

AGENDA

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

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, December 14, 2020

Monday, December 14, 2020

5:30pm

PARKS & RECREATION COMMISSION MEETING

Meeting via Zoom:

<https://zoom.us/j/92109462963?pwd=dzRGN2lxU05HYUZLenhmdWRndDBnQT09>

Meeting ID: 921 0946 2963

Passcode: 583071

Or one tap mobile +13017158592,,92109462963#,,,,,0#,,583071#

1. **Call to Order**
2. **Approval of Minutes**
Minutes of November 16, 2020 regular meeting will be considered - [Page 3](#)
3. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
4. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
5. **NEW ADMINISTRATIVE OFFICE COORDINATOR:** Kelly Burkholder - [Page 12](#)
6. **ACTION ITEMS**
 - A. Resolution to Comply with Provisions of the Open Meetings Act Setting Parks & Recreation Commission Meetings for January 2021 through December 2021 - [Page 13](#)
 - B. Lake Lansing Boat Launch MDNR Invasive Species Grant Request - [Page 20](#)
 - C. Nominating Committee for 2021 Election of Officers - [Page 28](#)
 - D. Timeline for Trails and Parks Millage Application Round - [Page 29](#)
7. **DISCUSSION / INFORMATIONAL ITEMS**
 - A. Michigan Natural Resources Trust Fund 2020 Grant Results:
 - i. Ingham County Parks - [Page 31](#)
 - ii. Meridian Township - [Page 35](#)
 - B. mParks 2021 Facility Design Award Winner: Lake Lansing South Accessible Multi-Purpose Dock - [Page 45](#)
 - C. Winter Sports Plan - [Page 46](#)
 - D. Reappointment of Park Commissioners (Stephanie Thomas, Steve James, & Mike Unsworth)
8. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 59](#)
 - B. Park Managers - [Page 61](#)
 - C. Financial Report - [Page 67](#)
 - D. Millage Coordinator Report and Administrative Office - [Page 71](#)
 - E. FLRT Trail Ambassador Report - [Page 73](#)

9. Board/Staff Comments

10. Limited Public Comment ~ *Limited to 3 minutes with no discussion*

11. Upcoming Meetings

A. Date: Monday, January 25, 2021; Time: 5:30pm
Parks & Recreation Commission Meeting
Virtually Via Zoom

12. Adjournment

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

Ingham County Parks & Recreation Commission Members: Chair Matt Bennett, Vice-Chair Cherry Hamrick, Secretary Michael Unsworth, Steve James, Simar Pawar, Paul Pratt, Chris Swope, Commissioner Emily Stivers, Stephanie Thomas, Commissioner Chris Trubac

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
November 16, 2020

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting virtually via Zoom website.

Board Members

Present: Matt Bennett, Cherry Hamrick, Steve James, Simar Pawar, Paul Pratt (entered at 5:39pm), Commissioner Emily Stivers (entered at 5:32pm), Stephanie Thomas, Commissioner Chris Trubac, and Michael Unsworth

Absent: Chris Swope

Also Present: Park Director Tim Morgan, Trails and Parks Millage Program Coordinator Nicole Wallace, Hawk Island Park Manager Brian Collins, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, George Hayhoe, Assistant Director of Parks and Recreation Wendy Longpre, Tanya Moore – Spicer Group, FLRT Trail Ambassador Lauren Ross, Emma Campbell-Meridian Township Land Stewardship Coordinator, Jane Greenway Meridian Township Senior Parks & Land Management Coordinator, Steve Thomas, Bob Pena, Lake Lansing Assistant Park Manager Ian Londo, and Younes Ishraidi-Meridian Township Chief Engineer

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

Minutes: **Moved by Ms. Thomas and Supported by Ms. Hamrick** to approve the October 26, 2020 minutes of the regular meeting as written:
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

George Hayhoe stated he is in attendance to support the Holt to Mason and MSU to Lake Lansing trail. Committing the millage funds to these projects is a fantastic idea and will encourage local stakeholders to get on board. This is a great plan of action. Mr. Hayhoe stated he promises to do everything he can to support these projects.

LATE ITEMS / CHANGES / DELETIONS

None.

DISCUSSION ITEMS

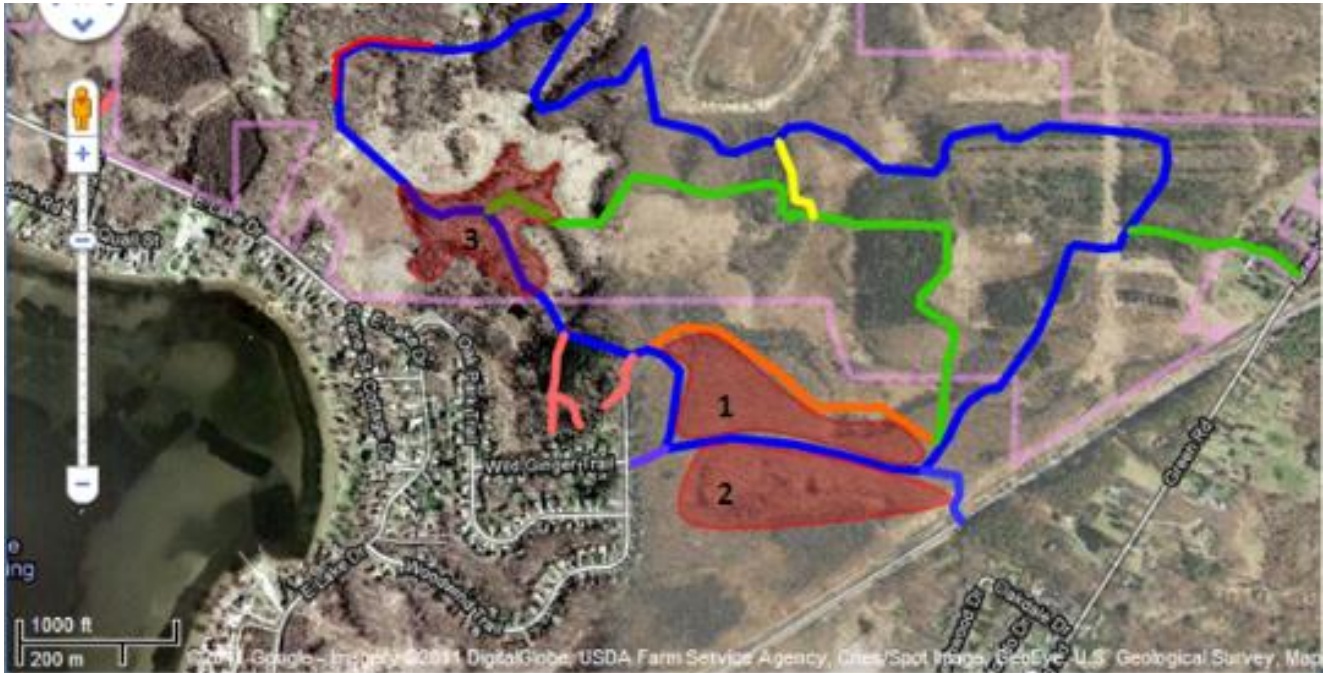
Millage Cash on Hand ~

Mr. Morgan stated we recently reviewed the contracts and found the Round 5 contracts hadn't been processed as well as some of the other reimbursements. We had about 9 million on hand and with the processing of these items, it will reduce the cash on hand after the recent payments to just over 5 million. Mr. Morgan stated Nicole Wallace conducted the audit and is doing a stellar job in her new position. Mr. Morgan stated Kelly Burkholder is starting on December 7th as the new Administrative Office Coordinator. Ms. Wallace is balancing duties between the Trails and Parks Millage Coordinator and Office Coordinator until that time.

ACTION ITEMS

Meridian Land Preservation Board Prescribed Burn at Lake Lansing North~

Emma Campbell, Meridian Township Land Stewardship Coordinator, addressed the Park Commission about a potential prescribed burn at Lake Lansing North. Ms. Campbell stated Steve Thomas from the Land Preservation Board was in attendance to support the burn. Ms. Campbell stated Meridian Township has a conservation easement with Ingham County Parks. The area she is referencing, is shown on Google maps as the alternative entrance to Lake Lansing North. There are three areas highlighted as a priority, and they are focusing on area one and two:



Last time there was a burn was in 2014, and if possible, they would like to complete the burn this fall, or if not next year. Ms. Campbell said they would go through the standard bid process and they would cover the cost. They are seeking approval for this and feel it is important to get this done. Discussion.

Ms. Pawar asked about the timeline, and Mr. Morgan clarified it will happen next year, either in the spring or fall, since it still has to be approved by the Board of Commissioners.

MOVED BY MS. HAMRICK, SUPPORTED BY MS. THOMAS

To recommend authorizing the Meridian Land Preservation Board to conduct a prescribed burn at Lake Lansing North Park. Staff will work on a resolution for the Board of Commissioners and work with the County's legal team review to formulate a contract agreement language prior to implementation.

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

East Lansing Project TR033~

Mr. Morgan stated this agenda item got tabled at the last meeting, and we have discussed this previously. If funded, this will leave 7 million available.

RESOLUTION #21-20 TO RECOMMEND AUTHORIZING AN AMENDMENT TO THE CITY OF EAST LANSING TRAILS AND PARKS MILLAGE AGREEMENT TR033

WHEREAS, Board of Commissioners Resolutions 17-109 and 20-244 authorized entering into a contract with the City of East Lansing to fund the below project; and

Contract Title	Project #	Begins	Ends	Resolution
City of EL- Northern Tier Trail Connection through White Park	TR033	03/07/18	08/28/21	17-109 and 20-244

WHEREAS, the City of East Lansing is requesting an amendment to the above Agreement to conduct pedestrian safety improvements to the Lake Lansing Road/Towar Avenue intersection; and

WHEREAS, the City of East Lansing is requesting an additional \$400,000 for agreement TR033.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners authorizes an Amendment to the Agreement listed below with the City of East Lansing.

Contract Title	Project #	Begins	Ends	Resolution
City of EL- Northern Tier Trail Connection through White Park	TR033	03/07/18	08/28/21	17-109 and 20-244

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional not to exceed sum of \$400,000 for Agreements TR033 from the Trails and Parks Millage fund balance to conduct pedestrian safety improvements to the Lake Lansing Road/Towar Avenue intersection.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$400,000 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR033.

Moved by Ms. Hamrick and **Supported by** Mr. Pratt that Resolution #21-20 be approved as written. **Yes-9; No-0. MOTION CARRIED.**

Trails and Parks Millage Sixth Round Application Scoring~

Mr. Bennett stated most of the projects were scored similarly, except for the three lowest scored projects – if any commissioner would like to recommend to not move the projects forward, please bring up for discussion. Mr. Pratt said the scoring order chart doesn't make sense and Mr. Morgan provided clarification that the ranking is per community, if they submitted multiple applications, it is not an overall rank.

Mr. Pratt asked if all projects are recommended for funding, how much does that leave. Mr. Morgan stated there would be \$7,086,478.08 available after funding all the projects. Mr. Morgan stated if all the projects are funded, the communities are providing local match and grants in the amount of \$1,132,849.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. THOMAS

To recommend to the Board of Commissioners to fund the following projects:

INGHAM COUNTY

PROJECT: Lake Lansing Boat Launch

TYPE OF PROJECT: Shovel Ready

AMOUNT REQUESTED: \$300,000

PROJECT: Lake Lansing Park North - Boardwalks-Trail, Ph 1

TYPE OF PROJECT: Other Project

AMOUNT REQUESTED: \$289,000

PROJECT: Lake Lansing Park North - Boardwalks-Trail, Ph 2

TYPE OF PROJECT: Other Project

AMOUNT REQUESTED: \$307,500.00

PROJECT: Burchfield Park - Cabins / Trail

TYPE OF PROJECT: Other Project

AMOUNT REQUESTED: \$310,000

PROJECT: Burchfield Park - Bridge / Fishing Piers

TYPE OF PROJECT: Other Project

AMOUNT REQUESTED: \$110,000

LESLIE TOWNSHIP

PROJECT: Hull Rd. Walking Path

TYPE OF PROJECT: Shovel Ready

AMOUNT REQUESTED: \$83,238

MERIDIAN TOWNSHIP

PROJECT: MSU to Lake Lansing Connector, Phase 3, Shaw St

TYPE OF PROJECT: Shovel Ready

AMOUNT REQUESTED: \$288,000

PROJECT: Regional Map

TYPE OF PROJECT: Other Project

AMOUNT REQUESTED: \$6,000

ONONDAGA TOWNSHIP

PROJECT: Baldwin Park - Kayak Launch / Bridge

TYPE OF PROJECT: Shovel Ready

AMOUNT REQUESTED: \$150,826.32

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

New Trail Project Estimate: MSU to Lake Lansing~

Mr. Ishraidi addressed the Commission about the third phase for the MSU to Lake Lansing trail. The amount for this phase is estimated to be 2 million with a 25% match provided by Meridian Township. Discussion.

Mr. Bennett stated his understanding from Mr. Morgan is that this recommendation came from the Board of Commissioners to set aside money. Mr. Morgan stated Commissioner Trubac had directed staff to work on getting estimates for these two projects. Mr. Morgan said the resolution will commit the funds, and more specifics will be provided in a future application round. Discussion.

Mr. Ishraidi said this is a big project-- about 5.5 miles and it is a big undertaking. They are making sure they adhere to MDOT requirements which takes longer. They are working on securing the easements and the township hired a real estate consultant to assist with that. Once they have that, then they are ready for the design and could start in the fall of next year.

