

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, September 23, 2019

Monday, September 23, 2019

5:30pm

PARKS & RECREATION COMMISSION MEETING

Burchfield Park
Overlook Shelter
881 Grovenburg Road
Holt, Michigan

**NOTE
CHANGE IN
LOCATION**

1. Call to Order
2. Pledge of Allegiance
3. Ribbon Cutting – Overlook Shelter
4. **Approval of Minutes**
Minutes of August 26, 2019 regular meeting will be considered - [Page 3](#)
5. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
6. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
7. **DISCUSSION ITEMS**
 - A. Laryssa Kaufman Presentation: Natural Areas Stewardship - [Page 6](#)
 - B. Resolution #19-326 - [Page 23](#)
 - C. Restroom/bathhouse Proposed Language for Sign - [Page 24](#)
 - D. Trails and Parks Millage Scoring Criteria - [Page 25](#)
 - E. Parks Department Proposed Millage Projects - [Page 30 Hawk](#), [Page 33 LL](#), [Page 52 McNamara](#)
8. **ACTION ITEMS**
 - A. Trails and Parks Millage Scoring Criteria
 - B. Parks Department Proposed Millage Projects
9. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 70](#)
 - B. Park Managers - [Page 72](#)
 - C. Administrative Office - [Page 77](#)
 - D. Financial Report - [Page 78](#)
 - E. Millage Coordinator Report - [Page 79](#)
 - F. FLRT Trail Ambassador Report - Lauren Ross - [Page 81](#)
10. **Correspondence & Citizen Comment** – [Page 82](#)
11. **Board/Staff Comments**
12. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*

13. Upcoming Meetings

14. Informational Items – *Distributed at Commission Meeting*

- A.** Board of Commissioner Human Services and Finance Committee Meeting Minutes
(Items pertaining to the Parks Department)
- B.** Newspaper Articles

15. Adjournment

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
August 26, 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, Jessy Gregg, Cherry Hamrick, Simar Pawar, Paul Pratt, Michael Unsworth, Stephanie Thomas, Commissioner Emily Stivers (entered the meeting at 5:24pm), and Commissioner Chris Trubac (entered the meeting at 5:36pm)

Absent: Chris Swope

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, Trails & Parks Millage Program Coordinator Melissa Buzzard, and FLRT Trail Ambassador Program Coordinator Lauren Ross

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:15pm

Minutes: **Moved by** Ms. Pawar and **Supported by** Ms. Hamrick to approve the July 22, 2019 minutes of the regular meeting as written.
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Introduce new Park Commissioner Stephanie Thomas. Ms. Thomas stated she lives in Haslett and has a degree in political science. She is looking forward to serving on the Park Commission. Agenda Item #6A 2020 Budget Request Z List Items – additional document.

DISCUSSION ITEMS

2020 Budget Request Z List Items~

Mr. Morgan referenced the additional late packet with items he will request from the Z list. These items were not recommended for funding in the Controller's recommended budget. There are personnel requests for a new park ranger and two new office clerks. The items in the CIP list include the Lakeview Shelter roof, Snell bathroom roof, boat launch auto gate, and entrance sign area at Lake Lansing. Mr. Morgan stated he found out today that there is \$300,000 available in the Z list for the entire County. Our list is \$400,000+. This is the first year we have been able to ask for items on the Z list. Mr. Unsworth asked why it is called the Z list. Mr. Pratt stated it is Board of Commissioners slang from 30 years ago, and it gives the Board of Commissioners leeway to rearrange the budget. Mr. Morgan stated it was recommended we get an additional \$100,000 to increase seasonal wages to help with retention and recruitment.

ACTION ITEMS

Action Program~

Mr. Morgan stated this list is the edits we made from the last Park Commission meeting. On page 53 of the action program, we added parking lot work for chip and sealing, which the Park Director and Managers discussed with the Road Department who suggested bidding out the work. Mr. Morgan stated there is a possibility of paving McNamara Landing, and Mr. Buckley will work on this.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. THOMAS

To recommend the update to the Action Program Items as presented

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

ADMINISTRATIVE REPORTS

Director ~

Mr. Morgan stated the three park projects we propose we apply for in the next millage round are paving and drainage for McNamara Landing, lake maintenance including fencing, three access gates, and an engineered drive for access for maintenance at Lake Lansing South, and replacement of the entire boardwalk along the east side of the lake at Hawk Island that was damaged due to ice.

Park Managers ~

Commissioner Stivers thanked Mr. Emens for discussing with her residents concerns about milfoil. She would like this item to be discussed in further detail at a later time. Mr. Emens stated LakePro used to come in and do weed treatment, but then we changed to doing this in house. Ms. Pawar asked for a list of species for Hawk Island. Mr. Morgan stated we can put this in informational packet at a future meeting. Discussion.

Ms. Pawar asked about the status of the dock at Lake Lansing South and Mr. Emens stated the dock was pulled out last week. Commissioner Stivers asked for the reason of the collapse and Mr. Morgan stated he will share that information once the report is finished. Ms. Pawar said she would like the material for the docks to be cohesive, for example all metal. Ms. Pawar recommended solar lighting for the dock by the boat rental.

Ms. Gregg stated she missed the Team Marathon event at Lake Lansing North since she was out of town, but heard the event was very successful. Ms. Pawar asked who provided the funding for the scout project and Mr. Buckley stated the scouts did the fundraising for it, and he thinks it will cost about \$5,000. Mr. Bennett asked how the fishing derby was and Mr. Buckley stated it was a successful event.

Administrative Office ~

Ms. Wallace stated the office and field staff have been in training for the new point of sale system for two weeks. Mr. Morgan stated the office and field staff have come together and worked together with the Zoo on this project.

Financial Report ~

Ms. Pawar stated it is not very clear what is available to rent, like the bounce house at Lake Lansing, and it would be a great idea to have a sign for what rentals are available at each park. Ms. Pawar recommended posting a sign near the concessions area and Ms. Gregg stated you could post signs in the restrooms too.

Millage Coordinator Report ~

Ms. Buzzard stated there was a friendly amendment to the resolution for the next round of millage applications. Commissioner Stivers stated all five millage renewals for 2020 may be on the primary ballot in March. The Board of Commissioners hasn't voted on this yet, they will be discussing that at an upcoming meeting. The deadline for ballot language is December 2nd. Mr. Unsworth asked about the safety committee meeting and Ms. Buzzard stated it is a quarterly meeting.

FLRT Trail Ambassador Report - Lauren Ross ~

Mr. Pratt stated he spent an hour on the Northern Tier Trail with the East Lansing Park Director. The Drain Commissioner is not happy with the way the trail went down, there is unacceptable drop offs, which the city is not happy about either. Mr. Pratt stated they would prefer to move the trail over, and they flattened the trail to make it ADA compliant, but there is a dangerous drop off on the side. Mr. Pratt stated he thinks the County needs to get a better handle on these projects. Mr. Pratt stated as far as the Drain Commission is concerned, they will require municipalities to pay for the County's inspectors. Discussion.

CLOSED SESSION

MOVED BY COMMISSIONER THOMAS SUPPORTED BY COMMISSIONER STIVERS
AT 5:57 P.M.,

TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING
CONSIDERING THE PURCHASE OF REAL PROPERTY PURSUANT TO MCL 15.268(D)

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE: Paul Pratt, Michael Unsworth, Stephanie Thomas, Simar Pawar, Cherry Hamrick, Jessy Gregg and Matt Bennett.
Absent: Chris Swope, Emily Stivers and Chris Trubac

MOVED BY MS. GREGG, SUPPORTED BY MR. PRATT, TO RETURN TO OPEN SESSION
AT APPROXIMATELY 6:00P.M.

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Swope, Chris Trubac, Emily Stivers

BOARD/STAFF COMMENTS

Ms. Hamrick stated the Rotary Park Grand Opening Ribbon Cutting has been moved from Tuesday to Wednesday. Ms. Thomas thanked Ms. Wallace for her orientation packet. Mr. Bennett stated the next meeting is on September 23rd at the Overlook Shelter at Burchfield Park. Ms. Buzzard stated we will have the ribbon cutting for Overlook Shelter at our next Park Commission meeting and we will also have a ribbon cutting for McNamara Landing on September 17th.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:04pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

AGENDA ITEM #7A

March 27, 2019

Dear Grant Management Staff,

As one of the founding members of the Mid-Michigan Stewardship Initiative, I am delighted to provide this letter of support for the Ingham County Parks Department's proposal to improve ADA accessibility and the facilities at Lake Lansing Park - South.

Since 2009, members of the Mid-Michigan Stewardship Initiative have partnered with Ingham County Parks to preserve the health of natural areas in Lake Lansing Park North and South. We have jointly tackled invasive species that threaten the native plant communities by helping to eradicate wetland invasives such as *Phragmites australis*, Japanese knotweed, buckthorn, autumn olive, and garlic mustard. Our common goal has been to work together with Ingham County Parks administration and staff to maintain the health of Lake Lansing Parks natural spaces and encourage public enjoyment of these natural resources.

Our positive working relationship with the Ingham County Parks Department has included a variety of projects within Lake Lansing Park South. Through grant funding from the Wildflower Association of Michigan and Glassen Educational Grant Program, in spring 2011 our volunteers designed and helped install a 450 square foot native plant rain garden adjacent to the parking area at the entrance of Lake Lansing Park South. Since 2011, we have engaged additional volunteers from the MSU Extension Master Gardener Program to help in the ongoing care and maintenance of this beautiful and prominent community demonstration garden.

Our common goals for the native rain garden have included improving water quality by preventing storm water runoff and filtering storm water before it enters the Lake Lansing wetlands. This educational rain garden provides a friendly way for the public to learn about the direct connection between parking lot/driveway runoff and wetland and lake water quality. It engages park visitors in learning about native plants and how native rain gardens can promote butterfly, bee, and bird-friendly gardening practices throughout the Haslett community.

The Ingham County Parks Department's proposal to improve ADA accessibility and facilities at Lake Lansing Park South will provide more Ingham County residents opportunities to appreciate the wetlands, native landscaping, and demonstration gardens, including the native plant rain garden, the native bioswale, and the shoreline demonstration garden that Mid-Michigan Stewardship volunteers and Master Gardener volunteers help maintain.

These grants (two Trust Fund and one Land and Water Grant) will help fund upgrades within the park, including replacement with a new bathhouse building with changing rooms and concessions, more accessible sidewalks including a complete loop trail and pathways that meet ADA requirements, paved handicapped parking spaces, and the installation of an EZ Dock canoe/kayak launch. The new EZ Dock will increase recreation on Lake Lansing by enabling persons with disabilities, both boaters/paddlers, to access the lake. The EZ Dock will also benefit all park users by easing lake access. In addition, they will be addressing run off by incorporating native landscaping and bio-swales next to the parking areas.

