

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
CHRIS TRUBAC  
RYAN SEBOLT  
THOMAS MORGAN  
DERRELL SLAUGHTER  
EMILY STIVERS  
ROBIN NAEYAERT

## INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MARCH 18, 2019 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [March 4, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham Health Plan Corporation – [2018 Annual Report](#)
2. Health Department
  - a. Resolution to Authorize an Agreement with Comcast for Public Education [Advertising](#) about Opioid Overdoses
  - b. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs ([LARA](#)) to Accept a 2019 Michigan Medical Marihuana Operation and Oversight Grant
  - c. Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the [Engaged Father Program](#)
3. Parks Department
  - a. Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to [Hawk Island](#)
  - b. Resolution to Authorize Application for a Trust Fund Grant for Accessibility Improvements to [Hawk Island](#)
  - c. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Lake Lansing South](#)
  - d. Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to [Lake Lansing South](#)
  - e. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Lake Lansing South](#)
  - f. Resolution to Adopt the Ingham County Trail [Wayfinding Signage Plan](#)
  - g. Resolution to Authorize a Contract with [Signs by Crannie](#)
4. Facilities – Facilities Department Overview
5. Controller's Office – Fair Manager Update (*Discussion*)

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham 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 at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

HUMAN SERVICES COMMITTEE

March 4, 2019

Draft Minutes

Members Present: Morgan, Naeyaert, Sebolt, Slaughter, Stivers, Tennis, and Trubac.

Members Absent: None.

Others Present: Tim Morgan, Linda Vail, Ronald Wilcox, Timothy Williams, Caitlin Carpenter, Nickell Dixon, Jared Cypher, Anne Scott, Tyler A Smith, and others

The meeting was called to order by Chairperson Tennis at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 25, 2019 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 25, 2019 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Additions to the Agenda

3. Health Department
  - c. Resolution to Authorize a Re-Organization of Jail Medical

Limited Public Comment

None.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

3. Health Department
  - a. Resolution to Amend Agreement with MDHHS for HIV Care Coordination
  - b. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
4. Parks Department
  - b. Resolution to Amend Resolution #19-047, Resolution to Authorize Contracts for Trails and Parks Millage Applications
5. Health Services Millage – Resolution Authorizing a Contract Extension with MaLannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Fair Board – Interviews

Ronald Wilcox interviewed for a position on the Fair Board.

Timothy Williams interviewed for a position on the Fair Board.

Caitlin Carpenter interviewed for a position on the Fair Board.

2. Board of Health – Interviews

Dr. Nickell Dixon interviewed for a position on the Board of Health.

3. Health Department

c. Resolution to Authorize a Re-Organization of Jail Medical

MOVED BY COMM. SLAUGHTER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Linda Vail, Health Officer, stated that the resolution was mostly the same as it had been in previous meetings concerning the Jail Medical issue. She further stated that the only substantial differences were that the reorganization would now be funded through monies from a settlement with Blue Cross Blue Shield several years earlier, and the requirement of updates monthly for one year had been moved from the Cross Country Staffing resolution to this one.

Ms. Vail stated that under this resolution, the reporting requirement would be reviewed when the contract with Cross Country was renewed. She further stated that all unions involved had given written support for the resolution, with the exception of the Ingham County Employees' Association (ICEA), which had verbally expressed approval.

Ms. Vail stated that Human Resources was working on getting the written approval from ICEA. She further stated that the resolution stated that the reorganization would be effective March 1, 2019, which was in the past, but that if leaving that date in the resolution did not create any issues, she was not concerned about it.

Commissioner Sebolt stated that he trusted Ms. Vail's word that ICEA had verbally approved the resolution. He further asked Ms. Vail to forward emails from the unions to the Committee members.

Ms. Vail stated that Human Resources was meant to have provided copies of emails for the meeting.

Commissioner Naeyaert stated that she wanted to make sure that nobody would blame Ms. Vail for not having everything done by March 1, 2019, but would support the resolution as written as long as this was on the record.

Commissioner Stivers stated that there was a typo in the resolution.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. MORGAN, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the MNA, UAW and ICEA Unions have reviewed **and** support the proposed re-organization.

This was a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Chairperson Tennis stated that he gave heartfelt thanks to staff for working hard and putting together the reorganization proposal. He further stated that perhaps the County could look at other Jail Medical methodologies in the future to make the provision of services by the County more seamless.

Discussion.

4. Parks Department
  - a. Resolution to Establish Additional Guidelines for Trails and Parks Millage Grant Recommendations

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

MOVED BY COMM. MORGAN, TO AMEND THE RESOLUTION AS FOLLOWS:

~~BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.~~

~~BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.~~

Jared Cypher, Deputy Controller, stated that the language was current, and had been included in a few recent resolutions.

COMM. MORGAN WITHDREW THE MOTION.

Chairperson Tennis stated that in the past there had been disagreements among Commissioners about the subject matter of the last two paragraphs, and this language had been inserted to make things clear.

Commissioner Sebolt stated that one Commissioner wanted the language inserted to show that he had the final say.

Commissioner Morgan stated that he did not like unnecessary language in resolutions, because it left things open to interpretation later.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

### Commissioner Announcements

Discussion.

Commissioner Morgan stated that without diminishing from anyone, the County needed to recognize that the Fair was an important operation, and needed applicants who could provide oversight, ask questions, and come to things prepared.

Commissioner Naeyaert stated that she appreciated how every Commissioner regarded the Fair as important, and that she liked to idea of getting the Capitol Area Transportation Authority (CATA) to bring kids out from the city to the Fair. She further stated she knew people who had never seen or touched a cow or a rabbit.

Commissioner Naeyaert stated that being on the Fair Board was an important role, and that the board should be made up of people who were a little more farm-oriented. She further stated that she had liked Mr. Williams' responses, and had really liked Ms. Carpenter as well.

Commissioner Naeyaert stated that being a teacher in those fields was not easy, and that technology was taking over farms resulting in a high level of automation. She further stated that Commissioners needed to do a rural farm tour, and that she would be happy to set it up.

Chairperson Tennis stated that having events like Hagrid's Animal Emporium, Star Wars Day, or Spiderman Day could help engage kids with Fair-related activities. He further stated that Joy Gleason, Fair Board Member, could talk for hours about the Fair.

Commissioner Stivers stated that the first applicant in the interview process was at a disadvantage, and that candidates should be interviewed separately in the future.

Commissioner Naeyaert stated that in some interview processes, all the candidates came up at one time, and interviewed together in a more open, conversational format. She further stated that usually the process was not very formal, and that the second applicant in the process had an advantage, but seemed to have demonstrated good knowledge of the subject matter regardless.

Chairperson Tennis stated that at the beginning of the meeting, he was trying to remember what interview process had been recommended, but that he had not been able to recall. He further stated that he apologized.

Commissioner Morgan stated that the Committee could not require anyone to stand outside the room, because that would violate the Open Meetings Act. He further stated that they could only ask them nicely to do so.

Commissioner Sebolt stated that he had proposed language about the interview policy that the County Attorney had approved.

Commissioner Trubac stated that he agreed with Commissioner Stivers, and that he would also be interested in casting a wider net as far as Fair Board applicants. He further stated that he was curious as to what process was in place to recruit applicants, and determine how people are finding out about the opportunity and applying.

Commissioner Morgan stated that while it was nice to volunteer, the Fair Board had an oversight role, and needed oversight hawks. He further stated that the County needed better Fair Board members, and needed to actively seek them out in order to protect the Fair.

Mr. Cypher stated that the Fair Board was a working board during the event, and was expected to do eight to ten hours of work a day during the Fair.

Commissioner Naeyaert stated that it was interesting to see which Fair Board members were present around the Fair engaging in activities, because some members did not seem to be involved.

Commissioner Slaughter stated that new Commissioner orientation was Thursday, March 7, 2019 at 6:00 in Personnel Conference Room "D & E" of the Human Services Building.

Discussion.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:15 p.m.

# MARCH 18, 2019 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Health Department

- a. *Resolution to Authorize an Agreement with Comcast for Public Education Advertising about Opioid Overdoses*

This resolution authorizes an agreement with Comcast for the period of March 26, 2019 through June 30, 2019 in an amount not to exceed \$18,793 for public education advertising regarding opioid overdose, fentanyl and overdose rescue medication (naloxone). The Michigan Department of Health and Human Services (MDHHS) has awarded ICHD with Public Health Emergency Preparedness (PHEP) funds, which will cover the entire cost of the agreement.

- b. *Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept a 2019 Michigan Medical Marijuana Operation and Oversight Grant*

This resolution an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for the period of January 1, 2019 through September 15, 2019 in an amount not to exceed \$103,621 for education, communication and outreach regarding the Michigan Medical Marijuana Act.

- c. *Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program*

This resolution authorizes an agreement whereby UM-Flint will provide ICHD with up to \$60,000 in funding to implement the Engaged Father Program for the period of October 1, 2018 through September 30, 2019.

3. Parks Department

- a. *Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island*

This resolution authorizes an application for a Land and Water Conservation Fund Grant for accessibility improvements to Hawk Island Park, including an accessible canoe/kayak launch, a new floating pedal boat / row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping. 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 as approved in Board of Commissioners Resolution #19-047 for a local match, for a total project amount of \$584,200.