RESOLUTION #22-20 RECOMMENDING AUTHORIZING A COMMITMENT FOR THE FINAL PHASES OF THE MSU TO LAKE LANSING TRAIL

WHEREAS, the Ingham County Trails & Parks Comprehensive Report identified construction of the MSU to Lake Lansing Connector Trail as the first highest priority new trail in the County; and

WHEREAS, the Park Commissioners and Board of Commissioners believes the development of the first highest priority trail (MSU to Lake Lansing) in the County should be pursued.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners authorizes a commitment not to exceed \$1,500,000 from the Trails and Parks Millage fund balance for the MSU to Lake Lansing remaining trail connections which include two distinct projects: one to get from the current Interurban Trail to the proposed Shaw Street Connector (at Haslett Road), and the other to connect from Haslett/Shaw northeast to the trails of Lake Lansing Park North.

BE IT FURTHER RESOLVED, Meridian Township is encouraged to pursue a 25% match with DNR grant(s) or local match in the amount of \$500,000. This match is not a requirement, if some or part of this match is not met, there may be an additional request for funding to complete this project.

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

BE IT FURTHER RESOLVED, the Board of Commissioners will make a final determination approving funding this project after review of an application in a future round of Ingham County Trails and Parks applications.

Moved by Mr. Unsworth and **Supported by** Commissioner Stivers that Resolution #22-20 be approved as written. **Yes-9; No-0. MOTION CARRIED.**

New Trail Project Estimate: Holt to Mason~

Mr. Morgan said this would be the final phase of the Holt to Mason trail. Mr. Morgan thanked Mr. Hayhoe for the help on that. Mr. Morgan said this spring the Kearns Road section got done, and we still need to get across 127 by Dart. We have already funded the section from the north starting at the roundabout Esker Landings Park to terminus at College Road at the boarder of Delhi Township, which hopefully will be finished by Delhi next year. Mr. Morgan said we plan to meet with the Road Department to write a TAP grant to get over 127, which would be the final phase. Mr. Bennett asked how do we get across 127, build a new pedestrian bridge next to Howell Road or bring it along Howell Road? Ms. Moore said she thinks a new bridge that

runs parallel to Howell Road Bridge. She doesn't know the answer to that yet, but foresees it as a separate bridge. Mr. Morgan stated we set up a meeting to introduce Ms. Wallace to MDOT staff, and plan to discuss this at that meeting. Mr. Bennett thanked Mr. Hayhoe for his support.

RESOLUTION #23-20 RECOMMENDING AUTHORIZING A COMMITMENT FOR THE HOLT TO MASON TRAIL

WHEREAS, the Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County; and

WHEREAS, the Park Commissioners and Board of Commissioners believes the development of the second highest priority trail (Holt to Mason) in the County should be pursued.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners authorizes a commitment not to exceed \$1,250,000 from the Trails and Parks Millage fund balance for Phase III of the Holt to Mason trail that will go along Cedar and Howell Roads from College Road to Kearns Road.

BE IT FURTHER RESOLVED, the Ingham County Parks Department will pursue a 50% match through a potential Michigan Department of Transportation TAP (Transportation Alternatives Program) and/or alternative match funding may also be provided through private entities or individuals in the amount of \$1,250,000. This match is not a requirement, if some or part of this match is not met, there may be an additional request for funding to complete this project.

BE IT FURTHER RESOLVED, that the County will work with the Ingham County Road Department, Alaiedon Township, Vevay Township, City of Mason, Delhi Township, Dart Container Corporation, George Hayhoe, and others to seek the alternative match portion.

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

BE IT FURTHER RESOLVED, the Board of Commissioners will make a final determination approving funding this project after review of an application in a future round of Ingham County Trails and Parks applications.

Moved by Ms. Hamrick and Supported by Ms. Thomas that Resolution #23-20 be approved as written. Yes-9; No-0. MOTION CARRIED.

Millage Consultant~

Mr. Morgan stated there were two consultants who submitted a bid, and Spicer Group is the low bidder. We are recommending Spicer Group for the contract.

RESOLUTION #24-20 TO RECOMMEND AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of assisting the Ingham County Parks staff with the delivery of certain millage related items; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation

Committee recommends that a contract be awarded to Spicer Group, Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends that the Ingham County Board of Commissioners authorizes awarding a contract to Spicer Group, Inc., for an estimated first-year cost of \$102,738.00, an estimated second-year cost of \$103,765.38, an estimated third-year cost of \$104,803.03 from the Trails and Parks Millage fund balance to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes Spicer Group's attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$375.00 per meeting, for a three year total of \$11,250 for a total contract amount not to exceed \$322,557.

BE IT FURTHER RESOLVED, the term of the contract is three years from the date of execution, with an optional 3 year renewal.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$322,557 from the Trails and Parks Millage fund balance into line item 228-62800-802000.

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

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

Moved by Ms. Thomas and Supported by Ms. Hamrick that Resolution #24-20 be approved as written. Yes-9; No-0. MOTION CARRIED.

Hawk Island Picnic Table Planks~

RESOLUTION #25-20 TO RECOMMEND A PURCHASE ORDER WITH PILOT ROCK/RJ MANUFACTURING AS A SOLE SOURCE VENDOR FOR PICNIC TABLE PLANKS FOR HAWK ISLAND

WHEREAS, many of the existing picnic tables at Hawk Island County Park were purchased from Pilot Rock/RJ Manufacturing; and

WHEREAS, due to the age of the tables, it has become necessary to replace the original wood tabletop and bench planks on these tables; and

WHEREAS, Park staff is recommending replacing these wood planks with a recycled plastic material that will allow for better cleaning and disinfecting; and

WHEREAS, it is necessary to purchase these planks from Pilot Rock/RJ Manufacturing in order for them to fit correctly and safely on the existing table frames; and

WHEREAS, money has been allocated through the existing 2020 Capital Improvement “Hawk Island Picnic Tables,” line item 208-75200-735100-20P04 for these planks.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends that the Ingham County Board of Commissioners authorizes a Purchase Order to be issued to Pilot Rock/RJ Manufacturing to purchase new recycled table planks in the amount not to exceed \$5,802.00.

Moved by Ms. Thomas and Supported by Mr. Unsworth that Resolution #25-20 be approved as written. Yes-9; No-0. MOTION CARRIED.

ADMINISTRATIVE REPORTS

Director

No discussion.

Park Managers

Mr. Unsworth asked where the new cross country trail will be at Lake Lansing North. Mr. Emens stated it would be in the area of the park map in the section that is north and runs into Perry Road. Mr. Emens said they will name the trail a new color-which would only be for a ski loop. The top of the spoils has been overgrown, and there is already a path pretty well established which they will work to clear.

Ms. Thomas asked if there was a winter sports plan that we could share in advance. Mr. Collins stated we sent over a draft procedure manual to the Health Department to review which lists the precautions we plan to take. Mr. Collins stated we are prepping as if we are going to open, and are awaiting the Health Department’s input. Ms. Thomas said she wants to make sure if there is only 50 person capacity for the tubing hill, she would hate for people to show up and be turned away. Mr. Collins stated we are looking into an online ticket system for the tubing hill that would limit the capacity, which is similar to what the Zoo did.

Administrative Office / Financial Report / Millage Coordinator Report / FLRT Trail Ambassador Report~

No discussion.

CORRESPONDENCE & CITIZEN COMMENT

No discussion.

BOARD/STAFF COMMENTS

Ms. Moore thanked the Park Commission for recommending them for renewing their contract. Ms. Thomas congratulated Ms. Wallace on her new position. Ms. Wallace stated Kelly Burkholder will start on December 7th as the new Administrative Office Coordinator. She previously worked for the Human Resources Department and will be a great addition to the department. Mr. Pratt congratulated Ms. Wallace on the new position and Spicer Group on the renewal of the contract.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:41pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Trails and Parks Millage Program Coordinator

Kelly Burkholder – New Administrative Office Coordinator

I am a lifelong resident of Lansing and a graduate of Siena Heights University with a Bachelor's Degree in Multidisciplinary Studies. I am a proud mom of two kids, Logan (18) & Laney (13). I have worked for Ingham County Human Resources since 2016 and have over 30 years of administrative experience.

In my free time, I love hiking with my Labrador Retrievers Brooke and River. Most weekends you will find us hiking in one of the parks throughout the state. I also enjoy camping, traveling, kayaking and biking. As a child, we traveled much of the United States exploring National Parks and cross country skiing at local parks. I am thrilled to be a new team member of the Ingham County Parks and enthusiastic to help contribute to the wellbeing of our Ingham County residents.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2020

Resolution # -20

RESOLUTION TO COMPLY WITH PROVISIONS OF THE OPEN MEETINGS ACT SETTING PARKS & RECREATION COMMISSION MEETINGS FOR JANUARY 2021 THROUGH DECEMBER 2021

WHEREAS, it is necessary for the Parks & Recreation Commission to adopt an annual resolution to comply with the provisions of the Open Meetings Act of 1976, P.A. 267, as amended, and set dates, time, location and meeting rules and regulations of Ingham County Parks & Recreation Commission meetings for 2021, pursuant to the provisions of said Act.

THEREFORE, BE IT RESOLVED that the Parks & Recreation Commission adopts the following meeting dates for 2021, time, location and amended meeting rules and regulations, pursuant to provisions of the Open Meetings Act, Public Act 267 of the Public Acts of 1976, as amended:

I. The Ingham County Parks & Recreation Commission shall conduct meetings on Mondays as noted below unless otherwise posted.

Date	Time	Location: <i>Via Zoom unless otherwise announced</i>
January 25	5:30pm	Zoom
February 22	5:30pm	Zoom
March 22	5:30pm	Zoom
April 26	5:30pm	Zoom
May 24	5:30pm	Zoom
June 28	5:30pm	Zoom
July 26	5:30pm	Zoom
August 23	5:30pm	Zoom
September 20	5:30pm	Zoom
September 27	5:30pm	Zoom
October 25	5:30pm	Zoom
November 15	5:30pm	Zoom
December 13	5:30pm	Zoom

In the event of a special meeting, rescheduled meeting or cancellation of a regularly scheduled meeting, a notice

of same will be posted at the offices of the Ingham County Parks Department, 121 E. Maple St., Suite 102, Mason, MI 48854 at least 18 hours prior to the time of the meeting or canceled meeting.

II. All regularly scheduled meetings shall be held at the location noted above unless otherwise posted. Notice of meeting will be posted at the offices of the Ingham County Parks Department, 121 E. Maple St., Suite 102, Mason, MI 48854 at least 18 hours prior to the time of the meeting. Requests for information regarding meetings are to be directed to the Ingham County Parks Department, 121 E. Maple St., Suite 102, Mason, Michigan 48854; telephone (517) 676-2233.

III. All meetings of the Parks & Recreation Commission shall be open to the public and all persons shall be permitted to attend any meeting; except a closed meeting may be held in accordance with Sections (7) and (8), as required by the Open Meetings Act of 1976, Public Act 267, as amended.

IV. This Commission authorizes the Recording Secretary or his/her designee to post all required notices of regular, rescheduled or special meetings of this Commission, or any other postings, as required by the Open Meetings Act of 1976, Public Act 267, as amended.

V. The Recording Secretary or his/her designee shall be responsible for preparation, distribution and storage of all minutes of this Commission as required by the Open Meetings Act of 1976, Public Act 267, as amended.

VI. The minutes of open meetings shall be available for public inspection at the office of the Recording Secretary, Ingham County Parks Department, 121 E. Maple St., Suite 102, P.O. Box 178, Mason, Michigan 48854, and shall be available to the public at a reasonable copying cost, as required by the Open Meetings Act of 1976, Public Act 267, as amended.

VII. To provide the public its right to address this Commission during any regular or special meeting, any member of the public may address the Commission for up to three (3) minutes per individual as scheduled on the agenda at the beginning of each meeting, and up to three (3) minutes at the end of the meeting at the time scheduled on the agenda for public comment; except that comments on an item scheduled for a public hearing may be made at that time pursuant to Section VIII hereof. At the discretion of the Chairperson, this time may be extended by granting an additional one (1) minute. During an agenda item, members of the public may not address the Commission unless recognized by the Chairperson. To accommodate public comment, the Commission Chairperson, at his/her discretion, may combine an agenda item into the public comment portion of the meeting in order to facilitate input from the public.

VIII. To provide the public its right to address this Commission during scheduled public hearings, any member of the public may address the Commission for up to five (5) minutes per individual, when recognized by the Chairperson. All comments are to be directed to the Chairperson. Comments are to be specific and address only the subject of the public hearing, otherwise the speaker may be ruled out of order at the discretion of the Chairperson.

IX. The Chair may call to order any person who is ruled out of order or who otherwise disrupts the orderly conduct of business at meetings, including speaking without being recognized, interrupting speakers, the Chair, Commission members or staff, exceeding designated time limits, failure to be germane to the issue at hand, use of vulgarities, or otherwise being disruptive. A person may be prohibited from speaking again at the same meeting, may be asked to leave the premises or may be removed from the meeting at the discretion of the Chairperson and/or may be subject to arrest.

X. Members of the public desiring to speak to the Commission may be required to identify themselves before speaking, as required by the Open Meetings Act of 1976, Public Act 267, as amended.