I am delighted to support their application for funding for this worthy project. If you have any questions or need additional information, please don't hesitate to contact me.

Sincerely,

Laurie Kaufman
Mid-Michigan Stewardship Initiative
6212 W. Reynolds Rd.
Haslett, MI 48840
(517) 339-0380
lkaufman@msu.edu

Natural Areas Stewardship:

A Successful Collaboration Between Ingham County
Parks & Mid-Michigan Stewardship Volunteers

Presented by Laurie Kaufman (lkaufman@msu.edu)

September 23, 2019



Protecting Natural Areas from Phragmites & other Invaders

Phragmites australis, 2009

Height up to 15 feet
80% of biomass underground!

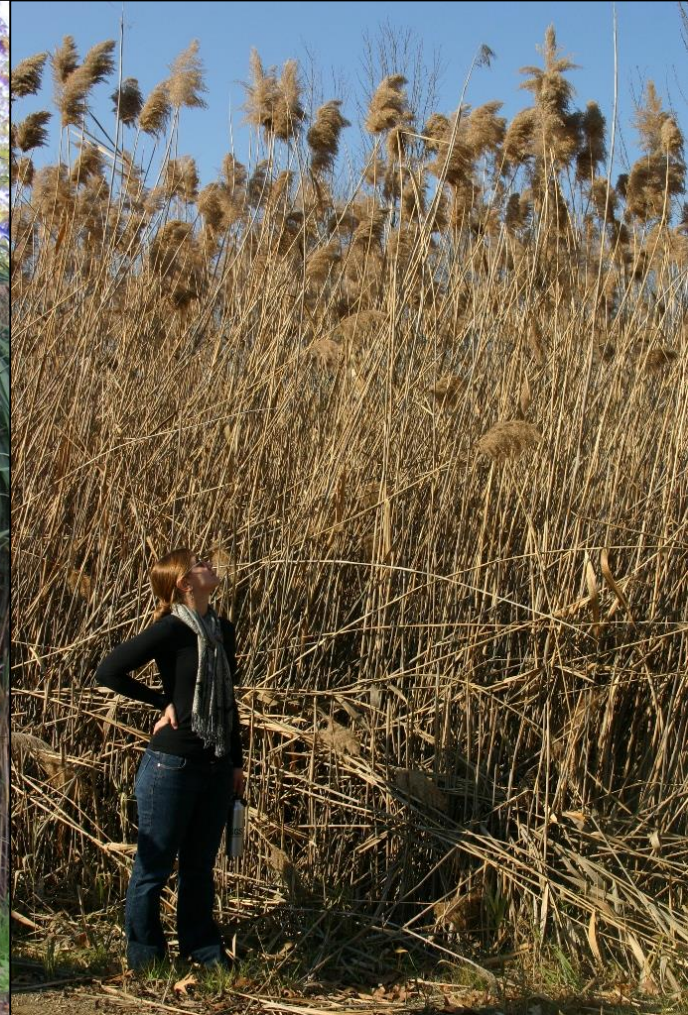


Photo by Laurie Kaufman, Lake Lansing Park North
entrance road, 2009; Phyllis Higman, MNFI

Photo Leslie Kuhn

Phragmites rhizomes may extend 6 ft below ground, spread sideways 60 ft each year, putting up new stalks as they go.



Mid-Michigan Stewardship Initiative (MMSI)

Invasive Species Management:

- Educational presentations, workshops, newspaper articles, & invasive species management consultations.
- Fund-raising for stewardship activities (donations from community members and from Meridian Township Lake Lansing Watershed Advisory Board).
- Invasive Species Management Field Work (in collaboration with Ingham County Parks)
- MMSI Volunteers:
 - Dr. Leslie Kuhn
 - Dr. Laurie Kaufman*
 - Jim Hewitt*

Mid-Michigan Stewardship Initiative (MMSI)

Invasive Species Management:

- Our volunteer group is committed to help ICP with invasive species management.

All of our volunteers have Pesticide Applicator Certification (see pested.msu.edu and MDARD Pesticide Applicator Certification)
- No cost to ICP except supplies and cost of permits:
 - DEQ (EGLE) Aquatic Nuisance Treatment Permit: needed for any site with standing water at the time of treatment:
http://www.michigan.gov/deq/0,4561,7-135-3313_3681_3710---,00.html
 - Right-of-way (ROW) Permit: needed from road commission or municipality if site is within a given distance of centerline of road (e.g., 33' for a two-lane road in our area)
- Need one ICP employee for ~ 6-10 days per year of stewardship field work plus filing applications for permits; continuity is important as park personnel change

Ingham County Parks and Community Volunteers Working Together





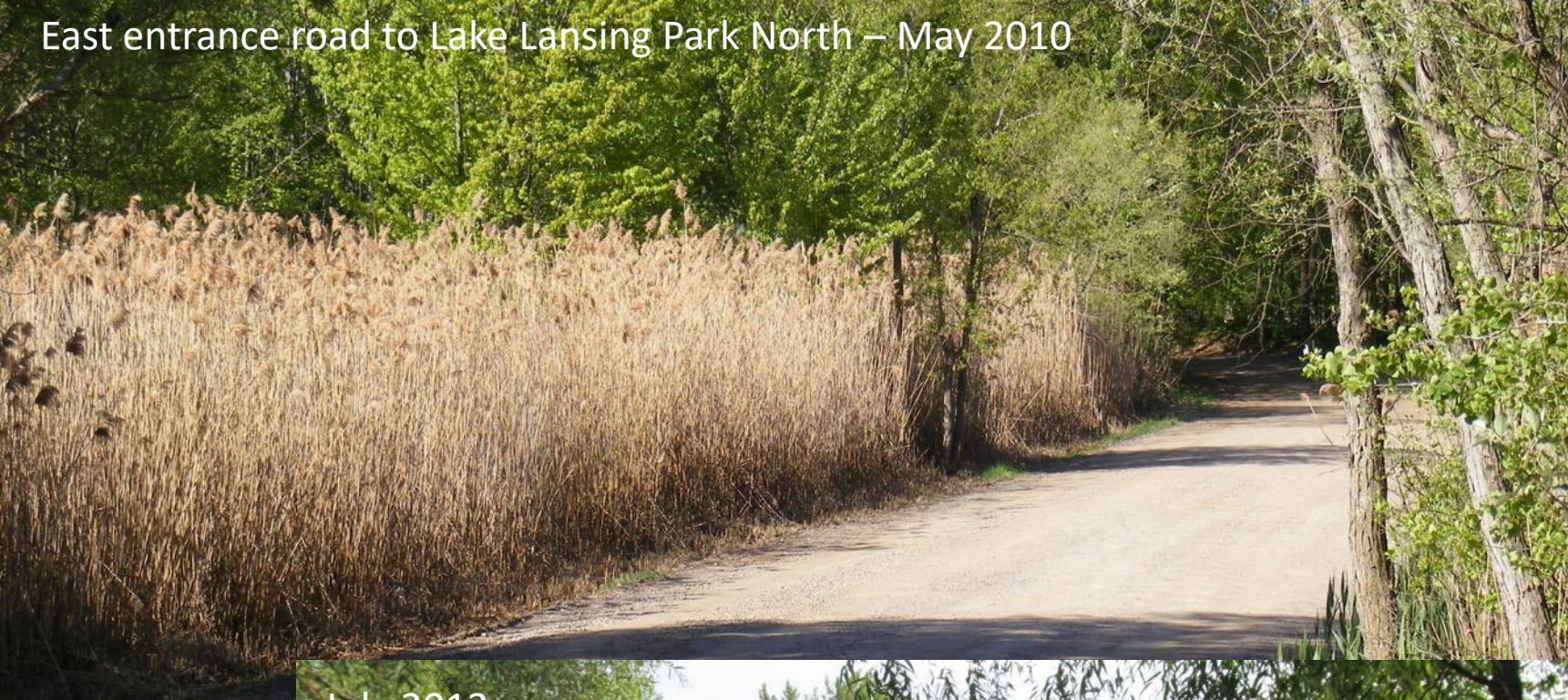
Phragmites in Lake Lansing Park North and along parts of Lake Drive first treated with aquatic formulation of glyphosate in September 2009



Spot-treated since 2010

Photos by Leslie Kuhn

East entrance road to Lake Lansing Park North – May 2010



July 2012





Phragmites
infestation -
Lake Lansing
Park North
Entrance Road
2009



Lake Lansing
Park North
Entrance Road
2019

Phragmites Management in the Lake Lansing Watershed

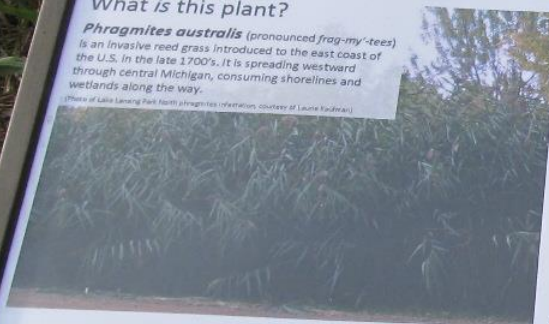


The Stewardship Network
Pulling together for nature

What is this plant?

Phragmites australis (pronounced frag-my'-tees) is an invasive reed grass introduced to the east coast of the U.S. in the late 1700's. It is spreading westward through central Michigan, consuming shorelines and wetlands along the way.

(Photo of Lake Lansing Park North Phragmites infestation, courtesy of Laurie Kuchera.)



Phragmites:

A Threat to Wetlands and Lake Shores



- Once established, it is unsightly and difficult to eradicate.
- Phragmites clogs drainage ditches, increasing the risk of flooding, and poses a threat to road visibility, especially on winding roads such as Lake Drive.
- It also limits lake access and blocks scenic views.

In just a few years, Phragmites can devour a wetland or lake shore. The 10-15' high reeds grow up to 20 stems per square foot, allowing few other plants to coexist. 80% of Phragmites' biomass is underground. This growing root mass tends to elevate the surface and fill in wetlands.



Phragmites: The Marching Wall



- With few natural predators or diseases in North America, invasive Phragmites is expanding across the landscape virtually unchecked.
- Colonies spread locally via the horizontal root system. Root fragments and seeds start new colonies when spread by mowers, dredging, and construction. The dense seed heads produce thousands of seeds, with viability varying greatly from plant to plant and year to year.

(Photo of Lake Lansing Park North Phragmites near the entrance road, courtesy of Rick Seabury.)

The Southern Wet Meadow Ecosystem



Phragmites monocultures displace our native Southern wet meadow, a plant community tolerant of seasonal changes in water levels, with species such as tussock sedge, lake sedge, bluejoint grass, fringed brome, swamp milkweed, swamp aster, Joe-Pye weed, mountain mint, marsh fern, sensitive fern, and common arrowhead. Wet meadows provide home and nesting grounds for animals such as the marsh wren (Michigan special-concern species), muskrat, and sandhill crane.

