

AGENDA

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

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, December 16, 2019

Monday, December 16, 2019

5:30pm

PARKS & RECREATION COMMISSION MEETING

Hilliard Building
Conference Room B, Second Floor
121 E. Maple St.
Mason, Michigan

NOTE
CHANGE IN
LOCATION

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of November 18, 2019 regular meeting will be considered - [Page 3](#)
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **ACTION ITEMS**
 - A. Hawk Island Snow Tubing Hill Visitor Incentive - [Page 7](#)
 - B. Trails and Parks Millage Fifth Round Application Scoring - [Page 8](#)
7. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 31](#)
 - B. Park Managers - [Page 33](#)
- Notice of Emergency Purchase of a Snow Pump - [Page 39](#)
 - C. Administrative Office - [Page 41](#)
 - D. Financial Report - [Page 42](#)
 - E. Millage Coordinator Report - [Page 43](#)
 - F. FLRT Trail Ambassador Report - [Page 44](#)
8. **Board/Staff Comments**
9. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
10. **Upcoming Meetings**
 - A. Date: Monday, January 13, 2020; Time: 5:30pm
Parks & Recreation Commission Meeting
Human Services Building, Room A, Lansing
11. **Informational Items – Distributed at Commission Meeting**
 - A. Board of Commissioner Human Services, County Services, and Finance Committee Meeting
Minutes (Items pertaining to the Parks Department)

- B. Newspaper Articles
- C. Correspondence & Citizen Comment
- D. Resolution #19-092 to Establish Additional Guidelines for Trails and Parks Millage Grant Recommendations
- E. Resolution #19-349 Declaring that a Fifth Round of Applications for the Trails and Parks Millage Funds will be Taken Beginning August 28, 2019
- F. Resolution #19-459 to Submit to the Electorate a Special Millage Renewal Question for a Countywide System of Trails and Parks

12. Adjournment

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
November 18, 2019

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

Board Members

Present: Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, Stephanie Thomas, and Paul Pratt (entered the meeting at 5:36pm),

Absent: Commissioner Chris Trubac

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Trails & Parks Millage Program Coordinator Melissa Buzzard, FLRT Trail Ambassador Program Coordinator Lauren Ross, and Jessie Gregg

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:30pm

Minutes: **Moved by** Ms. Harrick and **Supported by** Mr. Unsworth to approve the October 28, 2019 minutes of the regular meeting as written.
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #6C: Election of new Vice-Chair.

Agenda Item #6D: Nominating Committee formation for 2020 officers.

Agenda Item #6E: Cherry Hamrick's Park Commission Term Renewal Recommendation.

Agenda Item #6F: Spicer Millage Contract Amendment.

Mr. Swope asked if we need to pass a motion to accept Jessie Gregg's resignation. Mr. Morgan stated we have never had to do this in the past. Commissioner Stivers said this would be a question for Becky Bennett, but the Board of Commissioners already put the resignation letter on file.

ACTION ITEMS

Resolution Honoring Jessie Gregg

Mr. Bennett presented the resolution Honoring Jessie Gregg and the Commissioners thanked Ms. Gregg for her years of service.

RESOLUTION #13-19 HONORING JESSY GREGG

WHEREAS, Jessie Gregg has served the community for many years actively engaged in local public service; and

WHEREAS, Jessie has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which she lives; and

WHEREAS, Jessy has served on the Ingham County Parks & Recreation Commission from February 14, 2017 to November 6, 2019; and

WHEREAS, Jessy served as the Secretary of the Ingham County Parks & Recreation Commission from January 16, 2018 to September 17, 2018; and

WHEREAS, Jessy served as the Vice-Chair of the Ingham County Parks & Recreation Commission from September 17, 2018 to November 6, 2019; and

WHEREAS, Jessy was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from her previous public service and personal experience; and

WHEREAS, Jessy exemplifies the best in public service through her caring commitment to her responsibilities and duties as an Ingham County Parks & Recreation Commission member; and through her desire to improve the Ingham County park system as a whole; and

WHEREAS, Jessy's efforts have contributed to the Parks Department's ability to provide exceptional service to the citizens of Ingham County; and

WHEREAS, throughout her term as a Parks and Recreation Commission member, Jessy has helped to advance, develop, and implement effective parks policies; and

WHEREAS, through her persistence, consideration, and reliability, she has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large.

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission, by adoption of this resolution, recognizes the impact and quality of Jessy Gregg's work, and expresses its sincere appreciation to her for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Park Commission extends to Jessy Gregg its best wishes for continued success in all her future endeavors.

Moved by Commissioner Stivers and **Supported by** Mr. Swope that Resolution #13-19 be approved as written. **Yes-7; No-0. MOTION CARRIED.**

Mr. Pratt entered the meeting at 5:36pm.

Motion to Approve the January 2020 Park Commission Meeting Date
MOVED BY MR. SWOPE, SUPPORTED BY MS. PAWAR

To approve scheduling the Park Commission meeting date for January 13, 2020 at 5:30pm in Room A of the Human Services Building, and to pass a resolution at that meeting to schedule the rest of the 2020 Park Commission meeting dates after the Board of Commissioners meeting schedule is released.

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Trubac. MOTION CARRIED.

Election of Vacant 2019 Officers ~

Election of Officers: Moved by Mr. Bennett that Cherry Hamrick be nominated to serve as the Vice-Chair of the Ingham County Parks & Recreation Commission.
Yes-8; No-0. MOTION CARRIED.

Moved by Mr. Swope that Michael Unsworth be nominated to serve as Secretary of the Ingham County Parks & Recreation Commission.
Yes-8; No-0. MOTION CARRIED.

Nominating Committee formation for 2020 officers ~

Mr. Swope stated he will work on the nominations for officers for the January Park Commission meeting.

Cherry Hamrick's Park Commission Term ~

Mr. Morgan suggested that giving a recommendation would be a good thing to do.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. THOMAS

To recommend to the board office to extend Cherry Hamrick's term as a Park Commissioner

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Trubac. MOTION CARRIED.

