

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, February 25, 2019

Monday, February 25, 2019

PUBLIC MEETING

To Hear Suggestions and Comments from the Public
Regarding multiple proposed Michigan Department of Natural Resources
grant applications for park and accessibility improvements at both Lake
Lansing South and Hawk Island Parks.

5:30pm

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

and

PARKS & RECREATION COMMISSION MEETING

Start Time: Immediately Following Adjournment of Public Meeting

1. **Call to Order – Public Meeting**
2. **Public Meeting**
The purpose of this Public Meeting is to Hear Suggestions and Comments from the Public Regarding multiple proposed Michigan Department of Natural Resources grant applications for park and accessibility improvements at both Lake Lansing South and Hawk Island Parks
3. **Adjournment – Public Meeting**
4. **Call to Order – Parks & Recreation Commission Meeting**
5. **Pledge of Allegiance**
6. **Approval of Minutes**
Minutes of January 14, 2019 regular meeting will be considered - [Page 4](#)

7. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
8. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
9. **ACTION ITEMS**
 - A. 2018 Volunteer of the Year - [Page 12](#)
 - B. Presentation of Volunteer of the Year Plaque to Barnes Aerospace
 - C. Motion to Recommend Submission of Multiple Grant Applications - [Page 13](#)
 - D. Motion to Extend the Contracts with L.J. Trumble Builders, LLC and M.C. Smith Associates and Architectural Group, Inc. - [Page 28](#)
10. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 30](#)
 - B. Park Managers - [Page 31](#)
 - C. Administrative Office – [Page 35](#)
 - D. 2018 Visitation Statistics - [Page 36](#)
 - E. Financial Report - [Page 37](#)
 - F. Millage Coordinator Report - [Page 38](#)
 - G. FLRT Trail Ambassador Report - Lauren Ross - [Page 39](#)
11. **Correspondence & Citizen Comment** – [Page 40](#)
12. **Board/Staff Comments**
13. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
14. **Upcoming Meetings**
 - A. Date: Monday, March 25, 2019; Time: 5:30pm
Parks & Recreation Commission Meeting
Hilliard Building, Room B, Mason
15. **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.

Ingham County Parks & Recreation Commission Members: Chair Matt Bennett, Vice-Chair Jessy Gregg, Secretary Cherry Hamrick, Ryan Earl, Brian Jackson, Paul Pratt, Simar Pawar, County Commissioner Emily Stivers, County Commissioner Chris Trubac, and Michael Unsworth

Ingham County Park Staff: Director Tim Morgan, Burchfield County Park Manager II Tim Buckley, Hawk Island County Park Manager III Brian Collins, Accounting Clerk Cindy Wilcox, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Cole Publiski, Park Ranger I Mark Wichtoski, Lake Lansing Park Manager II Coe Emens III, and Hawk Island Park Assistant Manager I Cristina Estrada

AGENDA

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Monday, February 25, 2019

5:30pm

PUBLIC MEETING

**To Hear Suggestions and Comments from the Public
Regarding multiple proposed Michigan Department of Natural Resources
grant applications for park and accessibility improvements at both Lake
Lansing South and Hawk Island Parks**

1. **Chair to Call Public Meeting to Order**
2. **Introductions**
3. **Chair to State Purpose of the Public Meeting and Inform the Public of the Commission's Rules for Public Meetings**
 - A. Any member of the public may address the Commission for up to (3) minutes per individual as scheduled on the agenda at the beginning of each meeting, and up to three (3) minutes at the end of the meeting at the time scheduled on the agenda for public comment.
 - B. At the discretion of the President, this time may be extended by granting an additional one (1) minute.
 - C. During an agenda item, members of the public may not address the Commission unless recognized by the President.
4. **Limited Public Comment**
5. **PowerPoint Presentation Scope of Work – Tanya Moore, Spicer Group**
6. **Chair to Open the Floor for Questions from the Public**
7. **Chair to Recognize and Ask for Presentations on the Proposed Project from Members of Other Public Agencies, if in attendance**
8. **Chair to have Recording Secretary Read into the Record any Correspondence Received**
9. **Chair to Open Public Comment**
10. **Chair to Adjourn Public Meeting**

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
January 14, 2019

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Hilliard Building, Conference Room A, 121 E. Maple Street, Mason, Michigan.

Board Members

Present: Matt Bennett, Ryan Earl, Cherry Hamrick, Simar Pawar, Paul Pratt, Commissioner Chris Trubac, Michael Unsworth, and Commissioner Emily Stivers (entered at 5:40pm)

Absent: Jessy Gregg and Brian Jackson

Also Present: Park Director Tim Morgan, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Jeff Gehl, Burchfield Park Assistant Manager Tim Buckley, Melissa Buzzard-Trails & Parks Millage Program Coordinator, and Ellen Gehl

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

Minutes: **Moved by** Ms. Hamrick and **Supported by** Ms. Pawar to approve the December 10, 2018 minutes of the regular meeting as amended.
Yes-7; No-0. MOTION CARRIED.

Page 10: Edit the following sentence: Mr. Unsworth stated they lowballed the cost on the ditch changed *to*: Mr. Unsworth suspects that they lowballed the cost on the ditch.

Page 10: Edit the following sentence: She has witnessed a person in a wheelchair getting hit along this stretch *to*: She has witnessed a person in a wheelchair going along the side of the road on the grass and dirt along Waverly Road. Someone else was hit and killed in that same stretch.

Page 13: Edit the following sentence: According to the census, it is a poverty stricken area, but in reality he thinks this is reaching *to*: According to the census, it is a poverty stricken area, but in reality he thinks this is overreaching.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Change Agenda Item #11A-Introduction of New Park Managers to #6A.

Introduction of New Park Commissioner – Chris Trubac

Chris Trubac was introduced as the new Board of Commissioner assigned to the park commission.

Introduction of New Park Managers

Coe Emens, the new Park Manager of Lake Lansing introduced himself. Tim Buckley, the new Park

Manager of Burchfield Park introduced himself.

ELECTION OF 2019 OFFICERS

Election of Officers: **Moved by** Mr. Pratt; **Supported** by Mr. Unsworth that Matt Bennett be nominated to serve as the Chair of the Ingham County Parks & Recreation Commission. **Yes-7; No-0. MOTION CARRIED.**

Moved by Mr. Pratt; **Supported** by Mr. Unsworth that Jessy Gregg be nominated to serve as Vice-Chair of the Ingham County Parks & Recreation Commission. **Yes-7; No-0. MOTION CARRIED.**

Moved by Mr. Pratt; **Supported** by Mr. Unsworth that Cherry Hamrick be nominated to serve as Secretary of the Ingham County Parks & Recreation Commission. **Yes-7; No-0. MOTION CARRIED.**

ACTION ITEMS

Resolution Honoring Jeff Gehl

Mr. Bennett presented the resolution honoring Jeff Gehl. Mr. Earl thanked Mr. Gehl and congratulated him on his retirement. Mr. Bennett stated he spends the most time at Burchfield Park and he appreciates everything that Mr. Gehl has done for the park. It is evident how much work has been put in at the park. Mr. Morgan thanked Mr. Gehl for his years of service. We have amazing partnerships with other organizations like Mid-Michigan Mountain Bike Association and disc golf organizations because of him. Mr. Morgan congratulated Mr. Gehl.