XI. The Ingham County Parks Department will provide necessary reasonable auxiliary aids and services, such as

signers for the hearing impaired and audio tapes of printed materials being considered at meetings to individuals with disabilities, at all public meetings and public hearings upon ten (10) days notice to the Ingham County Parks Department prior to the date set for the public hearing or meeting. Individuals with disabilities requiring auxiliary aids or services should contact the ADA Coordinator for the Ingham County Parks Department.

**STATE OF MICHIGAN
100TH LEGISLATURE
REGULAR SESSION OF 2020**

Introduced by Senators Theis, Hollier, LaSata, MacDonald, Lucido, Victory, Daley, Zorn, Wojno,
McMorrow, Moss and Schmidt

ENROLLED SENATE BILL No. 1108

AN ACT to amend 1976 PA 267, entitled “An act to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts,” by amending section 3 (MCL 15.263), as amended by 2018 PA 485, and by adding section 3a.

The People of the State of Michigan enact:

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

(2) All decisions of a public body must be made at a meeting open to the public. For purposes of any meeting subject to this section, except a meeting of any state legislative body at which a formal vote is taken, the public body shall, subject to section 3a, establish the following procedures to accommodate the absence of any member of the public body due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person:

(a) Procedures by which the absent member may participate in, and vote on, business before the public body, including, but not limited to, procedures that provide for both of the following:

(i) Two-way communication.

(ii) For each member of the public body attending the meeting remotely, a public announcement at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

(b) Procedures by which the public is provided notice of the absence of the member and information about how to contact that member sufficiently in advance of a meeting of the public body to provide input on any business that will come before the public body.

(3) All deliberations of a public body constituting a quorum of its members must take place at a meeting open to the public except as provided in this section and sections 7 and 8.

(4) A person must not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.

(5) A person must be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.

(6) A person must not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

(7) This act does not apply to the following public bodies, but only when deliberating the merits of a case:

(a) The Michigan compensation appellate commission operating as described in either of the following:

(i) Section 274 of the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.274.

(ii) Section 34 of the Michigan employment security act, 1936 (Ex Sess) PA 1, 421.34.

(b) The state tenure commission created in section 1 of article VII of 1937 (Ex Sess) PA 4, MCL 38.131, when acting as a board of review from the decision of a controlling board.

(c) The employment relations commission or an arbitrator or arbitration panel created or appointed under 1939 PA 176, MCL 423.1 to 423.30.

(d) The Michigan public service commission created under 1939 PA 3, MCL 460.1 to 460.11.

(8) This act does not apply to an association of insurers created under the insurance code of 1956, 1956 PA 218, MCL 500.100 to 500.8302, or other association or facility formed under that act as a nonprofit organization of insurer members.

(9) This act does not apply to a committee of a public body that adopts a nonpolicymaking resolution of tribute or memorial, if the resolution is not adopted at a meeting.

(10) This act does not apply to a meeting that is a social or chance gathering or conference not designed to avoid this act.

(11) This act does not apply to the Michigan veterans' trust fund board of trustees or a county or district committee created under 1946 (1st Ex Sess) PA 9, MCL 35.602 to 35.610, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection must be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. "Emergent need" means a situation that the board of trustees, by rules promulgated under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, determines requires immediate action.

(12) As used in subsection (2):

(a) "Formal vote" means a vote on a bill, amendment, resolution, motion, proposal, recommendation, or any other measure on which a vote by members of a state legislative body is required and by which the state legislative body effectuates or formulates public policy.

(b) "Medical condition" means an illness, injury, disability, or other health-related condition.

Sec. 3a. (1) A meeting of a public body held, in whole or in part, electronically by telephonic or video conferencing in compliance with this section and, except as otherwise required in this section, all of the provisions of this act applicable to a nonelectronic meeting, is permitted by this act in the following circumstances:

(a) Before January 1, 2021 and retroactive to March 18, 2020, any circumstances, including, but not limited to, any of the circumstances requiring accommodation of absent members described in section 3(2).

(b) On and after January 1, 2021 through December 31, 2021, only those circumstances requiring accommodation of members absent due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster as described in section 3(2). For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this subdivision applies only as follows:

(i) To permit the electronic attendance of a member of the public body who resides in the affected area.

(ii) To permit the electronic meeting of a public body that usually holds its meetings in the affected area.

(c) After December 31, 2021, only in the circumstances requiring accommodation of members absent due to military duty as described in section 3(2).

(2) A meeting of a public body held electronically under this section must be conducted in a manner that permits 2-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. A public body may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting and the requirement under section 3(5) that members of the public be permitted to address the electronic meeting.

(3) Except as otherwise provided in subsection (8), a physical place is not required for an electronic meeting held under this section, and members of a public body and members of the public participating electronically in a meeting held under this section that occurs in a physical place are to be considered present and in attendance at the meeting for all purposes.

(4) If a public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, in addition to any other notices that may be required under this act, post advance notice of a meeting held electronically under this section on a portion of the public body's website that is fully accessible to the public. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of nonregularly scheduled or electronic public meetings. Subject to the requirements of this section, any scheduled meeting of a public body may be held as an electronic meeting under this section if a notice consistent with this section is posted at least 18 hours before the meeting begins. Notice of a meeting of a public body held electronically must clearly explain all of the following:

(a) Why the public body is meeting electronically.

(b) How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.

(c) How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

(d) How persons with disabilities may participate in the meeting.

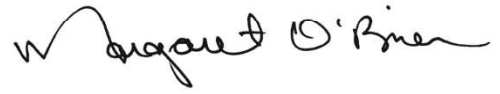
(5) Beginning on the effective date of the amendatory act that added this section, if an agenda exists for an electronic meeting held under this section by a public body that directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the public body shall, on a portion of the website that is fully accessible to the public, make the agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.

(6) A public body shall not, as a condition of participating in an electronic meeting of the public body held under this section, require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms established and required by the public body necessary to permit the person to participate in a public comment period of the meeting.

(7) Members of the general public otherwise participating in a meeting of a public body held electronically under this section are to be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of this act applicable to a closed session.

(8) At a meeting held under this section that accommodates members absent due to military duty or a medical condition, only those members absent due to military duty or a medical condition may participate remotely. Any member who is not on military duty or does not have a medical condition must be physically present at the meeting to participate.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved _____

Governor

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2020

Motion to Recommend Applying for a MDNR Invasive Species Grant for an Application Titled Lake Lansing Boat Launch Improvement Project

Move

To support Ingham County Parks to apply for an invasive species grant through the DNR program for funding for the Lake Lansing Boat Launch mechanical decontamination system



INVASIVE SPECIES GRANT PROGRAM PROJECT APPLICATION FORM

The information requested in this application is important in the evaluation of your proposal. Incomplete information could result in the proposal being scored at a lower priority or removed from consideration. For additional information, refer to the Michigan Invasive Species Grant Program Handbook. This information is required by authority of Part 5 Act 451, P.A. 1994 as amended, to receive funds.

PRIORITY

1. Select ONE Priority that best represents the project

1A. Prevention and limiting spread: increase recreational user's adaption of decon. practices

GENERAL INFORMATION

2. Type of Organization:	Unit of Government (Federal, Tribal, State, Local)		
Name of Organization:	Ingham County Parks Department		
Contact Person:	Coe Emens		
	(name and title of a person that can provide information about the application)		
121 East Maple Street	Mason		
Street Address	City		
MI	48854	Ingham	
State	Zip Code	County	
cemens@ingham.org	(517) 676-2233	1	
Email	Telephone	Application #	

PROJECT INFORMATION

3. Project Title: (15 words or less)
Lake Lansing Boat Launch Improvement Project

4. Brief Project Summary: May be used in publications to describe the project (50 words or less)
Purchase and install a decontamination system at the Lake Lansing Boat Launch in a location designed to encourage Lake users to clean AIS from their watercraft prior to launch. The system will also provide the proper equipment and area for AIS transmission education.

5. Project Start Date: 1/1/2021 **Project End Date:** 12/31/2021

BUDGET SUMMARY

6. Estimated Project Cost: (amounts auto fill and round up from the Budget tab)

Match Amount	\$	8,800.00
Grant Amount Requested	\$	79,200.00
Total Project Cost:	\$	88,000.00

7. Source of Match: (specify the amount of match from each source, attach additional sheet if necessary)

General Funds (applicant cash):	\$	800.00	
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Cash Donations (from others):	\$ 8,000.00	Meridian Township Special Assessment District (SAD) match donation
Value of Donated Material & Labor (from others):	\$ -	
Other (applicant material, labor, equip or grant awards):	\$ -	
Total Match:	\$ 8,800.00	This amount should match the Match Amount in the section above.

CERTIFICATION

Must be completed by the individual officially designated to act on the applicant's or agency's behalf.

☒ By checking this box I certify that I am a designated official for the applicant and that all statements on this application and the attachments hereto are true, complete and accurate to the best of my knowledge.

Coe Emens III	Park Manager	12/10/21
Name	Title	Date



MICHIGAN INVASIVE SPECIES GRANT PROGRAM

FULL PROPOSAL PROJECT NARRATIVE

10-page limit – not including attachments

Please email the Full Proposal Project Narrative and all attachments to
MISGPAApplication@Michigan.gov by December 11, 2020, 5:00 p.m. EST.

PROJECT OVERVIEW		
Project Title (10 words or less) Lake Lansing Boat Launch Improvement Project		
Brief Project Summary to be used for publications (50 words or less) Purchase and install a decontamination system at the Lake Lansing Boat Launch in a location designed to encourage Lake users to clean AIS from their watercraft prior to launch. The system will also provide the proper equipment and area for AIS transmission education.		
Project Start Date (mm/dd/yyyy) 01/01/2021	Project End Date (mm/dd/yyyy) 12/31/2021	Duration of project (year/month) 1 year
Project Manager Coe Emens	Project Manager Position Park Manager	Project Manager Organization Ingham County Parks Department

PROJECT LOCATION			
County (majority of the work) Ingham	Latitude/Longitude 42.76438, -84.39440	Corresponding MI House District 069	Corresponding MI Senate District 23
Project sub-location 1 6271 East Lake Drive, Haslett, MI 48840	<input type="checkbox"/> N/A	Latitude/Longitude 42.76438, -84.39440	
Project sub-location 2	<input checked="" type="checkbox"/> N/A	Latitude/Longitude	
Project sub-location 3 (insert additional lines if necessary)	<input checked="" type="checkbox"/> N/A	Latitude/Longitude	

PROJECT RATIONALE & RELEVANCE
<p>Provide a description of the proposed project, including project purpose and issues or questions to be addressed. Include relevant background information including how the proposed project builds off previous work.</p> <p>The request for funding from MISGP is part of a larger project and is specifically targeting AIS prevention and education. Most of the existing launch facilities are over 30 years old and has become deteriorated. As part of a two phase project to perform a major overhaul of the existing launch, we are planning to add a decontamination system to the entrance side of traffic flow which will highly encourage boaters to clean their boats prior to launching. The launch site already has an existing boat washing station and AIS collection area on the exit side of traffic flow.</p> <p>The perimeter fence and entry gate are also old and outdated, no longer providing the desired level of security. A new entrance gate will allow for remote control/programming so that the gate can be open and closed without having someone having to manually do it. Rock riprap will be added to the unprotected area of the shoreline to discourage erosion – the shoreline of the property is already eighty percent covered with riprap. The lift gate and kiosk will allow for launch payment and safe entrance into the launch area. In Phase II, the site will have new asphalt, new kayak parking with accessible kayak launch, rain gardens and bio-swales to address drainage issues, and ADA accessibility upgrade to existing restrooms.</p> <p>The boat decontamination station is an important environmental component aimed at protecting the lake from aquatic invasive species. Lake Lansing Boat Launch had nearly 140,000 users in 2020 for a lake that is only 450 acres.</p>

PROJECT RATIONALE & RELEVANCE

Meridian Township is planning to upgrade a sanitary sewer lift station located centrally on the property in 2022, which could cause some timing and design issues for construction. Ingham County is already working with Meridian Township to alleviate any problems that may arise.

List species addressed by the proposed project.

LAKE LANSING AQUATIC PLANT FREQUENCY

August 22, 2019 Percent of Survey Sites Where Common Name Plant Was Found:

Starry stonewort, Chara, Wild celery, Large-leaf pondweed, Slender naiad, Elodea, Flat-stem pondweed, Sago pondweed, Eurasian milfoil, Illinois pondweed, Yellow waterlily, White waterlily, Purple loosestrife, Pickerelweed, Swamp loosestrife, Bulrush, and Frogbit.

Aquatic invasive invertebrates have also been found in Lake Lansing such as zebra mussels that are transported via boat.

Describe how the project addresses applicable state and regional management plans and/or ongoing natural resource protection efforts. Draw clear connections linking your proposal with the Michigan Aquatic Invasive Species State Management Plan and/or the Michigan Terrestrial Invasive Species State Management Plan. Include the goal, objective and strategic action numbers from these plans.

The addition of the new system will encourage boaters to follow recent updates to State Law regarding decontamination of aquatic invasive species from boats by: educational signs and events, ease of access to equipment, encouragement through traffic flow, and providing proper tools. The new system will help Prevent New Invasive Species Introductions, help Limit the Dispersal of Confirmed Invasive Species, and help Manage and Control Widespread Established Invasive Species. The new system will be a staging area for our Mid-Michigan CISMA partnered educational events such as the "Landing Blitz" and possible site for new boat inspectors to gain experience.