- b. *Resolution to Authorize Application for a Trust Fund Grant for Accessibility Improvements to Hawk Island*

This resolution authorizes an application for a Michigan Natural Resources Trust Fund grant for accessibility improvements to Hawk Island Park, including 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, three new fishing piers/overlook docks, native landscaping, parking lot striping, and 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 local match, as approved in Board of Commissioners Resolution #19-047, for a total project amount of \$531,400.



c. *Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing South*

This resolution authorizes an application for a Michigan Natural Resources Trust Fund grant for accessibility improvements to Lake Lansing South, including 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 ADA accessible parking spaces, and 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.

d. *Resolution to Authorize Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing South*

This resolution authorizes an application for a Land and Water Conservation Fund Grant for accessibility improvements at Lake Lansing South application 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 band shell, and 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, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$15,000 as approved in Board of Commissioners Resolution #19-047. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

e. *Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing South*

This resolution authorizes an application for a Michigan Natural Resources Trust Fund grant for accessibility improvements to Lake Lansing South application 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, and 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 as approved in Board of Commissioners Resolution #19-047.

f. *Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan*

This resolution adopts a trails wayfinding plan for Ingham County. This plan was completed with the assistance of communities and stakeholders across Ingham County. A similar resolution was tabled at the 8/20/18 Human Services meeting due to cost concerns with the wayfinding project. Since that time an RFP was issued and there is a resolution on this agenda to authorize a contract with Signs by Crannie to design and fabricate custom wayfinding signs at a significant savings over the initial estimates.

g. *Resolution to Authorize a Contract with Signs by Crannie*

This resolution authorizes a contract with Signs by Crannie in the total amount not to exceed \$281,427.77 from the Trails and Parks Millage Fund for the designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project.

**OTHER ITEMS:**

1. Ingham Health Plan Corporation – 2018 Annual Report
4. Facilities - Facilities Department Overview
5. Controller's Office – Fair Manager Update (Discussion)



*A Licensed Third Party Administrator*

February 7, 2019

Tim Dolehanty, Controller  
Ingham County  
PO Box 319  
Mason, MI 48854

Dear Mr. Dolehanty:

Enclosed is the annual report that details member enrollment and expenditures over the January 1, 2018 to December 31, 2018 term of the health services millage agreement between Ingham County and Ingham Health Plan Corporation. The \$1,182,950 assisted Ingham Health Plan Corporation in our efforts to continue to offer an organized system of care to uninsured residents of Ingham County with an annual income of \$28,000 or at or below 231% of the Federal Poverty Level for a per member per month cost of \$84.02.

The Ingham Health Plan community benefit was provided to a total of 2,134 residents (unduplicated users) over the course of the year with 1,510 residents considered “millage eligible”. Due to residents going on and off the plan (due to changes in coverage, residency, income, etc.) the snapshot at the end of December was 1,256 “millage eligible” members. For purposes of this annual report, we provided a summary of the membership on December 31, 2018. Data is provided each month along with our invoice.

If you have any questions or need any clarification, please feel free to contact me at 517-336-3778 or email at [Lnoyer@ihpmi.org](mailto:Lnoyer@ihpmi.org).

Sincerely,

Lori Noyer, MA  
Executive Director

Enclosure (1)

cc: Jared Cypher  
IHPC Board of Directors



INGHAM HEALTH PLAN CORPORATION

# INGHAM COUNTY HEALTH SERVICES MILLAGE FINAL REPORT

JANUARY 1, 2018 – DECEMBER 31, 2018

The Ingham Health Plan Corporation (IHPC) is pleased to submit the 2018 Annual Report identifying how Ingham Health Services Millage funds were used by IHPC. These funds assist IHPC in our efforts to continue to offer a community health benefit to the uninsured residents of Ingham County whose annual income is at or below 231% of the Federal Poverty Level (FPL) or \$28,000 for 1 person.

2018 enrollment in the Ingham Health Plan continues to increase compared to subsequent years. **Total** enrollment in IHP as of December 2018 was 1,772 (up 174 from prior year) and the total number individuals enrolled during the year was 2,134 (an increase of 201 from 2017).  
A summary of services provided in 2018 to **ALL** IHP members include:



## Medical Services

\$991,257 was paid in claims to community health care providers for eligible benefits which includes [primary care](#), [urgent care](#), [out-patient hospital](#), [immunizations](#), [laboratory](#), [radiology services](#), [physical therapy](#), etc.



## Pharmacy

- ✓ \$162,832 was the total cost of prescriptions
- ✓ 17,283 Prescriptions were paid
- ✓ 92% Prescriptions were generic



## Dental

- ✓ 2,388 dental services were provided
- ✓ 941 preventative cleanings and exams
- ✓ Delta Dental provides the dental benefit with the EPO Service Delivery Network. Sixty one dental providers were utilized by members.

For the purposes of this report, from this point forward, Ingham Health Plan Corporation (IHPC) is including data on the members that were reimbursed by millage funds only. IHPC has additional members referred to as “bridge members”. These members are uninsured and meet millage ballot language. All IHP members meet requirements of the millage (see language below), but over 500 IHP members were excluded by Ingham County. IHPC covered services to those members with reserved funds. IHPC has seen an increase in members and utilization and expect to see continual increases. NOTE: Ingham County lifted the exclusion of “Bridge” members beginning in January 2019.

**“INGHAM COUNTY HEALTH SERVICES RENEWAL MILLAGE**

For the purpose of reauthorizing and continuing a millage at the same millage level previously approved by the voters in 2012 for funding of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses for low-income residents, shall the previously approved millage above the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be continued and renewed at up to 0.52 mills (\$0.52 per thousand dollars of state taxable valuation) for a period of five years (2015-2019), inclusive?

If levied in full, this millage would raise an estimated \$3,425,803 in the first calendar year.”

## 2018 TOTAL IHPC MILLAGE INVOICE SUMMARY



	Millage Only Members	Medical Expenses	Pharmacy Expenses	Dental Expenses	Dental Credits	Admin	MILLAGE TOTAL
January	1157	\$ 45,787	\$ 11,749	\$ 19,889	\$ -	\$ 15,485	\$ 92,910
February	1166	\$ 51,780	\$ 7,859	\$ 20,044		\$ 15,937	\$ 95,620
March	1181	\$ 36,747	\$ 8,572	\$ 20,301	\$ (1,967)	\$ 12,731	\$ 76,384
April	1195	\$ 65,118	\$ 11,032	\$ 20,542		\$ 19,338	\$ 116,030
May	1175	\$ 62,042	\$ 9,484	\$ 20,198		\$ 18,345	\$ 110,070
June	1207	\$ 42,631	\$ 10,329	\$ 20,748	\$ (4,489)	\$ 13,844	\$ 83,063
July	1217	\$ 62,186	\$ 8,867	\$ 20,920		\$ 18,395	\$ 110,368
August	1219	\$ 48,547	\$ 9,256	\$ 20,869		\$ 15,734	\$ 94,406
September	1201	\$ 51,159	\$ 6,585	\$ 20,559	\$ (6,790)	\$ 14,303	\$ 85,816
October	1169	\$ 76,512	\$ 8,498	\$ 20,009		\$ 21,004	\$ 126,024
November	1208	\$ 57,644	\$ 7,456	\$ 20,680		\$ 17,156	\$ 102,936
December	1181	\$ 50,319	\$ 6,683	\$ 20,215	\$ (2,819)	\$ 14,880	\$ 89,278
<b>TOTAL</b>	<b>14276</b>	<b>\$ 650,474</b>	<b>\$ 106,371</b>	<b>\$ 244,975</b>	<b>\$ (16,066)</b>	<b>\$ 197,151</b>	<b>\$1,182,905</b>

# Demographics

Snapshot of MILLAGE enrollment on December 31, 2018

## Age of Membership

0-20 yrs	21-30 yrs	31-40 yrs	41-50 yrs	51-64 yrs	Over 65
211	180	309	294	167	95
17%	14%	25%	23%	13%	8%

1,256 Millage Members



## Race/Ethnicity



White	Black	Hispanic	Indian	Asian	Other	Unknown
213	175	668	1	160	23	16
17%	14%	53%	0%	13%	2%	1%

# Demographics

Snapshot of MILLAGE enrollment in December 31, 2018



Key: Conversion of FPL to \$

0%-138% FPL	\$0-\$16,763
139%-150% FPL	\$16,764-\$18,210
151%-200% FPL	\$18,211-\$24,280
201%-231% FPL	\$24,281-\$28,043

Household Size	0-138% FPL	139-150% FPL	151-200% FPL	201-240% FPL
1	237	11	42	19
2	177	9	18	7
3	163	8	33	7
4	231	6	36	10
5+	205	11	20	6
<b>Total</b>	<b>1013</b>	<b>45</b>	<b>149</b>	<b>49</b>



## Enrollment by zip code

Okemos	48805	1	0%
E. Lansing	48823	151	12%
E. Lansing	48825	0	0%
E. Lansing	48826	1	0%
Haslett	48840	50	4%
Holt	48842	34	3%
Mason	48854	17	1%
Okemos	48864	62	5%
Webberville	48892	5	0%
Williamston	48895	9	1%
Lansing	48906	126	10%
Lansing	48909	0	0%
Lansing	48910	261	21%
S. Lansing	48911	343	27%
Lansing	48912	98	8%
Lansing	48915	52	4%
W. Lansing	48917	31	2%
Lansing	48933	10	1%
Leslie	49251	2	0%
Stockbridge	49285	3	0%
<b>TOTAL</b>		<b>1256</b>	

# 2018 IHPC DEMOGRAPHICS



MEMBER TYPE		
Description	Member Count	
ACA INELIGIBLE	649	52%
EMERGENCY SERVICES ONLY	452	36%
MA/HMP PENDING	24	2%
MARKETPLACE EXEMPTION	5	0%
SPEND-DOWN	124	10%
NOT MEDICARE ELIGIBLE	2	0%
<b>Total</b>	<b>1,256</b>	<b>100%</b>

*ACA Ineligible:* Not eligible for a Affordable Care Act (Marketplace) product  
*MA/HMP Pending:* Medicaid/Healthy Michigan Plan Application Pending

