



Grand Ledge
Parks and Recreation Commission

REGULAR MEETING AGENDA
THURSDAY, JANUARY 22, 2026 – 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST., GRAND LEDGE, MI 48837

- I. ROLL CALL OF PARKS AND RECREATION COMMISSION** – Chair Ruthann Jaquette, Vice Chair Teri Langley, Bill Barnes, Chris Klaver, Michael Krombeen, Raechel Marks, Casey McDonnell, Amber Slocum, and Thomas Steinbis
- II. PLEDGE OF ALLEGIANCE**
- III. ELECTION OF OFFICERS**
- IV. APPROVAL OF AGENDA**
 - A. Motion** – To approve the Thursday, January 22, 2026, regular Parks and Recreation Commission agenda.
- V. APPROVAL OF MINUTES**
 - A. Motion** – To approve the Thursday, December 11, 2025, regular Parks and Recreation Commission minutes.
- VI. PUBLIC COMMENT**
- VII. COMMITTEE REPORTS – EARTH DAY SUBCOMMITTEE**
- VIII. STAFF REPORTS**
 - A.** Monthly Financial Statements
 - B.** Parks Update
 - i.** Jaycee Park ADA Observation Platform
- IX. UNFINISHED BUSINESS**
- X. NEW BUSINESS**
 - A.** Master Plan Kickoff Meeting with ROWE
 - B.** Earth Day 2026
- XI. PUBLIC COMMENT**

XII. COMMISSION COMMENTS

XIII. ADJOURNMENT

The meeting will be held in person, per the Open Meetings Act, and will also be live-streamed via Zoom for informational purposes only. The public is invited to attend in person to participate and offer comments. Written comments can also be submitted to the City Clerk at 310 Greenwood St., Grand Ledge MI 48837, or cityhall@cityofgrandledge.com.

Here is the Zoom information for the 22 January 2026 Parks and Recreation Commission agenda:

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/83738839656>

Phone one-tap:

+13017158592,,83738839656# (Washington DC), +13052241968,,83738839656#

Join via audio:

+1 301 715 8592 (Washington DC), +1 305 224 1968, +1 309 205 3325, +1 312 626 6799 (Chicago), +1 646 876 9923 (New York), +1 646 931 3860, +1 253 205 0468, +1 253 215 8782 (Tacoma), +1 346 248 7799 (Houston), +1 360 209 5623, +1 386 347 5053, +1 408 638 0968 (San Jose), +1 507 473 4847, +1 564 217 2000, +1 669 444 9171, +1 669 900 6833 (San Jose), +1 689 278 1000, +1 719 359 4580

Webinar ID: 837 3883 9656

International numbers available: <https://us02web.zoom.us/j/83738839656>

THE GRAND LEDGE PARKS AND RECREATION COMMISSION WILL HOLD ITS NEXT REGULAR MEETING ON THURSDAY, FEBRUARY 26, 2026, AT 7:00 P.M. IN THE COUNCIL CHAMBERS CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.

**GRAND LEDGE PARKS AND RECREATION COMMISSION CITY
HALL, 310 GREENWOOD STREET
GRAND LEDGE, MI 48837
(517) 627-2149**

**PARKS AND RECREATION COMMISSION REGULAR
MEETING
December 11, 2025**

Call to Order – 7:02 pm.

I. Roll Call of Parks and Recreation Commission -

COMMISSIONERS	PRESENT	ABSENT
Ruthann Jaquette, Chair	X	
Teri Langley, Vice Chair	X	
Bill Barnes – Grand Ledge Public Schools	X	
Chris Klaver		X
Michael Krombeen	X	
Raechel Marks	X	
Casey McDonnell	X	
Amber Slocum	X	
Thomas Steinbis		X
OTHERS		
Dave Logel, City Council Liaison	X	
Rich Morrison, Community Development Director	X	
Kurt Ristow, Public Works Superintendent		
Mayor Keith Mulder		

II. Pledge of Allegiance

III. Approval of Agenda

MOTION TO APPROVE THE PARKS & RECREATION COMMISSION REGULAR MEETING AGENDA FOR DECEMBER 11, 2025. MOVED BY COMMISSIONER KROMBEEN, SECONDED BY COMMISSIONER SLOCUM. MOTION CARRIED UNANIMOUSLY.

