

Parks & Recreation Advisory Commission

May 8, 2019
Meeting Notice





Parks & Recreation Advisory Commission

Quality Services for a Quality Community

Meeting Notice

City of East Lansing

Parks and Recreation Advisory Commission Meeting

Wednesday, May 8, 2019

7:00 P.M.

East Lansing Hannah Community Center

819 Abbot Road

Room 211

MEMBERS

Gary Beaudoin, Chair

Pam Weil, Vice Chair

EJ Buss

Nathan Triplett

Merle Heidemann

Jon Novello

Charles Overbey

City Council Liaison

Shanna Draheim

Staff Liaison

Tim McCaffrey

(517) 319-6867

City of East Lansing

**DEPARTMENT OF PARKS,
RECREATION AND ARTS**

410 Abbot Road

East Lansing, MI 48823

(517) 337-1731

www.cityofeastlansing.com

The City of East Lansing will provide reasonable accommodations, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at this meeting, upon notice to the City of East Lansing prior to a meeting. Individuals with disabilities requiring reasonable accommodations or services please write or call:

Department of Parks, Recreation and Arts

410 Abbot Road

East Lansing, MI 48823

517-319-6809

TDD 1-800-649-3777

Department of Parks, Recreation and Arts

May 1, 2019

Parks & Recreation Advisory Commission

May 8, 2019 Agenda





Parks & Recreation Advisory Commission

Quality Services for a Quality Community

AGENDA

MEMBERS

Gary Beaudoin, Chair
Pam Weil, Vice Chair
EJ Buss
Merle Heidemann
Jon Novello
Charles Overbey
Nathan Triplett

May 8, 2019
7:00 P.M.
Hannah Community Center
819 Abbot Rd
Room 211

City Council Liaison Shanna Draheim

Staff Liaison
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- 1) Call to Order
- 2) Roll Call
- 3) Approval of April 17, 2019 Minutes
- 4) Approval of May 8, 2019 Agenda
- 5) Public Comment
- 6) Business Items
 - a) PROS&G Plan – Community Input Report – Ann Conklin
 - b) Parks Projects Update
- 7) Staff Communications – Director’s Report
 - a) Meeting Etiquette & Parliamentary Procedures Training, Thursday, May 23, 2019
6pm-8pm, Hannah Community Center, Room 235
- 8) Commissioner Communications
- 9) Adjourn

Attachment

Attachment

Attachment

Parks & Recreation Advisory Commission

April 17, 2019 Minutes





Parks & Recreation Advisory Commission

Quality Services for a Quality Community

MEETING MINUTES

April 17, 2019

7:00 P.M.

Hannah Community Center
819 Abbot Rd, Room 211

MEMBERS

Gary Beaudoin, Chair
Pam Weil, Vice Chair
EJ Buss
Merly Heidemann
Jon Novello
Charles Overbey
Nathan Triplett

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1) Call to Order

The meeting was called to order at 7:00 p.m. by the Chair Gary Beaudoin. The meeting was held at the Hannah Community Center, 819 Abbot Road, Room 211.

2) Roll Call

Present: Gary Beaudoin, Pam Weil, Merle Heidemann, Chuck Overbey, and Nathan Triplett,
Absent: EJ Buss and Jon Novello
City Council Liaison: Not present
City Staff: Tim McCaffrey, Wendy Longpre and Jane Stone

3) Approval of Minutes

The minutes of the March 20, 2019 meeting were approved as distributed.

4) Approval of Agenda

The April 17, 2019 agenda was disapproved as distributed.

5) Public Comment

None.

6) Business Items

a) FY2020 Parks and Recreation Budget Request

McCaffrey provided an overview of the proposed budget and answered questions of the Commission.

b) Recommendation to City Council regarding the FY2020 Parks & Recreation Operating Fund, FY2020 Parks Capital Improvement Fund and the FY2020 Proposed Fee Schedule.

Motion by the Parks and Recreation Advisory Commission to recommend City Council approval of the FY2020 Parks and Recreation Fund Budget, FY2020 Parks CIP Budget, and the FY2020 Proposed Fee Schedule as prepared by staff and as reviewed by the Parks and Recreation Advisory Commission and urges the City Council to further consider the Parks and Recreation Advisory Commission letters of April 22, 2016, and February 27, 2018 (attached) regarding reinvestment in the City's parks and recreational facilities."

YEAS: Gary Beaudoin, Chair, Pam Weil, Vice Chair, Commissioners Merle Heidemann, Nathan Triplett, and Charles Overbey

NAYS: None

Absent: EJ Buss and Jon Novello

- 7) **Staff Communications – Director’s Report – Tim McCaffrey**
 - a) McCaffrey shared that Ann Conklin will be attending the May 8, 2019 meeting to present the Community Input Report as part of the PROS&G Plan update.

- 8) **Commissioner Communications**
 - a) Triplett reminded the Commission that the East Lansing Hannah Community Center Committee will be meeting on Monday, April 22, 2019 at 6:30 p.m.