RESOLUTION #1-19 HONORING JEFF GEHL

WHEREAS, Jeff Gehl began his employment with the Ingham County Parks Department in 1987; and

WHEREAS, Jeff has been instrumental for the Ingham County Parks' development; and

WHEREAS, throughout his career he was responsible the operation of Burchfield County Park, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, supervising seasonal and full-time park employees, and other duties; and

WHEREAS, during his career Jeff was professional, dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and 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; and

WHEREAS, Jeff formed a valuable partnership with the local disc golf community, which was integral in the planning and construction of two world class disc golf courses at Burchfield County Park. In September of 2018, the two courses received national attention when Burchfield County Park hosted the U.S. Women's Disc Golf Championship. This is directly attributed to the quality of design and level of maintenance dedicated to the courses; and

WHEREAS, over the course of his career he worked closely with the Mid-Michigan Mountain

Biking Association to help develop, promote, and maintain over 10 miles of advanced mountain biking trails. This collaboration also helped create a long-term; self-sustaining volunteer group that donates countless hours to assist with the inspection and maintenance of the biking trails; and

WHEREAS, Jeff recognized the increasing popularity of canoeing and kayaking in the Grand River. He helped improve and expand the recreational opportunity at Burchfield County Park with additional equipment, changes in service hours, and placing the highest priority on safety, by performing frequent waterway maintenance, removing river debris and blockages; and

WHEREAS, Jeff's park management efforts have contributed significantly to the Parks Department's ability to provide exceptional service to the citizens of Ingham County and his level of commitment to the Ingham County Parks sets a positive example for others to follow; and

WHEREAS, Jeff's commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, his commitment to the Parks Department leaves an invaluable legacy of 1,200 acres of park land for the citizens of Ingham County to enjoy far into the future.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission hereby honors Jeff Gehl for his outstanding quality of work, his commitment to provide a superior park system for the citizens of Ingham County, and extends its sincere appreciation for his countless contributions, and the lasting, positive impact he made during his years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission extends to Jeff Gehl its best wishes for continued success in all his future endeavors.

Moved by Ms. Hamrick and Supported by Ms. Pawar that Resolution #1-19 be approved as written. Yes-7; No-0. MOTION CARRIED.

Introduction of New Park Commissioner – Emily Stivers

Emily Stivers was introduced as the new Board of Commissioner assigned to the park commission.

Resolution to Recommend a Contract with Laux Construction

Mr. Morgan stated we invited 39 vendors to bid on the project and three bids were received. Laux Construction is the low bidder. Mr. Morgan stated when we completed our Master Plan, we identified a need for ADA improvements, which this project will address. Ms. Pawar asked when the work will be completed. Mr. Morgan stated we anticipate finishing the project in 2019, but we have until 2020 to complete the project.

RESOLUTION #2-19 TO RECOMMEND A CONTRACT WITH LAUX CONSTRUCTION, LLC.

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement for the grant application titled Lake Lansing North Park Improvements #TF17-0157; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake

Lansing North Park. The general scope of work includes, but is not limited to, new accessible HMA paved trails, gravel entry drive improvement, accessible boardwalk replacement and restroom building improvements; and

WHEREAS, Board of Commissioners Resolution #18-307 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement in the amount of \$244,700, plus a local match of \$115,000 for a total project amount of \$359,700; and

WHEREAS, Board of Commissioners Resolution #18-185 authorized a contract with the prime professional, ROWE Professional Services Company in the amount of \$28,787 plus an additional \$3,000 by short form contract authorization; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650; and

WHEREAS, an additional \$1,865 is required for permitting; and

WHEREAS, the actual cost for the permitting, construction, and contingency exceeds the original budget by \$35,602; and

WHEREAS, additional funds need to be appropriated for the project from the Trails and Parks Millage fund balance in an amount of \$35,602.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend that the Ingham County Board of Commissioners approve entering into a contract with Laux Construction, LLC as quoted in the base bid in the amount of \$330,700 plus Alternate 1 in the amount of \$4,750, Alternate 2 in the amount of \$13,000, and Alternate 3 in the amount of \$3,200, plus a contingency of \$10,000 for a total construction cost not to exceed \$361,650 to enter into a contract for the purpose of making improvements to Lake Lansing North Park.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission recommend that the Board of Commissioners authorizes an additional \$35,602 from the Trails and Parks Millage fund balance for the Lake Lansing North Park project for permitting and construction and the Controller is authorized to transfer \$35,602 from the Trails and Parks Millage fund balance into line item #245-75299-974000-7P14.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 30, 2020.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Moved by Mr. Pratt and Supported by Ms. Hamrick that Resolution #2-19 be approved as written. Yes-8; No-0. MOTION CARRIED.

Resolution to Recommend Purchasing a Point of Sale System

Mr. Morgan stated we have been working on this for the last several years. Our former Financial Services Director recommended a new system instead of our current paper system. We invited 52 vendors to bid and 7 vendors responded. We interviewed three and had demonstrations. Mr. Morgan stated Oakland County and the City of East Lansing uses Vermont Systems. Mr. Morgan stated we worked with the Potter Park Zoo on this RFP, who is also selecting this vendor. Mr. Unsworth asked if the system will be run through a wireless connection. Mr. Morgan stated we will use cradle points, which are like hotspots. Mr. Morgan stated this will be funded through the fund balance, which we currently have ~\$450,000 available.

RESOLUTION #3-19 TO RECOMMEND IMPLEMENTING A REVENUE MANAGEMENT SYSTEM

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Point of Sale System for the Parks and Recreation Department and Potter Park Zoo; and

WHEREAS, a new revenue management system will streamline and make our operations more efficient; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Vermont Systems, Inc.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend that the Ingham County Board of Commissioners approve entering into a contract with Vermont Systems, Inc. for a term of five years with an option to renew for an additional 2-year period, contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission recommend that the Board of Commissioners authorizes a contract with Vermont Systems, Inc. in an amount of \$151,708 for year one and \$14,544 for year two (\$7,944 in annual maintenance and support and \$6,600 for Card Connect Lease fees) for the Parks Department.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission recommend that the Board of Commissioners authorizes the Ingham County I.T. Department to purchase 10 new monitors from CDW-G for the Park's Department administrative office in an amount not to exceed \$1,374.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission recommend that the Board of Commissioners authorizes the Ingham County I.T. Department to purchase the hardware from CDW-G for 13 cradle points in an amount not to exceed \$22,000 for the Park's Department.

BE IT FURTHER RESOLVED, that the Parks and Recreation Commission recommend that the

Board of Commissioners authorizes a service fee for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$4,678.83 for 2019 and \$6,238.44 for 2020 for the Park’s Department.