GOALS, OBJECTIVES & METHODS

State the long term, overarching goal(s) of the project. Each goal should have objectives or specific outcomes to be accomplished in order to reach the stated goal. Objectives must be specific, measurable and realistic (attainable within the proposed project period). Include the activities and methods used to achieve objectives and goals. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goals. Methods should include project design, data collection procedures, analytical methods, permit or compliance issues, and pre- and post- project monitoring. Include sufficient detail to allow reviewers to make a clear connection between the activities and proposed project costs.

1. Project Goal

Decrease or eliminate aquatic invasive species transmission in Lake Lansing

Objective(s)

Install dry decontamination system at boat launch to encourage incoming boaters to wash boats prior to entry in the Lake.

Activities and Method(s)

Provide necessary equipment in a highly visible area to use to clean off boats prior to entry in Lake Lansing

2. Project Goal

Manage nuisance aquatic plants by methods that support all recreational activities while emphasizing prevention of new species

Objective(s)

Control of aquatic invasive species as part of Meridian Townships Lake Lansing Advisory Boards Goals and Objectives

Activities and Method(s)

Providing equipment to directly eliminate aquatic nuisance species introduction from recreational users of Lake Lansing to aid in reducing the amount of controls used to maintain invasive species. Example: reduce amount or type of chemicals used to treat aquatic nuisance plants to allow for recreational use.

GOALS, OBJECTIVES & METHODS	
3. Project Goal Aquatic Invasive Species Education and Outreach	
Objective(s)	To educate boaters on the effects of nuisance species have on lake ecosystems and appropriate methods to reduce transmission.
Activities and Method(s)	Purchase informational signage for the decontamination system area along with brochure rack to provide access to literature. Cooperation with Mid-Michigan CISMA to provide an area for boat inspections and outreach information such as "Landing Blitzes".
4. Project Goal Project Design	
Objective(s)	Design the flow of traffic through the decontamination station to maximize its use
Activities and Method(s)	Through the design phase, the location of the station will allow waiting boats to use read the information and use the equipment at its greatest efficiency and least amount of inconvenience to users.
5. Project Goal Staffing and maintenance	
Objective(s)	Encourage boaters to use the decontamination system and washing station through staffing and location
Activities and Method(s)	Staff is usually present at the launch to take fees and issue passes, this allows a good location to do so and possibly use staffing to inspect and decontaminate boats prior to entry into Lake Lansing.
How does this project support the goals and priorities of the Michigan Invasive Species Grant Program (MISGP)? The addition of the decontamination system, along with proper signage, efficient traffic flow, education, partnerships, and enforcement, aquatic invasive species transmission will be greatly reduced into Lake Lansing.	

PROJECT DELIVERABLES
<p>Describe the project's anticipated results and outputs. When possible, quantify the deliverables using metrics identified in the metrics section of the MISGP handbook.</p> <p>Lake Lansing is a heavily used lake both by those living on the lake, but also by recreational boaters who all use the boat launch in Lake Lansing Park North. Over the past 20 years, the lake has had many invasive aquatic species (AIS) including zebra mussels, Eurasian water milfoil, curly leaf pondweed and starry stonewort.</p> <p>There is currently a functioning power washer at the boat launch, but it is positioned such that boaters are most likely to use it as they leave the lake. Despite annual "Clean Boats Clean Waters" Landing Blitzes where volunteers educate boaters, the power washer does not get used very often. The revised boat launch design will add signage and a decontamination station located to encourage use on entry.</p> <p>Redesigned accesses have better compliance rates. A Hennepin County observational study showed improved AIS prevention behaviors with signage and specific decontamination stations such as the CD3 models made in Minnesota – violations were about halved with the redesign (1). A decontamination station with a wet/dry vacuum improves the removal of contaminated water in live wells and bilges compared with simply removing plugs – 96-100% of the residual water is removed in live wells (2). Unfortunately, only 50% (on average) of the residual water is removed from bilges (2). Decontamination Systems such as the CD3 also seem to promote boat-cleaning social norms. More boaters use the system when there is a line (3).</p> <p>When the many boaters at Lake Lansing become familiar with the new decontamination system, they will be more likely to use similar systems throughout the state. AIS control is most related to diligence by boaters.</p> <p>References:</p> <p>(1) Hennepin County. 2018. Public access re-design observation summary. Hennepin County technical report.</p>

PROJECT DELIVERABLES

- (2) Anderson C, Phelps N. 2018. Preventing the overland spread of aquatic invasive species: Evaluating CD3 System efficacy on the removal of residual water from recreational boats. Minnesota Aquatic Invasive Species Research Center technical report.
- (3) Three Rivers Park District. 2018. Use and satisfaction of CD3 Watercraft Cleaning Systems. Research Report #5000.13.

EVALUATION

Explain how the project results will be evaluated. Describe how project activities or benefits will continue beyond the project period.

Firstly, results will be visual. Observation of launch users actually using the new system prior to launch. The addition of the system will automatically increase use dramatically by just having access to proper equipment.

Secondly, Progressive AE (Consultant for our Lake Advisory Board) provides a detailed report of observations including AIS populations. We could see a decline in AIS populations over several years while also protecting the Lake from any new unobserved AIS making its way into Michigan waters.

Lastly, evaluation can be made when cleaning out the decontamination station and plant matter drop areas for any present AIS and amounts thereof.

COMMUNICATION AND OUTREACH

Describe the stakeholders and/or targeted audiences for the project and explain how and at what points in the project communication will occur.

Ingham County currently contributes \$10K per year to Meridian Township, along with other residents with Lake access who also pay a special tax assessment to "Maintain and Improve the Environmental Quality of Lake Lansing and its Watershed." Ingham County is represented on the Lake Lansing Advisory Board and is involved in discussions, implementation, and decisions. This Board (SAD) hires a consultant (Progressive AE) to monitor, collect data, chemically treat, hire weed harvesters, and evaluate control measures. Ingham County is in constant contact with this Board and is involved with design and financial contributions toward this project. The Board (SAD) has been very instrumental in including this system into the upgrades to discourage future contaminations. SAD has been included in the decision and design phase of the project and will continue to be involved throughout the entire process.

WORK PLAN

Provide a tentative schedule for the completion of the project, separated into three-month quarters, and describe the work planned in each quarter of the anticipated project period.

- 1st Quarter: January 1 – March 30 Award of Grant
- 2nd Quarter: April 1 – June 30 Award Prime, Design Phase, Permits
- 3rd Quarter: July 1 – September 30 Bid Project, Award Construction, Begin Construction
- 4th Quarter: November 1 – December 31 Final Construction

ADDITIONAL INFORMATION

Provide additional information relevant to the project such as relationship to other grants applied for or received, changes since last submission, or other details that may impact the scope or review process. Address any overlap or duplication between the proposed project and any other active or anticipated project in terms of activities, costs or the commitment of key personnel.

The combination of this funding along with Ingham County Capital Improvement Project funding (General Fund), Ingham County's - Parks and Trails Millage, and Lake Lansing Advisory Board donation are the key funding components to increase this projects' capability to drastically reduce the harmful effects of and introductions of Aquatic Invasive Species and also assist with safe public access to recreation and education of stewardship for the County's natural resources.

We would also like to add that Ingham County Board of Commissioners recently voted to adopt a Resolution allowing Ingham County Residents to apply for an annual free boat launch pass.

To reiterate, this request is part of a larger project and is solely for the purpose of funding the AIS prevention portion of the project. The main donor for the match desired their funding to be earmarked for this purpose.

Please email the Full Proposal Project Narrative and all attachments to MISGPApplication@Michigan.gov by December 11, 2020, 5:00 p.m. EST.

Attachments:

1. MISGP Budget Workbook
2. Project location map
3. List of project partners and their role in the project
4. Partner resumes/qualifications
5. Match letters: match amount & calculations, signature of authorized official, date
6. Most recent full financial audit
7. 501(c)(3) letter if applying as a non-profit

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2020

Motion to Select a Nominating Individual or Committee for 2021 Election of Officers

Move

To recommend an individual or committee to nominate a Chair, Vice-Chair, and Secretary for the 2021 January election of officers

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2020

Motion to Recommend the Timeline for an Annual Round of Trails and Parks Millage Applications

Move

To recommend the timeline as presented for an annual round of millage applications

Timeline for Trails and Parks Millage Application Round

March 1 - Application period opens

Last Friday in July at 5:00 pm - Applications Due

August - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

August-TBD - if needed meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

Mid-August to Mid-September - TBD - Park Staff posts applications in shared drive for commissioners. Park Commissioners begin to do preliminary review and scoring on own.

August/Early September - Site Visits with Park Staff and Park Commissioners

Mid-September - Draft viability report sent to each applicant

Fourth Monday in September - Applicants present their proposals and Spicer Group presents their review to the Park Commission.

Mid-October to 3rd week in October - Deadline for Park Commissioners online scoring and prepare Condensed Report of preliminary scoring for the October Park Commission meeting

Fourth Monday in October - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring and recommendations

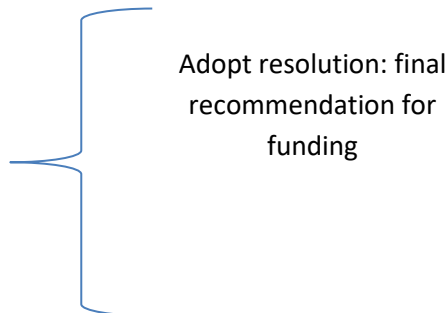
October - Deadline to get on agendas

November - Human Services

November - Finance

November - BOC

December - Applicants notified of decision



From: mirecgrants-noreply@michigan.gov <mirecgrants-noreply@michigan.gov>
Sent: Thursday, December 3, 2020 10:16 AM
To: lorie@spicergroup.com; tas@mcsagroup.com; tanyam@spicergroup.com; Brian Collins <BCollins@ingham.org>; Timothy Morgan <TMorgan@ingham.org>; Timothy Buckley <TBuckley@ingham.org>; Christopher Wascher <CWascher@ingham.org>; joe.wright@spicergroup.com; Melissa Buzzard <MBuzzard@ingham.org>; Coe Emens <CEmens@ingham.org>; tmrogan@ingham.org; tmrogan@ingham.org
Subject: Application Outcome for TF20-0039 - Lake Lansing Park South Launch and Lot Development

Ingham County, Ingham
 TF20-0039
 Lake Lansing Park South Launch and Lot Development

Congratulations! On behalf of Department of Natural Resources (DNR) Director Dan Eichinger, I am writing to inform you that the application noted above was among those recommended for funding by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees to receive a grant in the amount of \$300,000.00.

A formal grant offer will be made in the form of a project agreement (PA) after funds are appropriated by the State Legislature. This process could take 4-6 months. When funds become available we will contact you again with information on the PA. The following steps can be done before you enter in to a PA with the DNR Grants Management Section (Grants Management) but **if for any reason your PA is not approved or fully executed, your community will be liable for any expenses incurred.**

Acquisition Projects

1. Begin preparing your legal description and boundary map.
2. Beginning in January, you may incur costs for environmental due diligence and 40-year title search.
3. Once Grants Management approves the title work and environmental due diligence you will be authorized get an appraisal.

Development Projects

1. Begin preparing your legal description and boundary map
2. Finalize any easements or other land rights if all or a portion of the project area is not owned by your community
3. Retain the services (internal staff or consultant) of a prime professional
4. Make sure local matching funds are in place
5. Beginning in January, you may, begin to incur costs associated with the preparation of plans, specifications, and bid documents for your project

Please refer to the project procedures booklet throughout the grant administration process. Even if you have received a MNRTF grant in recent years, you should read this booklet carefully since it provides updated information on project procedures.

Acquisition Project Procedures Booklet:

https://www.michigan.gov/documents/dnr/IC1908_MNRTF_Acquisition_Procedures_2018_609808_7.pdf

Development Project Procedures Booklet:

https://www.michigan.gov/documents/dnr/IC1912_DevelopmentProjectProcedure_2018_609806_7.pdf

If you have any questions regarding your project or the MNRTF program, please contact your Grant Coordinator.

Sincerely,
Dan Lord, Manager
Grants Management Section
Finance and Operations Division
Michigan Department of Natural Resources

From: mirecgrants-noreply@michigan.gov <mirecgrants-noreply@michigan.gov>

Sent: Thursday, December 3, 2020 10:16 AM

To: lorie@spicergroup.com; tas@mcsagroup.com; tanyam@spicergroup.com; Brian Collins <BCollins@ingham.org>; Timothy Morgan <TMorgan@ingham.org>; Timothy Buckley <TBuckley@ingham.org>; Christopher Wascher <CWascher@ingham.org>; joe.wright@spicergroup.com; Melissa Buzzard <MBuzzard@ingham.org>; Coe Emens <CEmens@ingham.org>; tmrogan@ingham.org; tmrogan@ingham.org

Subject: Application Outcome for TF20-0040 - Bunker Road Landing Renovations

Ingham County, Eaton
TF20-0040
Bunker Road Landing Renovations

Congratulations! On behalf of Department of Natural Resources (DNR) Director Dan Eichinger, I am writing to inform you that the application noted above was among those recommended for funding by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees to receive a grant in the amount of \$50,000.00.

A formal grant offer will be made in the form of a project agreement (PA) after funds are appropriated by the State Legislature. This process could take 4-6 months. When funds become available we will contact you again with information on the PA. The following steps can be done before you enter in to a PA with the DNR Grants Management Section (Grants Management) but **if for any reason your PA is not approved or fully executed, your community will be liable for any expenses incurred.**

Acquisition Projects

1. Begin preparing your legal description and boundary map.
2. Beginning in January, you may incur costs for environmental due diligence and 40-year title search.
3. Once Grants Management approves the title work and environmental due diligence you will be authorized get an appraisal.