## Enrollment

### Community Enrollment Partners

- Ingham Co Health Dept. (56%)
- Allen Neighborhood Center (9%)
- Ingham Community Health Center (24%)
- South Side Community Coalition (1%)
- Cristo Rey – IHP Worker/Partial year (9%)
- Other (1%)

### Primary Care Provider Assignment

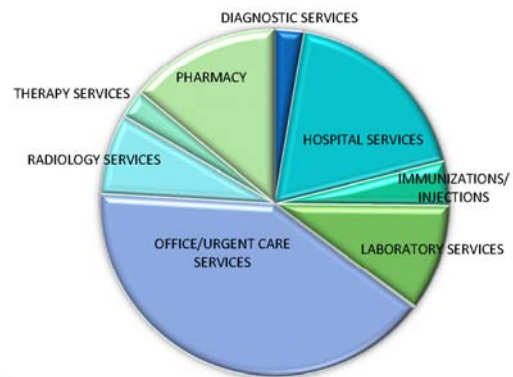
Provider Assignment	Members
Ingham Health Centers	45%
Cristo Rey	40%
McLaren Greater Lansing	5%
Michigan State University	4%
Sparrow Medical Group	4%
CareFree	1%
Other	1%

42 Different Primary Care Provider Offices/sites have IHP members assigned in the community.

# 2018 MILLAGE PER MEMBER PER MONTH

Benefit Service Category	Total Charge	Total paid	PMPM
DIAGNOSTIC SERVICES	\$155,301.83	\$20,454.05	\$1.43
ER SERVICES	\$300,525.16	\$	\$0.00
HOSPITAL SERVICES	\$1,260,569.17	\$139,402.20	\$9.76
IMMUNIZATIONS/ INJECTIONS	\$64,927.60	\$30,628.11	\$2.15
LABORATORY SERVICES	\$551,101.31	\$75,732.57	\$5.30
MEDICAL SUPPLIES	\$1,367.75	\$597.93	\$0.04
OFFICE/URGENT CARE SERVICES	\$611,525.78	\$307,665.47	\$21.55
OTHER	\$168,906.42	\$0.00	\$0.00
RADIOLOGY SERVICES	\$682,308.90	\$55,940.96	\$3.92
THERAPY SERVICES	\$122,642.55	\$20,052.51	\$1.40
<b>TOTAL MEDICAL</b>	<b>\$3,919,176.47</b>	<b>\$650,473.80</b>	<b>\$45.56</b>
PHARMACY		\$106,371.00	\$7.45
<b>TOTAL MEDICAL AND PHARMACY</b>		<b>\$756,844.80</b>	<b>\$53.02</b>
DENTAL		\$228,909.00	\$17.19
ADMINISTRATIVE CAP - 20%		\$197,151.00	\$13.81
<b>GRAND TOTAL</b>		<b>\$1,182,905</b>	<b>\$84.02</b>

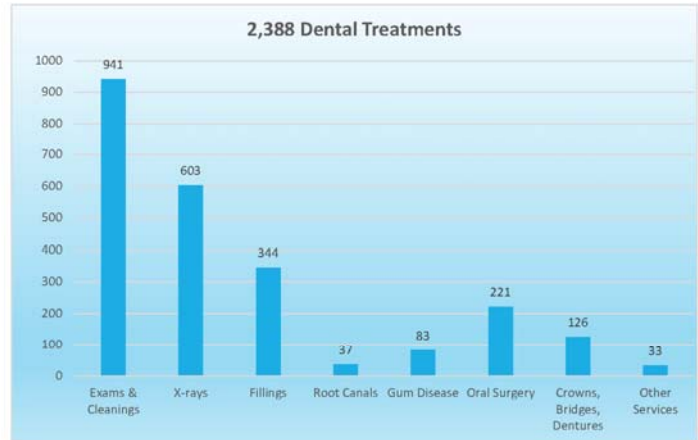
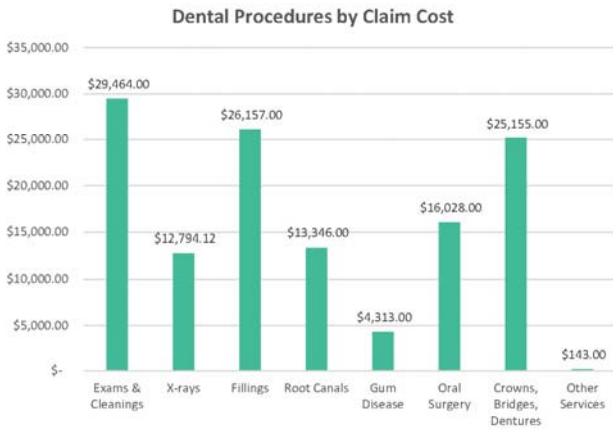
### IHPC Medical Expenditures: Jan-Dec 2018



# 2018 DENTAL STATISTICS

Delta Dental administers the IHP dental plan.

The fully-insured premium cost per person per month was \$17.19 for a total of \$228,909.



For questions on the 2018 Millage Report Contact:

Lori Noyer, MA  
Executive Director

Phone: 517-336-3778

[Lnoyer@ihpmi.org](mailto:Lnoyer@ihpmi.org)



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 28, 2019  
**SUBJECT:** Resolution to enter into agreement with Comcast for Naloxone ad  
For the meeting agendas of March 18 and March 20, 2019

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**BACKGROUND**

In response to the ongoing opioid epidemic in Ingham County and across the state and nation, Ingham County Health Department (ICHHD) wishes to partner with Comcast for public education advertising throughout Ingham County. The ad will inform the public about opioid overdose, fentanyl and overdose rescue medication (naloxone). This agreement with Comcast will be effective March 26, 2019 through June 30, 2019, in an amount not to exceed \$18,793.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The amount of this agreement will not exceed \$18,793. The Michigan Department of Health and Human Services (MDHHS) has awarded ICHHD with Public Health Emergency Preparedness (PHEP) funds, which will cover the entire cost of the agreement.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B. The resolution also supports section A.2(a) of the Action Plan- provide additional resources to the task force focusing on the epidemic of opioid addiction in Ingham County.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize an agreement with Comcast for the period of March 26, 2019 through June 30, 2019 in an amount not to exceed \$18,793 for public education advertising regarding opioid overdose, fentanyl and overdose rescue medication (naloxone).

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMCAST FOR  
PUBLIC EDUCATION ADVERTISING ABOUT OPIOID OVERDOSES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Comcast in an amount totaling \$18,793 effective March 26, 2019 through June 30, 2019; and

WHEREAS, the agreement allows for public education advertising throughout Ingham County and Lansing regarding opioid overdose, fentanyl and overdose rescue medication (naloxone); and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has provided ICHHD with a proposed FY 2019 Comprehensive Agreement for the delivery of public health services, including Emergency Preparedness; and

WHEREAS, the Health Officer recommends authorization of an agreement between Comcast and ICHHD in an amount not to exceed \$18,793 for the period of March 26, 2019 through June 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Comcast for public education advertising regarding opioid overdose, in an amount not to exceed \$18,793 for the period of March 26, 2019 through June 30, 2019.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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 consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 28, 2019  
**SUBJECT:** Resolution to Accept 2019 Michigan Medical Marihuana Operation and Oversight Grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA)  
For the meeting agendas of March 18 and March 20, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019. Public Act 2017 of 2018 section 901 directs funds appropriated for grants in the Michigan Medical Marihuana Act, MCL 333.26421 to counties for education and outreach relating to the Michigan medical marihuana program. Grants are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county. Grants are for education, communication, and outreach regarding the Michigan medical marihuana act. Grants must not be used for law enforcement purposes.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The amount of this agreement will not exceed \$103,621. These funds will cover the entire cost of the agreement.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached form authorizing an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for the period of January 1, 2019 through September 15, 2019 in an amount not to exceed \$103,621 for education, communication and outreach regarding the Michigan Medical Marihuana Act.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) TO ACCEPT A 2019  
MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 to 333.26430; and

WHEREAS, Public Act 207 of 2018 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants must not be used for law enforcement purposes; and

WHEREAS, ICHD seeks to engage in activities such as healthcare provider education, in-school presentations, a one-day educational summit, and a public education campaign; and

WHEREAS, ICHD seeks to engage in the aforementioned activities with objectives to reduce medical marijuana stigma among health care providers, provide education regarding safe storage of marijuana, provide education on the dangers of driving while under the influence of marijuana, and increase the perception of risk for adolescent marijuana use; and

WHEREAS, the Health Officer recommends authorization of an agreement between LARA and ICHD in an amount not to exceed \$103,621 for the period of January 1, 2019 to September 15, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with LARA for education, communication and outreach regarding the Michigan Medical Marihuana Act, in an amount not to exceed \$103,621 for the period of January 1, 2019 to September 15, 2019.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any 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 consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 11, 2019  
**SUBJECT:** Agreement with University of Michigan-Flint for the Engaged Father Program  
For the meeting agendas of March 18 and March 20, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with the University of Michigan-Flint (UM-Flint) to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes. UM-Flint was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support this project which significantly improves the provision of services to expectant and new fathers within Michigan. This project includes the implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites and will promote infant wellbeing by providing new fathers with education, support, and resources. This agreement will be effective October 1, 2018 through September 30, 2019

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Under this subcontract, UM-Flint will provide ICHD with up to \$60,000 in funding to implement the Engaged Father Program for the period of October 1, 2018 through September 30, 2019.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend the Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of October 1, 2018 through September 30, 2019.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-FLINT FOR IMPLEMENTATION OF THE ENGAGED FATHER PROGRAM**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with the University of Michigan-Flint (UM-Flint) to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes; and

WHEREAS, UM-Flint was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support this project which significantly improves the provision of services to expectant and new fathers within Michigan; and

WHEREAS, this project includes the implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites and will promote infant wellbeing by providing new fathers with education, support, and resources; and

WHEREAS, this agreement will be effective October 1, 2018 through September 30, 2019; and

WHEREAS, under this subcontract, UM-Flint will provide ICHHD with up to \$60,000 in funding to implement the Engaged Father Program; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed \$60,000 for the period of October 1, 2018 through September 30, 2019.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund Grant for Hawk Island  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Hawk Island. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application includes an accessible canoe/kayak launch, a new floating pedal boat / row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping.

