

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, January 13, 2020

Monday, January 13, 2020

5:30pm

PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of December 16, 2019 regular meeting will be considered - [Page 3](#)
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **ELECTION OF 2020 OFFICERS**
 - A. Chair, Park Commission
 - B. Vice-Chair, Park Commission
 - C. Secretary, Park Commission
7. **DISCUSSION ITEMS**
 - A. City of East Lansing Update on Millage Projects Presentation and Extension of TR003
8. **ACTION ITEMS**
 - A. East Lansing Millage Project TR003 Extension - [Page 12](#)
 - B. Williamstown Township Millage Project Extension - [Page 13](#)
 - C. Resolution to Recommend Accepting the 2019 Land and Water Conservation Fund Grant for Burchfield Park - [Page 14](#)
 - D. Resolution to Comply with Provisions of the Open Meetings Act Setting Parks & Recreation Commission Meetings for January 2020 through December 2020 - [Page 16](#)
 - E. Action Program Update - [Page 19](#)
9. **Board/Staff Comments**
10. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
11. **Upcoming Meetings**
 - A. Date: Monday, February 24, 2020; Time: 5:30pm
Parks & Recreation Commission Meeting
Human Services Building, Room A, Lansing

12. Informational Items – *Distributed at Commission Meeting*

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

13. 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, Simar Pawar, Paul Pratt, County Commissioner Emily Stivers, Chris Swope, Stephanie Thomas, and County Commissioner Chris Trubac

Ingham County Park Staff: Director Tim Morgan, Burchfield Park Manager Tim Buckley, Hawk Island Park Manager Brian Collins, Lake Lansing Park Manager Coe Emens III, Hawk Island Park Assistant Manager Cristina Estrada, Lake Lansing Park Assistant Manager Ian Londo, Park Ranger Cole Publiski, Mechanic David Strahle, Accounting Clerk Emma Wallace, Office Coordinator Nicole Wallace, Burchfield Park Assistant Manager Chris Wascher, and Park Ranger Mark Wichtoski

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
December 16, 2019

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Hilliard Building, Conference Room B, 121 E. Maple Street, Mason, Michigan.

Board Members

Present: Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope (left the meeting at 6:36pm), Stephanie Thomas, and Paul Pratt (entered the meeting at 5:41pm)

Absent: Commissioner Chris Trubac

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Hawk Island Park Assistant Manager Cristina Estrada, Trails & Parks Millage Program Coordinator Melissa Buzzard, and FLRT Trail Ambassador Program Coordinator Lauren Ross

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:35pm

Minutes: **Moved by** Ms. Hamrick and **Supported by** Ms. Thomas to approve the November 18, 2019 minutes of the regular meeting as written.
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #6B - corrected documents.

ACTION ITEMS

Hawk Island Snow Tubing Hill Visitor Incentive ~

Mr. Morgan stated this is a new idea to incentivize school reservations for the Hawk Island snow tubing hill on weekdays. Ms. Pawar asked how we will let the schools know about this program. Ms. Estrada stated Mr. Collins will formulate a letter to the schools, and then the school will promote their event by distributing a flyer. Ms. Pawar asked if we can provide the flyer to the schools, and that most school boards have to approve a flyer. Some schools only do electronic flyers. Mr. Swope asked how many people do we need to have to make a profit and Mr. Morgan stated for 25 people it is \$300 for a private reservation.

Mr. Swope asked if this could apply for other non-profit groups. Ms. Estrada said we would charge our regular reservation rates. Ms. Thomas said her children's schools have had fundraisers in the evening and she thinks this is a good idea. Mr. Bennett stated if this is successful, he recommends opening this up to churches too. Mr. Swope said he would like to open this up for other non-profit organizations too. Ms. Estrada said that is an excellent idea.

Mr. Swope suggested a friendly amendment to add non-profit organizations. This amendment was accepted as friendly by the Committee.

RESOLUTION #14-19 TO RECOMMEND A VISITOR INCENTIVE PROGRAM FOR THE HAWK ISLAND SNOW TUBING HILL

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, in order to better promote the winter activity of snow tubing at Hawk Island to youth school groups within Ingham County and non-profit organizations, staff developed a visitor promotion for a snow tubing event held between Monday-Thursday evenings to allow schools and non-profit organizations to fund raise while also providing increased revenue for the Parks Department; and

WHEREAS, schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' or non-profit organization's designated evening.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend that that the Ingham County Board of Commissioners authorizes the visitor incentive program for a snow tubing event at Hawk Island held between Monday-Thursday evenings to allow youth school groups within Ingham County and non-profit organizations to fund raise while also providing increased revenue for the Parks Department.

