

AGENDA

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

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, May 20, 2019

Monday, May 20, 2019

5:30pm

PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of April 22, 2019 regular meeting will be considered - [Page 3](#)
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **ACTION ITEMS**
 - A. 2020 Budget Request - [Page 15-88](#)
7. **DISCUSSION ITEMS**
 - A. Per Diem Increase - [Page 89](#)
 - B. Ingham County Trails and Parks Millage:
 - Attorney Document - [Page 90](#)
 - Board of Commissioners Human Services and Finance Committee Draft Minutes Follow Up Discussion - [Page 92](#)
 - Spreadsheets - [Page 107](#)
 - C. Wayfinding Status Update - [Page 116](#)
8. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 118](#)
 - B. Park Managers - [Page 120](#)
 - C. Administrative Office - [Page 125](#)
 - D. Financial Report - [Page 126](#)
 - E. Millage Coordinator Report - [Page 127](#)
 - F. FLRT Trail Ambassador Report - Lauren Ross - [Page 128](#)
9. **Board/Staff Comments**
10. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*

11. Upcoming Meetings

- A.** Date: Monday, June 24, 2019; Time: 5:30pm
Parks & Recreation Commission Meeting
Lake Lansing South Park (Lakeview Shelter), Haslett

12. Adjournment

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
April 22, 2019

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

Board Members

Present: Matt Bennett, Ryan Earl, Jessy Gregg, Cherry Hamrick, Michael Unsworth, Chris Swope, Commissioner Emily Stivers (entered the meeting at 5:34pm), Simar Pawar (entered the meeting at 5:37pm), and Commissioner Chris Trubac (entered the meeting at 5:51pm)

Absent: Paul Pratt

Also Present: Park Director Tim Morgan, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, Burchfield Park Assistant Manager Chris Wascher, Lake Lansing Assistant Park Manager Ian Londo, Melissa Buzzard-Trails & Parks Millage Program Coordinator, Lauren Ross - FLRT Trail Ambassador Program Coordinator, Brett Kaschinske - City of Lansing Park Director, Younes Ishraidi - Chief Engineer Meridian Township, Dennis Anderson - Weiland Builds, and Laurie Baumer - Capital Region Community Foundation

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

Minutes: **Moved by** Ms. Hamrick and **Supported by** Mr. Swope to approve the March 25, 2019 minutes of the regular meeting as amended:
 On page 1, add Chris Swope to Board Members Present.
Yes-6; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Add a letter from Meridian Township for Agenda Item #10C. Add Agenda Item #10E Resolution to Recommend Authorizing the Account Clerk Part-Time Position to be Converted to a Full Time Position.

INTRODUCTION OF NEW STAFF

Mr. Morgan stated we have three new staff members that started on April 1st: Emma Wallace, Account Clerk, Chris Wascher, Burchfield Park Assistant Manager, and Ian Londo, Lake Lansing Parks Assistant Manager.

SERVICE AWARDS

Mr. Bennett presented the service awards to Coe Emens and Tim Buckley.

ADMINISTRATIVE REPORTS

Director ~ Mr. Unsworth asked if there were any questions about the millage at the open house in South Lansing put on by Commissioner Slaughter. Mr. Morgan stated he spoke about the general millage projects funded for rehab and repair.

Park Managers, Administrative Office, Financial Report ~ As reported.

Millage Coordinator Report ~ Ms. Hamrick stated she liked the photos in the report.

FLRT Trail Ambassador Report - Lauren Ross ~ Ms. Pawar asked for a list of plants for the native pollinators along the trail at Impression 5. Ms. Ross stated she will provide a list.

DISCUSSION ITEMS

Trails and Parks Millage, Resolution of Confidence

Mr. Bennett stated that Mr. Pratt is not at the meeting, however he called Mr. Morgan and stated that he felt that based on the wording of the Resolution of Confidence it should be reviewed by the County attorney. Mr. Bennett stated we will work with the County attorney to review the draft resolution and then discuss this at a future Park Commission meeting.

Mr. Morgan referenced the list of resolutions adopted for all millage related items/projects in the packet. The projected millage funding numbers are on page 27 of the packet. Mr. Swope asked if there is interest revenue reflected in this report. Ms. Buzzard stated that is included. Mr. Bennett asked if there should be a column added to this list for completion dates. Mr. Morgan stated this is just a spreadsheet of resolutions and we have a separate spreadsheet of reimbursements and additional information that will be provided later. Mr. Bennett asked for an update on reimbursement requests. Ms. Buzzard stated she has a lot of reimbursement requests she is still reviewing that are yet to be processed.

Tentative Timeline for Trails and Parks Millage Application 2019 Round

Ms. Buzzard stated she is hesitant to bring this forward at this point, since there are over 60 projects in process and we are currently over allocated. Ms. Buzzard stated we do want to look ahead, and asked if we should edit the scoring criteria? Ms. Gregg asked what the recommended edits from the last round were. Ms. Buzzard stated she will check her notes. Ms. Gregg stated she would be more comfortable before setting the timeline for the next round, once the Resolution of Confidence is reviewed and discussed further. Mr. Earl and Commissioner Stivers agreed with this approach. Mr. Morgan stated alternatively we could do a call for a list of projects and needs for the next six years. Ms. Gregg stated her reluctance is putting staff in a poor position if there is a short deadline to turn in an application. Ms. Gregg stated if the intention is to pay down the millage, we could do a round with only shovel ready projects for funding. Ms. Stivers stated the Board of Commissioners may like that idea. Commissioner Stivers stated she will discuss this with the Board of Commissioners. Commissioner Stivers asked for list of resolutions that was presented to be a discussion item for the next Human Services meeting. Mr. Unsworth asked who brings forward the resolution for the millage renewal. Mr. Bennett stated in the past it is driven by the Board of Commissioners.

ACTION ITEMS

City of Lansing Millage Project Change of Scope

Brett Kaschinske introduced Dennis Anderson from Weiland Builds and Laurie Baumer from the Capital Region Community Foundation. Mr. Kaschinske addressed the Park Commission regarding project TR029 the bank stabilization along the Grand River by the City Market. That area is renamed to Rotary Park and the scope of the project has changed. Mr. Kaschinske stated rip rap was initially approved to stabilize bank and to repair the trail. This area is right in front of the market in a popular part of the trail. On page 48 of the packet, it shows the new proposal to use steps instead of rip rap, which will improve access. Mr. Kaschinske stated he is requesting a change in scope of the project to use the funds for the bank stabilization to be used for the steps instead.

Mr. Morgan asked if it will take care of what the rip rap was going to do. Mr. Kaschinske stated yes, the issues would be fixed. Mr. Kaschinske stated this was approved by the DEQ. Ms. Hamrick asked if they are asking for any additional money. Mr. Kaschinske stated no. Ms. Buzzard stated we have to amend the contract due to the change of scope.

Mr. Bennett asked if this is in the scope of the millage, now that this seems to be creating a park. Mr. Kaschinske stated we need to stabilize the bank, and this is a different way to stabilize the bank. Ms. Gregg stated it is adjacent to the trail. Mr. Kaschinske said it is the exact same location as where rip rap was going to be. Commissioner Stivers stated people who voted for the millage will love this. Mr. Morgan stated it increases the value of the project, it stabilizes the trail, and also provided access to the blueway aesthetically and recreationally. Mr. Kaschinske stated if they don't put the steps or rip rap in, they will lose the trail in this area. Ms. Pawar asked what kind of maintenance will be required. Mr. Kaschinske stated they need to keep the area clear of debris.

MOVED BY MR. SWOPE, SUPPORTED BY MR. UNSWORTH

To recommend the change in scope for the City of Lansing's millage project to use the \$100,000 for steps instead of rip rap as shown in attached document

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt. MOTION CARRIED.

ROTARY PARK PLAZA CONCEPT



View looking northeast

Stockbridge Millage Project Change of Scope

Ms. Buzzard stated Ms. Howlett was unable to attend the meeting and they are asking that the project scope be narrowed to use all the funds for one side of M-52.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. HAMRICK

To recommend the change in scope for Stockbridge's millage project as presented in attached document

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt. MOTION CARRIED.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



DANIEL EICHINGER
DIRECTOR

April 15, 2019

Melissa Buzzard
Trails & Parks Millage Program Coordinator
Ingham Co. Parks Department
121 E. Maple St.
Mason, MI 48854

Dear Ms. Buzzard,

SUBJECT: Stockbridge Millage Funds Award

This letter is to request a redistribution of the funds awarded to the Village of Stockbridge for rehabilitation and development of the Mike Levine Lakelands Trail in Ingham County. In the initial application it was noted the awarded \$809,980 would be split between two projects on the Lakelands Trail: \$733,390 for the trail east of M-52 which is being constructed by the Village and \$76,290 for the trail west of M-52 which is being constructed by the DNR.

I was able to cover the allotted \$76,290 with other funds so am requesting the entire \$809,980 be allocated to the trail project east of the M-52 managed by the Village. The total request does not change, this request is simply to narrow the scope of work. All funds will be used by the Village of Stockbridge for trail design/construction.

I have discussed this with Molly Howlett, Village President and she agrees to the shift in funding. If you have any questions, please contact Molly or me.

Sincerely,

Nikki Van Bloem, Trail Specialist
517 388-7043

CC: Molly Howlett, Village of Stockbridge
Matt Pegouskie, 5HT
John Calvert, Mike Levine Representative
Chuck Dennison, DNR
Dakota Hewlett, DNR

Meridian Township Millage Project Request for Transfer of Funds

Mr. Ishraidi stated there are several projects they are requesting to reallocate the funds. Ms. Buzzard stated page 53 of the packet shows how the money will be reallocated. Commissioner Stivers stated Meridian Township is very organized, and all of the projects are estimates. We are not breaking ground for years, and this underscores overspending the millage may be a concern. Mr. Bennett stated we were only going to spend up to 70% of future years of funding for millage projects, in case projects came in high later. We tried to keep a cushion. Mr. Morgan stated for example, East Lansing bid a project twice and had to come back and ask for more money.

Mr. Swope asked for more information on TR026. Mr. Ishraidi stated it was a matter of changing the boardwalk, and replacing the wood and setting the poles; so far that is what he will anticipate. Mr. Ishraidi stated they even added benches to this area. Ms. Buzzard asked if this will impact any of the completion dates for the contracts. Mr. Ishraidi stated for TR002 they are hoping it will be done this summer. Mr. Ishraidi stated he thinks two years would be okay, but this is a good question. Ms. Buzzard stated she will review the end dates and adjust if necessary.

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MS. HAMRICK

To recommend reallocation of funds for Meridian Township's millage projects as presented in attached document

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt. MOTION CARRIED.



Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4000
F 517.853.4096

Township Board:

Ronald J. Styka
Township Supervisor

Brett Dreyfus
Township Clerk

Phil Deschaine
Township Treasurer

**Patricia Herring
Jackson**
Township Trustee

Dan Opsommer
Township Trustee

Kathy Ann Sundland
Township Trustee

Courtney Wisinski
Township Trustee

Frank L. Walsh
Township Manager

04/18/2019

Ms. Melissa Buzzard
Trails & Parks Millage Program Coordinator
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

Dear Ms. Buzzard:

Subject: Meridian Township Millage Reallocation Request

Please accept this letter of explanation as an addendum to our Millage reallocation request spreadsheet.

Very broadly speaking, the primary reason behind our request for reallocation between Millage projects is that the cost estimates included in the Comprehensive Report were, in most cases, far in excess of the actual costs to perform the work, with a few falling a little short. In accordance with the attached spreadsheet, the amount and reasoning behind the reallocation for each project is detailed below.

TR002 – Meridian Township Trail Rehabilitation

Award Amount: \$88,000; Final Estimate: \$173,000

Adjustment: \$85,000 (\$53,000 from TR025 and \$32,000 from TR022)

The original project and estimate included large amounts of preventative maintenance (crack sealing) and light rehabilitation (thin asphalt overlay). While this has proved suitable for many of the trails included in the project, there are very large portions of two of the trails (Trail ID#12 & 16) which have structurally failed and cannot accept an asphalt overlay. As such, they require extensive asphalt replacement, which is more expensive than simple maintenance and rehabilitation.

TR021 – MT-07-MIP-DR, East of Okemos Road

Award Amount: \$140,000; Final Estimate: \$146,000

Adjustment: \$6,000 from TR027

The original estimate for this project was very close and only requires a minor adjustment. The primary cause of the increase came from increased pavement replacement. The replacement was necessary to align the trail with the new culvert and to replace a section of the trail which was damaged during construction.

TR022 – MT-03-PK-DR, Central Park South

Award Amount: \$101,000; Final Estimate: \$51,000

Adjustment: -\$50,000 (Allocate \$32,000 to TR002 and \$18,000 to TR023)

The original estimate for this project was very far in excess of the actual cost to replace a bridge of this type. The final estimate includes the cost of the bridge and all associated paving and restoration, which has been completed.

TR023 – MT-05-PK-DR, Nancy L. Moore Community Park (Nemoke Trail Drive)

Award Amount: \$50,000; Final Estimate: \$68,000

Adjustment: \$18,000 from TR022

While fairly close, the actual cost to replace the concrete culvert, including the backfill, fence, and pavement, was slightly higher than the estimate. All of the work, except minor restoration, has been completed.

TR024 – MT-04-PK-DR, Nancy L. Moore Community Park (Behind Ball Fields)

Award Amount: \$70,000; Final Estimate: \$28,000

Adjustment: -\$42,000 (Allocate to MSU to Lake Lansing Connector, Phase II [Approved 2019])

The original estimate for this project was very far in excess of the actual cost to replace a boardwalk and bridge members of this type. The final estimate includes the cost of the complete boardwalk reconstruction, bridge member replacement, new fencing, and pavement replacement. All of the work, except minor restoration, has been completed.

TR025 – MT-02-MIP-DR, West of Okemos Road

Award Amount: \$68,000; Final Estimate: \$15,000

Adjustment: -\$53,000 (Allocate to TR002)

The original estimate for this project was very far in excess of the actual cost to replace bridge members of this type. Additionally, some of the asphalt replacement that was included in this project was completed separately with an adjacent Ingham County Drain project. The final estimate includes the cost of replacing all of the bridge timbers, new fencing, reduced asphalt replacement, and restoration. All of the work, except the limited asphalt paving, has been completed.

TR026 – MT-01-PK-SWL, Hartrick Park

Award Amount: \$136,000; Final Estimate: \$25,000

Adjustment: -\$111,000 (Allocate to TR049)

The original estimate for this project was very far in excess of the actual cost to replace a boardwalk of this type. The final estimate includes the cost of the complete boardwalk reconstruction (with the addition of new benches and railings), asphalt replacement, and restoration. All of the boardwalk work has been completed. Minor restoration and the asphalt paving remain.

TR027 – MT-06-MIP-DR, West of Okemos Road, Meridian Interurban Pathway

Award Amount: \$10,000; Final Estimate: \$4,000

Adjustment: -\$6,000 (Allocate to TR021)

The scope of this project was very limited, and the actual cost will not be far off from the original estimate. The extent of the necessary bank restoration and pavement replacement was less than originally anticipated.

TR049 – Okemos Road Pedestrian Boardwalk

Award Amount: \$1,300,000; Final Estimate: \$1,410,000

Adjustment: \$111,000 from TR026

While construction on this project has just begun, we are concerned about the potential for increased costs due to the excessively bad soils which were found during the soil investigation (after the project was awarded). If the boardwalk piles cannot reach the necessary bearing capacity at the anticipated depths, then additional engineering and construction costs would likely be substantial. We would like to be prepared for this potential by utilizing surplus funds which have already been obligated.

If there are any questions about our request or the work thus far completed, please feel free to reach out to me.

Sincerely,



Nyal Nunn, CFM

Senior Project Engineer/DPW





nunn@meridian.mi.us

W 517.853.4468 | F 517.853.4095

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

Project #	BOC Res.	Project Name	Approved Amt.	Final Estimate	Adjustment
TR002	16-257	Meridian Township Trail Rehabilitation 2016	\$88,000.00	\$173,000.00	\$85,000.00
TR021	16-328	MT-07-MIP-DR, East of Okemos Road	\$140,000.00	\$146,000.00	\$6,000.00
TR022	16-328	MT-03-PK-DR, Central Park South	\$101,000.00	\$51,000.00	-\$50,000.00
TR023	16-328	MT-05-PK-DR, Nancy L. Moore Community Park	\$50,000.00	\$68,000.00	\$18,000.00
TR024	16-328	MT-04-PK-DR, Nancy L. Moore Community Park	\$70,000.00	\$28,000.00	-\$42,000.00
TR025	16-328	MT-02-MIP-DR, West of Okemos Road	\$68,000.00	\$15,000.00	-\$53,000.00
TR026	16-328	MT-01-PK-SWL, Hartrick Park	\$136,000.00	\$25,000.00	-\$111,000.00
TR027	16-328	MT-06-MIP-DR, West of Okemos Road, Meridian Interurban Pathway	\$10,000.00	\$4,000.00	-\$6,000.00
TR047	17-275	Old Raby Culvert Replacement	\$110,000.00	\$110,000.00	\$0.00
TR049	18-186	Okemos Road Pedestrian Boardwalk	\$1,300,000.00	\$1,410,000.00	\$111,000.00

-  - Reallocate TR025 (\$53k) to TR002
-  - Reallocate \$32k from TR022 to TR002
 Additionally, reallocate \$18k from TR022 to TR023
-  - Reallocate TR027 (\$6k) to TR021
-  - Reallocate TR026 (\$111k) to TR049 (Okemos Road Pedestrian Boardwalk)
- Reallocate TR024 (\$42k) to MSU to Lake Lansing Connector, Phase II (Approved 2019, no project # yet)

Supplying and Installing Standing Seam Metal Roofs for Six Buildings

Mr. Morgan stated the pricing came in underbid and we can now bid the Red Tail Shelter roof. Mr. Morgan stated we will bring that back to a future Park Commission meeting.

RESOLUTION #6-19 TO RECOMMEND A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC.

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island, Burchfield Park, Lake Lansing North, and Lake Lansing South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing standing seam metal roofs on six buildings at Ingham County Parks; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend the Ingham County Board of Commissioners approve entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$112,100 for supplying and installing standing seam metal roofs on six buildings at Ingham County Parks, and a contingency not to exceed 5% or \$5,605 to include replacing OSB Sheathing, if needed at a cost of \$5.50 per square foot for a total amount not to exceed of \$117,705.

BE IT FURTHER RESOLVED, this agreement shall be effective the date of execution through November 22, 2019.