IV. Approval of Meeting Minutes

A. Approval of October 23, 2025, Regular Meeting Minutes

MOTION TO APPROVE THE PARKS & RECREATION COMMISSION MINUTES FROM OCTOBER 23, 2025, REGULAR MEETING WITH THE CORRECTION TO REPLACE THE NAME STEVENS WITH JAQUETTE ON PAGE 4 OF THE MINUTES. MOVED BY COMMISSIONER MARKS, SECONDED BY COMMISSIONER MCDONNELL. MOTION CARRIED UNANIMOUSLY.

V. Public Comment

None.

VI. Committee Reports**VII. Staff Reports****VIII. Unfinished Business****IX. New Business****A. Consider recommending approval of a sign proposal from Kiana Ruvolo to allow 12x18” Dance Walk signs on the Fitzgerald Memorial Field Fence.**

The Commission received a presentation from Kiana Ruvolo about her Girl Scout Gold Award project - Dance Walk, to install five Dance Walk Signs on the Fitzgerald Memorial Ball Field fence posts, perpendicular to the fence. The Commission complimented Ms. Ruvolo on the signs.

MOTION TO APPROVE THE INSTALLATION OF THE DANCE WALK SIGNS AS PRESENTED IN THE PRESENTATION AND PACKET MATERIALS. MOVED BY COMMISSIONER MCDONNELL, SECONDED BY MEMBER KROMBEEN. MOTION CARRIED UNANIMOUSLY.

B. Interviews for Parks and Recreation Master Plan Update – Selected consultants that responded to the City’s Request for Proposals.

The Commission received presentations, and had questions and answers from Giffels-Webster, Mannik Smith Group, Spicer Group, and Rowe. Each consultant was scheduled to present for ten minutes and provide ten minutes of questions and answers.

C. Recommendation of Consultant to Prepare the Parks and Recreation Master Plan Update.

The Commission discussed the presentations and consultant proposals.

MOTION TO RECOMMEND TO CITY COUNCIL THAT ROWE BE SELECTED TO COMPLETE THE FIVE-YEAR UPDATE TO THE PARKS AND RECREATION MASTER PLAN. MOVED BY LANGLEY. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

MOTION TO RECOMMEND TO CITY COUNCIL THAT \$20,000 OF THE PARK AND RECREATION FUND BALANCE BE USED TO FUND THE PARKS AND RECREATION MASTER PLAN UPDATE. MOVED BY KROMBEEN. SECONDED BY MCDONNELL. MOTION CARRIED UNANIMOUSLY.

D. Earth Day 2026 –Consider establishment of subcommittee

The Commission discussed Earth Day 2026 and the possibility of establishing a subcommittee to work on Earth Day during the Parks and Recreation Master Plan Update, and discussed the date for Earth Day 2026.

MOTION TO SET APRIL 18, 2026, AS EARTH DAY 2026. MOVED BY LANGLEY. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

MOTION TO ESTABLISH AN EARTH DAY SUBCOMMITTEE CONSISTING OF MEMBERS JAQUETTE, LANGLEY, AND MARKS. MOVED BY BARNES. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

E. Adoption of 2026 Meeting Schedule

The Commission discussed the draft 2026 meeting schedule.

MOTION TO ADOPT THE 2026 PARKS AND RECREATION COMMISSION MEETING SCHEDULE AS PRESENTED. MOVED BY BARNES. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

X. Public Comment –

Mayor Mulder commented on the Parks and Recreation Master Plan Update process and thanked the Commissioners for their work.

Dave Logel, City Council Liaison, also spoke to the Commission about the Parks and Recreation Master Plan Update.

XI. Commission Comments –

Commissioners commented on the Parks and Recreation Master Plan process and wished all Happy Holidays.