Spicer Millage Contract Amendment ~

Ms. Buzzard provided an overview of additional tasks Spicer Group is performing.

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MR. PRATT

To recommend to the Board of Commissioners an amendment to the contract with Spicer Group as detailed in attached memo/resolution to the Board of Commissioners

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Trubac. MOTION CARRIED.

DISCUSSION ITEMS

Draft 2020 Park Commission Meeting Dates ~

Mr. Bennett stated the 2020 Board of Commissioners meeting schedule will be released in January, and we will finalize the Park Commission meeting schedule after their schedule is finalized.

Millage Scoring Discussion ~

Mr. Bennett asked Commissioner Stivers how the Park Commission should recommend projects to the Board of Commissioners. Commissioner Stivers said the Board of Commissioners would like a ranking/scoring system, a succinct summary of each project, is it shovel ready, will there be any road blocks, and pros versus cons of the projects. Commissioner Stivers said they are also looking for how much a projects costs, however, that is not the major deciding factor. Mr. Bennett asked for clarification if the Park Commission should rank based on merit, and not funds. Commissioner Stivers stated that is acceptable, and we don't have to downgrade the scores based on the amount of a project. Mr. Bennett stated before we had done a budgeted system, based on what year(s) a project is funded out of. Commissioner Stivers stated she can ask the Board if they would like that recommendation again, but she thinks the Park Commission who are experts on the projects should plan the budget. Ms. Buzzard stated the scoring is due by the end of the month and if any commissioners have any questions, please contact

her. Ms. Thomas asked if there is a specific budget for these applications. Ms. Buzzard stated she will check the amount from the last resolution that approved this round of applications.

ADMINISTRATIVE REPORTS

Director ~

As reported.

Park Managers ~

Ms. Hamrick asked for an update on the Red Tail Shelter, and Mr. Morgan stated we are enclosing more of the Red Tail Shelter for the winter, and adding a heater. Ms. Pawar asked for an update on the point of sale system and returns. Mr. Morgan stated the vendor sent some wrong equipment, and we sent the equipment back and there was a lot of ongoing communication with the vendor. Ms. Pawar asked about the delay of the go live week and Mr. Morgan stated the two reasons for the delay is the credit card agreement and waiting for the GL codes to be set up in the financial system.

Administrative Office ~

Mr. Bennett asked when we will have the 2020 parking passes available, and Ms. Wallace stated we had a phone call with the point of sale vendor about the passes today, and are hoping to have the passes available in December.

Millage Coordinator Report ~

Ms. Buzzard stated the Okemos Road Boardwalk project had its grand opening and the boardwalk is beautiful.

FLRT Trail Ambassador Report ~

Mr. Unsworth stated they changed the name of Quite Waters to Quite Adventures. Ms. Ross stated she will be meeting with the City of Leslie to discuss an MOU.

CORRESPONDENCE & CITIZEN COMMENT

Ms. Pawar stated the information in the packet from Leslie Kuhn was presented at another meeting and they are doing a phenomenal job.

BOARD/STAFF COMMENTS

Mr. Swope asked if staff was familiar with the 360 virtual tour of the Tri-County water tour and Ms. Buzzard stated she was. Mr. Swope said they have signs along waterways, and they should be done soon. Ms. Hamrick stated she was able to run on the trails that Ingham County cleared the snow. Mr. Morgan stated park staff clears the trails from Jolly Road to Mount Hope.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:19pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of December 16, 2019
RESOLUTION # -19

RESOLUTION TO RECOMMEND A VISITOR INCENTIVE PROGRAM FOR THE HAWK ISLAND SNOW TUBING HILL

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, in order to better promote the winter activity of snow tubing at Hawk Island to youth school groups within Ingham County, staff developed a visitor promotion for a snow tubing event held between Monday-Thursday evenings to allow schools to fund raise while also providing increased revenue for the Parks Department; and

WHEREAS, schools would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' designated evening.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend that that the Ingham County Board of Commissioners authorizes the visitor incentive program for a snow tubing event held between Monday-Thursday evenings to allow youth school groups within Ingham County to fund raise while also providing increased revenue for the Parks Department.

BE IT FURTHER RESOLVED, schools would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' designated evening.