BE IT FURTHER RESOLVED, that there are funds available in the approved CIP line items as detailed below:

Roof	Line Item	Price	Contingency if Needed		CIP
			OSB	Total	
Approved					
Peregrine Shelter (Hawk)	208-75200-976000-9P07	\$19,400	\$970	\$20,370	\$40,000
Kestrel Shelter (Hawk)	208-75200-976000-9P08	\$12,900	\$645	\$13,545	\$25,000
Sandhill Shelter (LLN)	208-75200-976000-9P09	\$11,200	\$560	\$11,760	\$30,000
Winter Sports Bldg. (BUR)	228-75999-976000-9P20	\$41,300	\$2,065	\$43,365	\$30,000
Boat House Rentals (Hawk)	228-75999-978000-9P22	\$11,500	\$575	\$12,075	\$20,000
Boat House Rentals (LLS)	228-75999-978000-9P23	\$15,800	\$790	\$16,590	\$15,000

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 Controller/Administrator is authorized to transfer \$7,925 from 228-75999-978000-9P22 into line item #228-75999-976000-9P20 to cover the cost for the Winter Sports Building roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$5,440 from 208-75200-976000-9P07 into line item #228-75999-976000-9P20 to cover the remaining cost for the Winter Sports Building roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$1,590 from 208-75200-976000-9P07 into line item #228-75999-978000-9P23 to cover the remaining cost for the Lake Lansing South Boat House Rentals roof.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$12,600 from 208-75200-976000-9P07 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$11,455 from 208-75200-976000-9P08 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the remaining \$18,240 from 208-75200-976000-9P09 into line item # 228-75999-978000-9P21 for a future project for the Red Tail Shelter roof at Hawk Island that is being bid out separately, providing a total balance of

\$62,295 for the roof for the Red Tail Shelter.

Moved by Ms. Gregg and Supported by Mr. Earl that Resolution #6-19 be approved as written. Yes-9; No-0. MOTION CARRIED.

Resolution to Recommend Authorizing the Account Clerk Part-Time Position to be Converted to a Full Time Position~

Mr. Morgan stated this position is a part-time position funded for 20 hours, and we were paying an additional four hours a week using funds from the seasonal wage line item. Since the onset of the millage, and the administrative work to process this program, we need additional help. Ms. Buzzard stated Emma Wallace, the new Account Clerk, has been assisting with various items, including paperwork for filing contracts, uploading contracts to Munis, paying reimbursements, etc. Ms. Buzzard believes there is more than enough work to make this a full time position. Ms. Hamrick asked what happens if the millage does not pass. Mr. Morgan stated the position would revert back to part-time. Ms. Gregg stated there would still be years worth of work to finish up for the current projects.

Commissioner Stivers asked for clarification on the wages. Mr. Morgan stated the wage for step one is \$39,043 and \$46,861 for step five. With benefits the total is \$76,912 for step 1 and \$88,356 for step 5. Mr. Earl asked how long this position was part-time. Ms. Wallace stated 20+ years. Mr. Morgan stated when the Financial Coordinator position was eliminated two years ago, workloads were shifted and with the addition of the millage, this is an immediate need. Mr. Morgan stated we have additional paperwork and reimbursements, and it only getting busier.

RESOLUTION #7-19 TO RECOMMEND AUTHORIZING THE ACCOUNT CLERK, PARKS PART-TIME POSITION TO BE CONVERTED TO A FULL TIME POSITION

WHEREAS, the Account Clerk, Parks #759014 is classified as a part-time position which is funded by the County General Fund appropriation for 20 hours per week; and

WHEREAS, additional tasks have been added to the job description to assist with the administration of the Ingham County Trails and Parks Millage; and

WHEREAS, the Ingham County Parks Department wishes to convert the Account Clerk, Parks #759014 to a full time position; and

WHEREAS, in conjunction with the County General Fund appropriation of \$44,178 and \$44,178 from the Ingham County Trails and Parks Millage, this will cover the cost of the full time position for the remainder of FY2019; and

WHEREAS, in conjunction with the County General Fund appropriation of \$44,178 and \$44,178 from the Ingham County Trails and Parks Millage, it is projected that there will be adequate funds to cover the \$88,356 cost of the full time position in FY2020.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners approves converting the Account Clerk, Parks, #759014 position from a part-time to a MCF/4/Step 1 full time position.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution.

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

Moved by Mr. Unsworth and **Supported by** Mr. Swope that Resolution #7-19 be approved as written.
Yes-9; No-0. MOTION CARRIED.

BOARD/STAFF COMMENTS

Mr. Unsworth shared the trail guide which highlighted Ingham County. Mr. Bennett stated the City Pulse wrote an article about the millage which will be in the next issue. The author contacted Ms. Gregg and Mr. Bennett. The reporter also spoke with other Board of Commissioners. Ms. Buzzard stated she will also be speaking to the Lansing State Journal later this week about the millage too.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:28pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary



Ingham County Parks

2020

Budget Request

1. Capital Improvement Requests – General Fund
2. Capital Improvement Requests – Trails & Parks Millage Fund
3. Capital Improvements Requests- Parks Fund Balance
4. Additional Operating & Revenue Costs
5. Contract Form
6. 208 Operating Request
7. Trails & Parks Millage Administration Request
8. Motion for Approval

Ingham County Parks Department

2020 Capital Improvement Request

#1

General Fund Request

<u>Rank</u>	<u>Amount</u>	<u>Park</u>	<u>New/Replace</u>
1. Rental Building Demolition (1)	\$20,000	LL South	Replace
2. Fence/Gates/Gatehouse (1)	\$50,000	Hawk	Replace
3. Entrance Gates Burchfield, McNamara, and Riverbend (2)	\$48,000	Burchfield	Replace
4. Entrance Gate(s?) self closing (1)	\$65,000	Lake Lansing Parks	Replace
5. Entrance signs (five) for all park sites (3)	\$50,000	Lake Lansing Parks	Replace
6. Picnic Table Replacement Red Tail Shelter (5)	\$20,000	Hawk	Replace
7. Small Truck/SUV (6)	\$30,000	Hawk	Replace
8. Overhead doors maintenance building (4)	\$15,000	LL South	Replace
9. South Park front entrance sign & landscaping	\$60,000	LL South	Replace
10. Fence removal along Lake Lansing Road (5)	\$75,000	LL South	Replace
11. Beach Sand for all beaches (7,9,14)	\$10,000	All Parks	Replace
12. Splash Pad Pump/Filter (8)	\$25,000	Hawk	Replace
13. Generator standby (7)	\$15,000	Lake Lansing Parks	New
14. Zero-turn Mower (8)	\$16,500	Lake Lansing Parks	Replace
15. Water Wheel (11)	\$10,000	Hawk	Replace
16. Generator Standby (7)	\$15,000	Burchfield	Replace
Total Request:		\$524,500	

Public Improvement Fund

Roof Replacement List (Asphalt replaced by Metal)

<u>RANK</u>			
17. Snell Restroom (1)	\$25,000	LL North	Replace
18. Maintenance Building (2)	\$60,000	LL South	Replace
19. Southridge Shelter (3)	\$40,000	Burchfield	Replace
20. Pine Knoll Shelter (4)	\$40,000	Burchfield	Replace
21. Lakeview Shelter (5)	\$40,000	LL South	Replace
22. Oak Knoll Shelter (6)	\$40,000	LL North	Replace
23. Main Shelter (7)	\$60,000	LL South	Replace
Total Request:		\$305,000	

Grand Total of both: \$829,500

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Rental House Demolition	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$20,000
TOTAL PROJECT COST	\$20,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$20,000
TOTAL SOURCES	\$20,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for demolition of the rental house at Lake Lansing – South. The condition of the house has deteriorated to the point where the cost to repair it exceeds what we would be willing to put into it to maintain it as a rental option. At minimum the house needs a new roof, windows, and plumbing. The demolition of the house has been an item of discussion with the Department and Park Commission for a few years now. The demolition would create more green space within the park for other types of recreation and facilities. New use ideas for the space include: climbers, splash pad, mini-golf, storage facility, picnic area, and handicap parking for bandshell.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Fence/Gates/Gatehouse	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$50,000
TOTAL PROJECT COST	\$50,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$50,000
TOTAL SOURCES	\$50,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for replacement of existing fencing that is in extremely poor condition, new gates, and a new gatehouse. The current gatehouse is the original gate house built 20 years ago and is in need of replacement. The fencing has deteriorated beyond repair.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	Gates and Connecting Barriers (Fence and/or Rocks)	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$48,000
TOTAL PROJECT COST	\$48,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$48,000
TOTAL SOURCES	\$48,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

2020 request to replace entrance gates at McNamara Landing, Riverbend Natural Area, and Burchfield Park. The wooden gates at McNamara and Burchfield have been in place for several years and are rotting at the bottom and splitting at swivel pins. Many repairs have been done over the years to keep them functional. An in-house built steel gate at Riverbend is being considered for replacement because it is a single swing gate that spans over 20'. It is starting to sag and sometimes difficult to line up with the locking mechanism. Other connecting wooden structures are also in need of replacement. In some cases wooden structures next to gates could be switched to rock barriers, with the thought of reducing long-term maintenance needs. The new gates would be painted steel or galvanized tubular steel to reduce maintenance and increase security.



First two photos show decaying wood and repairs made to damaged gates. Third picture is a tubular steel swing gate for possible replacement.

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park – Boat Launch

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4	Boat Launch Auto-Gate	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$65,000
TOTAL PROJECT COST	\$65,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
TOTAL SOURCES	\$65,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

Remove and replace existing gate at the Boat Launch. The new gate will be an automatic open/close gate system to eliminate the need to depend on staff to open and close the Launch. The gate will be programmed to open and close at specific times throughout the year. A sensor on the inside of the gate will allow people to leave after hours. Cost includes: new fence, fence opener/closer components, fence installation, electrical, signage, and landscaping.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - All

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5	Entrance Sign Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$50,000
TOTAL PROJECT COST	\$50,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$50,000
TOTAL SOURCES	\$50,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

Request involves a re-design of the existing entrance signs as part of our new Brand. Although this project reflects only the Lake Lansing entrance signs, the design will be used in the future for all new Park entrances. The entrance signs (4) to be replaced are LLN, Boat Launch, and the 2 wooden signs at LLS. Materials are estimated to be approximately \$10K for each sign and include sign manufacture, old sign removal, grading, installation, and landscaping materials. Sign design and development is estimated to cost \$5K.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
6	Picnic Tables	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$20,000
TOTAL PROJECT COST	\$20,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$20,000
TOTAL SOURCES	\$20,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for replacement of all 28 - 12 foot picnic tables within Red Tail shelter. Over the past 20 years, many of the tables have become unusable due to damage/wear, etc. Currently we have taken tables from other areas of the park to fill Red Tail shelter with the correct amount of tables. We have come to a point where we do not have extra tables. Replacement of all tables would allow us to utilize some of the existing tables within the shelter that are in decent condition in other areas of the park.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
7	SUV	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$30,000
TOTAL PROJECT COST	\$30,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$30,000
TOTAL SOURCES	\$30,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

The existing SUV (Jeep) is utilized by Park Management staff at Hawk Island to travel throughout County to other parks, meetings, errands, and general daily use at Hawk Island County Park. The current vehicle is also used by all Park staff to travel to meetings that are outside the county, thus saving the county mileage reimbursements. CURRENT CONDITION OF VEHICLE: POOR.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
8	Maintenance Overhead Doors	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$15,000
TOTAL PROJECT COST	\$15,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$15,000
TOTAL SOURCES	\$15,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for new overhead doors on the maintenance building at South Park. The existing doors are original and around 30 years old. The panels are falling apart as well as all the hardware and rail systems on the inside. This project also includes electric garage door openers on all 3 new doors and minor remodel of southern most door. The new doors are insulated and include windows.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
9	Lake Lansing South – SW Entrance Project	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$60,000
TOTAL SOURCES	\$60,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This project scope includes contracting a Landscape Architect to design and develop a new and upgraded entrance at the corner of Marsh Road and Lake Lansing Road. This entrance is pedestrian only. Project would include complete tear-out of old deteriorated planters, gate, landscaping timbers, and re-designing or re-incorporating the existing entrance sign. Other amenities could include: irrigation, bike rack, lighting, and fencing.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
10	South Fence Improvement Project	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$75,000
TOTAL PROJECT COST	\$75,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$75,000
TOTAL SOURCES	\$75,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

Project scope includes but not limited to: removal of existing green chain link fence along Lake Lansing Road from Carousel building gate going east to corner of fence near the Lake (approximately 260'). Replace with more modern style and aesthetically pleasing fence from Carousel gate to end of volleyball courts then landscaping boulders every 5-6' to corner. Incorporate existing sidewalk entrance into design for signage and flow purposes. Redesign and replace Carousel gate area.



2019 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island – Lake Lansing - Burchfield

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
11	Sand for all (3) Public Beaches	Major	renew

	<u>2019</u>
ESTIMATED CAPITAL COST OF PROJECT	\$10,000
TOTAL PROJECT COST	\$10,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
TOTAL SOURCES	\$10,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)



Add sand to all three Ingham County parks public beaches. Sand has washed in many cases and exposing hazardous tripping point along beach sidewalks

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

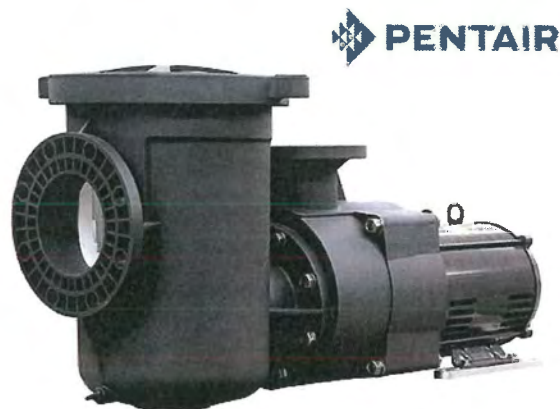
Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
12	Splash Pad Filter & Pumps	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$25,000
TOTAL PROJECT COST	\$25,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$25,000
TOTAL SOURCES	\$25,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

The current splash pad "feature" pump that supplies water to the splash pad features is 10 years old, and the sand filter has not been replaced since the splash pad opened in 2006. Both of these features are in need of replacement. Although they are currently still in working order, within the next year or two, when they fault, an emergency purchase would have to be made and the splash pad would be in non-working order for approximately 2-3 weeks during peak summer usage. This purchase and project would provide for preventative measures to replace worn/used equipment and plumbing and also include one additional water feature on the splash pad if funds allowed.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
13	South Park Maintenance Generator	F/E	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$15,000
TOTAL PROJECT COST	\$15,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$15,000
TOTAL SOURCES	\$15,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for a natural gas fueled, stand-alone generator. In case of power outages, the generator would automatically restore power to the maintenance building as a safety measure to keep the water pipes from freezing and causing damage to the building. The cost would include: generator, transfer switch and other hookup accessories, concrete pad, and installation.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
14	Zero-Turn Mower	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$16,500
TOTAL PROJECT COST	\$16,500
SOURCES OF FUNDING (DESCRIBE)- CIP General	
TOTAL SOURCES	\$16,500

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for a new gasoline 72" cut, zero-turn mower to replace the one bought in 2014.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
15	Water Wheel	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$10,000
TOTAL PROJECT COST	\$10,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$10,000
TOTAL SOURCES	\$10,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for replacement of water wheel used for irrigation at Hawk Island County Park. The water wheel is used to irrigate the beach and other open areas at Hawk Island that do not have underground irrigation. Current water wheel is approximately 15 years old and has required complete rebuilds of interior components 2 times in past 5 years. The outside is also beginning to rust/corrode.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
16	Automatic Standby Generator	F/E	Renew

	2020
ESTIMATED CAPITAL COST OF PROJECT	\$15,000
TOTAL PROJECT COST	\$15,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$15,000
TOTAL SOURCES	\$15,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

2020 request to for an automatic standby generator system (fully installed) to supply electricity to the Winter Sports Building during power outages. The standby generator would use natural gas fuel and automatically switch on when loss of power is detected. This is important in the winter to maintain heat to the building and keep water lines from freezing, preventing damage. The WSB also has a refrigerator and freezer for winter food concession products (hot dogs, chili and cheese) that must remain at safe temperatures. In the past, Burchfield has experienced power outages once or twice a year in the colder months.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - North

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
17 (1 in roofs)	Snell Restroom Roof Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$25,000
TOTAL PROJECT COST	\$25,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$25,000
TOTAL SOURCES	\$25,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for metal roof replacement of the Snell Area Restroom at Lake Lansing North Park. This roof is in poor condition – skylights are very grungy. The inside of restroom is being remodeled in 2019 to bring up to ADA standards and the new roof would complete the project.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
18 (2 in roofs)	LLS Maintenance Building Roof Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$60,000
TOTAL SOURCES	\$60,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for metal roof replacement of the Maintenance Building at Lake Lansing South Park.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
19 (3 in roofs)	Southridge Shelter Roof Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$40,000
TOTAL PROJECT COST	\$40,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
TOTAL SOURCES	\$40,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This request is for replacement of Southridge shelter roof at Burchfield County Park. Roof will be replaced with standing seam metal roof to increase the lifespan of the shelter roof. Asphalt shingles have exceeded their life expectancy and are in need of replacement. This project would be contracted out to an outside company.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
20 (4 in roofs)	Pineknoll Shelter Roof Replacement	Capital	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$40,000
TOTAL PROJECT COST	\$40,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
TOTAL SOURCES	\$40,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This request is for replacement of Pineknoll shelter roof at Burchfield County Park. Roof will be replaced with standing seam metal roof to increase the lifespan of the shelter roof. Asphalt shingles have exceeded their life expectancy and are in need of replacement. This project would be contracted out to an outside company.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
21 (5 of roofs)	Lakeview Shelter Roof Replacement	Major	Renew

	2020
ESTIMATED CAPITAL COST OF PROJECT	\$40,000
TOTAL PROJECT COST	\$40,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$40,000
TOTAL SOURCES	\$40,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for metal roof replacement of the Lakeview Shelter at Lake Lansing South Park. Moss growing and shingles missing – overall in poor condition.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - North

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
22 (6 of Roofs)	Oak Knoll Shelter Roof Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$40,000
TOTAL PROJECT COST	\$40,000
SOURCES OF FUNDING (DESCRIBE)- CIP General Fund	
	\$40,000
TOTAL SOURCES	\$40,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for metal roof replacement of the Oak Knoll Shelter at Lake Lansing North Park. Scheduled for replacement. Asphalt is in poor condition.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - South

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
23 (7 of roofs)	LLS Main Shelter Roof Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage	
	\$60,000
TOTAL SOURCES	\$60,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for metal roof replacement of the Main Shelter at Lake Lansing North Park. This roof has discoloration, missing shingles, chimney, and is structurally deteriorating (flying gable drooping).