Development Projects

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2. Finalize any easements or other land rights if all or a portion of the project area is not owned by your community
3. Retain the services (internal staff or consultant) of a prime professional
4. Make sure local matching funds are in place
5. Beginning in January, you may, begin to incur costs associated with the preparation of plans, specifications, and bid documents for your project

Please refer to the project procedures booklet throughout the grant administration process. Even if you have received a MNRTF grant in recent years, you should read this booklet carefully since it provides updated information on project procedures.

Acquisition Project Procedures Booklet:

https://www.michigan.gov/documents/dnr/IC1908_MNRTF_Acquisition_Procedures_2018_609808_7.pdf

Development Project Procedures Booklet:

https://www.michigan.gov/documents/dnr/IC1912_DevelopmentProjectProcedure_2018_609806_7.pdf

If you have any questions regarding your project or the MNRTF program, please contact your Grant Coordinator.

Sincerely,
Dan Lord, Manager
Grants Management Section
Finance and Operations Division
Michigan Department of Natural Resources

From: Timothy Morgan <TMorgan@ingham.org>
Sent: Tuesday, December 8, 2020 2:54 PM
To: Nicole Wallace <NWallace@ingham.org>; Kelly Burkholder <KBurkholder@ingham.org>
Subject: FW: MNRTF Meridian Award
Importance: High

See concept plan it is the Red Parcel that is being acquired for the MSU to Lake Lansing Trail project funded by the MNRTF.

From: Jane Greenway <greenway@meridian.mi.us>
Sent: Friday, December 4, 2020 2:30 PM
To: Timothy Morgan <TMorgan@ingham.org>; LuAnn Maisner <maisner@meridian.mi.us>
Subject: FW: MNRTF

Thank you, Tim. Let's definitely get some ribbons cut this year!

Meridian Township was recently awarded a Michigan Natural Resources Trust Fund acquisition grant to acquire a 1.8-acre property adjacent to Nancy Moore Park. This property will provide a vital link and opportunity to build a rest stop for trail enthusiasts and community members to explore and utilize the regional trail system that will eventually run from Michigan State University to Lake Lansing Park. This unique property, located centrally to the trail network will provide convenient facilities to create a safer experience for users of the regional trail system and of Central Park/Nancy Moore Park. Meridian Township will be looking to integrate novel ideas into the development of this property that will create a unique experience for trail lovers and novice explorers alike. Meridian Township residents have repeatedly voted to support trail development and the Township and County have worked together to make regional trails a top priority. The total project cost is \$170,000. Of that amount, Meridian Township will provide a 25% local match in the amount of \$42,500 and will receive \$127,500 in grant funding.

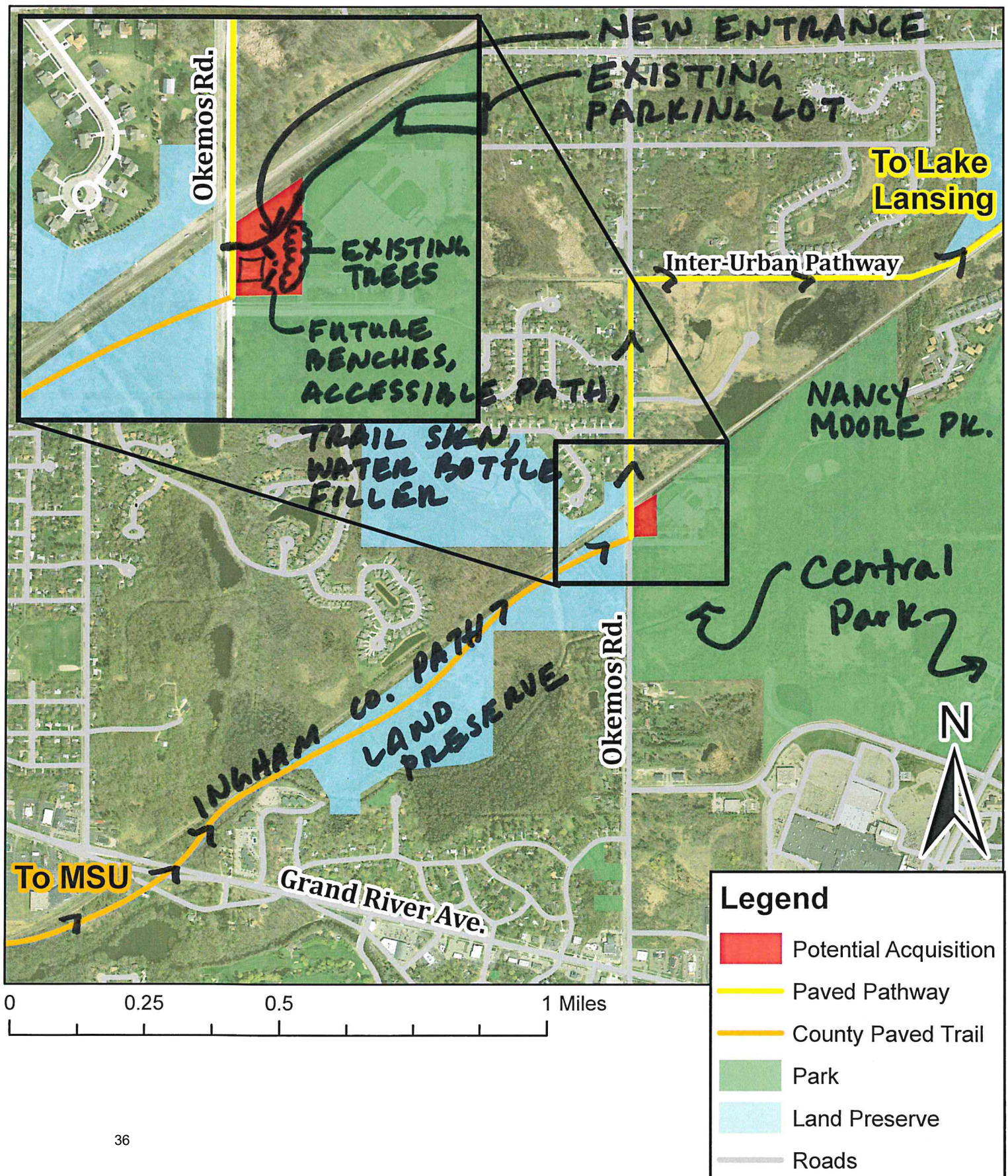
Meridian Township Parks is very appreciative of the Michigan Land Trust Fund (MLTF) program to provide a source of funding for the public acquisition of land for resource protection and public outdoor recreation. Funding for this program derived from royalties on the sale and lease of state-owned minerals (primarily oil and gas).

Jane



Jane Greenway, LLA
Senior Parks & Land Management Coordinator
greenway@meridian.mi.us
W 517.853-4610 / F 517.853-4099
2100 Gaylord C. Smith Court | Haslett, MI 48840
meridian.mi.us

