

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, June 22, 2020

Monday, June 22, 2020

5:30pm

PARKS & RECREATION COMMISSION MEETING

Virtual Meeting via Zoom:

<https://zoom.us/j/91692296656?pwd=WEl2dnJlSFhSi90QUY5OFdIV1RvUT09>

Meeting ID: 916 9229 6656

Password: 550754

Or one tap mobile: +19292056099,,91692296656#,,1#,550754#

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of May 11, 2020 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. **Correspondence** - [Page 39](#)
7. **DISCUSSION ITEMS**
 - A. General Park Re-opening/closures/delays 2020 - [Page 40](#)
8. **ACTION ITEMS**
 - A. Visitor Incentive Program - [Page 52](#)
 - B. Capital Action Plan Update - [Page 53](#)
 - C. Burchfield Camping Fees - [Page 61](#)
 - D. Burchfield Park Grant Construction Contract (*Vendor information provided at the meeting*) - [Page 62](#)
9. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 63](#)
 - B. Park Managers - [Page 65](#)
 - C. Administrative Office - [Page 70](#)
 - D. Financial Report - [Page 71](#)
 - E. Millage Coordinator Report - [Page 74](#)
 - F. FLRT Trail Ambassador Report - [Page 75](#)
10. **Board/Staff Comments**
11. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*

12. Upcoming Meetings

- A.** Date: Monday, July 27, 2020; Time: 5:30pm
Parks & Recreation Commission Meeting
TBD: Via Zoom or Burchfield Park, Overlook Shelter, Holt

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.

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
May 11, 2020

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

Board Members

Present: Matt Bennett, Cherry Hamrick, Steve James, Simar Pawar, Paul Pratt, Commissioner Chris Trubac, Michael Unsworth, Commissioner Emily Stivers, and Stephanie Thomas

Absent: Chris Swope

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Trails & Parks Millage Program Coordinator Melissa Buzzard, Lake Lansing Assistant Park Manager Ian Londo, FLRT Trail Ambassador Program Coordinator Lauren Ross, East Lansing Assistant Director of Parks and Recreation Wendy Wilmers Longpre, and Meridian Township Chief Engineer Younes Ishraidi

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

Minutes: **Moved by** Commissioner Stivers and **Supported by** Ms. Thomas to approve the February 24, 2020 minutes of the regular meeting as written.
Yes-9; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #7H Lake Lansing Boat Launch Grant Application: substitute preliminary estimate of cost document.

DISCUSSION ITEMS

Ingham County Parks Master Plan

Mr. Morgan stated we will request the Parks Master Plan and the Trails and Parks Comprehensive report be funded from the millage as part of the 2021 budget request.

ACTION ITEMS

East Lansing: TR033 Northern Tier Trail Grant Amendment

Ms. Longpre stated this request is to extend the grant timeline to allow for an additional year for Agreement TR033 Northern Tier Trail to be able to finish the project.

MOVED BY MR. PRATT, SUPPORTED BY MS. PAWAR

To recommend the extension of Agreement #TR033 Northern Tier Trail Connection through White Park to March 30, 2021 as presented in attached document.

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



CITY OF EAST LANSING

The Home of Michigan State University

March 4, 2020

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

RE: Request for Amendment
Northern Tier Trail Connection through White Park
Trails Millage Project #TR033

Good day Melissa:

The City of East Lansing would like to request an amendment to the agreement for Ingham County Trails Millage Project #TR033, Northern Tier Trail Connection through White Park. The purpose of this amendment would be to extend the term of the agreement by one year, from March 7, 2020 to March 30, 2021.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

The local match for this project is being provided by a Michigan Department of Natural Resources Trust Fund (MNRTF) grant. The MNRTF grant was received in June 2018 and bids were secured for project construction in September 2019. Higher than estimated bid results required a project re-design and rebidding which was completed in November 2019. Project construction began in January 2020 and it is expected that it will take a calendar year to complete all aspects of the work.

The proposed extension will allow the City of East Lansing to complete the project construction. Attached are photographs depicting the project progress to date.

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.

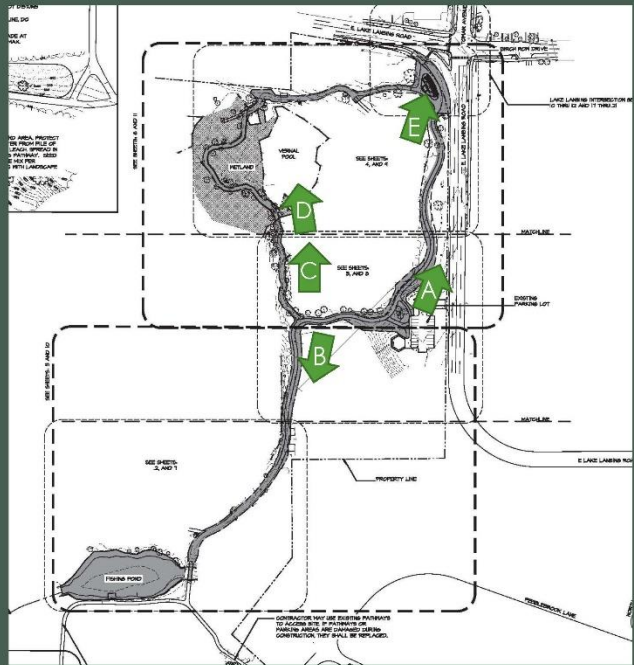
We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

Timothy M. McCaffrey
Director of Parks, Recreation and Arts

Northern Tier Trail Extension Through White Park

Overall Site Plan and Photo Key
No Scale



Photographs

Location A



Location B



Location C



Location D



Location E





CITY OF EAST LANSING

The Home of Michigan State University

April 29, 2020

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

RE: Northern Tier Trail Connection through White Park
Trails Millage Project #TR033

Good day Commissioners:

At the January 13 Ingham County Parks Commission meeting, City of East Lansing staff provided the Commission with an update on Trails Millage Project TR#033, the Northern Tier Trail extension through White Park. Staff from the East Lansing Department of Parks and Recreation shared with you that designing a trail crossing at the Lake Lansing Road/Towar Avenue intersection was proving to be more complicated and costly than originally anticipated. This was due to the number of entities with jurisdiction over various aspects of this intersection, as well as the physical limitations of the existing traffic signalization equipment.