BE IT FURTHER RESOLVED, funds are available in the Parks Department 208 fund balance for years one and two totaling \$179,760.83 for year one and \$20,782.44 for year 2 as summarized below:

Year 1:	Year 2:
\$151,708 – Vermont Systems	\$14,544 – Vermont Systems
\$22,000 – CDW-G Cradle Points	\$6,238.44 – Verizon
\$1,374 – CDW-G Monitors	
\$4,678.83 – Verizon	

Year 1 Grand Total: \$179,760.83
 Year 2 Grand Total: \$20,782.44
 Year 1 and 2 Grand Total: \$200,543.27

BE IT FURTHER RESOLVED, funding for year 3-7 will be requested as a new request in the yearly budget process as listed below:

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Subscription License Year 4-7 Paid to CDW-G	Total
Year 3	\$8,341	\$6,600	\$6,238.44		\$21,179.44
Year 4	\$8,341	\$6,600	\$6,238.44	\$900	\$22,079.44
Year 5	\$8,758	\$6,600	\$6,238.44		\$21,596.44
Year 6	\$8,758	\$6,600	\$6,238.44		\$21,596.44
Year 7	\$9,196	\$6,600	\$6,238.44		\$22,034.44

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with Vermont Systems, Inc. in an amount of \$14,941 for year three, \$14,941 for year four, \$15,358 for year five, \$15,358 for year six, and \$15,796 for year 7 for the Parks Department, contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$6,238.44 for year 3, \$6,238.44 for year 4, \$6,238.44 for year 5, \$6,238.44 for year 6, and \$6,238.44 for year 7 for the Park’s Department, contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$900 for a subscription license paid to CDW-G for use of the cradle points for year 4-7 for the Park’s Department, contingent upon funding being approved from the annual budget request for years 4 through 7 of the contract term.

Moved by Ms. Hamrick and Supported by Mr. Unsworth that Resolution #3-19 be approved as written. Yes-8; No-0. MOTION CARRIED.

Motion to Approve Visitor Incentive Programs for Winter Activities

Mr. Morgan stated the Board of Commissioners previously passed a resolution to allow staff to do special incentives. Mr. Buckley stated we are waiting for snow, and once we have enough snow, we could run a special, for example free snow tube rental on President's Day at Burchfield Park. Mr. Morgan stated we can also do half off snow tube rentals at Hawk Island. Mr. Earl stated these are great ideas to encourage park visitation. Mr. Unsworth asked how this will be advertised. Ms. Buzzard stated she will issue a press release and share on social media.

MOVED BY MS. HAMRICK, SUPPORTED BY MS. PAWAR

To approve the following visitor incentive programs as authorized per Board of Commissioners Resolution #15-397:

- Free 2 hour snow tube rental at Burchfield Park on a date(s) to be decided for marketing as determined by staff (e.g. Martin Luther King Day)
- Reduced private reservation rate of \$500 for a school group for a 2 hour snow tube reservation between the hours of 10am-8pm Monday-Thursday or 10am-3pm on Friday at Hawk Island on a date(s) to be approved by staff
- Half off moonlight or regular ski rental at Burchfield Park on a date(s) to be decided for marketing as determined by staff (e.g. a Valentine's Day Special)
- Half off snow tube rental at Hawk Island on date(s) to be decided for marketing as determined by staff (e.g. Valentine's Day Special)

THE MOTION CARRIED UNANIMOUSLY. Absent: Brian Jackson and Jessy Gregg. MOTION CARRIED.

DISCUSSION ITEMS

Trails and Parks Millage Fourth Round Applications~

Mr. Bennett stated Deputy Controller Jared Cypher does not think the Park Commissioner's recommendations are what the Board of Commissioners requested. This prompted a meeting with the Executive Committee and Mr. Cypher, Mr. Morgan and Ms. Buzzard. Mr. Bennett stated Mr. Cypher interpretation is different than his.

Ms. Buzzard provided an overview of the process. She has rearranged the spreadsheet of recommendations and color coded the document. Ms. Buzzard stated some commissioners have already questioned the scoring, and we hope the Park Commissioners can attend the upcoming Board of Commissioners meeting. Ms. Buzzard stated Mr. Cypher's understanding of the process for scoring, is that the Park Commission should take the top scoring applications, and fund until the money ran out.

Mr. Bennett stated there are two Board of Commissioner meetings in February and invited the Park Commissioners to attend. Mr. Morgan stated Human Services is on February 4th, Finance on February 6th, and Board of Commissioners on February 12th. Mr. Morgan stated we will send the meeting information to the Park Commissioners.

Mr. Unsworth stated at the last meeting, for the entities that were not funded, we need to include justification. Ms. Buzzard stated we will provide that information. Commissioner Stivers asked for the millage applications and justifications. Ms. Buzzard stated she will share that information with the commissioners. Commissioner Stivers stated she may not be available for the February meetings. Mr. Pratt stated he refrained from scoring the applications, but wanted to let the new commissioners know there is some projects the Drain Commission can help with, for example Williamstown Township's project for the Red Cedar River Water Trail. Mr. Pratt stated the Park Commission has not recommended funding Delhi Township, and he believes the Board of Commissioners are likely to change this.

CORRESPONDENCE & CITIZEN COMMENT

Mr. Bennett stated he has similar concerns included in the email in the packet. Mr. Gehl stated we have no authority to write tickets for visitors who have dogs in prohibited areas. It is frustrating that we cannot enforce this. We will be working with the new Animal Control Director to discuss this issue. Ms. Hamrick stated she is not a fan of dogs as a runner, and at Sharp Park they ticket visitors for this issue. Many park visitors simply do not care or follow the posted rules.

BOARD/STAFF COMMENTS

Mr. Gehl stated we have installed a new toilet at Burchfield Park. Ms. Pawar recommended we hold a special event at Lake Lansing for Halloween, for example a trunk or treat event.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:40pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 25, 2019

RESOLUTION # -19

RESOLUTION HONORING BARNES AEROSPACE AS THE 2018 VOLUNTEER OF THE YEAR

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

WHEREAS, Barnes Aerospace volunteer work at Hawk Island began in 2014; and

WHEREAS, since then, Barnes Aerospace has held a volunteer work day every spring totaling close to 500 hours of service at Hawk Island; and

WHEREAS, this service has included:

- Sealing playground equipment.
- Spreading mulch.
- Painting.
- Planting annual flowers and cleaning up flower beds.

WHEREAS, Barnes Aerospace efforts contribute to the Parks Department's ability to provide beautiful well-tended recreational areas to the one-half million Ingham County residents who visit Hawk Island annually.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Barnes Aerospace's work and extends its sincere appreciation for their ongoing efforts.

BE IT FURTHER RESOLVED, Barnes Aerospace is the recipient of the 2018 Ingham County Parks Volunteer of the Year Award.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 25, 2019

MOTION TO RECOMMEND SUBMISSION OF MULTIPLE GRANT APPLICATIONS

Move

To recommend to the Board of Commissioners to authorize application for multiple Michigan Department of Natural Resources Land And Water Conservation Fund Grant and Trust Fund Grant applications for park and accessibility improvements at Lake Lansing South and Hawk Island as summarized below and detailed in the attached documents:

Park	Type of Grant	Matching Funds from the Trails and Parks Millage	Amount Requested from DNR	Total Project Amount
Hawk Island	Land and Water Conservation Fund	\$292,100	\$292,100	\$584,200
Hawk Island	Trust Fund	\$231,400	\$300,000	\$531,400
Lake Lansing South	Land and Water Conservation Fund	\$300,000	\$300,000	\$600,000
Lake Lansing South #1	Trust Fund	\$725,200	\$300,000	\$1,025,200
Lake Lansing South #2	Trust Fund	\$70,500	\$164,500	\$235,000

HAWK ISLAND PARK
PROJECT SUMMARY
2019 DNR GRANT(S)

TRUST FUND GRANT PROJECT

This project entails moving the access route to the south end of the lake. It will include:

- A new paved path, in lieu of the boardwalk along bank of the lake.
- Replacement of asphalt walkways between the bathhouse, parking lot and docks.
- (3) new fishing piers / overlook docks
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign.
- Native landscaping will be included to replace the removed trees and vegetation along the bank of the lake.
- Parking lot striping to delineate the ADA parking spaces.
- Striping of the trail loop around the lake and out to Cavanaugh Road.