Ingham County Parks Department
2020 Capital Improvement Request

#2

Trail and Park Millage Fund Request

<u>Rank</u>	<u>Amount</u>	<u>Park</u>	<u>New/Replace</u>
1. Match for Approved Land & Water Grant (1)	\$20,000	Burchfield	New
2. Snowcat/Snow tube Building (2)	\$75,000	Hawk	New
3. Storage Building/Ski Equipment, etc. (2)	\$75,000	Lake Lansing North	New
4. Trail from Concessions to River Trail (3)	\$64,000	Hawk	New
5. Trail Mowing Equipment (3)	\$6,000	Burchfield	New
6. Tractor Mounted Snow Thrower (4)	\$5,000	Hawk/River Trail	Replace
7. Ski Trail Groomer/Roller (6)	\$12,500	Lake Lansing North	New
8. Gravel Parking lots/Roads (6)	\$30,000	Lake Lansing/Burchfield	Replace
9. Tractor 3320 River Trail (10)	\$45,000	Hawk/River Trail	Replace
10. Pedal Boats (8,9)	\$32,000	Hawk/Lake Lansing	Replace
11. Solo & Tandem Pedal Drive Kayaks and Stand Up Paddle Boards	\$16,000	Burchfield	New
12. Main Shelter Roof/Winer Sports/Ski (6)	\$60,000	Lake Lansing North	Replace
Total Request:	\$440,500		

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Parks- Land & Water Conservation Grant MDNR

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Match for ADA Improvement Grant MDNR	Major	RENEW

	2020
ESTIMATED CAPITAL COST OF PROJECT	\$20,000
TOTAL PROJECT COST	\$20,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
TOTAL SOURCES	\$20,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

When applying for two grants in 2017 the Park Department double counted the CIP matching funds for gravel for both this grant and Lake Lansing North ADA improvement Trust Fund Grant with the MDNR. Originally this grant was not funded with a Passport application see attached resolution #18-107 which explains the grant application history. That round Lake Lansing Trust Fund grant was approved and funded. We utilized the \$20,000 in gravel in CIP for that project which is being done this year.

We had reapplied for a Land and Water grant for Burchfield Resolution #18-107 it was once that grant was funded that we discovered the double counting of the match. Therefore we will need to make up the \$20,000 in local match with this request. Please note that this awarded grant will generate \$256,500 in MDNR Land and Water Grant funds.

See attached Resolution and Site Improvement plan.

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**

RESOLUTION # 18 – 107

WHEREAS, Board of Commissioners Resolution 17-106 authorized submittal of a Recreation Passport Grant Application for park and accessibility improvements at Burchfield County Park in 2017; and

WHEREAS, the grant was not awarded; and

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 Burchfield Park; 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, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has \$32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of \$266,500 which include \$32,000 in capital improvement funds, \$232,000 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$256,500 for park and accessibility improvements at Burchfield Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes from previously authorized Resolution 17-106 to reallocate \$32,000 in capital improvement funds, \$175,700 from the Trails and Parks Millage, and \$2,500 from the Friends of Ingham County Parks for a local match; and an additional \$56,300 from the 2020 Trails and Parks Millage (for a total \$232,000 match from the Trails and Parks Millage) for a total local match in the amount of \$266,500 for a Michigan Natural Resources Land and Water Conservation Fund Application generating \$256,500 for a total \$523,000 project cost.

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Louney, Naeyaert

Nays: None **Absent:** Koenig **Approved 03/05/2018**

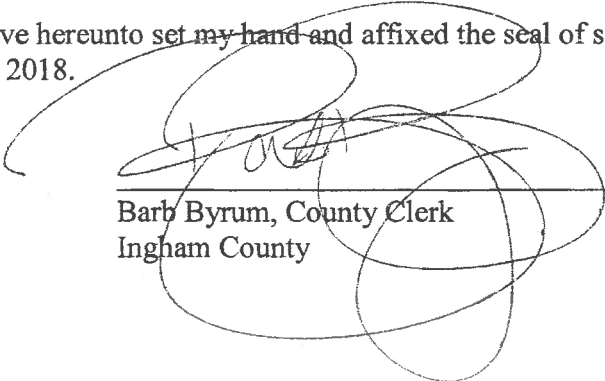
FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Louney, Schafer

Nays: None **Absent:** Koenig **Approved 03/07/2018**

STATE OF MICHIGAN }
COUNTY OF INGHAM }

I, Barb Byrum, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the County of Ingham, Michigan on March 13, 2018 as appears on record in my office, and that I have compared the same with the original and that it is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Lansing, Michigan this 14th day of March, 2018.



Barb Byrum, County Clerk
Ingham County



spicer—group
www.spicergroup.com

Ingham County Parks
<http://pk.ingham.org>



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Snowcat/Snow tube building	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$75,000
TOTAL PROJECT COST	\$75,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$75,000
TOTAL SOURCES	\$75,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for a dual purpose metal frame building at Hawk Island. The building will allow indoor storage and service of the \$200,000 snow groomer used at Hawk Island. The building will also allow for storage of the 200 snow tubes. Currently the snow tubes are left outside in a fenced in area. The building would allow access to the public to get the snow tubes when using the snow hill. An indoor permanent location for the snow groomer will protect it and extend its useful life.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - North

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	LLN Maintenance Facility	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$75,000
TOTAL PROJECT COST	\$75,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$75,000
TOTAL SOURCES	\$75,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP project is for new construction of a maintenance and storage facility. Currently there is no area at LLN to store and repair equipment. We would like to be able to store equipment used on the trails such as gators, tractors, and mowers, as well as the snowmobile, rescue sled, and ski trail groomer. Some tools would be stored there so they are available when equipment needs maintenance and repair. Currently staff at Lake Lansing is using very busy roads (Marsh Rd. and Lake Dr.) to transport equipment to the North Park from the South Park which raised some safety and legal concerns.

Price breakdown: (Estimated at approximately a 20x30 pole structure)

Building materials (building, heating, electrical, insulation, overhead and service doors) 35K; Concrete 15K; Design 5K; and Labor 20K. Figuring small radiant heat using propane. The structure will not have water so heating needs will be minimal.



Picture for example only – not actual building to be constructed.

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4	Permeable Concrete Trail	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$64,000
TOTAL PROJECT COST	\$64,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
TOTAL SOURCES	\$64,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for a new trail leading from the splash pad/bath house building to the Lansing River Trail Loop within Hawk Island County Park. It was suggested by the Park Commission that permeable concrete and its usefulness within the Park system be explored. This project would be the first permeable concrete within the County Park system and would serve as a trial to see its applicability throughout the park system. Permeable concrete allows rainwater to pass through the concrete.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5	Trail Mowing Equipment	F/E	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$6,000
TOTAL PROJECT COST	\$6,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$6,000
TOTAL SOURCES	\$6,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

2020 request for two pieces of trail mowing equipment for Burchfield Park's multi-use and mountain biking trails. The combined trail system is 16 miles in length, many miles of which are mowed, string trimmed and/or brush hogged from May through September. The wider trails are mostly maintained with a zero turn mower that lacks proper deck adjustment and suspension for rougher trail sections. To prevent further wear and damage to the zero turn a pull behind finisher mower, that is attached to the bobcat and operated by a remote throttle and safety stop control, is proposed. The walk behind self-propelled rough cutter would be able to go down the narrower bike trails. It would also be beneficial in widening sections that have overgrown with briars, brush, and small trees that trimmers and push mowing equipment are not capable of doing in those areas.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
6	Tractor Mounted Snow Thrower	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$5,000
TOTAL PROJECT COST	\$5,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$5,000
TOTAL SOURCES	\$5,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for a tractor mounted snow thrower that is used for snow removal on the Lansing River Trail as well as the trail within Hawk Island County Park. The trails take at least 2 passes each with a snow thrower, therefore, each time the snow thrower is used, essentially traveling 7 miles. The snow thrower, due to the extensive use in the winters, last only 2-3 years at most. The current snow thrower is at the end of its useful life. Gears are worn, and the exterior has been rebent, and rewelded several times during the 2019 winter alone.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

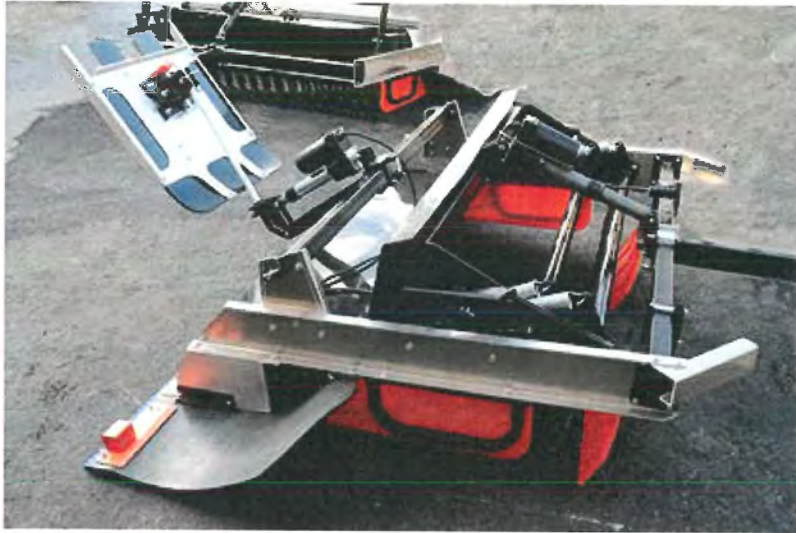
Name of Park: Lake Lansing Park - North

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
7	Ski Trail Groomer	F/E	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$12,500
TOTAL PROJECT COST	\$12,500
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$12,500
TOTAL SOURCES	\$12,500

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

Tool for creating groomed skating lanes and classic trail grooming as well. Most of the models come with a set of knives that loosens frozen snow and ice then lays it back down. The cut is adjustable by electric actuator. There are trip springs with adjustable tension and safety release features. There are rubber mounts for vibrating action in hard snow. This tool would be pulled behind the snowmobile we purchased in 2019.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield and Lake Lansing County Parks

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
8	Road Gravel and Parking Improvements	Major	RENEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$30,000
TOTAL PROJECT COST	\$30,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$30,000
TOTAL SOURCES	\$30,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

In the past several years gravel money has been used to help with our match for park grants. With four separate park entrances and roadways at Burchfield and gravel parking and roadways at Lake Lansing South and North Parks we are in need of additional gravel to address issues related to erosion and settling in all areas. At McNamara Landing we have identified a need to expand the parking area to lessen the crowding and congestion around the loading and unloading zones for the canoe/kayak livery. Additional gravel material to add new parking areas would help to alleviate this issue.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
9	Tractor replacement	F/E	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT:	\$45000
TOTAL PROJECT COST	\$45000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage Fund	
	\$45000
TOTAL SOURCES	\$45000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)



REPLACEMENT OF TRACTOR. Existing Tractor is a John Deere 3320. Tractor is 3 years past the parks replacement schedule. Tractor has developed numerous oil leaks.

CONDITION OF OLD TRACTOR: FAIR

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: ALL PARKS

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
10	Pedal Boat replacements and trailer	F/E	REPLACE

	2020
ESTIMATED CAPITAL COST OF PROJECT	\$32,000
TOTAL PROJECT COST	\$32,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage	
	\$32,000
TOTAL SOURCES	\$32,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

Requesting the purchase of a trailer designed to move pedal boats in and out of the water. This trailer could be utilized at ALL park facilities. Currently boats are moved in and out of the water by hand, which creates a potential for injury. Also requesting two (2) additional swan pedal boat for Hawk Island. Staff purchased 2 swan pedal boats a couple years ago and the popularity of these boats over the regular pedal boats justifies the purchase of another as revenue will increase. There is often times a wait to use the existing 2 swan boats. Lake Lansing Park is also in need of three (3) replacement pedal boats that are currently broken and worn.

Pedal Boats: 4@\$4000 = \$16,000

Swan boats: 2@\$5500 = \$11,000

Trailer: 1@ \$5000



Photo is of a normal pedal boat on the trailer.

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
11	Solo and Tandem Pedal Drive Kayaks and Stand Up Paddle Boards	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$16,000
TOTAL PROJECT COST	\$16,000
SOURCES OF FUNDING (DESCRIBE)- Trails & Parks Millage Fund	
	\$16,000
TOTAL SOURCES	\$16,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This request is for four pedal drive fishing kayaks (two solo and two tandem) and two stand up paddleboards (SUPs) for rental at Burchfield County Park. The solo and tandem pedal kayaks would offer a new way to pedal around the pond and generate revenue. They are designed for fishing and/or recreation and come equipped with adjustable seats for children and adults. The Stand Up Paddleboards are growing in popularity and would provide a new recreational opportunity for Ingham County Park visitors. Burchfield Park pedal boats have been in use for over ten years without replacement and need repaired annually. These additions would replace older pedal boats that will be taken out of service soon.





2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Lake Lansing Park - North

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
12	LLN Main Shelter Roof Replacement	Major	Renew

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE)- CIP Trails & Parks Millage	
	\$60,000
TOTAL SOURCES	\$60,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for metal roof replacement of the Main Shelter at Lake Lansing North Park. This roof has discoloration, missing shingles, chimney, and is structurally deteriorating (flying gable drooping).



Ingham County Parks Department
2020 Capital Improvement Request

#3

Parks Fund Balance Request

<u>Rank</u>	<u>Amount</u>	<u>Park</u>	<u>New/Replace</u>
1. Disc Golf Course Improvements (1)	\$24,000	Burchfield	New
2. Vending Machine for Winter Sports Building (4)	\$5,000	Burchfield	New
3. Floating dock for Dog Park (7)	\$20,000	Hawk	New
Total Request:		\$49,000	

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Disc Golf Course Improvements	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$24,000
TOTAL PROJECT COST	\$24,000
SOURCES OF FUNDING (DESCRIBE)- Park Fund Balance	
	\$24,000
TOTAL SOURCES	\$24,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

Improvements would include new professional-style baskets, course signage, benches, repairing #18 signature waterfall hole, and additional landscaping. Disc golf continues to be a popular year-round pastime at Burchfield Park. The two 18-hole disc golf courses generate an average of over \$22,000 a year since their inception back 2011-12. No major improvements have been funded since then. Recently, the course received national attention with the Women's National Championship held here last year. This year some of the top US men pros will play at the CCR open in June. This project would ensure the courses are ready for Pro-level tournaments and potential bids to host national events.



Hole #18-Waterfall needs new rubber liner and rock



T-Signage starting to separate



Original disc golf basket style



Professional-style baskets

Course Map



T-signs

Surface mount benches



Directional Signage

2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Food Vending Machine	F/E	NEW

	2020
ESTIMATED CAPITAL COST OF PROJECT	\$5,000
TOTAL PROJECT COST	\$5,000
SOURCES OF FUNDING (DESCRIBE)- CIP Park Fund Balance	
	\$5,000
TOTAL SOURCES	\$5,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

2020 request to add food vending options at Burchfield Park. Currently, there is no food concession open at Burchfield in the summer months when there is increased park visitation. A vending machine would allow year-round sales of packaged food items with minimal staffing requirements. It would complement the Pepsi vending machine, which is currently provided under contract and secured in the Winter Sports Building.



2020 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: PARKS

Name of Park: Hawk Island County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	Dog Park Dock	Major	NEW

	<u>2020</u>
ESTIMATED CAPITAL COST OF PROJECT	\$20,000
TOTAL PROJECT COST	\$20,000
SOURCES OF FUNDING (DESCRIBE)- CIP Park Fund Balance	
	\$20,000
TOTAL SOURCES	\$20,000

DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)

This CIP request is for material to construct a dog dock within the Soldan Dog Park. A survey was done of current park users and this was one of the main requests and suggestions that were brought forth. The Dock would serve as a water access point and a “jumping” dock for the dog park. The Dog Park is a facility that has a fee associated with it. There are currently over 400 yearly pass holders to the park that would benefit from this new addition.



#4

2020 ADDITIONAL OPERATING AND REVENUE REQUEST

1. Two New Office Clerks:	<u>29 hours part-time</u>	<u>39 hours (3/4) Part-time</u>
208-75200-704000	Total: \$58,533	Total: \$82,318
	Millage 25%: \$14,663	Millage 25%: 20,580
	Operating 75%: \$43,900	Operating 75%: 61,738

Additional workload is now managed by use of year round seasonal staff. HR has determined that temporary office employees can only work a maximum of three months. Full time staff is working beyond reasonable capacity, and spending many hours each year training and retraining seasonal workers as they come and go. Each time a seasonal worker leaves we lose a significant knowledge base and start over. Customers who call or come to the Parks Office expect that staff will provide accurate and timely information, while providing the service they require.

- 2. One New Park Ranger: \$80,375**
208-75500-704000

HR has determined that seasonal employees can only work a maximum of nine months a season. Managers are spending many hours each year training and retraining seasonal workers as they come and go. Each time a seasonal worker leaves we lose a significant knowledge base and start over. See attachment #1 for more details.

- 3. Increase Seasonal Wage Budget – New Minimum Wage: \$100,000:**
208-75300-705000: \$27,312
208-75500-705000: \$32,196
208-75600-705000: \$40,492

Recent changes to Michigan's minimum wage laws will influence the parks department seasonal wage budget as many of our seasonal workers are currently earning \$9.45 - \$9.50, which is less than the new minimum wage of \$9.65 that is effective January 1, 2020. We are requesting appropriation be approved to cover this additional expense to the parks department. In addition, we have been challenged in our efforts to recruit staff for the lifeguard positions for years. These positions have a great deal of responsibility and ensure the safety and lives of park patrons. Our intent is to increase the wage rates to become competitive in the marketplace.

- 4. Seasonal Sick Pay Benefit: \$8,000:**
208-75200-705000: \$772
208-75300-705000: \$1,974
208-75500-705000: \$2,327
208-75600-705000: \$2,927

In 2019, the policy for the Special Part Time Temporary or Seasonal Employee Sick Leave Policy was affected to increase the sick leave to two (2) hours of sick leave up to a maximum accumulation of fifty two (52) hours in a calendar year. In 2018 the parks department employed 100 seasonal workers who worked over 46,000 hours. This funding will offset the cost of paid sick leave to the department.

#4

5. Seasonal Wage Increase Lake Lansing: \$2,500 208-75500-705000

Increase seasonal wage line by \$2,500 this was requested in 2019 budget and offset by \$2,500 increase revenue in Lake Lansing ski rental 208-75500-630000 and Lake Lansing Parking Fees 208-75500-652000 (both were added into the 2019 budget) but the \$2,500 increase in seasonal line did not get added into final budget.