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East Lansing representatives suggested two primary options for the road crossing: continue to develop plans for crossing at Lake Lansing Road; or evaluate a mid-block crossing in the vicinity of the entrance to White Park. Both options hold a much greater expense than was originally estimated, between \$150,000-350,000+.

The Park Commission requested that East Lansing evaluate the road crossing options and return to the Commission in May with a proposal. Unfortunately, the COVID-19 pandemic has halted all work and planning on the White Park trail extension. East Lansing has no additional information to share with the Commission at this time and would like to request an opportunity to discuss this project further in August.

If the Commission has any additional questions about this request 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

East Lansing: TR057 Pedestrian Connection to Northern Tier Trail at Riveria Drive and TR058 Pedestrian Connection to Northern Tier Trail at Colorado Drive Amendments

Ms. Longpre stated the City's original request indicated they would be pursuing trust fund grants as the match, however they were unsuccessful and do not have matching funds for the grants. The City is not in a position to contribute matching funds at this time and is asking for consideration to allow full funding from the millage. If the funds can be allocated at this time, it may be possible to do the work this fall or definitely by next spring.

Mr. Pratt and Mr. Bennett stated this is a good project and something we need to consider. Mr. Bennett stated allowing this would fundamentally changes the application, because these applications were contingent on what the trust fund was providing. Mr. Bennett recommended the City of East Lansing reapply in the next round for the full amount. Commissioner Stivers asked if this was the understanding of the previous round. Mr. Bennett stated yes, all these grants were awarded contingent on matching money. Ms. Thomas agreed with Mr. Bennett because this is fundamentally changing the program. Ms. Buzzard stated we have done this before with other communities like the City of Lansing or Delhi Township. Mr. Bennett asked if the City of Lansing had provided any money in those instances. Ms. Buzzard stated she will have to check on that. Commissioner Stivers stated she doesn't want to treat the City of East Lansing differently, but at the same time, we can say no today and make a strong statement to encourage them to reapply for the next round. Ms. Pawar and Ms. Hamrick agreed the City should reapply in the next round.

MOVED BY MS. HAMRICK, SUPPORTED BY MS. THOMAS

To recommend to the Board of Commissioners to authorize additional funds from the Trails and Parks Millage fund balance for the City of East Lansing's Agreement TR057 Pedestrian Connection to Northern Tier Trail at Riveria Drive in an amount not to exceed \$200,000 and to authorize additional funds for Agreement TR058 Pedestrian Connection to Northern Tier Trail at Colorado Drive in an amount not to exceed \$100,000.

MOTION FAILED with Comms.: Bennett, Hamrick, James, Pawar, Trubac, Unsworth, Stivers, and Thomas voting NO. Absent: Chris Swope

East Lansing: TR003 Northern Tier Trail Improvements Amendment

Ms. Longpre stated this project has been evolving and the trail has a drop off which is a safety concern. Ms. Longpre stated the City of East Lansing is recommending relocating a section of the trail to address this issue. This would require an additional \$300,000 in funding. Mr. Pratt stated he enthusiastically supports this approach. Mr. Unsworth agreed.

MOVED BY MR. PRATT, SUPPORTED BY MS. PAWAR

To recommend to the Board of Commissioners to authorize additional funds from the Trails and Parks Millage fund balance for the City of East Lansing's Agreement TR003 Northern Tier Trail Improvements in an amount not to exceed \$300,000 and to extend the agreement to July 31, 2021 as presented in attached document.

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



CITY OF EAST LANSING

The Home of Michigan State University

April 29, 2020

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

RE: TR003 Northern Tier Trail Improvements
 Trails Millage Allocation Request

Good day Commissioners:

The City of East Lansing would like to request that the Ingham County Park Commission increase the Trails and Park Millage Allocation for TR003 Northern Tier Trail Improvements by \$300,000 to repair cracks that migrated through the recent trail improvements and to relocate 1,500 linear feet of trail along the Sanderson Drain.

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 East Lansing, MI 48823

(517) 337-1731
 Fax (517) 337-1559
www.cityofeastlansing.com

During the January 13, meeting of the Ingham County Parks Commission, East Lansing representatives updated the Commission on the status of the various East Lansing trails projects that had been funded through the Trails Millage and requested an extension on the Northern Tier Trail Improvements project agreement. The extension was requested to allow the opportunity to evaluate two outstanding issues: cracks that are mitigating through the new asphalt surface and a section of the trail along the Sanderson Drain where asphalt wedging and movement of the drain have created substantial drops along the trails edge. East Lansing indicated that they had contracted with KEBS Inc., complete a topographic survey of the trail section along the Sanderson drain and to develop a preliminary plan and estimate of cost to correct the issues.

Attached are preliminary plans and an estimate of probable cost to repair the reflective cracking of the existing trail surface and to move 1,500 lf of trail away from the Sanderson Drain. The scope of work proposed in this plan includes:

1. Complete removal of 1,500 lf of trail.
2. Grading and earthwork necessary to shift the trail +/- 5' to the east and lower the trail elevation. This will level the slope between the trail and top and drain which will reduce erosion along the drain.
3. Installation of a new 10' wide asphalt trail surface with 3 ½" of asphalt, an 8" gravel base and biaxial geogrid along the entire length.
4. 135' of barrier fence.
5. Crack restoration along the full 3.5 miles of the trail that are in Ingham County
6. Slope and site restoration.

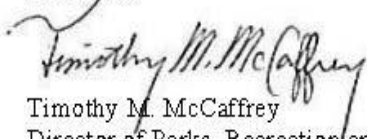
TR003 Northern Tier Trail Improvements
Funding Request
Page 2

An allocation of millage funds at this time would allow the repairs to be implemented as early as this fall or spring of 2021 and close out this project.

If the Commission has any additional questions 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

Northern Tier Trail - Pathway Upgrade

Preliminary Engineer's Estimate

Quantities

Having carefully examined the site of the proposed work and being fully informed of conditions to be met in performing this work and having examined the plans and specifications pertaining to this work, the undersigned proposes to furnish all labor, materials, tools and equipment for complete construction as per plans prepared by KEBS, Inc. All work shall be done for the following unit prices.