BE IT FURTHER RESOLVED, schools and non-profit organizations would receive back up to 25% of the revenue collected on snow park ticket sales for their schools' designated evening.

Moved by Ms. Hamrick and **Supported by** Ms. Pawar that Resolution #14-19 be approved as written. **Yes-8; No-0. MOTION CARRIED.**

Trails and Parks Millage Fifth Round Application Scoring ~

Ms. Buzzard stated we are recommending funding 2.5 million for this round and asked if funding these applications is contingent on the millage renewing. Commissioners Stivers said we can't make this contingent upon the renewal, legally speaking. Mr. Bennett stated he would like to start at the bottom of the list of applications and work up the list. Mr. Morgan stated park staff would recommend that the Park Commission recommend to the Board of Commissioners, that upon passage of the millage, these will be fully funded, since we are at a deficit. There is 9.5 million in the bank, but 1.7 million is over allocated. Ms. Buzzard clarified it is 2.1 million over allocated. Mr. Morgan stated by the time it goes to the Board of Commissioners, and then to the legal department, contracts won't be ready until March, and this would not slow down the process.

LANSING TOWNSHIP

PROJECT TITLE: BON AIR PARK IMPROVEMENTS

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$131,555

Ms. Hamrick asked the other commissioners why they thought it didn't fit into the parameters of the millage. Mr. Unsworth stated it is within the park, but there is no connectivity. Mr. Bennett stated when he read the application, he didn't feel like it was in the scope of the millage. Mr. Morgan stated in the last round of applications, Aurelius asked for a shelter and it was funded, but there was a trail – it did not get funded the last round, for this same logic. Ms. Hamrick stated this is her side of town, she likes the project

and this could attract voters. It could connect to the trail on Waverly Road in the future. Ms. Buzzard stated they could always reapply if it isn't funded. Ms. Pawar said she agrees with Ms. Hamrick about connectivity, and she thinks this area is underserved. Commissioner Stivers said she remembers the Township saying in their presentation it was shovel ready, and asked why it isn't marked as a shovel ready project. Discussion. Mr. Unsworth stated he looked through the slide show of their presentation and it did not say shovel ready, and Ms. Buzzard confirmed that was their selection in their application.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. PAWAR

TO RECOMMEND FUNDING LANSING TOWNSHIP'S BON AIR PARK IMPROVEMENTS

Yes-2 (Simar Pawar and Michael Unsworth); **No-5** (Matt Bennett, Cherry Hamrick, Commissioner Emily Stivers, Chris Swope, and Stephanie Thomas); **Abstain-1** (Paul Pratt). Absent: Commissioner Trubac. **MOTION FAILED.**

FLRT/CITY OF LANSING

PROJECT TITLE: VOLUNTEER TRAIL AMBASSADOR COORDINATOR

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$15,000

Ms. Hamrick stated FLRT doesn't like coming back each year to ask for additional money to fund this position; but until the wayfinding signs are in the ground they have to. Mr. Bennett asked for a status update on the signage project. Ms. Buzzard stated the signs should be in the ground in 2020. Mr. Bennett asked if there are any sponsors lined up for the signs, and Ms. Ross stated there are a couple.

MOVED BY MS. THOMAS, SUPPORTED BY MR. SWOPE

TO RECOMMEND FUNDING CITY OF LANSING/FLRT'S VOLUNTEER TRAIL AMBASSADOR COORDINATOR

Yes-7 (Matt Bennett, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, Stephanie Thomas, and Paul Pratt); **No-0**; **Abstain-1** (Cherry Hamrick). Absent: Commissioner Trubac. **MOTION CARRIED.**

INGHAM COUNTY PARKS

PROJECT TITLE: HAWK ISLAND PARK (DOCK REPLACEMENT)

TYPE OF PROJECT: PLANNING / ENGINEERING

AMOUNT REQUESTED: \$200,000

Commissioner Stivers asked why this scored low, and Ms. Buzzard stated there wasn't any match and the County has already been awarded a project. Ms. Hamrick said the ranking was third priority out of the County's applications. Mr. Bennett stated the Park Commission ranked it very high, but it was the overall criteria that lowered the score. Mr. Morgan stated we did not provide a match since it was not required in this round.

