healthier, cleaner and safer environment for all visitors; and

WHEREAS, Parks Resolution #12-13 prohibited smoking within all Ingham County Parks except within designated areas (the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park); and

WHEREAS, on January 24, 2017 the Board of Commissioners authorized the attached policy prohibiting the use of electronic smoking devices (ESDs) in Ingham County buildings; and

WHEREAS, the Park Commission recommends prohibiting ESDs within all Ingham County Parks except within designated areas (the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park).

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends that, in accordance with Section 3, Paragraph B, of the County Ordinance governing the Ingham County Parks rules and regulations, smoking and the use of electronic smoking devices (ESDs) is prohibited within all Ingham County Parks except within designated areas.

THEREFORE BE IT FURTHER RESOLVED, that the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park.

Moved by Commissioner Banas and **Supported by** Ms. Gregg that Resolution #06-17 be approved as written. **Yes-5; No-0. MOTION CARRIED.**

**Facilities and Equipment
Management
Policy No. 309**

Electronic Smoking Devices

Approved: January 24, 2017
Resolution No. 17-014

- A. Electronic Smoking Device (ESD): a noncombustible product designed to contain a vapor cartridge or containing nicotine or other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substance in a solution or other form. Electronic smoking devices include an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and also include a vapor cartridge or other container of nicotine or other substance in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.
- B. Section 333.12603 of the Michigan Public Health Code prohibits a person from smoking tobacco products in a public place or the meeting of a public body. This statute was developed shortly after the introduction of ESDs in the United States, prior to their increased popularity.
- C. Ingham County prohibits the use of ESDs within all county buildings.
- D. Although the potential harm of ESDs is still unknown, early research indicates that they can serve as an introduction to tobacco products, especially among youth.
- E. The use of ESDs in public places also causes confusion among the public about smoking in public places.

Motion to Recommend Acceptance of Parcel # 33-01-01-27-476-055 and Parcel # 33-01-01-27-476-050

Mr. Morgan stated the parcel runs almost from behind the maintenance building at Hawk Island to Aurelius Road.

Mr. Pratt entered the meeting at 6:20pm.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. SCHELKE TO APPROVE

To recommend the Board of Commissioners authorize acceptance of Parcel # 33-01-01-27-476-055 and Parcel # 33-01-01-27-476-050 for one dollar for each parcel.

THE MOTION CARRIED UNANIMOUSLY. Absent: Cherry Hamrick, Matt Bennett, and Commissioner Carol Koenig. MOTION CARRIED.

Motion Recommending Acceptance of the Project Agreement for the Passport Grant for Overlook Picnic Area

Mr. Gehl stated we will replace the Overlook Shelter, redo the sidewalk, put in an upgraded toilet facility closer to the parking lot that serves Pine Knoll Shelter and Overlook Shelter. Mr. Gehl stated we will also pave a couple parking spots and the porta johns will be removed. . Mr. Morgan stated this motion is to formally accept the grant for Overlook Shelter.

MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. EARL TO APPROVE

To recommend authorizing the acceptance of the project agreement for a Michigan Recreation Passport Grant for accessibility upgrades at Overlook picnic area at Burchfield County Park

THE MOTION CARRIED UNANIMOUSLY. Absent: Cherry Hamrick, Matt Bennett, and Commissioner Carol Koenig. MOTION CARRIED.

Resolution Recommending Authorizing Entering Into Contracts for the 2016 Second Round Trails And Parks Millage

Mr. Morgan referenced page 91 of Spicer Group’s review. Ms. Moore reviewed the comments/concerns for each project.

Commissioner Banas exited the meeting at 6:30pm.

Mr. Morgan stated for the next round we will have Spicer Group’s evaluation prior to the Park Commission scoring. Mr. Morgan stated the project management will cover these concerns for this round. Chair Nicholls stated she gathers that the cost estimates are not detailed enough and that we should tell the applicants we need more detail.

RESOLUTION #07-17 RECOMMENDING AUTHORIZING ENTERING INTO CONTRACTS FOR THE 2016 SECOND ROUND TRAILS AND PARKS MILLAGE APPLICATIONS

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

WHEREAS, 18 applications that were received from Aurelius Township (1), Village of Dansville (1), Delhi Township (1), City of East Lansing (1), City of Lansing (9), City of Leslie (2), City of Mason (1), and Meridian Township (2); and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding the below applications.