XII. Adjournment: 9:45 pm

Submitted by:

Rich Morrison, Community Development Director

Fund 208 PARKS & RECREATION FUND

GL Number	Description	Balance
*** Assets ***		
208-000-001.000	CASH	119,833.04
208-000-001.001	MI CLASS	73,448.93
208-000-028.000	TAXES RECEIVABLE-PERSONAL	377.63
Total Assets		193,659.60
*** Liabilities ***		
208-000-202.000	ACCOUNTS PAYABLE	100.00
208-000-255.000	PARKS & REC CUSTOMER DEPOSITS	900.00
208-000-257.000	PAYROLL PAYABLE	1,018.00
208-000-339.000	UNEARNED REVENUE	377.63
Total Liabilities		2,395.63
*** Fund Balance ***		
208-000-390.000	FUND BALANCE	77,276.30
Total Fund Balance		77,276.30
Beginning Fund Balance		77,276.30
Net of Revenues VS Expenditures		113,987.67
Ending Fund Balance		191,263.97
Total Liabilities And Fund Balance		193,659.60

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2025 (ABNORMAL)	MONTH 12/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND								
Revenues								
Dept 000 - GENERAL								
208-000-665.001	INTEREST	0.00		17.00		0.00	(17.00)	100.00
Total Dept 000 - GENERAL		0.00		17.00		0.00	(17.00)	100.00
Dept 752 - ADMINISTRATION								
208-752-402.000	CURRENT PROPERTY TAXES	205,669.00		203,568.36		589.84	2,100.64	98.98
208-752-414.000	PRIOR YEAR ADJ	(200.00)		0.00		0.00	(200.00)	0.00
208-752-432.000	PILOT	403.00		472.81		0.00	(69.81)	117.32
208-752-573.000	LCSA SHARE APPROPRIATION	0.00		673.46		0.00	(673.46)	100.00
208-752-628.000	OPERATIONAL REVENUES	0.00		753.84		150.00	(753.84)	100.00
208-752-665.001	INTEREST	200.00		1,590.22		253.18	(1,390.22)	795.11
208-752-699.592	TRANSFER IN FROM W/S FUND	2,500.00		2,500.00		0.00	0.00	100.00
Total Dept 752 - ADMINISTRATION		208,572.00		209,558.69		993.02	(986.69)	100.47
Dept 756 - PARKS AND BUILDINGS								
208-756-667.000	RENTALS	2,000.00		1,710.00		500.00	290.00	85.50
Total Dept 756 - PARKS AND BUILDINGS		2,000.00		1,710.00		500.00	290.00	85.50
TOTAL REVENUES		210,572.00		211,285.69		1,493.02	(713.69)	100.34
Expenditures								
Dept 752 - ADMINISTRATION								
208-752-703.000	SALARIES/WAGES	3,000.00		1,077.50		183.30	1,922.50	35.92
208-752-719.000	FRINGE BENEFITS	1,584.00		743.93		345.65	840.07	46.97
208-752-811.000	CONTRACTUAL	1,500.00		0.00		0.00	1,500.00	0.00
208-752-935.000	INSURANCE	1,231.00		0.00		0.00	1,231.00	0.00
208-752-957.000	OPERATIONAL EXPENSE	391.00		80.01		16.01	310.99	20.46
208-752-997.101	INDIRECT COST CHARGES	21,642.00		16,231.50		10,821.00	5,410.50	75.00
Total Dept 752 - ADMINISTRATION		29,348.00		18,132.94		11,365.96	11,215.06	61.79
Dept 756 - PARKS AND BUILDINGS								
208-756-703.000	SALARIES/WAGES	60,923.00		21,277.07		2,976.78	39,645.93	34.92
208-756-703.100	OVERTIME	3,882.00		460.28		215.11	3,421.72	11.86
208-756-719.000	FRINGE BENEFITS	17,653.00		6,716.31		2,777.23	10,936.69	38.05
208-756-761.000	OPERATING SUPPLIES	3,000.00		0.00		0.00	3,000.00	0.00
208-756-776.000	MAINTENANCE SUPPLIES	15,000.00		4,632.47		0.00	10,367.53	30.88
208-756-801.000	ENGINEERING	1,000.00		0.00		0.00	1,000.00	0.00
208-756-803.000	TRASH REMOVAL	1,000.00		366.35		0.00	633.65	36.64
208-756-811.000	CONTRACTUAL	60,000.00		27,960.00		990.00	32,040.00	46.60
208-756-811.006	CONTRACTUAL - EATON CNTY PARKS	0.00		5,400.00		0.00	(5,400.00)	100.00
208-756-921.000	UTILITIES	7,500.00		1,388.35		0.00	6,111.65	18.51
208-756-931.000	BUILDING MAINTENANCE	2,000.00		225.00		0.00	1,775.00	11.25
208-756-940.000	EQUIPMENT RENTAL	28,820.00		10,739.25		0.00	18,080.75	37.26
Total Dept 756 - PARKS AND BUILDINGS		200,778.00		79,165.08		6,959.12	121,612.92	39.43

