

# 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](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, February 24, 2020*

## Monday, February 24, 2020

### PUBLIC MEETING

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

### 5:30pm

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

and

## PARKS & RECREATION COMMISSION MEETING

### Start Time: Immediately Following Adjournment of Public Meeting

1. **Call to Order – Public Meeting**
2. **Public Meeting**  
The purpose of this Public Meeting is to Hear Suggestions and Comments from the Public Regarding multiple proposed Michigan Department of Natural Resources grant applications for park and accessibility improvements at both Lake Lansing Park South and Bunker Road Landing - [Page 3](#)
3. **Adjournment – Public Meeting**
4. **Call to Order – Parks & Recreation Commission Meeting**
5. **Pledge of Allegiance**
6. **Approval of Minutes**  
Minutes of January 13, 2020 regular meeting will be considered - [Page 11](#)

7. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
8. **APPROVE THE AGENDA**  
**Late Items / Changes/ Deletions**
9. **ACTION ITEMS**
  - A. Motion to Recommend Submission of Multiple Grant Applications - [Page 36](#)
  - B. Police Patrols - [Page 37](#)
  - C. Seasonal Wage Update - [Page 38](#)
  - D. Visitor Incentive Program for Burchfield Park - [Page 39](#)
  - E. Hawk Island Concrete Walkway - [Page 40](#)
  - F. Lake Lansing South Grant #TF18-0104 Construction Contract - [Page 41](#)
10. **DISCUSSION ITEMS**
  - A. Rainy Chandler Ditch/Northern Tier Trail Update: Paul Pratt
11. **ADMINISTRATIVE REPORTS**
  - A. Director - [Page 42](#)
  - B. Park Managers - [Page 44](#)
  - C. Administrative Office - [Page 52](#)
  - D. FLRT Trail Ambassador Report - [Page 53](#)
12. **Board/Staff Comments**
13. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
14. **Upcoming Meetings**
  - A. Date: Monday, March 23, 2020; Time: 5:30pm  
Parks & Recreation Commission Meeting  
Hilliard Building, Room A, Mason
15. **Adjournment**

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

# AGENDA

---

*The packet is available on-line by going to [bc.ingham.org](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, February 24, 2020*

## Monday, February 24, 2020

### 5:30pm

## PUBLIC MEETING

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

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

**PRELIMINARY ESTIMATE OF COST  
LAKE LANSING PARK SOUTH IMPROVEMENTS  
INGHAM COUNTY, MI**

---

<b>Trust Fund Grant - GRAND TOTAL</b>	<b>\$630,200.00</b>
<b><u>Non-Grant Funded Expenses</u></b>	
Topographical Survey (included in other grant projects)	<u>\$5,000.00</u>
<b>GRAND TOTAL FOR ENTIRE PROJECT</b>	<b>\$635,200.00</b>

	<b><u>Grant Funds</u></b>	<b><u>Trails &amp; Parks Millage</u></b>	<b><u>Total Project Cost</u></b>
<b><u>TRUST FUND GRANT:</u></b>	\$300,000.00	\$330,200	\$630,200
Match Percentage:	(48%)	(52%)	
<b><u>OTHER COSTS:</u></b>			
Topographical Survey	\$0.00	\$5,000	\$5,000
<b>PROJECT TOTALS:</b>	\$300,000	\$335,200	\$635,200

**Local Match / Funding Sources:**

Ingham County CIP:	\$11,500
Millage (already committed):	\$59,000
Millage Request:	<u>\$264,700</u>
<b>County's All-In Cost:</b>	<b>\$335,200</b>



**PRELIMINARY ESTIMATE OF COST  
LAKE LANSING PARK SOUTH  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$40,000.00
4.	1	Lump Sum	Remove Ex. Concrete Walks	Lump Sum	\$1,500.00
5.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
6.	1,000	Sq. Ft.	Concrete Path, 6' Wide, 4" thick	\$12.00	\$12,000.00
7.	1,735	Ton	Paved Parking, HMA, 3.5"	\$120.00	\$208,200.00
8.	8,430	Sq. Yd.	8" Crushed Limestone Base, 22A, C.I.P. (Parking)	\$15.00	\$126,450.00
9.	1	Lump Sum	Signage & Striping	Lump Sum	\$12,000.00
10.	1	Lump Sum	Bio-Swale / Drainage / Native Plant Seeding	Lump Sum	\$30,000.00
11.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$6,900.00
12.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
13.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$10,800.00
<b>SUBTOTAL</b>					<b>\$498,150.00</b>
<b>Contingency</b>					<b>\$49,850.00</b>
<b>Engineering (15%)</b>					<b>\$82,200.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST</b>					<b>\$630,200.00</b>





# PARK IMPROVEMENTS LAKE LANSING PARK SOUTH



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

## GENERAL NOTES:

1. PROPOSED PAVING OF EXISTING GRAVEL PARKING LOT.
2. PROPOSED (2) ADA PAVED PARKING SPACES.
3. PROPOSED ADA ACCESSIBLE CANOE / KAYAK LAUNCH, ATTACHED TO DOCK TO BE CONSTRUCTED IN SPRING 2020.
4. PROPOSED BIO-SWALE WITH NATIVE PLANTINGS.

## PREVIOUSLY FUNDED 2018-2019 DNR GRANTS:

5. OVERFLOW PARKING WITH (8) ADA PARKING SPACES.
6. PAVED PATHS TO CONNECT PARK FEATURES.
7. PAVED ADA PARKING (10) SPACES.
8. NEW BATHHOUSE.
9. RELOCATED SUNRISE SHELTER.
10. DOCK WITH BOAT SLIPS AND FISHING.

DATE: 2/18/2020  
JOB # 126747SG2019



**PRELIMINARY ESTIMATE OF COST  
BUNKER ROAD LANDING IMPROVEMENTS, Phase 1  
INGHAM COUNTY, MI**

---

**Trust Fund Grant - GRAND TOTAL** \$102,000.00

**Non-Grant Funded Expenses**

Construction Administration (minimal)	\$5,000.00
Topographical Survey (included in other grant projects)	\$5,000.00

**GRAND TOTAL FOR ENTIRE PROJECT** **\$112,000.00**

	<b><u>Grant Funds</u></b>	<b><u>Trails &amp; Parks Millage</u></b>	<b><u>Total Project Cost</u></b>
<b><u>TRUST FUND GRANT:</u></b>	\$50,000.00	\$52,000	\$102,000
Match Percentage:	(49%)	(51%)	
 <b><u>OTHER COSTS:</u></b>			
Construction Administration	\$0.00	\$5,000	\$5,000
Topographical Survey	\$0.00	\$5,000	\$5,000
 <b>PROJECT TOTALS:</b>	\$50,000	\$62,000	\$112,000

**Local Match / Funding Sources:**

Ingham County CIP:	\$0
Millage (already committed):	\$0
lparks Dept Fund Balance:	\$62,000
Millage Request:	\$0
 <b>County's All-In Cost:</b>	 \$62,000

**PRELIMINARY ESTIMATE OF COST  
BUNKER RD LANDING IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>PHASE 1</u></b>					
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$3,500.00
3.	420	Cu. Yd.	Site Preparation/Excavation/Rough Grading	\$25.00	\$10,500.00
4.	1,400	Sq. Ft.	Concrete Paving, 4" thick <i>(includes 8' wide walk at drop off area and access to existing launch)</i>	\$8.00	\$11,200.00
5.	240	Sq. Ft.	Replace Existing Wood Stepped Launch	\$50.00	\$12,000.00
6.	1,240	Sq. Yd.	8" Crushed Limestone, 22A, C.I.P.	\$15.00	\$18,600.00
7.	1,920	Sq. Yd.	2" Crushed Limestone, 22A, C.I.P. <i>(replenish ex. parking and drive)</i>	\$7.00	\$13,440.00
8.	1	Lump Sum	Site Restoration & Cleanup (In-kind)	Lump Sum	\$2,500.00
9.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
10.	1	Lump Sum	Construction Staking	Lump Sum	\$3,500.00
<b>SUBTOTAL, Phase 1</b>					<b>\$80,540.00</b>
<b>Contingency</b>					<b>\$8,160.00</b>
<b>Engineering (Design, Grant Admin, Bidding) (15%)</b>					<b>\$13,300.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST , Phase 1</b>					<b>\$102,000.00</b>