SCORING SUMMARY - ALPHA ORDER**TRAILS AND PARKS MILLAGE****2019 ROUND (Round 5)**

Applicant	Project	Project Type	Match	App. Rank	Score	Amount Requested	\$\$ Cumulative	\$\$ Cumulative excluding Delhi & Lansing Bridges
Delhi Township	Holt to Mason Trail, Phase IIb	Shovel Ready	13.99%	sole app	15.76	\$2,542,890.00	\$2,542,890.00	XXXXX
FLRT / City of Lansing	Volunteer Trail Ambassador/Coordinator	Other Project	33.00%	sole app	14.94	\$15,000.00	\$2,557,890.00	\$15,000.00
Ingham County	Lake Lansing Park South	Shovel Ready	3.10%	1	16.36	\$125,000.00	\$2,682,890.00	\$140,000.00
Ingham County	McNamara Landing	Shovel Ready	0.00%	2	16.78	\$125,000.00	\$2,807,890.00	\$265,000.00
Ingham County	Hawk Island Park	Planning/Eng	0.00%	3	18.20	\$200,000.00	\$3,007,890.00	\$465,000.00
City of Lansing	Bear Lake Pathway	Shovel Ready	51.00%	1	15.80	\$718,889.00	\$3,726,779.00	\$1,183,889.00
City of Lansing	RT Extension - Saginaw to Oakland	Planning/Eng	10.00%	2	15.30	\$142,200.00	\$3,868,979.00	\$1,326,089.00
City of Lansing	Bridge Rehabilitation (in priority order below)	Shovel Ready	27.00%	3	14.52	\$1,086,206.15	\$4,955,185.15	XXXXX
Bridge 26	CL-26-LT-GR (Lansing Center)	Repair		3-1		\$439,371.57		
Bridge 25	CL-25-LT-GR (south of Lansing Center, east of MI Ave)	Repair		3-2		\$71,465.81		
Bridge 24	CL-24-LT-GR (Riverwalk Theatre)	Repair		3-3		\$148,669.38		
Bridge 12	CL-12-LTE-RC (E. Elm St., along Red Cedar River)	Repair		3-4		\$95,681.42		
Bridge 11	CL-11-LTE-RC (east of Scott Park, along Red Cedar River)	Repair		3-5		\$61,348.98		
Bridge 28	CL-28-LT-GR (Adado Riverfront Park)	Repair		3-6		\$269,669.00		
City of Lansing	Red Cedar Water Trail	Other Project	0.00%	4	12.78	\$114,580.00	\$5,069,765.15	\$1,440,669.00
Lansing Township	Bon Air Park Improvements	Other Project	3.80%	sole app	13.90	\$131,555.00	\$5,201,320.15	\$1,572,224.00
Leslie Township	Township Grounds Trail	Shovel Ready	20.00%	sole app	18.54	\$40,000.00	\$5,241,320.15	\$1,612,224.00
Meridian Township	MSU to Lake Lansing Connector, Phase IIB	Shovel Ready	44.00%	1	16.74	\$125,000.00	\$5,366,320.15	\$1,737,224.00
Meridian Township	Meridian-East Lansing NTT Connection	Other Project	25.00%	2	16.58	\$375,000.00	\$5,741,320.15	\$2,112,224.00
City of Williamston	Downtown Water Trailhead & Launch	Shovel Ready	12.00%	1	19.16	\$114,969.40	\$5,856,289.55	\$2,227,193.40
City of Williamston	Memorial Park	Planning/Eng	6.67%	2	13.08	\$14,000.00	\$5,870,289.55	\$2,241,193.40

Max. Score = 20

2021 Projected Amount Available = \$3,800,000.00
 2020 Funds Available, less commitments to projects = -\$2,500,000.00
TOTAL PROJECTED FUNDING AVAILABLE = \$1,300,000.00

SCORING SUMMARY - SCORING ORDER

TRAILS AND PARKS MILLAGE

2019 ROUND (Round 5)

	Applicant	Project	Project Type	Match	App. Rank	Score	Amount Requested	\$\$ Cumulative	\$\$ Cumulative excluding Delhi & Lansing Bridges
1	City of Williamston	Downtown Water Trailhead & Launch	Shovel Ready	12.00%	1	19.16	\$114,969.40	\$114,969.40	\$114,969.40
2	Leslie Township	Township Grounds Trail	Shovel Ready	20.00%	sole app	18.54	\$40,000.00	\$154,969.40	\$154,969.40
3	Ingham County	Hawk Island Park	Planning/Eng	0.00%	3	18.20	\$200,000.00	\$354,969.40	\$354,969.40
4	Ingham County	McNamara Landing	Shovel Ready	0.00%	2	16.78	\$125,000.00	\$479,969.40	\$479,969.40
5	Meridian Township	MSU to Lake Lansing Connector, Phase lib	Shovel Ready	44.00%	1	16.74	\$125,000.00	\$604,969.40	\$604,969.40
6	Meridian Township	Meridian-East Lansing NTT Connection	Other Project	25.00%	2	16.58	\$375,000.00	\$979,969.40	\$979,969.40
7	Ingham County	Lake Lansing Park South	Shovel Ready	3.10%	1	16.36	\$125,000.00	\$1,104,969.40	\$1,104,969.40
8	City of Lansing	Bear Lake Pathway	Shovel Ready	51.00%	1	15.80	\$718,889.00	\$1,823,858.40	\$1,823,858.40
9	Delhi Township	Holt to Mason Trail, Phase IIb	Shovel Ready	13.99%	sole app	15.76	\$2,542,890.00	\$4,366,748.40	XXXXX
10	City of Lansing	RT Extension - Saginaw to Oakland	Planning/Eng	10.00%	2	15.30	\$142,200.00	\$4,508,948.40	\$1,966,058.40
11	FLRT / City of Lansing	Volunteer Trail Amabassador/Coordinator	Other Project	33.00%	sole app	14.94	\$15,000.00	\$4,523,948.40	\$1,981,058.40
12	City of Lansing	Bridge Rehabilitation	Shovel Ready	27.00%	3	14.52	\$1,086,206.15	\$5,610,154.55	XXXXX
	Bridge 26	CL-26-LT-GR (Lansing Center)	Repair		3-1		\$439,371.57		
	Bridge 25	CL-25-LT-GR (south of Lansing Center, east of MI Ave)	Repair		3-2		\$71,465.81		
	Bridge 24	CL-24-LT-GR (Riverwalk Theatre)	Repair		3-3		\$148,669.38		
	Bridge 12	CL-12-LTE-RC (E. Elm St., along Red Cedar River)	Repair		3-4		\$95,681.42		
	Bridge 11	CL-11-LTE-RC (east of Scott Park, along Red Cedar River)	Repair		3-5		\$61,348.98		
	Bridge 28	CL-28-LT-GR (Adado Riverfront Park)	Repair		3-6		\$269,669.00		
13	Lansing Township	Bon Air Park Improvements	Other Project	3.80%	sole app	13.90	\$131,555.00	\$5,741,709.55	\$2,112,613.40
14	City of Williamston	Memorial Park	Planning/Eng	6.67%	2	13.08	\$14,000.00	\$5,755,709.55	\$2,126,613.40
15	City of Lansing	Red Cedar Water Trail	Other Project	0.00%	4	12.78	\$114,580.00	\$5,870,289.55	\$2,241,193.40

Max. Score = 20

2021 Projected Amount Available = \$3,800,000.00
2020 Funds Available, less commitments to projects = -\$2,500,000.00
TOTAL PROJECTED FUNDING AVAILABLE = \$1,300,000.00