<u>Site work</u>	<u>Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
1. HMA Removal /Trail Demo	1704	Syd	\$8.00	\$13,632.00
2. Tree/brush clearing and disposal	1	L.S.	\$20,000.00	\$20,000.00
3. Earthwork/Grading				
a. Excavation	1	L.S.	\$20,000.00	\$20,000.00
b. Embankment, CIP	1	L.S.	\$15,000.00	\$15,000.00
c. Subgrade Undercutting, Type II	150	Cyd	\$30.00	\$4,500.00
4. Soil Erosion Control	1	L.S.	\$8,000.00	\$8,000.00
5. Paving				
a. 1 1/2" MDOT 36A - Top course	1,675	Syd	\$15.00	\$25,125.00
b. 2" MDOT 13A - Leveling course	1,675	Syd	\$18.00	\$30,150.00
c. 8" Gravel 21AA Base	1,836	Syd	\$18.00	\$33,048.00
d. High Performance Biaxial Geogrid	1,836	Syd	\$5.00	\$9,180.00
6. Safety Fence	135	Ft	\$100.00	\$13,500.00
7. Slope Restoration/Seeding	1,276	Syd	\$6.00	\$7,656.00

Construction Sub-total: \$ 199,791.00

20% contingency: \$ 39,958.20

Total for Site work: \$ 239,749.20

Estimated Additional Costs:

Crack Restoration \$ 30,000.00

MDEQ Permitting \$ 8,000.00

Engineering Design \$ 17,050.00

Construction staking \$ 5,000.00

Total for Additional Costs: \$ 60,050.00

TOTAL PROJECT COST:	\$ 299,799.20
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Millage 6th Round and 2020 Millage Grant Timeline

Ms. Buzzard stated we have a motion to go forward with a sixth round of applications and reviewed the timeline. Commissioner Stivers said the Board of Commissioners would be interested in approving these projects quickly to put people back to work. These are projects that allow for social distancing. Ms. Buzzard recommended 7 million for multi-year funding and requiring a match. Commissioner Stivers recommended not requiring a match. Commissioner Trubac stated he thinks there should be no match requirement. Discussion.

MOVED BY MS. HAMRICK, SUPPORTED BY MR. JAMES

To recommend that a sixth round of millage applications will be due by July 31, 2020 set at a \$7 million dollar cap to be divided by funding years of 2021 and 2022

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

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MR. UNSWORTH

To recommend the timeline as presented for the next round of millage applications

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

Tentative Timeline for Trails and Parks Millage Application 2020 Round

June 10, 2020-Application period opens (approved by Board June 9)

July 31, 2020 at 5:00 pm - Applications Due

August 2020 - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

August-TBD, 2020 - Meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

August –TBD, 2020- Park Staff Hands Out applications to commissioners. Park Commissioners begin to do preliminary review and scoring on own.

August 24, 2020 - Applicants present their proposals and Spicer Group presents their review to the Park Commission.

September 2020– Site Visits with Park Staff and Park Commissioners

September 25, 2020 - Deadline for Park Commissioners online scoring

September 26-October 9, 2020 - Prepare Condensed Report of preliminary scoring for the 10/19/20 Park Commission meeting

October 19, 2020 - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring and recommendations

October 2020 - Deadline to get on agendas

November 2020 -Human Services

November 2020 - Finance

November 2020 – BOC

December 2020-Applicants notified of decision

Adopt resolution: final
 recommendation for
 funding

Millage Application

Ms. Buzzard stated this is the same application we have used the last several years and we should discuss any edits. Discussion.

MOVED BY MS. THOMAS, SUPPORTED BY MS. HAMRICK

To recommend the attached Ingham County Trails and Parks Program Application for the sixth round of millage applications with the following edits

- On page 1 increase amount to \$300,000 for small grants
- On page 1 edit: small shovel ready projects up to a limit of ~~\$125,000~~ **\$300,000**

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

Ingham County Trails and Parks Program Application



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

Trails and Parks Program Application

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

Funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **small shovel ready projects up to a limit of \$300,000, planning and engineering for future projects. Preference will be shown to applications within these parameters, however all grant applications will be considered, even if they are not shovel ready or include future planning.**

Project applications must be received by **5:00pm July 31** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the November Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Amount Requested: \$			
Distance of repaired/new construction in feet/miles:			
Trail/blue ways:	Boardwalk:	Bridge:	
<input type="checkbox"/> Shovel Ready	<input type="checkbox"/> Planning & Engineering	<input type="checkbox"/> Other Project	
<input type="checkbox"/> Small grant: Up to \$300,000 for municipalities contributing less than 5% of total county millage revenue annually. See Attachment A. * (Small grants will be scored separately)			

Ingham County Trails and Parks Program Application

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

Shovel Ready

Planning and
Engineering

Other Projects

Town, Range and Section Numbers of Site Location

(Town):

(Range):

(Section):

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

Ingham County Trails and Parks Program Application

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

Ingham County Trails and Parks Program Application

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

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

Ingham County Trails and Parks Program Application

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

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

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

2. Discuss how the project is improving regional connectivity.

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

Ingham County Trails and Parks Program Application

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

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

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

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

Ingham County Trails and Parks Program Application

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

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

6. Discuss how the project supports equitable opportunities.

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

Ingham County Trails and Parks Program Application

7. Maintenance Commitment & Plan

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

Ingham County Trails and Parks Program Application

ATTACHMENTS - REQUIREMENTS

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

CERTIFICATION

Signature of Applicant:

Date:

Ingham County Trails and Parks Program Application

ATTACHMENT A.

Ingham County Trails and Parks Millage Estimated Revenue by Municipality

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

Created 2-23-15

ADOPTED – FEBRUARY 13, 2018

Ingham County Trails and Parks Program Application

ATTACHMENT B.

AGENDA ITEM NO. 18

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

RESOLUTION # 18 – 054

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

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

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

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

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

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

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

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

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

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

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

Ingham County Trails and Parks Program Application

ATTACHMENT C.

Match Requirement for Ingham County Trails & Parks Millage

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

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

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

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

Examples of secured match include:

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

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

Millage Scoring Criteria

Ms. Buzzard stated the scoring criteria needs to be reviewed. Discussion.

MOVED BY MR. UNSOWRTH, SUPPORTED BY MS. THOMAS

To recommend the Ingham County Trails and Parks Program Scoring Criteria for the sixth round of millage applications

MOTION FAILED with Comms.: Hamrick, James, Pawar, Pratt, Trubac, Stivers, and Thomas voting NO. Absent: Chris Swope

Discussed proposed edits.

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MR. UNSWORTH

To recommend the Ingham County Trails and Parks Program Scoring Criteria for the sixth round of millage applications with the following edits:

Edit: #3. Did this project apply for other funding partners such as state or federal grants, donations, individual contributions, or other funding sources?