Background photo courtesy of http://www.earthtonatives.com/plant_photos/1231_photos.jpg
Marsh wren photo courtesy of <http://web4.msu.edu/mnf/>



Lake Lansing Park North has native as well as invasive Phragmites. How can we tell them apart?

Invasive

Density: Dense monoculture, forming a wall
Stem Characteristics: Tan with dead stems present.
Height: Average 10-15ft
Head: Large and dense
Leaf Color: Blue/gray-green

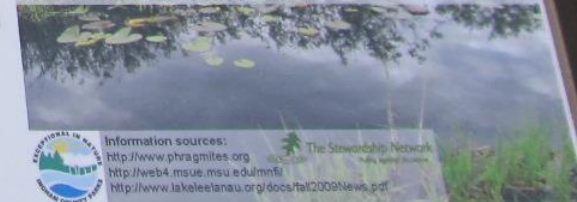
Native

Density: Colony less dense, often interspersed with other species
Stem Characteristics: Green with reddish bands
Height: Average 6.5ft
Head: Thin and feathery
Leaf Color: Yellow-green

Information courtesy of <http://web4.msu.edu/mnf/phragmites/native-non-native.pdf>
Center photo courtesy of <http://www.dnrec.delaware.gov/fw/dp/la/services/PublishingImages/native%20vs%20invasive%20phragmites.jpg>
Left and right photos of Phragmites stems, courtesy of Nick Sanchez

Wetland Restoration: The Lake Lansing Watershed

Since 2009, Ingham County Parks, the Mid-Michigan Stewardship Initiative of the Stewardship Network, the Lake Lansing Watershed Special Assessment District Advisory Committee, and a group of dedicated local volunteers have worked together to control invasive Phragmites in the Lake Lansing watershed. We aim to restore these sites to their native wet meadow and emergent marsh vegetation and engage private landowners in Phragmites control on their own properties using DEQ-approved methods that are safe for our water and wildlife.



Information sources:
<http://www.phragmites.org/>
<http://web4.msu.edu/mnf/>
<http://www.lakeleelanau.org/docs/tall2009news.pdf>

The Stewardship Network
Pulling together for nature

Restoring the Lake Lansing wetlands





Lake Lansing Watershed Advisory Committee (Meridian Township) has **donated more than \$10,000** to combat invasive species in Lake Lansing watershed, with the understanding that ongoing stewardship will continue.

Helicopter spraying 2010 for difficult to reach areas (spoils) of Lake Lansing Park North

Marsh Master 2013 cleared Phragmites stalks from Lake Lansing Park North wetlands to speed restoration of native ecosystem.



Progress in Japanese Knotweed Control

Japanese knotweed colony adjacent to Lake Lansing Park North



Sept. 2009, post-mowing



In bloom, late summer



July 2012

Other Wetlands Protection Projects in 2011-2012 by Ingham County Parks and Mid-Michigan Stewardship volunteers



Lake Lansing Park South Native Plant Rain Garden:
filters parking lot water before entering the lake

Lake Lansing Park South Shoreline Demonstration Garden

- A buffer zone to prevent nutrient run-off from polluting lakes/streams
- Designed by L Kaufman; installation 2012
- Funded by contributions from East Lansing Garden Club members
- Maintained by L Kaufman and other Master Gardener Volunteers



Educational signs posted at each garden
for the 125,000 annual park visitors

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESCINDING RESOLUTION #13-201 AND REVISING CERTAIN POLICIES
PERTAINING TO APPOINTED ADVISORY BOARDS AND COMMISSIONS**

RESOLUTION # 19 – 326

WHEREAS, the Board of Commissioners has created a number of boards and commissions to serve in an advisory capacity in order to advance the welfare of the citizens of Ingham County; and

WHEREAS, Resolution #13-201 has established a policy to assure that citizen appointees are attending meetings fulfilling the mandates of their board or commission, and a policy limiting time served by citizen representatives on boards or commissions to provide a greater opportunity for more people to participate in County government; and

WHEREAS, it is desirable to update certain policies pertaining to its appointed boards and commissions.

THEREFORE BE IT RESOLVED, that citizen appointees who have 2 consecutive absences from their regular meetings shall receive a letter from the Director of the Board of Commissioners' Office inquiring about their absences and advising that Committee members who miss 3 meetings out of 4 meetings, unless barred by statute, are automatically deemed to have resigned from that board or commission and appropriate steps will be taken to fill the vacancy.

BE IT FURTHER RESOLVED, that if an attendance issue arises with an advisory board/commission member, the Chairperson of that Committee or assigned staff shall advise the Board of Commissioners' Office so appropriate procedures can be followed.

BE IT FURTHER RESOLVED, that the two term limit for advisory board members is hereby rescinded.

BE IT FURTHER RESOLVED, that Resolution #13-201 is hereby rescinded.

BE IT FURTHER RESOLVED, that notification of this policy will be provided to all current advisory board and commission members and new appointees will receive a copy with their appointment letter.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None **Absent:** Koenig **Approved 08/20/2019**

AGENDA ITEM #7C

Proposed sign language:

Children age 6 and under may use any changing area with an accompanying parent or supervising guardian.

Please end phone calls and do not use electronic devices equipped with cameras in the changing rooms.

Attachment B:

Ingham County Trails and Parks Program Scoring Criteria

The following criteria will be used to evaluate and select projects. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. Does this project either contribute to the completion of one of the top five scoring New Trail Preferences as listed in the Ingham County Trails and Parks Comprehensive Report Table 18 (attached)?

0= no 5= yes

_____pts

2. Does this contribute to County connectivity?

0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).

_____pts

Improves Regional Connectivity Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following

- Contributes to the completion of the Ingham County regional priority corridors as depicted on Figure 24 (attached) either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to or within Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation;
- Increases access to sites of natural, scenic or historic interest.

3. How the project provides for other available funders and partners.

Has Potential Available Funds Projects that have the potential to be funded through state or federal grants, donations, partner contributions, or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for.* The number of points a project will receive is determined by dividing the percent match by 10 then multiplying that number by two and a half (2.5). (ex 63% match will receive 15.75 points)

Non-monetary match must meet the requirements as established in Attachment C: Match Requirement for Ingham County Trails & Parks Millage.

_____pts

4. Overall, how do you rate the project?

Considerations

- Project area is under public ownership or is currently accessible for public use;
- Does not require complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency;
- Is appropriate and in line with available funds.
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities;
- Has the support of multiple jurisdictions and/or stakeholders.
- The project increases or improves access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area;
- Contributes to an equitable geographical distribution of the millage funds.

Rate the project on a scale of 1-20. 1 being least desirable and 2 being most desirable.

_____pts

_____Total Points Scored

Attachment C

Match Requirement for Ingham County Trails & Parks Millage

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

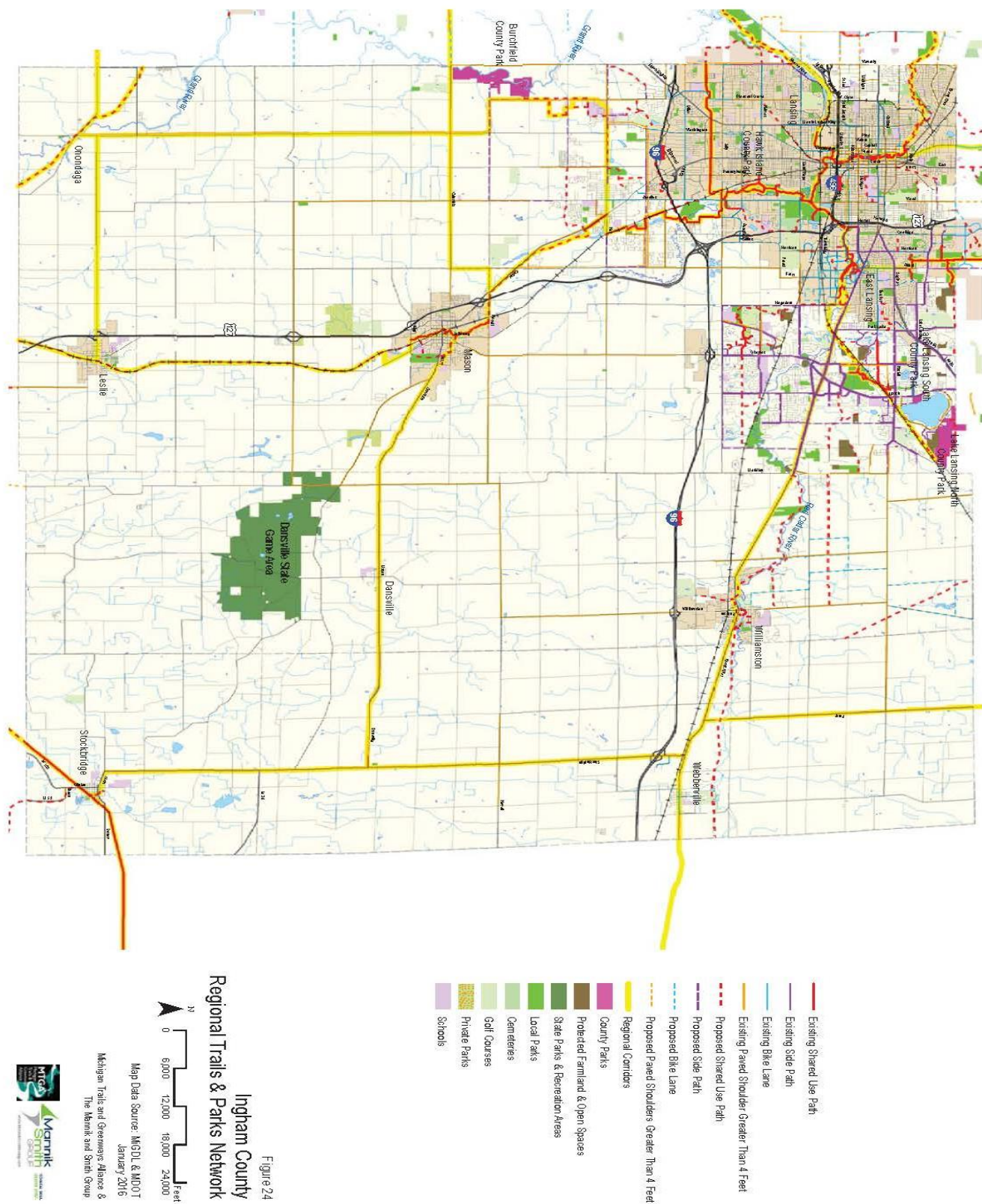
Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