**ALTERNATIVES**

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

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 as approved in Board of Commissioners Resolution #19-047 for a local match, for a total project amount of \$584,200.

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 in the amount of \$15,000 as approved in Board of Commissioners Resolution #19-047.

*Fish Stocking:* County staff would like to stock the pond with fish and believe it would enhance the proposed improvements in the amount of \$10,000 as approved in Board of Commissioners Resolution #19-047.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A LAND AND WATER  
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Department of Natural Resources Land and Water Conservation Fund for park and accessibility improvements at Hawk Island; and

WHEREAS, the Michigan Department of Resources Land & Water Conservation Fund application includes an accessible canoe/kayak launch, a new floating pedal boat/row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$292,100 matching funds from the Trails and Parks Millage as well as \$15,000 for a Topographic Survey and \$10,000 for fish stocking as identified in Board of Commissioners Resolution #19-047.

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$292,100 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$292,100 from the Trails and Parks Millage (50%) of a total \$584,200 project cost, during the 2020-2021 fiscal year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$15,000 for a Topographic Survey and \$10,000 for fish stocking from the Trails and Parks Millage which was as previously approved in Board of Commissioners Resolution #19-047.

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



## Agenda Item 3b

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Hawk Island  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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### **BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Hawk Island. The Michigan Department of Natural Resources (DNR) is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application includes 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, three new fishing piers / overlook docks, native landscaping, parking lot striping, and striping of the trail loop around the lake and out to Cavanaugh Road.

### **ALTERNATIVES**

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

### **FINANCIAL IMPACT**

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 local match, as approved in Board of Commissioners Resolution #19-047, for a total project amount of \$531,400.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

### **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Hawk Island; and

WHEREAS, the DNR Trust Fund application includes 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, three new fishing piers / overlook docks, native landscaping, parking lot striping, and striping of the trail loop around the lake and out to Cavanaugh Road; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$231,400 matching funds from the Trails and Parks Millage as approved in Board of Commissioners Resolution #19-047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$231,400 from the Trails and Parks Millage (43%) of a total \$531,400 project cost, during the 2020 - 2021 fiscal year.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Authorization to Apply for a Michigan Natural Resources Trust Fund Grant #2 for Lake Lansing South  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. Board of Commissioners Resolution 18-108 authorized the submittal of a Recreation Passport Grant Application for park and accessibility improvements at Lake Lansing South in 2018. The grant was not awarded. We are reapplying for this project under a Natural Resources Trust Fund Grant Application.

The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application 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 ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a rain garden area.

**ALTERNATIVES**

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

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. Board of Commissioners Resolution 18-108 previously authorized \$59,000 from the Trails and Parks Millage for this project submitted as a Recreation Passport Grant Application. Unfortunately, the grant was not awarded. This resolution requests authorization to reallocate \$59,000 from the Trails and Parks Millage for this project submitted as a new Trust Fund grant application. In addition, this resolution commits \$11,500 from the Trails and Parks Millage which was already approved in the 2019 CIP Fund list from the Trails and Parks Millage as line item "Retaining Wall/Sidewalk/Access - Lake Lansing South" #228-75999-97400-9P14. The resolution authorizes a total match in the amount of \$70,500.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO LAKE LANSING SOUTH**

WHEREAS, Board of Commissioners Resolution 18-108 authorized submittal of a Recreation Passport Grant Application for park and accessibility improvements at Lake Lansing South in 2018; and

WHEREAS, the grant was not awarded and the Parks Department is reapplying for this project under a Natural Resources Trust Fund Grant Application; and

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application 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 ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a rain garden area; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$70,500 matching funds from the Trails and Parks Millage, which includes \$59,000 from the Trails and Parks Millage and \$11,500 from the previously approved 2019 Capital Budget List as line item "Retaining Wall/Sidewalk/Access - Lake Lansing South" #228-75999-97400-9P14 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$164,500 for park and accessibility improvements at Lake Lansing South, and further resolves to make available its financial obligation amount of \$70,500 from the Trails and Parks Millage (30%) of a total \$235,000 project cost, during the 2020 - 2021 fiscal year.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes reallocating \$59,000 previously authorized for this project in Resolution #18-108 from the Trails and Parks Millage for this grant application and \$11,500 from the Trails and Parks Millage for a total \$70,500 match from the Trails and Parks Millage' the \$11,500 was already authorized in the 2019 Capital Budget List as line item "Retaining Wall/Sidewalk/Access - Lake Lansing South" #228-75999-97400-9P14 from the Trails and Parks Millage.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund for Lake Lansing South  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019.

This grant application 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, and landscaping to include native plants and bio-swales.

**ALTERNATIVES**

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

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, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$15,000 as approved in Board of Commissioners Resolution #19-047. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A LAND AND WATER  
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS  
TO LAKE LANSING SOUTH**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the Michigan Department of Resources Land & Water Conservation Fund application 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, and landscaping to include native plants and bio-swales; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$300,000 matching funds from the Trails and Parks Millage as well as \$15,000 for a Topographic Survey as approved by Board of Commissioners Resolution #19-047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing South, and further resolves to make available its financial obligation amount of \$300,000 from the Trails and Parks Millage (50%) of a total \$600,000 project cost during the 2020-2021 fiscal year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$15,000 for a Topographic Survey from the Trails and Parks Millage which was as previously approved in Board of Commissioners Resolution #19-047.

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Authorization to Apply for a Michigan Natural Resources Trust Fund Grant #1 for Lake Lansing South  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing South. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019. This grant application 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, and two outdoor Showers.

**ALTERNATIVES**

A public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

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 as approved in Board of Commissioners Resolution #19-047.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 25, 2019 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO LAKE LANSING SOUTH**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application 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, and two outdoor Showers; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2019; and

WHEREAS, a public meeting was held on February 25, 2019 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$725,200 matching funds from the Trails and Parks Millage as approved in Board of Commissioners Resolution #19-047.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing South, and further resolves to make available its financial obligation amount of \$725,200 from the Trails and Parks Millage (70%) of a total \$1,025,200 project cost, during the 2020 - 2021 fiscal year.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Resolution to Adopt the Ingham County Trail Wayfinding Signage Plan  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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**BACKGROUND**

Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan and Spicer Group has completed their plan with the assistance of communities and stakeholders across Ingham County. Five stakeholder meetings were held on the following dates: 5/5/17, 6/29/17, 8/10/17, 10/5/17 and 3/9/18. Stakeholders that were in attendance consisted of: City of Lansing, Friends of Lansing Regional Trails, Tri-County Bicycle Association, Meridian Township, Delhi Township, Spicer, Out Your Backdoor LLC., Aurelius Township, City of East Lansing, Huron Waterloo Pathways Initiative, City of Mason, REO Town, Michigan Trails and Greenways Initiative, Village of Leslie, Michigan Department of Natural Resources, Ingham County 911, Tri-County Regional Planning Commission, 5 Healthy Towns and Ingham County Parks.

By adopting this plan, it will help guide the Parks Department with sign planning on County wide trail systems and assist in the implementation of the wayfinding signage for the communities that have participated in the compilation of the wayfinding plan (See Attached).

**ALTERNATIVES**

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.

**FINANCIAL IMPACT**

None.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their July 23, 2018 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN**

WHEREAS, to assist the Board of Commissioners in developing a plan for wayfinding, Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed their plan to the satisfaction of the Ingham County Park Commission and community stakeholders; and

WHEREAS, the Parks and Recreation Commission recommends the adoption of the plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

# Wayfinding Signage Ingham County Trail System



DRAFT 3/8/19

# ACKNOWLEDGEMENTS

## **Ingham County Board of Commissioners**

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Ryan Sebolt, District 2, Vice-Chairperson  
Derrell Slaughter, District 3  
Bryan Crenshaw, District 4, Chairperson  
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Cherry Hamrick, Secretary  
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Paul Pratt, Drain Commissioner Designee  
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## **Ingham County Staff**

Jared Cypher, Deputy Controller  
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Brian Collins, Hawk Island Park Manager  
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Manager  
Coe Emens, Lake Lansing Park Manager  
Tim Buckley, Burchfield Park Manager  
Nicole Wallace, Executive Assistant  
Emma Wallace, Account Clerk  
Dave Strahle, Mechanic  
Cole Publiski, Ranger  
Mark Wichtoski, Ranger  
Open – Lake Lansing Assistant Manager  
Open – Burchfield Assistant Manager

*Adopted by the Ingham County Board of Commissioners on \_\_\_\_\_.*

**Prepared by:**



230 S. Washington Ave., Saginaw, MI 48607, (989) 754-4717  
[www.spicergroup.com](http://www.spicergroup.com)

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*“Wayfinding provides guidance and the means to help people feel at ease in their surroundings.”*

- Gibson

## INTRODUCTION

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Good wayfinding design fits and even enhances the unique character of an area.

The first trail systems in Ingham County were developed in the mid-1970's in the City of Lansing. Lansing has been expanding sections of its River Trail ever since. Other communities started planning and developing trail systems starting in the 1990's. These trail systems have connected to each other and to trail systems beyond the county limits.



Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.



Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly.