Yes or No?

0= no 5= yes

_____pts.

Edit: #4. Correct 2 to 20 being most desirable

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

Ingham County Trails and Parks Program Scoring Criteria

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

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

0= no 5= yes
 _____pts

2. Does this contribute to County connectivity?

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

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

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

3. Did this project apply for other funding partners such as state or federal grants, donations, individual contributions, or other funding sources?

Yes or No?

0= no 5= yes

_____ pts

4. Overall, how do you rate the project?

Considerations

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

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

_____pts

_____Total Points Scored

Commissioner Trubac left the meeting at 6:56pm.

Engineering Services for the New Snowmaking Pipe

MOVED BY MS. HAMRICK, SUPPORTED BY MS. THOMAS

To recommend supporting park staff to pursue additional quotes for engineering services for the new snowmaking pipe at Hawk Island and to direct staff to present a resolution to the Board of Commissioners after the quotes are received. The Park Commission will be copied on the final request to the BOC for these services. This project will be funded from the Parks Fund Balance.

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

Lake Lansing Boat Launch Grant Application

Mr. Morgan stated we are requesting funding for a boat wash station, shoreline stabilization and an electric gate in the 2021 budget request. Mr. Ishraidi stated he appreciates the opportunity to partner with the Parks Department. Lake Lansing is the primary lake in Ingham County and the region, and the SAD committee supports this project. Mr. Morgan stated we would apply for the grant next. Mr. Pratt stated he is supportive of SAD and this project.

MOVED BY MS. PAWAR, SUPPORTED BY COMMISSIONER STIVERS

To recommend applying for an April 1, 2021 Michigan Department of Natural Resources Trust Fund Grant application for a small grant application for the Lake Lansing Boat Launch as detailed in attached document.

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

**PRELIMINARY ESTIMATE OF COST
 LAKE LANSING BOAT LAUNCH
 INGHAM COUNTY, MI**

Trust Fund Grant - GRAND TOTAL, Phase 1	\$175,600.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey (will be completed in phase 2)	<u>\$0.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$175,600.00

	<u>Grant Funds</u>	<u>Local Match</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$50,000.00	\$125,600	\$175,600
Match Percentage:	(28%)	(72%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$0</u>	<u>\$0</u>
PROJECT TOTALS:	\$50,000	\$125,600	\$175,600

Local Match / Funding Sources:

Ingham County, Millage CIP:	\$115,600
Ingham County, In-kind Labor:	\$2,000 (site restoration)
SAD-Meridian Township:	<u>\$8,000</u>
County's All-In Cost:	\$125,600

**PRELIMINARY ESTIMATE OF COST
 LAKE LANSING BOAT LAUNCH
 INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<u>PHASE 1</u>					
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$2,500.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$2,500.00
4.	1	Each	Entrance Gate, Automatic, 24' wide, 7' ht.	\$20,000.00	\$20,000.00
5.	1	Lump Sum	Electrical Controls, Conduit, Wiring	\$25,000.00	\$25,000.00
6.	1	Lump Sum	Boat Washing Station	\$67,315.00	\$67,300.00
7.	50	Lin. Ft.	Stone Rip-Rap	\$200.00	\$10,000.00
8.	1	Lump Sum	Site Restoration & Cleanup	\$3,300.00	\$3,300.00
9.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
10.	1	Lump Sum	Construction Staking & Material Testing, Allowance	\$2,500.00	\$2,500.00
SUBTOTAL					\$138,400.00
Contingency					\$14,300.00
Engineering (15%)					\$22,900.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$175,600.00

FUTURE PHASES

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.	1	Per Acre	Site Clearing	\$10,000.00	\$10,000.00
4.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$40,000.00
5.	7,000	Sq. Ft.	Concrete Path, 6-8' Wide, 4" thick	\$8.00	\$56,000.00
6.	1,435	Ton	Resurface Ex. Parking (use ex. base, crush /shape), 3.5"	\$100.00	\$143,468.97
7.	1	Lump Sum	Signage & Striping	Lump Sum	\$4,500.00
8.	364	Ton	New Parking Area, 3.5" HMA	\$100.00	\$36,446.67
9.	1,774	Sq. Yd.	Crushed Limestone, 22A, 8" depth, C.I.P.	\$15.00	\$26,616.33
10.	1	Lump Sum	Signage & Striping	Lump Sum	\$4,500.00
11.	1	Lump Sum	Drainage / Bio-Swale	Lump Sum	\$30,000.00
12.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
13.	470	Lin. Ft.	Decorative Fence (along Lake Dr.)	\$80.00	\$37,600.00

**PRELIMINARY ESTIMATE OF COST
 LAKE LANSING BOAT LAUNCH
 INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
14.	1	Each	New Entrance Sign	\$15,000.00	\$15,000.00
15.	1	Lump Sum	New Kiosk/Pay Lift Gate/Pump House	\$25,000.00	\$25,000.00
16.	30	Lin. Ft.	Stone Rip-Rap	\$200.00	\$6,000.00
17.	1	Lump Sum	Replace Boat Launch, concrete planks and stone, double	\$40,000.00	\$40,000.00
18.	1	Lump Sum	Replace Skid Pier	\$17,500.00	\$17,500.00
<i>RESTROOM - ADA IMPROVEMENTS (Mens & Womens (Items 19-29))</i>					
19.	1	Lump Sum	Remove Outside Screen Walls and Concrete Pad	\$1,500.00	\$1,500.00
20.	1	Lump Sum	Remove Ex. Concrete Walks	\$1,500.00	\$1,500.00
21.	2	Each	Remove / Install New Towel Dispensers	\$1,000.00	\$2,000.00
22.	4	Each	Remove / Install New ADA and Standard Partitions	\$3,500.00	\$14,000.00
23.	2	Each	Remove & Install New Faucet & under sink Knee Protection	\$1,500.00	\$3,000.00
24.	2	Each	New accessories in ADA stall (grab bars, toilet paper holder)	\$2,500.00	\$5,000.00
25.	2	Each	Remove toilet and stub water / sewer lines	\$1,500.00	\$3,000.00
26.	2	Each	Relocate flush handle for toilet (ADA stall)	\$2,000.00	\$4,000.00
27.	1	Lump Sum	Add diaper changing station	\$1,000.00	\$1,000.00
28.	1	Lump Sum	New Light Fixtures, LED and motion sensed	\$7,500.00	\$7,500.00
29.	1	Lump Sum	Misc. Bldg Repair and Interior Painting	\$20,000.00	\$20,000.00
30.	1	Each	Replace Drinking Fountain	\$7,500.00	\$7,500.00
31.	1	Lump Sum	Site Restoration & Cleanup	\$17,100.00	\$17,100.00
32.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
33.	1	Lump Sum	Construction Staking & Material Testing, Allowance	\$13,400.00	\$13,400.00
SUBTOTAL					\$650,431.97
Contingency					\$65,068.03
Engineering (15%)					\$107,300.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$822,800.00

2021 Budget Request

Mr. Morgan stated we were asked to present a status quo budget and a 10% reduction scenario for the 2021 budget and reviewed the packet.