6. Radios – Lake Lansing: \$3,000 208-75500-818000

This request provides for radios at Lake Lansing that staff can use to communicate with each other and emergency situations. Without radios, Rangers and Park Managers have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. Radios provide an immediate communication solution for park staff and they do not rely on seasonal staff using personal cell phones. These radios provide group talking that is not possible with cell phones for security, safety, and maintenance.

**(Increase Revenue in Concession Lake Lansing \$3,000)
208-75500-641000**

Increase in revenue for Lake Lansing concessions will directly offset the request for radios.

7. Canoe/Kayak Launch Installation/Removal Burchfield: \$2,600 208-75300-931100

Request for additional funds to hire this out to safely put the dock in at springtime and remove the dock again in the fall.

**(Increase Revenue in Parking Fees Burchfield \$2,600)
208-75300-652000**

Increase in revenue for Burchfield Parking Fees will directly offset the request for dock install/removal.

8. Reduction in Revenue Rental house: \$9,600 208-75500-650000

The Rental house is in need of various updates including a new roof, the staff and Park Commission have deemed it necessary to demolish the house. Annual rent is \$9,600 less annual taxes paid of \$3,500 for a net reduction in revenue of \$6,100.

**Reduction in Expenses Other Taxes for Lake Lansing \$3,500
208-75500-957130**

**(Increase in Revenue in Parking Fees Lake Lansing \$6,100)
208-75500-652000**

Increase in revenue for Lake Lansing Parking Fees along with a reduction in expenses of other taxes will directly offset the request to reduce the rental house income and eliminate the house.

#4

9. Equipment Repair \$5,000 208-752000-932000

Request for additional funds for Equipment repair line as there has been increase need for funds in this account to cover expensed throughout the year. The Park Department has a full-time mechanic that maintains and fixes Park Department equipment this is the primary account used for his work.

(Increase in Revenue in Tubing Revenue Hawk \$5,000) 208-75600-652100

Increase in revenue for Hawk Island Tubing revenue will directly offset the request for equipment repair.

Seasonal Wage Increase Hawk Island \$5,000 208-756000-705000

Request for additional funds for Tubing Hill operation as we have seen a steady increase of traffic to use the hill since opening this will allow for staff to hire one more seasonal during the winter season.

(Increase in Revenue in Tubing Revenue Hawk \$5,000) 208-75600-652100

Increase in revenue for Hawk Island Tubing revenue will directly offset the request for seasonal wage increase at Hawk Island.

10. Park Commission Per Diem \$350 208-75200-708000

Board of Commissioners Resolution #19-175 authorized an increase in the per diem meeting rate for Park Commissioners from \$60 to \$75. Request for additional funds of \$350 for a total of \$9,750 in the line item to cover this increase.

#4

Attachment #1

Justification for additional FT Ranger position:

- **Accessibility:** Distance problem – can take hours for them to reach other park if immediate need for them arises. The work list/job duties from the park they leave from suffer delays resulting in all parties' progress hindered causing frustration and stress in working relationships.
- **Scheduling projects:** Time sensitive needs – hard to schedule project development when the Lead on a project is the FT Ranger but is only available every other week. Projects are also susceptible to inclement weather delaying projects beyond a reasonable timeline. It is even a greater challenge to build new structures or complete bigger projects that require more than a week, since much of the time spent at each park is just to catch up on repairs. Many current projects/improvements could be done in a timely manner if a Ranger I was assigned at each location. Management will sometimes take lead on these projects and spend time planning, purchasing supplies, and initiate construction to get the Ranger I started. Other times these projects are started by a Ranger I, but completed by management with the help other seasonal staff because of the lack of Ranger I availability week to week. This takes away from other important managerial duties and park operations.
- **Scheduling conflicts:** Time sometimes does not end up being divided fairly between the two parks because of the FT Rangers personal time conflicts. For example, the FT Ranger is splitting time between two parks every other week, the one week he is scheduled he or a family member becomes ill and has to take off the week – the result could be he/she is not at the particular park for a three week period. Also holidays and vacation use affect the time spent at one park or the other.
- **Sense of ownership:** A person develops a sense of pride with ownership as they become more knowledgeable with the facilities and personalities. It is hard to establish those senses when he/she is bounced between facilities. Ranger I has to think about two separate parks all the time and often field questions about repairs or projects when they are at the other location.
- **Large combined coverage:** Currently the FT Ranger is responsible for two larger park areas totaling seven different smaller parks. Between the two areas, there is over 1000 acres, 20 miles of trail, and over 11 miles of river they are responsible for. Almost all of the facilities are over 30 years old and deteriorating quickly. These aging structures need more maintenance needs with every passing year. The work that is required to make repairs often takes skilled working knowledge in construction, electrical, masonry, and plumbing and would be very expensive to contract out. Our seasonal staff generally do not have the skill sets or experience to perform most of the building and infrastructure repairs.
- **Safety and customer service:** Safety and customer service- When items/structures break down, it's never at a convenient time. This often leads to the closure of a structure or a quick fix by assistant manager or manager until a Ranger I is back on the scheduled week. Time delays in repairs can increase risk exposure and sometimes result in customer complaints. The issue is compounded when the assistant or manager has to fill in the gaps by being in the field. This often takes time away from other administrative tasks and supervision of staff. This occurs on a regular basis due to biweekly scheduling.

Spreadsheet for Additional Operating and Revenue tally:

Item	<u>Personnel Costs:</u>			
	Additional Request	Revenue Increase	Revenue Decrease	Expense Decrease
Office Clerk 1	\$58,533			
Office Clerk 2	\$82,318			
Ranger	\$80,375			
Seasonal Wage	\$100,000			
Seasonal Sick	\$8,000			
Seasonal Wage LL	\$2,500			
	<u>Operating Costs:</u>			
Radios LL	\$3,000			
Concession LL		\$3,000		
Canoe/kayak BUR	\$2,600			
Increase Parking Revenue BUR		\$2,600		
Reduction Revenue Rental House LL			-\$9,600	
Reduction in Taxes Paid for Rental House LL				-\$3,500
Increase Parking Revenue LL		\$6,100		
Equipment Repair	\$5,000			
Increase Tubing Revenue HI		\$5,000		
Seasonal Wage HI	\$5,000			
Increase in Tubing Revenue HI		\$5,000		
Per Diem Increase	\$350			
Sub Totals:				
Grand Total	\$347,676	\$21,700	(\$9,600)	(\$3,500)

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of ____, 2019
RESOLUTION # -19

RESOLUTION AMENDING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

WHEREAS, the Ingham County Parks & Recreation Commission periodically adjusts seasonal wage rates; and

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on December 12, 2016 (Resolution #17-16); and

WHEREAS, Board of Commissioners Resolution #05-004 authorized the Ingham County Parks & Recreation Commission to establish seasonal wage rates, subject to restrictions established by the Ingham County Board of Commissioners through the adopted budget; and

WHEREAS, the 2nd year rate begins one year from the original start date of hire consistent with Ingham County policy; and

THEREFORE BE IT RESOLVED, that seasonal wage rate indicated below, will become effective 1/4/2020.

Position	1 st Year	2 nd Year
Lifeguard Supervisor	\$14	\$15
Chief Ranger	\$13	\$14
Naturalist	\$13	\$14
Lifeguard	\$12	\$13
Head Ranger	\$12	\$13
Snow Making Technician	\$12	\$13
Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators, Food Concession, and Administrative Support	\$11	\$12

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 12, 2016
RESOLUTION # 17-16

RESOLUTION AMENDING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

WHEREAS, the Ingham County Parks & Recreation Commission periodically adjusts seasonal wage rates; and

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on December 14, 2015 (Resolution #17-15); and

WHEREAS, Board of Commissioner Resolution #05-004 authorized the Ingham County Parks and Recreation Commission to establish seasonal wage rates, subject to restrictions established by the Ingham County Board of Commissioners through the adopted budget; and

WHEREAS, the 2nd year rate begins one year from the original date of hire consistent with Ingham County policy; and

WHEREAS, the adoption of the new minimum wage for employees within the State of Michigan will require the Parks Department to make an adjustment to seasonal wages to comply with State law.

THEREFORE BE IT RESOLVED, that seasonal wage rates indicated below, will become effective December 24, 2016 to be in compliance with the minimum wage law as required by the State of Michigan.

	2016 WAGE RATE		2017 WAGE RATE	
	1st year	2nd year	1st year	2nd year
Park / Office Management Intern	10.00 to 16.14		10.00 to 16.14	
Administrative Support	9.35	10.25	9.35	10.25
Park Gate/Closer, Chief Ranger, Naturalist, and Snow Making Technician	10.72	11.95	10.75	12.00
Naturalist	10.72	11.95	—	—
Lifeguard Supervisor	11.43	12.39	13.00	14.00
Lifeguard	9.31	10.45	11.00	12.00
Chief Ranger	9.60	10.60	—	—
Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators and Food Concession	8.50	8.75	9.25	9.50

Moved by Mr. Czarnecki and Supported by Commissioner Koenig that Resolution #17 -16 be approved as written. **Yes-9; No-0. MOTION CARRIED.**

Final

5/13/2019

#5

2020 CONTRACT FORM

DEPT	CONTRACTOR	REASON FOR CONTRACT	DISTRIBUTION NUMBER			BEGIN DATE	END DATE	2018 ACTUAL	2019 APPROVED	2020 BUDGET	2020 Total of each ORG under Obj 93110:
PARKS	Miller's American Rentals	Portable Restroom Rental Service	208	75300	931100	4/1/18	3/31/21	\$ 3,770	\$ 4,200	\$ 4,200	75300 \$ 8,350
PARKS	Miller's American Rentals	Portable Restroom Rental Service	208	75500	931100	4/1/18	3/31/21	\$ 1,220	\$ 960	\$ 960	75500 \$ 11,011
PARKS	Miller's American Rentals	Portable Restroom Rental Service	208	75600	931100	4/1/18	3/31/21	\$ 945	\$ 960	\$ 960	75600 \$ 5,210
PARKS	Granger Waste	Dumpster Service	208	75300	931100	5/1/15	4/30/20	\$ 3,027	\$ 2,400	\$ 2,400	75200 \$ 9,130
PARKS	Granger Waste	Dumpster Service	208	75500	931100	5/1/15	4/30/20	\$ 4,278	\$ 4,200	\$ 4,200	\$ 33,701
PARKS	Granger Waste	Dumpster Service	208	75600	931100	5/1/15	4/30/20	\$ 4,230	\$ 3,600	\$ 3,600	
PARKS	Advance Dust Control/Dave Barr	Parking lot dust control- LL & BUR	208	75500	931100	Annual	Annual	\$ -	\$ 2,500	\$ 2,500	
PARKS	State of Michigan	Water tests	208	75300	931100	Annual	Annual	\$ -	\$ 1,000	\$ 1,000	
PARKS	State of Michigan	Water tests	208	75300	931100	Annual	Annual	\$ 748	\$ 649	\$ 750	
PARKS	State of Michigan	Water tests	208	75500	931100	Annual	Annual	\$ 663	\$ 751	\$ 751	
PARKS	State of Michigan	Water tests	208	75600	931100	Annual	Annual	\$ 495	\$ 1,313	\$ 650	
PARKS	Drain Commission	Resolution 16-510	208	75200	931100	12/13/16	12/31/22	\$ -	\$ 9,130	\$ 9,130	
PARKS	Marine Automated Dock Systems	Lake Lansing Dock Install-Removal	208	75500	931100	Annual	Annual	\$ 2,600	\$ 2,600	\$ 2,600	
208 TOTAL 931100								\$ 21,976	\$ 34,263	\$ 33,701	
PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	Annual	Annual	\$ 3,445	\$ 3,360	\$ 3,500	2020 Total of each ORG under Obj 818000:
PARKS	Comcast	Internet	208	75600	818000	Annual	Annual	\$ 2,014	\$ 2,000	\$ 2,100	
PARKS	Comsource	Radios	208	75600	818000	Annual	Annual	\$ 3,360	\$ 3,360	\$ 3,360	
PARKS	Active Network	Rechnet Reservation System	208	75200	818000	Annual	Annual	\$ 3,006	\$ 3,000	\$ 3,000	
PARKS	Ingham County Health	Food Licenses/P2 & Pool Fees	208	75200	818000	Annual	Annual	\$ 1,643	\$ 1,645	\$ 1,645	
PARKS	Meridian Township	Watershed Agreement	208	75500	818000	1/1/2008	12/31/27	\$ 5,224	\$ 10,000	\$ 10,000	\$ 44,388
PARKS	Vermont Systems	2nd Year Maintenance	208	75200	818000	1/1/2020	12/31/20	\$ -	\$ 175,761	\$ 20,783	
208 TOTAL OF 818000								\$ 18,692	\$ 199,126	\$ 44,388	
208 TOTALS OF 931100 + 818000								\$ 40,668	\$ 233,389	\$ 78,089	\$ 78,089

2020 Budget Request

			2020	2020	2020	2020	Additional Operating Request	Additional or Decrease in Revenue
	2020 208 Budget Request	2019 208 Amended Budget	Budget Admin 75200	Budget Burch 75300	Budget Lake Lan 75500	Budget Hawk 75600		
REVENUE								
600000 SHELTER FEES	66,500	66,500		15,800	20,550	30,150		
600100 DISC GOLF FEES	22,000	22,000		22,000				
610100 BOAT RENTAL	22,500	22,500		2,000	7,500	13,000		
610200 CANOE / KAYAK RENTAL	42,500	42,500		42,500				
620000 BOAT LAUNCH FEES	17,000	17,000			17,000			
630000 SKI RENTAL	8,000	8,000		7,000	1,000			
641000 FOOD CONCESSIONS	48,150	45,150		2,500	16,650	29,000		3,000
650000 LL HOUSE RENT	0	9,600			0			-9,600
652000 PARKING FEES	317,846	309,146		50,411	94,435	173,000		8,700
652100 SNOW/ HILL ADMISSIONS	60,000	50,000				60,000		10,000
669130 INFLATEABLE RENTALS	1,000	1,000			1,000			
669140 TUBE RENTALS	4,000	4,000		4,000				
669141 DOG PARK REVENUE	10,000	10,000				10,000		
669142 PASSPORT REVENUE	20,000	20,000	20,000					
671000 DAY CAMP	10,000	10,000		10,000				
676020 DONATIONS	0	0	0					
688220 MISC REVENUE	1,000	1,000	1,000					
698010 CARRY OVER SURPLUS USED	0	0	214,259					
699000 REVENUE TSF IN - F101	1,637,189	1,637,189	595,616	309,849	360,445	371,279		
699228 REVENUE TSF IN - Millage 228	51,500	51,500	51,500			0		
699500 REVENUE TRF IN CAP IMP - F101	227,285	227,285	227,285					
TOTAL REVENUE	2,586,470	2,554,370	1,109,660	466,060	518,580	686,429		

PERSONNEL SERVICES

704000 SALARIES & WAGES-PERM	905,074	683,848	303,389	246,460	156,179	199,046	221,226	
705000 SALARIES & WAGES-TEMP	631,384	515,884	50,772	157,209	185,324	238,079	115,500	
706000 SALARIES & WAGES-OVERTI	4,783	4,783	283	1,500	1,500	1,500		
706100 ON CALL PAYMENT	5,320	5,320	0	60	60	5,200		
706700 OVERTIME WAGES - SEASONAL	1,787	1,787	287	500	500	500		
708000 MEETING FEES	9,750	9,400	9,750				350	
713000 MISC FRINGES	28,806	28,806	0	9,980	7,766	11,060		
714000 UNEMPLOYMENT	3,515	3,515	823	854	794	1,044		
715000 FICA COUNTY SHARE	53,815	53,815	12,598	13,067	12,162	15,988		
715050 INSURANCE - LIABILITY	0	0	0			1,133		
716020 HEALTH INS-PHP	120,131	120,131	24,294	14,290	41,226	40,321		
716030 HEALTH WAIVER	6,025	6,025	1,544	2,937		1,544		
716035 RETIREE HLTH INS CHARGEBACK	41,364	41,364	10,341	10,341	9,192	11,490		
716040 RETIREE HLTH INS TRUST CHG	31,658	31,658	7,411	7,688	7,154	9,405		
716100 DENTAL INS-ADMIN	11,232	11,232	2,808	2,808	2,496	3,120		
716200 VISION INSURANCE	1,584	1,584	396	396	352	440		
716450 SEPARATION BUYOUT CHGBACK	12,310	12,310	2,882	2,989	2,782	3,657		
717000 LIFE INS	1,380	1,380	432	315	288	345		
717100 DISABILITY INS	300	300	122	119	38	21		
718000 RETIREMENT DEFINED BENEFIT	131,898	131,898	43,378	28,370	27,601	32,549		
718500 RETIREMENT DEFINED CONTR.	4,194	4,194	2,824	906	299	165		
720000 LONGEVITY BONUS	8,400	8,400	600	1,800	2,800	3,200		
722000 WKCPMP INS	0	0	0	0	0			
722600 EMPLOYEE ASST PROGRAM	396	396	99	99	88	110		
TOTAL PERSONNEL SERVICES	2,016,239	1,679,163	475,033	502,688	458,601	579,917		

#6

			2020	2020	2020	2020	Additional Operating Request	Additional or Decrease in Revenue
	2020 208 Budget Request	2019 208 Amended Budget	Budget Admin 75200	Budget Burch 75300	Budget Lake Lan 75500	Budget Hawk 75600		