Entity	Project Title	Millage Funds Recommended for Funding
City of Lansing	US 127 Pathways	\$734,177.00
Charter Township of Meridian	MSU to Lake Lansing Connector Trail - Phase I	\$950,000.00
City of Mason	Hayhoe Riverwalk Trail Extension and Trailhead Project	\$692,984.00
City of East Lansing	Northern Tier Trail Connection through White Park	\$469,000.00
City of Leslie	Leslie Trail Planning Project	\$4,000.00
City of Lansing	Grand River North Section - Bank Stabilization	\$100,000.00
City of Lansing	Volunteer Trail Ambassador Coordinator (one year)	\$17,500.00
TOTAL		\$2,967,661.00

THEREFORE BE IT RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners approve entering into contracts with the City of Lansing to fund a Project Titled: US 127 Pathways in an amount not to exceed \$734,177.00 from the Trails and Parks Millage Fund and to fund a second Project Titled: Grand River North Section Bank Stabilization in an amount not to exceed \$100,000.00 from the Trails and Parks Millage Fund and to fund a third Project Titled: Volunteer Trail Ambassador Coordinator in an amount not to exceed \$17,500 .00 from the Trails and Parks Millage Fund respectively.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners approve entering into a contract with Charter Township of Meridian to fund the Project Titled: MSU to Lake Lansing Connector Trail Phase I in an amount not to exceed \$950,000.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners approve entering into a contract with the City of Mason to fund the Project Titled: Hayhoe Riverwalk Trail Extension and Trailhead Project in an amount not to exceed \$692,984.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners approve entering into a contract with the City of East Lansing to fund the Projects Titled: Northern Tier Trail Connector Project in an amount not to exceed \$469,000.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners approve entering into a contract with the City of Leslie to fund the Projects Titled: Leslie Trail Planning Project in an amount not to exceed \$4,000.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

BE IT FURTHER RESOLVED, that \$2,000 from the Trails and Parks Millage Fund is allocated to the Ingham County Parks Department to fund office supplies, postage, and mileage for the administration of this program.

Moved by Commissioner Banas and Supported by Mr. Schelke that Resolution #07-17 be approved as written. Yes-5; No-0. MOTION CARRIED.

Mr. Earl stated the graph on the State of the Union document was really helpful. Mr. Morgan stated Spicer Group developed the round 1 and proposed round 2 maps. The State of the County document Ms. Fraser and Ms. Wallace helped develop the document.

Ms. Moore stated there is a vision to have a map that ties into an excel sheet with categories yet to be determined. The map will tie into GIS system.

CORRESPONDENCE & CITIZEN COMMENT

Chair Nicholls referenced the thank you letters into the packet. Mr. Morgan provided an update on the Bill Earl fishing program and stated John Hesse is an outstanding individual that runs the program. Mr. Morgan stated the Park Commission may want to honor John Hesse in the future.

BOARD/STAFF COMMENTS

Mr. Morgan stated for Agenda Item #10A Blueways - the constituent was not present at the meeting but asked if Mr. Pratt who was now present could address the subject matter.

Mr. Pratt stated these areas are not County drains. Since these areas are not County drains, there is no authority to clean these areas up. Mr. Pratt said we would have to pay an engineer to certify the snags are backing up a specific County drain, then we could have the County clean it up. Lacking the ability to place the snags downstream of drains, there is no funding source at this time.

Mr. Pratt stated at this point there have not been any individual municipalities bringing forth applications for blueways millage funds. Mr. Pratt stated this may be something the Park Commission has to discuss in the future and Mr. Morgan concurred.

Mr. Pratt discussed an overview of other township tributaries, drains, etc.

Mr. Pratt stated there are dozens of drains that go in the Red Cedar for example. Mr. Pratt stated if you show the Drain Commission where the snag is, the engineer would have to investigate.

Mr. Schelke asked if there is viable section on the Red Cedar, what is the next step? Mr. Pratt said we would have to have an assessment done first. Mr. Pratt said part of having a trail would be maintaining blueways.

Ms. Gregg asked if there is a volunteer group who does clean up. Mr. Pratt stated there are volunteer groups who clean out the river, for example they remove trash and small debris. Mr. Morgan stated Jeff Potter, with Out Your Backdoor plan, said volunteer groups could help with small debris cleanup.

Ms. Gregg asked if private canoe/kayak rentals would be interested in helping us clear out the area. Mr. Pratt said anyone can hire the Drain Commission to do an assessment.

Mr. Morgan stated the Park Commission should address prioritizing the blueways: the Grand River, Red Cedar, Sycamore Creek, etc.

Mr. Witte asked for definition of blueways. Is a lake a blueway? Ms. Moore stated a water trail is a destination from point A to B. Mr. Pratt stated a lake is a blueway. Mr. Witte asked if Meridian Township Advisory Group could work together to do kayak rentals at Lake Lansing Park South. Mr. Earl stated he would be interested in discussing blueways at a future meeting.

Chair Nicholls exited the meeting at 6:54pm.

Mr. Morgan asked that Mr. Pratt help respond to Commissioner Celentino's constituent. Mr. Pratt agreed to work with Mr. Morgan in the next couple weeks to possibly meet with the constituent or communicate with him on the subject of blueways/Sycamore Creek.