PERIOD ENDING 12/31/2025

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	12/31/2025	MONTH 12/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 208 - PARKS & RECREATION FUND								
Expenditures								
TOTAL EXPENDITURES		230,126.00	97,298.02	18,325.08		132,827.98		42.28
<hr/>								
Fund 208 - PARKS & RECREATION FUND:								
TOTAL REVENUES		210,572.00	211,285.69	1,493.02		(713.69)		100.34
TOTAL EXPENDITURES		230,126.00	97,298.02	18,325.08		132,827.98		42.28
NET OF REVENUES & EXPENDITURES		(19,554.00)	113,987.67	(16,832.06)		(133,541.67)		582.94

**Grand Ledge Parks & Recreation
Master Plan
Parks and Recreation Commission
January 22, 2026**

1. Pre-meeting park tour (key goal to investigate overlook are for the Ledges, any future key park improvement locations and/or non-motorized routes). Meet at city offices at 4:00 with city staff.

Commission meeting 7pm (9 members+2)

2. Introductions
3. Review scope and schedule (below)
4. Plan review process (what the plan is, what it isn't). Use of existing maps, etc.
5. How / when do we communicate with Community Recreation / Public Schools
6. Review accomplishments since last plan. What's left?
7. Review of prior Goals and Objectives and Action Plan
-Mark up and revise as basis for presenting a draft at future public engagement
8. Public Engagement
 - A. Survey (additional scope item)
 - Confirm questions.
 - Where are you from
 - Why did you come to this park?
 - What can add to your experience?
 - Format: ROWE to provide a 8 x 10 graphic with QR code that the city can get laminated/mounted to post at local parks
 - B. 1 day stakeholder meeting(s)
 - Define groups: Michigan State University Rock Climbing Club, youth baseball, chamber, watershed (MGROW), Midwest Federation of Mineralogical and Geological Society
 - Target date, staff participation
 - ROWE draft invite, City to provide contacts and reach out.
 - Key questions
 - What facilities need to be added/improved?-what is the priority?
 - How can the city promote / communicate recreation opportunities better?
 - How can groups partner better together?
 - What recreation/tourism economic opportunities can be

leveraged private/public?

- What key connections need to be made with pathways?
What is the priority?

- C. 30-day review
 - D. Public Hearing
 - E. Other events or public engagement opportunities?
9. Items needed from city: Budget, Post Completion Forms, Admin Structure changes?

Comments, Next Steps

Schedule:

Commission meetings monthly

Public Engagement – March-April

Review Draft Plan – Aug 27 mtg (submit July 22)

30-Day Review – September – October

Commission Recommendation -November 19

Public Hearing/Resolution – December 14

Submission – January 30th

WORK PLAN - UNDERSTANDING AND APPROACH

Understanding and Approach

The City of Grand Ledge is filled with outstanding natural resources and recreation contributing to the quality of life for residents as well as visitors. The city would like to prepare a 5-Year Community Recreation Plan to provide a guiding document for leveraging its resources as well as pursuing Michigan Department of Natural Resources (MDNR) grant funds.

A previous plan developed in 2022 will be the foundation for this planning process. The new plan will be a tool that includes strategic goals that will further activate the quality of life and tourism potential for the city.

The city recreation facilities includes 17 properties, four trails and a variety of partnerships including an operational agreement with Eaton County for Fitzgerald Park. The plan will accomplish the following objectives:

- Meet MDNR requirements for pursuing grant applications
- Create a prioritized plan that provides strategic steps to elevate recreation for residents as well as visitors
- Include input from a variety of stakeholders
- Address aspects including branding of the parks, recommendations for parks role as an economic driver and specific recommendations for American's with Disabilities Act (ADA) viewing access for the Ledges and other ways to maximize this resource and walkability metrics



Our approach includes identifying city capacity and potential growth while soliciting input from city residents. We will clarify what budget and staffing limitations there may be for development and maintenance of recreation facilities since the city does not have a Parks and Recreation Department.

We have included a two-way communication process in our public engagement process to serve as a tool to determine the needs to be addressed within the plan. ROWE will work with the with the Parks and Recreation Commission to develop the plan. We will use a System Planning approach: this planning method will use the organization's metrics, priorities, needs, level of service, and community-wide issues to guide cyclical planning efforts. As planning efforts are implemented, the system can be reevaluated to measure success and guide future planning goals.