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: HOLT TO MASON TRAIL, PHASE I (to be named Hayhoe Trail)
Community: DELHI TOWNSHIP

FINAL SCORE: **15.76**

Type of Application: SHOVEL READY

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					9	
Max					20	
Mean					15.76	15.76
Total					78.80	78.80

SCORING NOTES:

* Not enough money, but a vital connection.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: VOLUNTEER TRAIL AMBASSADOR COORDINATOR
Community: FLRT / CITY OF LANSING

FINAL SCORE: **14.94**

Type of Application: OTHER PROJECT

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					10	
Max					20	
Mean					14.94	14.94
Total					74.70	74.70

SCORING NOTES:

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PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: LAKE LANSING PARK SOUTH (LAKE ACCESS & FENCE)
Community: INGHAM COUNTY

FINAL SCORE: **16.36**

Type of Application: SHOVEL READY

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					10	
Max					20	
Mean					16.36	16.36
Total					81.80	81.80

SCORING NOTES:

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PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: McNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIO-SWALE)
Community: INGHAM COUNTY

FINAL SCORE: **16.78**

Type of Application: SHOVEL READY

PRIORITY: 2
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					13	
Max					20	
Mean					16.78	16.78
Total					83.90	83.90

SCORING NOTES:

*

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: HAWK ISLAND PARK (DOCK REPLACEMENTS)
Community: INGHAM COUNTY

FINAL SCORE: **18.20**

Type of Application: PLANNING/ENGINEERING

PRIORITY: 3
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					17	
Max					20	
Mean					18.20	18.20
Total					91.00	91.00

SCORING NOTES:

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PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)
Community: CITY OF LANSING

FINAL SCORE: **15.80**

Type of Application: SHOVEL READY

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					10	
Max					20	
Mean					15.80	15.80
Total					79.00	79.00

SCORING NOTES:

*

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: RIVER TRAIL BRIDGE REHABILITATION
Community: CITY OF LANSING

FINAL SCORE: **15.30**

Type of Application: SHOVEL READY

PRIORITY: 2
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					7	
Max					20	
Mean					15.30	15.30
Total					76.50	76.50

SCORING NOTES:

- * I have no doubt that these bridges are in need of repair. However, should millage grant funding be used for this? I believe the focus on the dollars should be toward new trails. We are not supposed to be funding maintenance?

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: RIVERTRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE
Community: CITY OF LANSING

FINAL SCORE: **12.78**

Type of Application: PLANNING/ENGINEERING

PRIORITY: 3
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					1	
Max					20	
Mean					12.78	12.78
Total					63.90	63.90

SCORING NOTES:

- * Does not appear to fit scope of millage. Looks like they are trying to use the millage dollars to construct a sidewalk that they otherwise could construct themselves.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: RED CEDAR WATER TRAIL
Community: CITY OF LANSING

FINAL SCORE: **14.52**

Type of Application: OTHER PROJECT

PRIORITY: 4
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					10	
Max					19.6	
Mean					14.52	14.52
Total					72.60	72.60

SCORING NOTES:

- * Once this river is cleared with Lansing maintain? They are not constructing launches or declaring it a trail. Not clear to me that they are making this a trail.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: BON AIR PARK IMPROVEMENTS
Community: LANSING TOWNSHIP

FINAL SCORE: **13.90**

Type of Application: OTHER PROJECT

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					1	
Max					20	
Mean					13.90	13.90
Total					69.50	69.50

SCORING NOTES:

* Does not fit the scope of the millage.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: LESLIE TOWNSHIP GROUNDS TRAIL
Community: LESLIE TOWNSHIP

FINAL SCORE: **18.54**

Type of Application: SHOVEL READY

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					15	
Max					20	
Mean					18.54	18.54
Total					92.70	92.70

SCORING NOTES:

- * Project seems in line with other approved projects for smaller communities. Should consider funding at a higher level so that they can get the better trail with a bed dug.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: MSU TO LAKE LANSING CONNECTOR, PHASE Iib
Community: MERIDIAN TOWNSHIP

FINAL SCORE: **16.74**

Type of Application: SHOVEL READY

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					10	
Max					20	
Mean					16.74	16.74
Total					83.70	83.70

SCORING NOTES:

- * It's not clear to me what the benefit of this project will be. There is already a path connecting the trails, why does it need to be widened? Whis is this millage dollars?

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION
Community: MERIDIAN TOWNSHIP

FINAL SCORE: **16.58**

Type of Application: OTHER PROJECT

PRIORITY: 2
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					9	
Max					20	
Mean					16.58	16.58
Total					82.90	82.90

SCORING NOTES:

*

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH
Community: CITY OF WILLIAMSTON

FINAL SCORE: **19.16**

Type of Application: SHOVEL READY

PRIORITY: 1
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					17	
Max					20	
Mean					19.16	19.16
Total					95.80	95.80

SCORING NOTES:

*

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2019 ROUND (Round 5)

Project: MEMORIAL PARK
Community: CITY OF WILLIAMSTON

FINAL SCORE: **13.08**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 2
(if multiple projects)

n = 5	Table 18 0=no, 5=yes		Connectivity (Fig. 24) 0=no, 10=yes	Match / Other Funding ((Match/10) *2.5)	Rating (Rate 1-20)	TOTALS
Min					7	
Max					16.9	
Mean					13.08	13.08
Total					65.40	65.40

SCORING NOTES:

*

INGHAM COUNTY PARKS & RECREATION COMMISSION

MEETING OF DECEMBER 16, 2019

MOTION TO RECOMMEND FUNDING FOR THE TRAILS AND PARKS MILLAGE FIFTH ROUND APPLICATIONS

DELHI TOWNSHIP

PROJECT TITLE: HOLT TO MASON TRAIL, PHASE II (TO BE NAMED HAYHOE TRAIL)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$2,542,890