**PHASE 2**

1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$12,000.00
3.	430	Cu. Yd.	Site Preparation/Excavation/Rough Grading	\$25.00	\$10,750.00
4.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
5.	2,900	Sq. Ft.	Concrete Paving, 4" thick <i>(includes 8' wide walks, access to new launch, picnic table pad, paved fishing access, porta-john pad and hand pump pad)</i>	\$8.00	\$23,200.00
6.	25	Lin. Ft.	Concrete Curb <i>(at paved fishing access)</i>	\$35.00	\$875.00
7.	22	Ton	Paved Parking, HMA, 3" depth	\$150.00	\$3,300.00
8.	1	Lump Sum	Signage & Striping	Lump Sum	\$2,500.00
9.	1	Lump Sum	Water Hand Pump On Ex. Well	Lump Sum	\$5,000.00
10.	1	Lump Sum	Boulder Barrier around Parking Lot	Lump Sum	\$25,000.00

**PRELIMINARY ESTIMATE OF COST  
BUNKER RD LANDING IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
11.	1	Each	Entrance Sign	\$15,000.00	\$10,000.00
12.	1	Each	Picnic Table	\$2,500.00	\$2,500.00
13.	1	Each	Bench	\$2,000.00	\$2,000.00
14.	1	Lump Sum	Bio-Swale / Drainage / Native Plant Seeding	Lump Sum	\$10,000.00
15.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$5,600.00
16.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
17.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$7,600.00
<b>SUBTOTAL, Phase 2</b>					<b>\$165,625.00</b>
<b>Contingency</b>					<b>\$16,575.00</b>
<b>Engineering (15%)</b>					<b>\$27,300.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST , Phase 2</b>					<b>\$209,500.00</b>



# PARK IMPROVEMENTS BUNKER ROAD LANDING



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

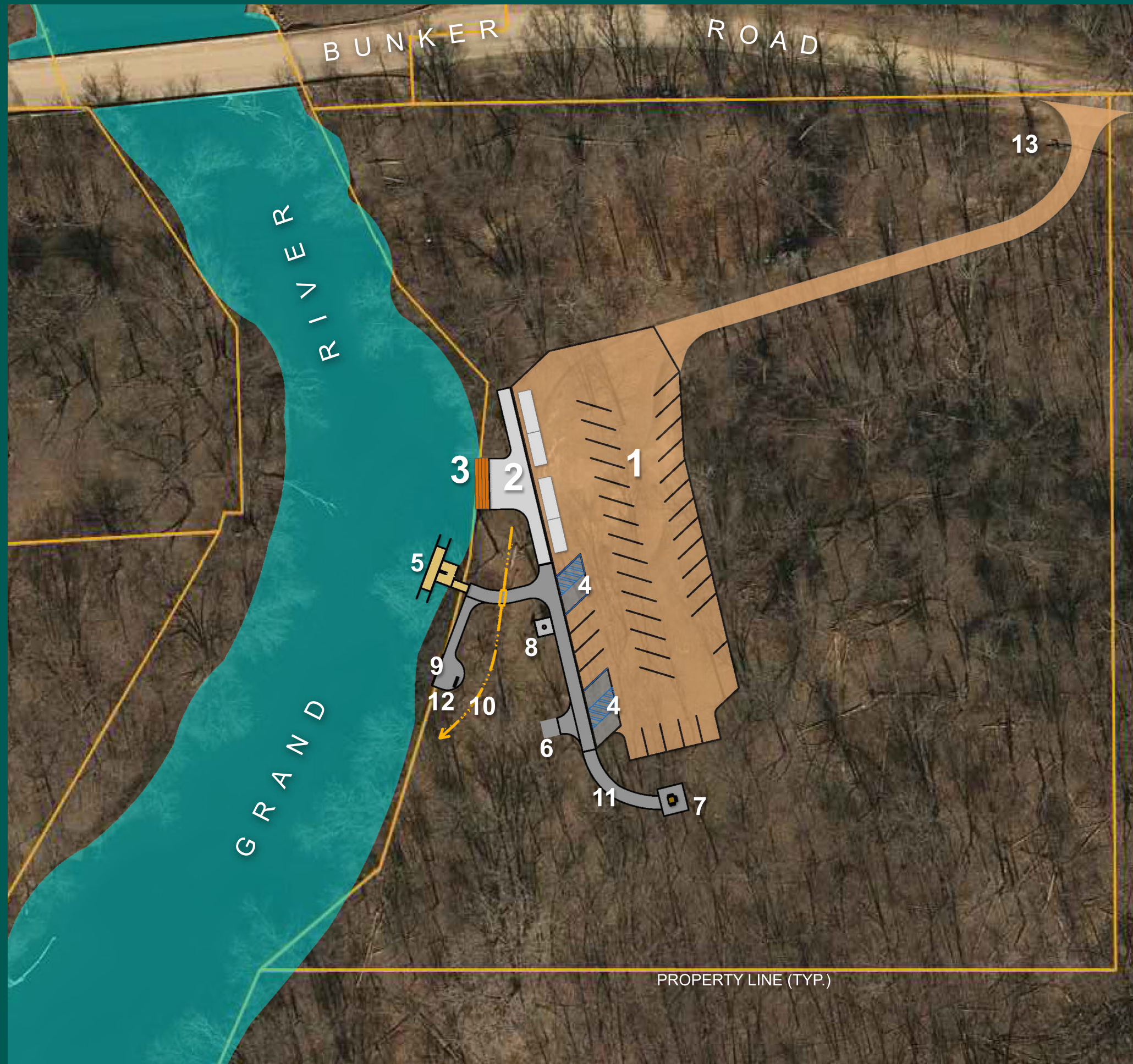
## GENERAL NOTES:

### 2020 DNR GRANT PROJECT:

1. PROPOSED GRAVEL PARKING LOT TO BE EXPANDED, INCLUDING IMPROVING THE EXISTING DRIVE AND A DROP-OFF AREA FOR VANS/TRAILERS W/ CANOES.
2. PROPOSED CONCRETE WALKS / PAVING FOR ACCESS.
3. REPLACE EXISTING STEPPED CANOE / KAYAK LAUNCH.

### FUTURE IMPROVEMENTS:

4. PROPOSED (3) ADA PAVED PARKING SPACES.
5. PROPOSED ADA ACCESSIBLE CANOE / KAYAK LAUNCH.
6. PROPOSED VAULT TOILET.
7. PROPOSED ADA ACCESSIBLE PICNIC TABLE.
8. PROPOSED WATER HAND PUMP OVER EXISTING WELL.
9. PROPOSED PAVED FISHING ACCESS W/ CURBED EDGE AT RIVER.
10. PROPOSED BIO-SWALE WITH NATIVE PLANTINGS.
11. PROPOSED CONCRETE WALKS / PAVING FOR ACCESS.
12. PROPOSED BENCH W/ (1) ARMREST AND COMPANION SEATING.
13. PROPOSED ENTRANCE SIGN.