CONTROLLABLE EXPENSES								
726010 SUPPLIES (cc terminals)			1,374					
726011 OTHER SUPPLIES - CONCESSION	33,400	33,400		2,000	12,200	19,200		
728000 PRINTING AND BINDING	12,000	12,000	12,000					
729000 POSTAGE	4,500	4,500	4,500					
730000 OFFICE SUPPLIES	2,800	2,800	2,800		0			
731000 PHOTO-COPYING & SUPPLIES	600	600	600					
734000 NON-CAPITAL EQUIP	4,900	4,900	400	1,500	1,500	1,500		
734000 8P06 Non Capita Equip	0	0	0	0				
735100 8p07 Controlled Capital Items	0	0	0	0				
740000 MAINTENANCE SUP	117,136	117,136	692	32,639	30,150	53,655		
743000 OTHER SUPPLIES	27,031	27,031	1,411	9,000	6,300	10,320		
745000 UNIFORM & ACCESSORIES	8,000	8,000	8,000					
746010 CLOTHING ALLOWANCE	600	600	0	200	100	300		
747000 GAS-GREASE-OIL-ANTIFREE	38,000	38,000	38,000					
802800 MED SERVICES - physicals	1,000	1,000	1,000					
815000 MEMBR/SCRPS/SUBSCRIPTIONS	3,500	3,500	3,500					
818000 CONTRACTUAL SERVICES	221,450	218,450	196,870	3,360	16,360	4,860	3,000	
823100 POLICE SERVICES	30,000	30,000	30,000					
861000 TRAVEL EXPENSE-LOCAL	3,000	3,000	3,000					
861100 TRVL PROF DEVELOP INSTATE	3,100	3,100	3,100					
861110 TRVL PROF DEVELOP OUT STATE	0	0	0					
890080 ADMINISTRATION FEES (cc fees)	12,500	12,500	12,500					
899040 BANK FEES	0	0	0					
901000 ADVERTISING	8,250	8,250	8,250					
921050 TELEPHONE	7,900	7,900	7,000	450	450			
921060 TELEPHONE - LONG DISTANCE	0	0	0					
931000 8P01 BUILDING REPAIR	0	0	0	0				
931100 MAINT-RELATED CONTRACTUAL	47,433	44,833	9,093	10,867	10,059	17,414	2,500	
932000 EQUIP REP & MAIN	46,200	41,200	46,200				5,000	
942000 EQUIPMENT RENTAL	18,138	18,138	10,000	2,713	2,713	2,712		
957120 SALES/USE TAX	3,650	3,650	0	304	1,170	2,176		
957130 OTHER TAXES/ASSESSMENTS	0	3,500			0			-3,500
960000 STAFF DEV & TRAINING	5,300	5,300	5,300					
960080 COUNTY STAFF DEVELOPMENT	0	0	0					
967000 SPECIAL PROJECT COSTS	0	0	0					
TOTAL CONTROLLABLE EXPENSES	661,762	654,662	405,590	63,033	81,002	112,137		

NON-CONTROLLABLE EXPENSE								
911000 INSURANCE & BONDS	0	0						
915050 LIABILITY INSURANCE	0	0	0					
921000 UTILITIES	80,725	80,725	8,931	10,000	16,000	45,794		
921070 COURIER SERVICE	1,239	1,239	1,239					
921150 TELEPHONE ALLOCATION COSTS	2,089	2,089	2,089					
943000 IT OPERATIONS	34,913	34,913	34,913					
943010 EQUIP SVC CHG	42,000	42,000	42,000					
943020 EQUIP SVC CHG PC	5,044	5,044	5,044					
943100 NETWORK MAINT SVC CHG	16,257	16,257	16,257					
944000 VEHICLE SERVICE CHG	18,999	18,999	18,999					
944100 COPIER SERVICE CHG	1,538	1,538	1,538					
TOTAL NON-CONTROLL EXPENSES	202,804	202,804	131,010	10,000	16,000	45,794		
Capital Outlay	232,000	232,000	232,000	0	0	0		
TOTAL EXPENSES	3,112,805	2,768,629	1,243,633	575,721	555,603	737,848		

Total Revenue	2,566,470	2,554,370	1,109,660	466,080	518,580	686,429		
Total Expenses	3,112,805	2,768,629	1,243,633	575,721	555,603	737,848		
Difference	546,335	214,259	-133,973	-109,661	-37,023	-51,419		

 =changes Budget Office Must Make in Munis if Approved
 =changes Park Staff Can Request in Munis

**Trails & Parks Millage Budget
228-62800**

**For Trails & Parks Millage Program Coordinator -BOC Resolution #17-312
(The items below are for performing millage coordination)**

2019

Cell phone	921150	552
Uniforms	745000	250
Travel(local)mileage (uses personal vehicle to do business)	861000	3350
Supplies (Software 6k)	726010	8500
Postage	729000	1000
Advertising	901000	5000
Printing	944100	5000
Travel Professional Development	861100	3000
Staff Development and Training	960000	3000
Salary and Benefits 95%		102521
5% of salary (107917*.05 = \$5396)		5396
TOTAL		\$137,569

2020 Budget Request Item 7.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 20, 2019

MOTION TO APPROVE THE 2020 BUDGET REQUEST

- 1. The 2020 General Fund Capital Improvement Request of \$829,500
- 2. The 2020 Trail & Park Millage Fund Capital Improvement Request of \$440,500
- 3. The 2020 Park Fund Balance Request of \$49,000
- 4a. The 2020 Additional Operating Request of \$347,676
- 4b. The 2020 Additional Revenue of \$21,700
- 4c. The 2020 Reduction in Revenue of \$9,600
- 4d. The 2020 Reduction of Expense \$3,500
- 5. The 2020 Contract Form of \$78,089
- 6. 208 Operating Total Revenue \$2,566,470
208 Operating Total Expenses \$3,112,805
- 7. Trails and Parks Millage Administration budget of \$137,569

The Ingham County Parks Commission hereby directs staff to submit the above request as stated above pending any requisite adjustments made by the budget office as requested.

2020 Budget Request Item 8.

**ADOPTED – APRIL 30, 2019
AGENDA ITEM NO. 11**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ADJUSTING COMPENSATION FOR VARIOUS APPOINTED
BOARDS AND COMMISSIONS**

RESOLUTION # 19 – 175

WHEREAS, the Board of Commissioners has established per diems and other forms of compensation for various appointed Ingham County boards and commissions; and

WHEREAS, these payments have not been adjusted in several years.

THEREFORE BE IT RESOLVED, that effective May 1, 2019, the Ingham County Board of Commissioners hereby establishes a per diem to members of the following Ingham County boards and commissions at \$75:

Board of Election Commissioners
Department of Human Services Board
Fair Board
Jury Board
Parks and Recreation Commission
Veterans Affairs Committee

BE IT FURTHER RESOLVED, that the per diem, per drainage board, is established at \$25 which is the maximum provided by statute.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None **Absent:** None **Approved 04/23/2019**

FINANCE: Yeas: Grebner, Morgan, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None **Absent:** Tennis **Approved 04/24/2019**

Wallace, Nicole

From: Tim Perrone <tperrone@cstmlaw.com>
Sent: Wednesday, April 24, 2019 2:36 PM
To: Wallace, Nicole; Gwen Kamm
Cc: Morgan, Timothy; Cypher, Jared
Subject: RE: Resolution of Confidence

Nicole:

I have reviewed the proposed Resolution of Confidence.

My recommendation is that the Parks Commission should not submit the proposed Resolution to the County Board of Commissioners.

The County is constitutionally prohibited from lending its credit, and thus cannot provide any "guarantee" of future funding. Const 1963, art. 9, sec. 18.

The costs of trail projects are appropriated from the Trails & Parks Millage only. From a legal and budgetary perspective, the County should not grant an application for funding a trail project without having an available source of funds.

The various Agreements for the trail projects all specifically state that the County makes no guarantee of future funding beyond that authorized by the Agreement (all of which are paid with millage funds).

I recommend that the proposed Resolution not be approved by the Parks Commission for recommendation to the County Board of Commissioners.

Please contact me if you have any questions.

Timothy M. Perrone
 Cohl, Stoker & Toskey, P.C.
 (517) 372-9000
tperrone@cstmlaw.com

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From: Wallace, Nicole [mailto:NWallace@ingham.org]
Sent: Wednesday, April 24, 2019 10:50 AM
To: Gwen Kamm
Cc: Morgan, Timothy; Cypher, Jared
Subject: Resolution of Confidence

Good morning Gwen,

Board of Commissioners Resolution #19-092 to Establish Additional Guidelines for Trails and Parks Millage Grant Recommendations was adopted at the March 12th Board of Commissioners meeting.

Our Park Commission discussed Resolution #19-092 at their March 25th meeting. At the meeting, the Park Commission recommended drafting a Resolution of Confidence for the Ingham County Trails and Parks Millage.

Please find attached Resolution #19-092, March 25th Park Commission minutes, and a draft memo and Resolution of Confidence.

One of the Park Commissioners stated that he felt that based on the wording of the draft Resolution of Confidence, it should be reviewed by the County attorney.

Can an attorney review the draft memo and Resolution of Confidence and let us know if this is acceptable, and any edits you would recommend before we bring this back to our Park Commission to recommend adoption by the Board of Commissioners?

If the assigned attorney needs additional information please contact Tim Morgan via email or at 517-244-7191.

Thank you,

Nicole Wallace, CTA (*Certified Tourism Ambassador™*)
Executive Assistant, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7185
parks@ingham.org
www.inghamcountyparks.org

From: Morgan, Timothy
Sent: Wednesday, April 24, 2019 8:05 AM
To: Wallace, Nicole
Subject: Resolution of Confidence
Importance: High

Nicole,

Can you make sure the Attorney office gets the Draft Resolution of Confidence per the Park Commission for their review.
Please Cc: Jared

Sincerely,

Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
CTA (Certified Tourism Ambassador™)
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7191 (Direct)
517-676-2233 (Park Information)
tmorgan@ingham.org
www.inghamcountyparks.org

HUMAN SERVICES COMMITTEE

May 6, 2019

Draft Minutes

Members Present: Morgan (arrived at 6:32 p.m.), Naeyaert, Sebolt, Slaughter, Stivers, Tennis, and Trubac.

Members Absent: None.

Others Present: Commissioner Grebner, Joan Nelson, Peggy Vaughn-Payne, Yolanda Sherrer, Catherine Cole-Adams, Kai Christiansen, Florencio Hernandez, Jessy Gregg, Tim Morgan, Brett Kaschinske, Jared Cypher, Beth Foster, and others.

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the April 22, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS STATED THE APRIL 22, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Morgan

Additions to the Agenda

4. Fair Office
 - b. Resolution Appointing a Fairgrounds Events Director Selection Committee

Commissioner Morgan arrived at 6:32 p.m.

Limited Public Comment

None.

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

4. Fair Office
 - a. Resolution to Accept a Grant from the Michigan Department of Agriculture and Rural Development
5. Health Department
 - a. Resolution to Amend the Mother and Infant Oral Health Pilot Project Grant
 - b. Resolution to Accept Funding from Michigan State University’s College of Human Medicine
6. Parks Department

c. Resolution to Authorize a Contract with L.J. Trumble Builders, LLC.

7. Controller's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY.

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

1. Fair Board – Interviews

Catherine Cole-Adams interviewed for a position on the Fair Board.

Kai Christiansen interviewed for a position on the Fair Board.

2. Community Health Center Board – Interviews

Florencio Hernandez interviewed for a position on the Community Health Center Board.

3. Community Agencies – Allen Neighborhood Center/Northwest Initiative/Southside Community Coalition Update

Joan Nelson, Allen Neighborhood Center Executive Director, gave an update on the Allen Neighborhood Center.

Peggy Vaughn-Payne, NorthWest Initiative Executive Director, gave an update on the Northwest Initiative.

Yolanda Sherrer, Southside Community Coalition Youth & Senior Coordinator/Outreach Coordinator, gave an update on the Southside Community Coalition.

Commissioner Slaughter stated that he had the pleasure of interacting with all three organizations and recommended the other commissioners do so as well if they had an opportunity.

Commissioner Naeyaert asked if the kids participated in Fair Week 4-H.

Ms. Sherrer stated that the kids did, though mostly with art, not with livestock as they obviously did not have any.

Ms. Nelson stated that they have some contact with 4-H. She further stated that urban agriculture was growing steadily in Lansing and that bringing urban farmers to the Fair in the future was a possibility that had been discussed.

Discussion.

Commissioner Sebolt stated a desire to have the future Fairgrounds Events Director meet with all three program heads to discuss integrating urban farming into the Fair.

Commissioner Morgan stated the importance of all three groups to the community and thanked them.

Commissioner Stivers stated that she would have someone from the Women's Commission do an Everyday Heroines profile on all three presenters.

Chairperson Tennis thanked the presenters.

4. Fair Office

b. Resolution Appointing a Fairgrounds Events Director Selection Committee

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

Chairperson Tennis stated that he wanted to be on the Committee.

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints a Fairgrounds Events Director Selection Committee consisting of the following members:

Commissioner Randy Maiville
Commissioner Thomas Morgan
Commissioner Robin Naeyaert
Commissioner Randy Schafer
Commissioner Ryan Sebolt
Commissioner Derrell Slaughter
Commissioner Todd Tennis

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY.

6. Parks Department

a. Resolution to Authorize an Amendment to Meridian Township's Trails and Parks Millage Agreements

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Trubac stated that just because there was a significant increase in cost for some projects while other projects came in under budget, money should not de facto be moved to other projects in the same municipality. He stated that he wanted to go over why the Park Commission was still recommending this project and to get an overview of it.

Chairperson Tennis asked if this resolution was regarding the projects that had already been approved and not new projects.

Tim Morgan, Parks Director, stated that no additional money was being requested and that the projects in question had already been approved.

Commissioner Sebolt stated that he was not necessarily opposed to the resolution but that he just wanted to make sure it was understood that once the money was allocated to a particular municipality it was still Trails and Parks Millage money.

Commissioner Stivers stated that it was really hard to estimate the cost, especially some of the huge projects in Meridian Township. She further stated that the team from Meridian Township worked really hard to make sure the money was used to complete their ultimate goal.

Commissioner Naeyaert stated that, like Commissioner Sebolt said, it was not Meridian Township's money, it was Trails and Parks Millage money and if the money came back to the Parks Department, it could be used for other projects in other municipalities.

Mr. Morgan stated that he wanted to remind everyone that this was not precedent-setting. He further stated that the Park Commission was not asking for money towards a different project than was already approved.

Mr. Morgan stated that in the case of Meridian Township, it was moving money around because numbers had changed since the initial estimates were made. He further stated that this was a good discussion to have.

Commissioner Sebolt stated that he realized it is was not precedent-setting, but it might be the most shifting around of money from one project to another that the Board of Commissioners has seen.

Jessy Gregg, Park Commission Vice-Chairperson, stated that was not necessarily true.

Discussion.

Commissioner Sebolt stated that he was fully prepared to pass the resolution on consent but wanted to emphasize this is Trails and Parks Millage money and he wanted to make sure the Board of Commissioners was thinking about things holistically like that.

Commissioner Stivers stated that she appreciated the point her fellow commissioners were saying about putting the money back in the central pot, but if it was reallocated within a municipality it was a very efficient way to make sure the money stayed in play, rather than sitting around for what could potentially be years while a new project in a different municipality went through the process of being approved.

Commissioner Morgan stated that he did not think any of this was unreasonable at this point. He further stated that if there was a change in overall strategy in how millage money was being spent, they needed to be serious about looking at that, as opposed to going through the process as necessary.

Commissioner Morgan left the room at 6:38 p.m.

Commissioner Grebner stated that he wanted to point this out as a teachable moment. He further stated that none of the Meridian Township projects were close to their estimates.

Commissioner Grebner stated that when project estimates came in low, the money could not be spent because there was nothing more to spend it on and for the project estimates that were too high, the money did not get spent because it had to wait to be approved to be used for something else. He further stated that either way, use of the available funds was delayed.

Commissioner Morgan returned at 6:40 p.m.

Commissioner Grebner stated that these projects estimates were often 20% off from the actual cost. He further stated he was not blaming anyone in particular, but there needed to be a focus on the fact that a poor job has been done, historically, of estimating how much money these projects would cost.

Commissioner Stivers stated that she also thought a better job could be done in a lot of places, but that in the case of Meridian Township, they could not have known the cost until the projects were underway, in part because there were many environmental factors that came up.

Commissioner Morgan asked if there was any part of the project that would need to be redone after the Okemos Road Bridge was complete.

Mr. Morgan stated that the bridge was unrelated to the trail project.

Chairperson Tennis stated he would have concerns if there were new projects that were not previously authorized and if they were not required to come back to the Board of Commissioners to be approved. He further stated that he would have passed the trail items on the consent agenda.

Commissioner Morgan stated that thought it was a really good conversation to have.

Discussion.

Mr. Morgan stated that when the Parks Department wrote grants, part of the application was that once funding was received from the State, then the Parks Department would engage with professionals to get true costs.

Brett Kaschinske, Lansing Park & Recreation Director, stated that true cost came only after getting bids back.

THE MOTION CARRIED UNANIMOUSLY.

6. Parks Department
 - b. Resolution to Authorize an Amendment to the City of Lansing and the Village of Stockbridge Trails and Parks Millage Agreements

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

Commissioner Trubac asked why the project included stairs.

Mr. Kaschinske stated that the intent was to create better access to the river itself.

Commissioner Trubac asked if it was for people to have access to the water to launch canoes and kayaks from there.

Mr. Kaschinske stated that people were not launching canoes and kayaks from the steps and that the idea was for people to be able to closer connect with the river without having the trail itself up to the edge of the water.

Commissioner Trubac asked if there was any concern about kids in the water.

Mr. Kaschinske stated that they did not see the steps as an attractive nuisance.

THE MOTION CARRIED UNANIMOUSLY.

6. Parks Department
 - d. Parks Millage Discussion

Mr. Morgan stated that the Parks Department had worked on a spreadsheet showing every resolution to date.

Commissioners Stivers stated concern that the millage was overspent.

Mr. Morgan stated that if everything came in as it was appropriated, it would be overspent.

Commissioner Stivers stated that would be a problem.

Commissioner Naeyaert stated that the Board of Commissioners knew when it passed the resolution that it would not be overspent based on previous experience.

Commissioner Grebner stated that perhaps if there was a plan to have this on the ballot to be renewed, maybe a contingency should be put in.

Mr. Morgan described how competitive the grant process was.

Ms. Gregg discussed the potential of losing matching grant money.

Mr. Morgan stated for example, that if a caveat was included in the millage language that the Michigan Department of Natural Resources (DNR) would not renew because the money has to be guaranteed.

Discussion.

Commissioner Naeyaert asked if that would hurt smaller rural communities.

Ms. Gregg stated that it could, but if it was based purely on the merits then smaller communities would be at an advantage.

Discussion.

Chairperson Tennis stated that if the County had to pay out all its pension obligations today, it would be bankrupt and that, similarly, if all the obligations of the millage had to be paid today there would be a problem, but we all knew that was not the case. He further stated that the best way to make sure the money got out was to over-allocate.

Discussion.

Commissioner Grebner stated how wonderful an amenity the trail system was for the community and how great the learning process had been over the course of the development so far.

Commissioner Announcements

None.

Public Comment

Ms. Cole-Adams suggested language she would have made more sense to the general population when trying to get a renewal.

Chairperson Tennis stated that when it came time to renew the millage, they might consider outlining future projects in the renewal language.

Adjournment

The meeting was adjourned at 8:18 p.m.

