



**PARKS AND RECREATION COMMISSION MEETING
JANUARY 28, 2016 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL**

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE**
- II. APPROVAL OF AGENDA**
- III. COMMISSION MINUTES**
- IV. PUBLIC COMMENT**
- V. STAFF REPORTS**
 - a. Revenue/Expense Report
 - b. Balance Sheet
- VI. OLD BUSINESS**
 - a. Five Year Parks and Recreation Master Plan
- VII. NEW BUSINESS**
 - a. Boat Launch
 - i. Form Design Committee
 - b. Mowing Agreement
 - c. MNRTF Grant
- VIII. PUBLIC COMMENT**
- IX. COMMISSION COMMENTS**
- X. ADJOURNMENT**

GRAND LEDGE PARKS AND RECREATION COMMISSION
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

PARKS AND RECREATION COMMISSION MINUTES – REGULAR MEETING
THURSDAY, NOVEMBER 19, 2015
7:00 PM
MEETING ROOM B106, CITY HALL
310 GREENWOOD ST.

I. CALL TO ORDER – 7:00 p.m.

ROLL CALL – Chair David Smith, Vice-Chair Rachel Kuntzsch; and Commissioners Matthew Dale, Marvin Hummel, Ruthann Jaquette, Chuck Mills, Christine Richardson-Beagle, and Jodie Willobee

ABSENT –Commissioner Kim Mulvenna

OTHERS PRESENT – City Administrator Adam Smith, City Council member Rick Lantz, and Street Supervisor Chad Brunton

II. APPROVAL OF AGENDA

MOTION TO APPROVE THE AGENDA MADE BY COMMISSIONER JAQUETTE, SECONDED BY COMMISSIONER MILLS, WITH UNANIMOUS APPROVAL.

III. PUBLIC COMMENT

IV. NEW BUSINESS

A. Five Year Parks and Recreation Master Plan

MOTION TO RECOMMEND THE HIRING OF SPICER GROUP, AT A COST OF \$8,500, TO DEVELOP THE 2016-2020 PARKS AND RECREATION MASTER PLAN, ALLOCATED FROM THE PARKS AND RECREATION FUND BALANCE, MADE BY COMMISSIONER HUMMEL, SECONDED BY COMMISSIONER DALE, WITH UNANIMOUS APPROVAL.

B. SCHEDULE OF SPECIAL MEETINGS

MOTION TO ADOPT THE PROPOSED SCHEDULE OF SPECIAL MEETINGS TO FACILITATE DEVELOPMENT OF THE 2016-2020 PARKS AND RECREATION MASTER PLAN, AS PRESENTED, MADE BY COMMISSIONER JAQUETTE, SECONDED BY COMMISSIONER DALE, WITH UNANIMOUS APPROVAL.

V. PUBLIC COMMENT

VI. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Dale thanked City Administrator Smith for his work on these items.

VII. ADJOURNMENT

CONSENSUS TO ADJOURN, AT 7:35 P.M.

Christine Richardson-Beagle, Secretary

David Smith, Chair

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 208 - PARKS & RECREATION FUND