Currently there is a lack of wayfinding on most trails in the County and where it is present there is no consistency in physical design and frequency of signs along the trails. Some communities have signage and some do not. Existing signage has gaps in terms of destinations (that should be signed to, but aren't), routes (that are important travel routes but don't have signs), and branding (current signs represent a hodgepodge of designs). For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable.

Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable, and to maintain the unique visual identity established within the Ingham County Trail system.



This plan develops a family of wayfinding signage that creates a visual identity for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. Ingham County is home to Michigan State University, Lansing Community College and the State Capitol and draws visitors from all areas of the country and from international locales. Student populations bring a high rate of turnover of residents adding to the need for an effective wayfinding system.

The wayfinding system will be organized throughout each community's trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.



## PLANNING PROCESS

### HISTORY

Throughout Ingham County trail systems have been developed over the past 50 years with the earliest trail system in the City of Lansing in the 1970's. Piece by piece that trail system has expanded across multiple communities within the County. Signage for these trail systems has been implemented on an individual basis which has resulted in inconsistencies in message and in incongruous look. It was found that once on the trail systems, it is difficult for users to clearly understand where they are. In an effort to implement clear, consistent, and effective signage through Ingham County Trail systems, the stakeholders of the Ingham County Trails and Parks Wayfinding, have worked to create this Wayfinding Plan.

With the passage of the Trails and Parks Millage in November 2014, the County first developed the Comprehensive Plan for Trails and Parks. This plan was developed to guide in the expenditure of trails and parks millage funds. The plan was adopted by the Ingham County Board of Commissioners on March 22, 2016, by resolution # 16-107. Wayfinding was touched on in the plan.

With the completion of the comprehensive plan, Ingham County Parks developed a list of stakeholders. The stakeholders are comprised of staff from all local units of government within the County, the Trails Ambassador, Tri-County Regional Planning staff, Ingham County Park staff, park commissioners and board of commissioners, Friends of Ingham County Parks and other organizations, local businesses and individuals with an interest in trails. The list of stakeholders is a living document that changes with staffing, and new interested parties. A complete list of stakeholders can be found in Appendix B of this plan.

### MEETINGS

The stakeholders were notified of the first meeting, held on June 16, 2016. This was an initial meeting to discuss how to move forward with wayfinding. It was determined to add this as a task in the request for proposals (RFP) that was being developed for a consultant.

In January 2017, the County hired Spicer Group as their consultant to assist with the Trails and Parks Millage projects, including Wayfinding.

With Spicer on board, the stakeholders were notified of the kick-off meeting to develop the Wayfinding Plan. This meeting was held on May 5, 2017. The discussions at the meeting concentrated on looking at wayfinding concepts, using the TART (Traverse Area Recreation and Transportation) trail system as an example, and developing a timeline for the development of the plan. Ingham County 911 was also brought into the discussion to discuss any signage needs.

The Wayfinding information to be presented at the June 29<sup>th</sup> stakeholder meeting was taken to the Ingham County Park Commission on June 26, 2017 as a discussion item.

The second meeting was held on June 29, 2017. The focus of this meeting was to review sign designs that were developed based on the input from the previous meeting. The committee also discussed sign sponsorship, mile markers and numbering, the schedule and correspondence from Commissioner Gregner.

The third meeting was held on August 10, 2017. The committee discussed sign revisions that were made, had further discussion about mile markers and numbering, had discussion about trail striping, reviewed the schedule and reviewed correspondence from Park Commissioner Gregg and Mike Smith at MDOT. Based on the correspondence from Mike Smith, an MDOT grant to fund the wayfinding was discussed with the MDOT timeline for submittal.

On September 25, 2017 a smaller committee of the stakeholders met to discuss sign sponsorship. This group was comprised of Jeff Smith (Friends of IC Parks), Lauren Ross (Trails Ambassador), Cherry Hamrick (IC PC), Tim Morgan (IC Parks Director) and Tanya Moore (Spider Group). The group determined the size and cost of sponsorships and implementation of sponsorships.

The fourth meeting of the stakeholders was held on October 5, 2017. A draft of the Wayfinding Plan was presented at this meeting. The plan was sent to stakeholders prior to the meeting so they could review it and be prepared to discuss the plan. Discussion at this meeting also included funding of the signs, an overview of FLRT's proposal for sign sponsorship and the schedule.

On November 13, 2017, the draft Wayfinding Plan was presented to the Park Commission. The Park Commission passed a resolution recommending adoption of the plan to the Board of Commissioners (BOC).

On February 20, 2018, the Wayfinding Plan was presented to the Park Commission with implementation proposed to request funding for and MDOT TAP grant. The Park Commission requested more information and tabled the item.

On March 9, 2018 we held a fifth meeting with the stakeholders to discuss implementation of the plan, submitting the wayfinding for an MDOT TAP grant for funding, and having each community take an inventory of their existing signs, determine what and how many wayfinding signs would be needed and we reviewed the schedule.

At the March 18, 2018 Park Commission meeting a revised plan was reviewed. The Park Commission passed a resolution recommending the Ingham County BOC adopt the Ingham County Wayfinding Plan.

At the July 23, 2018 meeting, the Park Commission recommended approval of the implementation of the signs to submit a MDOT TAP grant to help fund the signs.

The Trail Wayfinding Plan was presented to the Ingham County BOC on August 20, 2018. The BOC tabled adoption of the plan.

The Wayfinding Plan has been further discussed since at Park Commission meetings on September 17, 2018 and December 10, 2018.

## PLAN DEVELOPMENT

Taking all of the stakeholder input into account, the Wayfinding Plan was developed with the following goals. The goals guide the development of the plan, and set the foundation for a wayfinding system and the design of the family of wayfinding signage.

1. Provide sign system that is legible, informative, easy to install, cost effective and easy to maintain.
2. Guide trail users through the trails and enhance their understanding and experience.
3. Provide comprehensive, clear, consistent visual communication with concise messaging that requires minimal thinking.
4. Provide only the information that is needed and relevant to the space, location or navigation path.
5. Present a unique identity /branding of the trail systems within Ingham County.
6. Link attractions and destinations of the county.
7. Integrate with existing wayfinding systems (i.e. Ingham County 911).

Sign designs were developed as a “family of signage” to be flexible to fit multiple communities and allow for some customization by each, if desired. This family of signs included informational, directional, identification and warning information. The system includes information to aid in emergency medical services and has been designed to be accessible and used international symbols for non-english speakers.

Once implemented, the family of signs will provide Ingham County with better trail systems that will solve navigation issues, enhance safety and security and promote a sense of place.

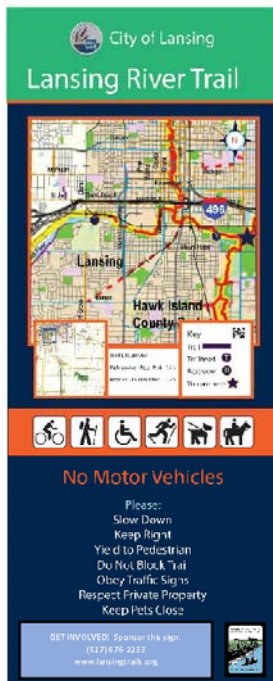
# SIGN DESIGN GUIDELINES

The Ingham County Trails Wayfinding Sign Design Guidelines were developed to create a consistent message for the land and water trails within Ingham County. The consistent visual elements will inform residents and visitors that they are using a trail within Ingham County.



The guidelines outlined in this manual will help partners develop signs that can be customized for individual sites. The purpose of this sign system is to provide a flexible framework for Ingham County's Trail partners to help tell the story of their site(s). After the signs are installed their information will be entered into the Ingham County database.

The Wayfinding system developed for the Ingham County Trails consists of three tiers of different signs as follows (detailed drawings can be found in appendix A):



## MAP / TRAILHEAD SIGNS

Map and Trailhead signs are large signs designed to be placed at trailhead locations or major entry locations along the trail system. The signs are designed to stand vertically so they attract attention. The signs can be mounted simply on 2 posts, or a more decorative structure. The map shown on the sign will inform trail users about their location, local attractions, trail amenities such as restrooms and parking and trail distances. The sign would also include any regulations. Regulations should be worded in a positive manner. For example, instead of saying “No littering”, say “Please leave the park as you would like to find it.”, or “Please help keep the Parks and Trails Clean.”

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



## TRAIL BLADES

Trailblades serve multiple functions depending on their placement. They can identify mileage, upcoming trailheads, trailside amenities and points of interest. These signs should be placed at key decision points along the trail so that trail users can easily determine which direction they would like to travel.

When installed along the trail, signs will need to meet MMUTCD (Michigan Manual on Uniform Traffic Devices) requirements for placement and height. These requirements can be found on Figure 9B-1 (Sign Placement on Shared Use Paths) in the MMUTCD manual. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



## MILE MARKERS

Two types of mile marker signs have been developed. The first, displays the mileage, street name or location and amenities that can be found at that location. The second type displays only the mileage and street name or location.

The Lansing River Trail system currently has had 1/4 mile markers in place for over 20 years. The stakeholders thought it would be best to keep 1/4 mile increments for the mile markers, however each individual community can determine the increments that best fit their trail system or community. In densely populated areas where access points are numerous, it may be more advantageous to have 1/4 mile increments. Where the trail is straight with few access points, it may work with larger increments, like 1/2 mile.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

## REGULATORY / WARNING SIGNAGE

Any regulatory signage placed on the Ingham County trail system will meet the requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The MMUTCD manual can be found at:

[https://mdotcf.state.mi.us/public/tands/Details\\_Web/mmutcdcompleteinteractive\\_2017.pdf](https://mdotcf.state.mi.us/public/tands/Details_Web/mmutcdcompleteinteractive_2017.pdf)



## ON ROAD

Some of the trail routes in Ingham County will be on-road routes where users will “share the road” with vehicular traffic. Where an on-road system is present, the wayfinding should consist of road signs to identify the trail and/or pavement markings to guide users to their destinations. Signs are typically placed at decision points along the route – typically at the intersection of two or more roads or trail systems and at other key locations.