Nancy Moore Park Trail Hub Acquisition





FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
415	City of Hart-Oceana County	TF20-0134	Veteran's Memorial Park	Oceana	\$300,000.00	\$300,000.00
415	City of Saginaw-Saginaw County	TF20-0147	Saginaw Riverwalk-Iron Belle Trail through Wickes Park	Saginaw	\$300,000.00	\$600,000.00
410	Huron-Clinton Metropolitan Authority-Livingston County	TF20-0021	Dexter-Huron Metropark - Launch and Picnic Area Renovation	Washtenaw	\$192,700.00	\$792,700.00
400	Huron-Clinton Metropolitan Authority-Livingston County	TF20-0023	Lower Huron Metropark - Iron Belle Trail Extension	Wayne	\$300,000.00	\$1,092,700.00
390	Ingham County-Ingham County	TF20-0039	Lake Lansing Park South Launch and Lot Development	Ingham	\$300,000.00	\$1,392,700.00
390	City of Marquette-Marquette County	TF20-0199	Mattson Lower Harbor Park - Inclusive Playground	Marquette	\$300,000.00	\$1,692,700.00
385	Calhoun County-Calhoun County	TF20-0153	Kimball Pines Development	Calhoun	\$193,400.00	\$1,886,100.00
380	Village of Elberta-Benzie County	TF20-0013	Elberta Lake Michigan Beach Improvement Project	Benzie	\$300,000.00	\$2,186,100.00
380	City of Cheboygan-Cheboygan County	TF20-0017	Increasing Fishing Access in the Cheboygan River	Cheboygan	\$300,000.00	\$2,486,100.00
380	Huron County-Huron County	TF20-0061	Lighthouse County Park Improvements	Huron	\$217,000.00	\$2,703,100.00
380	Southern Lakes Parks & Recreation District-Genesee County	TF20-0159	Development of the Silver Lake Road Connector Trail	Genesee	\$300,000.00	\$3,003,100.00
380	New Buffalo Township-Berrien County	TF20-0165	Marquette Greenway Development	Berrien	\$300,000.00	\$3,303,100.00
380	City of Traverse City-Grand Traverse County	TF20-0193	Improvements to Union Street Dam Park - Fishpass Project	Grand Traverse	\$300,000.00	\$3,603,100.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
375	City of East Jordan-Charlevoix County	TF20-0020	Sportsman's Park UA and River Access Upgrades	Charlevoix	\$300,000.00	\$3,903,100.00
375	Blackman Charter Township-Jackson County	TF20-0048	Canary Lane River Access Development	Jackson	\$45,000.00	\$3,948,100.00
375	Elmwood Charter Township - Leelanau County-Leelanau County	TF20-0117	Discovery Pier Access Development	Leelanau	\$300,000.00	\$4,248,100.00
370	Village of Spring Lake-Ottawa County	TF20-0082	Tanglefoot Park Universal Access Waterfront Redevelopment	Ottawa	\$300,000.00	\$4,548,100.00
370	DNR - Parks and Recreation Division-Ingham County	TF20-0091	Mike Levine Lakelands Trail Phase 3	Jackson	\$300,000.00	\$4,848,100.00
370	City of Auburn Hills-Oakland County	TF20-0098	Kayak Point Park Development	Oakland	\$192,600.00	\$5,040,700.00
370	Hamburg Township-Livingston County	TF20-0145	Hay Creek Bridge Renovation	Livingston	\$50,000.00	\$5,090,700.00
365	Ingham County-Ingham County	TF20-0040	Bunker Road Landing Renovations	Eaton	\$50,000.00	\$5,140,700.00
365	City of Ironwood-Gogebic County	TF20-0129	Norrie Park Renovation and Montreal River Water Trail	Gogebic	\$111,300.00	\$5,252,000.00
365	City of East Lansing-Ingham County	TF20-0169	Patriarche Park Tennis/Pickleball Court Renovation	Ingham	\$300,000.00	\$5,552,000.00
360	City of Fenton-Genesee County	TF20-0037	Millpond Park and Shiawassee Riverwalk	Genesee	\$300,000.00	\$5,852,000.00
360	Jackson County-Jackson County	TF20-0046	IBT-Jackson County Mike Levine Lakelands Trail Extension	Jackson	\$300,000.00	\$6,152,000.00
360	Oscoda Charter Township-Iosco County	TF20-0122	Iosco Exploration Trail, Phase III	Iosco	\$300,000.00	\$6,452,000.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
355	City of Swartz Creek-Genesee County	TF20-0068	Swartz Creek Genesee Valley Trail Development	Genesee	\$300,000.00	\$6,752,000.00
350	City of Port Huron-St. Clair County	TF20-0087	Bridge to Bay Regional Trail Connector	St. Clair	\$287,000.00	\$7,039,000.00
350	Grand Haven Charter Township-Ottawa County	TF20-0154	Hofma Park & Preserve - Trail Expansion & Universal Design	Ottawa	\$300,000.00	\$7,339,000.00
340	Monitor Charter Township-Bay County	TF20-0038	Steih Park Improvements	Bay	\$300,000.00	\$7,639,000.00
340	City of Grandville-Kent County	TF20-0127	Improvements to Mill Race Park for Buck Creek Trailhead	Kent	\$231,300.00	\$7,870,300.00
335	Genesee County-Genesee County	TF20-0065	Iron Belle Trail from Atlas Twp to Grand Blanc Twp	Genesee	\$300,000.00	\$8,170,300.00
335	City of Caseville-Huron County	TF20-0080	The Downtown Park's Development and Water Trailhead Project	Huron	\$298,800.00	\$8,469,100.00
335	Village of Milford-Oakland County	TF20-0110	Central Park Pathway and Launch	Oakland	\$50,000.00	\$8,519,100.00
335	DNR - Parks and Recreation Division-Ingham County	TF20-0130	Torch River Bridge Boating Access Site Redevelopment	Antrim	\$300,000.00	\$8,819,100.00
335	City of Ypsilanti-Washtenaw County	TF20-0162	Huron St over I-94 Non-motorized Path Crossing	Washtenaw	\$300,000.00	\$9,119,100.00
330	Iron Ore Heritage Recreation Authority -Marquette County	TF20-0084	IOHT Lighting Trail between Ishpeming and Negaunee	Marquette	\$300,000.00	\$9,419,100.00
330	DNR - Parks and Recreation Division-Ingham County	TF20-0128	Menominee River Recreation Area Bridge and Trail Development	Dickinson	\$300,000.00	\$9,719,100.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
330	City of Muskegon-Muskegon County	TF20-0149	Campbell Field Recreational Improvements	Muskegon	\$200,000.00	\$9,919,100.00
330	DNR - Parks and Recreation Division-Ingham County	TF20-0155	Little Presque Isle Trail Development and Renovation	Marquette	\$300,000.00	\$10,219,100.00
325	Missaukee County-Missaukee County	TF20-0018	Cadillac Pathway-Single Track Bike Trail	Missaukee	\$123,500.00	\$10,342,600.00
325	City of Norton Shores-Muskegon County	TF20-0069	Ross Park Overlook and Accessible Boardwalk Development	Muskegon	\$228,000.00	\$10,570,600.00
325	South Haven Area Recreation Authority-Van Buren County	TF20-0111	Deerlick Creek Park Development	Van Buren	\$15,000.00	\$10,585,600.00
325	DNR - Wildlife Division-Ingham County	TF20-0167	Sturgeon River Sloughs Bridge Development Initiative	Houghton	\$300,000.00	\$10,885,600.00
320	Mundy Charter Township-Genesee County	TF20-0132	Mundy Township Miracle League Field Project	Genesee	\$256,400.00	\$11,142,000.00
320	Village of Dimondale-Eaton County	TF20-0187	Danford Island Park Restroom Development	Eaton	\$126,000.00	\$11,268,000.00
315	City of Manistee-Manistee County	TF20-0062	Veterans Memorial Park Improvements	Manistee	\$287,000.00	\$11,555,000.00
310	Crystal Township-Montcalm County	TF20-0007	Crystal Township Park Redevelopment	Montcalm	\$300,000.00	\$11,855,000.00
310	Lapeer County-Lapeer County	TF20-0043	Michigan-Owned Polly Ann Trail Development	Lapeer	\$300,000.00	\$12,155,000.00
310	DNR - Parks and Recreation Division-Ingham County	TF20-0133	Mitchell State Park Toilet/Shelter Building Replacement	Wexford	\$300,000.00	\$12,455,000.00
305	City of Grand Rapids-Kent County	TF20-0004	Camelot Park Improvements	Kent	\$209,400.00	\$12,664,400.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
305	Charlevoix County-Charlevoix County	TF20-0042	Boyne City to Charlevoix Trail - Phase 3 Development	Charlevoix	\$300,000.00	\$12,964,400.00
305	East Bay Township-Grand Traverse County	TF20-0074	Arbutus Lake #5 Park	Grand Traverse	\$300,000.00	\$13,264,400.00
305	Portage Township - Mackinac-Mackinac County	TF20-0100	Portage Creek Fishing Access	Mackinac	\$50,000.00	\$13,314,400.00
305	City of Bridgman-Berrien County	TF20-0112	Weko Beach House Restroom Renovation	Berrien	\$50,000.00	\$13,364,400.00
305	City of St. Joseph-Berrien County	TF20-0118	Whirlpool Centennial Park Development	Berrien	\$220,600.00	\$13,585,000.00
305	City of St. Johns-Clinton County	TF20-0126	Scott Rd Multi-Use Trail Development	Clinton	\$155,500.00	\$13,740,500.00
305	Springdale Township-Manistee County	TF20-0203	Thompsonville Express Trail: Bear Creek Bridge Improvements	Manistee	\$142,500.00	\$13,883,000.00
300	Portage Township - Mackinac-Mackinac County	TF20-0101	Shoepac Creek Fishing Access	Mackinac	\$50,000.00	\$13,933,000.00
295	City of Grand Rapids-Kent County	TF20-0005	Ottawa Hills Park Improvements	Kent	\$247,900.00	\$14,180,900.00
295	City of Rose City-Ogemaw County	TF20-0075	Rose City Park Campground	Ogemaw	\$225,000.00	\$14,405,900.00
295	City of Ishpeming-Marquette County	TF20-0116	Ishpeming Playground Park - Tennis Court Redevelopment	Marquette	\$300,000.00	\$14,705,900.00
295	City of Kalamazoo - Kalamazoo-Kalamazoo County	TF20-0173	Milham Park Playground Improvements	Kalamazoo	\$299,200.00	\$15,005,100.00
295	Village of Dimondale-Eaton County	TF20-0188	Danford Island Park Gazebo Development	Eaton	\$50,000.00	\$15,055,100.00
290	City of Beaverton-Gladwin County	TF20-0164	Beaverton Trail Development Project	Gladwin	\$169,500.00	\$15,224,600.00
290	St. Joseph County-St. Joseph County	TF20-0171	Rawson's King Mill Park Renovations	St. Joseph	\$50,000.00	\$15,274,600.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
290	City of Fremont-Newaygo County	TF20-0204	Fremont Branstrom Park Warming Lodge	Newaygo	\$259,000.00	\$15,533,600.00
285	Delta Charter Township-Eaton County	TF20-0106	Sharp Park Shelter Development	Eaton	\$50,000.00	\$15,583,600.00
280	DNR - Parks and Recreation Division-Ingham County	TF20-0136	Yankee Springs State Recreation Area Beach Wall Replacement	Calhoun	\$50,000.00	\$15,633,600.00
280	Powell Township-Marquette County	TF20-0142	Big Bay Ski Pathway Trailhead	Marquette	\$57,000.00	\$15,690,600.00
280	City of Traverse City-Grand Traverse County	TF20-0181	Improvements to Boon Street Park	Grand Traverse	\$50,000.00	\$15,740,600.00
280	City of Mason-Ingham County	TF20-0189	Rayner Park Playground Improvements	Ingham	\$242,500.00	\$15,983,100.00
275	DNR - Parks and Recreation Division-Ingham County	TF20-0095	Wells State Park Stone Building Renovation	Menominee	\$300,000.00	\$16,283,100.00
275	City of Bridgman-Berrien County	TF20-0113	Toth Park Renovation	Berrien	\$50,000.00	\$16,333,100.00
275	Village of Homer-Calhoun County	TF20-0157	Iron Belle Trail Village of Homer Gap Development	Calhoun	\$101,000.00	\$16,434,100.00
270	St. Joseph Charter Township-Berrien County	TF20-0055	Carronde Park Tennis Court Renovation	Berrien	\$50,000.00	\$16,484,100.00
270	St. Joseph Charter Township-Berrien County	TF20-0056	Kedzie Kids Park Playground Renovation Project	Berrien	\$50,000.00	\$16,534,100.00
265	City of Westland-Wayne County	TF20-0089	Tattan Park All-Inclusive Playground	Wayne	\$296,400.00	\$16,830,500.00
255	Marquette County-Marquette County	TF20-0064	Perkins Park and Campground Play Area Project	Marquette	\$90,000.00	\$16,920,500.00
255	Genesee County-Genesee County	TF20-0066	Goldenrod Disc Golf Accessibility Improvements	Genesee	\$50,000.00	\$16,970,500.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
250	Blackman Charter Township-Jackson County	TF20-0079	Rod Mills Nature & Fitness Trail Development	Jackson	\$49,000.00	\$17,019,500.00
250	Village of Three Oaks-Berrien County	TF20-0120	Watkins Park Development	Berrien	\$50,000.00	\$17,069,500.00
250	Crockery Township-Ottawa County	TF20-0137	Nunica Junction Trailhead	Ottawa	\$115,000.00	\$17,184,500.00
245	Village of Mackinaw City-Cheboygan County	TF20-0196	Old School Park Improvements	Cheboygan	\$253,600.00	\$17,438,100.00
240	Village of Centreville-St. Joseph County	TF20-0179	Adams Park Playground Renovations	St. Joseph	\$38,900.00	\$17,477,000.00
235	Powell Township-Marquette County	TF20-0121	Draver Park Accessibility Improvements	Marquette	\$58,800.00	\$17,535,800.00
235	Coloma Charter Township-Berrien County	TF20-0176	Washington Park Development	Berrien	\$50,000.00	\$17,585,800.00
225	City of St. Clair-St. Clair County	TF20-0090	Klecha Park Improvements	St. Clair	\$206,300.00	\$17,792,100.00
225	DNR - Parks and Recreation Division-Ingham County	TF20-0138	Baraga State Park Playground Development	Baraga	\$50,000.00	\$17,842,100.00
225	Raisin Charter Township-Lenawee County	TF20-0141	ADA Shelter Renovations and Pathways at Mitchell Park	Lenawee	\$267,300.00	\$18,109,400.00
215	City of Farmington-Oakland County	TF20-0088	Drake Park Facilities Improvements	Oakland	\$225,000.00	\$18,334,400.00
210	City of South Haven-Van Buren County	TF20-0012	South Beach Park Extension Bluff Improvements	Van Buren	\$221,800.00	\$18,556,200.00
205	City of Rochester-Oakland County	TF20-0180	Rochester Municipal Tot Lot Universal Accessibility	Oakland	\$225,000.00	\$18,781,200.00
205	City of Negaunee-Marquette County	TF20-0194	Jackson Mine Park Playground Development	Marquette	\$125,700.00	\$18,906,900.00



FINAL: DNR STAFF RANKINGS

2020 MNRTF Development Applications

Score	Applicant	App. No.	Project Title	Project County	Grant Request Amount	Cumulative Requested Amount
195	Village of Wolverine Lake - Oakland-Oakland County	TF20-0170	Clara Miller Park Improvement and Renovation Plan	Oakland	\$300,000.00	\$19,206,900.00
195	Berrien County-Berrien County	TF20-0185	Paw Paw River County Park Development	Berrien	\$300,000.00	\$19,506,900.00
190	Oakland Charter Township-Oakland County	TF20-0114	Accessible Pathway at Cranberry Lake Farm	Oakland	\$22,300.00	\$19,529,200.00
190	DNR - Parks and Recreation Division-Ingham County	TF20-0161	Fort Wilkins Historic State Park Stockade Fence Replacement	Keweenaw	\$50,000.00	\$19,579,200.00
135	Orion Charter Township-Oakland County	TF20-0041	Civic Center Park - Sheardy Pavilion Renovation	Oakland	\$300,000.00	\$19,879,200.00
No. of Applications: 99					Request Total:	\$19,879,200.00

From: Tina Nowakowski <tnowakowski@mparks.org>
Sent: Tuesday, December 1, 2020 12:19 PM
To: Timothy Morgan <TMorgan@ingham.org>
Subject: Congratulations on Your mParks Award!

Dear Tim,

On behalf of mParks and the mParks Professional Recognition Committee, congratulations! **Ingham County Parks's Accessible Multi-Purpose Dock has been selected as a 2021 Facility Design Award Winner.**

Your award will be presented at the 2021 Virtual mParks Conference on Tuesday, February 2, 2021 during the 9:00 am General Session.

Given the strange circumstances this year, there will not be an opportunity to speak at the event, but mParks and the Professional Recognition Committee would be happy to coordinate an award presentation at a city council or similar event in your community. Simply reach out with the details and I will connect you with the right person!

Your award plaque will be mailed to the address on your nomination, you should receive the plaque prior to the virtual event.

Thank you for your dedication to parks and recreation in Michigan, and congratulations once again!

Tina Nowakowski
Communications & Marketing Manager
mParks-Michigan Recreation and Park Association
tnowakowski@mparks.org
517.485.9888 | 517.485.7932 (fax)

Chad Stevens
Professional Recognition Committee Chair
Director, DeWitt Area Recreation Authority
cstevens@dewittrecreation.org

INGHAM COUNTY PARKS

20-21 WINTER OPERATING COVID-19 PLAN



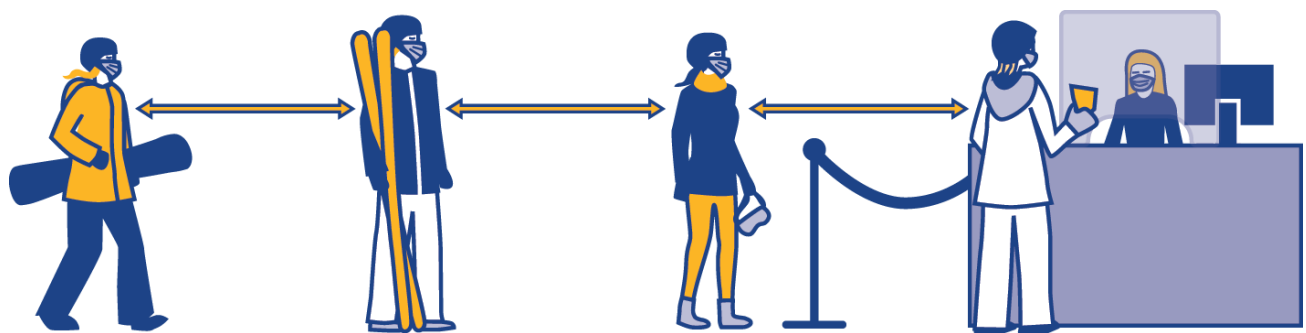
Authored by: Brian Collins

Background

The Ingham County Parks Department operates several winter sports areas from approximately mid-December through mid-March.

Snow tubing, cross country skiing, and snow shoeing are great outdoor activities within Ingham County. Many of these winter activities provide for natural social distancing, however, it is imperative that we provide a safe and healthy experience for our park visitors and employees in response to COVID-19. While this plan is always evolving with changes in protocols and recommendations from the experts, it should serve as a baseline to help in the preparedness of the Ingham County Parks winter facilities.