MOVED BY MR. SWOPE, SUPPORTED BY MS. THOMAS

TO RECOMMEND FUNDING INGHAM COUNTY PARK'S HAWK ISLAND PARK DOCK

REPLACEMENT

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Chris Swope, and Stephanie Thomas); **No-0; Abstain-1** (Paul Pratt). Absent: Commissioner Trubac. **MOTION CARRIED.**

CITY OF LANSING

PROJECT TITLE: RED CEDAR WATER TRAIL

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$114,580

Mr. Pratt stated he is concerned about the dumping of animal sewage into the Red Cedar. Mr. Pratt said the City of Lansing Parks Department may not be aware of this, since that is under the jurisdiction of the Public Service Department. Discussion.

Mr. Swope said he would like to discuss the Meridian Township's Northern Tier Trail Connection application. This is a connector, however it is a sidewalk, not a trail. Mr. Morgan stated a lot of Meridian Township's trails are sidewalks. Mr. Unsworth stated legally these are pathways.

Mr. Bennett stated he wants to return to discuss the log jam removal application, and he doesn't think this fits the criteria, there won't be a launch and it is not a state designated water trail. Ms. Buzzard stated we approved the Williamston application to clear the Red Cedar. Ms. Buzzard stated eventually the City would like it to be a state designated water trail. Mr. Morgan stated Rivertown Adventures uses the Red Cedar, but their volunteers cannot clear this area. Mr. Morgan stated there is an issue with our blueways near the English Inn, and the blockages can cause safety concerns. Mr. Pratt recommend Mr. Morgan inquire with Eaton County drain department about the English Inn logjam.

Mr. Swope left the meeting at 6:36pm.

LESLIE TOWNSHIP

PROJECT TITLE: LESLIE TOWNSHIP GROUNDS TRAIL

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$40,000

Ms. Thomas said she wants to voice her support for Leslie Township's project. Ms. Thomas stated the alternate amount was an additional \$25,000. Mr. Bennett recommended funding the alternate. Mr. Morgan said it is important to use a base, for example we had issues at Hawk Island in regards to this.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND FUNDING LESLIE TOWNSHIP GROUNDS TRAIL WITH THE
ALTERNATE ADDITIONAL AMOUNT OF \$25,000 FOR A TOTAL AMOUNT OF \$65,000

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

CITY OF WILLIAMSTON

PROJECT TITLE: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$114,969.40

Ms. Hamrick stated Williamston is a big river town and it will be a good project. Ms. Thomas asked if Williamston was previously awarded a grant and Ms. Buzzard stated the City had, but not the Township. Ms. Thomas stated her favorite applications were from Williamston and Leslie Township.

CITY OF WILLIAMSTON

PROJECT TITLE: MEMORIAL PARK

TYPE OF PROJECT: PLANNING & ENGINEERING

AMOUNT REQUESTED: \$14,000

Ms. Pawar said she would not recommend this application because they need to do more planning, this is just short term and it doesn't have elements like connectivity. Ms. Hamrick agreed. Ms. Thomas said the application is disjointed, and some of it may not be likely such as turning a tennis court into a parking lot. Commissioner Stivers said they could reapply later.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

TO RECOMMEND NOT FUNDING CITY OF WILLIAMSTON'S MEMORIAL PARK

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

Mr. Bennett proposed recommending the rest of the applications for funding, unless the Commission wanted to discuss any other projects in more detail. All present agreed.

DELHI TOWNSHIP

PROJECT TITLE: HOLT TO MASON TRAIL, PHASE II (TO BE NAMED HAYHOE TRAIL)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$2,542,890

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING DELHI TOWNSHIP'S HOLT TO MASON TRAIL, PHASE II
(TO BE NAMED HAYHOE TRAIL)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

INGHAM COUNTY PARKS

PROJECT TITLE: LAKE LANSING SOUTH PARK (LAKE ACCESS & FENCE)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING INGHAM COUNTY PARK'S LAKE LANSING SOUTH PARK
(LAKE ACCESS & FENCE)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

INGHAM COUNTY PARKS

PROJECT TITLE: MCNAMARA LANDING (PARKING LOT IMPROVEMENTS & BIOSWALE)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING INGHAM COUNTY PARK'S MCNAMARA LANDING
(PARKING LOT IMPROVEMENTS & BIOSWALE)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

CITY OF LANSING

PROJECT TITLE: BEAR LAKE PATHWAY (PHASE 1 OF US-127 PATHWAYS)

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$718,889

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S BEAR LAKE PATHWAY (PHASE 1 OF
US-127 PATHWAYS)

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

CITY OF LANSING

PROJECT TITLE: RIVER TRAIL EXTENSION: SAGINAW ST TO OAKLAND AVE

TYPE OF PROJECT: PLANNING & ENGINEERING

AMOUNT REQUESTED: \$142,200

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S RIVER TRAIL EXTENSION:
SAGINAW ST TO OAKLAND AVE

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily

Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

CITY OF LANSING

PROJECT TITLE: BRIDGE REHABILITATION

TYPE OF PROJECT: PLANNING & ENGINEERING

AMOUNT REQUESTED: \$1,086,206.15, BREAKDOWN BELOW:

BRIDGE	AMOUNT
26	\$439,371.57
25	\$71,465.81
24	\$148,669.38
12	\$95,681.42
11	\$61,348.98
28	\$269,669.00

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S BRIDGES# 26, 25, 24, 12, 11 & 28

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

CITY OF LANSING

PROJECT TITLE: RED CEDAR WATER TRAIL

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$114,580

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF LANSING'S RED CEDAR WATER TRAIL

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

MERIDIAN TOWNSHIP

PROJECT TITLE: MSU TO LAKE LANSING CONNECTOR, PHASE IIB

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$125,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP'S MSU TO LAKE LANSING CONNECTOR, PHASE IIB

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and

Commissioner Trubac. **MOTION CARRIED.**

MERIDIAN TOWNSHIP

PROJECT TITLE: MERIDIAN - EAST LANSING NORTHERN TIER TRAIL CONNECTION

TYPE OF PROJECT: OTHER PROJECT

AMOUNT REQUESTED: \$375,000

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING MERIDIAN TOWNSHIP'S MERIDIAN - EAST LANSING
NORTHERN TIER TRAIL CONNECTION

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

CITY OF WILLIAMSTON

PROJECT TITLE: DOWNTOWN WILLIAMSTON WATER TRAILHEAD AND LAUNCH

TYPE OF PROJECT: SHOVEL READY

AMOUNT REQUESTED: \$114,969.40

MOVED BY MR. BENNETT, SUPPORTED COMMISSIONER STIVERS

TO RECOMMEND FUNDING CITY OF WILLIAMSTON'S DOWNTOWN WILLIAMSTON
WATER TRAILHEAD AND LAUNCH

Yes-7 (Matt Bennett, Cherry Hamrick, Simar Pawar, Michael Unsworth, Commissioner Emily Stivers, Stephanie Thomas, and Paul Pratt); **No-0; Abstain-0.** Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**

Ms. Pawar asked if there is a master plan for millage projects. Mr. Bennett stated there is the Ingham County Trails & Parks Comprehensive Report developed by Mannik Smith. Discussion.

ADMINISTRATIVE REPORTS

Director ~

Mr. Morgan stated we received two trust fund grants from the DNR. The Land and Water Conservation Fund (LWCF) grants will be decided by the end of the year. Ms. Thomas asked for an update on the point of sale system. Mr. Morgan stated we are on track to go live the week of January 13th. Ms. Thomas asked when the parking passes will be available and Mr. Morgan stated they were just delivered today and we will be testing the printing this week.

Park Managers ~

Ms. Hamrick asked what SAD stands for, and Mr. Pratt stated Special Assessment District. Ms. Estrada said it has been a struggle this year getting ready to open the tubing hill at Hawk Island. We have had holes in the water line, and had to bypass the entire water line. Staff did a temporary fix and are making snow. Mr. Morgan stated we are researching a vendor to fix the issue. Also, weather has not cooperated.

Administrative Office ~

Ms. Pawar complimented office staff on processing passports; a couple of her friends applied and they remarked on their professionalism.

Financial Report ~

Ms. Thomas asked for an update on the fund balance. Mr. Morgan stated we used some for the point of sale system and to renovate for winter sports, so the amount will be less. Typically we put back into the fund balance, as much as \$50,000 to \$200,000 a year.

Millage Coordinator Report ~

Ms. Hamrick asked when the round five millage application resolution will be presented to the Board. Commissioner Stivers said the Finance Committee will meet before the Human Services Committee in January. Ms. Buzzard stated we will send the schedule to the Park Commissioners.

FLRT Trail Ambassador Report ~

Ms. Ross stated their newsletter focused on the millage. Ms. Buzzard stated she is excited FLRT, MGROW and Tri-County is sharing information on the millage. Mr. Unsworth said Tri-County Bicycle Association will be putting together info graphics. Ms. Hamrick announced that Mr. Unsworth was awarded the volunteer of the year from Tri-County Bicycle Association.

BOARD/STAFF COMMENTS

Ms. Pawar said she saw a photo in the packet that Burchfield Park has a tree that is decorated. Ms. Pawar stated she was speaking on behalf of a group of 80-100 people, and they want the County to put up lights every Christmas season at the entrance way of Lake Lansing Parks. Commissioner Stivers said some local business may want to help and donate lights. Mr. Morgan suggested they get in touch with Mr. Emens to coordinate such a donation and action in the future.