These signs must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and will require approval by the local or state road authority.

Types of Signs: <https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/bike-route-wayfinding-signage-and-markings-system/>

## PAVEMENT MARKINGS

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Under urban conditions, pavement markings may often be more visible than signs to users of the route. Pavement markings may be especially useful where signs are difficult to see (due to vegetation or parked cars). They can also help bicyclists navigate difficult turns.



Pavement markings need to be strategically placed as they can create slippery conditions on the trail surface.

These pavement markings must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and, if on road, will require approval by the local or state road authority. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

## BRIDGE MARKING

For both the land and water trails, there are numerous road bridges which span across the rivers, or that the trail crosses over/under. These bridges should be signed with the road name and the river name. The river name should be signed with the river name from the view of the water trail user and the land trail user. The bridge signs are designed to provide locational information. No logos or extraneous information are included on the bridge signs. The lettering size will be determined on a case by-case basis and is based on several factors. The distance of the bridge deck to the water surface, the span of the river at the bridge location, and the speed of the water flow are all considered. These calculations are based on accepted letter sizing guidelines for maximum visibility ranges.

## WATER TRAIL SIGNS

Ingham County contains the Grand River, the Sycamore Creek and the Red Cedar River. Water Trails have been identified along the Grand and Red Cedar rivers, in the Trails and Parks Comprehensive Report completed in 2016.



Signing of the water trails is a major priority in Ingham County and safety is the primary focus of these signs. Water landing trailhead and trailblade signs will follow the templates laid out in the Land Trail section. Smaller scale landings may use water landing trailblades to inform users. The side of the trailblade facing the river identifies the landing name and available amenities, such as restrooms, parking, or picnic facilities. The side of the trailblade facing land shows the landing name and the next two significant points of interest downriver. The signs provide a unifying element that identifies the landing as part of the overall trail system.

It was determined that it would be difficult to use mile markers along the river corridors due to the large amount of the land being privately owned. Design and installation of all signs along the water corridors needs to take into consideration the flooding and ice conditions that occur.

## WATER TRAIL WARNING SIGNS

There are areas on the river that require portages or should only be attempted by experienced paddlers. Warning signs are designed to alert paddlers of upcoming situations that may require caution or portage. These signs must be sited far enough upstream to allow for action, but not so far upstream as to lose correlation to the significant point on the river. The ideal site will most often be the nearest bridge upstream due to the instability of the shoreline or excessive vegetation at the river's edge. If shoreline installations are unavoidable, installation details must be carefully planned due to the corrosive action of the river during high water events. It is desirable that shoreline warning signs are standardized due to the increased possibility of sign loss and the costs associated with replacement. Warning sign text must be as concise as possible so that font size can be maximized. No logos or extraneous information are included on the warning signs.

## INTERPRETIVE SIGNS

Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. They are rich, evocative stories presented in a graphically pleasing composition. Since some visitors may have a limited amount of time to take in all the elements of a site, partners should avoid the temptation to "information-overload." Identify the points of information you wish to convey and prioritize the most relevant. Thought must also be given to the siting of interpretive signs. Partners will want to provide interpretation without obscuring or detracting from the views to the resource. Interpretive signs should be available but should not dominate the setting. Communities are encouraged to creatively tell the story of their site with as

little graphic limitations as possible. Each community will be responsible for formulating the content and layout of the interpretive material about the particular site.

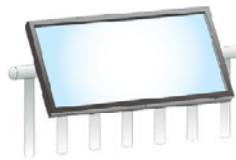
There are many sources for obtaining information and developing sign content. One local source to the Ingham County region is the Michigan History Center through the Heritage Trail Coordinator, Daniel Spegel, (517) 420-6029, [spegeld@michigan.gov](mailto:spegeld@michigan.gov).

All interpretive signs should be accessible to people of all abilities with access to and around them, adequate maneuvering space and options for receiving the information (i.e. QR codes). The National Park Service has developed a document, *Programmatic Accessibility Guidelines for National Park Service Interpretive Media*, which is a great resource and can be found at: <https://www.nps.gov/hfc/pdf/accessibility/access-guide-aug2009.pdf>

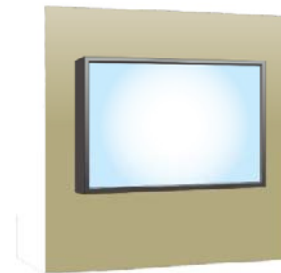
Interpretive Signs are available in many styles and mounting options.



LOW PROFILE



RAIL MOUNT



WALL MOUNT



UPRIGHT



MULTI-PANEL UPRIGHT



TRI-ANGULAR KIOSK

## FONTS, COLORS & SYMBOLS

The Ingham County Trail Wayfinding signage system strives to allow design flexibility for partners developing signage for their specific sites. Consistent design elements signal that these signs are part of a larger system. To maintain the visual continuity throughout the county's trail area-wide sign system, elements like fonts (typefaces) and color must be consistent.

### FONTS

Typography is fundamental to graphic design standards. Consistency in typography throughout the sign system aids the user in identifying and comprehending the information presented.

The font has been chosen for readability, ADA compliance, and accessibility, and as such, must not be changed. **Myriad Pro** is the preferred font for all Ingham Trails Wayfinding signs.

If the *Myriad Pro* font is unavailable, *Arial* may be used with specific substitution standards.

### COLORS

The blue colored background was chosen for its compatibility with other colors. The colors have been tested for color blindness and have passed in all areas of this testing.

It is important that partners adhere to these colors. The integrity of these base colors provides a visual cue that the viewed sign is part of the Ingham Trails area-wide sign system.

**Background Color, Top portion of Sign:** (shown green) C:63, M:0, Y:57, K:28; Each community can choose to use the standard green color or may substitute any color of their choice to individualize the sign, only on the top portion of the sign.

**Background Color, Bottom portion of Sign:** (Dark Blue) C:85, M:58, Y:0, K:69

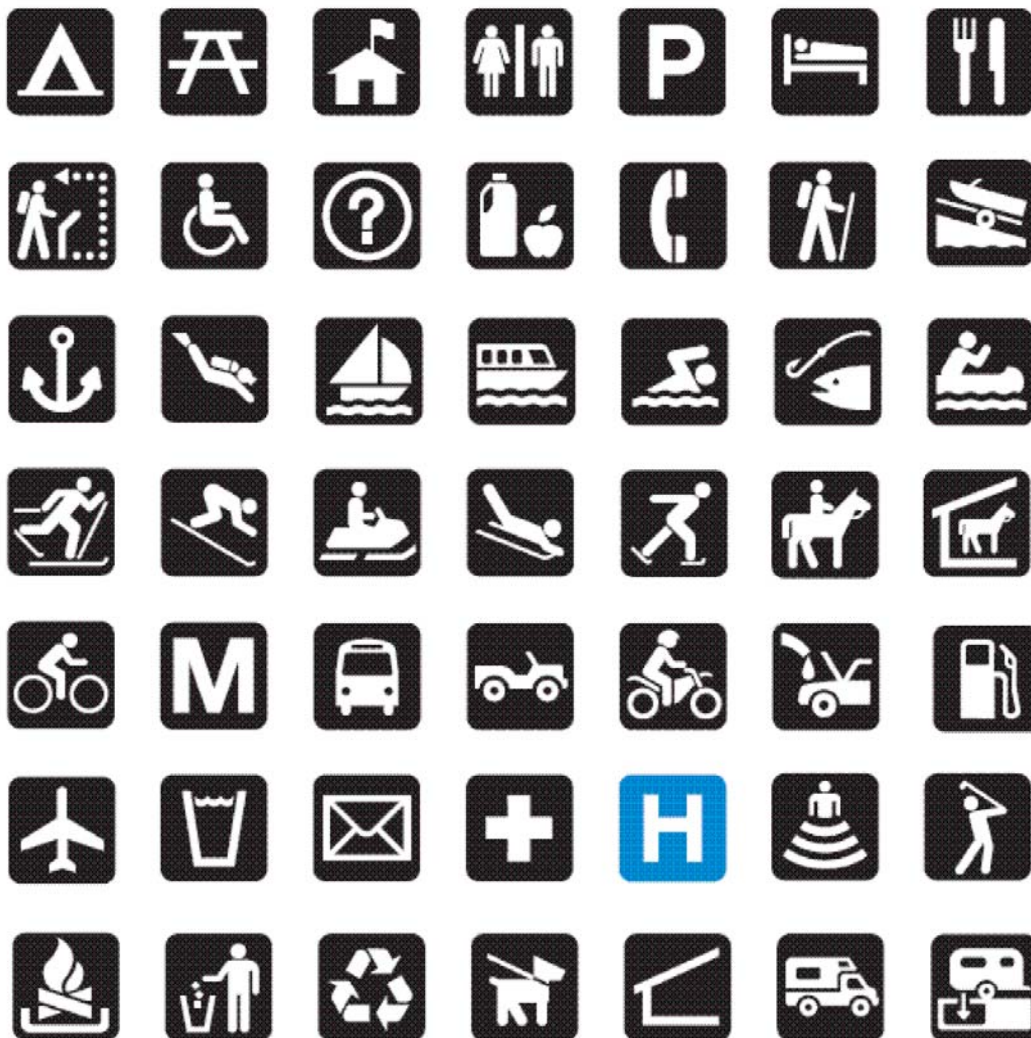
**Lines / Arrows Color:** (Orange) C:0, M:63, Y:89, K:0

**Font Color:** White

## INTERNATIONAL SYMBOLS

The Ingham County Wayfinding Sign system will utilize the internationally accepted sign symbols, as defined by the Bureau of Land Management, which were derived from the Manual of Uniform Traffic Control Devices (MUTCD), and adaptations from symbols from the National Science Center for Technology (NSTC) and the U.S. Forest Service.