NOT TO SCALE

DATE: 2/19/2020  
JOB # 126747SG2019

**Spicer**  
group  
[www.spicergroup.com](http://www.spicergroup.com)



**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**January 13, 2020**

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

**Board Members**

**Present:** Matt Bennett, Cherry Hamrick, Simar Pawar, Paul Pratt (entered the meeting at 5:42pm), Commissioner Emily Stivers, Commissioner Chris Trubac, Michael Unsworth, Chris Swope, and Stephanie Thomas

**Absent:**

**Also Present:** Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Trails & Parks Millage Program Coordinator Melissa Buzzard, Assistant Director of Parks and Recreation Wendy Longpre, and Williamstown Township Supervisor Wanda Bloomquist

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

**Minutes:** **Moved by** Ms. Hamrick and **Supported by** Ms. Pawar to approve the December 16, 2019 minutes of the regular meeting as written.  
**Yes-8; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None.

**LATE ITEMS / CHANGES / DELETIONS**

None.

**ELECTION OF 2020 OFFICERS**

**Election of Officers:** **Moved by** Ms. Thomas; **Supported by** Ms. Pawar that Matt Bennett be nominated to serve as the Chair of the Ingham County Parks & Recreation Commission. **Yes-8; No-0. MOTION CARRIED.**

**Moved by** Ms. Thomas; **Supported by** Ms. Pawar that Cherry Hamrick be nominated to serve as Vice-Chair of the Ingham County Parks & Recreation Commission. **Yes-8; No-0. MOTION CARRIED.**

**Moved by** Ms. Thomas; **Supported by** Ms. Pawar that Mike Unsworth be nominated to serve as Secretary of the Ingham County Parks & Recreation Commission. **Yes-8; No-0. MOTION CARRIED.**

**DISCUSSION ITEMS**

**City of East Lansing Update on Millage Projects Presentation and Extension of TR003**

Assistant Director of Parks and Recreation, Wendy Longpre, presented a PowerPoint presentation about the City of East Lansing's millage projects. Ms. Longpre stated the City of East Lansing is very thankful for all the projects the City of East Lansing has been awarded. Ms. Longpre presented before and after photos of the projects that have been completed:

# City of East Lansing Ingham County Trails and Parks Millage Projects Update

January 13, 2020

## East Lansing Projects

Year Received	Project Name
2016	Northern Tier Trail Repairs
2016	Soccer Complex Bridge
2016	Whitehills Park Bridge
2016	Hagadorn Road Bridge
2016	Kalamazoo Street Bridge
2016	Harrison Meadows Park Bridge
2016	Abbey Road Bridge
2017	Northern Tier Trail Extension through White Park
2018	Pedestrian Connection to Northern Tier Trail at Colorado Dr
2018	Pedestrian Connection to Northern Tier Trail at Riveria Drive



## Soccer Complex Bridge

Allocation Amount: \$204,100

Status: Complete

Before:



## Whitehills Park Bridge

Allocation: \$229,450

Status: Complete

Before:



## Hagadorn Road Bridge

Allocation: \$260,900

Status: Complete



## Kalamazoo Street Bridge

Allocation: \$223,000

Status: Complete





## Harrison Meadows Park Bridge

Allocation: \$66,099

Status: Complete



Before:



## Abbey Road Bridge

Allocation: \$66,100

Status: Complete



Before:



## Northern Tier Trail Repairs

Allocation: \$476,440

Status: Extension requested

Progress to date:

- Cracks routed and filled
- Micro-lift of asphalt installed over 3.5 miles of trails in Ingham County
- Cross slope and running slopes corrected to meet ADA
- Fencing replaced
- Erosion repaired and culverts replaced

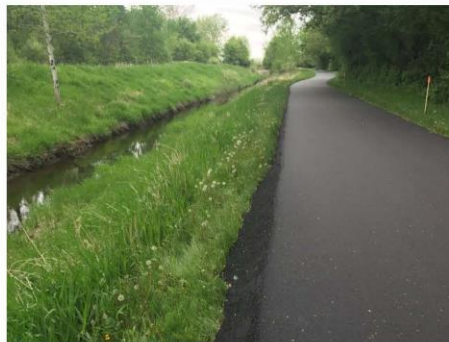
Financial Status: \$28,000 remaining



## Northern Tier Trail Repairs

Out-standing issues:

- Cracks migrating through surface
- Areas of asphalt wedging have created a substantial drop at the trail edge where the trail parallels the Sanderson Drain



Ms. Longpre stated the City of East Lansing is requesting an extension for the Northern Tier Trail project TR003. They have discussed different options with the Drain Commission, who recommends shifting the trail.

Mr. Pratt entered the meeting at 5:42pm.

Ms. Longpre presented possible solutions for the trail edge issue:

## Northern Tier Trail Repairs

### Option 1

- Use the remaining project funds to repair surface cracks in spring 2020
- Close out the existing grant in summer 2020
- Continue to work with the Ingham County Drain Office to identify and quantify a trail edge solution
- Apply for an additional Trails Millage allocation to re-locate the section of trail in question
- Repairs would be completed in summer 2021

### Pros

- Closes out the existing grant, allowing disbursement of Trails Millage funds in summer 2020
- Completes the crack repair quickly

### Cons

- Is dependent on the Trails Millage funding request being successful
- Postpones the trail edge resolution until summer 2021
- Requires two separate bidding processes.

## Northern Tier Trail Repairs

### Option 2

- Continue to work with the Ingham County Drain Office to identify and quantify a trail edge solution
- Return to Ingham County Parks Commission in March or April with a request for additional funds on the existing grant
- Complete the surface repair and trail edge solution in summer/fall 2020

### Pros

- Performs the crack repair and trail edge resolution as one project
- Completes the work in 2020

### Cons

- Requires an additional allocation of Trails Millage funds outside of the funding cycle
- Requires the existing grant remain open until the end of 2020 and the funds remain with Ingham County

Ms. Longpre provided an update on the Northern Tier Trail extension through White Park. The current agreement for Northern Tier Trail Extension through White Park will need to be extended and the City of East Lansing will request that later this spring. The Ingham County Road Department has safety concerns about this



project, and after more research into the project, the Road Department would like the City of East Lansing to find some other alternatives. Ms. Longpre presented options for the intersection. The Road Department recommends reconstructing the intersection and completely redoing the signals, which could cost \$350,000. Ms. Longpre presented a second option to create a mid-block crossing to the southeast in the amount of approximately \$150,000. However, this isn't a logical place to cross, and you would have to cross the road three times to complete the loop. Ms. Thomas stated this is a busy street and we need to be concerned about safety.

## Northern Tier Trail Extension Through White Park

Allocation: \$469,000

### Status:

- Secured \$300,000 NRTF grant as local match
- Entered a Contract with Montgomery Excavating for project construction
- Removals will begin this winter with construction in summer and fall 2020
- Will be requesting an extension in March

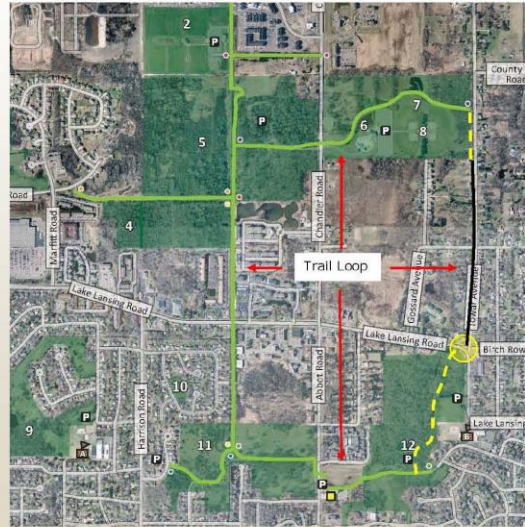
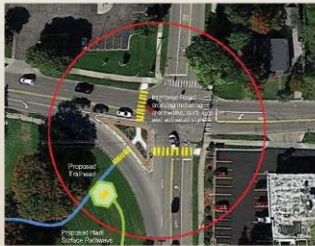


## Northern Tier Trail Extension Through White Park

Project Goal: Create a trail loop

Challenges:

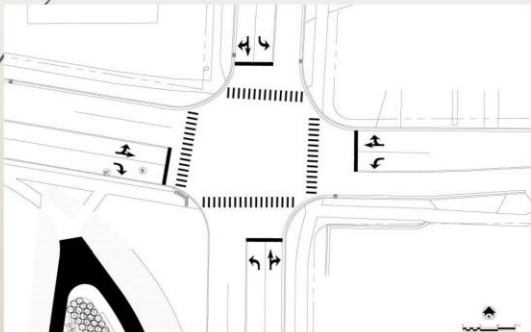
- The existing signal is unable to be upgraded making safety improvements considerably more complex and costly than initially anticipated
- Ingham County Road Department has safety concerns with improvements as proposed.