Ms. Pawar said the group also recommended solar panel roof tops for future roof replacements. The solar panel roofs could power electricity within the shelter. Mr. Bennett stated they are becoming cheaper, but are still expensive. Mr. Morgan stated we can bid that as an alternate in the future.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 7:34pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator



CITY OF EAST LANSING

The Home of Michigan State University

December 9, 2019

Melissa Buzzard
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

RE: Request for Amendment
Northern Tier Trail Repair and Maintenance Agreement
Trails Millage Project #TR003

Good day Melissa:

The City of East Lansing would like to request an amendment to the Northern Tier Trail Repair and Maintenance Agreement for the Ingham County Trails Millage Project #TR003. The purpose of this amendment would be to extend the terms of the Agreement to establish an **end date of August 31, 2020**.

An extension is requested to allow the City of East Lansing to work with the Ingham County Drain Commissioner's office to implement a solution to trail location issues that were identified after the Northern Tier Trail was resurfaced.

If you should have any questions about this request or need additional information, please contact Wendy Wilmers Longpre at wlongpr@cityofeastlansing.com or 517-319-6940 for assistance.

We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

Timothy M. McCaffrey
Director of Parks, Recreation and Arts

410 Abbot Road
East Lansing, MI 48823
(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com



WILLIAMSTOWN TOWNSHIP

4990 ZIMMER ROAD

WILLIAMSTON MI 48895

PHONE: 517-655-3193

FAX: 517-655-3971

January 3, 2020

Ingham County Parks Commission
Ingham Co. Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

Dear Commissioners,

Williamstown Township is excited about the progress on the river log jam removal. After a public forum for residents and an initial training, there were 5 work sessions of volunteers removing smaller jams. The Township has been working with the Drain Commissioner on the larger log jam removal. The Drain Commissions knowledge and working relationship with EGLE has been invaluable to this project. Once the permits were received, the Bid package was let with a mandatory pre-bid meeting held December 27th. Bid opening for the balance of the project was today. Mead Brothers was awarded the contract with work to be substantially completed by March 31st and final completion by May 31st, 2020.

Letters to landowners adjacent to the Red Cedar will be receiving letters regarding the commencement of removal. The Drain Commission will be obtaining permission from property owners to grant contractor access to the river.

A group of residents have taken the lead to form an official "Friends of the Red Cedar" with the anticipation of continued monitoring and support of promoting the Red Cedar River as the wonderful asset to our community.

At this time, Williamstown Township respectfully request an extension of 6 months for the awarded grant.

Respectfully submitted,

Wanda Bloomquist
Supervisor

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of January 13, 2020

RESOLUTION # -20

RESOLUTION 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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 13, 2020
Resolution # -20

RESOLUTION 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.

Date	Time	Room/Shelter	Building/Park	City
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.



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	ADA spaces and for all facilities with gravel lots at Lake Lansing Park North, ADA Access to Amenities -Replace	Total approved for Grant: \$115,000	MDNR-Trust Fund-\$244,700	2017 LL North-Approved	2018/2020 Total Project: \$359,700	G 1,3,5 O3a
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	Bathhouse/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,	MDNR-Trust Fund-\$300,000 Land & Water-\$300,000 Total: \$600,000	Ingham Co. Trails & Parks Millage: August 31, 2018 DNR:	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
		TOPO \$15,000, Total \$1,040,200		April 1, 2019		
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 Request	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	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	Request maximum 2020 \$300,000 total	April 1, 2020	Total Project: \$500,000	G 1,3,4,5 O3a, O4b, G3



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Major Capital Project Plan Timeline

PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
Re-Apply for MDNR Trust Fund		awarded in 2019 \$59,000 & \$11,500 from 2019 CIP Need additional \$129,500 in millage funds if it renews in March 2020	local match \$200,000			
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



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
8	Chip and seal or repave parking lots and entrance roads for all Hawk Island asphalt	TBD	Not Grant	2023	TBD	G3, G4
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



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
Long Term	Disc Golf, Mountain Biking, Dog Park, and/or other recreation amenities LLN New/Replace	TBD	TBD MDNR Grant(s)	TBD	TBD	G 1,3,4,5, 6, O3b, O4b, O6a
Long Term	Accessible loop trails at Burchfield – New (1/2 mile loop)	TBD	TBD	TBD	TBD	G 1,4,5, 6, O4b, O3b, O6a
Long Term	Multi-purpose / ski rental Building at Burchfield – New/Replace	TBD	TBD	TBD	TBD	G 1,3,5, 6, O6a
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