- 9) **Meeting was adjourned at 8:10 p.m.**

Parks & Recreation Advisory Commission
Business Item

PROS&G Plan - Community Input Report



City of East Lansing Parks and Recreation Department

Open Space Recreation Plan Update
FOCUS GROUP MEETING REPORT

*prepared by Ann Conklin
April 2019*

Background

As a part of the update to their Open Space Recreation Plan (Plan), the City of East Lansing Parks and Recreation Department (ELPR) was interested in engaging with residents and stakeholders of the Department for input on future goals. ELPR retained Ann Conklin (facilitator) to facilitate five meetings which were scheduled as follows:

<u>Date</u>	<u>Target Audience</u>
• January 10, 2019	Parks and Recreation Staff Members
• January 16, 2019	Parks and Recreation Advisory Commission
• January 24, 2019	City of East Lansing Extended Staff
• February 7, 2019	Boards, Commissions, Partners, Stakeholders
• March 7, 2019	General Public

Prior to the first focus meeting, ELPR represented by Director Tim McCaffrey, Assistant Director Wendy Longpre and Administrative Assistant Jane Stone met with the facilitator to discuss the process.

ELPR expressed their interest in gathering as much information as possible with an emphasis on receiving input on the long-term vision for the Department. Five specific focus areas were identified:

- **Trails**
- **Parks**
- **Community Events and Festivals**
- **Programming**
- **Community Center**

It was jointly decided that participants would be asked three questions for each of the identified focus areas:

1. What do you like about (*fill in Focus Area*)?
2. What opportunities and challenges do you see for (*fill in Focus Area*)?
3. If you could paint the picture for (*fill in Focus Area*) what would you paint?

Process

The meetings were advertised by ELPR through various media and as appropriate, with invitation. The facilitator provided sign in sheets for each meeting. A complete listing of attendees is included as an attachment with this report.

ELPR provided a captain and recorder for each table for each meeting. They were provided brief instructions and guidelines by the facilitator to assist in gathering as much info as possible

from participants. At each meeting, participants were divided arbitrarily into tables ranging in size of 5 to 8 people. At the beginning of each meeting, participants were provided:

- Background info on the process for updating the Plan
- Maps of parks and facilities
- A list of capital accomplishments since the previous Plan update
- A copy of the City of East Lansing strategic priorities
- Data on ELPR benchmarked to national standards

The facilitator introduced each focus area and asked the pre-identified questions. Each question, for each focus area, was given approximately five minutes to gather responses. Each response was documented and as time elapsed, each person was asked to identify their top three priorities for each question on the chart from their group. This process was repeated for each focus area and took approximately 2 hours per meeting.

During the five focus group meetings there were **63 individual participants with over 2,000 total comments recorded**. The facilitator created a spread sheet of raw data listing every comment recorded, which group said it and how many total votes each comment received. The facilitator then combined similar answers for each question, for each focus area, and created a rank order based on the number of votes received for each of the merged responses. A complete copy of the merged answers is included as an attachment with this report. Additionally, the top five priorities for each of the Focus Areas are included at the end of this report.

Observations

The process provided a great deal of input for ELPR to consider. The questions that were asked were designed to solicit ideas that will be easy to accomplish as well as some that are BHAG's - **B**ig **H**airy **A**udacious **G**oals! Participants were encouraged to **"dream"** about the potential for each of the five focus areas.

While the responses were ranked based on the number of votes received, it is important to note that this information only represents the people who participated in the process who, in many instances, represented a special interest, issue or group.

All participants appeared to be very passionate about ELPR. Their comments certainly reflect the importance of ELPR to the City. The social, economic and positive impact of ELPR were mentioned in every focus area with every focus group.

As all the comments were reviewed, some themes emerged:

Emerging Themes

- Accessible and Inclusive
- Welcoming
- Relevant and Responsive
- Fiscal Sustainability
- Environmental Stewardship and Preservation
- Connector and Convener

These themes reflect the collective comments the participants voiced during the discussions. At the February 7 Community Input meeting, the Facilitator met independently with members of the Parks and Recreation Commission and Staff to broadly discuss the emerging themes. The group was also asked to discuss their thoughts on the meaning of immediate, short-term, mid-term and long-term goals. Their definitions and comments for both are included as an attachment to this report.

The themes could serve as overarching Focus Areas for ELPR. The top priorities in each focus area could potentially be the goals. A draft document using the emerging themes as the focus areas and the top priorities as goals, is included as an attachment for review.

Reflecting on all the input received, a possible vision and mission statement for ELPR is:

Possible Vision Statement

East Lansing Parks and Recreation connects the community to its public lands and facilities

Possible Mission Statement

East Lansing Parks and Recreation is committed to providing accessible and inclusive programs and facilities that are welcoming, affordable, relevant and diverse in opportunity and participants with a staff that is dedicated, proactive, responsive and knowledgeable. The Department will engage and connect with the community and its partners to continually evaluate and tell the parks and recreation story with data and testimonials. The Department pledges to serve as leaders in environmental stewardship through policy, education and programs designed to protect and preserve its public lands and the environment.

From an outsider's perspective, there seems to be some great potential to address many of the comments that were discussed. While major renovations of all facilities ranked high, those could take years to complete, if at all. Conversely, some of the comments that ranked high could be easily achieved with relatively minimal financial exposure. There is an opportunity to build on the support the department has within in the community as is documented in so many of the responses. A sampling of some initial ideas includes:

- **Tell the ELPR Story**

It was extremely obvious that focus group participants across the board are passionate and truly believe in the Department. Statements like "*the community center is the heart of the community*"; or, "*our parks are where our community gathers*"; or, "*our festivals make East Lansing a desirable place to live*" could be used in the various communication materials ELPR produces. Simply including these positive impact statements start to tell the positive story of the Department.