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE II
FUNDING / NOT FUNDING

(TO BE NAMED HAYHOE TRAIL) IN YEAR(S) _____.
2020 / 2021

FLRT/CITY OF LANSING

PROJECT TITLE: VOLUNTEER TRAIL AMBASSADOR COORDINATOR

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$15,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING/FLRT'S VOLUNTEER TRAIL
FUNDING / NOT FUNDING

AMBASSADOR COORDINATOR IN YEAR(S) _____.
2020 / 2021

INGHAM COUNTY PARKS

PROJECT TITLE: LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$125,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ INGHAM COUNTY PARK'S LAKE LANSING SOUTH
FUNDING / NOT FUNDING

PARK (LAKE ACCESS & FENCE) IN YEAR(S) _____.
2020 / 2021

INGHAM COUNTY PARKS

PROJECT TITLE: MCNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$125,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ INGHAM COUNTY PARK'S MCNAMARA LANDING
FUNDING / NOT FUNDING

(PARKING LOT IMPROVEMENTS & BIOSWALE) IN YEAR(S) _____.
2020 / 2021

INGHAM COUNTY PARKS

PROJECT TITLE: HAWK ISLAND PARK (DOCK REPLACEMENT)

TYPE OF PROJECT: PLANNING / ENGINEERING

AMOUNT REQUESTED: \$200,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ INGHAM COUNTY PARK'S HAWK ISLAND PARK
FUNDING / NOT FUNDING

(DOCK REPLACEMENT) IN YEAR(S) _____.
2020 / 2021

CITY OF LANSING

PROJECT TITLE: BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$718,889

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BEAR LAKE PATHWAY (PHASE 1
FUNDING / NOT FUNDING

OF US-127 PATHWAYS) IN YEAR(S) _____.
2020 / 2021

CITY OF LANSING

PROJECT TITLE: RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE

TYPE OF PROJECT: PLANNING & ENGINEERING

AMOUNT REQUESTED: \$142,200

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S RIVER TRAIL EXTENSION:
FUNDING / NOT FUNDING

SAGINAW ST TO OAKLAND AVE IN YEAR(S) _____.
2020 / 2021

CITY OF LANSING

PROJECT TITLE: BRIDGE REHABILITATION

TYPE OF PROJECT: PLANNING & ENGINEERING

AMOUNT REQUESTED: \$1,086,206.15, BREAKDOWN BELOW:

BRIDGE	AMOUNT
26	\$439,371.57
25	\$71,465.81
24	\$148,669.38
12	\$95,681.42
11	\$61,348.98
28	\$269,669.00

BRIDGE 26

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BRIDGE# 26 IN YEAR(S) _____.
FUNDING / NOT FUNDING 2020 / 2021

BRIDGE 25

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BRIDGE# 25 IN YEAR(S) _____.
FUNDING / NOT FUNDING 2020 / 2021

BRIDGE 24

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BRIDGE# 24 IN YEAR(S) _____.
FUNDING / NOT FUNDING 2020 / 2021

BRIDGE 12

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BRIDGE# 12 IN YEAR(S) _____.
FUNDING / NOT FUNDING 2020 / 2021

BRIDGE 11

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BRIDGE# 11 IN YEAR(S) _____.
FUNDING / NOT FUNDING 2020 / 2021

BRIDGE 28

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S BRIDGE# 28 IN YEAR(S) _____.
FUNDING / NOT FUNDING 2020 / 2021

CITY OF LANSING

PROJECT TITLE: RED CEDAR WATER TRAIL

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$114,580

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF LANSING'S RED CEDAR WATER TRAIL
FUNDING / NOT FUNDING

IN YEAR(S) _____.
2020 / 2021

LANSING TOWNSHIP

PROJECT TITLE: BON AIR PARK IMPROVEMENTS

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$131,555

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ LANSING TOWNSHIP'S BON AIR PARK
FUNDING / NOT FUNDING

IMPROVEMENTS IN YEAR(S) _____.
2020 / 2021

LESLIE TOWNSHIP

PROJECT TITLE: LESLIE TOWNSHIP GROUNDS TRAIL

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$40,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ LESLIE TOWNSHIP GROUNDS TRAIL
FUNDING / NOT FUNDING

IN YEAR(S) _____.
2020 / 2021

MERIDIAN TOWNSHIP

PROJECT TITLE: MSU TO LAKE LANSING CONNECTOR, PHASE IIB

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$125,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ MERIDIAN TOWNSHIP'S MSU TO LAKE LANSING
CONNECTOR, PHASE IIB FUNDING / NOT FUNDING

CONNECTOR, PHASE IIB IN YEAR(S) _____.
2020 / 2021

MERIDIAN TOWNSHIP

PROJECT TITLE: MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$375,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ MERIDIAN TOWNSHIP'S MERIDIAN - EAST LANSING
NORTHERN TIER TRAIL CONNECTION FUNDING / NOT FUNDING

NORTHERN TIER TRAIL CONNECTION IN YEAR(S) _____.
2020 / 2021

CITY OF WILLIAMSTON

PROJECT TITLE: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$114,969.40

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF WILLIAMSTON'S DOWNTOWN
WILLIAMSTON WATER TRAILHEAD AND LAUNCH FUNDING / NOT FUNDING

WILLIAMSTON WATER TRAILHEAD AND LAUNCH IN YEAR(S) _____.
2020 / 2021

CITY OF WILLIAMSTON

PROJECT TITLE: MEMORIAL PARK

TYPE OF PROJECT: PLANNING & ENGINEERING

AMOUNT REQUESTED: \$14,000

MOVED BY _____, SUPPORTED BY _____

TO RECOMMEND _____ CITY OF WILLIAMSTON'S MEMORIAL PARK
FUNDING / NOT FUNDING

IN YEAR(S) _____.
2020 / 2021

Directors Report 2019
November 13th-December 11th (December 16th Park Commission meeting)

Mission Statement: The Ingham County Parks & Recreation Commission and Ingham County Parks Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation and professional management of park lands.