An advisory group with the National Ski Area Association (NSAA) has developed a program entitled *Ski Well, Be Well* that outlines many operational best practices based on guidelines from experts. Although this program focuses mainly on ski resorts, the operational best practices are applicable to the Ingham County Parks winter sports areas. More information on the NSAA program *Ski Well, Be Well*, is available on their website: <http://www.nsaa.org>.



Winter Sports within Ingham County Parks

BURCHFIELD COUNTY PARK

881 Grovenburg Rd, Holt

All activities at this location are weather dependent

- ✓ Groomed Cross Country ski trails
- ✓ Cross Country ski rentals
- ✓ Snow tube hill
- ✓ Snow tube rental
- ✓ Concessions

LAKE LANSING NORTH COUNTY PARK

6260 E Lake Drive, Haslett

All activities at this location are weather dependent

- ✓ Groomed Cross Country ski trails
- ✓ Cross Country ski rentals
- ✓ Concessions

HAWK ISLAND COUNTY PARK

1601 E Cavanaugh Rd, Lansing

This location has snow making equipment

- ✓ Snow Tubing Park
- ✓ Concessions
- ✓ Outdoor walking path

General Covid-19 Safety

All Winter Sports Locations

- ✓ Face coverings will be required in most areas including inside rental buildings and on snow tubing hills.
- ✓ Signage provided by the Ingham County Health Department will be posted within all buildings as well as on snow tubing hills.
- ✓ Recommend Guests maintain physical distancing and practice regular hand sanitizing/disinfecting.
- ✓ Hand sanitizer will be available to both the public and staff in all indoor areas, including but not limited to, rental areas and bathrooms.
- ✓ Concessions including food and beverages will be limited for the 2020-21 winter season to prepackaged items.
- ✓ Staff will clean and disinfect all indoor surfaces (touchpoints) that park visitor contact throughout the day as time allows when operational.
- ✓ Bathrooms should be cleaned and disinfected at minimum twice a day when operational.



Hawk Island Snow Tubing Park

- ✓ Visitors will be encouraged to purchase time specific tickets online.
- ✓ Tubing will be conducting in set two-hour blocks of time.
- ✓ Enclosed ticketing area will be only open to employees.
- ✓ Information sheet with instructions on how to purchase or pickup tickets will be given to park visitors at entrance booth.
- ✓ Add additional fire pit areas to allow for social distancing.
- ✓ Limitations on tubing hill users will be dependent on current Health Department regulations.
- ✓ Concessions will only be prepackaged items.



Burchfield County Park

Sledding/Tubing Hill

- ✓ Public will not be permitted inside the tube rental building.
- ✓ All transactions will occur at the new sliding window and both snow tube assignments and returns will be through the entry door or our new wall hatch which will limit face-to-face contact.
- ✓ Limitations on tubing hill users will be dependent on current Health Department regulations.
- ✓ Place additional picnic tables for family seating.
- ✓ The Food Concession in Winter Sports Building area will be closed.
- ✓ Prepacked food/drink items will be available at the snow tubing rental building.
- ✓ Traffic cones placed at 6ft. intervals outside tube rental building to encourage customers to stay socially distanced while waiting to being served.
- ✓ Returned snow tubes will have handle disinfectant with an approved virucidal spray.

Burchfield County Park-Ski Rental

- ✓ Protective plexi-glass shields will be installed at service counters for customer and worker safety.
- ✓ A maximum of 10 people will be allowed in the building at any given time including returning customers bringing back equipment.
- ✓ Signs posted stating face mask requirement and 10 person building limit.

- ✓ A new entry door will be installed on the west end of the ski rental building. This will permit entry from one side and exit from the other (through the existing door) so customers are not crossing paths.
- ✓ Picnic tables will be marked to accommodate up to 6 people or more for family units. They will also be disinfected after each use.
- ✓ Floor markings will encourage social distancing of 6ft.
- ✓ Equipment will be disinfected and dried between use.
- ✓ Moonlight ski will not be operational this year because of the potential for large groups to show up in the 2 hr. window of operation.



lsj.com

Lake Lansing North County Park

- ✓ Protective plexi-glass shields will be installed at the counters for customer and worker safety.
- ✓ A maximum of 10 people will be allowed in the building at any given time. Customers returning equipment will be advised to stay outside while staff gets held ID card to give back to customer.
- ✓ Signs posted stating face mask requirement and 10 person building limit.
- ✓ A new entry door will possibly be installed on the south end of the ski rental building. This will permit entry from one side and exit from the other (through the existing door) so customers are not crossing paths.
- ✓ Picnic tables will be marked to accommodate up to 6 people or more for family units. They will also be disinfected after each use. Outside picnic tables will not be disinfected due to freezing temperatures.
- ✓ Floor markings will encourage social distancing of 6ft.
- ✓ Ski rental equipment will be disinfected and dried between use.
- ✓ Social distancing around fire pits (up to 6 people) unless it is a family unit. Multiple fire pits will be used to spread out users.
- ✓ Place out additional picnic tables for family seating.
- ✓ Concessions will be prepackaged items (candy bars, chips, hot cocoa, pop) to be handed out by employee wearing gloves.

Employee Protocols and Training

Employee health is of utmost importance. The following list of protocols and operating procedures for employees.

- ✓ All employees will have face coverings when inside and working with others.
- ✓ All employees will have face coverings while working outside where social distancing is not possible.
- ✓ All employees will do a self-check prior to reporting to work. Employees should sign the corresponding self-check at each park location. By signing the self-check, employees verify that they are symptom free.
- ✓ Employees will not be able to work if they have tested positive, have symptoms, or have been in close contact with someone that has COVID-19.
- ✓ Face coverings will be provided for employees; however, if employees wish to supply their own face covering, they are allowed to do so.
- ✓ Employees when cleaning and disinfecting any surface should wear non-Latex gloves.
- ✓ Training will be provided for all employees on the recognizable symptoms of COVID-19 as well as training for proper disinfection of surfaces and the importance of PPE.

Potential Closures

It is the intent of the Ingham County Parks Department to keep all park facilities open during these challenging times. We recognize the importance parks serve in the overall health and well-being of Ingham County residents. With the uncertainty of the covid virus, the below operational procedures will take effect should there be an employee “outbreak” where multiple park employees were effected.

In the event that multiple park staff are subject to quarantine or other factors related to Covid that do not allow them to be present at a worksite, Park staff may be relocated temporarily or reassigned to various worksites throughout the County Parks system to effectively operate park facilities.

Stage 1: In the event that multiple park staff at **ONE** location are unavailable to work, staff from the other two locations shall ensure that said location will be covered including opening, closing, and winter sports operation.

Stage 2: In the event that multiple staff at **TWO** locations are unavailable to work, staff from the one park that is not effected will work to ensure that those locations will be covered including opening and closing of the two other park facilities. Some services such as ski rental or snow tubing may be effected.

Stage 3: In the event that all **THREE** locations have multiple employees unable to work, both Burchfield and Lake Lansing Parks shall remain locked open. Hawk Island County Park will still be locked at night for security reasons. Staff remaining within the park system shall ensure that all parks throughout the system be checked at a minimum once a day. This would involve staff checking facilities for any litter, potential damage, and other issues that may arise. All services above and beyond basic park maintenance would be closed until sufficient staff is available to safely reopen these facilities. These include the Hawk Island Tubing Hill, Lake Lansing Ski Rental, as well as Burchfield Park snow tube rental and ski rental.

In order to keep all stakeholders apprised of any potential closures of Ingham County Park facilities, the following steps will take place for any closures.

1. The Ingham County Parks Commission and Ingham County Board of Commissioners along with the County Controllers office should immediately be made aware of any closures.
2. Social media, including the parks website will be updated to indicate these closures.
3. A press release sent out to the press release list to indicate these closures. (This should be done AFTER step 1).
4. Appropriate signage will be posted at effected parks to indicate any closures.
5. When facilities are safe to reopen, these same steps are to be followed in order to inform all stakeholders of the change.

SKI WELL, BE WELL

Let's work together to ski and ride safely



“When I am on the mountain this winter, I will be wearing a face covering and I’ll be practicing social distancing – it’s the least I can do to keep our ski areas open and my community safe.”

Mikaela Shiffrin, U.S. Ski Team, 2x Olympic gold medalist, 5x World Champion, passionate skier.

We all want to ski and ride. And we all need to follow guidelines to maintain the health and safety of you, our guests, our staff and our communities.

We’re doing our part:

- Face coverings are required
- Physical distancing will be in effect
- Daily employee wellness checks
- Increased cleaning and disinfection
- Following state and local regulations

Here’s how you can help us:

- Plan ahead so you know what to expect
- Wear your face covering
- Follow distancing protocols
- Arrive together, ride together
- Stay home if you feel sick



WE ARE A COMMUNITY

Skiers and riders share many things: a love of the mountains, the feeling of freedom when cruising down runs, and making memories with family and friends. We are explorers. We are first-timers. We are powder chasers. We are first chair riders at our local hill. No matter who you are, we are all part of the outdoor community.

So let's be kind to one another. Respect yourself and others. Know that the actions we all take can affect our community. This is the contract of skiers and riders: take care of the environment, take care of yourself, take care of each other.

SKIING AND SNOWBOARDING:

Recreation with a low risk of transmission



Ski areas have hundreds of acres of wide open spaces



Ski lifts allow for constant airflow as they travel, with rides lasting an average of 7 minutes



Skiing and snowboarding gear keeps faces and hands covered



Skiers and riders show respect by leaving space between each other on the slopes.



Recreation is proven to improve mental health and physical wellness

SKI WELL, BE WELL
LET'S WORK TOGETHER TO BE THE REASON WE HAVE A SEASON.



Directors Report 2020
11-12-20 through 12/7/20 (December 14th 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 direct report meetings with the Controller's office via zoom.
- Attended BOC Committee and full meeting for Parks Resolutions for the last round of the year.
- Continued ongoing weekly update phone meetings with Nicole, and Emma on various committee agendas, supporting documents and internal items, and resolutions.
- Interviewed for replacement for Nicole, Office Coordinator Position and hired Kelly Burkholder whom starts on 12/7/20. We are all excited for Kelly to join our team!
- Continued to work with the Managers on several CIP project RFP's and Grant RFP's for Prime professional.
- Worked with Brian, Cristiana, and Doug Shultz from Rowe Professional on prime planning for the large boardwalk replacement plans, initial kick off meeting and first steps.
- Ongoing responded to, sorted, and organized paperwork, files and e-mails.
- Conducted both monthly managers and full staff meetings.
- Began the process of working on a potential Reorganization of the Parks staffing with Human Resources, Controllers Office and Chair of Human Services. Have had detailed discussion with staff as outlined in the Counties policies for this. We will fill in the Park Commission during the steps and process it includes looking at reclassification requests of several positions as well. More to come!
- Staff continues to busy with year-end projects working on 2020 approved CIP projects.
- Continued bi-weekly meetings with Tanya Moore, and Nicole several times with Trails and Parks millage related projects and ongoing transition items.
- Continued to work on one BOC requests for assistance from the Controller's office and Manger Coe Emens on posting 10 more additional signs on the Adobe road property located in Meridian Township with the Deer Hunt program that the conduct on County owned property.
- Met with Managers as they worked on a winter sports action plan in light of COVID and an operational plan that we reviewed with the Controller and Health Department prior to implementing winter sports this season. In light of recent increase in Covid cases, we added a section dealing with what happens if COVID quarantine issues affect staff. We have included it in your packets.
- Worked with Nicole on lots of resolutions for the BOC for the Trails and Parks millage requests.
- Attended MParks Leadership Board meeting for the Trails Focus Chair responsibilities. Also attended a Public Policy Committee meeting with MParks.
- Helped with Packets and agendas for Park Commission meetings.
- Continued to work with purchasing on several RFP's and prioritizing those with Jim Hudgins for the Parks Department.
- Met via zoom meeting with the Road Department, Spicer and Nicole to discuss on road wayfinding final installation details for Aurelius Township as this is the last wayfinding signs that still need to be completed as part of the first phase of County wide wayfinding signage program ☺
- Attended the MNRTF Board meeting for projects, Ingham County was funded the two we applied for!
- As always, make sure you all spend time in one of our Counties most valuable assets, the Ingham County Parks and Trails. ☺



Large Boardwalk that we are working with Rowe Professional Prime Professionals on plans for replacing in the future as part of a future request for the Trails and Parks Millage Funds for match to various MDNR grants all to TBD.

December 2020 Parks Commission

Meeting Monthly Report

Hawk Island County Park Staff

- Received new underground snowmaking pipe from Austria. Installation will take place sometime prior to the 2021-22 winter season.
- Worked with Rowe Engineering on boardwalk replacement plan and initial design.
- Worked with Purchasing Department on RFPs for 2021 projects.
- Worked with Vermont Systems to develop online snowpark ticket sales.
- Developed wintersports covid plan.
- Completed Davenport University Certificate of Management Program. (Brian)
- Accepted a Board Member position with the South Lansing Business Association (Brian)
- Attended MPARKS Public Policy Meeting
- Construction of new picnic tables.



Staff sanding down picnic table boards



First snowmaking of the season

Sign that was installed next to Hawk Island permeable pavement. Staff will be visually documenting the pavement over the next few years to document its performance and applicability for other uses within Park system.



PERMEABLE PAVEMENT

The Ingham County Parks Department is testing the use of pervious concrete (a form of permeable pavement) within our Park system. The path you see in front of you is the first test area within the County Parks.