DRAFT

FINANCE COMMITTEE

May 8, 2019

Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Polsdofer, and Schafer

Members Absent: Morgan, Tennis

Others Present: Tim Morgan, Melissa Buzzard, Bill Brickey, Tim St. Andrew, Michael Townsend, Beth Foster, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the April 24, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE APRIL 24, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Morgan and Tennis

Additions to the Agenda

Substitutes –

5. Animal Control – Resolution to Accept Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis
11. Road Department
 - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and ~~Rejection of~~ **Defer Action on All Bids** Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads

Limited Public Comment

None.

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

2. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for Attorney Services for the Juvenile Division
 - b. Resolution to Authorize Funds to Purchase a New Transport Vehicle for the Ingham County Family Center

3. Public Defenders Officer – Resolution Creating Clerk and Technical Support Position for the Public Defenders Office
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to LJ Trumble Group for the Hand Rails in the 30th Circuit Court Room at the Mason Courthouse
 - b. Resolution to Authorize a Purchase Order to Replace the Domestic Hot Water Storage Tank at the Ingham County Jail
 - c. Resolution to Authorize a Purchase Order to Replace the Sewage Ejector Pump at the Grady Porter Building
5. Animal Control – Resolution to Accept Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis
6. 9-1-1 Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Solacom Product Guardian, Equipment, System Support, Training, and Optional Equipment
7. Fair Office – Resolution to Accept a Grant from the Michigan Department of Agriculture and Rural Development
8. Health Department
 - a. Resolution to Amend the Mother and Infant Oral Health Pilot Project Grant
 - b. Resolution to Accept Funding from Michigan State University’s College of Human Medicine
9. Parks Department
 - a. Resolution to Authorize an Amendment to Meridian Township’s Trails and Parks Millage Agreements
 - c. Resolution to Authorize a Contract with L.J. Trumble Builders, LLC.
10. Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the FOSP Board
11. Road Department
 - a. Resolution to Approve Local Road Agreement with Lansing Township
 - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and ~~Rejection of~~ **Defer Action on All Bids** Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads
 - c. Resolution to Replace Roof at the Road Department Eastern District Garage

12. Controller/Administrator's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

1. Presentation – Pre-Audit Communication

Bill Brickey and Tim St. Andrew, Plante & Moran, gave a presentation on the pre-audit and audit.

Commissioner Crenshaw asked what happened if the audit was not completed by the June 30th deadline.

Mr. St. Andrew stated that it was a slap on the wrist by the State, but the plan was still to issue the report by the June 30th deadline.

Chairperson Grebner stated that he suspected there were a few municipalities that have missed the June 30th deadline before.

Mr. Brickey stated that it had happened before and if the State did withhold revenue sharing, they just would give it to the County when they did file.

Commissioner Crenshaw asked if the June 30th deadline was missed, when the date was that the County would want to file by.

Mr. St. Andrew stated that the worst case scenario was that the County could ask the State for an extension, which was usually 30 days and they could try to get it in by then.

Chairperson Grebner stated that in the past Plante & Moran had charged an additional five figure fee for reworking the County's own data and asked if they were looking at anything remotely like that this year.

Mr. Brickey stated that if the County gave them something they would audit it, but they were not going to do work and fix things beyond that. He further stated that the contract with the County was to audit, so they avoided doing accounting service.

Chairperson Grebner asked if they had a tally sheet of extra charges yet that they would end up billing the County in the end.

Mr. Brickey stated he felt like Plante & Moran had assisted a lot, but that their intent was not to end up with that off-to-the-side billing.

Mr. Brickey and Mr. St. Andrew concluded the presentation.

Chairperson Grebner thanked them for coming.

5. Animal Control – Resolution to Accept Bissell Pet Foundation Empty the Shelters Free Adoption Grants on an Ongoing Basis

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Chairperson Grebner stated that it was a great idea for a Department that received routine donations to have a standing resolution so they can accept money going forward without having to bring a resolution before the Board every year.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

9. Parks Department
 - b. Resolution to Authorize an Amendment to the City of Lansing and the Village of Stockbridge Trails and Parks Millage Agreements

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated that he was concerned about long term infrastructure and what plans were in place. He further stated that many people might not know that one of the reasons this millage existed was because the Lansing River Trail was so severely neglected that Mayor Virg Bernero worked hard on the Board of Commissioners to get a millage to pass.

Commissioner Schafer asked what the setback requirements were for trails.

Chairperson Grebner stated that he thought it might be a local issue governed by zoning.

Melissa Buzzard, Trails and Parks Millage Program Coordinator, stated that she had emailed her State co-workers who worked more closely with zoning and was waiting to hear back. She further stated she would forward that information as soon as she could.

Commissioner Schafer asked if the County had any liability for the trails since they helped fund them.

Chairperson Grebner stated that the Committee could ask the attorney for the details but there was very limited liability in Michigan for injuries on roadways or trails.

Chairperson Grebner directed staff to ask the County Attorney for a description of the liability. He further stated that where the trail was the property of the township or city and the County was merely providing money, he was sure the County didn't have any liability.

Ms. Buzzard said she would review the contract and if it was not in there, she would ask the attorney.

Commissioner Schafer asked if eminent domain has been used.

Tim Morgan, Parks Director, stated that he did not believe eminent domain had been used.

Ms. Buzzard stated that the communities had worked to get right of ways or easements, but she had not heard of any use of eminent domain.

Chairperson Grebner stated that, in most cases, municipalities would deal with that issue.

Commissioner Schafer stated that he wondered if there was opposition.

Commissioner Maiville stated that Delhi Township had been talking about possibly using eminent domain for something completely separate from this that was not funded by the County.

Chairperson Grebner stated that it was possible that it could happen and that staff could look that up.

Commissioner Schafer stated that his major concern was 10 years down the line, if anyone was working to plan set money aside for maintenance. He further stated concern that then there would be a millage for the County to start maintaining something that was supposed to be maintained by the local unit.

Ms. Buzzard stated that the application to receive funding, through the grant process, required local units to outline their maintenance plan. She further stated that she did not know if the actual contract outlined that, but she could check.

Commissioner Schafer stated that he did not want the County to be a bailout in the future.

Ms. Buzzard said she would ask the attorney to clarify.

Commissioner Schafer asked if a trail could ever be abandoned by a local unit.

Chairperson Grebner stated that he did not think there would be anything to stop that.

Tim Morgan, Parks Director stated that it would be up to each individual community to pursue or not pursue something like that and then up to the County to decide if they wanted to take it over.

Chairperson Grebner stated he could see that potentially happening if a new section was built that rendered an existing section obsolete.

Commissioner Schafer stated that when the soil was evaluated, he noticed the engineering estimates were all over the chart and asked how thorough of an engineering study was really done.

Ms. Buzzard stated that since she had been involved in the Trails and Parks Millage projects, many communities did feasibility studies, but that was up to each individual community and she was not heavily involved in that part of the process.

Commissioner Schafer asked if it really was the best route or was just desired to be the best route.

Discussion.

Chairperson Grebner stated that the question should have a clear answer. He further stated that, as he mentioned at the May 6, 2019 Human Services Committee meeting, it seemed the accuracy of the pre-bid estimate compared to the bids received was far off.

Chairperson Grebner stated that we were doing a bad job of guessing. He further stated that part of the problem could be that the municipalities carrying out the projects did not have a lot of experience doing trail projects yet.

Commissioner Crenshaw stated that he wanted to refute Commissioner Schafer's comment that this was the Lansing River Trail. He further stated that former Mayor Bernero never contacted him about this.

Commissioner Crenshaw stated that this is a County-wide trails and park millage that passed overwhelmingly across the County, which demonstrated interest in the project for every municipality. He further stated that this was not a Lansing River Trail millage, and he took offense at that.

Commissioner Maiville stated that, going back to the infrastructure discussion, right after the millage passed he county had done an inventory and engineering study. He asked if that study had been updated or if not, when it should be revisited.

Ms. Buzzard stated that if the millage was renewed, it should be reviewed then.

Mr. Morgan pointed out that Ms. Buzzard had been certified for PACER rating.

Mr. Morgan stated that Commissioner Maiville's point was valid the inventory and engineering study should be revisited.

Commissioner Maiville stated that perhaps Ms. Buzzard could do that.

Commissioner Schafer stated that he would like to clarify that this was not a Lansing River Trail millage, but what he was trying to convey was that this millage started, because former Mayor Bernero asked the County Board to do it, because the Lansing River Trail was in such bad shape.

Commissioner Schafer stated that his big point was that he wanted to see this maintained. He further stated that he was not opposed to the trails, and would vote for it, but that he wanted people talking about infrastructure and maintenance.

Chairperson Grebner stated that in general, the County should have oversight since there was a promise of a County system of trails. He further stated that he hoped that someone was familiar with every single foot of the trail no matter what segment.

Chairperson Grebner stated that the County should make sure the maintenance is occurring. He further stated that he did not mean the County should pay for it, just that they needed to play a role in ensuring it happened.

Chairperson Grebner stated that there should be a database of all the details, everything they could think of, to keep track of all the segments and that they should track usage numbers as well. He further stated that with four million dollars a year, they should be able to maintain a database.

Discussion.

Chairperson Grebner stated that people loved the trail system even though it was not even finished yet. He further stated that people had already begun to think of the trail system as a resource in our region which shows that it was paying off.

Commissioner Schafer stated that he liked trails, he just wanted to stress the importance of maintaining the trails long-term.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Tennis

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:41 p.m.

INGHAM COUNTY TRAILS AND PARKS MILLAGE - STATUS UPDATE

Year Awarded	Project No.	BOC Resolution	Government Entity	Project Type	Project Name / Description	Contract Amount	Funding Year	Contract Completion Date	TOTAL Local Match	Percent Match	Agency General Fund	Other Grants	MDOT TAP Grant	DNR Grant	Donations	Reimbursement to Date	Project Status	Construction Start	Construction Completion	Submit Reimbursement	Project Close Out	
2019	TR0xx	19-047	Williamston	New Construction	Red Cedar River Water Trail	\$50,000.00	2019	TBD	\$59,456.00	54.0%	---	---	---	---	---	\$0.00		TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	Lansing Township	New Construction	Waverly Road Shared Use Path	\$344,750.00	2019	TBD	\$485,250.00	58.0%	---	\$350,000.00	\$135,250.00	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	Meridian Township	New Construction	MSU to Lake Lansing Connector Trail - Phase 2	\$645,000.00	2019	TBD	\$215,000.00	25.0%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing	New Construction	Trail Connector-Cambridge to Frances Park	\$400,030.00	2019, 2020	TBD	\$300,000.00	43.0%	---	---	---	\$300,000.00	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	Delhi Township	New Construction	Holt to Mason, Phase 1	\$1,000,000.00	2020	TBD	\$420,223.00	29.6%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing	Repair / Replace	CL-18-LTE-RC (between Aurelius & Crego)	\$714,017.94	2020	TBD	\$194,581.06	21.4%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing/FLRT	Special	Trail Ambassador	\$15,000.00	2019	TBD	\$7,500.00	33.3%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing	Repair / Replace	CL-13-LTE-RC (E of Pennsylvania)	\$86,442.85	2020	TBD	\$23,557.15	21.4%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing	New Construction	CL-15-LTE-SP (over Pennsylvania)	\$344,042.54	2020	TBD	\$91,757.46	21.1%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing	New Construction	CL-14-LTE-RC (E of Pennsylvania)	\$100,980.97	2020	TBD	\$27,519.03	21.4%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of Lansing	New Construction	CL-31-LT-GR (under C. Chavez)	\$373,511.70	2019	TBD	\$101,788.30	21.4%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of East Lansing	New Construction	Ped Connector at Riviera Dr	\$370,796.00	2019	TBD	\$200,000.00	35.0%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	City of East Lansing	New Construction	Ped Connector at Colorado Dr	\$191,684.00	2019	TBD	\$100,000.00	34.3%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	Ingham County	Repair / Replace	Hawk Island Park Improvements	\$548,500.00	2019	TBD	\$592,100.00	51.9%	---	---	---	592,100.00	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	Village of Dansville	New Construction	Biking/Walking Trail Plan	\$13,500.00	2019	TBD	\$1,500.00	10.0%	---	---	---	---	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2019	TR0xx	19-047	Ingham County	Repair / Replace	Lake Lansing Park Improvements	\$1,040,200.00	2019	TBD	\$600,000.00	36.6%	---	---	---	600,000.00	---	\$0.00	Contracts	TBD	TBD	TBD	TBD	
2018	TR044	18-110	City of Lansing	New Construction	Krueger Landing Canoe/Kayak Launch	\$10,500.00	2018	7/24/2020	\$24,500.00	70.0%	---	---	---	24,500.00	---	\$2,625.00	Design & Permitting	2019/20	2020	2020	2020	
2018	TR042	18-110	City of Lansing	New Construction	City Market Canoe/Kayak Launch	\$14,400.00	2018	7/24/2020	\$33,600.00	70.0%	---	---	---	33,600.00	---	\$3,600.00	Design & Permitting	2019/20	2020	2020	2020	
2018	TR043	18-110	City of Lansing	New Construction	Moores Park Canoe/Kayak Launch	\$10,500.00	2018	7/24/2020	\$24,500.00	70.0%	---	---	---	24,500.00	---	\$2,625.00	Design & Permitting	2019/20	2020	2020	2020	
2018	TR041	18-110	City of Lansing	New Construction	Fenner Pathway Extension	\$455,250.00	2019, 2020	7/24/2020	\$455,250.00	50.0%	---	---	455,250.00	---	---	\$113,812.50	Design & Permitting	2020	2020	2020'	2020	
2018	TR038	18-110	City of Lansing	Repair	Bank Stabilization - Washington Ave	\$55,000.00	2018	7/24/2020	\$15,000.00	21.0%	15,000.00	---	---	---	---	\$13,750.00	Design & Permitting	2019	2019	2019	2019	
2018	TR039	18-110	City of Lansing	Repair	CL-09-LTW-GR Bridge Rehabilitation	\$78,750.00	2018	7/24/2020	\$45,000.00	36.0%	45,000.00	---	---	---	---	\$19,687.50	Design & Permitting	TBD	TBD	TBD	TBD	
2018	TR040	18-110	City of Lansing	Repair / Replace	CL-21-LTE-RC Bridge Replacement	\$1,333,750.00	2018	7/24/2020	\$90,000.00	6.3%	90,000.00	---	---	---	---	\$333,437.50	Design & Permitting	TBD	TBD	TBD	TBD	
2018	TR037	18-110	City of Lansing/FLRT	Special	Trail Ambassador	\$17,500.00	2018	7/24/2020	\$5,000.00	22.0%	---	---	---	---	5,000.00	\$4,375.00	Complete	---	---	---	3/15/19	
2018	TR046	18-110	City of Mason	New Construction	Hayhoe Riverwalk Extension - Kerns Rd	\$153,281.00	2019	7/24/2020	\$17,031.00	10.0%	17,031.00	---	---	---	---	\$38,320.25	Design & Permitting	TBD	TBD	TBD	TBD	
2018	TR048	18-110	Village of Stockbridge	Repair	Lakelands Trail Resurfacing	\$809,980.00	2018, 2019	7/24/2020	\$519,758.00	33.0%	---	66,000.00	348,712.00	55,046.00	50,000.00	\$202,495.00	Design & Permitting	4/15/19	10/30/19	11/30/19	12/31/19	
2018	TR036	18-110	Aurelius Township	Special	5-Year Parks & Rec Plan	\$3,875.00	2018	7/24/2020	\$3,875.00	50.0%	3,875.00	---	---	---	---	\$968.75	Planning	NA	NA	5/30/19	6/30/19	
2018	TR047	18-110	Meridian Township	Repair	Old Raby Culvert Replacement	\$95,000.00	2018	7/24/2020	\$15,000.00	14.0%	15,000.00	---	---	---	---	\$23,750.00	Under Construction	4/1/18	6/1/19	6/30/19	9/30/19	
2018	TR049	18-186	Meridian Township	New Construction	Okemos Road Pedestrian Boardwalk	\$975,000.00	2018, 2019	7/24/2020	\$325,000.00	10.0%	325,000.00	---	---	---	---	\$243,750.00	Under Construction	2/15/19	6/30/19	7/31/19	10/31/19	
2018	TR045	18-110	Leroy Township	New Construction	Simmons Memorial Park	\$50,000.00	2019	7/24/2020	\$16,512.00	25.0%	16,512.00	---	---	---	---	\$0.00	Bidding	5/13/19	8/30/19	9/30/19	12/31/19	
2018	TR050	18-187	Delhi Township	Special	Trail Planning, Holt to Mason	\$40,000.00	2018	7/24/2020	---	---	---	---	---	---	---	\$20,000.00	Planning	NA	NA			
2017	TR035	17-109	Aurelius Township	Repair	Glenna Drosch Community Park	\$23,234.50	2017	5/18/2019	\$23,234.50	50.0%	\$23,234.50	---	---	---	---	\$21,134.50	Complete	C L O S E D O U T O N				8/8/17
2017	TR033	17-109	City of East Lansing	New Construction	Northern Tier Trail Connection through White Park	\$469,000.00	2017	5/18/2019	\$300,000.00	39.0%	---	---	---	\$300,000.00	---	\$0.00	Cancel Project	---	---	---	---	
2017	TR033	17-380	City of East Lansing	---	AMENDEMENT: reallocate to TR003, TR001-012	-\$437,589.00	2017	5/7/2020	---	---	---	---	---	---	---	\$0.00	Design & Permitting	9/1/19	5/30/20	6/30/20	9/30/20	
2017	TR033	17-380	City of East Lansing	---	AMENDEMENT: allocate TR033 funding to 2019	\$437,589.00	2019	5/7/2020	---	---	---	---	---	---	---	\$0.00	Design & Permitting	9/1/19	5/30/20	6/30/20	9/30/20	
2017	TR028	17-109	City of Lansing	New Construction	US 127 Pathways	\$734,177.00	2017	6/14/2019	\$1,226,123.00	62.5%	\$100,000.00	\$866,323.00	\$259,800.00	---	---	\$183,544.25	Design & Permitting	10/1/19	6/30/20	7/31/20	10/30/19	