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$231,400 from the Ingham County Trails and Parks Millage, for a total project amount of \$531,400.

LAND & WATER CONSERVATION FUND (LWCF) GRANT PROJECT

The proposed project includes:

- An accessible canoe/kayak launch
- A new floating pedal boat / row boat dock with slips
- (2) New Sun-Shade Shelters with concrete floor, picnic tables, grills and wood rail fence.
- New Trash/Recycling Bins
- New concrete walks
- Other amenities will include a recycled plastic bench and an interpretive sign
- Native landscaping to enhance the improvements
- Parking lot striping to delineate the ADA parking spaces

The project funding is proposed to request \$292,100 from the DNR Land and Water Conservation Fund (LWCF) grant and \$292,100 from the Ingham County Trails and Parks Millage, for a total project amount of \$584,200.

OTHER FUNDS

Other funds, which are not DNR grant eligible, will be required to complete the project. They include topographical survey and fish stocking at Hawk Island Park.

Topographical Survey - The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

Fish Stocking - County staff would like to stock the pond with fish and believe it would enhance the proposed improvements.

**PRELIMINARY ESTIMATE OF COST
PATH / DOCK IMPROVEMENTS
HAWK ISLAND COUNTY PARK
INGHAM COUNTY, MI**

Trust Fund Grant - GRAND TOTAL \$531,400.00

LWCF Grant - GRAND TOTAL \$584,200.00

Non-Grant Funded Expenses

Fish Stocking \$10,000.00
Topographical Survey \$15,000.00

GRAND TOTAL FOR ENTIRE PROJECT **\$1,140,600.00**

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$300,000	\$231,400	\$531,400
Match Percentage:	(57%)	(43%)	
 <u>LWCF GRANT:</u>	 \$292,100	 \$292,100	 \$584,200
Match Percentage:	(50%)	(50%)	
 <u>OTHER COSTS:</u>			
Fish Stocking	\$0.00	\$10,000	\$10,000
Topographical Survey	\$0.00	\$15,000	\$15,000
 PROJECT TOTALS:	 \$592,100	 \$548,500	 \$1,140,600

**PRELIMINARY ESTIMATE OF COST
PATH / DOCK IMPROVEMENTS
HAWK ISLAND COUNTY PARK
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
Trust Fund Grant (PAVED PATHS, FISHING DOCKS)					
1.	1	Lump Sum	Permits	Lump Sum	\$3,300.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$4,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$28,000.00
4.	1	Lump Sum	Remove Ex. Dock	Lump Sum	BY OWNER
5.	1,900	Sq. Ft.	Pavement Removal, HMA	\$5.00	\$9,500.00
5.	300	Ton	HMA Path, 10' wide, 3" thick	\$150.00	\$45,000.00
7.	1,830	Sq. Yd.	Crushed Limestone, 8" thick, C.I.P.	\$12.00	\$21,960.00
6.	2,000	Sq. Ft.	Concrete Paving, 4" thick	\$12.00	\$24,000.00
7.	1,800	Sq. Ft.	Fishing Pier/Overlook Dock w/ composite decking	\$125.00	\$225,000.00
8.	1	Each	Interpretive Signage	\$2,500.00	\$2,500.00
9.	3	Each	Recycled Bench	\$1,500.00	\$4,500.00
10.	2	Each	Recycled Trash/ Recycling Receptacle	\$1,500.00	\$3,000.00
11.	1	Lump Sum	Landscaping (Native Trees/Plants)	Lump Sum	\$15,000.00
12.	1	Lump Sum	Parking Lot Striping & Signage (ADA spaces)	Lump Sum	\$2,500.00
13.	10,500	Lin. Ft	Trail Striping (thermoplastic)	\$0.70	\$7,350.00
14.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$13,100.00
15.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
16.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$11,000.00
				SUBTOTAL	\$420,010.00
				Contingency	\$42,090.00
				Engineering (15%)	\$69,300.00
				TOTAL PRELIMINARY ESTIMATE OF COST	\$531,400.00

**PRELIMINARY ESTIMATE OF COST
PATH / DOCK IMPROVEMENTS
HAWK ISLAND COUNTY PARK
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<u>LWCF Grant - CANOE/KAYAK LAUNCH & PEDDLE / ROW BOAT DOCK</u>					
1.	1	Lump Sum	Permits	Lump Sum	\$5,200.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$4,500.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$15,000.00
4.	2,500	Sq. Ft.	Peddle Boat/Row Boat Dock & Slips (EZ Dock floating)	\$75.00	\$187,500.00
5.	1	Lump Sum	Accessible Canoe/Kayak Launch	Lump Sum	\$40,000.00
6.	1	Each	Interpretive Signage	\$2,500.00	\$2,500.00
7.	1	Each	Recycled Bench	\$1,500.00	\$1,500.00
8.	2	Each	Shade Structures	\$30,000.00	\$60,000.00
9.	4,000	Sq. Ft.	Concrete Paving, 4" thick	\$12.00	\$48,000.00
10.	2	Each	Large Grill	\$1,500.00	\$3,000.00
11.	12	Each	Picnic Tables (2 ADA)	\$2,000.00	\$24,000.00
12.	8	Each	Recycled Trash/ Recycling Receptacle	\$2,500.00	\$20,000.00
13.	300	Lin. Ft.	Wood Rail Fence	\$30.00	\$9,000.00
14.	1	Lump Sum	Landscaping (Native Trees/Plants)	Lump Sum	\$15,000.00
15.	1	Lump Sum	Parking Lot Striping & Signage (ADA spaces)	Lump Sum	\$2,500.00
16.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$14,400.00
17.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
18.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$9,400.00
				SUBTOTAL	\$461,800.00
				Contingency	\$46,200.00
				Engineering (15%)	\$76,200.00
				TOTAL PRELIMINARY ESTIMATE OF COST	\$584,200.00

EX.
LAKE



9

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5

1. REMOVE EXISTING BOARDWALK
- BY COUNTY
2. (3) NEW FISHING / OVERLOOK DOCKS
3. NEW CANOE / KAYAK LAUNCH
4. NEW PAVED PATH
5. REPAVE EXISTING PATHS
6. NEW PEDAL / ROW BOAT DOCK
7. (2) NEW SUN-SHADE SHELTERS INCLUDES:
- NEW PICNIC TABLES
- LARGE GRILL
- WOOD RAIL FENCING
8. STRIPE ADA PARKING SPACES
9. STRIPE LOOP TRAIL
- 1.5 MILE LOOP
- TRAIL SPUR TO CAVANAUGH ROAD

SYCAMORE CREEK

9

CAVANAUGH ROAD

AERIAL SOURCE: GOOGLE EARTH



PATH / DOCK IMPROVEMENTS HAWK ISLAND PARK

7/23/18



JOB # 124334SG2017

LAKE LANSING PARK SOUTH
PROJECT SUMMARY
2019 DNR GRANT(S)

TRUST FUND GRANT PROJECT

The proposed project includes:

- Removal of the existing restroom / concession building.
- Removal and Relocation of the Sunrise pavilion.
- A new Bathhouse building that will include restrooms, changing rooms, concessions & storage.
- Picnic Tables with umbrellas near the concession area.
- Six Interpretive Signs to talk about the historical significance of the park.
- A new 6' wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park.
- Two outdoor Showers.