## Northern Tier Trail Extension Through White Park

### Option 1

- Reconstruct the Lake Lansing Road intersection and install new signals. Estimated cost: \$350,000



### Pros

- Creates the safest crossing option for pedestrians
- Creates a pedestrian crossing at the most logical location where people are most likely to cross
- Creates the trail loop with one road crossing

### Cons

- Requires an additional allocation of Trails Millage funds outside of the funding cycle
- The most costly option
- Complicated construction
- Construction is unlikely to happen before 2021

## Northern Tier Trail Extension Through White Park

### Option 2

- Create a mid-block crossing to the southeast. Cost is unknown, but potentially \$100,000 - \$150,000 or more



### Pros

- Most cost effective solution
- Construction may be able to take place in fall of 2020
- Fairly straight-forward construction

### Cons

- Requires an additional allocation of Trails Millage funds outside of the funding cycle
- This is not a logical location for people to cross
- Requires three road crossings to complete the trail loop

Ms. Longpre said the last two projects in the presentation are TR057 Pedestrian Connection to Northern Tier Trail at Riviera Drive and TR058 Pedestrian Connection to Northern Tier Trail at Colorado Drive. The City of East Lansing's grant applications for these two projects were not awarded by the DNR. Ms. Longpre stated she doesn't want to give up the County's millage dollars, and maybe they can combine the grant funds to complete the Riviera Drive project, and submit a future request for Colorado Drive. Or, the City of East Lansing could request additional funds to complete both projects – an allocation outside of the funding cycle.

Mr. Unsworth asked why the City of East Lansing didn't submit any applications for the last cycle. Ms. Longpre stated they have so many projects and it is important to complete what they have started before asking for more funds. Mr. Morgan stated that the DNR award announcements came after this round of applications.

Mr. Bennett asked if the Northern Tier Trail extension through White Park is more important than the Riviera Drive project; could we take the Riviera Drive funds and move to other projects? Ms. Longpre said she would need to discuss that idea with other employees from her department. Mr. Bennett stated we could possible shuffle existing funds, instead of requesting new funds. Ms. Longpre asked when next round is open and Ms. Buzzard stated in August. Ms. Longpre stated the Riviera Drive project took a lot of legwork and it was a controversial project, and she doesn't want to lose that project. However, White Park is a project they are doing right now.

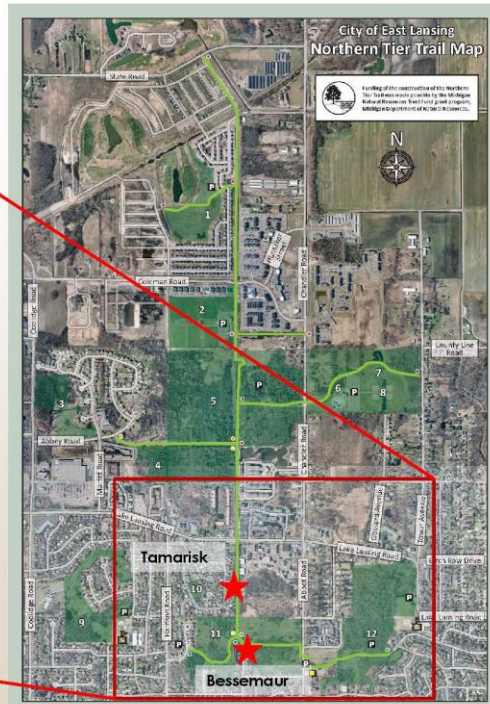
Mr. Bennett asked if a community isn't awarded a grant, don't the funds go back to the County? Ms. Buzzard stated she will check the language in the contract.

Mr. Bennett stated maybe we can shuffle money between the projects. Ms. Longpre proposed we could shift money from the Riviera Drive project to the White Park project, and from Colorado Drive project to the Northern Tier Trail project. Ms. Buzzard asked if they can just ask for more funds in a future round. Mr. Bennett stated shuffling funds may be a quicker option than waiting for the next round.



Mr. Pratt stated in the first six years of the millage we have found there are a lot of adjustments and things that haven't been accounted for, and we have not had a problem with cost overruns. He would like to see the work completed in 2020. The Drain Commission thinks there is a solution potentially for under \$100,000. Mr. Pratt recommends finishing this project now since it is a safety issue. Ms. Buzzard agreed that she would like it to be completed sooner too. Mr. Pratt stated he recommends option two. Ms. Longpre said she will have actual numbers to present to the Park Commission in April to address a solution to these projects.

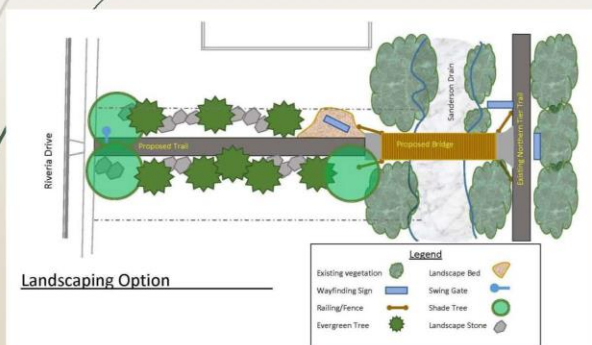
## Pedestrian Connections to the Northern Tier Trail



## Connection at Colorado Drive

Allocation: \$191,684

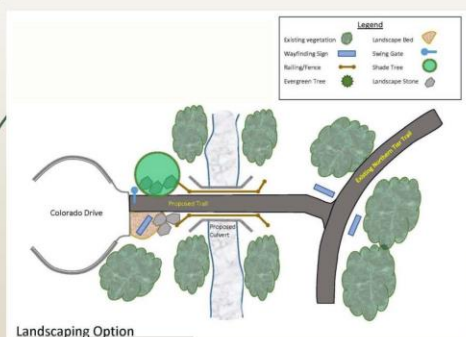
Status: NRTF Grant request for \$100,000 project match was unsuccessful



## Connection at Riveria Drive

Allocation: \$370,796

Status: NRTF Grant request for \$200,000 project match was unsuccessful



The slide features a green arrow pointing right at the top left, with the title "Pedestrian Connections to the Northern Tier Trail" in green text. Below the title, there are two columns of information. The left column is for "Option 1" and the right column is for "Option 2". Each option has a list of bullet points, followed by "Pros" and "Cons" sections. Option 1's pros include completing a high priority connection and allocating millage funds within the standard cycle. Option 1's cons include no local match for the Riveria Drive connection and dependency on millage funding for the Colorado Drive connection. Option 2's pro is allowing both connections to be completed. Option 2's con is requiring additional millage funds outside the funding cycle.