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Revenues							
Dept: 750.752 ADMINISTRATION							
402.000 CURRENT PROPERTY TAXES	144,615.00	144,615.00	138,801.43	-70.16	0.00	5,813.57	96.0
403.001 PRIOR YR PROP TAX ADJUSTMENTS	0.00	0.00	-580.52	-580.52	0.00	580.52	0.0
444.000 PILOT - PAY IN LIEU OF TAX	400.00	400.00	0.00	0.00	0.00	400.00	0.0
448.000 DEL PERSONAL PROPERTY TAX	0.00	0.00	131.75	0.00	0.00	-131.75	0.0
628.000 OPERATIONAL REVENUES	250.00	250.00	1,139.00	0.00	0.00	-889.00	455.6
628.001 INSURANCE DIVIDENDS	0.00	0.00	28.43	0.00	0.00	-28.43	0.0
665.001 INTEREST	100.00	100.00	109.70	25.17	0.00	-9.70	109.7
674.002 LOCAL GRANTS	0.00	0.00	5,000.00	0.00	0.00	-5,000.00	0.0
ADMINISTRATION	145,365.00	145,365.00	144,629.79	-625.51	0.00	735.21	99.5
Dept: 750.801 RECREATION							
601.001 FEES	15,000.00	15,000.00	10,154.23	0.00	0.00	4,845.77	67.7
602.002 GRAND ADVENTURE RACE	10,500.00	10,500.00	10,522.58	0.00	0.00	-22.58	100.2
RECREATION	25,500.00	25,500.00	20,676.81	0.00	0.00	4,823.19	81.1
Dept: 750.902 PARKS AND BUILDINGS							
667.000 RENTALS	6,500.00	6,500.00	3,307.50	50.00	0.00	3,192.50	50.9
PARKS AND BUILDINGS	6,500.00	6,500.00	3,307.50	50.00	0.00	3,192.50	50.9
Revenues	177,365.00	177,365.00	168,614.10	-575.51	0.00	8,750.90	95.1
Expenditures							
Dept: 750.752 ADMINISTRATION							
703.000 SALARIES/WAGES	4,202.00	4,202.00	4,198.82	709.23	0.00	3.18	99.9
719.000 FRINGE BENEFITS	2,016.00	2,016.00	1,901.83	957.13	0.00	114.17	94.3
840.000 INSURANCE	1,695.00	1,695.00	830.49	0.00	0.00	864.51	49.0
933.000 IT	2,750.00	2,750.00	0.00	0.00	0.00	2,750.00	0.0
997.101 INDIRECT COST CHARGES	21,004.00	21,004.00	21,004.00	0.00	0.00	0.00	100.0
ADMINISTRATION	31,667.00	31,667.00	27,935.14	1,666.36	0.00	3,731.86	88.2
Dept: 750.801 RECREATION							
703.000 SALARIES/WAGES	15,000.00	15,000.00	10,536.33	0.00	0.00	4,463.67	70.2
719.000 FRINGE BENEFITS	1,554.00	1,554.00	1,009.12	0.00	0.00	544.88	64.9
731.002 GRAND ADVENTURE RACE	6,000.00	7,600.00	7,584.05	0.00	0.00	15.95	99.8
741.000 OPERATING SUPPLIES	4,000.00	4,000.00	3,196.25	0.00	0.00	803.75	79.9
811.000 CONTRACTUAL	2,000.00	2,000.00	290.00	0.00	0.00	1,710.00	14.5
811.006 CONTRACTUAL - GLPS	0.00	0.00	25,000.00	25,000.00	0.00	-25,000.00	0.0
900.000 PRINTING/PUBLISHING	1,000.00	1,000.00	11.08	0.00	0.00	988.92	1.1
RECREATION	29,554.00	31,154.00	47,626.83	25,000.00	0.00	-16,472.83	152.9
Dept: 750.902 PARKS AND BUILDINGS							
703.000 SALARIES/WAGES	17,850.00	17,850.00	7,136.42	0.00	0.00	10,713.58	40.0
703.100 OVERTIME	102.00	102.00	353.55	0.00	0.00	-251.55	346.6
719.000 FRINGE BENEFITS	8,610.00	8,610.00	3,630.18	857.00	0.00	4,979.82	42.2
741.000 OPERATING SUPPLIES	750.00	750.00	0.00	0.00	0.00	750.00	0.0
776.000 MAINTENANCE SUPPLIES	22,600.00	22,600.00	618.96	84.98	0.00	21,981.04	2.7
803.000 TRASH REMOVAL	750.00	750.00	364.08	0.00	0.00	385.92	48.5
811.000 CONTRACTUAL	5,000.00	5,000.00	1,007.10	383.10	0.00	3,992.90	20.1
853.000 TELEPHONE/INTERNET	300.00	300.00	0.00	0.00	0.00	300.00	0.0
921.000 UTILITIES	7,500.00	7,500.00	2,529.47	325.04	0.00	4,970.53	33.7
931.000 BUILDING MAINTENANCE	1,500.00	1,500.00	864.82	179.90	0.00	635.18	57.7
940.000 EQUIPMENT RENTAL	25,500.00	25,500.00	18,140.52	142.02	0.00	7,359.48	71.1
999.397 TRANSFER TO ISLAND DEBT FUND	22,808.00	22,808.00	22,808.00	0.00	0.00	0.00	100.0
PARKS AND BUILDINGS	113,270.00	113,270.00	57,453.10	1,972.04	0.00	55,816.90	50.7
Expenditures	174,491.00	176,091.00	133,015.07	28,638.40	0.00	43,075.93	75.5

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	% Bud
Net Effect for PARKS & RECREATION FUND Change in Fund	2,874.00	1,274.00	35,599.03 35,599.03	-29,213.91	0.00	-34,325.03	794.3
Grand Total Net	2,874.00	1,274.00	35,599.03	-29,213.91	0.00	-34,325.03	