- **Relationship with MSU**

In most of the focus areas, a connection, or more commonly, a disconnection with MSU was mentioned. From trails connecting to campus, to programs for students, to partnering for festivals, to finding instructors, it was obvious that participants thought the relationship with MSU was a priority.

- **Community Center**

The participants love their community center so much, so they want it expanded. Renovating and expanding the Center ranked very high. The formation by the City Council of the Hannah Community Center Sub Committee certainly begins to address the comments received.

- **Take events to neighborhoods and parks throughout the City**

Many people suggested that some of the existing programs, events and festivals could be taken to the neighborhoods, parks and trails throughout the City. Connecting to the neighborhoods was a priority mentioned many times and moving the location of existing events could be an affordable easy first step.

The focus groups provided tremendous input which should prove to be a valuable resource in the update of the Open Space Recreation Plan and beyond.

City of East Lansing Parks and Recreation Department
 Open Space Recreation Plan Update
FOCUS GROUP TOP PRIORITIES

TRAILS

What do you like?	Total Votes
The trails connect the neighborhoods to parks and facilities	34
Natural environment	31
Well Maintained	29
Well used accessible trails	23
Opportunities and/or Challenges	
Connectivity to other trails and communities	51
Interpretive, educations Signage and mile markers	24
Solar Lighting	23
Safety on the trails and safe road crossings	23
If you could paint the picture of the trails for ELPR, what would they look like?	
Connectivity throughout the City to its neighborhoods and facilities	61
Lighting along the trails	21
Preserving native species and natural areas	18
A variety of amenities on the trails	15
Bathroom facilities along the trail or at trailheads	15

PARKS

What do you like?	
Programming in the parks	27
Positive Impact on the neighborhoods	21
Social Impact	17
The variety of amenities and opportunities	15
Important to the Community	15
Maintained nicely	15
Patriarche Park	15
Opportunities and/or Challenges	
Aging and obsolete equipment and infrastructure	29
Age appropriate playgrounds	29
Stable Funding	24
Continuous Maintenance	19
New Amenities	19
If you could paint the picture of the parks for ELPR, what would they look like?	
Inclusive relevant programming in all parks throughout the year	28
New Amenities	24
Incorporate Environmental Stewardship programs and management practices	24
Heated restrooms that are open year-round	15

COMMUNITY EVENTS AND FESTIVALS

What do you like?	
Variety of activities and experiences	28
Affordable	27
Exposure to arts and cultures	27
Connects the community and strengthens the social fabric of East Lansing	17
Opportunities and/or Challenges	
Expand events and festivals into other spaces throughout the community	38
Secure, stable funding sources	34
Festivals need to be more diverse with age, gender and culture	17
Exposure to the arts	14

If you could paint the picture of the Community Events and Festivals for ELPR, what would they look like?

Implement new ideas and events into festivals	35
Use other locations within city	24
Sustainable funding	17
Inclusive diverse activities that celebrate the cultures of East Lansing	14

PROGRAMMING

What do you like?

Scope and variety of programs	67
Affordable	22
Quality of staff and instructors	19
Age friendly community	18

Opportunities and/or Challenges

Stable Funding	30
Partnerships and Collaborations	26
Diverse programs, facilities, services and staff	20
Promotion of programs and services	17
Technology	14

If you could paint the picture of the programming for ELPR, what would they look like?

Diverse, relevant programs that meet the needs of the entire community	23
Full utilization of technology with facilities and programs	17
Updated flexible facilities with diverse with offerings	15
Partnerships and collaborations	14
Stable and adequate funding	14

COMMUNITY CENTER

What do you like?

Variety, availability and affordability of rooms	67
Friendly, Dedicated, Welcoming and Inviting Staff	40
It's a Wonderful Space for the Community	40
History and Character of the Building	34
Affordable for the value	33
Enjoys Broad Community Support - it's the reason the income tax passed	32

Opportunities and/or Challenges

The fitness center needs to be expanded - hours and equipment	53
Maintain a safe environment in cooperation with ELPD	40
Implement Green Technology and Energy Efficient Resources	32
Understand the Pulse on Community	32
Provide more access to the building	32
Need more space	32
Custodial Support	32

If you could paint the picture of the Community Center for ELPR, what would they look like?