## Pedestrian Connections to the Northern Tier Trail

### Option 1

- Combine existing grant funds to complete the Riveria Drive connection
- Re-submit a future funding request for the Colorado Drive connection

#### Pros

- Completes the highest priority connection
- Allocates additional Trails Millage funds within the standard funding cycle

#### Cons

- The Riveria Drive connection will have no local match
- The Colorado Drive connection is dependent on the Trails Millage funding request being successful

### Option 2

- Request an allocation of an additional \$300,000 from the Trails Millage

#### Pros

- Allows both trail connections to be completed

#### Cons

- Requires an additional allocation of Trails Millage funds outside of the funding cycle

## **ACTION ITEMS**

### *East Lansing Millage Project TR003 Extension ~*

MOVED BY MR. PRATT, SUPPORTED BY MR. UNSWORTH

To recommend extending the City of East Lansing's project TR003 to December 31, 2020

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Ms. Longpre stated she will come back to the Park Commission in April to present another update. Mr. Swope stated option one will create traffic congestion, and recommended the City of East Lansing look at another option such as a traffic circle.

### *Williamstown Township Millage Project Extension ~*

Williamstown Township Supervisor, Wanda Bloomquist, addressed the Park Commission about project TR052. Ms. Bloomquist said she is requesting an extension through May 31, 2020 and Mr. Pratt stated he recommends extending the project until the end of the year.

MOVED BY MR. PRATT, SUPPORTED BY MS. THOMAS

To recommend extending Williamstown Township's project TR052 to December 31, 2020

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

*Resolution to Recommend Accepting the 2019 Land and Water Conservation Fund Grant for Burchfield Park ~*  
Mr. Morgan stated this grant was awarded in December of 2018, but we did not get the project agreement until this month.

**RESOLUTION #1-20 TO RECOMMEND AUTHORIZING THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A LAND AND WATER CONSERVATION FUND GRANT**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$256,500 for the grant application titled Burchfield Park Improvements #26-01803 to the Michigan Natural Resources Land and Water Conservation Fund for accessibility improvements throughout the park for people of all abilities at Burchfield Park, located in Delhi Township; and

WHEREAS, the Land and Water Conservation Fund Grant in the amount of \$256,500 was awarded for park and accessibility improvements at Burchfield Park; and

WHEREAS, these improvements will include accessibility improvements throughout the park including paved parking spaces and paved walkways to connect facilities within the park for people of all abilities, restroom improvements for accessibility and an accessible canoe/kayak launch along the Grand River; and

WHEREAS, the required matching funds of \$256,500 will come from previously appropriated County funds reserved for this purpose as required by the Project's Grant Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners, Ingham County, Michigan, accept the terms of the Agreement for grant # 26-01803 for accessibility improvements at Burchfield Park as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide two hundred sixty six thousand five hundred (\$266,500) dollars to match the grant authorized by the DEPARTMENT, (of which \$256,500 is required by the Project's Grant Agreement and authorizes an additional \$10,000 for the topographic survey totaling \$266,500).
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

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



BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$24,170.00 from a line to be determined by the budget office for the Burchfield Park Grant from invoices charged to Lake Lansing South, really meant to be billed to the portion of the contract billed to Burchfield Park, for the prime professional contract with Rowe Professional into line item # 228-75999-974000-9P10.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to load \$175,700 from the Trails and Parks Millage fund (previously authorized by Board of Commissioners Resolution #18-107) into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to carry over/transfer \$12,000 from line item 228-75999-974000-7P06 into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to load \$56,300 from the 2020 Trails and Parks Millage fund (previously authorized by Board of Commissioners Resolution #18-107) into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$2,500 from the Parks Department 208 fund balance for the project into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$20,000 match for the Land and Water Conservation Fund grant, as authorized in the 2020 CIP budget request, from the Trail and Park Millage fund into a line to be established by the Budget office.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer the project amount of \$256,500 from the Michigan Department of Natural Resources be available in a line to be established by the Budget office.

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 Commissioner Stivers and Supported by Ms. Hamrick that Resolution #1-20 be approved as written. Yes-9; No-0. MOTION CARRIED.**

**RESOLUTION #2-20 TO COMPLY WITH PROVISIONS OF THE OPEN MEETINGS ACT SETTING  
PARKS & RECREATION COMMISSION MEETINGS FOR  
JANUARY 2020 THROUGH DECEMBER 2020**

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 2020, pursuant to the provisions of said Act.

THEREFORE, BE IT RESOLVED that the Parks & Recreation Commission adopts the following meeting dates for 2020, 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.

<b>Date</b>	<b>Time</b>	<b>Room/Shelter</b>	<b>Building/Park</b>	<b>City</b>
January 13	5:30pm	A	Human Services Building	Lansing
February 24	5:30pm	A	Human Services Building	Lansing
March 23	5:30pm	A	Hilliard Building	Mason
April 27	5:30pm	A	Human Services Building	Lansing
May 11	5:30pm	Red Tail Shelter	Hawk Island	Lansing
June 22	5:30pm	Main Shelter	Lake Lansing South	Haslett
July 27	5:30pm	Overlook Shelter	Burchfield Park	Holt
August 24	5:30pm	A	Human Services Building	Lansing
September 21	5:30pm	A	Human Services Building	Lansing
September 28	5:30pm	A	Human Services Building	Lansing
October 19	5:30pm	A	Human Services Building	Lansing
November 16	5:30pm	A	Human Services Building	Lansing
December 14	5:30pm	B	Hilliard Building	Mason

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.

**Moved by Mr. Unsworth and Supported by Ms. Pawar that Resolution #2-20 be approved as written. Yes-9; No-0. MOTION CARRIED.**

Action Program Update ~

Mr. Morgan stated there are two corrections to the action program – the demolition of the rental house was funded in the 2020 budget and the first item listed for Lake Lansing North is actually complete, and can be removed from the list. Mr. Morgan stated the park managers have reviewed and reordered the list, and this is an aggressive plan asking for multiple grants through the DNR annually for the foreseeable future. Mr. Morgan stated we will review this list again annually.

MOVED BY MR. UNSWORTH, SUPPORTED BY MR. PRATT

To recommend the update to the Action Program Items as presented

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.





*Hawk Island Park*

# Action Program

## Overview

With goals and objectives in place, Ingham County has developed a five-year action plan that will enable it to move toward accomplishing its goals and objectives. The action program details the direction that Ingham County Parks wishes to take over the next five years and beyond. It is established to maintain and improve the quality and diversity of its park and recreation opportunities.

It is important to note that the projects and equipment lists below may not be exhaustive. The project list reflects the results of the input received from Ingham County Park staff, the open house, and the online survey and is the best reflection of needs at the time this plan was written. Future circumstances, especially availability of funding, may influence the order in which the projects are completed. Other projects may arise that were not able to be anticipated when the plan was written. This action portion of the Master Plan is intended to be reviewed annually by the staff and park commission and updated as needed as part of the normal budget process.



## Major Capital Projects

Ingham County has identified below the Major Capital Projects. They are shown in Table 16. Major Projects are the projects that require professional services assistance for planning, design and grant writing. These are Major Capital Projects that will most likely need to be funded with a dedicated campaign that will include public and private grants, millage proceeds and fundraising. The projects have been prioritized and given a timeline so that the Ingham County Parks Department can look ahead and plan for the orderly development of these facilities. Each project is referenced to a specific goal from the previous section of this document.