Scope of Services

ROWE's scope of services to update the parks and recreation plan will include the following, optional items are also identified which the city may choose to include:

Kick-Off Meeting (meeting 1) – Conduct an in person meeting with the Parks and Recreation Commission to review the project schedule and review existing information. Establish the target stakeholder group and invitation date for stakeholder input. We will establish questions and topics to be solicited with stakeholders. We will discuss the format of the public workshop, information to be shared, and goals for this meeting. We will also review existing goal and action plan items from the previous plan. Following this meeting, site visits at key park locations will be conducted by ROWE and any city / park commission members that wish to participate.

Public Engagement (meeting 2) – In the section below, there are several public engagement techniques described. The advantages and disadvantages for each type and the cost of the different techniques are shown. Under the MDNR guidelines, the city is required to have two types of public engagement. The required public hearing may count as one of the types of public engagement. One of the public engagement sessions must take place within one year of adopting the plan or prior to adoption by the governing body.

Our base scope includes a series of stakeholder interviews throughout a single day. ROWE will assist with design of invitations to the sessions. This can include residents, business owners, students and, recreation groups, such as the Michigan State University Rock Climbing Club, youth baseball, chamber, watershed (MGROW), Midwest Federation of Mineralogical and

Geological Societies or others as identified by the city. The city will publicize meetings and issue invitations. Additional options for public input have been identified, which may include separate public hearings as part of tother meetings, on-line survey, etc.

Review the Goals, Objective, and Actions – ROWE will review the updated information and input from the public engagement meetings and generate goal and objective statements. An action plan will be provided to the Parks and Recreation Commission for comment.

Additional items – ROWE will include examples of branding and signage specific to Grand Ledge as part of recommendations to the Parks and Recreation Commission. Other recommendations will include strategic economic items on how eco-tourism can be leveraged more within the park system and community. Walkability distances will be included in maps and include action items related to non-motorized connections. Location(s) for ADA viewing of the Ledges will be included. Review the updated information and public input from the public engagement meetings and generate goal and objective statements. An action plan will be prepared.

Parks Commission (meeting 3) – A draft plan will be prepared for review by the Parks and Recreation Commission and the plan will be presented at a virtual meeting. Based on input from this meeting, the plan will be revised.

Chapter Content – The following addresses the MDNR requirements as well as the scope identified in the request for proposal:

- A. Community Description: including location, physical opportunities, and constraints.
- B. Administrative Structure: Identify organizational structure, staffing, roles of volunteers, and budget.
- C. Recreation inventory of public facilities within the community including private, city, county and regional locations. This will include barrier free assessment of city park properties.
- D. Planning Process: The methodology and summary of findings from required public engagement will be described in this section as well as the needs assessment based on public input.
- E. Goals/Action Plan: This will include narrative statements based on short and long-term time periods. Recommendations and priorities for millage funding will also be included. Design engineering or grant applications will not be included. Funding sources will be identified.

30-day Review (meeting 4) – Upon acceptance by the commission, the city will provide a legal public notice and display the plan for a 30-day review period. Upon completion, ROWE will review comments with the Parks Commission Committee on a virtual call and revise the plan accordingly.

Public Hearing/Adoption (meeting 5) – The city will provide a legal public notice for a public hearing on the plan. ROWE will attend the public hearing meeting with the City Council.

City Adopts Parks and Recreation Plan – ROWE will attend the City Council meeting where the parks and recreation plan is adopted. This is anticipated to immediately follow the public hearing.

Deliverables – Following adoption of the parks and recreation plan, ROWE staff will provide the city with ten bound copies and a digital copy of the plan including all of the notices and other required documentation, as well as a digital copy of the plan for submission by the city to the MDNR through the state’s recreation portal.

Public Engagement Options

Below is a list of different optional public engagement techniques the city may use for the two community meetings. Advantages and disadvantages are listed for each.