Fully renovated center with updated spaces using all the floors	102
Updated Energy Management Leed Certified Building utilizing solar & technology	89
An expanded robust fitness center with updated equipment and technology	72
Creatively designed mixed used spaces that reflect current needs and services	72

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
TRAILS			
		Number of "x" mentioned	Total Votes
WHAT DO YOU LIKE			
	The trails connect the neighborhoods to parks and facilities	19	34
	Natural environment	25	31
	Well Maintained	8	29
	Well used accessible trails	8	23
	The trail width, the surface and the bridges	20	13
	They are place for a variety of activities	11	13
	Community supported system that is an asset to the community	7	12
	The trails are safe and provide road crossings	11	10
	The trailheads	3	6
	The amenities	5	6
	The extensive amount of trails	3	6
	Good place to connect with the people of the community	5	5
	Multi generational access and use	7	4
	Good use of land that couldn't be used in other ways	1	3
	Maps	1	2
	Free to use	2	2
	Trails provide options for commuting	2	2
	Well advertised	1	0

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
TRAILS			
		Number of "x" mentioned	Total Votes
OPPORTUNITIES AND CHALLENGES			
	Connectivity to other trails and communities	24	51
	Intrepretive, educations Signage and mile markers	16	24
	Solar Lighting	6	23
	Safety on the trails and safe road crossings	11	23
	Maintenance	12	15
	Awareness campaign to encourage people to use the trails	11	13
	There is a need for more amenties, ie. benches, bike repair stations, drinking fountains, etc.	9	13
	A wide range of programs for all ages	10	12
	Funding	4	11
	Epanson of trails	5	11
	Environmental Stewardship	11	10
	Roadways that include bicycle lanes	4	6
	More and longer natural trails	2	4
	User conflicts and common understanding of trail rules	5	4
	Restrooms	2	3
	Some of the trail surfaces need repair	4	3
	Determining the economic value of trails on a local level	1	1
	Designate parking	3	1
	Pedestrian bridge over Saginaw	1	1
	Real estate issues in extending trails	3	1
	Technology on the trails	1	1
	Public perception on the value of the trails	2	0
	Abbott crossing button for pedestrians using the trail	1	0
	Trails don't connect life styles	1	0
	Engage the community	1	0
	Data on who uses trails	1	0
	Partner with MSU	1	0
	Regional Draw to East Lansing	1	0
	Mode of transportation	1	0
	Adopt a trail program	2	0

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
TRAILS			
		Number of "x" mentioned	Total Votes
PAINT THE PICTURE			
	Connectivity throughout the City to its neighborhoods and facilities and trail access for every person within ten minutes	26	61
	Lighting along the trails	10	21
	Preserving native species and natural areas	14	18
	A variety of amenities on the trails	12	15
	Bathroom facilities along the trail or at trailheads	10	15
	Variety of activities, programs and events for all ages and abilities	10	13
	Safe trails and crossings	8	11
	Extensive signage	10	10
	Public art programs representing all mediums	6	8
	Bike Rental/scooters and strollers for trail	2	5
	Community engaged and take ownership of the trails	3	5
	Use trails as a mode of transportation	2	5
	Totally accessible trails	2	4
	Well maintained	2	4
	Natural loop trails - 2+++ miles	1	3
	Dog runs and/or trails	2	2
	Adopt a Trail Volunteer groups	4	2
	Sustainable adequate funding	2	2
	Wider trails with pristine surfaces	4	2
	Adequate parking	2	2
	Accessible for all abilities	1	1
	Use technology on the trails	2	1
	Keeping simplicity of trails	1	1
	Water features for people and pets	6	0
	Shelters for shade and concerts	2	0
	Trails become a selling point for the city	1	0

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

PARKS

		Number of "x" mentioned	Total Votes
WHAT DO YOU LIKE			
	Programming in the parks	16	27
	Positive Impact on the neighborhoods	17	21
	Social Impact	11	17
	The variety of amenities and opportunities	11	15
	Important to the Community	6	15
	Maintained nicely	12	15
	Patriarche Park	9	15
	Variety and Diversity	9	14
	Quantity of Parks	7	13
	Trails	4	8
	Environmental Impact	4	8
	Economic Impact	8	6
	Health and Wellness opportunities	4	6
	The Park Complexes	7	6
	Access	5	5
	Specific Park improvement	7	3
	Connections to the schools	2	2
	Parking	2	1
	Utilization of Parks	5	1
	Employees	1	0
	Available for Public and Private Events	1	0
	Large, visible and long lasting parks	4	0

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

PARKS

		Number of "x" mentioned	Total Votes
OPPORTUNITIES AND CHALLENGES			
	Aging and obsolete equipment and infrastructure	15	29
	Age appropriate playgrounds	12	29
	Stable Funding	10	24
	Continuous Maintenance	8	19
	New Amenities	21	19
	More Restrooms	6	15
	Site Specific Improvements	9	15
	New Programs and Events in the parks	8	12
	Adequate parking at parks and for events		11
	Relevant programs throughout the park system	8	9
	Welcoming for the entire community	2	7
	Attract more Visitors	5	6
	Environmental Impact and Opportunities	7	6
	Safety and Security	6	6
	Connection to the Trails	4	5
	Promoting the Parks	4	5
	Better coordination with other providers	2	4
	Pickleball Courts	3	4
	Water source in all parks	4	4
	Accessibility	3	3
	Increased Winter Activities	2	2
	Appropriate Staffing	2	1
	Improvements for Tennis	3	0