- Attended several Controllers Meetings.
- Ongoing weekly update meetings with Nicole and Melissa on various committee agendas, supporting documents and internal items, including multiple resolutions.
- Ongoing sorted and organized paperwork, files and e-mails.
- Met with Tim Buckley, John Hesse and Mark from Fishin' Michigan about the Bill Earl annual fishing program at Burchfield Park to discuss doing the third week in May next year at Burchfield. We are looking at having one week at all three Parks in the future after the new docks are installed next year at Lake Lansing South.
- Attended MParks Board Leadership Team meeting in Lansing as well as Public Policy meeting.
- Worked with consultant on RFP's for Lake Lansing Dock bid docks as well as Burchfield Park future bid docs for Land & Water grants.
- Attended a MACPRO (Michigan Association of County Parks and Recreation Officials) in Genesee County Parks with Coe, Chris, and Ian. I currently am vice Chair of this organization but am stepping down for next year.
- Attended a ribbon cutting for Okemos Boardwalk, Meridian Township.
- Continued working with all Managers, Nicole and Emma on Revenue Management System training. Vermont Systems on annual parking stickers and they are ordered should be arriving soon, working with Brian on printing initial stickers to sell prior to going live. Working with the Zoo, Financial Services, Budget Office, IT, Treasures office and Credit Card Company to coordinate Go-live week with Vermont Systems January 13th.
- Met with Brian on Tube Hill to look at buried water lines and leaks at Hawk Island Park, he will have full updates in his report. Visited Burchfield Park and Lake Lansing parks reviewed metal roofs and other items.
- Worked on planning and hosted another Trails Focus group meeting as part of MParks that I am chairing currently.
- Had a Managers meeting went over updates to the Major Capital Action program with managers will be bringing back before the Park Commission in January to review and plan for 2020 MDNR Grant applications should the millage renew.
- Had a lot of correspondence for both Burchfield Land and Water Grant planning with Rowe Profession as well Lake Lansing South Dock Trust Fund Grant planning as well with Rowe Professional and staff from both parks.
- Ongoing continued to work on various Michigan Department of Natural Resources grant follow-up items with Emma and Nicole and will be submitting reimbursements for Overlook and McNamara landing this fall.
- Attended another Tim Barron Radio show shared about Park facilities and opportunities ongoing and updates to our present facilities.
- Worked with the Friends of Ingham County Parks on the 2020 Park Patron Sticker they should be arriving soon as well. They cost \$100 with a split between funds to Friends and Parks. They are still looking for a Treasurer to replace an outgoing board member spot, if you know anyone interested please let me know.
- Attended several BOC committee meetings and full BOC meetings as well as Caucus meetings.
- Helped with Packets and agendas for Park Commission meetings.
- Sorted through and responded e-mails daily.
- As I write my report we are praying for cooler temperatures so that Brian can make snow and the natural stuff to fall from the skies so that we can open winter sports activities and Santa has good landings for Christmas! Get

out and visit one of Ingham County's best keep secrets today, your Ingham County Parks are peaceful this time of year, ski, snow shoe, tube at a park near you!



MACPRO (Michigan Association of County Park and Recreation Officials) Crossroad Village & Huckleberry Railroad, Genesee County Parks, Flint, MI

Burchfield Park November-December Manager's Report

1. Met with Tim Morgan, John Hesse, and Mark Stephens from Project Fish at Burchfield "Big Foot" pond to discuss hosting a Bill Earl fishing Event at Burchfield in May of 2020.
2. Met with Tim Morgan to have a conference call with Doug Schultz from Rowe PSC to discuss preliminary construction bid on the Land and Water Grant at Burchfield.
3. Continue to work on winter skiing trail maintenance including: Removing downed trees, blow leaves off 6.5 miles of trails again, remove branches after wind storm events, and create a temporary runoff ditch for the broken tile flooding south of Peppermint creek.
4. Other maintenance items completed by staff include: Installation of "Magic Heat" box for more efficient heating from the wood stove at ski rental, construction of disc golf water cooler bins, assembly of new park swinging benches, change water filtration system at Winter Sports Building, and grading park roads (pictures included).
5. Last quarter well samples taken at WSB and McNamara hand pump for routine monitoring.
6. LJ Trumble Group has completed placing steel on the WSB roof but, needs to finish steel fascia cap, gutters and downspouts, and calk sealing around roof skylight (pictures included).
7. Winter seasonal rehiring and scheduling nearly complete. Most staff will be welcomed back on December 16th after a 3-month or longer layoff. They will start by taking part in our winter operations training on that day and learn various winter operations, relevant Park Dept. and County policies, customer service, and on-the-job safety training.
8. Chris Wascher attended the MACPRO meeting and tour of Crossroads Village and Huckleberry Railroad with Tim Morgan, Coe Emens, and Ian Londo on December 5th (picture included).
9. Both Chris and I attended Ingham County Supervisor Training through HR on December 9th.

Every season this evergreen tree magically gets decorated at McNamara. We still have no idea who does it. A festive holiday tree that many trail users look for every year!





Swinging bench that will be installed next year at the Beach



Disc Golf water cooler bins



New decking on WSB roof



New green standing steel roof on WSB



MACPRO tour at Crossroad Village and Huckleberry Railroad

Lake Lansing Park Report – November to December

Highlights:

Attended Staff and Manager Meetings

Installed WIFI Cradle Points at POS stations

Attended SAD meeting

Plowed snow

Attended Spicer Group Open House

Assisted with Wayfinding Trail sign unloading and storage

Attended MACPRO meeting in Genesee County – Crossroads Village with Tim M, Chris W, and Ian

Attended Bandshell meeting

Conference call with Vermont Systems (POS)

Finishing 2019 CIP

Ian:

Working on trail signage and park entrance welcome signage



Crossroads Village Train Barn



Entrance Info Signs

December 2019 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Started training seasonal staff for winter operations.
- Finished expansion of Red Tail Warming building.
- Prepped all pumps and snow making equipment
- Began snow making.
- Replaced main snow making pump motor.
- Replaced lighting on Maintenance building with more efficient LED fixtures.
- Prepped magic carpet for winter operation
- Repairs/Preventative maintenance of Snow Groomer.
- Repair of underground leaks on snow making lines.
- Winter garden prep (cutting back grasses, plants, etc)



REPAIRS TO MAIN SNOWMAKING LINE AT HAWK ISLAND



NEW INTERACTIVE FEATURES AT HAWK ISLAND SNOW PARK

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: November 7, 2019
SUBJECT: Emergency Purchase
For the meeting agenda of 12/3/19 County Services

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the County Services Committee.