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$725,200 from the Ingham County Trails and Parks Millage, for a total project amount of \$1,025,200.

LAND & WATER CONSERVATION FUND (LWCF) GRANT PROJECT

The proposed project includes:

- Asphalt paving of the portion of the existing parking lot closest to the ADA parking.
- Drainage improvements around the parking lot.
- Improving the overflow parking area with gravel and pave ADA parking spaces.
- New walkways to complete a loop trail around the park, connecting to existing sidewalks, to the small restroom building, to the overflow parking and to the bandshell.
- Landscaping to include native plants and bio-swales.

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$300,000 from the Ingham County Trails and Parks Millage, for a total project amount of \$600,000.

OTHER FUNDS

Other funds, not grant eligible, will be required to complete the project include topographical survey. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

These items are not grant eligible expenses. The project funding is proposed to request a total of \$15,000 from the Ingham County Trails and Parks Millage.

**PRELIMINARY ESTIMATE OF COST
BATHHOUSE/ACCESSIBILITY IMPROVEMENTS
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN**

Trust Fund Grant - GRAND TOTAL \$1,025,200.00

LWCF Grant - GRAND TOTAL \$ 600,000.00

Non-Grant Funded Expenses

Topographical Survey \$15,000.00

GRAND TOTAL FOR ENTIRE PROJECT **\$1,640,200.00**

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$300,000	\$725,200	\$1,025,200
Match Percentage:	(30%)	(70%)	
 <u>LWCF GRANT:</u>	 \$300,000	 \$300,000	 \$600,000
Match Percentage:	(50%)	(50%)	
 <u>OTHER COSTS:</u>			
Topographical Survey	\$0.00	\$15,000	\$15,000
 PROJECT TOTALS:	 \$600,000	 \$1,040,200	 \$1,640,200

**PRELIMINARY ESTIMATE OF COST
BATHHOUSE/ACCESSIBILITY IMPROVEMENTS
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN**

Item No.	Est. Qty.	Unit	Description	Unit Price	Amount
Trust Fund Grant (BATHHOUSE)					
1.	1	Lump Sum	Permits		\$3,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control		\$2,500.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading		\$10,000.00
4.	1	Lump Sum	Remove Ex. Building(s)		\$20,000.00
5.	1	Lump Sum	Remove Ex. Walkways		\$3,800.00
6.	1	Lump Sum	Remove & Relocate Ex. Shade Structure <i>(includes new concrete footers & paving)</i>		\$15,000.00
7.	1	Lump Sum	New Bathhouse		\$572,000.00
8.	1	Lump Sum	Allowance for Concession Equipment		\$20,000.00
9.	2,400	Sq. Ft.	Concrete Path, 6' Wide, 4" thick, w. sand base	\$7.00	\$16,800.00
10.	6,550	Sq. Ft.	Concrete Paving, at bathhouse, 4" thick, w. sand base	\$10.00	\$65,500.00
11.	1	Each	Outdoor Shower, surface mount	\$7,500.00	\$7,500.00
12.	6	Each	Picnic Table w/ Umbrella	\$3,000.00	\$18,000.00
13.	6	Each	Interpretive Signs, wall mounted	\$1,500.00	\$9,000.00
14.	1	Lump Sum	Utility Allowance	Allowance	\$25,000.00
15.	1	Lump Sum	Site Restoration & Cleanup		\$20,000.00
16.	2	Each	DNR Recognition Plaque	\$300.00	\$300.00
17.	1	Lump Sum	Construction Staking & Material Testing, Allowance		\$7,200.00
				SUBTOTAL	\$816,100.00
				Contingency	\$78,900.00
				Engineering (15%)	\$130,200.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$1,025,200.00

**PRELIMINARY ESTIMATE OF COST
BATHHOUSE/ACCESSIBILITY IMPROVEMENTS
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN**

Item No.	Est. Qty.	Unit	Description	Unit Price	Amount
<u>LWCF Grant (PATHS, PARKING LOT AND AMENITIES)</u>					
1.	1	Lump Sum	Permits		\$1,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control		\$2,500.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading		\$25,000.00
4.	7,400	Sq. Ft.	Concrete Path, 6' Wide, 4" thick, w. sand base	\$7.00	\$51,800.00
5.	7,100	Sq. Ft.	Concrete Paving, 8' wide, w/ thickened edge & sand base	\$10.00	\$71,000.00
6.	80	Lin. Ft.	Concrete Retaining Wall	\$300.00	\$24,000.00
7.	418	Ton	Paved Parking, HMA, 3.5"	\$120.00	\$50,160.00
8.	12,400	Sq. Yd.	Gravel Parking Lot, 8" Crushed Limestone Base, 22A, C.I.P.	\$12.00	\$148,800.00
9.	1	Lump Sum	Signage & Striping		\$3,500.00
10.	700	Lin. Ft.	Drainage Pipe, 12" RCP and End Sections <i>(includes areas along parking lot, paths & new bldgs)</i>	\$50.00	\$35,000.00
11.	4	Each	Catch Basins	\$3,500.00	\$14,000.00
12.	1	Lump Sum	Landscaping, Native Plants/Seeding, Bioswales		\$19,000.00
13.	1	Lump Sum	Site Restoration & Cleanup		\$18,100.00
14.	2	Each	DNR Recognition Plaque	\$300.00	\$300.00
15.	1	Lump Sum	Construction Staking & Material Testing, Allowance		\$9,700.00
				SUBTOTAL	\$474,360.00
				Contingency	\$47,440.00
				Engineering (15%)	\$78,200.00
				TOTAL PRELIMINARY ESTIMATE OF COST	\$600,000.00

TRUST FUND GRANT #1:

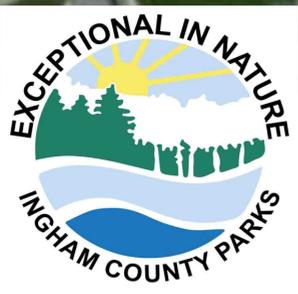
1. (2) NEW OUTDOOR SHOWERS
2. REMOVE EX. RESTROOM / CONCESSION BUILDING
- INCLUDES REMOVAL AND RELOCATION OF EX. SHADE SHELTER
3. NEW BATHHOUSE INCLUDES:
- REMOVAL AND RELOCATION OF EX. SUN-SHADE SHELTER
- (6) NEW PICNIC TABLES WITH UMBRELLAS
- (6) INTERPRETIVE SIGNS, WALL MOUNTED
- TRASH / RECYCLING RECEPTACLES
4. NEW WALKWAYS
- REMOVE EXISTING WALKS

TRUST FUND GRANT #2:

5. ADA PARKING PROPOSED TO BE PAVED, INCLUDING WALKWAY AROUND 1/2 CIRCLE WITH 2019 TRUST FUND GRANT #2 (SEE OTHER SITE PLAN)

LAND AND WATER CONSERVATION FUND GRANT:

6. PAVE EXISTING GRAVEL PARKING
7. NEW CONCRETE SIDEWALK THROUGH THE GRAVEL PARKING LOT, AND ALSO TO CONNECT TO PROPOSED / EXISTING PARK AMENITIES AND THE PARK LOOP TRAIL
8. NEW GRAVEL PARKING LOT TO REPLACE GRASS OVERFLOW PARKING AREA, INCLUDES (8) NEW PAVED ADA PARKING SPACES
9. EXISTING SIDEWALK TO COMPLETE A LOOP TRAIL AROUND THE PARK
- INTERIOR LOOP - 1/2 MILE
- EXTERIOR LOOP - 3/4 MILE
10. PROPOSED BIOSWALE WITH NATIVE PLANTINGS
11. REPLACE DAMAGED SIDEWALK ALONG BEACH AND REPLACE DRAINAGE.