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

PARKS

		Number of "x" mentioned	Total Votes
PAINT THE PICTURE			
	Inclusive relevant programming in all parks throughout the year	18	28
	New Amenities	23	24
	Incorporate Environmental Stewardship programs and management practices	12	24
	Heated restrooms that are open year round	9	15
	Parks that are in close proximity to every resident	8	11
	Updated interactive parks and amenities	5	10
	Well maintained parks with appropriate pro active maintenance	5	9
	abilities	9	8
	Permanent structure for events	5	8
	Appropriate seating at all parks	7	7
	Active Friends of Parks Groups	4	7
	Art in the Parks	5	6
	Updated technology and policies for all parks	3	6
	Parks that are unique with a sense of welcome	5	5
	Volleyball Courts	3	5
	Secure sustainable funding	2	5
	Updated age friendly playgrounds	5	5
	Expanded Aquatic Center	6	4
	Parks that are safe for all users	5	4
	Covered Picnic areas	3	2
	Upgrades to the Dog Park	4	2
	Review current administrative structure of Parks	1	1
	Plan for homelessness	1	0

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
COMMUNITY EVENTS AND FESTIVALS			
		Number of "x" mentioned	Total Votes
What do you like?			
	Variety of activities and experiences	19	28
	Affordable	11	27
	Exposure to arts and cultures	19	27
	Connects the community and strengthens the social fabric of East Lansing	17	17
	Economic Stimulus for the City	13	16
	Quality and consistency of the events	10	15
	Farmer's Market	6	14
	Regional Attraction	8	13
	Family focused events and opportunities	7	11
	Easy Access to Festivals with good parking	5	5
	Showcases the East Lansing community and its residents	6	5
	Partnerships and collaborations with other communities and organizations	4	4
	Opportunity to be physically active	2	3
	Safety	3	3
	Volunteer Opportunities	2	2
	Events when students are gone	1	1
	Welcoming for people of all ages and abilities	3	1

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
COMMUNITY EVENTS AND FESTIVALS			
		Number of "x" mentioned	Total Votes
OPPORTUNITIES AND/OR CHALLENGES			
	Expand events and festivals into other spaces throughout the community	18	38
	Secure, stable funding sources	13	34
	Festivals need to be more diverse with age, gender and culture	5	17
	Exposure to the arts	7	14
	Collaborate, coordinate and partner with other departments, agencies and festivals	10	13
	Change with the times to be innovative and relevant	8	13
	Accessible parking with shuttles to the event	8	12
	Use of all media platforms to inform community of events	8	11
	New Activities	7	10
	Integrate Valley Court Park in the events and festivals	4	8
	Staffing	3	7
	Competition with restaurants, businesses and neighborhoods	2	6
	Dogs at the festivals create issues	1	6
	Improved partnerships with MSU	6	6
	Explore serving alcohol	2	5
	Identify an East Lansing specific event	2	5
	Lack of variety	2	5
	Volunteer Opportunities	6	5
	Expense and effort to produce events	2	4
	Maintenance required for the events	3	4
	Provide childcare for participants	1	4
	Improve Farmer's Market amenities	2	3
	Improved infrastructure to hold the events	2	3
	Expand the programming for all ages	3	3
	Weather	2	1
	New development and construction affect festivals	2	1
	Technology	1	0

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
COMMUNITY EVENTS AND FESTIVALS			
		Number of "x" mentioned	Total Votes
PAINT THE PICTURE			
	Implement new ideas and events into festivals	32	35
	Use other locations within city	16	24
	Sustainable funding	9	17
	Inclusive diverse activities that celebrate the cultures of East Lansing	9	14
	Coordinated events with other communities and organizations	6	10
	Year round festivals	4	10
	Partner with MSU to bring the univeristy and community together	4	8
	Get Curious about what's possible not just doing same thing every year	6	8
	Accessible parking with shuttles from lots to events	7	7
	Year round larger Farmer's Market	4	7
	Unique "East Lansing"	2	7
	Safe and secure	2	7
	Adequate staffing	1	5
	Events that appeal to all ages	2	5
	Recycling at events	1	4
	Increased community involvement	1	4
	Smaller events	2	3
	Festival calendar shared with the community	3	2
	Consider alcohol as appropriate	1	2
	Rotating public art exhibits	2	2
	Provide childcare for activities	1	1
	Infrastructure for the weather	1	1
	Streamlined administrative processes	1	1
	Cultural and fiscal studies used to focus resources	1	0
	Variety of food options	2	0

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
PROGRAMMING			
		Number of "x" mentioned	Total Votes
WHAT DO YOU LIKE			
	Scope and variety of programs	29	67
	Affordable	11	22
	Quality of staff and instructors	10	19
	Age friendly community	6	18
	Stewardship programming and events	2	10
	Variety and safety of facilities and spaces	7	10
	Youth sports programming	6	9
	Programming available throughout the community	4	8
	Swimming programs and facilities	8	7
	Brings the community together	5	7
	Responsive to the needs of the community	4	7
	Theater programs	7	7
	The year round programs for kids	8	6
	Creates an environment to volunteer	2	4
	Opportunities for Youth	3	4
	Health and wellness programs and services	5	4
	Availability of information	6	4
	Organized, fun, well thought out programs	5	4
	Creative Arts Programming	4	3
	Make it easy to participate	3	3
	Sense of Community and welcoming	4	3
	Employee Discount	1	2
	Spaces are clean and accessible	2	1
	Partnerships	1	1