Upon turning on the main pump for making snow for the tubing hill at Hawk Island County Park, staff discovered that pump was not working. Upon further investigation the pump was shorted out and the bearings were bad. It was less money to purchase a new pump than repair the old one, it was imperative that we order the pump ASAP to get it delivered ASAP so we could get it back in service immediately to begin the snow hill operations at Hawk Island County Park for the 2019/2020 Season.

This was an emergency situation with a piece of equipment that there is only one of in the Department and must be operational to have the tubing hill operational. This was an emergency order requiring time to get the piece of equipment delivered ASAP and therefore we did not have time to solicit for three quotes.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to York Repair Inc. for a total cost of \$3,076 plus freight.

Funds for this purchase are available through an existing operating Account # 208-75200-93200.

The Controller, Purchasing Director along with myself approved this purchase.

Contractor work includes the installation of foundations and erecting strain poles at all three locations. The Road Department recommends approval of a contract with Severance Electric Company to replace the traffic signals at a cost not to exceed \$167,418.

8c. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 23 projects (see attachment for permit list).

9. Parks Department – Notice of Emergency Purchase of Snow Pump

On November 7 an emergency purchase order was issued to York Repair Inc. to provide a replacement snow pump at Hawk Island Park at a total cost of \$3,076. The existing pump was shorted out and the bearings were bad. It was determined that purchase of a new pump would be more cost effective than repairing the old pump. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

10a. Animal Control Department – Resolution to Adjust Staffing at Ingham County Animal Control and Shelter

This resolution would authorize the conversion of the Lead Animal Control Officer to an Animal Control – Field Supervisor position. The Animal Control – Field Supervisor position will be filled internally from the existing Animal Control Officers, and upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend will be eliminated. The long term cost of this change is \$8,696. The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal. This resolution will also increase the Animal Control temporary salaries line item by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing. Additional costs for these changes will be funded from the Animal Shelter Millage fund. This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

10b. Animal Control Department – Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

A resolution is proposed to authorize creation of an Animal Control Officer position assigned to animal cruelty investigations. This new position would operate independent of the general Animal Control Officer shift-bid procedures. This officer would be assigned to a set 9-5 shift on weekdays, but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation). The new Animal Control Officer position would also be included in the rotating after-hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget. The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal. Upon the next naturally-occurring Animal Control Officer, the vacated position will be eliminated unless continuation is approved by the Board of Commissioners in a future resolution.

November- Parks Office Monthly Report

Communications, Training, Contracts

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Wrote and/or edited memos and resolutions for amendments for the City of Lansing agreements, Spicer Group contract extension, resolution to honor Jessy Gregg, and the emergency purchase for the Hawk Island pump. Requested line item transfer for Change Order 1 for the contract with LJ Trumble for the Winter Sports Building roof project. Attended a FOIA training.

Contract Audit

Completed an audit of all the Parks and Millage contracts. This included verifying all contracts had a Clerk File #, was uploaded to Munis, and was properly filed. We have over 150 contracts and amendments.

Customer Service

We received 503 phone calls in the month of November. 12 park visitors made a picnic shelter reservation for 2020. We have received 28 requests for 2020 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval.

U.S. Passport Processing

Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 36 U.S. passport applications in November.

Website

Continued to work with Melissa and Andrew from the IT Department on the new website, which went live December 11th.

Revenue Management System

Various follow up meetings and conference calls to continue getting ready for go live week in January.

Accounting/Budget/Payroll

Routine processes of A/R, AP, Payroll and reporting continue.