MOVED BY MS. HAMRICK, SUPPORTED BY MS. THOMAS

To approve

- 1. The 2021 General Fund Capital Improvement Request of \$348,500.00
- 1a. The 2021 General Fund Capital Improvement IT/Computer request of \$725.00
- 2. The 2021 Trail & Park Millage Fund Capital Improvement Request of \$307,315.00 (8%)
- 3. The 2021 Park Fund Balance Request of \$0.00
- 4a. The 2021 Additional Operating Request of \$80,000 (Trails Parks Fund Balance)
- 4b. The 2021 Additional Revenue of \$0.00
- 4c. The 2021 Reduction in Revenue of \$0.00
- 4d. The 2021 Reduction of Expense \$0.00
- 5. The 2021 Contract Form (attached)
- 6. 208 Operating Total Revenue \$2,683,455.00
 208 Operating Total Expenses \$2,683,455.00
- 7. The 2021 Trails and Parks Millage Administration budget of \$53812.00 + salary/fringes
- 8. The 2021 Transfer Requests, items 2-8 on the Additional Operating and Revenue Request form, including redirecting Police Patrol monies to cover revenue management costs and other items.

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

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

MOTION CARRIED.

Commissioner Stivers stated she wanted to address agenda item #7B again. Commissioner Stivers recommended pushing these projects ahead now, and Mr. Pratt agreed.

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MR. PRATT

To reconsider the motion to recommend to the Board of Commissioners to authorize additional funds from the Trails and Parks Millage fund balance for the City of East Lansing's Agreement TR057 Pedestrian Connection to Northern Tier Trail at Riveria Drive in an amount not to exceed \$200,000 and to authorize additional funds for Agreement TR058 Pedestrian Connection to Northern Tier Trail at Colorado Drive in an amount not to exceed \$100,000

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

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MR. PRATT

To recommend to the Board of Commissioners to authorize additional funds from the Trails and Parks Millage fund balance for the City of East Lansing's Agreement TR057 Pedestrian Connection to Northern Tier Trail at Riveria Drive in an amount not to exceed \$200,000 and to authorize additional funds for Agreement TR058 Pedestrian Connection to Northern Tier Trail at Colorado Drive in an amount not to exceed \$100,000 as presented in attached document.

Yes-7; No-1 (Matt Bennett). Absent: Chris Swope and Commissioner Trubac. **MOTION CARRIED.**



CITY OF EAST LANSING

The Home of Michigan State University

April 29, 2020

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

RE: Northern Tier Trail Connections from Riveria Drive and Colorado Drive

Good day Commissioners:

The City of East Lansing would like to request that the Ingham County Park Commission increase the Trails and Park Millage Allocation for the Northern Tier Trail Connections at Riveria Drive and Colorado Drive by \$300,000. In August 2018, the City of East Lansing requested funds from the Ingham County Trails and Parks Millage to install a bridge connecting Riveria Drive to the Northern Tier Trail and a bridge connecting Colorado Drive to the Trail. Attached is a location map and site plans for both funding requests. The City proposed that the local match for the projects would be provided by Michigan Natural Resources Trust grant. The County viewed these funding request favorably.

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

During the January 13, meeting of the Ingham County Parks Commission, East Lansing representatives informed the Commission that they had not been successful in securing NRTF funds for the local match and the City was not in a position to match the Trails Millage allocation with general funds. Three possible options for moving forward on this project were discussed: combine the Trails Millage funds to fully fund one bridge versus partially funding two bridges; increase the Trails Millage allocation to fully fund both bridges; or request that the City of East Lansing submit a revised funding request during the next grant funding cycle.

The Park Commission requested that East Lansing evaluate the options and return to the Commission in May with a proposal. Therefore, East Lansing is requesting that an additional \$200,000 in Trails Millage funds be allocated to the Riveria Drive connection for a revised project allocation of \$570,796 and that an additional \$100,000 in Trails Millage funds be allocated to the Colorado Drive connection for a revised project allocation of \$291,684.

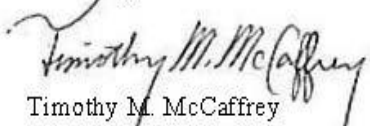
An allocation of millage funds at this time would allow the projects to move forward with design and position the City to install the connections as early as this fall or spring of 2021. This allows the City to capitalize on the community support that was built through the public input process associated with preparing the grant requests and will provide a much-needed resource to the East Lansing community.

Riveria and Colorado Drive Trail Connections
 Funding Request
 Page 2

If the Commission has any additional questions, 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