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
PROGRAMMING			
		Number of "x" mentioned	Total Votes
OPPORTUNITIES AND CHALLENGES			
	Stable Funding	16	30
	Partnerships and Collaborations	13	26
	Diverse programs, facilities, services and staff	6	20
	Promotion of programs and services	11	17
	Technology	8	14
	Adequate Space	6	12
	Qualified staff and instructors	5	11
	Specialized Programming	9	10
	Services for childcare	5	9
	Maximize use of available space	5	9
	Family Programming	3	7
	Health and Wellness	1	6
	Programs for teenagers	2	6
	Welcoming environment	1	6
	Outdoor Recreation	2	5
	Fitness Center	2	5
	Variety of programs and times	2	5
	Programs for younger children	2	4
	Variety of Interactive programs for all ages	6	4
	Specialized Programming	2	3
	Alternative Funding	2	3
	Relevant Programming	4	3
	Senior Programming	2	3
	Flexible scheduling	1	2
	Health Opportunities	1	2
	Sports Programming	2	2
	Utilize available resources	1	2
	Affordable Programs	1	1
	Overuse of space	1	1
	Administrative Challenges	4	1
	Improved Customer Service	2	0
	Sustainability	1	0
	Programs for people with disabilities	1	0

East Lansing Parks and Recreation Department			
FOCUS GROUPS MEETINGS			
PROGRAMMING			
		Number of "x" mentioned	Total Votes
PAINT THE PICTURE			
	Diverse, relevant programs that meet the needs of the entire community	11	23
	Full utilization of technology with faculties and programs	9	17
	Updated flexible facilities with diverse with offerings	12	15
	Partnerships and collaborations	6	14
	Stable and adequate funding	8	14
	Flexible programming and facilities	5	13
	Outdoor programming	4	11
	Adequate dedicated space for programs and services	7	11
	Programs for teens	4	8
	Intergenerational activities	2	6
	An engaged community	1	6
	Specialized programming	6	6
	Comprehensive marketing and advertising	5	5
	An art program that is broad in scope	6	5
	Community Gardens	3	5
	Pop up programming	4	5
	Adequate staffing	3	4
	Supportive Leadership	1	3
	Equitable programs for all	1	3
	Relevant programs that utilize resources within the city	3	3
	Childcare programs and services	3	2
	Integration of programs with trails and parks	2	2
	Connect with MSU	2	2
	Adequate parking	1	2
	Programs, activities and services for seniors	3	2
	Outdoor Facilities	2	2
	Specialized spaces	4	1
	Connect with business	1	0

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

COMMUNITY CENTER

	Number of "x" mentioned	Total Votes
WHAT DO YOU LIKE		
Variety, availability and affordability of rooms	14	67
Friendly, Dedicated, Welcoming and Inviting Staff	9	40
It's a Wonderful Space for the Community	7	40
History and Character of the Building	13	34
Affordable for the value	6	33
Enjoys Broad Community Support - it's the reason the income tax passed	4	32
Variety of Exceptional Unique Programming	9	28
Free and Safe Parking	6	24
Crown Jewel of Community	4	24
Ambience and Quality of the Building	3	24
Fitness Center	5	18
Serves as the Center of the City/Landmark	10	17
Theater	5	17
Attractive green spaces	4	16
Concurrent programs for all ages	4	16
Heart of the community creating a sense of place	4	16
PrimeTime	3	16
Summer Camp programs - a vacation in the building	2	16
Age Friendly Community	2	16
Radically welcoming and inviting	2	16
Pool	6	9
Art Gallery	5	9
Gyms	3	9
Well Maintained	3	9
All of the spaces	4	8
Pottery Lab	3	8
Place for families	2	8
Safe Place	2	8
Regional Draw	2	8
Banquet Hall	1	8
Birthday parties	1	8
Open Catering	1	8
Free Wi-Fi	1	8
Veteran Memorial	1	8
Visionary Leadership	1	8
Purchase trash bags at desk	1	8
Accessible to seniors	1	8
All of Us Express	1	8
Ceramic Classes	1	8
Dances	1	8
Family Swim, Swim Lessons	1	8
Field Days	1	8
Garage Sale	1	8
Non competitive sports for kids	1	8
Soccer fields, playground, basketball courts	1	8
Diversity of opportunities and attracting diverse people	1	8
Collaborator with other Organizations	1	8
True Community Center-all types of people	1	8
Multi Generational Facility	1	3
Dance Studio	1	2

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

COMMUNITY CENTER

		Number of "x" mentioned	Total Votes
	East Lansing Library Literacy Event	1	1
	Use for professional society	1	0
	Singing Festival	1	0