Table 16 Ingham County Parks Major Capital Project Plan Timeline						
PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
Funded	Accessible Pedal Boat Dock & Fishing Pier & ADA access at Lake Lansing South – New/Replace	\$156,600 trust fund and \$15,000 TOPO 2019 CIP	MDNR-Trust Fund-\$300,000	April 1, 2018	2019/2020 Total Project: \$471,600	G 1,3,4,5 O3a, O4b
Funded	ADA spaces and for all facilities with gravel lots at Burchfield, ADA Access to Amenities and ADA Kayak Launch and sidewalk – New/Replace	Total approved for Grant: \$266,500	MDNR-Land and Water-\$256,500	April 1, 2018	2019/2020 Total Project: \$523,000	G 1,3,5 O3a
Funded	Bathouse/Concession/Restroom building replacement and ADA access to amenities and loop trail and parking lot at Lake Lansing South – New/Replace	Total for all Grants: Trust fund-\$725,200 Land & Water-\$300,000, TOPO \$15,000, Total \$1,040,200	MDNR-Trust Fund-\$300,000 Land & Water-\$300,000  Total: \$600,000	Ingham Co. Trails & Parks Millage: August 31, 2018  DNR: April 1, 2019	2020/2021 Total Projects: \$1,640,200	G 1,2,3 O1a



Table 16 Ingham County Parks Major Capital Project Plan Timeline						
PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
Funded	Boardwalk/Fishing Pier/Boat Rental Dock Replacement and ADA Kayak Launch and trail lighting at Hawk - New/Replace	Trust Fund- \$231,400 Land & Water- \$292,100, and fish stocking \$25,000, CIP 2019 Request, TOPO \$15,000, Lighting - \$15,000 Total: \$578,500	MDNR- Trust Fund- \$300,000 Land & Water- \$292,100 Total: \$592,100	Ingham Co. Trails & Parks Millage: August 31, 2018  DNR: April 1, 2019	2020/2021 Total Project: \$1,170,600	G 1,3,4,5,7 O4b
2020 Budget- Funded	Demolition of Lake Lansing South Rental House. Backfill and seed picnic area.	N/A	N/A	N/A	\$20,000	G1 O1b
Round 5 Trails and Parks Millage	Parking lot – McNamara Landing – asphalt and soil erosion/plantings	\$125,000	\$125,000	2019	2020 \$125,000	G3, 4
Round 5 Trails and Parks Millage	Planning for Hawk Island north boardwalk(s) and fishing pier replacement	\$200,000	\$200,000	2019	Planning/design cost estimate \$200,000	G1, 3, 4, 5, 7, O4b
Round 5 Trails and Parks Millage	Lake Lansing South lake access and fencing project	\$125,000	\$125,000	2019	\$129,000	G1, 2
1  Re-Apply for MDNR Trust Fund	Universal kayak/canoe launch at Lake Lansing South and parking lot – rest of lot at Lake Lansing South - asphalt	Use approved match from Trust Fund Grant not awarded in 2019 \$59,000 & \$11,500 from 2019 CIP	Request maximum 2020 \$300,000 total local match \$200,000	April 1, 2020	Total Project: \$500,000	G 1,3,4,5 O3a, O4b, G3





**Table 16**  
**Ingham County Parks**  
**Major Capital Project Plan Timeline**

PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
		Need additional \$129,500 in millage funds if it renews in March 2020				
2	Bunker Road kayak/canoe launch improvements	\$0 millage \$25,000 parks fund balance	MDNR Trust Fund \$50,000 Small grant	April 1, 2020	2021 \$75,000	G3, 4
3	Boardwalk- Lake Lansing North Replace	Total for Grant: \$300,000 \$300,000	MDNR- Trust Fund- \$300,000 L&W \$300,000	April 1, 2021	2021/2022 Total 2 Projects: \$1,200,000	G1, G3, O3b, G4
4	Hawk Island: North Boardwalk(s) and fishing pier and loop trail replacement	From Round 5 Planning Grant	TBD \$	April 1, 2021	2022 \$?	G1, 3, 4, 5, 7, O4b
5	Beach playground (1) demo and replacement (1) at Burchfield Park with one new universal accessible playground	\$300,000	DNR Grant TBD \$300,000	April 1, 2021	2022	3, G 1,4,5 O4b, O3b
6	Playground demo (2) and replacement (1) at Lake Lansing North with one new universal accessible playground	\$300,000	DNR Grant TBD \$300,000	April 1, 2022	2023	3, G 1,4,5 O4b, O3b
7	Repurpose Toboggan Run with Zip line or snow related winter activity at Burchfield Park – New/Replace	\$300,000	MDNR Grant \$300,000	April 1, 2022	2023	G 1,5 O5b, G6
8	Chip and seal or repave parking lots and entrance roads for all Hawk Island asphalt	TBD	Not Grant	2023	TBD	G3, G4



Table 16 Ingham County Parks Major Capital Project Plan Timeline						
PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
9	Pave Parking lot and down to Beach Bathhouse ADA Parking Including– Burchfield Winter Sports Building and connecting the road including up to the entrance of park also inner trail loop connectors to existing facilities and rustic yurts or cabins rentals at Burchfield Park and accessible loop trail	\$300,000  &  \$300,000	Trust Fund MDNR Grant \$300,000  &  MDNR L&W Grant \$300,000	April 1, 2023	2024	G3, 4, O3b
10	Carousel building conversion to public rental and expand maintenance building Lake Lansing South	Total for Grant: \$300,000 \$300,000	MDNR- Trust Fund: \$300,000 L&W: \$300,000	April 1, 2024	2025	G1, 3, 6, 6a
11	Boardwalk with Gazebo at Lake Lansing South - New	\$300,000	TBD MDNR Grant? \$300,000	April 1, 2025	2026	G 1,3,5, 6, 6a
12	Accessible Loop Trail Lake Lansing North, 1/2 mile loop	\$300,000	TBD \$300,000 MDNR Grant?	April 1, 2025	2026	G 1,3,4,5, 6 O3b, O4b, O6a
Long Term	Chip and seal or repave parking lot Lake Lansing Boat Launch asphalt / include a boat wash station/drainage/wetland planting	TBD	TBD	TBD	TBD	G3, G4
Long Term	Disc Golf, Mountain Biking, Dog Park, and/or other recreation	TBD	TBD MDNR Grant(s)	TBD	TBD	G 1,3,4,5, 6, O3b,



Table 16 Ingham County Parks Major Capital Project Plan Timeline						
PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
	amenities LLN New/Replace					O4b, 06a
Long Term	Accessible loop trails at Burchfield – New (1/2 mile loop)	TBD	TBD	TBD	TBD	G 1,4,5, 6, O4b, O3b, 06a
Long Term	Multi-purpose / ski rental Building at Burchfield – New/Replace	TBD	TBD	TBD	TBD	G 1,3,5, 6, 06a
Long Term	Indoor multi-purpose rental building and restroom Hawk Island	TBD	TBD	TBD	TBD	TBD
Long Term	No-leash Dog Facility Burchfield Park	TBD	TBD	TBD	TBD	TBD
Long Term	Splash Pad, Putt Putt Golf Lake Lansing South	TBD	TBD	TBD	TBD	TBD



**BOARD/STAFF COMMENTS**

Mr. Swope stated he got feedback that the winter sports status webpage doesn't really give a good sense of when it was last updated, and currently states all activities are closed. Mr. Swope said it is not clear if the Hawk Island snow tubing hill is really closed this Friday, Saturday, and Sunday. Mr. Swope recommended adding TBD or dates to make it clearer. Mr. Morgan stated we are making snow in anticipation of opening up this weekend, but were closed the last weekend. Mr. Morgan said we can post that the page is updated daily. Mr. Bennett recommended we should put a time, for example, this page is updated daily by 10am. Mr. Morgan stated he will check with the managers on a time.

Ms. Buzzard stated the wayfinding signs have been installed in Leslie. Ms. Pawar asked if our partners have shared information about completed millage projects and Ms. Buzzard stated we are working on this with FLRT. Mr. Unsworth stated they are meeting tonight about this, and the Tri-County Bicycle Association will share some of this information too.