These symbols can be downloaded from the internet as a font set. Examples of some of these symbols are as follows:



## IMPLEMENTATION

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails.

Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail systems, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the DNR.

After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

### FUNDING

The Ingham County Trails and Park Millage may be used as leverage for State/Federal funds through grant programs in Michigan, such as programs administered by MDOT and/or the DNR.

The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity for each type of sign.
2. Each municipality will communicate their sign needs to the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs should be included as a scope item in each municipality's future grant application.

Each municipality will be responsible for any interpretive signs they choose to install.

## SIGN SPONSORSHIP

Sign sponsorship will be managed by the Friends of the Lansing Regional Trails (FLRT), through the work of the Trails Ambassador position. Through FLRT different levels of sponsorship will be available. Sponsors can choose which level of sponsorship fits their needs by either sponsoring a mile marker, a trailblade or a trailhead sign.

The funds raised through the sponsorship program will be managed by FLRT. It was proposed that 20% of the funds raised will be earmarked for maintaining the sponsorship signs, while the other 80% will assist with funding the Trails Ambassador position and program.

FLRT has been working with Tri-County Regional Planning to map the entire trail systems within the County into GIS. Once the wayfinding signs are in place, they will be added to the GIS system. Interested sponsors can contact FLRT through their website at [www.lansingtrails.com](http://www.lansingtrails.com). When the signs are not sponsored, the text will read, "GET INVOLVED! SPONSOR THIS SIGN: (517) 676-2233, www.lansingtrails.org".

The following sponsorship levels will be available:

**LEVEL 1:**  
8" x 2'-0" on the base of the Trailhead Map Sign

**LEVEL 2:**  
6" x 8" on the base of the Trailblade Sign

**LEVEL 3:**  
4" x 6" on the base of the Mile Marker

## CONSTRUCTION / INSTALLATION

The drawings for each type of sign can be found on the following pages.

### INSTALLING SIGNS

In order to maintain a consistent level of quality and longevity, sign partners must comply with the minimum standards in construction detailing and specifications.

Partners and/or their contractors are responsible for obtaining any and all permits required by law regarding the installation of signs and shall comply with all legal and safety requirements governing the work shown in the details.

Contractors shall notify Ingham County Parks and/or FLRT (Friends of the Lansing Regional Trails) of any discrepancies in the details or design templates.

### SIGN DETAILS

The posts for all signs along the trails should be a break away post.

Where applicable along the trails, it is preferred to have each sign 2-sided instead of having signs on both sides of the trail in order for the information to be visible for users from both directions.

Clear Zone: All trail side signage will be installed a minimum of 2 feet from the edge of the trail surface.

## MAINTENANCE / MANAGEMENT

Maintenance is an important part of any sign program.

The Friends of the Lansing Regional Trails (FLRT) through the work of the Trail Ambassador position, will work closely with each community to monitor the signs and set up a maintenance plan for cleaning, repair and replacement. As a partner in the Ingham County Trail System, these signs will be entered into a GIS-based database maintained by FLRT and Tri-County Regional Planning. This provides a storehouse of information about all wayfinding sign information. This database will include location, design, installation features and a photo of each sign. FLRT will work with partnering organizations to develop a process for keeping the database up to date.

### PEDESTRIAN BRIDGE WEIGHT LIMITS

Pedestrian bridge weight limit signs should be maintained as part of the Ingham County 911 database.

### UNIQUE NUMBERING SYSTEM

As the Ingham County Land and Water Trails continue to be a popular destination, the safety of users is critical. Working with Ingham County 911 and other wayfinding stakeholders, it was determined that each mile marker sign should not only have the trail system identified, but also have a unique number. This system will provide water and land trail users with reliable locating information in the event of an emergency. Each number will be unique and will be coordinated with local 911 services' databases and will be permanently recorded in the Ingham County database along with other sign management information.



## APPENDIX A



# Trail Wayfinding System

## Ingham County Trails & Parks

City of Lansing  
Lansing River Trail

**No Motor Vehicles**

- Proper Use
- Stay on Path
- Keep Right
- Yield to Pedestrians
- Don't Drink & Drive
- Obey Traffic Signs
- Respect Private Property
- Keep Pets Close