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

COMMUNITY CENTER

	Number of "x" mentioned	Total Votes
OPPORTUNITIES AND CHALLENGES		
The fitness center needs to be expanded - hours and equipment	12	53
Maintain a safe environment in cooperation ELPD	5	40
Implement Green Technology and Energy Efficient Resources	5	32
Understand the Pulse on Community	4	32
Provide more access to the building	4	32
Need more space	4	32
Custodial Support	4	32
Expand and update the entire facility	7	24
Maintain historic context through improvements	6	24
Reconfigure and re think how space is used	3	24
Evaluate the use of the Third Floor	8	16
Parking needs to be increased and flexible	7	16
Develop a plan for stable funding	6	16
The center is so popular with a wide range of users, there is not enough space	3	16
Coordinate Library and Hannah Center programming	2	16
Promote space to users	2	16
Create new revenue streams	2	16
The gym roof needs to be repaired	2	13
Develop a technology plan and implement new and relevant technology equipment	7	8
Keep fees affordable and reasonable	3	8
Limited ability to compete because Center doesn't have the same amenities	2	8
Evaluate hours - ie.. open earlier on Sunday	2	8
Evaluate Storage areas	2	8
Continuity of staff at the front desk	2	8
Venue for Homeless people	1	8
Host Council Meetings at Center	1	8
Be leaders in recycling efforts	1	8
Add actual café (food/coffee)	1	8
Key FOB system	1	8
There is outdoor space to accommodate more amenities	1	8
Is there a need for another center?	1	8
Update Auditorium	1	8
Getting people to come to the center	1	8
100 Year Celebration	1	8
Calendar of events is not current	1	8
Community perception vs internal perception - facility not being used	1	8
Increased communication between departments in the building	1	8
Develop a consistent narrative on how the facility is used	1	8
Re educate community of intent of ELHCC and reimagine the future	1	8
Rebranding	1	8
Clarification on how charges are applied - City Departments	1	8
Operational Costs	1	8
Develop a fair process to ensure all rentals are paying their fair share	1	8
Scholarship opportunities	1	8
Balancing Prime Time with Parks and Recreation	1	8
Flexibility with programming	1	8
More activities for families	1	8
Focus on one activity or program.	1	8
	1	8
Develop a Youth leadership club/group (ages 10-16)	1	8

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

COMMUNITY CENTER

	Number of "x" mentioned	Total Votes
	1	2
Quick dry bathing suit machine		
	1	0
Reduce duplication of services and programs		

East Lansing Parks and Recreation Department

FOCUS GROUP PRIORITIES

COMMUNITY CENTER

		Number of "x" mentioned	Total Votes
PAINT THE PICTURE			
	Fully renovated center with updated spaces using all of the floors	21	102
	Updated Energy Management Leed Certified Building utilizing solar and technology	13	89
	An expanded robust fitness center with updated equipment and technology	15	72
	Creatively designed mixed used spaces that reflect current needs and services	9	72
	Updated Technology	6	49
	Dedicated funding with secure revenue sources	7	40
	Expanded outdoor play spaces	5	40
	Enhanced parking lot with a redesigned entrance	8	35
	An enlarged and expanded aquatic center	8	34
	An Art Center with a Maker's Space and Artists in Residence space with studios	7	34
	Renovated and expanded gym space	5	33
	Integrated programming and services	4	32
	Dedicated space for programs, camps, and childcare	4	32
	Café with coffee and healthy food options	6	29
	Environmentally sustainable gardens	4	26
	Welcoming relaxing atmosphere that is accessible and inviting for all people	5	24
	A building that preserves its historic character that meets current codes	4	24
	Updated and adequate storage	4	24
	A fully ADA compliant facility	3	24
	Staffing to support the center	3	24
	A building that is connected to trails and paths	3	17
	Ballroom and banquet center with commercial kitchen space	3	16
	A strong "Friends of the Community Center" group	2	16
	Strong community engagement that is representative of the entire community	2	16
	Serves as the "Bat Signal" to the community with strong community among members	2	16
	Partnership with the library	2	16
	Renovated office spaces	2	16
	Rooftop terrace and greenhouse	3	12
	A dedicated area for teens	2	9
	An expanded Theater	2	8
	Serves as home space for clubs	1	8
	A regionally recognized center	1	8
	A well maintained building	1	8
	A safe building with an inhouse emergency PA system	1	8
	Eliminate the licensed kitchen	1	8
	Shop area	1	0

East Lansing Parks and Recreation Department FOCUS GROUPS MEETINGS

Emerging Themes – What they mean to members of the staff and commission

Accessible and Inclusive

- Ability to participate
- Welcome/Attractive and Appealing
- Accessible = Physically
- Inclusive = comfortable and feeling a part of
- Can you get in and around and hear and see facilities?
- Multi cultural/Multi generational/multi ethnic
- Financially affordable for all
- Focus on removing barriers both physical and not physical

Welcoming

- Aesthetics – grass is cut, etc... looks like you want to go
- First impressions
- Equipment that is ready and available and maintained
- Staff
 - greets and makes people feel comfortable
 - problem solving
 - knowledgeable
 - responsive
 - build on the good staff we have
- Need to spend more time with those who don't feel welcome
- Diverse programs
- English biased now – how do we address that
- Support the staff to build a welcoming staff

Relevant and Responsive

- Technology
- Financial Resources
- Take Risks
- Look at trends
- Be willing to fail
- Evaluations and feedback
- User Advocacy
- Data not anecdotal driven
- Think about underserved – don't assume we're offering what they want
- Marketing
- Integrate differ "soccer" cultures/or not
- How can we connect with MSU?