BATHHOUSE REPLACEMENT/ ACCESSIBILITY IMPROVEMENTS LAKE LANSING PARK SOUTH



JOB # 124334SG2017

2/21/19

AERIAL SOURCE: BING MAPS

LAKE LANSING PARK SOUTH
PROJECT SUMMARY
2019 DNR GRANT(S)

TRUST FUND GRANT #2 PROJECT

The proposed project includes:

- An accessible canoe/kayak launch
- New concrete walks.
- Replacement and widening of existing sidewalks.
- Asphalt paving of the south end of the parking lot with 12 ADA accessible parking spaces.
- Drainage improvements around the newly paved parking area, including a rain garden area.

The project funding is proposed to request \$164,500 from the DNR Trust Fund grant and \$70,500 from the Ingham County Trails and Parks Millage, for a total project amount of \$235,000.

**PRELIMINARY ESTIMATE OF COST
PIER AND PARKING RENOVATION
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MI**

Trust Fund Grant #2 - GRAND TOTAL	\$235,000.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey (included in other grant projects)	\$0.00
GRAND TOTAL FOR ENTIRE PROJECT	\$235,000.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT #2:</u>	\$164,500.00	\$70,500	\$235,000
Match Percentage:	(70%)	(30%)	
<u>OTHER COSTS:</u>			
Topographical Survey	\$0.00	\$0	\$0
PROJECT TOTALS:	\$164,500	\$70,500	\$235,000

**PRELIMINARY ESTIMATE OF COST
PIER AND PARKING RENOVATION
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
Trust Fund Grant #2 - PARKING, WALKS, DRAINAGE & CANOE/KAYAK LAUNCH					
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$15,000.00
4.	1	Lump Sum	Remove Ex. Concrete Walks	Lump Sum	\$1,500.00
5.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$35,000.00
6.	3,130	Sq. Ft.	Concrete Path, 6' Wide, 4" thick	Lump Sum	\$37,560.00
7.	300	Sq. Ft.	Concrete Path, 10' Wide, 4" thick	Lump Sum	\$3,600.00
8.	200	Ton	Paved Parking, HMA, 3.5"	Lump Sum	\$24,000.00
9.	943	Sq. Yd.	8" Crushed Limestone Base, 22A, C.I.P. (Parking)	Lump Sum	\$14,138.67
10.	1	Lump Sum	Signage & Striping	Lump Sum	\$5,000.00
11.	300	Lin. Ft.	Drainage Pipe, 12" RCP and End Sections <i>(includes areas along parking lot)</i>	Lump Sum	\$15,000.00
12.	2	Each	Catch Basins	Lump Sum	\$7,000.00
13.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$6,900.00
14.	1	Each	DNR Recognition Plaque	Lump Sum	\$300.00
15.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$10,800.00
SUBTOTAL					\$185,798.67
Contingency					\$18,601.33
Engineering (15%)					\$30,600.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$235,000.00

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 25, 2019

**MOTION TO EXTEND THE CONTRACTS FOR THE MCNAMARA LANDING
IMPROVEMENT PROJECT**

Move

To recommend authorizing extending the contract with L.J. Trumble Builders, LLC and M.C. Smith Associates and Architectural Group, Inc. for the McNamara Landing improvement project to December 15, 2019 and to authorize the Parks Department to ask for a 6 month extension from the Michigan Department of Natural Resources for Michigan Department of Natural Resources Trust Fund Grant #TF16-0185.



TRUMBLE
GROUP

6850 Aurelius Road, Lansing, MI 48911 • P: 517-323-6449 • F: 517-664-9424

Contract Extension Request

To: Ingham County
Attention: Tim Morgan
From: Leo Trumble for L J Trumble Builders LLC
Regarding: McNamara Landing Canoe Launch Project (Project)
Date: February 20, 2019

Mr. Morgan,

It has been brought to our attention that the approved precast restroom supplier, Quality Precast Inc. (QPI) is having difficulties obtaining State of Michigan design and production approvals. They have been notified that we need adequate assurance that the building will be produced and installed in order to meet our current contractual deadline of June, 28th 2019. Unfortunately, we cannot guaranty this will occur.

They are meeting with the State of Michigan tomorrow to review. It is expected that they will have approvals to produce the building in the next 30 to 90 days. While it is possible that we may meet the deadline, we proactively request a contract extension. We feel this action is in the best interest of all parties and we will continue to work toward successful completion of the project.

Thank you,
LJ Trumble Builders LLC

By: Leo Trumble III, its President

Directors Report 2019
December 5th February 21 (February 25th Park Commission meeting)

AGENDA ITEM #10A

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 resolutions, millage and grants.
- Attended several staff reclassification request meetings with Human Resources, worked with staff and HR on follow up items pertaining to reclassification process.
- Visited Burchfield, Lake Lansing and Hawk Island County Parks several times.
- Met with Cindy and Nicole to discuss budget items both year end and beginning year items.
- Developed interview questions and interviewed for Park Managers and promoted Tim Buckley and Coe Emens to managers, Coe and Lake Lansing and Tim at Burchfield.
- Attended winter sports training at Burchfield Park.
- Attended several Tim Barron Radio show promotions spots.
- Attended Good Morning Mason for Winter Sports/Parks promotion.
- Ongoing communication with Tim Buckley and Coe Emens in their new positions as Park Managers and Brian has been assisting with both as well.
- Attended several BOC committee meetings and full BOC meetings.
- Continued to work with Nicole, Zoo Staff, Park Staff, Treasurer Office and IT Department on final Resolution for revenue management system RFP and it passed consent by BOC. We are now working with Vermont and staff on planning the implementation as soon as the contracts get signed.
- Met with Spicer and Melissa several times to discuss millage related items including wayfinding, park grants.
- Reviewed and scored the RFP for wayfinding with Melissa, Spicer, East Lansing, and Lansing.
- Attended a wayfinding stakeholder meeting, Melissa will be scheduling interviews for top two scoring wayfinding sign quotes.
- Attended MParks board meeting at their offices in Lansing.
- Attended a Michigan Association County Parks & Recreation Organizations in Lansing was elected vice president.
- Tim met with Jeff Gehl for an exit interview, Jeff had put together a nice procedures manual for his predecessor.
- I attended the MParks Annual State Conference in Kalamazoo. Tim and Coe made it for a day. Cindy and Nicole were unable to because of closures due to extreme cold and snow.
- Laux construction was awarded Lake Lansing North Grant project to improve ADA accessibility to the facilities.
- Met with Tim Buckley and Coe Emens to discuss dogs off leash with our new Animal Control Director and staff.
- I attended the MParks Trails Summit January 29th, 2019.
- Continued working on items for Grant administration for MDNR current grants.
- Helped with packets and agendas for Park Commission meetings.
- Continued to do promo spot for Ingham Parks on Tim Barren Radio show provided giveaways for promotion.
- Sorted through and responded e-mails daily.
- Winter Sports, snowflakes just around the corner staff has been working hard in preparation for winter season!
- Worked with Cindy, Nicole and staff on planning for CIP rollovers from 2018.
- Begin review of five year action program with staff will bring to March Park Commission meeting.
- The Parks hosted both Moonlight Ski employee free day at Burchfield and Tubing at Hawk Island.