Permeable Pavement allows stormwater to percolate through or around the pavement and into the ground rather than directly running off into storm drains or local waterways. Permeable pavement is an environmentally responsible surface that provides ground water recharge and reduces stormwater runoff.



Burchfield Park November-December Manager's Report

- Completed 6-week Davenport University management certification course.
- Winterized seasonal water lines and bathroom buildings
- 11/9 Burchfield site visit with Rowe Professional Services to discuss project completion items and change orders.
- Work on steel roof bids for N. Bluff bathroom building and Oak Knoll Shelter
- 11/23 Site walk through and final punch-list items with Rowe's architect and Laux Construction.
- 11/23 Discuss Riverbend/Park dog complaint issues with Director and respond to park patron.
- Enforce dog complaint issues and contact Ingham County Animal Control to assist with rule violations
- Coordinate with Boy Scout volunteers on Eagle Service Project at Winter Sports Building. Update: Wood pergola structure is built and concrete walkway is being planned for mid-December if weather allows
- Quarterly well water samples at McNamara and Burchfield
- 11/30 Met with Health Dept. sanitarian for 5-year Sanitation Inspection
- Winter Sports operation discussion and planning

Grant funded ADA Park Improvement Project:

- New rubber flooring and bathroom partitions completed
- Parking lot signage installed
- Ditch clearing and drainage work completed in Deer Run area
- Approved kayak chute design and change order
- Final punch-list items completed

Park Maintenance:

- Heavy windstorm damage cleanup again on the trails.
- Wood chipping throughout park
- Install CISMA boot brushes at trailheads
- Finish Winter Sports setup
- Install new customer entry door at ski rental building



Wood chipping downed branches throughout park



Mysteriously decorated Holiday Tree



New Ski Rental entry door



Boot brushes to help prevent spread of invasive plants



Eagle Scout Pergola being built on existing WSB sign

Lake Lansing Park Report – November

Highlights:

Attended Staff and Manager Zoom Meetings

Attended Park Commission meeting

Involved with Office Coordinator interview

Attended Pre-Construction meeting for new standby generators

Coordinated beach sand delivery

Attended Zoom meeting in regards to boat launch property line fence and discussed options with
Controllers Office and Equalization Department

Attended conference call with Tim M and Tanya M in regards to Boat Launch grant options and entrance
sign replacement

Attended Reorganization discussions

Attended Winter activities and Covid discussions

Checked in on new trail progress

Ian:

Supervised new ski trail project around north spoil site

Coordinated Winter signage

Beach Sand



New Trail



Finished product

2020 Parks Budget as of 11/30/20

AGENDA ITEM 8C

Revenue				
208 Fund	Original	Actual	Available	Percent
600000 Shelter Fees	66,500.00	27,393.00	39,107.00	41%
600100 Disc Golf Fees	22,000.00	16,834.00	5,166.00	77%
610100 Boat Rental	22,500.00	8,211.00	14,289.00	36%
610200 Canoe/Kayak Rental	42,500.00	6,823.00	35,677.00	16%
620000 Boat Launch Fees	17,000.00	14,712.00	2,288.00	87%
630000 Ski Rental	8,000.00	5,376.00	2,624.00	67%
641000 Food Concessions	48,150.00	23,291.00	24,859.00	48%
641120 Snowshoe Rental	-	80.00	(80.00)	
650000 LL House Rent	-	2,400.00	(2,400.00)	
652000 Parking Fees	317,846.00	214,211.52	103,634.48	67%
652100 HI Snow Hill Admissions	60,000.00	98,237.50	(38,237.50)	164%
669130 Game Rental	1,000.00	-	1,000.00	0%
669140 BUR Tube Rentals	4,000.00	2,537.00	1,463.00	63%
669141 Dog Park Revenue	10,000.00	8,618.00	1,382.00	86%
669142 Passport Revenue	20,000.00	8,242.50	11,757.50	41%
669145 Park Patron Pass	-	435.00	(435.00)	
688220 Misc Revenue	1,000.00	122.55	877.45	12%
671000 Day Camp	10,000.00	176.00	9,824.00	2%
Total Collected Revenue	650,496.00	437,700.07	212,795.93	67%
676020 Donations	-	-	-	
698010 Carry Over Surplus Used	194,854.00	-	194,854.00	0%
699000 Revenue TSF IN - F101	1,821,092.00	1,821,092.00	-	100%
699228 Revenue TSF IN - Millage 228	51,500.00	51,500.00	-	100%
699500 Revenue TSF IN - CAP IMP	35,000.00	35,000.00	-	100%
Revenue Total	2,752,942.00	2,345,292.07	407,649.93	85%
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	718,038.00	599,353.30	118,684.70	83%
705000 Seasonal Wages	631,384.00	347,503.97	283,880.03	55%
706000 FT Overtime	4,782.00	30,236.72	(25,454.72)	632%

2020 Parks Budget as of 11/30/20

706100 On Call Payments	5,320.00	380.00	4,940.00	7%
706700 Seasonal Overtime	1,787.00	3,632.72	(1,845.72)	203%
708000 Meeting Fees	9,750.00	5,400.00	4,350.00	55%
713000 Misc Fringes	-	-	-	
714000 Unemployment	3,634.00	4,150.19	(516.19)	114%
715000 Fica County Share	55,603.00	74,270.19	(18,667.19)	134%
715050 Liability Insurance	1,133.00	3,540.04	(2,407.04)	312%
716020 PHP Health Insurance	128,880.00	144,991.88	(16,111.88)	113%
716030 Health Waiver	9,330.00	83,310.37	(73,980.37)	893%
716035 Retiree Hlth Ins Chargeback	43,199.00	37,867.73	5,331.27	88%
716040 Retiree Hlth Ins Trust Chg	32,709.00	28,466.62	4,242.38	87%
716100 Dental Insurance	11,279.00	12,645.15	(1,366.15)	112%
716200 Vision Insurance	1,627.00	1,418.89	208.11	87%
716450 Seperation Buyout Chgback	9,363.00	15,384.00	(6,021.00)	164%
717000 Life Insurance	1,387.00	1,204.64	182.36	87%
717100 Disability Insurance	668.00	539.78	128.22	81%
718000 Retirement Program	144,133.00	134,155.70	9,977.30	93%
718500 Retirement Defined Contr.	5,676.00	5,046.84	629.16	89%
720000 Longevity	7,000.00	5,600.00	1,400.00	80%
722000 Wkcpmp Insurance	3,346.00	3,113.79	232.21	93%
722600 CARES	398.00	-	398.00	0%
Personnel Services Total	1,830,427.00	1,542,212.52	288,214.48	84%
Controllable Expenses				
<i>208 Fund</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
726011 Concessions	33,400.00	10,212.28	23,187.72	31%
728000 Printing & Binding	12,000.00	6,493.27	5,506.73	54%
729000 Postage	4,500.00	2,414.54	2,085.46	54%
730000 Office Supplies	2,800.00	1,269.83	1,530.17	45%
731000 Photo-Copying & Supplies	600.00	462.03	137.97	77%
734000 Non-Capital Equipment	4,900.00	3,219.72	1,680.28	66%
20P04 HI Picnic Tables (28)	20,000.00	8,390.80	11,609.20	42%
740000 Maintenance Supplies	117,136.00	85,202.47	31,933.53	73%

2020 Parks Budget as of 11/30/20

743000 Other Supplies	27,031.00	11,902.67	15,128.33	44%
745000 Uniforms	5,500.00	4,203.20	1,296.80	76%
746010 Clothing Allowance	600.00	900.00	(300.00)	150%
747000 Gas-Grease-Oil-Antifreeze	38,000.00	22,605.88	15,394.12	59%
802800 Med Services - Physicals	1,000.00	-	1,000.00	0%
815000 Memberships & Subscriptions	3,500.00	2,783.84	716.16	80%
818000 Contractual Services	61,413.00	22,096.42	39,316.58	36%
PAZO1 POS System	66,486.00	51,041.85	15,444.15	77%
823100 Police Services	30,000.00	-	30,000.00	0%
861000 Local Travel	2,256.00	619.85	1,636.15	27%
861100 In state Travel	3,100.00	1,494.44	1,605.56	48%
861110 Out of State Travel	744.00	743.96	0.04	
890080 Administrative Fees	12,500.00	10,723.20	1,776.80	86%
901000 Advertising	10,750.00	2,041.43	8,708.57	19%
921050 Telephone	7,900.00	6,808.45	1,091.55	86%
921060 Telephone - Long Distance	-	48.51	(48.51)	
931100 Maint-Related Contractual	34,433.00	18,359.32	16,073.68	53%
932000 Equipment Repair & Maint	46,200.00	47,098.11	(898.11)	102%
942000 Equipment Rental	18,138.00	1,856.10	16,281.90	10%
957120 Sales Tax	3,650.00	1,260.68	2,389.32	35%
957130 Other Taxes	-	1,850.76	(1,850.76)	
960000 Training	5,300.00	2,330.30	2,969.70	44%
960080 Staff Development	-	-	-	
967000 Special Project Costs	-	-	-	
Controllable Expenses Total	573,837.00	328,433.91	245,403.09	57%
Non-Controllable Expense				
<i>208 Fund</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
911000 Insurance & Bonds	-	-	-	
915050 Liability Insurance	-	-	-	
921000 Utilities	81,423.00	64,201.94	17,221.06	79%
921070 Courier Service	1,361.00	1,086.33	274.67	80%
921150 Telephone Allocation Costs	2,188.00	1,755.20	432.80	80%

2020 Parks Budget as of 11/30/20

943000 IT Operations	35,440.00	30,980.85	4,459.15	87%
943010 Equip Service Charge	42,000.00	1,081.84	40,918.16	3%
943020 Equip Service Charge PC	5,266.00	1,081.84	4,184.16	21%
943100 Network Maintenance	17,095.00	16,164.56	930.44	95%
944000 Vehicle Service Charge	18,999.00	33,056.21	(14,057.21)	174%
944100 Copier Service Charge	1,538.00	587.51	950.49	38%
Non-Controllable Expense Total	205,310.00	149,996.28	55,313.72	73%
Capital Outlay	140,868.00	29,255.64		21%
Transfer Out - F228	2,500.00	-		0%
Budget		Actual		Percent
Total Revenue	2,752,942.00	2,345,292.07	407,649.93	85%
Total Expenses	2,752,942.00	2,049,898.35	703,043.65	74%
Difference	-	295,393.72		

208 Fund Balance as of 12/31/19
\$402,126.79

Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- December 14, 2020

- Prepared Park Commission packet for the Park Commissioners for review of Round 6 Millage applications
- Met with Spicer Group, Tim Morgan, and George Hayhoe to discuss the last phase of the Holt to Mason trail
- Wrote memos/resolutions for Park Commission/BOC meetings for:
 - East Lansing Project TR033 amendment
 - Trails and Parks Millage Sixth Round Application Scoring
 - New Trail Project Estimate: MSU to Lake Lansing
 - New Trail Project Estimate: Holt to Mason
 - Millage Consultant
- Scored the proposals for the millage consultant and submitted for Park Commission and BOC consideration
- Attended Human Services meeting virtually for the round of millage renewal and other items
- Met with the Road Department, Spicer Group, and Johnson Sign Co. for Aurelius Township wayfinding install
- Worked with staff on social media updates and potential giveaways
- Website updates
- Conference calls weekly with Spicer Group and Tim Morgan
- Conference call weekly for office updates
- Conducted an audit of millage contracts
- Work on reimbursements and amendments for ongoing millage projects
- Work with the County attorney on contracts and amendments
- Attended zoom staff meeting and discussed possible re-org
- Discussed draft timeline for next round of millage grants with Tim Morgan and Spicer Group
- I have been splitting my time on the Office Coordinator position and the Trails and Parks Millage Program Coordinator. Here are ongoing items under the role of Office Coordinator:
 - Prepared the schedule for 2021 Park Commission meetings
 - Park Commission November minutes
 - Attended Zoom sessions to discuss online ticketing for Hawk Island snow tubing hill
 - Attended Zoom session to resolve 9 outstanding tickets for RecTrac/WebTrac
 - Participated on the interview panel for the new Office Coordinator resulting in the hiring of Kelly Burkholder
 - Continued to work with VSI staff and Financial Services staff to set up the GL interface with Munis

- We received 408 phone calls in the month of November.
- We have received 12 requests for 2021 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.
- Scheduling office staff through the end of December
- Drafted the following resolutions:
 - Meridian Land Preservation Board Prescribed Burn at Lake Lansing North
 - Hawk Island Picnic Table Planks
- Worked on the contract coordination process for the following contracts:
 - Hawk Island Boardwalk Replacement Prime Professional services contract with Rowe Professional
 - Spicer Group Amendment 3
 - Generators for Burchfield Park and Lake Lansing

FLRT Trail Ambassador Program Coordinator Monthly Report December, 2020

Events

- FLRT Board Meeting October 14

Other Business

- Communicated with new trail sponsors
- Ordered new trail sponsor signs
- Monitored trail project updates & shared via social media
- Communicated with FLRT board & contractors to assist in website upgrade
- Responded to trail maintenance questions

MOU Status

Community Name	In Discussion	In Process	Signed	Last Update
Ingham County			x	3/7/17
City of Lansing		x		2/9/17
City of East Lansing			x	9/28/17
City of Mason			x	10/13/17
Delhi Township		x		3/9/18
Meridian Township			x	1/31/18
Stockbridge		x		3/7/18
City of Leslie	x			10/7/19