East Lansing Parks and Recreation Department FOCUS GROUPS MEETINGS

Emerging Themes – What they mean to members of the staff and commission

Fiscal Sustainability

- Not everything is income generating
- What is our financial goal?
- Perception as an essential service
- Develop narrative of Parks and Recreation that positions the department as an essential service
- Economic Stimulus
- Park Millage
- Operational and Capital
- Need to be in more control of our own destiny – we chase the money and not the priority
- Be proactive versus reactive for major capital
- Technology – clunky system
- Tools to be responsive
- Continued community support
- The bond speaks to the need
- As community, determine level of service we want – what do we want to invest

Environmental Stewardship and Preservation

- Need dedicated resources
- Caretaking and ownership of parks
- How we build and maintain parks (are we environmentally friendly)
- Education
- Park Forester
- Advocacy to preserve natural space to support the park system
- Energy efficiency, recycling, collect trash at parks
- Make sure we are green
- Respect wildlife
- Leadership within the community, council and commission - community expects it
- Community ownership
- Policies that support stewardship and preservation

Connector and Convener

- Provide Opportunities for the Community
- Social Network
- Connectivity of parks, trails and downtown
- Connect people to events
- Take events to the people
- Social games to neighborhoods
- Work with neighborhood associations – Council of Presidents
- Where you encounter people, who aren't your neighbor

**East Lansing Parks and Recreation Department
FOCUS GROUPS MEETINGS**

Definitions for Time Frames for Completing Goals

Immediate: 6 – 12 months

- Safety
- Maintenance
- Policy
- We need them now
- Current and next budget year
- Low hanging fruit

Short term: 2 - 5 Years

- Low hanging fruit

Mid Term: 5 – 10 years

Long Term – 10 plus years

- Income Tax Renewal
- Multiple steps of preparation
- Dreamer
- Completion of a goal ie...Trail

**East Lansing Parks and Recreation Department
FOCUS GROUPS MEETINGS
SAMPLE GOALS**

FOCUS AREA: Accessible and Inclusive

Provide accessible and inclusive programs and activities so all residents of East Lansing will have the ability to participate

- Provide more direct access to the Community Center
- Inclusive relevant programming in all parks throughout the year
- Diverse, relevant programs that meet the needs of the entire community
- Festivals need to be more diverse with age, gender and culture
- Community events and festivals will be inclusive and diverse with activities that celebrate the cultures of East Lansing

FOCUS AREA: Connector and Convener

Serve as a connector and convener to bring people of the community together

- Collaborate, coordinate and partner with other departments, agencies and festivals
- Create partnerships and collaborations with programs
- Total connectivity to neighborhoods and facilities and trail access for every person within ten minutes
- Connectivity to other trails and communities

FOCUS AREA: Environmental Stewardship and Preservation

Demonstrate leadership with policy, programs and facilities that are committed to environmental stewardship and preservation

- Implement Green Technology and Energy Efficient Resources at the Community Center
- Updated Energy Management Leed Certified Building utilizing solar and technology
- Incorporate Environmental Stewardship programs and management practices in all parks
- Preserving native species and natural areas in trails and parks

FOCUS AREA: Fiscal Sustainability

Establish financial goals and implement practices and strategies to position ELPR as an essential service with secure and sustainable funding

- Secure stable funding sources for festival and events
- Programs have secure and stable funding
- Create a plan for stable funding for parks

**East Lansing Parks and Recreation Department
FOCUS GROUPS MEETINGS
SAMPLE GOALS**

FOCUS AREA: Relevant and Responsive

Listen to the community to Implement relevant programs and services utilizing technology and data

- Updated technology for the administration and operation of the community center
- Provide more space at the community center
- Expand events and festivals into other spaces throughout the community
- Implement new ideas and events into festivals
- Full utilization of technology for programs
- Promotion of programs and services
- Lighting along the trails

FOCUS AREA: Welcoming

Create diverse programs and facilities that are welcoming and inviting with a responsive, knowledgeable staff

- The fitness center needs to be expanded - hours and equipment
- Fully renovated center with updated spaces using all the floors
- Creatively designed mixed used spaces that reflect current needs and services
- Understand the Pulse on Community
- Custodial Support for the community center
- Exposure to the arts at the festivals
- Year-round festivals
- Aging and obsolete equipment and infrastructure
- Age appropriate playgrounds
- New Amenities at all parks
- Continuous Maintenance at the parks
- Heated restrooms at the parks that are open year round
- Diverse programs, facilities, services and staff
- Interpretive, educations Signage and mile markers
- Safety on the trails and safe road crossings
- Maintenance for the trails
- Maintain a safe environment in cooperation ELPD at the community center
- A variety of amenities on the trails
- Bathroom facilities along the trail or at trailheads

Parks & Recreation Advisory Commission

Attendance Log



Park and Recreation Advisory Commission
Attendance Log

Name	Term Expires	May 16 2018	June 20 2018	July 18 2018	Aug n/a 2018	Sept 19 2018	Oct 17 2018	Nov 14 2018	Dec 19 2018	Jan 16 2019	Feb 20 2019	Mar 20 2019	Apr 17 2019
Beaudoin, Gary	2019										Ab	Ab	
Buss, EJ	2020												Ab
Weil, Pam	2019	Ab	Ab									Ab	
Nathan Triplett	2021					Ab	Ab						
Merle Heidemann	2020										Ab		
Novello, Jon	2020								Ab				Ab
Overbey, Charles	2021			Ab									

Ab = Absent

V = Vacant Position

4.17.19