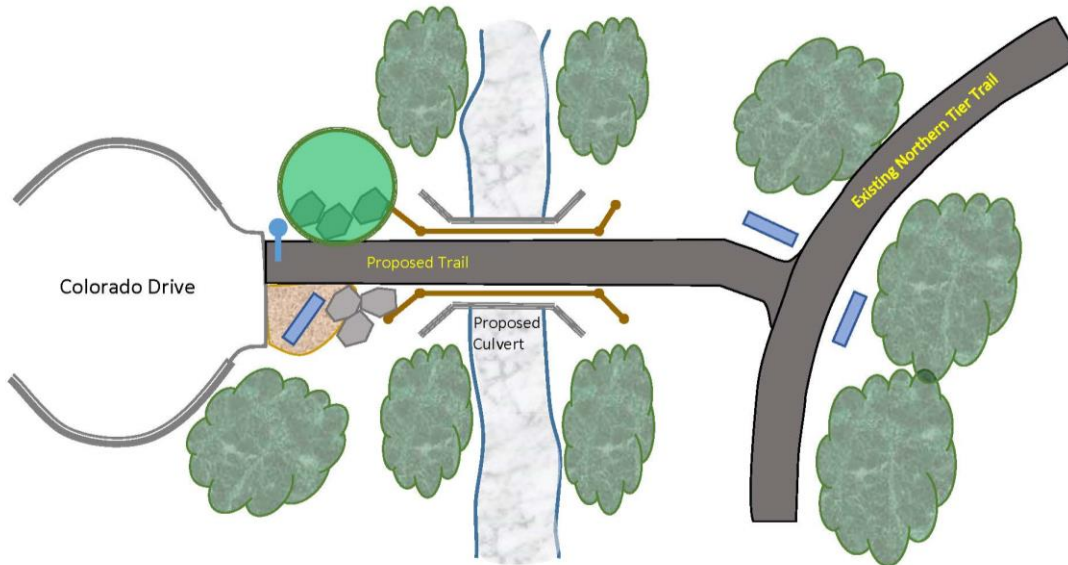
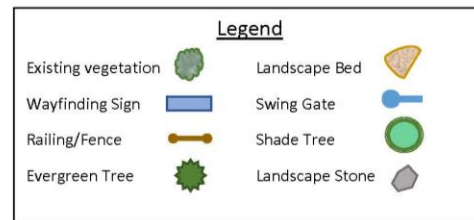
Attachment(s) (3)



Optional landscaping components could include:

- shade trees, evergreen trees and landscape boulders to define the border between public and private use spaces and to restrict trail users to the trail surface
- swing gate at pathway entrance to prevent unauthorized vehicular access to the pathway
- landscaping around the trailhead sign

Exact components and component location will be determined during the design development phase of the project.

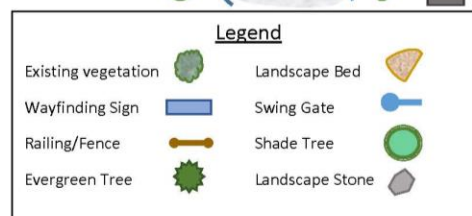
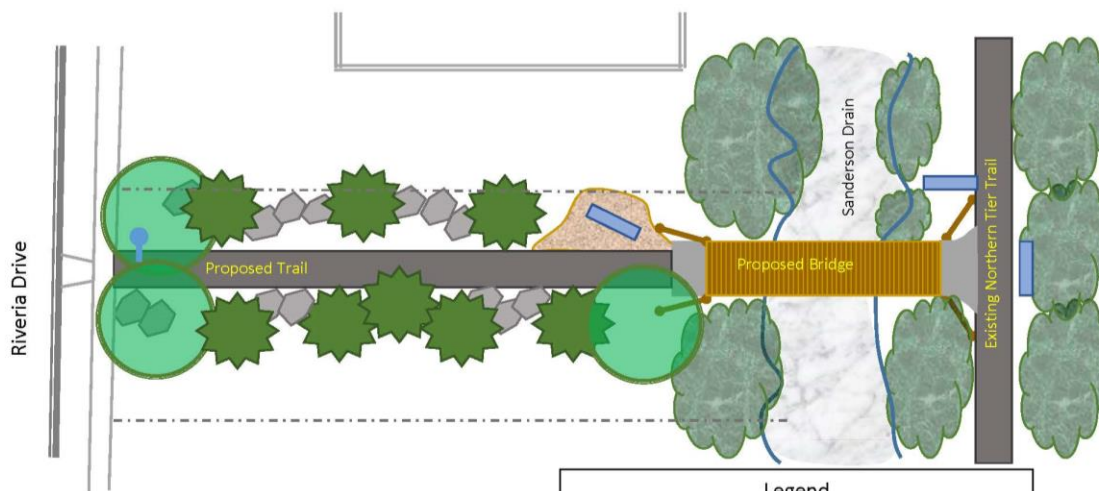


Landscape Option

Optional landscaping components could include:

- shade trees, evergreen trees and landscape boulders to define the border between public and private use spaces and to restrict trail users to the trail surface
- swing gate at pathway entrance to prevent unauthorized vehicular access to the pathway
- landscaping around the trailhead sign

Exact components and component location will be determined during the design development phase of the project.



Landscape Option

ADMINISTRATIVE REPORTS

Director ~ Mr. Morgan stated staff is working on a plan for reopening certain activities. Ms. Thomas asked how frequently the trash is getting picked up at the parks, and Mr. Morgan stated daily. Ms. Thomas said someone ripped the caution tape off from around the playground. Mr. Morgan stated we posted extra social distancing signs on the trails and staff is checking the playgrounds. Ms. Pawar recommended we add signage to remind visitors to dispose of gloves and not litter, and have biohazard litter bags. Mr. Morgan stated we are working on getting different bags, like a biohazard bag for gloves. Ms. Pawar recommended sanitizing stations for employees. Mr. Morgan stated we were issued masks and hand sanitizing spray.

Park Managers ~ No discussion.

Administrative Office ~ Mr. Pratt recommended sending a calendar invite for any new zoom meetings.

Financial Report ~ Mr. Bennett stated he liked the new format of the report. Ms. Wallace stated Emma Wallace, our Account Clerk, created the report and thanked her for the report.

Millage Coordinator Report ~ Mr. Unsworth asked about the status of sponsorship signs for the wayfinding project. Ms. Ross stated she picked up the signs from the Foster Center. Mr. Bennett stated he saw the signs and they look really good. Ms. Buzzard stated signage in Aurelius Township still needs to be completed. Mr. Morgan asked if there are any sponsors for signs, and Ms. Ross stated one, the City of Lansing.

FLRT Trail Ambassador Report - Lauren Ross ~

Ms. Ross stated 75 people attend the Lansing Pie K on Saturday, March 14th.

BOARD/STAFF COMMENTS

Mr. Unsworth thanked Ms. Wallace for completing the packet.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 7:35pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

From: Sheree Ritchie
Sent: Tuesday, June 16, 2020 12:29 PM
To: parks
Subject: Open the beaches at Lake Lansing

Hello.

There is no need to keep the beaches closed all summer.

Covid 19 is a miniscule risk, and always has been. It's a normal virus circulating the country and the world, just like viruses do all the time.

Our society has never 'shut down' for a virus in the past, and we should not have done so this time, either. It has been a farce.

Some of the 'deaths' from covid 19' have been falsified, and this is widely known among citizens. The government lies have got to stop. Everyone knows that it makes no sense to have beaches closed in one county but open in the next county.