Ingham County Parks Budget Status
11/30/2019

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance +/-	2019.0%
Park Administration					
Revenue					
Passport Revenue	20,000	20,000	27,897	7,897	139.5%
Vol Pk Patron Opti	0	0	84	84	#DIV/0!
Parking Revenue	0	0	0	0	100.0%
Misc Revenue	1,000	1,000	671	(329)	67.1%
Carry Over Surplus Used	0	214,259	0	(214,259)	100.0%
Rev trf in F101	595,616	595,616	595,616	0	100.0%
Rev trf in F228	51,500	51,500	51,500	0	100.0%
Rev trf in (Cap Imp) F101	0	264,850	227,285	(37,565)	100.0%
Total Revenue	668,116	1,147,225	903,053	(244,172)	78.7%
Expenditures					
Personnel Services	333,060	333,060	299,342	33,718	89.9%
Controllable Expenses	204,046	400,590	265,773	134,817	66.3%
Non-Controllable Expenses	131,010	131,010	132,985	(1,975)	101.5%
Capital Outlay	0	220,240	124,589	95,651	100.0%
Transfers out - F228	0	49,325	0	49,325	0.0%
Total Expenses	668,116	1,134,225	822,690	311,535	72.5%
Net Cost Park Administration	0	13,000	80,363		
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	17,159	1,359	108.6%
Disc Golf Fees	22,000	22,000	21,276	(724)	96.7%
Pedal Boat Rental	2,000	2,000	876	(1,124)	43.8%
Canoe/Kayak Rental	42,500	42,500	25,278	(17,222)	59.5%
Ski Rental	7,000	7,000	2,503	(4,497)	35.8%
Food Concessions	2,500	2,500	1,508	(992)	60.3%
Parking Fees	47,811	47,811	48,189	378	100.8%
Equipment Rental	4,000	4,000	1,306	(2,694)	32.7%
Snow Tube Rental	0	0	0	0	#DIV/0!
Day Camp	10,000	10,000	18,190	8,190	181.9%
Rev trf in F101	309,849	309,849	309,849	0	100.0%
Total Revenue	463,460	463,460	446,134	(17,326)	96.3%
Expenditures					
Personnel Services	393,027	393,027	346,741	46,286	88.2%
Controllable Expenses	60,433	60,433	44,474	15,959	73.6%
Non-Controllable Expenses	10,000	10,000	7,040	2,960	70.4%
Capital Outlay	0	0	0	0	
Total Expenses	463,460	463,460	398,254	65,206	85.9%
Net Cost Burchfield Park	0	0	47,880		
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	19,804	(746)	96.4%
Boat Rental	7,500	7,500	7,488	(12)	99.8%
Boat Launch Fees	17,000	17,000	10,185	(6,815)	59.9%
Ski Rental	1,000	1,000	601	(399)	100.0%
Food Concessions	13,650	13,650	22,714	9,064	166.4%
LL House	9,600	9,600	8,800	(800)	91.7%
Parking Fees	88,335	88,335	76,339	(11,996)	86.4%
Inflateable Rental	1,000	1,000	710	(290)	71.0%
Rev trf in F101	360,445	360,445	360,445	0	100.0%
Total Revenue	519,080	519,080	507,085	(11,995)	97.7%
Expenditures					
Personnel Services	421,578	407,616	329,149	78,467	80.7%
Controllable Expenses	81,502	81,502	68,671	12,831	84.3%
Non-Controllable Expenses	16,000	16,000	10,131	5,869	63.3%
Total Expenses	519,080	505,118	407,951	97,167	80.8%
Net Cost Lake Lansing Parks	0	13,962	99,135		
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	26,955	(3,195)	89.4%
Boat Rental Fees	13,000	13,000	13,064	64	100.5%
Food Concessions	29,000	29,000	27,677	(1,323)	95.4%
Parking Fees	173,000	173,000	169,089	(3,911)	97.7%
Snow Hill Tubing Fees	50,000	50,000	75,344	25,344	150.7%
Dog Park Revenue	10,000	10,000	13,413	3,413	134.1%
Rev trf in F101	371,279	371,279	371,279	0	100.0%
Rev trf in F228	0	0	0	0	#DIV/0!
Total Revenue	676,429	676,429	696,821	20,392	103.0%
Expenditures					
Personnel Services	531,498	507,105	474,161	32,944	93.5%
Controllable Expenses	99,137	112,137	94,934	17,204	84.7%
Non-Controllable Expenses	45,794	45,794	39,774	6,020	86.9%
Total Expenses	676,429	665,036	608,868	56,168	91.6%
Net Cost Hawk Island Park	0	11,393	87,952		
Grand Total Revenue	2,327,085	2,806,194	2,553,093		91.0%
Grand Total Expenses	2,327,085	2,767,839	2,237,763		80.8%
Net Change in Fund Balance	0	38,355	315,330		
Fund Balance, Beginning of Fiscal Year 2019 ¹			460,171 ²		
Projected Fund Balance End of Year (estimate-Fund not closed)			775,501		

¹ The 208 fund is closed for 2018. \$50,050 was added to the 208 fund balance.

² 0 of the fund balance is designated for CIP projects.

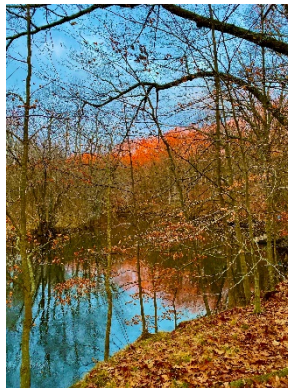
Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- December 16, 2019

- Continued to work/update weekly with Spicer Group, Signs By Crannie, and local communities on compiling wayfinding sign data and proofing
- First batch of signs for 3 communities delivered to Lake Lansing South carousel building
- Worked with Nicole on Winter Media and Outreach with FOX47
- Attended mParks Trails Focus meeting in Mason-elected Vice Chair last month
- Attended FLRT board meeting to discuss millage renewal
- Met with IT contact Andrew and Nicole to review website updates and work on edits- website went LIVE!!! Dec. 11
- Attended caucus meetings and BOC meetings
- Organized data and scoring for the Park Commissioners for Round 5 Millage Contracts
- Worked with staff on social media updates and holiday giveaways!
- Helped Burchfield staff with trail maintenance
- Attended regional Middle Grand River Meeting-Delta Township
- Shared data with FLRT to aid in updates on millage progress
- Took a week vacation!
- Met with LAP and City of Mason in regards to their work on their 5 year rec. plan



Sign Delivery at LLS



Sunset on Grand River



Sunset at Burchfield Co. Park



FLRT Trail Ambassador Program Coordinator Monthly Report December, 2019

Upcoming Events

- Quiet Adventures Symposium – February 29, 2020
 - FLRT will be hosting a booth
- Pie K – March 14, 2020
 - Hosting 5K to promote region's trails (pie day themed)
 - Registration will be opening by January 1st

Events

- FLRT Board Meeting – Monday, December 9
 - Majority of discussion focused around getting word out about Trails & Parks Millage vote

Other Business

- Responded to requests for info on Trail Ambassador & Sponsorship programs
- Continued planning spring run event to benefit FLRT (Pie K)
 - Met with Pie K planning team
- Discussed trail sponsors waiting for signs with board
- Reached out to Melissa Buzzard & Tim Morgan on wayfinding signage updates
- Reviewed Salesforce tutorials for integrating membership database
- Sent Fall Newsletter
- Drafting year-end appeal for donations

MOU Status

Community Name	In Discussion	In Process	Signed	Last Update
Ingham County			x	3/7/17
City of Lansing		x		2/9/17
City of East Lansing			x	9/28/17
City of Mason			x	10/13/17
Delhi Township		x		3/9/18
Meridian Township			x	1/31/18
City of Leslie	<input checked="" type="checkbox"/>			10/7/19