Year Awarded	Project No.	BOC Resolution	Government Entity	Project Type	Project Name / Description	Contract Amount	Funding Year	Contract Completion Date	TOTAL Local Match	Percent Match	Agency General Fund	Other Grants	MDOT TAP Grant	DNR Grant	Donations	Reimbursement to Date	Project Status	Construction Start	Construction Completion	Submit Reimbursement	Project Close Out
2017	TR029	17-109	City of Lansing	Repair	Gr River N Section - Bank Stabilization	\$100,000.00	2017	6/14/2019	\$0.00	0.0%	---	---	---	---	---	\$25,000.00	Under Construction	8/1/18	5/30/19	6/30/19	8/30/19
2017	TR030	17-109	City of Lansing	Special	Trail Ambassador Volunteer Coordinator	\$17,500.00	2017	5/30/2019	\$5,000.00	12.5%	---	---	---	---	\$5,000.00	\$17,500.00	Complete	NA	NA	4/30/19	5/30/19
2017	TR034	17-109	City of Leslie	Special	Leslie Trail Planning Project	\$4,000.00	2017	5/1/2019	\$1,000.00	20.0%	\$1,000.00	---	---	---	---	\$4,000.00	Complete	C L O S E D O U T O N			12/1/18
2017	TR032	17-109	City of Mason	New Construction	Hayhoe Reiverwalk Trail Extension and Trailhead	\$692,984.00	2017	5/8/2019	\$311,341.00	31.0%	\$61,341.00	---	---	---	\$250,000.00	\$173,246.00	Project Close Out	4/30/18	11/30/18	3/1/19	5/31/19
2017	TR032	17-381	City of Mason	---	AMENDMENT: reallocated from TR019 & TR020	\$108,762.00	2017	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2017	TR031	17-109	Meridian Township	New Construction	MSU to Lake Lansing Connector Trail - Phase 1	\$950,000.00	2017	10/10/2019	\$2,050,000.00	68.3%	\$350,000.00	---	\$1,700,000.00	---	---	\$237,500.00	Design & Permitting	2020	2021	2021	2021
2016	TR003	16-257	City of East Lansing	Repair	EL-Northern Tier Trail Repair and Maintenance Application	\$198,000.00	2016	5/1/2019	\$0.00	0.0%	---	---	---	---	---	\$49,500.00	Submit for reimburse	11/1/17	11/30/18	5/30/19	6/30/19
2016	TR003, & 007-012	17-380	City of East Lansing	---	AMENDMENT: TR033 reallocated to TR 003 & TR007-TR012	\$437,589.00	2016	---	---	---	---	---	---	---	---	\$9,999.00	---	---	---	---	---
2016	TR003	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR007	16-328	City of East Lansing	Repair / Replace	EL-07-NTT-SWL (South County Line, West of Abbot Road)	\$229,450.00	2016	12/31/2017	\$0.00	0.0%	---	---	---	---	---	\$210,437.50	Complete	C L O S E D O U T O N			12/1/18
2016	TR007	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR003, & 007-012	17-380	City of East Lansing	---	AMENDMENT: see TR003 above	\$0.00	2016	---								\$0.00	---	---	---	---	---
2016	TR008	16-328	City of East Lansing	Repair / Replace	EL-04-NTT-SWL (Whitehills Park)	\$204,100.00	2016	12/31/2017	\$0.00	0.0%	---	---	---	---	---	\$51,025.00	Project Close Out	11/1/17	9/30/18	4/17/19	6/30/19
2016	TR008	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR009	16-328	City of East Lansing	Repair	EL-03-ELT-RC (Hagadorn Road)	\$206,050.00	2016	12/31/2017	\$0.00	0.0%	---	---	---	---	---	\$51,512.50	Project Close Out	11/1/17	9/30/18	4/17/19	6/30/19
2016	TR009	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR010	16-328	City of East Lansing	Repair	(EL) CL-22-ELT-RC (Kalamazoo Street)	\$128,700.00	2016	12/31/2017	\$0.00	0.0%	---	---	---	---	---	\$32,175.00	Project Close Out	11/1/17	9/30/18	4/17/19	6/30/19
2016	TR010	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR011	16-328	City of East Lansing	Repair	EL-05-NTT-SWL (Harrison Meadows)	\$61,100.00	2016	9/29/2018	\$0.00	0.0%	---	---	---	---	---	\$61,100.00	Complete	C L O S E D O U T O N			12/1/18
2016	TR011	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR012	16-328	City of East Lansing	Repair	EL-06-NTT-SWL (East of Abbey Road)	\$61,100.00	2016	12/31/2017	\$0.00	0.0%	---	---	---	---	---	\$61,100.00	Complete	C L O S E D O U T O N			12/1/18
2016	TR012	18-422	City of East Lansing	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR001	16-257	City of Lansing	Repair	COL - Overlay and Partial Reconstruction of Lansing	\$419,663.00	2016	10/10/2017	\$0.00	0.0%	---	---	---	---	---	\$104,915.75	Under Construction	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR001	18-346	City of Lansing	---	AMENDMENT: Extension/Add'l Funds	\$44,000.00	2018	7/1/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR001	18-423	City of Lansing	---	AMENDMENT: reallocated from TR015	\$207,910.79	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR004	16-257	City of Lansing	Repair	COL - Overband and Crack Sealing of Lansing River Trail	\$83,200.00	2016	9/22/2018	\$0.00	0.0%	---	---	---	---	---	\$21,539.00	Complete	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR004	17-490	City of Lansing	---	AMENDMENT: reallocated to TR014	-\$61,661.00	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR005	16-328	City of Lansing	Repair	Wall and Pavement Repair River Trail West (Near Elm St)	\$215,393.00	2016	12/12/2017	\$0.00	0.0%	---	---	---	---	---	\$53,848.25	Under Construction	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR005	18-346	City of Lansing	---	AMENDMENT: Extension/Add'l Funds	\$132,154.18	2018	7/1/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR006	16-328	City of Lansing	Repair	Moores River Drive Trail Repair	\$368,160.00	2016	9/21/2018	\$0.00	0.0%	---	---	---	---	---	\$92,040.00	Design & Permitting	6/30/19	9/30/19	10/30/19	12/31/19
2016	TR006	18-346	City of Lansing	---	AMENDMENT: Extension	\$0.00	2018	12/31/2019			---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR013	16-328	City of Lansing	Repair	CL-29-LT-GR (Oakland Avenue)	\$86,000.00	2016	9/21/2018	\$0.00	0.0%	---	---	---	---	---	\$77,799.01	Complete	C L O S E D O U T O N			8/30/17
2016	TR013	17-490	City of Lansing	---	AMENDMENT: reallocated to TR014	-\$8,200.99	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR014	16-328	City of Lansing	Repair	CL-26-LT-GR (Lansing Center/Michigan Ave)	\$281,000.00	2016	12/12/2017	\$0.00	0.0%	---	---	---	---	---	\$70,250.00	Under Construction	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR014	17-490	City of Lansing	---	AMENDMENT: reallocated from TR004, TR013, TR017	\$104,767.18	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR014	18-346	City of Lansing	---	AMENDMENT: Extension	\$0.00	2018	7/1/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR014	18-423	City of Lansing	---	AMENDMENT: reallocated from TR015	\$111,983.50	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR015	16-328	City of Lansing	Repair	CL-16-LTE-RC (Potter's Zoo Creek Bridge)	\$1,806,000.00	2016	12/12/2017	\$0.00	0.0%	---	---	---	---	---	\$451,500.00	Under Construction	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR015	18-346	City of Lansing	---	AMENDMENT: Extension	\$0.00	2018	7/1/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	---	---	---	---

Year Awarded	Project No.	BOC Resolution	Government Entity	Project Type	Project Name / Description	Contract Amount	Funding Year	Contract Completion Date	TOTAL Local Match	Percent Match	Agency General Fund	Other Grants	MDOT TAP Grant	DNR Grant	Donations	Reimbursement to Date	Project Status	Construction Start	Construction Completion	Submit Reimbursement	Project Close Out
2016	TR015	18-423	City of Lansing	---	AMENDMENT: reallocated to TR001, TR014 & TR016	-\$321,109.16	2016	---	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR016	16-328	City of Lansing	Repair	CL-20-LTE-RC (Under RR North of Crego Park)	\$335,000.00	2016	9/24/2018	\$0.00	0.0%	---	---	---	---	---	\$83,750.00	Under Construction	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR016	18-346	City of Lansing	---	AMENDMENT: Extension/Add'l Funds	\$94,163.96	2018	7/1/2019	\$0.00	0.0%	---	---	---	---	---	\$0.00	---	4/1/18	5/30/19	6/30/19	7/31/19
2016	TR016	18-423	City of Lansing	---	AMENDMENT: reallocated from TR015	\$1,214.87	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR017	16-328	City of Lansing	Repair	CL-09-LTW-GR (East of Moores Park)	\$50,000.00	2016	9/21/2018	\$0.00	0.0%	---	---	---	---	---	\$15,094.81	Complete	C L O S E D O U T O N			12/1/18
2016	TR017	17-490	City of Lansing	---	AMENDMENT: reallocated to TR014	-\$34,905.19	2016	---	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR018	16-328	City of Mason	Repair / Replace	CM-03-HAY-SC (Maple Grove Cemetery to Mason Comm Gardens)	\$21,057.30	2016	10/10/2017	\$0.00	0.0%	---	---	---	---	---	\$16,830.56	Complete	C L O S E D O U T O N			5/23/17
2016	TR019	16-328	City of Mason	Repair	CM-01-HAY-SC (Near West South Street)	\$54,381.00	2016	8/24/2018	\$0.00	0.0%	---	---	---	---	---	\$13,595.25	Cancel Project	---	---	---	---
2016	TR019	17-381	City of Mason	---	AMENDMENT: reallocated to TR032	-\$54,381.00	2016	---	---	---	---	---	---	---	---	-\$13,595.25	---	---	---	---	---
2016	TR020	16-328	City of Mason	Repair	CM-02-HAY-SC (North of West Elm Street)	\$54,381.00	2016	12/12/2017	\$0.00	0.0%	---	---	---	---	---	\$13,595.25	Cancel Project	---	---	---	---
2016	TR020	17-381	City of Mason	---	AMENDMENT: reallocated to TR032	-\$54,381.00	2016	---	---	---	---	---	---	---	---	-\$13,595.25	Fund Transfer	---	---	---	---
2016	TR002	16-257	Meridian Township	Repair	Meridian Township Trail Rehabilitation 2016	\$88,000.00	2016	8/29/2018	\$0.00	0.0%	---	---	---	---	---	\$22,000.00	Paving in Spring	4/1/18	6/1/19	6/30/19	9/30/19
2016	TR002	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR021	16-328	Meridian Township	Repair / Replace	MT-07-MIP-DR (East of Okemos Road)	\$140,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$35,000.00	Reimburse	3/1/18	10/30/18	6/30/19	9/30/19
2016	TR021	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR022	16-328	Meridian Township	Repair / Replace	MT-03-PK-DR (Central Park South)	\$101,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$25,250.00	Reimburse	3/1/18	10/30/18	6/30/19	9/30/19
2016	TR022	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR023	16-328	Meridian Township	Repair	MT-05-PK-DR (Nancy L. Moore Community Park Trail End)	\$50,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$12,500.00	Reimburse	3/1/18	10/30/18	6/30/19	9/30/19
2016	TR023	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR024	16-328	Meridian Township	Repair	MT-04-PK-DR (Nancy L. Moore Community Park)	\$70,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$17,500.00	Reimburse	3/1/18	10/30/18	6/30/19	9/30/19
2016	TR024	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR025	16-328	Meridian Township	Repair	MT-02-MP-DR (West of Okemos Road)	\$68,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$17,000.00	Reimburse	3/1/18	12/31/18	6/30/19	9/30/19
2016	TR025	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR026	16-328	Meridian Township	Repair	MT-01-PK-SWL (Hartrick Park)	\$136,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$34,000.00	Reimburse	3/1/18	12/31/18	6/30/19	9/30/19
2016	TR026	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
2016	TR027	16-328	Meridian Township	Repair	MT-06-MIP-DR (West of Okemos Rd, Meridian Interurban Pathway)	\$10,000.00	2016	10/18/2018	\$0.00	0.0%	---	---	---	---	---	\$2,500.00	Reimburse	3/1/18	10/30/18	6/30/19	9/30/19
2016	TR027	18-422	Meridian Township	---	AMENDMENT: extension	\$0.00	2016	6/30/2019	---	---	---	---	---	---	---	\$0.00	---	---	---	---	---
						\$19,565,779.94			\$8,926,956.50		1,062,993.50	1,282,323.00	2,899,012.00	1,929,746.00	310,000.00	\$3,365,287.63					

INGHAM COUNTY TRAILS AND PARKS MILLAGE - COUNTY PARK APPROPRIATIONS

Budget Year	BOC Resolution	PARK	Description	New or Replace	Amount
2019	19-123	Trails	Wayfinding Signage	Replace	\$281,428
2019	18-107	Lake Lansing South	Matching Fund: Dock Replacement / Trust Fund Grant Application	Replace	\$156,600
2017, 2019	18-107, 17-106	Burchfield	Matching Fund: ADA Improvements LWCF Grant Application	Replace	\$232,000
2019		Hawk Island	Path Replacement to all Facilities	Replace	\$70,000
2019		Burchfield	Passenger Van 15	New	\$35,000
2019		Lake Lansing (all)	Crack Seal All Entry Road Asphalt	Replace	\$25,000
2019		Lake Lansing South	Retaining Wall / Sidewalk / Access	Replace	\$11,500
2019		Hawk Island & River Trail	Drinking Fountains	New	\$20,000
2019		Burchfield	Canoes / Kayaks	New	\$5,000
2019		Hawk Island	Kayaks / Life Jackets	New	\$7,500
2019		Lake Lansing	Secondary Boat Dock	New	\$12,000
2019		Lake Lansing North	Snowmobile and Track Setter	New	\$11,500
2019		Burchfield	Winter Sports Building Roof	Replace	\$30,000
2019		Hawk Island	Red Tail Shelter Roof 1/2	Replace	\$20,000
2019		Hawk Island	Boat House Rental Roof	Replace	\$20,000
2019		Lake Lansing South	Boat House Rental Roof	Replace	\$15,000
2019		All Parks	2019 Park Security & Maintenance	Replace	\$52,250
2016, 2018	16-258, 18-533	Millage Administration	Signage for Trails & Parks Millage Projects	New	\$20,000
2018	18-469	Millage Administration	Spicer Group - Consultant	New	\$201,756

2018	18-306	Hawk Island	Maintenance Building Roof	Replace	\$72,000
2018		Hawk Island	Splash Pad Features	Replace	\$25,000
2018		Lake Lansing South	Band Shell Roof	Replace	\$25,000
2018		All Parks	2018 Park Security & Maintenance	Replace	\$51,500
2017	17-312	Millage Administration	Trails & Parks Millage Coordinator	New	\$548,174
2017, 2019	17-107, 19-048	Lake Lansing North	MNRTF Grant - Matching funds fo MNRTF Grant Application	Replace	\$116,002
2017	17-106	Burchfield	LWCF Grant - Matching Funds for ADA Grant Application	Replace	\$175,000
2017	17-109	Millage Administration	Office Supplies and Printing	Replace	\$2,000
2017	16-444	All Parks	2017 Park Security & Maintenance	Replace	\$50,750
2017	16-444	All Parks	Tables & Grills	Replace	\$10,000
2017	16-444	All Parks	Volleyball/beach Sand	Replace	\$6,500
2017	16-444	Burchfield	Stone Chip Road	Replace	\$10,000
2017	16-444	Burchfield	Trail Signage/Wayfinding	New	\$10,000
2017	16-444	Hawk Island	Parking Lot Repairs	Replace	\$50,000
2017	16-444	Hawk Island	Pump House Building - Tubing Hill	Replace	\$25,000
2017	16-444	Hawk Island	Restroom Refurbishment	Replace	\$15,000
2017	16-444	Lake Lansing South	Carousel Building Roof	Replace	\$20,000
2017	16-444	Burchfield & Lake Lansing North & South	Gravel & Millings	Replace	\$30,000
2017	16-444	Burchfield	Service Boat & Trailer	New	\$16,000
2016	16-524	Millage Administration	Spicer Group - Consultant	New	\$194,947
* 2016	16-198	Hawk Island	Loop Trail Resurfacing Project	Replace	\$120,000
2016	15-405	All Parks	2016 Park Security & Maintenance	Replace	\$50,000
2016, 2018	16-198, 18-345	Burchfield McNamara Landing	Matching Fund: McNamara Accessible Launch MNRTF / Grant Applications	New	\$136,222
2016, 2018	16-198, 18-184	Burchfield	Matching Fund: Overlook Shelter & Accessible Facilities MNRTF Passport Grant Application	Replace	\$165,741
2016	16-198	Lake Lansing North & Burchfield	Road Millings	Replace	\$20,000
2016	16-198	Lake Lansing North & South	Zero Turn Mower	Replace	\$14,000
2016	16-198	Burchfield	Gator	Replace	\$14,000
2016	16-198	Lake Lansing North & South	Tractor	Replace	\$30,000

2016	16-198	Hawk Island	Magic Carpet - Snow Tubing Hill	Replace	\$150,000
2016	16-198	Lake Lansing South	Rental House Roof	Replace	\$14,500
2016	16-198	Lake Lansing South	Band Shell Roof	Replace	\$8,000
2016	16-198	Millage Administration	Office Supplies and Printing	New	\$747
multi-yr		All Parks	Office Supplies and Printing	New	\$60,000
2015	15-241	Millage Administration	Mannik Smith Contract Consulting	New	\$73,514
2015	14-440	All Parks	2015 Park Security & Maintenance	Replace	\$50,000
multi-yr		All Parks	Travel	New	\$16,000
					\$3,602,131

5/8/19

Millage Funding By Governmental Unit

		Asphalt Funding 2016	Bridge Funding 2016	2017 Funding 2017	2018 Funding 2018	2019 Funding 2019	2020 Funding 2020	Total Millage Funding
Aurelius Township				\$23,235	\$3,875			\$27,110
Village of Dansville						\$13,500		\$13,500
Delhi Township					\$40,000		\$1,000,000	\$1,040,000
City of East Lansing		\$198,000	\$890,500	\$469,000		\$1,000,069		\$2,557,569
Ingham County						\$1,588,700		\$1,588,700
City of Lansing		\$441,202	\$3,203,214	\$834,177	\$1,773,218	\$801,152	\$1,673,124	\$8,726,087
City of Lansing/FLRT				\$17,500	\$17,500	\$15,000		\$50,000
Lansing Township						\$344,750		\$344,750
Leroy Township						\$50,000		\$50,000
City of Leslie				\$4,000				\$4,000
City of Mason			\$129,819	\$692,984		\$153,281		\$976,084
Meridian Township		\$88,000	\$575,000	\$950,000	\$801,213	\$913,787		\$3,328,000
Village of Stockbridge					\$404,990	\$404,990		\$809,980
Williamston						\$50,000		\$50,000
		\$727,202	\$4,798,533	\$2,990,896	\$3,040,796	\$5,335,229	\$2,673,124	\$19,565,780

Millage Cash on Hand and Projected Expenses

<u>Cash on Hand as of 4/30/19</u>	<u>Projected Revenue for 2020</u>		<u>Total of projected revenue</u>
\$13,061,032	\$3,790,454		\$16,851,486.00
<u>2019 Projected Expenses</u>	<u>2020 Projected Expenses</u>	<u>2021 Projected Expenses</u>	<u>Total of projected epsenses</u>
\$12,204,405	\$5,035,506	\$1,444,590	\$18,684,501

Totals of Projected Expenses millage 4 30 19

2019 Projected:

Millage Community Grant Projects	\$11,036,256
Millage Recognition signage	\$10,000
Consultant Contract yr. 3	\$99,883
CIP Parks	\$240,221
Maintenance and Security	\$52,250
Account Clerk 7 months 1/2 salary - <i>pending BOC approval</i>	\$25,771
Millage Coordinator 75% remaining (130,743 whole)	\$98,057
Wayfinding Install estimate	\$300,000
Real Property Acquisition estimate	\$100,000
Appraisal Real Property	\$1,000
Passport Grant Overlook Shelter (.7185%)	\$73,358
TF Grant McNamara Landing (.5003%)	\$59,513
TF Grant Lake Lansing North (.2948%)	\$108,096

Total 2019 projected expenses:	<hr/> \$12,204,405
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2020 Projected:

Millage Community Grant Projects	\$4,011,219
Consultant Contract yr. 4	\$101,873
CIP Parks Budget Request	\$303,236
Account Clerk 1/2 salary - <i>pending BOC approval</i>	\$44,178
Maintenance and Security Budget Request	\$53,000
Millage Coordinator	\$134,000
TF Grant Lake Lansing South	\$156,000
L & W Grant Burchfield	\$232,000

Total 2020 Projected expenses:	<hr/> \$5,035,506
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2021 Projected:

Millage Community Grant Projects	<hr/> \$1,444,590
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Total 2021 Projected expenses:	<hr/> \$1,444,590
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Total Projected Expenses from May 25, 2019-2021:	\$18,684,501
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TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: May 8, 2019

RE: Memorandum of Performance for RFP No. 86-19 Installation of Wayfinding Signs

Per your request, the Purchasing Department sought proposals for the installation of 307 wayfinding signs for its Trail Wayfinding Signage Project. Vendors were required to meet the minimum qualifications of three consecutive years of installing similar signage, as well as, provide references whereby they used similar materials and installation practices.