You should be making your decisions based on 'numbers' and 'science'.

Neither numbers nor science can defend keeping the beaches at Lake Lansing closed.

Open the beaches!

Sheree Ritchie

AGENDA ITEM #7

Overview Update on Playgrounds, Shelters, Beaches and Splash Pad 6/17/20

As Director of the Ingham County Parks, let me start by saying how much our staff has done to provide quality Parks and Recreation facilities for the public day in and day out throughout this pandemic to be “open”, making sure our parks were safe for others to get outside and re-create their bodies, minds, spirits, and souls! They are all each true *Hero's* here and *essential* to the well-being of our community!

Further, I have attached some very insightful thoughts from Brett McCracken's article on May 15th, 2020 in TGC US Edition on not letting COVID19 divide us.

“Patience is one of the rarest virtues in today's insta-everything world. And yet patience has rarely been more needed, as many of us are antsy to break free of “stay home” isolation and get back to normalcy as soon as possible. I quote the advice of James to be “quick to hear, slow to speak, slow to anger” (1:19).

No one of us should assume we've arrived at the definitive answer on how to do this well (reacting/acting during a pandemic). Let's model humility by acknowledging that everything is *not* obvious, and we are all just trying to do the best we can in this “build the plane in midair” moment.

It deserves repeating the *essential* role of local parks and recreation. In response to the COVID-19 pandemic, park and recreation professionals swiftly mobilized to keep parks, trails and green spaces open to support physical and mental health. Ingham County's parks and trails provide places for cyclists, hikers, walkers, runners, kayakers, and physically challenged individuals to exercise and experience the many natural and cultural wonders of the nation's urban, suburban and rural environments.

None of our staff have wanted to see any facility or service “not” provided. We all have lamented over the decisions to postpone, sometimes having to close or cancel various facilities, programs and services since March. Our staff pursued careers in Parks and Recreation profession because we all take great joy in helping provide “all” the services and facilities we oversee and care for utilized by users! That makes us all smile!

In my discussion with Linda Vail on Thursday evening, June 11th she shared she thought we might be in stage/phase 5 soon (by end of June), most of regions 6-8 already are in this stage but this depends on the Governor, this stage calls for up to 250 outside. The present phase calls for up to 100 outside.

We discussed present Executive Order and #7 specifically. Linda shared we had to do our best to provide lots of signage at our facilities and on the web page specific to the current stage/phase as to masks and social distancing and numbers. She said we should share with patrons as much as we can in the parks. But in no way engage anyone that is defiant of social distancing or mask wearing or numbers if they are not compliant. She said it is up to the park patron to do what they are supposed to be doing in this regard to Covid-19 social distancing guidelines.

Playgrounds (closed since Mid-March):

Linda said that she thought playgrounds would be fine in the present phase if we thought that they would not exceed 100 persons, or we can wait until stage/phase 5 as to when we may reopen playgrounds.

The Ingham County Parks plans to RE-OPEN All County Park playgrounds on July 1st, 2020.

Shelters (closed since mid-March):

Linda and I also discussed shelters and she thought since we already had canceled all shelters through June 30th and it is presently to be not more than 100 in this phase it may be wise to wait until the next stage/phase.

The Ingham County Parks plans to RE-OPEN MOST County Park Shelters for rentals and use starting July 1st. If the present Governors EO is in place we will restrict it to that order not to exceed 100. If the Governor has moved our region into the next stage/phase of 250 then we will have that as the maximum until that may change in the future following the Governors orders.

Staff all discussed the shelters that we also utilize as winter sports shelters as they have been left intact as the stay home order came at the very end of winter sports in mid-March. We agreed that the amount of staff time to take the shelters down to rent for a short-time and then put them back up would not make sense especially in light of the fact we are in the middle of our busy season with a hiring freeze and full-time working 32 hour weeks under the State Work Share program. **We will not be renting these shelters for the rest of the year (Red Tail Shelter at Hawk Island, Main Shelter at Lake Lansing North, and Woodson Shelter at Burchfield Park).**

Beaches (closed since Memorial Day weekend when they would have normally opened):

The Ingham County Parks is hesitant to re-open the Beaches and Splash Pads as there are many steps that must be done to get them open. You cannot say today we are opening the beaches and tomorrow open them.

Even though Linda Vail, in my discussions with her that night, thought beaches would be fine in the next phase up to 250 people, I had shared with her that we cannot just flip the switch on beaches and open them the next day. We discussed the possibility of the potential of that and planning for the next phase with the possibility to potentially open beaches and splash pad if that were the direction we took. I met with the Park Managers and included Interim Controller and Park Department direct report Jared Cypher on the conversations about beaches. **Our first recommendation would be to keep the beaches closed due to several factors stated below:**

Normal Lifeguard staffing requires the following; 12 at Hawk Island, 12 at Lake Lansing, and at 4 Burchfield. If we were to re-open guarded beaches, being that we would be the only swimming open in Ingham County in the summer of 2020, we would be anticipating larger than normal crowds requiring the hiring of 3-4 additional guards at Hawk Island and Lake Lansing, Burchfield would not require additional guards. As it would take a minimum of 2-3 weeks to hire lifeguards and set up beaches we would look at an open date of early to mid-July. Our staff is comprised mostly of college students who return to school mid-August. The window of staffing we are looking at would be approximately 4 weeks of open beaches.

Because of the beach closing, several of the lifeguards were placed in revenue or ranger positions. If these staff members went back to lifeguarding, we would have to hire replacement staff for the revenue/ranger positions as well. We would need to replace 6 at Lake Lansing, 2 at Hawk Island, and 1 at Burchfield Park.

At Hawk Island, Brian Collins is a Certified Red Cross Life Guard trainer and would be needed to be taken out of his normal summer work week for 30 hours to train and 10-15 hours preparation time for all the new guards who may need to training we would need to hire 27-29 new guards. Presently all full-time staff our on the work share program and working 32 hour work weeks. This would mean two weeks approximately that Brian's managerial work load would be taken by the Assistant Manager Cristina Estrada. Her normal summer duties then will require staff to promote someone to oversee what she normally does from our seasonal staff. There present management intern is working some, but would need one additional as my other Head Ranger took a job with US fisheries and wildlife. The position the promoted individual would need to be replaced and trained then as well.