1/4 Kalamazoo Street

1/4 Kalamazoo Street

City of Lansing  
Lansing River Trail

Clipper St Trailhead  
Kircher Park  
2.5 miles

Downtown Landing  
2.0 miles

MSU Campus  
Kellogg Hotel  
1.5 miles

TRAILHEAD  
IDENTIFICATION

MILE MARKER /  
STREET SIGN

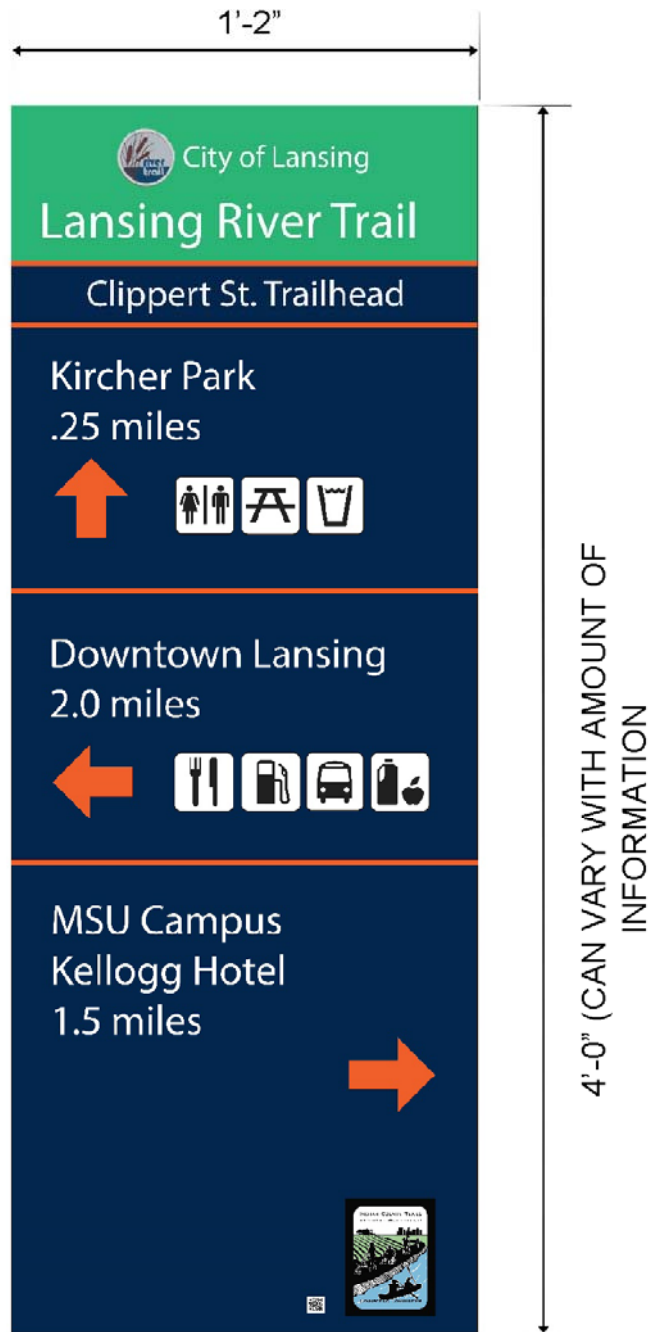
TRAILBLADE

JOB # 124334SG2017

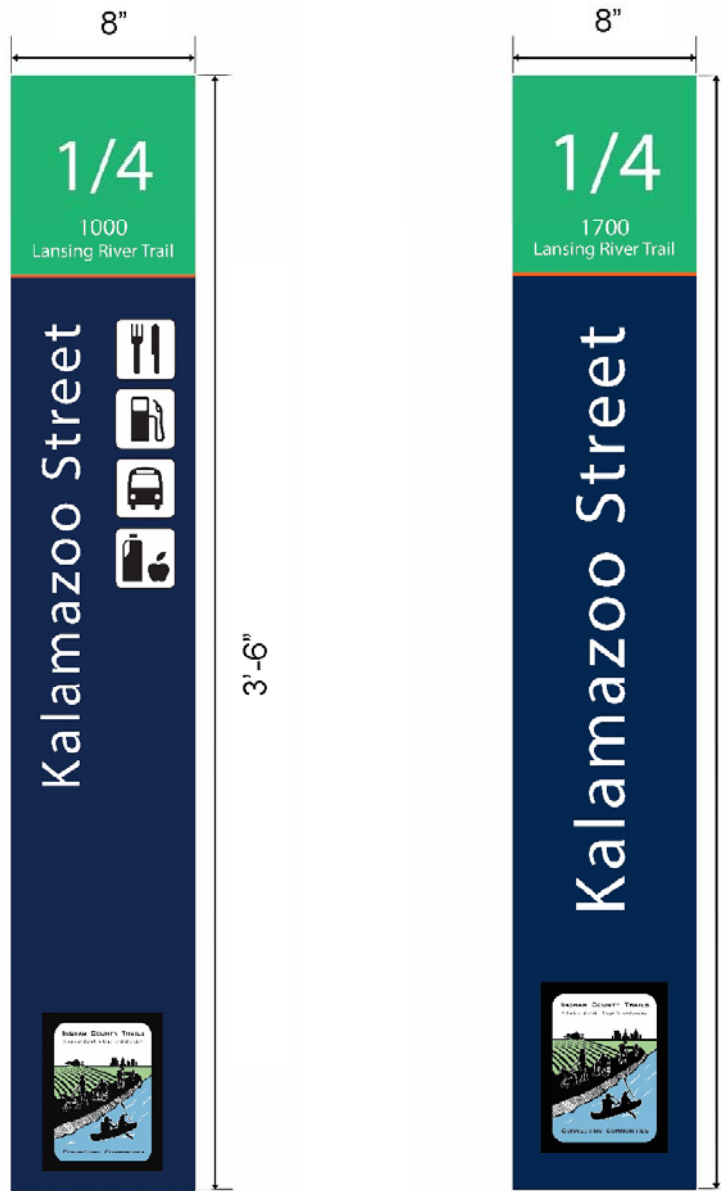
DATE: 8/7/17



## TRAILHEAD SIGN



## TRAILBLADE SIGN



## MILE MARKER SIGN

## APPENDIX B

<b>Stakeholders:</b>			
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>REPRESENTING</b>	<b>EMAIL</b>
Banas	Teri		banasteri9@gmail.com
Baumer	Nicole	Tri-County Regional Planning	nbaumer@mitcrpc.org
Beck	Brad	Charter Township of Lansing	bbeck@lansingtowship.org
Bennett	Matthew	Ingham County PC	MBennett@ingham.org
Beyers	Tony		akbeyers@gmail.com
Bloomquist	Wanda	Williamstown Township	bloomquistw@williamstowntownship.com
Brailey	Dean	TCBA	braileyd@comcast.net
Buckley	Tim	Ingham County	tbuckley@ingham.org
Buzzard	Melissa	Ingham County	mbuzzard@ingham.org
Calvert	John		jcspeedtrain@yahoo.com
Campbell	Erin	MDNR	campbelle6@michigan.gov
Celentino	Victor	IC BOC	vcelentino@ingham.org
Collins	Brian	Ingham County	BCollins@ingham.org
Conklin	William	Ingham County	WConklin@ingham.org
Crenshaw	Bryan	IC BOC	bcrenshaw@ingham.org
Cypher	Jared	Ingham County	JCypher@ingham.org
DeBruyn	Joshua	MDOT	DeBruynJ@michigan.gov
Dennison	Charles	MDNR	dennisonc@michigan.gov
Fancher-Howe	Carrie	City of Leslie	fancherc@cityofleslie.org
Devries	Scott	Williamston	Scott.devries@williamston-mi.us
Dwight	Steve	Onondaga Township	supervisor@onondagatowship.org
Earl	Ryan	Ingham County PC	rear11@live.com) rear11@live.com
Eldred	Todd	Leslie Township	teldred@leslietowship.org
Elliott	Vern	Ingham Township	supervisor@inghamtownship.com
Emens	Coe	Ingham County	cemens@ingham.org
Faulkner	Susan	Huron-Waterloo Pathways	susanfaulkner@huron-waterloo-pathways.org
Fenner	Liz	City of Lansing - Fenner	director@mynaturecenter.org
Ferris	Elaine	City of Mason	ejferris@toast.net
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Graham	Dana		grahamd@hotmail.com
Gregg	Jessy	Ingham County PC	jessyhenderson@gmail.com
Griffes	Earl L	Leroy Township	Supervisor@Leroytownship-mi.gov
Griffes	Paul		griffespaul@gmail.com
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Hall	Ken	Tri-County Regional Planning	khall@mitcrpc.org
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Hamrick	Cherry	Ingham County PC , FLRT	CHamrick@ingham.org
Hardcastle	Jeff		jd@hardwoodsolutions.com
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Hayhoe	George		rghaho@yahoo.com
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Howlett	Molly		mollybrownhowlett@gmail.com
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Moore	Tanya	Spicer Group	tanyam@spicergroup.com
Morgan	Timothy	Ingham County	T.Morgan@ingham.org
Morgan	Thomas	IC BOC	tpmorgan@ingham.org
Morrison	John	West MI Trails & Greenways Coalition	director@wmtrails.org
Mott	Steven	Alaiedon Township	alaiedontwp@gmail.com
Naeyaert	Robin	IC BOC	commnaeyaert@ingham.org
Nikoloff	Alexander	MDOT	NikoloffA@michigan.gov
Nunn	Nyal	Meridian Township	nunn@meridian.mi.us
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Perry	Derek	Meridian Township	perry@meridian.mi.us
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Potter	Jeff	Friends of Ingham County Parks	jeff@outyourbackdoor.com
Pratt	Paul	Ingham County Drain Comm	PPratt@ingham.org
Ramey	Jesse	Vevay Township	supervisor@vevaytownship.org
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Roberts	Peggy	City of Lansing - Fenner	peggyroberts@gmail.com
Ross	Lauren	Trails Ambassador	TA@lansingrivertrail.org
Satterfield	Greg	City of Lansing Parks	greg.satterfield@lansingmi.gov
Schafer	Randy	IC BOC	commshafer@aol.com
Schelke	Jonathan	Ingham County PC	jonathanschelke31@gmail.com



Schindewolf-DeShais	Rhiannon	Onondaga Township	treasurer@onondagatownship.org
Sebolt	Ryan	IC BOC	rsebolt@ingham.org
Shaw	Kevin	FLRT	kshaw@wielandbuilds.com
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Silsby	Tom	City of Mason	toms@mason.mi.us
Slaughter	Derrell	IC BOC	dslaughter@ingham.org
Smith	Mike	MDOT	smithm13@michigan.gov
Smith	Jeff	FLRT	jothum@msufoundation.org
Snell	Jim		jsnell@mitcrpc.org
Strach	Andrea	Tri-County Regional Planning	astrach@mitcrpc.org
Stuart	Deborah	City of Mason	deborahs@mason.mi.us
Stivers	Emily	IC BOC/ Park Commission	estivers@ingham.org
Swope	Chris	Ingham County PC/City of Lansing Clerk	chris.swope@lansing.gov
Tennis	Todd	IC BOC	commissionertennis@gmail.com
Thelen	Chris	Consumers Energy	chris.thelen@cmsenergy.com
Thompson	Christina		christinathompson1917@gmail.com
Tobias	Noelle	Delhi Township	noelle.tobias@delhitownship.com
Troost	Stephen		troosts@msu.edu
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VanBloem	Nicole	MDNR	vanbloemn@michigan.gov
Wallace	Nicole	Ingham County	NWallace@ingham.org
West	Ryan	REO Town	info@reotown.org
White Oak Township		White Oak Township	WhiteOakTwp@fnwusers.com
Wilson	Bob	MI Trails & Greenways	Bob@michigantrails.org
Wright	Joe	Spicer Group	joe.wright@spicergroup.com
Zdunic	Tyler	TA Forsberg	tyler@taforsberg.com

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 5, 2019  
**SUBJECT:** Contract with Signs by Crannie  
For the meeting agenda of 3/18/19 Human Services and 3/20/19 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced contractors for the Trail Wayfinding Signage project. The scope of this project includes the design and manufacturing of three-hundred and seven (307) custom wayfinding signs and a bid alternate to provide additional wayfinding signs as needed in the future, and to deliver them to the Ingham County Parks Department.

We received six bids for the project. The Evaluation Committee scored and interviewed the three top scoring vendors. The low bidder was local to Ingham County but provided a lesser quality of sign and post systems as well as language that would allow them to charge more if the time they spend on the project went over a certain number of hours. Upon interviewing these three vendors, the concurrence of the panel is to award the contract to Signs by Crannie.

**ALTERNATIVES**

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.

**FINANCIAL IMPACT**

The County would like to award the contract to Signs by Crannie for the amount of \$281,427.77.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features. This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

N/A.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Signs by Crannie.

**Agenda Item 3g**

TO: Tim Morgan, Parks Director  
FROM: James Hudgins, Director of Purchasing  
DATE: January 5, 2019  
RE: Memorandum of Performance for RFP No. 2-19 Trail Wayfinding Signage

Per your request, the Purchasing Department sought sealed proposals from firms experienced in designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project.

The scope of work includes, but is not limited to, delivering to the Ingham County Parks Department an initial three-hundred and seven (307) custom wayfinding signs and a bid alternate to provide additional wayfinding signs as needed in the future. The RFP did not request a cost for installation hardware or labor.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	33
Vendors responding	6	1

A summary of the vendors' costs is located on the next page.

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Items 1-4 Base Bid	Item 5 Replace: Map Trailhead	Item 6 Replace: Trailblade	Item 7 Replace: Mile Marker	Item 8 Replace On-Road
Foresight Supersign	Yes, Lansing MI	\$158,102.08	\$1,531.96	\$1,117.20	\$596.07	\$214.85
SignGraphix Inc.	No, Clarkston MI	\$208,215.00	\$1,731.00 + Freight	\$948.00 + Freight	\$757.00 + Freight	\$295.00 + Freight
AC Signs & Custom Mfg.	No, Orlando FL	\$231,340.00	\$1,250.00	\$910.00	\$660.00	\$280.00
Signs by Crannie	No, Flint MI	\$281,427.77	\$2,687.23	\$1,482.74	\$801.56	\$187.71
Signs Ect.	No, Charlotte NC	\$505,044.00	\$5,200.00	\$2,400.00	\$1,200.00	\$1,200.00
Graphic House Inc.	No, Wausau WI	\$554,862.00	\$3,595.00	\$2,198.00	\$2,148.00	\$98.00

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SIGNS BY CRANNIE**

WHEREAS, the Purchasing Department solicited proposals from firms experienced in designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Signs by Crannie.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Signs by Crannie in the total amount not to exceed \$281,427.77 from the Trails and Parks Millage Fund for the designing and fabricating custom wayfinding signs for its Trail Wayfinding Signage project.

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.