LIMITED PUBLIC COMMENT

Mr. Leiby asked which meeting the millage resolutions will be presented to the Board of Commissioners. Mr. Morgan stated he will email Mr. Leiby the dates

Adjournment:

There being no further business, the meeting was adjourned at 6:56pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 20 2017
RESOLUTION # -17

RESOLUTION HONORING MIKE COLLINS AS A 2016 VOLUNTEER OF THE YEAR

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

WHEREAS, Mike Collins work at Hawk Island Park began in 2011; and

WHEREAS, since then, Mike has volunteered for over 600 hours of service at Hawk Island Park; and

WHEREAS, before becoming a volunteer Mike and his family visited the Ingham County Parks frequently to enjoy cross country skiing, fishing and Friday night concerts; and

WHEREAS, this service includes:

- Maintaining the large gardens surrounding the Hawk Island Splash Pad® to ensure they are lush and beautiful for park visitors.
- Donation of plants and planting materials to Hawk Island Park.
- Worked with and advised staff on plant selection and care.
- Generously supported park staff and the Ingham County Parks through his service.

WHEREAS, Hawk Island Park has over one-half million visitors annually and the Splash Pad attracts thousands of visitors in summer months the additional care and maintenance of this area leaves a favorable impression of the park with visitors; and

WHEREAS, Mr. Collins efforts contribute to the Parks Department's ability to provide beautiful well-tended recreational areas to the citizens of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Mike Collins work and extends its sincere appreciation for his ongoing efforts.

BE IT FURTHER RESOLVED, Mike Collins is the recipient of the 2016 Ingham County Parks Volunteer of the Year Award.

Tentative Draft Timeline for Trails and Parks Millage Application Fall 2017 Round

March 27, 2017 - Park Commission

-Edit Application Form and the Scoring/Ranking Criteria for the Trails and Parks Program Application

April 17 / 24, 2017 - Park Commission
(additional review)

May 2, 2017 - Deadline to Get on Agenda

May 16, 2017 - County Services

May 17, 2017 - Finance

May 23, 2017 - BOC

-Resolution Approving the Application Form
-Resolution Approving the Scoring/Ranking Criteria

June 1, 2017 - Applications Open

July 1, 2017 at 5:00pm - Applications Due

July 2017 - Park Staff Review Applications

August 2017 - Work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

August 28-31 or September 5-7, 2017 - Meeting with MDOT and MDNR to review/coordinate their grant applicants

September 18, 2017 - Park Commission Meeting: Park Staff Hands Out applications to commissioners. Park Commissioners take home to begin to do preliminary review and scoring on own preparation for October Park Commission meetings.

September 25, 2017 – Spicer Group presents their review to the Park Commission

October 1, 2017 - Deadline for Park Commissioners online scoring

October 2 - 18, 2017 - Prepare Condensed Report of preliminary scoring for the 10/23/17 Park Commission meeting

October 23, 2017 - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring. Request any additional information needed from applicant.

November 13, 2017 - Parks Commission Meeting: Review supplemental information if necessary. Come to consensus on recommendation for funding by resolution.

November 20, 2017 - Deadline to get on agendas

December 5, 2017 -County Services

December 6, 2017 - Finance

December 12, 2017 - BOC

Adopt resolution: final recommendation for funding

AGENDA

Ingham County Parks & Recreation Commission
 121 E. Maple Street, P.O. Box 178, Mason, MI 48854
 Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, March 27, 2017

Monday, March 27, 2017

5:30pm

PARKS & RECREATION COMMISSION MEETING

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

**NOTE
 CHANGE IN
 LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of March 20, 2017 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **ACTION ITEMS**
 - A. Resolution Honoring Millie Boynton as a 2016 Volunteer of the Year
7. **PRESENTATION OF VOLUNTEER OF THE YEAR AWARD**
8. **ADMINISTRATIVE REPORTS**
 - A. Director/Administrative Office
 - B. Financial Report
 - C. Park Managers
9. **ACTION ITEMS**
 - A. Motion to adopt Draft Timeline for Fall 2017 Millage Application Round
10. **DISCUSSION ITEMS**
 - A. Edit Application Form for the Trails and Parks Program Application
 - B. Edit Scoring/Ranking Criteria for the Trails and Parks Program Application
 1. Scoring criteria didn't apply to all applications-how do we account for special projects, and other items of emphasis listed below (do we weight scoring?):
 2. Provided matching funds (what percent? Cash or other?)
 3. County wide connectivity
 4. High use area – makes an immediate impact
11. **Correspondence & Citizen Comment**
12. **Board/Staff Comments**

13. Limited Public Comment ~ Limited to 3 minutes with no discussion

14. Upcoming Meetings

- A. Date: Monday, April 17, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting
- Date: Monday, April 24, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

15. Informational Items – Distributed at Commission Meeting

- A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes
(Items pertaining to the Parks Department)
- B. Newspaper Articles

16. Adjournment

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks & Recreation Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks & Recreation Commission by writing to the Ingham County Parks Department, P.O. Box 178, Mason, Michigan 48854, or by calling 517.676.2233.