Table 18. New Trail Preferences

New Trail Preferences	Highlighted Corridor*	South Lansing/Delhi Township	Meridian Township	East Lansing	North Lansing	Mason/Leslie/Dansville/Stockbridge	Williamston/Webberville	Total	Online Survey	Combined Total
MSU to Lake Lansing Parks	M	10	19	12	7	3	1	52	126	178
Holt to Mason	J	14	6	6	4	34	2	66	65	131
Lansing River Trail North Extension	P	3	0	3	0	0	0	6	89	95
Lansing River Trail South Extension	Q	2	0	0	0	0	0	2	92	94
Lansing River Trail to Northern Tier Trail	N	0	0	3	1	0	0	4	87	91
Lansing River Trail to Clinton County	O	0	0	0	0	0	0	0	74	74
Red Cedar Water Trail	R	1	12	6	1	0	11	31	44	75
RAM Trail to Burchfield Park	H	10	0	1	6	0	1	18	53	71
Grand River Water Trail	S	2	0	0	0	0	1	3	43	46
Hayhoe Trail to Vevay Twp. Hall	C	1	0	1	0	20	1	23	16	39
Holt RAM Trail Extension East	I	1	0	0	3	0	0	4	33	37
Meridian Township to Webberville	K	0	5	0	0	0	2	7	22	29
North-South artery along Onondaga Rd.	D	0	0	0	0	1	0	1	17	18
Mason west to Eaton County	G	0	0	0	3	1	0	4	11	15
Southwest connector to Eaton and Jackson counties	A	0	0	0	0	1	0	1	13	14
Mason East to M-52	F	0	0	1	0	4	0	5	7	12
M-52 connection -Stockbridge to Webberville	E	0	0	1	0	0	1	2	6	8
Bellevue Rd. Connection -Leslie to Eaton County	B	0	0	0	0	1	0	1	5	6
M-52 connection -Webberville to Shiawassee County	L	0	0	0	0	0	0	0	1	1

* The highlighted corridors are shown on Figure 32.

Figure



**Future boardwalk/dock
rehabilitation project
at Hawk Island**

See attached conceptual plan and cost
estimates


NORTH
NOT TO SCALE

PPROPOSED DOCK
REMOVE & REPLACE

CAVANAUGH ROAD

Google



Imagery Date: 4/3/2013 42°41'32.66" N 84°32'08.66" W elev

DOCK IMPROVEMENTS

HAWK ISLAND PARK

9/19/19



JOB # 124334SG2017
AERIAL SOURCE: BING MAPS

PRELIMINARY ESTIMATE OF COST
Round 5 Millage Application
HAWK ISLAND PARK
INGHAM COUNTY, MICHIGAN

Item	Est.			Unit	
No.	Qty.	Unit	Description	Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$6,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$15,000.00
3.	2,500	Lin. Ft.	Remove Existing Dock, 10' wide	\$160.00	\$400,000.00
4.	2,500	Lin. Ft.	New Dock, 10' wide	\$600.00	\$1,500,000.00
5.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$25,000.00
6.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$12,500.00
SUBTOTAL					\$1,958,500.00
Contingency					\$195,900.00
Engineering (15%)					\$323,160.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$2,477,560.00

Ingham County Trails and Parks Program Application



Ingham County
Attn: Melissa Buzzard
P.O. Box 178
121 E. Maple Street, Suite 102
Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c)(3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **small shovel ready projects up to a limit of \$125,000, planning and engineering for future projects.** Preference will be shown to applications within these parameters, however all grant applications will be considered, even if they are not shovel ready or include future planning. Match is not required, but always encouraged.

Project applications must be received by **5pm Sept. 27** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the January Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT		
Agencies:		Contact Person:
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:
PROJECT SUMMARY		
Project Title:		
Total Amount Requested: \$		
Distance of repaired/new construction in feet/miles:		
Trail/blue ways:	Boardwalk:	Bridge:
<input type="checkbox"/> Shovel Ready	<input type="checkbox"/> Planning & Engineering	<input type="checkbox"/> Other Project
<input type="checkbox"/> Small grant: Up to \$50,000 for municipalities contributing less than 5% of total county millage revenue annually. See Attachment A. * (Small grants will be scored separately)		

Ingham County Trails and Parks Program Application

If you have applied for *multiple projects*, please prioritize and rank your projects within each category from highest priority to lowest priority in each category:

Shovel Ready

Planning and
Engineering

Other Projects

Town, Range and Section Numbers of Site Location

(Town):

(Range):

(Section):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

Ingham County Trails and Parks Program Application

ESTIMATED COSTS/BUDGET		
Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc...)		
Total Project Expenses		\$
Provide detailed cost estimate for Project		\$
APPLICANT FUNDS		
When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years.		
Local Contribution		Amount \$ _____
Other Grant Contributions		
Name of Grantor(s)		Amount \$ _____ \$ _____
Name of Partner(s)		Amount \$ _____ \$ _____
Name of Donor(s)		Amount \$ _____ \$ _____
In-Kind Support		
Name of Organization	Description	Value \$ _____ \$ _____
Other		Amount \$ _____
Total Applicant Funds		\$ _____
*Millage Funds REQUESTED (does not count as match)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds	%	Match

Ingham County Trails and Parks Program Application

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

Provide a (detailed) description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count- attachments as needed).

Ingham County Trails and Parks Program Application

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.

2. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.

Ingham County Trails and Parks Program Application

3. Describe how the project responds to public demand and has public support.

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. 250 word limit.

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.

6. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

Ingham County Trails and Parks Program Application

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.

Ingham County Trails and Parks Program Application

ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.
6. After completion of the project, entities must agree to participate in the County wide wayfinding signage plan.

CERTIFICATION

Signature of Applicant:

Date:

Ingham County Trails and Parks Program Application

ATTACHMENT A.

Ingham County Trails and Parks Millage Estimated Revenue by Municipality

Municipality	Total Generated Revenue	Estimated Loss to Tax Capture	Estimated Available Revenue	Percent of Total
Alaiedon Township	\$ 109,741	\$ -	\$ 109,741	3.3%
Aurelius Township	\$ 68,726	\$ -	\$ 68,726	2.1%
Bunker Hill Township	\$ 30,949	\$ -	\$ 30,949	0.9%
Delhi Township	\$ 347,613	\$ 85,205	\$ 262,408	7.9%
Ingham Township	\$ 36,313	\$ 2,953	\$ 33,359	1.0%
Lansing Township	\$ 132,989	\$ 25,128	\$ 107,860	3.2%
Leroy Township	\$ 58,849	\$ 4,955	\$ 53,894	1.6%
Leslie Township	\$ 40,164	\$ -	\$ 40,164	1.2%
Locke Township	\$ 34,146	\$ -	\$ 34,146	1.0%
Meridian Township	\$ 776,105	\$ 755	\$ 775,350	23.3%
Onondaga Township	\$ 39,593	\$ -	\$ 39,593	1.2%
Stockbridge Township	\$ 57,918	\$ 2,698	\$ 55,219	1.7%
Vevay Township	\$ 63,027	\$ 816	\$ 62,211	1.9%
Wheatfield Township	\$ 34,763	\$ -	\$ 34,763	1.0%
White Oak Township	\$ 28,502	\$ -	\$ 28,502	0.9%
Williamstown Township	\$ 109,531	\$ -	\$ 109,531	3.3%
East Lansing (City)	\$ 416,404	\$ 15,819	\$ 400,585	12.0%
Lansing (City)	\$ 958,232	\$ 32,290	\$ 925,942	27.8%
Leslie (City)	\$ 17,981	\$ 3,272	\$ 14,708	0.4%
Mason (City)	\$ 106,781	\$ 12,822	\$ 93,959	2.8%
Williamston (City)	\$ 50,716	\$ 7,295	\$ 43,422	1.3%
Ingham County (Total)	\$ 3,519,041	\$ 194,009	\$ 3,325,033	100.0%

Created 2-23-15

ADOPTED – FEBRUARY 13, 2018

Ingham County Trails and Parks Program Application

ATTACHMENT B.

AGENDA ITEM NO. 18

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

RESOLUTION # 18 – 054

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert
Approved 02/05/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis
Nays: None **Absent:** Koenig, Schafer **Approved 02/07/2018**

Ingham County Trails and Parks Program Application

ATTACHMENT C.

Match Requirement for Ingham County Trails & Parks Millage

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

PROPOSED IMPROVEMENTS:

1. REMOVE APPROX. 980 LF OF EXISTING CHAIN LINK FENCE.
2. INSTALL BOULDERS, APPROX. 6 FT O.C.
3. PROPOSED GATE, 20' WIDE, ROLL-AWAY.
4. PROPOSED PRIVACY FENCE, APPROX. 375 LF.
5. PROPOSED PARKING SPACES FOR STAFF, 2 SPACES.
6. PROPOSED ACCESS ROAD FOR WEED HARVESTER.