February 2019

Hawk Island County Park

- ✓ 5,583 visits to Snow Tubing Park (Through Feb 10).
- ✓ Cristina Estrada replaced Coe Emens as the Hawk Island Assistant Park Manager when Coe was moved to Lake Lansing Park Manager position.
- ✓ Tubing Hill Reservations have increased from 8 in 2018 to 19 so far in 2019
- ✓ Began working on 2019 CIP Projects/Equipment for Hawk Island.
- ✓ Began ordering of maintenance supplies for 2019.
- ✓ Staff responsibilities during operational times:
 - Grooming of hill, development of snow tubing runs
 - Magic Carpet inspections and adjustments
 - Seasonal Staff Training and supervision
 - Snow making
 - Customer interaction
 - Inspections of hill for safety issues, (re-grooming during day if needed to slow or increase run speeds)
 - Revenue collection and reconciliation

Lake Lansing Park Report - January

Officially started as Manager on January 7. Spending most of my time getting familiarized with the park, staff, various committees and community organizations. Reviewing park files, procedures, and departmental processes have been a priority going forward but still have lots to learn! The Park has a lot of exciting things happening within the next couple of years so I am grateful to be able to be a part of it all!

- 1/10 Hosted MParks Park Resources Focus Group meeting at Hawk Island
- 1/10 Meet with Laux Construction to discuss bid for LLN grant project
- 1/14 Park Commission meeting
- 1/23 Correspondence with DNR and MParks regarding CWD session at State Conference
- 1/25 Meet with Nicole regarding departmental processes
- 1/26 Pick up new snowmobile for X-country ski trail grooming
- 1/31 MParks Conference



New Snowmobile

Burchfield Park December/January Manager's Report

December

1. Trained staff for winter operations.
2. Prepped ski trails for winter, including rerouting two sections to straighten ski lines and remove a sloping portion that was difficult to ski.
3. Staff inspected, cleaned, and repaired all livery kayaks.
4. Contracted Ayles tree service to remove tops of trees in front of sledding hill pole lights.
5. CXT bathroom building was delivered and installed for the Overlook grant project. (see pictures below)
- 6.
7. Drain Commissioner's contractor removed brush and debris along Peppermint Creek ditch line to improve drainage. (see pictures)
8. Jeff Gehl's retirement after 32 years of service.

January

1. Opened all winter operations for January 19th weekend and Martin Luther King Jr. Day.
2. Continued to clear S. Waverly Rd. /Moore's River Dr. bridge walkway.
3. 1/10 Attended Manager staff meeting and Mparks Resource Committee meeting afterwards with Coe Emens.
4. 1/17 Attended Ingham County Soil Conservation District Annual Dinner with guest speakers.
5. 1/18 Attended Michigan Municipal Risk Management Authority (MMRMA) Park Advisory Committee meeting.
6. 1/22 Attended Wage resolution meeting with park and HR staff.
7. 1/31 Attended Mparks State Conference and Trade Show.
8. Renewed Certified Parks and Recreation Professional Certification.
9. Ordered CIP canoe livery van.



Peppermint Creek ditch before and after clearing. (Looking west towards the river)



CXT restroom building being installed near Overlook shelter.

December and January- Parks Office Monthly Report

Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared.

Customer Service

We received 776 phone calls in the month of December and 1,399 in January. 9 park visitors made a picnic shelter reservation in December and 48 in January.

We have received 38 requests for 2019 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. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 42 U.S. passport applications in December and 63 in January.

Grants

Prepared park commission agenda, resolutions, public notice for the upcoming grant requests for 2019.

Fees/Wages

Several fee changes took effect January 1st. Shelter fees, game rentals, and day camp fee increased. Edits were made to office informational sheets, the webpage, and the shelter reservation site.

Accounting/Budget/Payroll

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

2018 VISITATION STATISTICS

INGHAM COUNTY PARKS

	Burchfield		Riverbend		McNamara		Lake Lansing North		Lake Lansing Boat Launch		Lake Lansing South		Hawk Island		2017 TOTAL		2018 TOTAL	
	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	All Parks	All Parks	All Parks	All Parks
Jan	5369	10550	1018	1757	2479	1283	3975	4860	3265	2735	5077	4602	15719	15719	36,902	36,902	41,505	41,505
Feb	6583	11335	2775	4369	3334	2712	3937	3370	3825	4607	6720	4619	21421	21421	48,595	48,595	52,432	52,432
Mar	10323	11773	2968	3652	3095	3564	4956	6204	5424	6023	6214	8145	17659	21007	50,639	50,639	60,368	60,368
Apr	30654	16722	3514	5982	5094	4475	9483	7420	10102	9192	6570	8698	39750	38000	105,167	105,167	90,488	90,488
May	28722	27597	4850	6558	6417	6204	9382	9505	13414	19129	21622	21438	109144	107000	193,551	193,551	197,431	197,431
Jun	29630	30678	4921	4280	7576	6290	10607	12587	16028	15204	44263	32531	85000	72564	198,025	198,025	174,135	174,135
Jul	43553	44089	5008	4798	8930	9405	11484	10644	21914	16630	54632	45612	79760	71519	225,281	225,281	202,697	202,697
Aug	34716	34515	4645	5398	5310	6679	9301	8862	14790	13986	35496	32292	57262	66142	161,520	161,520	167,874	167,874
Sep	22560	27286	5465	3645	4533	5320	10936	11511	12296	10343	21472	17222	41871	67190	119,133	119,133	142,517	142,517
Oct	16673	13861	2957	3385	1997	5129	8208	10052	8117	7380	8218	5466	28780	29026	74,950	74,950	74,300	74,300
Nov	9486	11176	2556	2103	4289	3465	5651	5332	8410	9808	4100	2988	20813	21053	55,305	55,305	55,924	55,924
Dec	11671	10395	2231	1646	2519	3362	5735	4795	3612	11586	3546	2060	14742	15032	44,056	44,056	48,877	48,877
TOTALS	249,940	249,979	42,908	47,574	55,573	57,888	93,655	95,141	121,197	126,623	217,930	185,673	531,921	545,673	1,313,124	1,313,124	1,308,551	1,308,551