BALANCE SHEET

City of Grand Ledge

As of: 12/31/2015

Balances

Fund: 208 - PARKS & RECREATION FUND

Assets

001.000 CASH 87,861.82

027.000 TAXES RECEIVABLE-PERSONAL 631.05

Total Assets 88,492.87

Liabilities

255.000 PARKS & REC CUSTOMER DEPOSITS 700.00

339.000 DEFERRED INFLOW 631.05

Total Liabilities 1,331.05

Reserves/Balances

390.000 FUND BALANCE 51,562.79

398.000 CHANGES IN FUND BALANCE 35,599.03

Total Reserves/Balances 87,161.82

Total Liabilities & Balances 88,492.87

December 3, 2015

Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837

RE: Parks and Recreation Master Plan
City of Grand Ledge, Eaton County, Michigan
Letter Agreement for Professional Services

Adam:

Thank you for the opportunity to work with the City of Grand Ledge on its 2016-2020 Parks and Recreation Master Plan. We have outstanding experience regarding Recreation Plans.

We look forward to working with the City of Grand Ledge to develop an effective and useful Parks and Recreation Master Plan. We propose the following scope of work to accomplish this goal. We plan to meet with the Parks and Recreation Committee a total of four times throughout the planning process. We also anticipate a number of meetings with you and other City staff. The end result of this Plan will be a document with targeted improvements that are achievable and respond to the needs and desires of the community. Our services for this project are defined as follows:

PROJECT UNDERSTANDING

I understand that the City of Grand Ledge would like to develop a MDNR Recreation Plan. With this Plan in place the City would be able to seek potential state and federal grants. Your Recreation Plan will also be a policy document to help City officials guide the development of your parks and recreational facilities. This information is documented in a reader-friendly format with maps, charts, text, and pictures. Listed below is our proposed Scope of Work and Proposed Fee.

SCOPE OF WORK AND SCHEDULE

Following is a brief description of the process and a proposed schedule for completing the recreation plan. The schedule has flexibility since the existing plan does not expire until the end of 2016. Our professional services will include attendance at various meetings with the Recreation Committee.

JANUARY 2016

Task 1: Meeting, Gather Background Information, and Plan Public Participation

This task consists of gathering all existing information, a kick-off meeting with the Parks and Recreation Committee, and a discussion about the public participation process. Prior to the first meeting, Spicer Group will receive and gather key community information from the City such as demographic and economic characteristics and physical attributes into the draft. This information may include:

- Other relevant reports and plans from the Grand Ledge area, such as the existing parks plan
- Census-based information about demographic trends and economic characteristics, and
- Information about physical features of Grand Ledge.

With this background information gathered, we will hold Meeting #1 with the Parks and Recreation Committee to kick off the project and review the work plan, timeline, and details of the planning process. At this meeting, we will discuss key information for understanding the City's parks and recreation administrative structure, its parks and recreational facilities, and its natural resources. We will review public and private programs and facilities available either in the community or the general region. We will also gather any information Parks and Recreation Committee and city staff feel is pertinent to the resource inventory, including any unique wetlands, woodlands, wildlife habitat, greenway corridors, or floodplains in the area. This feedback will complement the more detailed information we will begin seeking after the kickoff meeting in order to begin writing the draft of the Plan. This process is described in more detail under Task 2. Also at this meeting, we will discuss forms of public engagement and start to plan them.

We will begin to discuss the format and draft questions for the online survey. The online survey can be expected to address a wide range of issues such as frequency of use at different facilities, reasons for park and recreational facility visitation, suggestions for improving accessibility at the parks, and open-ended insights for overall park improvement. Spicer Group proposes the use of social media as the most efficient means for launching the online survey for the general population. We will also work with staff to develop a press release that details the exact web address (URL) that people can go to take the survey. The web address can also be prominently displayed on the City's official website. The online survey can be promoted to different groups through targeted e-mail blasts. We rely on each group's representative to ensure the survey web address is e-mailed to their constituents.

FEBURARY 2016

Task 2 – Begin Writing and Reviewing Recreation Master Plan, Meeting, and Plan Community Input

Following the first meeting, Spicer will begin developing the draft of the plan document. Over the weeks following the kickoff meeting, we will anticipate receiving certain information from City staff pertaining to the Administrative Structure and Recreation Inventory sections. This will include items such as the organizational chart for the administration of parks and recreation, a description of funding sources for the parks and recreation budget, and a listing of all parks and recreation areas and facilities. We will also gather some key information pertinent to the Recreation and Resource Inventory sections. This information will include:

- A map illustration for the location of each park.
- An accessibility assessment for each park and recreation facility to people with disabilities.
- A status report for any DNR grant-assisted projects. (We will reach out to the DNR for this information).
- A map and description of natural features, including, but not limited to, wetlands, woodlands, wildlife habitat, greenway corridors, and/or floodplains. We will anticipate the cooperation of Grand Ledge staff to assist us in gathering existing digital geographic and aerial information from in-house sources where possible.