FENCING / PARKING IMPROVEMENTS

LAKE LANSING PARK SOUTH

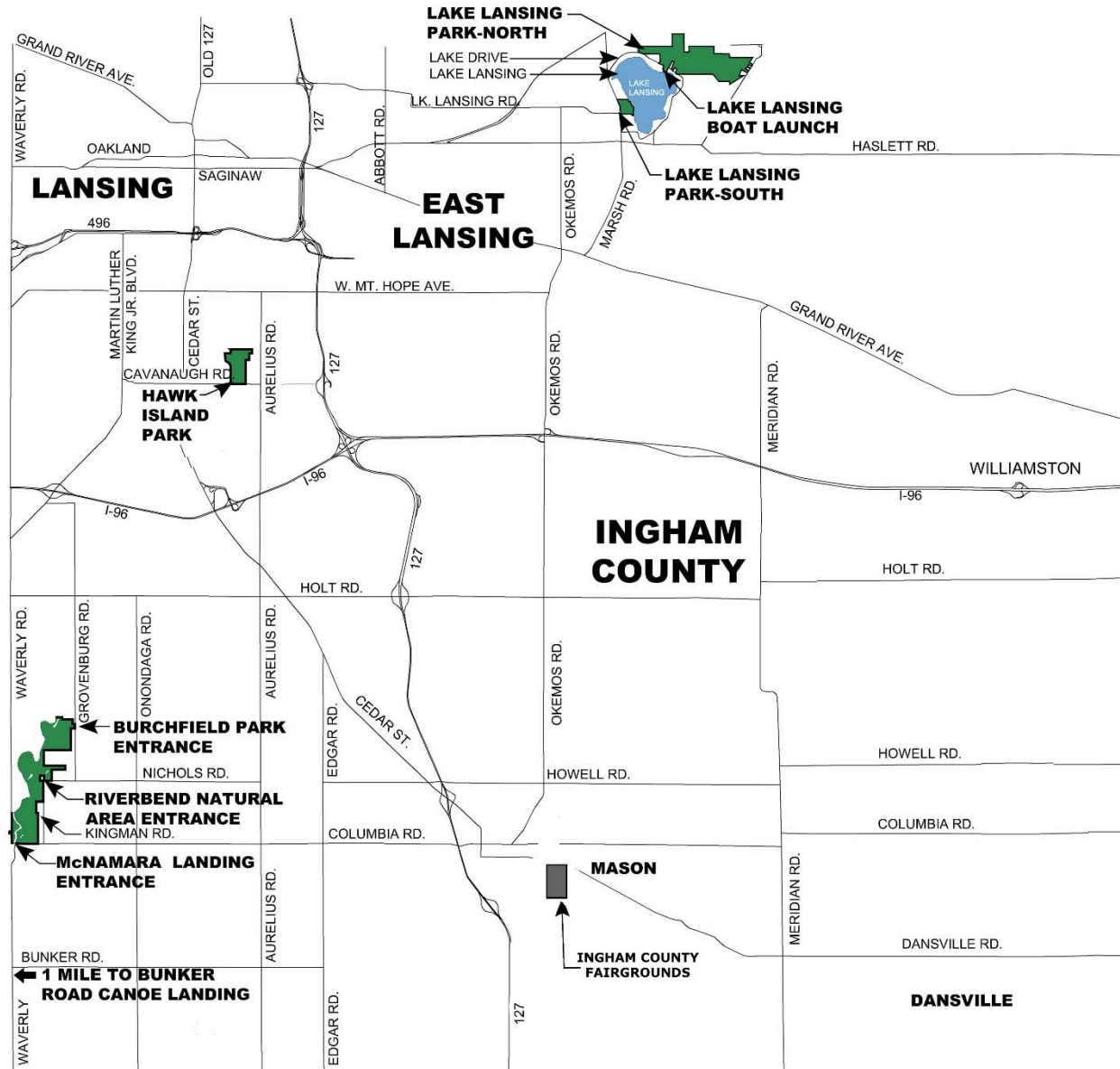


JOB # 124334SG2017
AERIAL SOURCE: BING MAPS

45
9/19/19

PRELIMINARY ESTIMATE OF COST
Round 5 Millage Application
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN

Item	Est.			Unit	
No.	Qty.	Unit	Description	Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$6,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$2,500.00
3.	1	Lump Sum	Excavation and Rough Grading	Lump Sum	\$2,500.00
4.	1	Lump Sum	Remove Ex. Fence	Lump Sum	\$2,500.00
5.	400	Lin. Ft.	Fence, 6' ht, privacy	\$75.00	\$30,000.00
6.	4	Ea	Gate, 20' wide, roll-away, decorative	\$5,000.00	\$20,000.00
7.	100	Ea	Boulders, 24" - 36"	\$150.00	\$15,000.00
8.	15	Ton	HMA, 13A, 4" thick, 2 lifts	\$150.00	\$2,250.00
9.	220	Sq. Yd.	Crushed Limestone, 22A, C.I.P.	\$15.00	\$3,300.00
10.	1	Lump Sum	Regulatory Signage & Striping	\$2,500.00	\$2,500.00
11.	1	Lump Sum	Drainage for Parking Spaces	\$5,000.00	\$5,000.00
12.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$5,000.00
13.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$3,500.00
SUBTOTAL					\$100,050.00
Contingency					\$12,450.00
Engineering (15%)					\$16,500.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$129,000.00



Lake Access Point Location (across Shaw St.)



Corner of Lake Lansing Rd. and Shaw St.



Fence at Carousel (potential employee parking)



Fence along Lake Lansing Rd. (trike track/playground area)



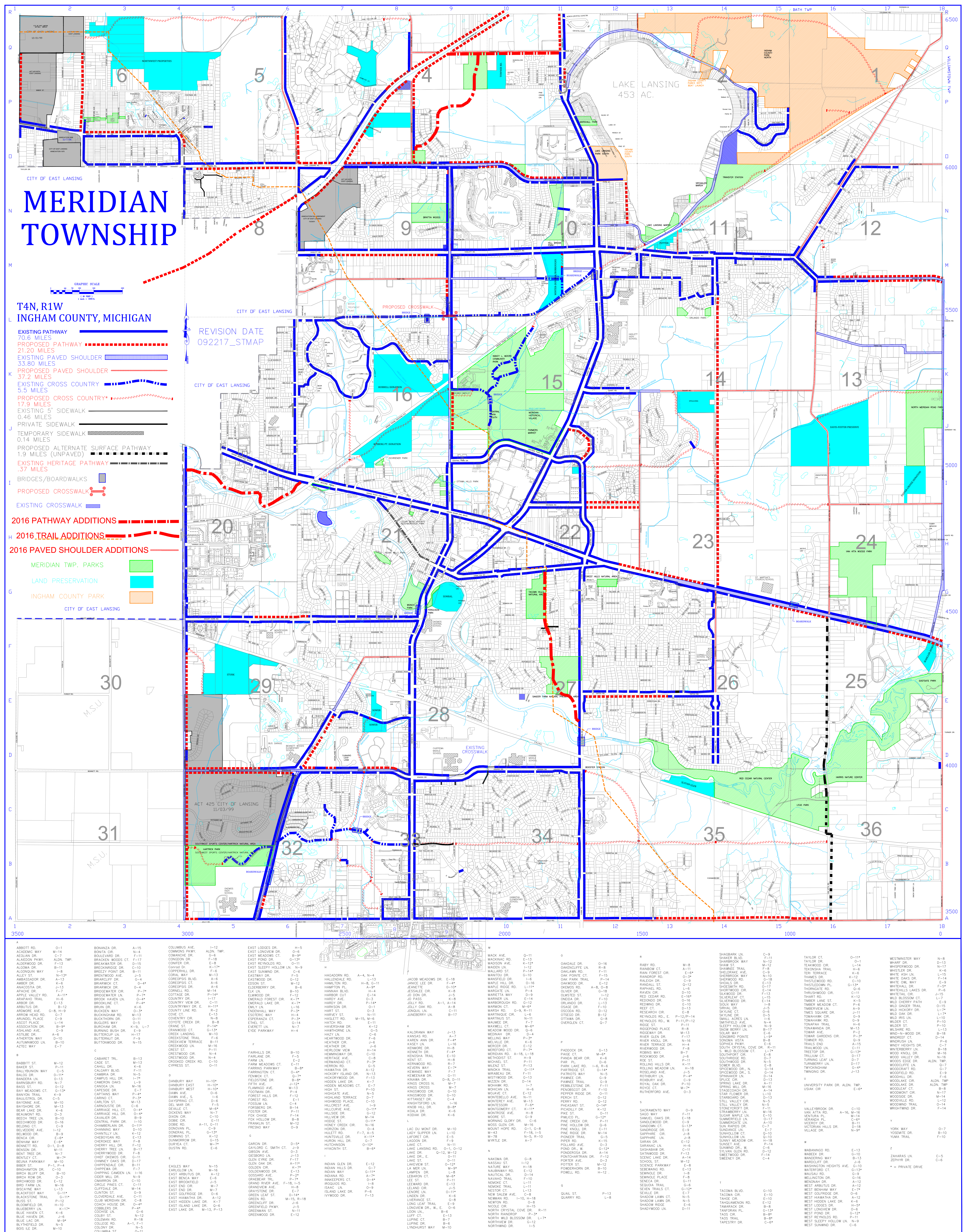
Fence at Pedestrian Access off of Lake Lansing Rd.



Fence from Carousel to corner of Lake Lansing Rd. and Shaw St.



PEDESTRIAN BICYCLE PATHWAY MAP



Ingham County Trails and Parks Program Application



Ingham County
Attn: Melissa Buzzard
P.O. Box 178
121 E. Maple Street, Suite 102
Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c)(3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **small shovel ready projects up to a limit of \$125,000, planning and engineering for future projects.** Preference will be shown to applications within these parameters, however all grant applications will be considered, even if they are not shovel ready or include future planning. Match is not required, but always encouraged.

Project applications must be received by **5pm Sept. 27** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the January Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT		
Agencies: Ingham County Parks Dept.		Contact Person: Tim Morgan
Address: 121 E. Maple St.		
City: Mason	State: MI	ZIP Code: 48854
Phone: (517)749-3177	Fax: (517) 676-2233	Email: tmorgan@ingham.org
PROJECT SUMMARY		
Project Title: McNamara Landing Parking Lot Improvements & Bioswale Feature		
Total Amount Requested: \$ 125,000		
Distance of repaired/new construction in feet/miles:		
Trail/blue ways: Trailhead Access	Boardwalk:	Bridge:
<input checked="" type="checkbox"/> Shovel Ready	<input type="checkbox"/> Planning & Engineering	<input type="checkbox"/> Other Project
<input type="checkbox"/> Small grant: Up to \$50,000 for municipalities contributing less than 5% of total county millage revenue annually. See Attachment A. * (Small grants will be scored separately)		

Ingham County Trails and Parks Program Application

If you have applied for *multiple projects*, please prioritize and rank your projects within each category from highest priority to lowest priority in each category:

Shovel Ready

Rank: Park Commission
will on September 23rd

Planning and
Engineering

Other Projects

Town, Range and Section Numbers of Site Location

(Town):
T02N

(Range):
R02W

(Section):
06

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

Ingham County Parks is proposing parking lot upgrades at McNamara Landing. This will include asphalt paving for the remaining parking lot adding one more ADA stall, pavement marking and signage, and create a bio-swale for water retention and sediment control from runoff to address environmental stewardship.

McNamara Landing is a popular access point for recreational activities that include: kayaking/canoeing, fishing, hiking, mountain biking, nature/wildlife viewing, and cross country skiing in the winter. Project improvements will increase accessibility to the trail systems, especially the Grand River Water Trail, and provide additional parking for vehicles with trailers. Improved and increased parking will attract more visitors and have a positive economic impact to the area. In addition, asphalt paving will improve overall appearance and safety of the site, decrease the maintenance of the facility from the costs associated with regular grading, adding gravel annually, and dust control measures. The proposed project will also alleviate drainage issues in the parking lot by collecting runoff in the bioswales to deter runoff into the river.

This project will enhance the recently completed MNRTF grant project that included two paved designated ADA parking spots, a barrier-free bathroom, a universal accessible launch, an easy-use hand pump and improved walkways. The grant project has increased the use of this site and Ingham County Parks recognizes a need to add more parking to accommodate users. The improvements will especially help designate parking for vehicles with trailers, as there is currently no designated areas for vehicles with trailers. The project also aligns with the Park's 5-year master plan goals to improve accessibility standards throughout the park system.