Ingham County Parks Budget Status
as of 1/19

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance +/-	2019.0%
Park Administration					
Revenue					
Passport Revenue	20,000	20,000	3,121	(16,879)	15.6%
Parking Revenue	0	0	0	0	100.0%
Misc Revenue	1,000	1,000	77	(923)	7.7%
Carry Over Surplus Used	0	4,715	0	(4,715)	100.0%
Rev trf in F101	595,616	595,616	148,904	(446,712)	25.0%
Rev trf in F228	51,500	51,500	12,875	(38,625)	25.0%
Rev trf in (Cap Imp) F101	0	227,285	0	(227,285)	100.0%
Total Revenue	668,116	900,116	164,977	(735,139)	18.3%
Expenditures					
Personnel Services	333,060	333,060	17,766	315,294	5.3%
Controllable Expenses	204,046	204,046	219	203,827	0.1%
Non-Controllable Expenses	131,010	131,010	2,543	128,467	1.9%
Capital Outlay	0	232,000	0	232,000	100.0%
Total Expenses	668,116	900,116	20,528	879,588	2.3%
Net Cost Park Administration	0	0	144,449		
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	630	(15,170)	4.0%
Disc Golf Fees	22,000	22,000	0	(22,000)	0.0%
Pedal Boat Rental	2,000	2,000	0	(2,000)	0.0%
Canoe/Kayak Rental	42,500	42,500	0	(42,500)	0.0%
Ski Rental	7,000	7,000	0	(7,000)	0.0%
Food Concessions	2,500	2,500	0	(2,500)	0.0%
Parking Fees	47,811	47,811	487	(47,324)	1.0%
Equipment Rental	4,000	4,000	0	(4,000)	0.0%
Snow Tube Rental	0	0	0	0	#DIV/0!
Day Camp	10,000	10,000	0	(10,000)	0.0%
Rev trf in F101	309,849	309,849	77,462	(232,387)	25.0%
Total Revenue	463,460	463,460	78,579	(384,881)	17.0%
Expenditures					
Personnel Services	393,027	393,027	19,953	373,074	5.1%
Controllable Expenses	60,433	60,433	1,017	59,416	1.7%
Non-Controllable Expenses	10,000	10,000	0	10,000	0.0%
Capital Outlay	0	0	0	0	
Total Expenses	463,460	463,460	20,971	442,489	4.5%
Net Cost Burchfield Park	0	0	57,609		
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	660	(19,890)	3.2%
Boat Rental	7,500	7,500	0	(7,500)	0.0%
Boat Launch Fees	17,000	17,000	0	(17,000)	0.0%
Ski Rental	1,000	1,000	0	(1,000)	100.0%
Food Concessions	13,650	13,650	0	(13,650)	0.0%
LL House	9,600	9,600	800	(8,800)	8.3%
Parking Fees	88,335	88,335	3,087	(85,248)	3.5%
Inflateable Rental	1,000	1,000	0	(1,000)	0.0%
Rev trf in F101	360,445	360,445	90,111	(270,334)	25.0%
Total Revenue	519,080	519,080	94,658	(424,422)	18.2%
Expenditures					
Personnel Services	421,578	421,578	15,199	406,379	3.6%
Controllable Expenses	81,502	81,502	412	81,091	0.5%
Non-Controllable Expenses	16,000	16,000	0	16,000	0.0%
Total Expenses	519,080	519,080	15,611	503,469	3.0%
Net Cost Lake Lansing Parks	0	0	79,048		
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	3,615	(26,535)	12.0%
Boat Rental Fees	13,000	13,000	0	(13,000)	0.0%
Food Concessions	29,000	29,000	2,074	(26,927)	7.2%
Parking Fees	173,000	173,000	21,395	(151,605)	12.4%
Snow Hill Tubing Fees	50,000	50,000	22,152	(27,849)	44.3%
Dog Park Revenue	10,000	10,000	710	(9,290)	7.1%
Rev trf in F101	371,279	371,279	92,820	(278,459)	25.0%
Rev trf in F228	0	0	0	0	#DIV/0!
Total Revenue	676,429	676,429	142,765	(533,664)	21.1%
Expenditures					
Personnel Services	531,498	531,498	23,368	508,130	4.4%
Controllable Expenses	99,137	99,137	927	98,210	0.9%
Non-Controllable Expenses	45,794	45,794	0	45,794	0.0%
Total Expenses	676,429	676,429	24,295	652,134	3.6%
Net Cost Hawk Island Park	0	0	118,469		
Grand Total Revenue	2,327,085	2,559,085	480,979		18.8%
Grand Total Expenses	2,327,085	2,559,085	81,405		3.2%
Net Change in Fund Balance	0	0	399,574		
Fund Balance, Beginning of Fiscal Year 2018 ¹			410,121 ²		
Projected Fund Balance End of Year (estimate-Fund not closed)			809,695		

¹ The 208 fund is closed for 2017. \$4,320 was subtracted from 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- February 25, 2019

- Attended the Great Lake to Lake Trail Summit 4 meeting in Port Huron and provided a brief report on work in Ingham County
- With the ending of our year, caught up on paperwork and reimbursement filing and getting prepared for the start of our new budget year
- Met with executive committee of the Park Commission in regards to the scoring and ranking of the 4th round of millage applications
- Met with Spicer/Tanya multiple times in regards to the millage applications/wayfinding and planning for the new year
- Attended the bid opening for the wayfinding RFP
- Worked on multiple press releases for winter sports and park employee days
- Wrote resolutions for parks related materials for the BOC meetings
- Compiled new material for the new Park Commissioners in regards to the millage applications
- Produced a millage update report and presented at the Human Services meeting on February 4th as well as discussing the fourth round of applications
- Met with Fox 47 to work on a parks marketing plan with Nicole
- Attended the mParks Trail Summit in Kalamazoo on January 29 and presented on our millage along with Jackson County Parks
- Headed down to Florida to hike and soak up some sunshine in early February
- Met with Spicer and East Lansing to discuss the Wayfinding RFPs and to score the proposals
- Attended/led the most recent wayfinding stakeholder meeting to update the communities on where we were at and the next steps
- Worked with Tim Buckley on Quiet Water Symposium Planning
- Was interviewed with Jessy G. by a MSU student in regards to the millage
- Was interviewed by the LSJ in regards to the millage
- Attended January and February staff meetings
- Worked with Nicole and IT on reviewing the new website design



Fort Gratiot Light-Port Huron, MI



Grand River, Burchfield Co. Park



FLRT Trail Ambassador Program Coordinator Monthly Report January-February, 2019

Events

- mParks Trail Summit – Tuesday, January 29
 - Presented on Volunteer Program
- FLRT Board Meeting – Tuesday, December 11

Upcoming Events

- FLRT Pie K – Thursday, March 14 6pm
 - Fund raiser for FLRT
- FLRT Board Meeting – Tuesday, April 8 5:30pm

Other Business

- Responded to requests for info on Trail Ambassador & Sponsorship programs
- Continued planning spring run event to benefit FLRT (Pie K)
 - Met with Old Town Commercial Association on promotion
- Prepared materials for presentation at 2019 mParks Trails Summit
- Researched additional funding opportunities
 - Scheduled meetings with DNR reps to discuss options
- Monitored trail project updates & shared via social media
- Attended Trail Wayfinding Meeting 2/14
- Responded to trail maintenance questions
- Continued integrating membership/sponsorship database on Salesforce
- Discussed with TART how they handle winter trail maintenance

MOU Status

Community Name	In Discussion	In Process	Signed	Last Update
Ingham County			✓	3/7/17
City of Lansing		✓		2/9/17
City of East Lansing			✓	9/28/17
City of Mason			✓	10/13/17
Delhi Township		✗		3/9/18
Meridian Township			✓	1/31/18
Stockbridge		✓		3/7/18

From: Melissa Kern
Sent: Wednesday, February 6, 2019 3:46 PM
To: parks
Subject: Hawk Island Tubing

We had a group of 49 tubers for a reservation this past Tuesday, Feb. 5th from 10am to Noon.

I wanted to let you know your staff was excellent. The woman taking the money and waivers was friendly and prompt. The two gentlemen helping on the hill were polite, helpful, hard working and personable. The bonfire was an added bonus that was greatly appreciated. And the hill was very fun!

I set up many school events throughout the year. This one was easy to do and an amazing activity and I'd recommend it to anyone.

Thank you!

Melissa Kern