The scope of work includes, but is not limited to, providing all labor, materials and equipment to each jobsite for the assembly and installation of 307 custom wayfinding signs as specified by the sign maker's shop drawings for the installations, foundations and footings.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	106	46
Vendors responding	5	2

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

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Base Bid
Johnson Sign Company	Yes, Lansing	\$65,390.00
Graffix Plus /Extreme Graffix Inc.	No, Grand Rapids	\$89,375.00
Signs by Crannie	No, Flint	\$96,606.00
J. Ranck Electric, Inc.	No, Mt. Pleasant	\$164,202.00
Ingham County Parks Department	Yes, Mason	\$200,777.00

Directors Report 2019
April 12th- May 15th (May 20th Park Commission meeting)

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

- Attended several Controllers Meetings.
- Took a week's vacation, thank you!
- Ongoing weekly update meetings with Nicole and Melissa on various committee agendas, supporting documents and internal items, including multiple resolutions, millage and grants, as well assisted with Commissioners request for information on the millage.
- Park Manger(s) meeting(s) to finalize CIP (Capital Improvement Projects) for 2020 budget request as well prioritizing Master Plan major Action Program updates for the Board to review in June. As well as site visits to the parks and discussing various projects in the parks.
- Visited Lake Lansing, Burchfield, McNamara Landing and Hawk Island several times.
- Continued to work with Tanya Moore, Melissa and staff on Millage Resolution(s) Excel Sheet update.
- Met with Melissa and Tim B. to discuss follow-up with Eaton Rapids on a MOU for canoe/kayak launches and use.
- Worked with Purchasing on Addendum questions to RFP's for Park Projects.
- Attended a Middle Grand River meeting with Tim Buckley.
-
- Met with Coe, Ian and Simar to talk with Meridian Township Economic Development Director Chris Buck about Lake Lansing Parks and how we can partner in the future.
- Attended another Tim Barron Radio show shared about Park opportunities ongoing and updates to facilities.
- Attended several BOC committee meetings and full BOC meetings.
- Helped with Packets and agendas for Park Commission meetings.
- Sorted through and responded e-mails daily.
- Continued working with staff on Budget Planning process; including all aspects of Major Capital Action Plan updates, Capital Improvement Projects Request, Millage Budget, Operating Budget, and all items that will be presented to the Park Commission in May. Worked with staff on the update to the strategic planning as well.
- Helped with the annual Bill Earl fishing program the first three Saturdays in May.
- Worked with Financial Services and the Controller's office on insurance claim for Hawk Island dock damage from the past. New Docs are going in this week.
- As I write my report spring has thrown us a snowball as snow covered the ground. Someone needs to talk to the groundhog as he did not see his shadow! It will not be long before spring will arrive in its full beauty get out and enjoy a County Park and see the wonderful blooming of wildflowers and trees and shrubs!

Lake Lansing North new ADA Accessible pathway from the parking lot to Oak Knoll shelter:



Bill Earl Kids Fishing Program at Hawk Island Park first two Saturdays in May and last Saturday at Lake Lansing:



Lake Lansing Park Report – April/May

Highlights:

Attended staff meeting, Park Commission meeting, Lake Lansing SAD meeting, Bandshell meeting (2), and Stewardship meeting with Ian and Meridian Twp.

Discipline training (HR)

CPR/First Aid training and certification

Monitor LLN Grant Project – post updates on FB.

Helped Kelsey Dillon from Meridian Township and local Cub Scout Troop with applying a deer repellent on oak tree seedlings at LLN.

Meeting with Chris Buck from Meridian Township, Tim, Simar, and Ian regarding applying for a grant to improve the QD corner entrance. We do not fall in the area allowed to apply. Currently looking for other donation sources.

Projects:

Ski rental building down

Volunteer group from Lansing Catholic – moved mulch and stained playground fence

Poured concrete bench pads at Bandshell



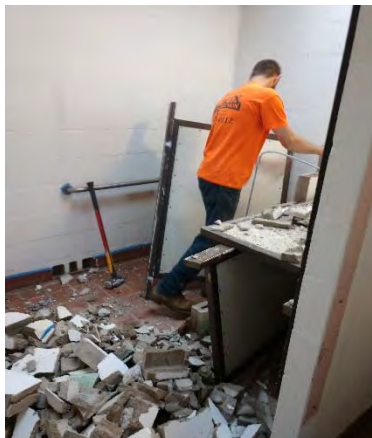
North Park Grant Project – Update

4/25 – 5/10

- Meet with Laux, concrete, asphalt, and dirt contractors to discuss paving and concrete pour timelines.
- Checked final grades with Doug from ROWE to see if slope was within specs.
- Helicals installed for boardwalk
- Sidewalk tear out and dirt excavation to Oak Knoll.
- Completed finish grade on all sidewalks and parking spaces
- Drain culvert delivered and installed
- Boardwalk lumber delivered
- Both restrooms inside demolition completed and prepared for updates.

Tentative schedule:

- Rain has pushed project back a week
- Asphalt: week of 5/13
- Concrete: week of 5/20 (2-3 days)
- Main entrance road improvements start end of week 5/20 after concrete completed. Plan to be completed before Memorial Day weekend - pending weather.
- Bathroom renovation: ongoing



Burchfield Park April-May Manager's Report

1. Welcomed Chris Wascher back as the Assistant Manager at Burchfield.
2. Worked with a scout on the approval of an Eagle Scout Service project.
3. Start-up certification and sampling completed for depressurized seasonal wells.
4. Winterized buildings were reopened after plumbing repairs were completed by Ranger I.
5. River blockages were cleared from Bunker Landing down to Burchfield to prep for reopening of Canoe/Kayak Livery in May. High water is still an issue. Official opening of all trips is tentatively scheduled for Memorial Day weekend.
6. Food Concessions Inspection and annual renewal license complete.
7. Health Dept. Environmental Health Inspection done for Nature Day Camp.
8. Hired two Naturalist for this year's Nature Day Camp. Megan Allen comes with over 8 yrs. of teaching experience (including 3 years running Burchfield Day Camp in the past) and Dominique Scripter is new to Day Camp program but, brings a lot of positivity and ideas with her.
9. Continue to interview, hire, and train new seasonal staff.
10. Hosted two Volunteer workdays at Burchfield Park in late April and early May with over **160** combined service hours and work completed on much needed park projects like: staining picnic tables, raking leaves, weeding flower beds, and spreading mulch.
11. Installed "No Dogs Allowed" signage to reinforce rules at Riverbend Natural Area. Also, had staff patrol and enforce no dog rules for reoccurring incidents and complaints on the trail.
12. Purchased new kayaks for with CIP funds to improve the kayak rental inventory.
13. 1000 hybrid bluegills purchased and stocked in Burchfield's pond to enhance the fishery for the summer and fall. It will also provide additional fishing opportunities for the Burchfield Fishing Derby and Mason Optimist Club Youth Sporting Event held this year on August 24th.
14. Attended several meetings including the Middle Grand River Water Trail Meeting with Director Tim Morgan to talk about uniform river signage along the Grand River.
15. Grant updates:

Overlook Shelter is in the final stages of completion. Initial grade work and seeding was finished last month along with the paint striping for the handicap parking areas. Next phase will be final cleanup, install the grills, solar lighting, and drinking fountain. Newly finished picnic tables will be placed under pavilion when all other projects are complete. The new shelter is expected to be ready for opening the second week of June.

McNamara Landing is progressing nicely. Concrete sidewalk leading to the new launch was poured last fall. The floating EZ launch was install on April 15th. Still waiting for the prefabricated concrete toilet building to be installed along with the paved parking, signage, rain garden, and finish grade and bank stabilization.

Burchfield Park April-May Manager's Report pg. 2



May 2019 Hawk Island County Park

- Met with potential contractors to view Red Tail roofing project to bids.
- Worked with Jim Hudgins (Purchasing Director) on several bid items and CIP projects.
- Met with contractor for annual sprinkler system inspection.
- Worked with Capital Area District Library staff to re-install story boards at Playground.
- Seasonal Employee Hiring and training
- Worked with Special Event coordinators for upcoming events
- Worked with Volunteers to assemble fishing supplies for Bill Earl Fishing program.
- Held multiple special events.
- Installed new Handicap Parking area signage for Soldan Dog Park users near maintenance building.
- Beach house water turned on and opened for summer season.
- Developed and implemented new In-House Lifeguard Training sessions.



April- Parks Office Monthly Report

Communications, Training & Research

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

Customer Service

We received 1,210 phone calls in the month of April. 130 park visitors made a picnic shelter reservation. We have received 65 requests for 2019 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 40 U.S. passport applications in April.

Bill Earl Fishing Program

We continued registration for the fishing events. Prepared the nametags, certificate of completion, letters and made each participant's packet for the fishing events.

Day Camp

Distributed the Day Camp rack cards to local schools. Continued registration for Exploring Nature Day Camp at Burchfield Park. As of May 13th, 78 kids have signed up for camp. There are 175 spots available for nine weeks of camp, leaving 97 spots available.

Accounting/Budget/Payroll

Human Resources posted the Account Clerk position for applicants. We hired Emma, an internal candidate. Cindy trained Emma on payroll, p-cards, processing invoices, material requisitions, uploading contracts, etc.

AGENDA ITEM #8D

Ingham County Parks Budget Status as of 4/30/19

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance	+/-	2019.0%
Park Administration						
Revenue						
Passport Revenue	20,000	20,000	11,530	(8,470)		57.6%
Parking Revenue	0	0	0	0		100.0%
Misc Revenue	1,000	1,000	225	(775)		22.5%
Carry Over Surplus Used	0	214,259	0	(214,259)		100.0%
Rev trf in F101	595,616	595,616	297,808	(297,808)		50.0%
Rev trf in F228	51,500	51,500	25,750	(25,750)		50.0%
Rev trf in (Cap Imp) F101	0	227,285	113,643	(113,643)		100.0%
Total Revenue	668,116	1,109,660	448,955	(660,705)		40.5%
Expenditures						
Personnel Services	333,060	333,060	90,212	242,848		27.1%
Controllable Expenses	204,046	400,590	37,920	362,670		9.5%
Non-Controllable Expenses	131,010	131,010	49,476	81,534		37.8%
Capital Outlay	0	232,000	0	232,000		100.0%
Total Expenses	668,116	1,096,660	177,608	919,052		16.2%
Net Cost Park Administration	0	13,000	271,347			
Burchfield Park						
Revenue						
Shelter Fees	15,800	15,800	4,930	(10,870)		31.2%
Disc Golf Fees	22,000	22,000	7,032	(14,968)		32.0%
Pedal Boat Rental	2,000	2,000	0	(2,000)		0.0%
Canoe/Kayak Rental	42,500	42,500	0	(42,500)		0.0%
Ski Rental	7,000	7,000	2,503	(4,497)		35.8%
Food Concessions	2,500	2,500	812	(1,688)		32.5%
Parking Fees	47,811	47,811	12,867	(34,944)		26.9%
Equipment Rental	4,000	4,000	1,306	(2,694)		32.7%
Snow Tube Rental	0	0	0	0	#DIV/0!	
Day Camp	10,000	10,000	4,780	(5,220)		47.8%
Rev trf in F101	309,849	309,849	154,925	(154,925)		50.0%
Total Revenue	463,460	463,460	189,155	(274,306)		40.8%
Expenditures						
Personnel Services	393,027	393,027	85,347	307,680		21.7%
Controllable Expenses	60,433	60,433	9,538	50,895		15.8%
Non-Controllable Expenses	10,000	10,000	2,360	7,640		23.6%
Capital Outlay	0	0	0	0		
Total Expenses	463,460	463,460	97,245	366,215		21.0%
Net Cost Burchfield Park	0	0	91,909			
Lake Lansing Parks						
Revenue						
Shelter Fees	20,550	20,550	7,801	(12,749)		38.0%
Boat Rental	7,500	7,500	0	(7,500)		0.0%
Boat Launch Fees	17,000	17,000	250	(16,750)		1.5%
Ski Rental	1,000	1,000	601	(399)		100.0%
Food Concessions	13,650	13,650	32	(13,619)		0.2%
LL House	9,600	9,600	3,200	(6,400)		33.3%
Parking Fees	88,335	88,335	11,625	(76,710)		13.2%
Inflateable Rental	1,000	1,000	420	(580)		42.0%
Rev trf in F101	360,445	360,445	180,223	(180,223)		50.0%
Total Revenue	519,080	519,080	204,151	(314,929)		39.3%
Expenditures						
Personnel Services	421,578	421,578	67,482	354,096		16.0%
Controllable Expenses	81,502	81,502	17,338	64,164		21.3%
Non-Controllable Expenses	16,000	16,000	2,469	13,531		15.4%
Total Expenses	519,080	519,080	87,289	431,791		16.8%
Net Cost Lake Lansing Parks	0	0	116,862			
Hawk Island Park						
Revenue						
Shelter Fees	30,150	30,150	13,196	(16,954)		43.8%
Boat Rental Fees	13,000	13,000	0	(13,000)		0.0%
Food Concessions	29,000	29,000	6,142	(22,859)		21.2%
Parking Fees	173,000	173,000	50,683	(122,317)		29.3%
Snow Hill Tubing Fees	50,000	50,000	75,044	25,044		150.1%
Dog Park Revenue	10,000	10,000	4,393	(5,607)		43.9%
Rev trf in F101	371,279	371,279	185,640	(185,640)		50.0%
Rev trf in F228	0	0	0	0	#DIV/0!	
Total Revenue	676,429	676,429	335,097	(341,332)		49.5%
Expenditures						
Personnel Services	531,498	531,498	128,044	403,454		24.1%
Controllable Expenses	99,137	112,137	20,384	91,753		18.2%
Non-Controllable Expenses	45,794	45,794	14,655	31,139		32.0%
Total Expenses	676,429	689,429	163,083	526,346		23.7%
Net Cost Hawk Island Park	0	(13,000)	172,014			
Grand Total Revenue	2,327,085	2,768,629	1,177,358			42.5%
Grand Total Expenses	2,327,085	2,768,629	525,225			19.0%
Net Change in Fund Balance	0	0	652,133			
Fund Balance, Beginning of Fiscal Year 2019 ¹			460,171	²		
Projected Fund Balance End of Year (estimate-Fund not closed)			1,112,304			

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

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

Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- May 20, 2019

- Worked with both the Lansing State Journal and City Pulse for millage articles
- Wrote resolutions for the scope changes/projects for Meridian, Stockbridge and City of Lansing
- Continued to work with Burchfield manager on Eaton Rapids MOU
- Attended the International Trails Symposium in Syracuse, NY
 - Attended TRAILSNext Series talks
 - Attended Trails Talks-Breakfast with an Expert (all 3 mornings)
 - Excellent key note speakers, general opening session and award ceremonies
 - Networked with trail professionals from around the country/world
 - Attended sessions ranging from health benefits of trails, connecting communities, trail towns, rail trails, etc.
- Worked with Nicole on the Parks website redesign
- Kept up with social media for the parks
- Attended bid opening for Wayfinding Install
- Working on scoring out of the wayfinding install bids
- Met with Spicer and Delhi Township in regards to their grant and wayfinding
- Worked with Spicer to outline meetings needed for communities and wayfinding signage
- Went to Lansing and East Lansing to check out some works in progress
- Took a vacation to Santa Fe, New Mexico and hiked on their trails



Bandelier National Monument, NM



Syracuse, NY



Staircase Lansing River Trail, MI Ave.



FLRT Trail Ambassador Program Coordinator Monthly Report May, 2019

Events

- BWL & Impression 5 Adopt-a-River – Saturday, May 11
 - Volunteers helped plant native pollinator garden near trail

Upcoming Events

- Saturday, June 1 – Coffee & Cleanup
- Saturday, June 15 – DirtyFeat Adventure Race
- Saturday, August 17 – RedPaddle Kayak Race
- Sunday, September 22 – Capital City River Run

Other Business

- Responded to Trail Sponsorship request
- Responded to group cleanup requests
- Monitored trail project updates & shared via social media
- April newsletter sent 4/26
- May newsletter drafted
- Responded to trail maintenance questions
- Met with RedPaddle and DirtyFeat planning committees

MOU Status

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



Adopt-a-River 5/11/19