We will begin integrating these components into the Plan along with the previously received information regarding the background demographics, economic conditions and physical characteristics of the City. Our analysis will include a detailed look at existing recreational opportunities compared to sources such as U.S. Census data from 2010 (population, age, household composition, disability status, income, etc.),

recreation standards, barrier-free standards, and current trends. We will also integrate the various components of the City's administrative structure information into the Plan.

During this task, we will meet for a second time with the Parks and Recreation Committee and City staff to finalize the questions to the community input survey. In addition, we will discuss the survey launch techniques and develop effective methods for publicizing the opportunity for residents to complete the general input survey.

MARCH 2016

Task 3 – Facilitate and Publicize Community Input

Spicer Group and the City will work to fully promote and launch the survey at this time. Spicer will first help the City to administer a formal press release in the local newspaper. During this time, the survey may also be promoted via a few tools we've found to be very useful in the past:

- A link on the City's website
- Newsletter inserts
- Postcards with QR codes linked to the survey for digital devices
- A link and announcements on the City's Facebook page

We will work with you to determine the optimal timeframe for the survey to be open to the public. Once the online input surveys have been closed out, Spicer Group will tally and analyze the results so they can be presented to the Parks and Recreation Committee at the next meeting.

During this time, Facebook and the City's website can also be used to share what has been accomplished to date and highlight Grand Ledge's characteristics, natural features, parks, and recreation facilities. Links to these pages can share maps, charts and infographics depicting information akin to what is made available at a potential public meeting. The Spicer planners will assist the City in documenting all input shared through these digital means.

APRIL 2016

Task 4 – Meeting, Review of Community Input, Recreation Goal Setting

With solid and meaningful public input, we will meet with the Parks and Recreation Committee for a third time to review all comments from the online survey. The goal of this meeting is to determine a foundation of public sentiment in terms of the general type of recreational development and improvement the City of Grand Ledge would like to see and to compare those desires and needs to national and regional trends in recreation. This foundation will help us draft a set of goals and objectives for the future of parks and recreation in the City of Grand Ledge. While much of the discussion will center on existing park land and facilities, we will also need to consider any future parks and facilities.

Following this meeting, Spicer will refine the goals and objectives based on the public input and discussion with Grand Ledge staff. This section of the plan includes a set of local standards and recommendations for parks, open space, trail and recreation facilities, programs, and services. Overall, our experience has shown us that six factors help shape how community recreation needs are met.

These factors will form the foundation for the action items in the plan:

1. Demonstrated needs in the community,
2. Recreation standards, as recommended by the MDNR,

3. Input from the community,
4. Identification of trends, with annual data from sporting goods manufacturers,
5. An ever-changing population, with special attention to the needs of Senior Citizens and people with disabilities, and
6. Local resources and budgets to achieve recreational goals and priorities.

As a final item for regular Meeting #3, Spicer will also discuss the process for developing the action program and how best to incorporate departmental expectations, community needs, and standards of excellence. We will also discuss any fiscal concerns the Parks and Recreation Committee may have and begin considering strategies to ensure the long-term viability of the Committee.

NOTE – A display board(s) can be prepared that shows the results of the community input and potential goals for use at the Victorian Days on April 30 – May 1.

MAY 2016

Task 5 –Prioritizing Goals and Determine Action Items

Starting with the broad list of goals developed at the previous meeting, Spicer Group will work with the Parks and Recreation Committee to discuss specific action items. This section will be part of the Action Program and will serve as the blueprint for providing broad-based recreation opportunities in Grand Ledge.

Together, with the inventory, public participation, goals, and objectives, Spicer will develop a draft Action Program for the City of Grand Ledge. The Action Program will provide recommendations for the development and maintenance of existing parks, recreation facilities, non-motorized trails, and open spaces. Spicer Group will work with the Parks and Recreation Committee and the City Administrator to finalize the action program prior to completing the draft of the Plan.

JUNE 2016

Task 6 – Completion of Draft Recreation Master Plan

Spicer Group will complete the draft of the City of Grand Ledge Parks and Recreation Master Plan. This draft will be presented in the MDNR format described in Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans. It will include full-color maps, graphs, and charts to support the plan narrative.

NOTE – A Display board(s) can be prepared showing the results of the community input, goals, and potential projects for use at the Yankee Doodle Days on June 16 – 19.

JULY 2016

Task 7 – Administer the 30-day review period

During this task, prior to the required public hearing, Spicer Group will facilitate the mandatory 30-day review period. Spicer will provide the City of Grand Ledge with three (3) copies of the draft plan to be used for distribution and review. The draft recreation plan will also be provided to the City on CD-ROM for printing additional copies, or portions thereof, on demand. Additionally, Spicer Group can draft a sample resolution for adoption to be used by Grand Ledge officials.