Ingham County Trails and Parks Program Application

ESTIMATED COSTS/BUDGET		
Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering	1	\$12,000
3-Construction		\$105,100
4-Construction Engineering	1	\$6,400
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc...)		\$1,500
Total Project Expenses		\$ 125,000
Provide detailed cost estimate for Project		\$ 125,000
APPLICANT FUNDS		
When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years.		
Local Contribution		Amount \$ 0.00
Other Grant Contributions		
Name of Grantor(s)		Amount \$ _____ \$ _____
Name of Partner(s)		Amount \$ _____ \$ _____
Name of Donor(s)		Amount \$ _____ \$ _____
In-Kind Support		
Name of Organization	Description	Value \$ _____ \$ _____
Other		Amount \$ _____
Total Applicant Funds		\$ 125,000.00
*Millage Funds REQUESTED (does not count as match)		\$ 125,000.00
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds		% 0 Match

Ingham County Trails and Parks Program Application

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count- attachments as **needed**).*

The proposed project will convert the gravel parking area at McNamara Landing into paved asphalt parking. This will create up to 10 additional parking spots for vehicles and vehicles with trailers! This will help with accessibility to the water trailhead and access to the new grant-funded facilities at the Landing.

The redesign of the parking lot, with up to 10 additional parking, will also accommodate more users and lessen the site congestion from traffic on weekends. All parking will be smooth and relatively level asphalt surfaces that are clearly marked. One additional van accessible spot will be marked and signed. This will bring the total to 3 accessible parking spots at McNamara Landing.

A bio-swale will replace the center parking island and contain native plants. The extra feature will help retain parking lot runoff, act as sediment control and assist with water filtration of pollutants. The native plants will be aesthetically pleasing and attract many types of insects, including butterflies. The bio-swale will contain an exit drain at one end to divert water overflow to a wetlands for further filtration.

Ingham County Trails and Parks Program Application

PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

1. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.

No match or other source of funding has been identified at this time.

2. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.

The McNamara Landing paving project will improve regional connectivity by increasing the capacity of parking and providing additional ADA parking surfaces. This will result in more opportunity to access to the Grand River water trails that connect the local communities like Eaton Rapids and Dimondale along it's corridor. It will also improve access to the numerous hiking and biking trails located within the park. Often times the parking lot is full and congested due to the increase in popularity of water-related recreational activities like kayaking. This has become a safety concern for other users as well as for staff operating the canoe/kayak livery for the Parks Department. Additional paved parking will directly address these concerns and make the site more user-friendly.

In addition, the upgraded parking will supplement the newest ADA accessible improvements made to the landing by alleviating the drainage, erosion, and runoff issues. The project would greatly reduce the long-term maintenance of the lot by replacing the loose dirt and gravel that make up the lot with asphalt. This would save the County money by eliminating the need for yearly gravel purchases to replace lost material due to weather and constant road repair. The upgrades would provide more distinct and organized parking spaces and utilize the entirety of the lot, allowing for more recreational users to access the trails and waterways. There are currently 24 parking spaces with the addition of two ADA accessible spaces. This addition of paving would create several new parking spaces (up to 10) clearly laid out for vehicles and trailers and reduce the risk of loose stone and pot holes.

Ingham County Trails and Parks Program Application

3. Describe how the project responds to public demand and has public support.

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. 250 word limit.

The project responds to public demand by offering a more accessible and structured parking lot to allow for more users at the Landing and to supplement the current ADA additions. Since the ADA addition of an EZ dock kayak launch, accessible restrooms, and handicap parking, the landing has increased significantly in the number of users and frequently is unable to support the number of cars and visitors to the site. This improvement will have a positive impact on the surrounding communities ability to access and overall ease of use to trailheads at Burchfield County Park.

The landing is located on the edge of both Ingham and Eaton County and receives daily traffic and visitors, with especially high use rates on the weekends, both by vehicle and on bicycle. The Ingham County Parks Department is currently partnering with the City of Eaton Rapids to develop a memorandum of understanding to share the landing for their respective canoe and kayak liveries, which in turn has increased traffic and overall use. The improvements to the site have already helped connect communities such as the City of Eaton Rapids and the village of Dimondale to our park through accessible water trail launch sites.

The Mid-Michigan Mountain Biking Association has partnered with the Parks for the last 20 years to assist us with trail maintenance and construction. The sport of mountain biking continues to grow and they strongly support more improvements and better access to trailheads. McNamara and Riverbend Natural Area are the main entry points for most mountain bikers to Burchfield County Parks trail system.

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

Ingham County Parks have consulted with Ingham County Road and Drain Commissions. The project will be designed by a Michigan licensed professional engineer or landscape architect, utilizing most practical design that will have the lowest environmental impact and meet our needs.

Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.

Ingham County Parks operates and maintains McNamara Landing through a State lease agreement and is under public ownership. The project will not require additional land acquisitions. The permitting process is expected to be short and construction should be completed in 2020.

This would be considered a “shovel ready” project as there isn’t major construction or demolition that is needed. The site is currently gravel and will need additional stone base and grading to prep for paving at relatively low cost. The drain tile will be routed under the existing parking lot and the bioswale will be constructed with minimal disturbance to new areas.

6. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

The site is located in northern Aurelius Twp. and is relatively close to the I-96 corridor. It is a popular destination point for trail access for urban, suburban and the surrounding rural communities. McNamara Landing is currently available, accessible, and free to the public for daily use with access to recreation on the Grand River water trail and the hiking and biking trails. Gates are open daily for vehicle access at 8 AM until a half hour after sunset. Pedestrian access is available daily from a half hour before sunrise until a half hour after sunset. The park is open 364 days a year with Christmas as the only day being closed.

Ingham County Trails and Parks Program Application

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.

It is the expressed goal of the Ingham County Parks Department that all grounds and facilities will be well maintained in a safe and clean manner. This will be accomplished by a combination of full time employees, seasonal employees, contracted vendors and volunteers and is performed on a daily basis.

Specifically to this project, a maintenance budget will include regular and long-term upkeep and will come directly from the Burchfield annual budget. Below is a table the shows the current McNamara Maintenance Budget.

EXPENSE ITEM	AMOUNT	DESCRIPTION
Vehicles	\$3800	Use of truck at .56/mi est.
Tractor/Grader	\$900	Estimated
Zero turn/mowing equipment	\$900	Estimated
Cleaning and Janitorial Supplies	\$400	Estimated
Paint/Stain	\$350	Estimated
Gravel for Road	\$1000	As needed
Seasonal Labor	\$4,004	Based on 1 hr./day
Full-time Labor	\$4,056	Based on 3 hrs/week
Miscellaneous	\$1200	Chainsaw/Contractors/Repairs
TOTAL	\$16,610	

Crack sealing, sealcoating, and restriping parking lot lines will need to be contracted in the future and be a part of a preventive maintenance plan to avoid costly emergency repairs. Those costs in the first 10 years is estimated to be \$10,000 to \$15,000 (\$1,000-\$1500 annually). Savings from eliminating gravel roadway maintenance will offset the annual costs of maintaining pavement if proper preventive measures are taken early on.

Crime is very minimal in the park due to the size, location and because park employees open, close and monitor the park on a daily basis. The vehicle entrance gate and restrooms are locked overnight. Lights installed on the buildings or in close proximity, act as an after-hour deterrent.

Ingham County Trails and Parks Program Application

ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.
6. After completion of the project, entities must agree to participate in the County wide wayfinding signage plan.

CERTIFICATION

Signature of Applicant:

Date:

Ingham County Trails and Parks Program Application

ATTACHMENT A.

Ingham County Trails and Parks Millage Estimated Revenue by Municipality

Municipality	Total Generated Revenue	Estimated Loss to Tax Capture	Estimated Available Revenue	Percent of Total
Alaiedon Township	\$ 109,741	\$ -	\$ 109,741	3.3%
Aurelius Township	\$ 68,726	\$ -	\$ 68,726	2.1%
Bunker Hill Township	\$ 30,949	\$ -	\$ 30,949	0.9%
Delhi Township	\$ 347,613	\$ 85,205	\$ 262,408	7.9%
Ingham Township	\$ 36,313	\$ 2,953	\$ 33,359	1.0%
Lansing Township	\$ 132,989	\$ 25,128	\$ 107,860	3.2%
Leroy Township	\$ 58,849	\$ 4,955	\$ 53,894	1.6%
Leslie Township	\$ 40,164	\$ -	\$ 40,164	1.2%
Locke Township	\$ 34,146	\$ -	\$ 34,146	1.0%
Meridian Township	\$ 776,105	\$ 755	\$ 775,350	23.3%
Onondaga Township	\$ 39,593	\$ -	\$ 39,593	1.2%
Stockbridge Township	\$ 57,918	\$ 2,698	\$ 55,219	1.7%
Vevay Township	\$ 63,027	\$ 816	\$ 62,211	1.9%
Wheatfield Township	\$ 34,763	\$ -	\$ 34,763	1.0%
White Oak Township	\$ 28,502	\$ -	\$ 28,502	0.9%
Williamstown Township	\$ 109,531	\$ -	\$ 109,531	3.3%
East Lansing (City)	\$ 416,404	\$ 15,819	\$ 400,585	12.0%
Lansing (City)	\$ 958,232	\$ 32,290	\$ 925,942	27.8%
Leslie (City)	\$ 17,981	\$ 3,272	\$ 14,708	0.4%
Mason (City)	\$ 106,781	\$ 12,822	\$ 93,959	2.8%
Williamston (City)	\$ 50,716	\$ 7,295	\$ 43,422	1.3%
Ingham County (Total)	\$ 3,519,041	\$ 194,009	\$ 3,325,033	100.0%

Created 2-23-15

ADOPTED – FEBRUARY 13, 2018

Ingham County Trails and Parks Program Application

ATTACHMENT B.

AGENDA ITEM NO. 18

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

RESOLUTION # 18 – 054

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert
Approved 02/05/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis
Nays: None **Absent:** Koenig, Schafer **Approved 02/07/2018**

Ingham County Trails and Parks Program Application

ATTACHMENT C.

Match Requirement for Ingham County Trails & Parks Millage

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.


Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

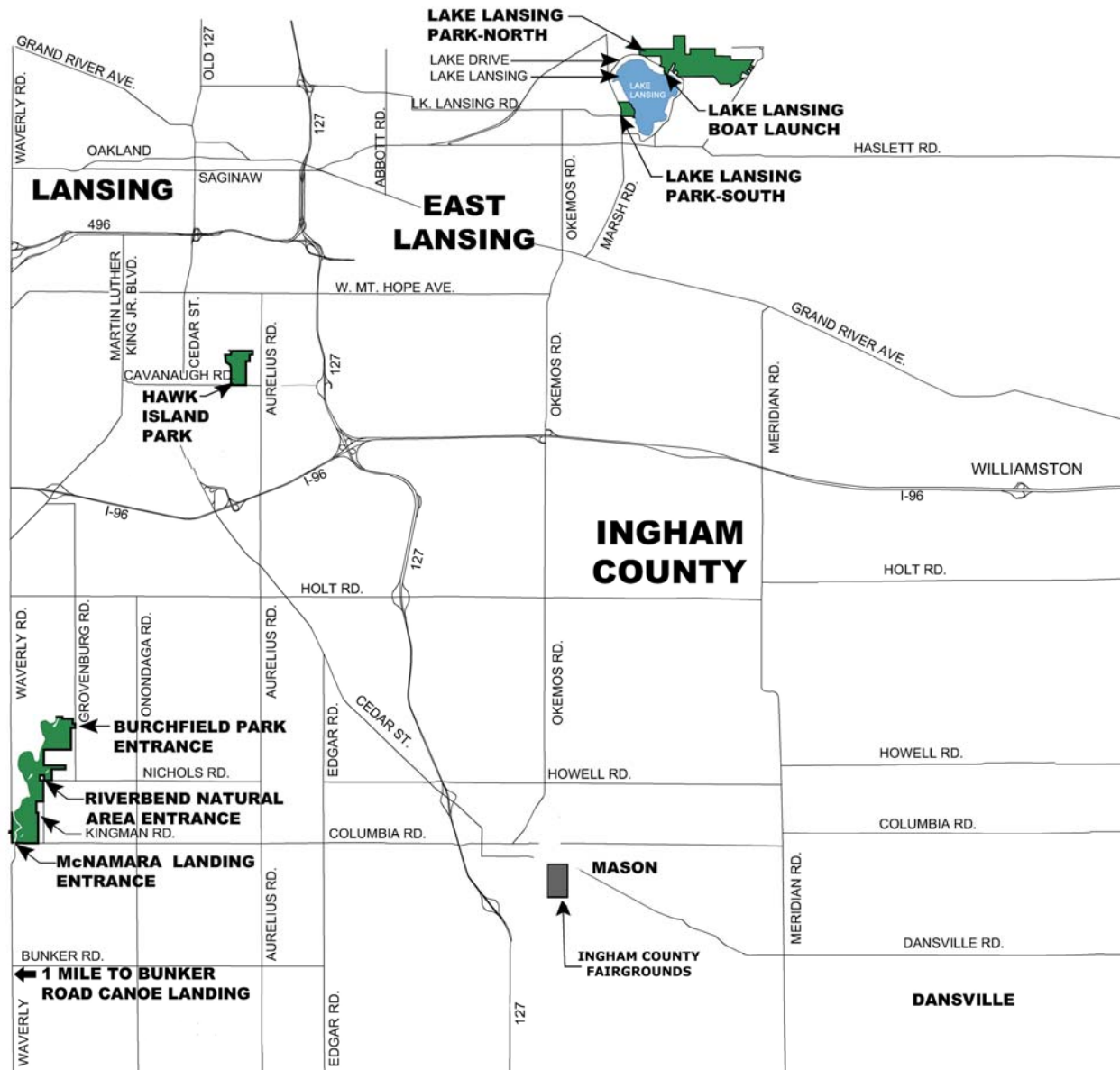


SCALE: 1" = 20'

BY	MARK	REVISIONS	DATE
THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.			
MCNAMARA CANOE LANDING 6450 W COLUMBIA RD, MASON, INGHAM COUNTY, MICHIGAN			
CONCEPT PLAN			
			
SAGINAW OFFICE 230 S. Washington Ave. Saginaw, MI 48607 Tel. 989-754-4717 Fax. 989-754-4440 www.SpicerGroup.com			
DE. BY: JDW	CH. BY: XXX	PROJECT NO. 126747SG2019	
DR. BY: JDW	APP. BY: XXX		
STDS.	SHEET 01 OF 01	C	
DATE SEPTEMBER, 2019	FILE NO. JD-####	1	
SCALE 1" = 20'			

**PRELIMINARY ESTIMATE OF COST
MCNAMARA LANDING PARKING LOT
INGHAM COUNTY PARKS
13-Sep-19**

Item No.	Quantity	Unit	Description	Unit Price	Amount
1.	1	Lsum	Site Clearing and Tree Removal	\$5,000.00	\$5,000.00
2.	2,200	Sy	21AA, 4"	\$16.00	\$35,200.00
3.	500	Ton	4" HMA 13A Paving	\$100.00	\$50,000.00
4.	1	Lsum	Pavement Marking	\$1,650.00	\$1,650.00
5.	1	Lsum	Bioswale Grading and Planting	\$4,500.00	\$4,500.00
6.	100	Feet	8" Storm Sewer	\$30.00	\$3,000.00
7.	1	Lsum	24" Yard Drain	\$750.00	\$750.00
8.	1	Lsum	Parking Signage	\$1,500.00	\$1,500.00
9.	1	Lsum	Site clean up	\$3,500.00	\$3,500.00
Sub-total Construction Cost					\$105,100.00
Engineering, Design and Permitting					\$19,900.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$125,000.00









Directors Report 2019**August 13th-September 18th (September 23rd Park Commission meeting)**

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

- Attended several Controllers Meetings.
- Ongoing weekly update meetings with Nicole and Melissa on various committee agendas, supporting documents and internal items, including multiple resolutions.
- Sorted and organized paperwork, files and e-mails.
- Met with new Park Commissioner Stephanie Thomas.
- Met with both full staff and park managers to discuss various items.
- Attended a ribbon cutting at Rotary Park in Lansing near the Lansing Center as part of the millage funded project.
- Assisted Coe and the Friends in conducting a ribbon cutting for the new sidewalk to the band shell that went in last fall funded by the Friends of Ingham County Parks, Band Shell Committee, and Meriden Township 175 celebration donations.
- Worked with all Managers, Nicole and Emma on Revenue Management System training. Vermont Systems Point of Sale for shipment of Hardware, delivery and phase one set-up. Also attended two weeks of training.
- Attended MParks Board Leadership Fall Planning at Mackinac Island.
- Worked with Coe Emens and Budget office on Controller recommended Capital Improvement Projects 2019 Roofs instead of 2020 Z-list, worked with Coe on development of RFP for Purchasing and requesting to BOC.
- Submitted the seven loss of property claims from the Dock insurance claim for Lake Lansing Dock for payments. They are still investigating the dock and we are still waiting to hear from the insurance on the outcome of their investigation, more to come.
- Continued to work with Laux Construction and Coe Emens on Lake Lansing North Grant project for ADA improvements, we conducted a final punch list for this grant project and hope to do a ribbon cutting in October.
- Nicole, Emma and I continue to work hours on POS/Revenue Management items prior to launching the system and implementation.
- The Parks and Zoo staff worked together on training for the revenue management system, what a great collaborative effort! Cannot say enough good things about their staff as well as ours working together!
- Visited Lake Lansing parks, Burchfield, McNamara Landing and Hawk Island multiple times.
- Held a kickoff meeting with Prime professional for Lake Lansing South Michigan Natural Resources Trust Fund Grant for dock improvements and accessibility as well as Burchfield Park improvements for general park accessibility like that we are just finish at Lake Lansing North with Land and Water MDNR Grant both grants are matched with Millage dollars!
- Continued to work on various Michigan Department of Natural Resources grant follow-up items.
- Attended another Tim Barron Radio show shared about Park facilities and opportunities ongoing and updates to our present facilities as well as the trails projects.
- 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.
- As I write my report summer is beginning to wain and the end of the summer season come to a close. Staff is busy getting lots year end items completed while the weather is nice including lots of CIP projects, as well

implementation of the Revenue management/Point of sale system. Get out and visit one of Ingham County's best kept secrets today, your Ingham County Parks this fall for a beautiful color show!

New Vermont Systems Revenue Management Point of Sale Hardware being installed at Park Sites and Administration.



Lake Lansing Park Report –August/September

Highlights:

Attended Park Commission Meeting

Attended Staff and Manager Meetings

Submit requisition for entrance asphalt at LLS

Went on dock tour with Tim M and Ian to various marinas along the east coast of Michigan to research projects completed by vendor we will be using for the new dock at LLS

Final walk through with Laux Construction and Rowe for LLN Grant Project

Removed and replaced pressure tanks in LLN Main restroom using last of grant contingency funds

Chlorinated wells, took water samples, and opened bathrooms at LLN

Attended 2 weeks of POS training with Vermont Systems in Mason and one afternoon of hardware/software set-up at LLS

Attended County Services – Budget Committee with Tim M to discuss “Z” list requests

Created RFP for 2 roof at Lake Lansing with Tim M to give to Purchasing for posting - possible funding through County contingency fund

Working with Tanya Moore from Spicer Group preparing “Shovel Ready” grant project to submit to Parks and Trails Millage for New Fence and Lake Access Project

Ian applying for State Farm Grant to refurbish front entrance at QD corner

Created press release and attended ribbon cutting for Band Shell Sidewalk Project that was completed last year.

Meet with CATA regarding Duathlon race and Playmakers for Autumn Classic race

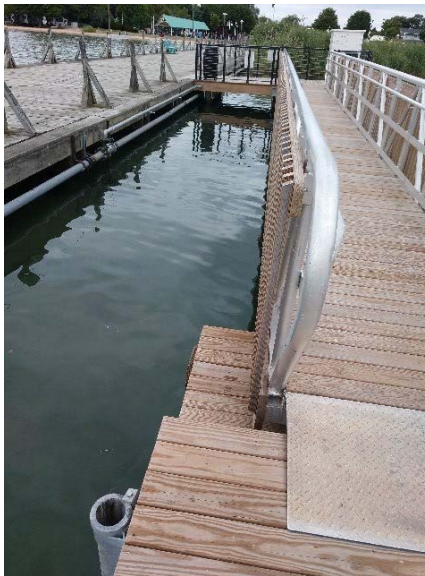
Ian coordinated with MUCC for Lake Lansing Beach Cleanup event

Attended SAD meeting

Met with Tim M and Doug from ROWE to discuss new LLS dock grant project

Ian CPSI training – also will be attending National Conference later this month (NRPA)

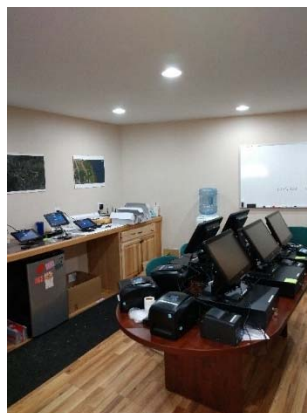
North Park Grant Project: Grant projects near completion – couple small loose ends and final payment



Floating Dock System (Tawas State Park)



Band Shell Sidewalk Ribbon Cutting



Mission Control LLS

September 2019 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Continued working on CIP Items
 - o Sidewalk Replacements
 - o Roof Replacements
 - o New and Replacement Drinking Fountains
- Special Events
 - o Numerous 5 k races
 - o Dragon Boat Races
- A lot of Management time was spent training with the new POS system.
- Take down beach
- Began winterizing Splash Pad
- Poured new concrete pad behind maintenance building.