**LIMITED PUBLIC COMMENT**

None.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:44pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 24, 2020

## MOTION TO RECOMMEND SUBMISSION OF MULTIPLE GRANT APPLICATIONS

Move

To recommend to the Board of Commissioners to authorize application for multiple Michigan Department of Natural Resources Trust Fund Grant applications for park and accessibility improvements at Lake Lansing South and a small grant for Bunker Road Landing as summarized below:

Park	Matching Funds from the Parks 208 Fund Balance	Matching Funds CIP	Matching Funds from the Trails and Parks Millage	Amount Requested from DNR	Total Project Amount
Lake Lansing South	---	\$11,500 from 2019 CIP Line item 228-75999-974000-9P14	Use approved match from grant #TF19-0015 not awarded in 2019 for \$59,000 authorized in BOC Resolution 18-108/19-119; and need an additional new request amount of \$264,700 (which includes \$5,000 for TOPO) in millage funds if the millage renews in March 2020	\$300,000	\$635,200
Bunker Road Landing	\$62,000	N/A	N/A	\$50,000	\$112,000



**INGHAM COUNTY PARKS AND RECREATION COMMISSION**

Meeting of February 24, 2020

RESOLUTION # -20

**RESOLUTION TO RECOMMEND AUTHORIZING CONTRACTS FOR POLICE  
PATROLS IN INGHAM COUNTY PARKS**

WHEREAS, Ingham County Parks is requesting police patrols in the parks; and

WHEREAS, for 2020 the Parks Department will work with the County legal department to contract with the City of Lansing, Meridian Township, and to continue to work with Ingham County Sheriff's Office to provide patrols.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends that the Ingham County Board of Commissioners approve entering into a contract with the City of Lansing in an amount not to exceed \$10,000, Meridian Township in an amount not to exceed \$10,000, and continue to work with and utilize the services of the Ingham County Sheriff's Office in an amount not to exceed \$10,000 for police patrols in Ingham County Parks.

BE IT FURTHER RESOLVED, the contracts shall be effective the date of execution through December 31, 2020.

BE IT FURTHER RESOLVED, there are funds available in line item #208-75200-823100.

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.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 24, 2020

RESOLUTION # -20

## RESOLUTION AMENDING RESOLUTION #12-19 THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

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

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on October 28, 2019 (Resolution #12-19); and

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

WHEREAS, this resolution adds the position of Management Intern to the below wage schedule; and

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

THEREFORE BE IT RESOLVED, that seasonal wage rate indicated below, will become effective on February 29, 2020.

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

**INGHAM COUNTY PARKS & RECREATION COMMISSION****Meeting of February 24, 2020****Motion to Approve Visitor Incentive Program**

Move

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

- Half off canoe/kayak rental at Burchfield Park on date(s) to be decided for marketing as determined by staff

**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of February 24, 2020

**Resolution # -20**

**RESOLUTION TO RECOMMEND AUTHORIZING A CONTRACT WITH  
E.T. MACKENZIE COMPANY**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to E.T. MacKenzie Company.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners approve entering into a contract with E.T. MacKenzie Company for the base bid in the amount of \$27,464, and a contingency of \$4,000 for a total amount not to exceed of \$31,464 for the purpose of constructing a pervious concrete walkway at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through August 1, 2020.

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

BE IT FURTHER RESOLVED, there are funds available in line item 228-75999-974000-20P13 for the project.

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.



**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of February 24, 2020

**Resolution # -20****RESOLUTION TO RECOMMEND A CONTRACT WITH BROCK & ASSOCIATES INC.  
FOR A NEW DOCK AT LAKE LANSING SOUTH PARK**

WHEREAS, Board of Commissioners Resolution 19-287 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant Project Agreement for the grant application titled Lake Lansing South Park Improvements #TF18-0104 in the amount of \$300,000, plus a local match of \$156,600; and

WHEREAS, in addition to this amount, \$15,000 is available in line item 228-75999-974000-9P10 for the topographic survey as previously authorized in the 2019 Capital Improvement Funds list, for a total project amount of \$471,600; and

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

WHEREAS, the general scope of work includes, but is not limited to, construction of boardwalk and helical piers, concrete sidewalk, abutment and restoration; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners approve entering into a contract with the low bidder Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920 to enter into a contract for the purpose of making accessible improvements to Lake Lansing South Park.

BE IT FURTHER RESOLVED, that the term of the contract shall be from the date of execution until June 1, 2020.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to carry over/transfer the remaining 2019 funds in line item 228-75999-974000-9P10 to 2020.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$36,905 from the Trails and Parks Millage fund balance for the project and the Controller is authorized to transfer \$36,905 from the Trails and Parks Millage fund balance into line item 228-75999-974000-9P10.

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.

**Directors Report 2020****December 11<sup>th</sup>-Feb 20<sup>th</sup> (February 24<sup>th</sup> Park Commission meeting)**

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

- Attended several Controllers Meetings.
- Continued ongoing weekly update meetings with Nicole, Emma and Melissa on various committee agendas, supporting documents and internal items, including multiple resolutions and financial and DNR grant reimbursements.
- Ongoing sorted and organized paperwork, files and e-mails.
- Attended 2020 Bill Earl annual fishing program planning meeting, we will host the first two events on Saturdays in May at Hawk Island County Park and the third Saturday in May will be at Burchfield Park. We have a late June follow up event planned for Lake Lansing South if the new docks are installed and ready, June 1<sup>st</sup> is the target date for this work to get completed☺.
- Attended MParks Board Leadership Team meeting in Lansing as well as Public Policy meeting.
- I am Chair of Trails Focus Area and had two meetings working out details for hosting a Trails Focus area one day gathering in Ingham County on May 6, 2020 we plan to talk about Ingham Counties wayfinding signage both on trails and blue ways as well as several other trails topics, more to come...
- Reviewed bids with Park manager and consultant for RFP's for Lake Lansing Dock bid dock. Request in this month's packets for staff recommendations.
- Attended a MACPRO (Michigan Association of County Parks and Recreation Officials) at the MParks State Conference in Novi in January.
- Attended the MParks State Conference in January in Novi. Simar Pawar also attended one day at the conference.
- Attended a millage renewal event hosted by Friends of the Lansing Regional Trails on February 20, 2020 and answered questions as asked.
- Continued working with all Managers, Nicole and Emma on Revenue Management System training. We have gone live partially with the new system. We will be having Cory from Vermont Systems back out in early March to work with both Parks and Zoo on some final go live items. We continue to work with the Zoo, Financial Services, Budget Office, IT, Treasures office and Credit Card Company to coordinate our Point of Sale system implementation with Vermont Systems. All staff spent a lot of time on the new POS system.
- Spent an afternoon on Presidents Day at the Tubing Hill, as I sent out to everyone from Brian Collins that weekend was the biggest to date for Tubing Hill participation, revenue and attendance. All staff are doing an outstanding job with this facility and the public loves it with weekend waits to get onto the hill.
- Had a Managers meeting discussed various items.
- Had a lot of correspondence for both Burchfield Land and Water Grant planning with Rowe Professional Prime professional as well for Lake Lansing South Dock Trust Fund Grant planning as well with Rowe Professional and staff from both parks.
- Ongoing continued to work on various Michigan Department of Natural Resources grant follow-up items with Emma for submitting reimbursements.
- Attended another Tim Barron Radio show shared about Park facilities and opportunities ongoing and updates to our present facilities.
- Attended several BOC committee meetings and full BOC meetings as well as Caucus meetings.
- Helped with Packets and agendas for Park Commission meetings.