AUGUST 2016

Task 8 – Presentation of Recreation Master Plan at Public Hearing & Adoption

Spicer Group will present the plan to the Parks and Recreation Committee and the public. After the presentation and public hearing, the Parks and Recreation Committee and the City Council can adopt the plan, which is a requirement for certification by the MDNR.

AUGUST-SEPTEMBER 2016

Task 9 – Prepare Final Documents

Comments from the public hearing will be taken into consideration as the draft of the Recreation Master Plan is finalized. As required, one final copy each will be submitted to the MDNR via the online MIREcGrants process. We will provide the City of Grand Ledge with three (3) bound color copies of the final recreation plan, one (1) CD-ROM and one (1) flash drive that contain a copy of the plan in PDF and Word format to allow the City to print additional copies and post the entire plan on its website.

ITEMS TO BE PROVIDED BY THE CITY OF GRAND LEDGE

- Administrative information regarding its organizational structure. For example, if the City has a Recreation Committee, volunteers, relationship with area schools regarding use of their facilities, etc.
- The City will need to provide Spicer with parks & recreation funding and budget data for the past two years, inclusive of operations and maintenance, programming, and capital improvements. Submittal of this information with the Recreation Plan is a requirement of the DNR.
- The City is responsible for notification of the Public Participation initiative, notification of the draft plan for review, and all notifications for the public meeting. In anticipation of the online survey, Spicer Group will provide the City of Grand Ledge with a full-color flyer and draft text for a press release to promote the online survey in advance.
- After the public meeting, the City will provide Spicer Group with copies of the notification of the availability of the draft plan for review, notice of the public meeting, minutes from the public meeting, and a signed and dated resolution from the City of Grand Ledge City Council.

PROPOSED FEE

We propose to provide our professional services and work with you to develop a useful Recreation Master Plan document as described above for a total cost of **\$8,500**.

If this proposal meets with your approval, please acknowledge the approval with an authorized signature below and return one of the enclosed copies to us.

We deeply appreciate your confidence in Spicer and we look forward to working with you and for you on your project.

Sincerely,



Robert R. Eggers, AICP
Senior Planner / Principal

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

Cc: SGI File P014162P2015
ALE, Acctg.

Above proposal accepted and approved by Owner.

CITY OF GRAND LEDGE

By:



Authorized Signature

ADAM R. SMITH

Printed Name

CITY ADMINISTRATOR

Title

Date: **12/10/15**

Happy Friday.

Also please include, City-County Collaboration Initiative for parks mowing services, as a discussion item on the January agenda.

We have been in discussion with Eaton Co Parks regarding contracted mowing services for our city parks over the last couple of months. We are still working on a draft 1-year pilot service agreement in the amount of \$32,000 (this is slightly less than our current direct internal costs to provide such mowing services). We anticipate this collaboration will provide for a mutually beneficial agreement in which citizens receive at a minimum the same level of service, while reducing city costs (both direct and indirect costs), and providing alternative revenue to County parks to enhance their services at Fitzgerald, Lincoln Brick, and others. Given the 1-year pilot service agreement is successful, we would look at a multi-year agreement in 2017; if it is unsuccessful we could simply revert back to past practice or evaluate private contractor services (as provided at City Hall and downtown).

Thanks. Enjoy your day. AS

Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837
517.627.2149. ext. 111
asmith@grand-ledge.com



MICHIGAN NATURAL RESOURCES TRUST FUND 2016 APPLICATION SCHEDULE

January 2016	Application period starts in MiRecGrants
March 1, 2016	Recreation plans and plan amendments must be submitted by this date on MiRecGrants. https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR
April 1, 2016	Application due date. Application period closes in MiRecGrants.
April 2016	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
May - July 2016	Grants Management staff conducts review of all applications and conducts site visits.
August - September 2016	Preliminary scores are made available to grantees and supplemental information is requested.
September - October 2016	Grants Management staff review supplemental materials and complete final score evaluation.
Early December 2016	MNRTF Board makes final recommendations for funding.
December 2016 - January* 2017	A bill is prepared and submitted to the Legislature for approval and appropriation of funds for the MNRTF Board final recommendations.
Early to Mid 2017	Grants Management distributes Project Agreements to grantees, usually by June, but actual date dependent on Legislature approval.
Mid to Late 2017	Projects may be started after the Project Agreement has been executed.
<i>* All time periods given are best estimates at the time of publication and are subject to change.</i>	