Burchfield Park August-September Manager's Report

1. On August 24th we hosted Mason Optimist Club's 12th annual Youth Sports Day. Over 350 registered youth came out to the park for fishing, kayaking, lure making, archery, and air rifle along with several other outdoor exhibits (pictures included).
2. Meeting with HR about day camp's DHS central registry requirements for next year.
3. Swimming beach bouys and lines pulled. Closed for season.
4. Hosted two more disc golf events during August and September: Boomtown Showdown and a small CCR Doubles Event.
5. Started trail maintenance to prep for Winter Sports and for fall 5k trail event. Also, started clearing a large tree from the river that fell and blocked canoe/kayak passage near Riverbend Natural Area.
6. Continue week long training and data entry for the new revenue management system.
7. Met with Tom Gamez, Road Commission, David Love from Drain Commission, and Joe Wright, from Spicer Group consulting to discuss paving McNamara Landing as part of a potential "shovel ready" project for the next round of Trails and Millage funding.
8. Chris Wascher and I met with Tim Morgan and Doug Schultz from ROWE onsite Sept. 5th to discuss the next grant-funded accessibility project at Burchfield County Park.
9. Sandcastle art at Burchfield from Walter Schwartz (picture included).
10. McNamara Landing ribbon cutting ceremony for recently finished Trust Fund/Trails and Parks Millage project on Sept 17th (pictures included)
11. Burchfield Park hosted annual MMMBA Poker Run ride (picture included).
12. Continue to work on Trails and Parks Millage shovel ready grant application.



A great time at the annual Mason Optimist Club Youth Sports Day.



Sandcastle Art on the Beach



2019 MMMBA Poker Run



McNamara Ribbon cutting ceremony and kayak float

August - 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.

Contracts

Coordinated the pre-construction meetings for the roof for the Red Tail Shelter at Hawk Island. Coordinated the preparation of the prime professional contract with Rowe Professional for the Trust Fund grant for Lake Lansing South Park improvements and the Land and Water Conservation Fund grant for Burchfield Park improvements.

Customer Service

We received 1,895 phone calls in the month of August. 107 park visitors made a picnic shelter reservation in August. We have received 12 requests for 2020 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 40 U.S. passport applications in August.

Revenue Management System

Worked with Cory from Vermont Systems, Tim, Emma and Zoo staff several times in preparation of the training sessions. Attended two weeks of training.

Accounting/Budget/Payroll

August was a busy month for revenue collection and the revenue receipting work with it. Routine processes of A/R, AP, Payroll and reporting continue.

Ingham County Parks Budget Status 8/31/2019

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance +/-	2019.0%
Park Administration					
Revenue					
Passport Revenue	20,000	20,000	21,375	1,375	106.9%
VOL PK Patron Opti	0	0	84		
Parking Revenue	0	0	0	0	100.0%
Misc Revenue	1,000	1,000	551	(449)	55.1%
Carry Over Surplus Used	0	214,259	0	(214,259)	100.0%
Rev trf in F101	595,616	595,616	446,712	(148,904)	75.0%
Rev trf in F228	51,500	51,500	38,625	(12,875)	75.0%
Rev trf in (Cap Imp) F101	0	227,285	170,464	(56,821)	100.0%
Total Revenue	668,116	1,109,660	677,811	(431,849)	61.1%
Expenditures					
Personnel Services	333,060	333,060	210,886	122,174	63.3%
Controllable Expenses	204,046	400,590	93,839	306,751	23.4%
Non-Controllable Expenses	131,010	131,010	94,041	36,969	71.8%
Capital Outlay	0	182,675	80,473	102,202	100.0%
Transfers out - F228	0	49,325	0	49,325	0.0%
Total Expenses	668,116	1,096,660	479,239	617,421	43.7%
Net Cost Park Administration	0	13,000	198,572		
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	15,905	105	100.7%
Disc Golf Fees	22,000	22,000	17,374	(4,626)	79.0%
Pedal Boat Rental	2,000	2,000	654	(1,346)	32.7%
Canoe/Kayak Rental	42,500	42,500	17,995	(24,505)	42.3%
Ski Rental	7,000	7,000	2,503	(4,497)	35.8%
Food Concessions	2,500	2,500	1,497	(1,003)	59.9%
Parking Fees	47,811	47,811	38,307	(9,504)	80.1%
Equipment Rental	4,000	4,000	1,306	(2,694)	32.7%
Snow Tube Rental	0	0	0	0	#DIV/0!
Day Camp	10,000	10,000	18,190	8,190	181.9%
Rev trf in F101	309,849	309,849	232,387	(77,462)	75.0%
Total Revenue	463,460	463,460	346,118	(117,342)	74.7%
Expenditures					
Personnel Services	393,027	393,027	251,863	141,164	64.1%
Controllable Expenses	60,433	60,433	35,257	25,176	58.3%
Non-Controllable Expenses	10,000	10,000	5,386	4,614	53.9%
Capital Outlay	0	0	0		
Total Expenses	463,460	463,460	292,506	170,954	63.1%
Net Cost Burchfield Park	0	0	53,612		
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	18,649	(1,901)	90.7%
Boat Rental	7,500	7,500	7,000	(500)	93.3%
Boat Launch Fees	17,000	17,000	10,185	(6,815)	59.9%
Ski Rental	1,000	1,000	601	(399)	100.0%
Food Concessions	13,650	13,650	22,314	8,664	163.5%
LL House	9,600	9,600	7,200	(2,400)	75.0%
Parking Fees	88,335	88,335	69,352	(18,983)	78.5%
Inflateable Rental	1,000	1,000	710	(290)	71.0%
Rev trf in F101	360,445	360,445	270,334	(90,111)	75.0%
Total Revenue	519,080	519,080	406,344	(112,736)	78.3%
Expenditures					
Personnel Services	421,578	421,578	234,943	186,635	55.7%
Controllable Expenses	81,502	81,502	57,125	24,377	70.1%
Non-Controllable Expenses	16,000	16,000	6,127	9,873	38.3%
Total Expenses	519,080	519,080	298,196	220,885	57.4%
Net Cost Lake Lansing Parks	0	0	108,149		
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	26,445	(3,705)	87.7%
Boat Rental Fees	13,000	13,000	12,517	(483)	96.3%
Food Concessions	29,000	29,000	27,493	(1,508)	94.8%
Parking Fees	173,000	173,000	156,860	(16,140)	90.7%
Snow Hill Tubing Fees	50,000	50,000	75,044	25,044	150.1%
Dog Park Revenue	10,000	10,000	11,663	1,663	116.6%
Rev trf in F101	371,279	371,279	278,459	(92,820)	75.0%
Rev trf in F228	0	0	0	0	#DIV/0!
Total Revenue	676,429	676,429	588,480	(87,949)	87.0%
Expenditures					
Personnel Services	531,498	531,498	356,739	174,759	67.1%
Controllable Expenses	99,137	112,137	74,309	37,828	66.3%
Non-Controllable Expenses	45,794	45,794	28,395	17,399	62.0%
Total Expenses	676,429	689,429	459,443	229,986	66.6%
Net Cost Hawk Island Park	0	(13,000)	129,037		
Grand Total Revenue	2,327,085	2,768,629	2,018,753		72.9%
Grand Total Expenses	2,327,085	2,768,629	1,529,383		55.2%
Net Change in Fund Balance	0	0	489,370		
Fund Balance, Beginning of Fiscal Year 2019 ¹			460,171 ²		
Projected Fund Balance End of Year			949,541		

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- September 23, 2019

- Continued to work/update weekly with Spicer Group, Signs By Crannie, and local communities on compiling wayfinding sign data and proofing
- Attended Esker Landing-Delhi Township ribbon cutting for the new park/kayak launch
- Assisted with the install of water trail signage at Burchfield
- Met with FLRT Trail Ambassador to discuss sign sponsorship
- Met with Park Commissioner Cherry Hamrick and kayaked from the new launch at Moore's Park to the City Market/Rotary Park launch
- Walked the Mighty Mac for Labor Day
- Continued to work with Nicole and IT on website conversion/transition
- Continued to work with managers and office staff on social media postings/updates
- Prepared round 5 millage applications and wrote press release for this
- Continued to work with local communities on wrangling last round's paperwork
- Worked with office staff on reimbursements/filing and general millage paperwork
- Set up and worked a parks booth at the MSUFCU Health Fair with a focus on getting outside and natural benefits to your health
- Wrote and sent out the Press Releases for McNamara Landing and Overlook Shelter
- Organized and coordinated the ribbon cuttings for the above projects
- Worked with Director and Dep. Controller on millage related funding per Board request
- Caught the 3D mapping raft that was recording the Grand River, a project with MGROW/Tri-County and associated communities



3D Photo Raft



Ferry with Rotary Park in the Distance



-
- Cherry using Moores Park Launch



Lansing!



FLRT Trail Ambassador Program Coordinator Monthly Report September, 2019

Events

- Capital City River Run – September 22
- Michigan Trails Week – September 22-28
 - FLRT will be hosting a trail “open house” to commemorate installation of new donor sign at Maguire Park.
- Coffee & Cleanup – October 5

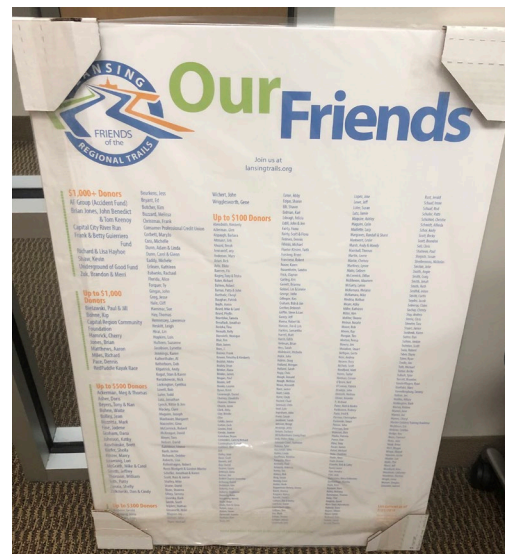
Other Business

- Sent FLRT Newsletter 8/28/19
- Worked with trail sponsor on contract and signage
- Met with Melissa Buzzard 8/29/19 to discuss sponsorship wayfinding sign updates
 - First round of sponsor signs to be printed with initial wayfinding order
- Responded to information about Trail Ambassador Program and FLRT Committees
- Sent final draft of donor roll sign at Maguire Park to be printed

MOU Status

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

New Donor Roll Sign Printed 9/12/19:



AGENDA ITEM #10

From: Buzzard, Melissa
Sent: Monday, August 26, 2019 9:48 AM
To: Buckley, Timothy, Wascher, Christopher
Cc: Morgan, Timothy
Subject: Facebook Compliment

Hey guys! My friends and I were talking to these two before their Mac trip and they were so stoked that they left us this nice FB message! 😊