- Attended a Millage Progress meeting with Melissa and Tanya Moore and Spicer staff in December going over millage related items and wayfinding updates.
- Worked with Coe Emens and Tim Buckley and Tanya Moore from Spicer group on the one reapplication for Lake Lansing South for Kayak launch/Parking lot improvements to the MNRTF DNR grant as well a small grant project for Bunker Road Canoe/Kayak landing facility as this proposal will be done in two phases both will be presented at the February PC meeting and Public input meetings.
- Worked with Nicole on the sheriff patrol resolution also at the February meeting.
- Attended both employee free days at Hawk Island and Burchfield, both were successful events.
- Worked with Emma and Staff on Capital Improvement Project roll overs from 2019 to 2020.
- Get out and visit one of Ingham County's best keep secrets today, your Ingham County Parks are peaceful this time of year, ski, snow shoe, tube at a park near you!



## February 2020

### Hawk Island County Park

- ✓ Season To Date Tubing statistics (through 2/21)
  - 8,200 tubers (11% increase over 2019)
  - 21 after hour reservations (40% increase over 2019)
- ✓ Attended Michigan Recreation and Park Association Annual Conference
- ✓ Obtained National Recreation and Park Association Leadership Certificate
- ✓ Renewed Certified Parks and Recreation Executive Certification
- ✓ Joined South Lansing Business Association
- ✓ Annual “Magic Carpet” inspection by State of Michigan
- ✓ Received bids for pervious concrete walkway (CIP Item)
- ✓ Received quotes and ordered CIP Items. Tractor, boats, snow thrower.
- ✓ Began construction of new gatehouse building.
- ✓ Worked with Consumers Energy to install new gas meter at Red Tail shelter.





# National Recreation and Park Association

Let it be known that

**BRIAN COLLINS**

has met the requirements of the standards set forth by the  
National Certification Board  
and is hereby granted certification as a

**Certified Park and Recreation Executive**

  
CHAIRPERSON

CHAIRPERSON

  
NRPA PRESIDENT AND CEO

NRPA PRESIDENT AND CEO

March 02, 2020

DATE CERTIFIED

11231

CERTIFICATION NUMBER

March 01, 2023

EXPIRATION DATE







Let it be known that

**Brian G. Collins**

has successfully completed the

**NRPA LEADERSHIP CERTIFICATE**

NRPA PRESIDENT AND CEO



**December 29, 2019**

DATE CERTIFICATE ACHIEVED

## Burchfield Park January - February Manager's Report

1. Final preparations for GO LIVE with our new revenue management system. Currently operating Rec Trac 3.1 at gatehouse and food concessions at Burchfield. Working towards using it at ski rental and snow tubes once we get hardware connectivity issues worked out.
2. Major river flooding and trail closures in mid-January.
3. We've finally had some winter weather to open Winter Operations in January and February, including some near daily records at ski and tube rental. During the month of February we also had an Ingham County Employee Free Day (free park entrance and moonlight ski on Feb. 8th) and a Valentine's Day Special incentive day of 1/2 off moonlight ski on Feb. 14<sup>th</sup>. However, we only 20 County employees take advantage of the Free Day. Next year we will add all day snow tubing and ski rental to this event.
4. Clinton County RESA did their cold water rescue training again this year at Burchfield Park. Park employees were offered to "suit up" and jump in to be rescued. NO TAKERS, HA!
5. Big turnout for the Mid-Winter Fantasy Quidditch Tournament this year on January 26<sup>th</sup>. Approx. 120 college students from all over the Midwest played the famous J.K. Rowling Harry Potter game on our baseball field.
6. Chris and I both attended three days of the Mparks Conference and Trade Show, Jan.28-30<sup>th</sup>. Great opportunity to learn new topics in the parks and recreation field, share ideas, network, and take note of new trends in our profession.
7. Attend preliminary planning meeting with Tim Morgan, Melissa Buzzard, Chris Wascher and Tanya Moore, from Spicer Group, to discuss potential for applying for a DNR Small Grant for improvements at Bunker Rd. landing. Part of the capital project action program.
8. Prep park material for display at Quiet Adventure Symposium, which we will be attending on Feb. 29<sup>th</sup>.
9. Met with our Park Naturalist Megan Allen to start planning for Nature Day Camp this year. We are looking to rewrite the job description and hire one extra naturalist this season (total of 3). We are also looking into the possibility of providing a new service and offer field trips outside of the park to include: exploring other nature areas, museum and/or zoo visits, and have invite other naturalist presenters to the program.
10. Getting ready for our MUCC Wood Duck nest box building volunteer day on March 7<sup>th</sup>. Coordinating other volunteer days this year including MSU Dept. of Community Sustainability and Mason High School.
11. Maintenance was focused on grooming ski trails, snow removal/salting at parks and Waverly Bridge sidewalk, build advertising display boards, and taking care of hazardous trees in the park.





High river levels in water in January.



Flooding on trails



Happy sledders by the fire



Happy skiers above



New chalk board sign



Cold water rescue training



Quidditch Tournament



Chris Wascher at Mpark



Cutting hazardous trees

## **Lake Lansing Park Report – January to February**

### *Highlights:*

Attended Staff and Manager Meetings

New Boat Launch temporary mooring dock delivered

Attended SAD meeting

Attended Ingham Conservation District Annual Dinner with Ian

Used new POS system for first time at ski rental and gatehouse

Meet with Tim M, Tanya M, Ian to discuss 2020 MDNR Trust Fund re-application ideas

Assisted with Wayfinding Trail sign unloading and storage – all signs now with installer

Hosted MParks Park Resources Focus Group at Hawk Island

Attended Bandshell meeting

Ordered new snow grooming equipment

Attended pre-bid meeting for new dock construction with vendors, Tim M, Jim Hudgins, Ian, and Andrea from ROWE

Developed job description for new Marketing Intern/Clerk and advertising

Started showing rental house to prospective contractors for demolition

CISMA (Cooperative Invasive Species Management Areas) training with Ian at Road Department

Working on Band Shell sponsorships, coordination of new dock installation, and developing RFP's for 2020 CIP acquisitions,

Plowed snow

Ian:

MParks Conference

Created spreadsheets and checklists for playground safety checks

Implemented initial Oak Wilt informational media





## **January- Parks Office Monthly Report**

### Communications, Training & Research

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

### Customer Service

We received 1,905 phone calls in the month of January. We have received 37 requests for 2020 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 65 U.S. passport applications in January.

### RecTrac

Verified all the existing shelter reservations were input into the new reservation system.

### Grants

Prepared park commission agenda, resolutions, and public notice for the upcoming grant requests for 2020.

### Fees/Wages

Several fee changes took effect January 1<sup>st</sup>. Shelter fees, game rentals, and day camp fee increased. Edits were made to office informational sheets, the webpage, and RecTrac.

### Accounting/Budget/Payroll

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





## FLRT Trail Ambassador Program Coordinator Monthly Report January-February, 2020

### Events

- FLRT Board Meeting – Monday, February 10
- Trail Millage Meeting – Thursday, February 20 – Impression 5 Science Center
  - Informational gathering to educate public about upcoming Parks & Trails Millage renewal vote on March 10<sup>th</sup>

### Upcoming Events

- FLRT Pie K – Saturday, March 14
  - Fund raiser for FLRT
  - Registration open now at [runsignup.com/Race/MI/Lansing/FLRTPIE5K2019](https://runsignup.com/Race/MI/Lansing/FLRTPIE5K2019)
- FLRT Board Meeting – Monday, April 13 5:30pm

### Other Business

- Responded to wayfinding signage questions from community member
- Met with Melissa Buzzard on 2/7 to discuss trail wayfinding signage update and sponsorship signs
- Continued planning spring run event to benefit FLRT (Pie K)
- Monitored trail project updates & shared via social media
- Responded to trail maintenance questions
- Worked with FLRT Marketing Committee on language and timing of Parks & Trails Millage renewal effort
- Sent FLRT Winter e-newsletter on 2/15

### 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