PUBLIC ENGAGEMENT	ADVANTAGES	DISADVANTAGES
<p>Stakeholder Interviews Conduct a series of one-on-one meetings or phone interviews (30 minutes each/maximum of 10) with developers, property owners, and residents within the community.</p>	<ul style="list-style-type: none"> Detailed feedback Allows for a one-on-one conversation about the community Allows for follow-up questions 	<ul style="list-style-type: none"> Relatively low proportion of the community's population involved
<p>Focus Group Interviews Conduct a series of group meetings (1 hour each/3-7 people per group/maximum of 7 groups). The focus groups can include groups with a variety of age groups (high school students, college age, young working people, seniors, etc.) that shop or otherwise visit the city that might not otherwise participate as well as other groups, such as local business organizations and neighborhood associations.</p>	<ul style="list-style-type: none"> Detailed feedback Ability of participants to build on one another's ideas More members are included than the stakeholder interviews Allows for follow-up questions 	<ul style="list-style-type: none"> Small groups are sometimes dominated by one or two people
<p>Public Attitude Survey Short questionnaire available to be filled out online by residents of the community.</p>	<ul style="list-style-type: none"> Often gets the greatest number of participants of any other approach Relatively low cost Convenient for residents 	<ul style="list-style-type: none"> No opportunity for follow-up questions May exclude residents without access to the internet or uncomfortable with online technology Requires more effort than interacting with a social media posting May require a prize / coupon offer to collect more responses
<p>Town Hall Meeting Citizens attend a meeting to discuss their thoughts and bring up ideas for the plan.</p>	<ul style="list-style-type: none"> Relatively low cost 	<ul style="list-style-type: none"> Somewhat low participation rate Not very detailed information
<p>Community Visioning Meeting Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.</p>	<ul style="list-style-type: none"> Very detailed feedback Ability of participants to build on one another's ideas 	<ul style="list-style-type: none"> Relatively low participation rate Small groups are sometimes dominated by one or two people
<p>Open House After preliminary plan alternatives are prepared for the development plan, the public attends a meeting featuring multiple stations where alternatives are presented in an open house atmosphere. Participants come and go as they please and investigate the stations that most interest them.</p>	<ul style="list-style-type: none"> Detailed feedback Participants have opportunity for one-on-one discussions with Planning Commissioners Improved participation over interviews 	<ul style="list-style-type: none"> Somewhat low participation rate Requires greater up-front preparation than interviews

PUBLIC ENGAGEMENT	ADVANTAGES	DISADVANTAGES
<p>Social Media Facebook, Twitter, and similar online social media platforms are used to track comments during the entire planning process to provide a portal for reporting to the public the status of the planning process.</p>	<ul style="list-style-type: none"> Available at resident's convenience 	<ul style="list-style-type: none"> This tool is more effective with online tools such as online survey May exclude residents without access to the internet or uncomfortable with on-line technology

📍 Parks and Recreation Plan Process

The MDNR's guidance on preparing a parks and recreation plan outlines the steps required in reviewing and adopting the plan. ROWE will be responsible for drafting all notices and resolutions. The city will be responsible for publishing the notice of public hearing, providing a location where the draft plan can be reviewed by the public, and providing ROWE with the signed resolutions, minutes, and affidavit of publishing. The process is outlined below:

STEP	ACTION	NOTICE/RESOLUTION	RESPONSIBLE PARTY
1	Notice of public review and dates of public review and hearings published at least 30 days prior to the public hearing.	Notice of public review and dates of public review and hearings	ROWE: draft notice City: publish notice
2	One or more locations are provided for the public to inspect a copy of the draft parks and recreation plan.	N/A	City
3	Park Commission reviews the plan and makes recommendation on plan to City Council.	Commission recommends adoption of plan	ROWE: draft resolution City: signs resolution and prepares copy of meeting minutes
4	City Concil holds public hearing and votes to adopt the Parks and Recreation Master Plan.	Council passes and signs resolution	ROWE: draft resolution City: signs resolution and prepares copy of meeting minutes
5	Copies of the adopted plan are submitted to the County Planning Agency and the Regional Planning Agency.	Letter of transmittal	ROWE
6	PDF of plan with attachments is submitted to the State of Michigan through their recreation portal.	PDF	ROWE: prepare PDF City: submits plan
7	A PDF copy of the plan is prepared with the following attachments in the appendix.	Copy of: <ul style="list-style-type: none"> Notice of Public Review and Hearing Minutes of public meeting(s) Resolution(s) of Adoption Transmittal letter to city and region Plan Certification Checklist Post Completion Self-Inspection 	ROWE: prepares certification checklist for signature by city City: provides remainder of material