For Burchfield and Lake Lansing similar replacement of guards that are in current seasonal positions would need trained. As I mentioned above all our full-time staff our working 32 hours through the end of July and presently we only have one full-time Park Ranger split between these two parks. An additional Ranger was funded with the renewal of the Trails and Parks Millage but with the Work Share Program, posting and hiring was frozen. We had posted and narrowed the candidates to interview just before the hiring freeze was put into place. This position has been put on hold for now. If we were to open beaches in any capacity we would need complete the interview process and hire a Ranger to help with overall park maintenance and ranger duties. This could take 4 weeks or more before we might see someone new in the parks in the Ranger position should everything be approved and goes smoothly it would prove to be a challenge to do even if we were interviewing next week because of the turnaround time for a new position. The process would likely take a month or more for a new employee.

Additionally, all of the parks would need the following to be done prior to opening: clear aquatic weeds from the swimming area, take down all fence barriers and closed signage, help groom beach by removing last year's leaf litter, help install buoys and ropes, repair guard stand and get signage in place. Also look at lifeguard uniforms and equipment inventory to make sure we have enough in stock for new lifeguards. Training and certification seems to be the biggest challenge. Park staff would also need to start taking water samples for a couple weeks prior to opening and obtain approval from the Health Department before we can officially open beaches.

Health concerns. Essentially by opening the beaches we are inviting large gatherings into our parks and potentially increasing the exposure risks of our park staff and visitors to Covid 19 exponentially.

Leave Beaches Closed for the rest of the season: This would provide for the least amount of disruption with present operations in mid-summer and would provide for the largest cost savings in Parks 2020 budget with lifeguards: Burchfield \$17,820, Hawk Island \$61,952, Lake Lansing \$61,952 total for all three for summer \$141,724).

Swim at your own Risk Beaches:

If this is the option that the Park Commission would want us to take we would respectfully ask that this request be directed to be heard by Human Services Committee and approved by the Board of Commissioners.

In 2002 due to budget cuts lifeguards were eliminated and on July 4th a near drowning incident occurred. In response to that incident the Board of Commissioner's at that time funded and directed the Parks Department to hire life guards and fully staff all swimming beaches at Lake Lansing South, Hawk Island, and Burchfield County Parks.

Swim at your own risk could be accomplished within 2 weeks upon giving the go ahead to do so as beach set up would need to take place (buoys, swim ropes, etc.), signs produced and posted, lifesaving equipment purchased and installed, etc.

Splash Pad at Hawk Island:

Linda said that she thought the splash pad would be fine for the next stage phase as to when we may reopen if we felt we would want to do this. ***If the Park Commission directed staff to open this facility we feel it could be accomplished with 1-2 weeks lead time.***

Drinking Fountains (Closed since Mid-March):

Lastly, I brought up drinking fountains with Linda Vail and she recommended keeping them closed for the foreseeable future.

The Ingham County Parks plans to leave drinking fountains in the parks CLOSED until we are instructed that we may open them by the Health Department.

Finally, I want to remind the Park Commission of some dates and facts: The director consulted with Park Staff and the Controller prior to making decisions about summer operations and a decision on all the facilities were addressed on May 20th, we were still under the Governor's EO for stay home stay safe through June 12th, this had been extended several times prior. The present Governor's EO came out on June 1st with discussion that we might be in the next stage/phase by July 4th at that time.

General Parks Re-opening/closures/delays 2020

Current Ingham County Park operations are status quo - providing limited maintenance for safe outdoor recreation opportunities such as walking, hiking, biking, no-leash Dog Park, passive recreation, and disc golfing until May 28th. Currently the State is in Phase 4 IMPROVING. The Parks did not charge fees during Phase 3. Current operations continue as we have been doing. *With the latest e-mail from HR/Controller/Board Chair it would seem that we will keep this in place until at least June 1, 2020. We will be starting to hire seasonal staff and conduct necessary planning for a June 12th Hard Opening whereas we will begin charging fees and providing for additional activities and services.*

These programs, facilities and amenities *will not* be offered during the 2020 Park Season due to COVID-19 limitations of keeping both users and staff safe at work within the Governor's Six Phase MI Safe Start Plan:

Day Camp: This program has been canceled for the summer. Tim B. will work with only one seasonal Naturalist on creating an e-learning type program that will be posted on the Parks website and is free. This was based on Phase 4 IMPROVING under Education: Remote learning k-12 and higher education, summer programs in small groups. It would not be possible to meet social distancing guidelines to make this safe in the park setting.

Band Shell Friday night concert series: This program has been canceled for the summer working with the Friends of Ingham County Parks and the Band Shell Committee. This was based on Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. It would not be possible to meet size or social distancing guidelines to make this safe.

Inflatables: We canceled current scheduled rentals and will not offer these for rent during 2020. This was based on Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. These rentals would not be able to be made safe with social distancing guidelines.

Beaches: We are closing beaches for the summer season, we will not be guarding or allowing swimming to take place during 2020 at all County Parks. This was based on Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. Note about current neighboring departments on aquatics: (East Lansing Aquatic Center is closed for the summer, Lansing Pools are closed for the summer, and Oakland County Aquatic facilities are also closed for the summer). It would not be possible to meet size or social distancing guidelines to make this safe.

Splash Pad: We are not opening this facility initially during Phase 3 or 4 in 2020. If we were to enter Phase 5 or 6 before Labor Day *we may* re-evaluate this amenity to re-open. Again, Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. This facility would not be able to be made safe in numbers or with social distancing guidelines.

Trikes at the Trike Track: We are not providing trikes for the trike track at Lake Lansing south. They will not be offered during 2020. Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. Also, it would not be practical for us to have someone clean the trikes after each use as these have always been self-serve and provide a safe amenity with social distancing.

Canoe/kayak trips: We MAY not be offering canoe/kayak trips (we are considering potential options on a limited reservation only, TBD) during the 2020 season. Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. It MAY not be possible to meet size or social distancing guidelines to make this safe.

Pedal Boat & Row Boat Rentals: These rentals will not be offered during 2020. This was based on Phase 4 IMPROVING under Gatherings: Limited to small groups with social distancing. These rentals would not be able to be made safe with social distancing guidelines. If we were to enter Phase 5 or 6 before Labor Day, *we may* re-evaluate this amenity to re-open at Lake Lansing South.

Shelters: All shelter will not be rented until at least June 30th, 2020. Park staff will re-evaluate and update the status for the rest of the summer in the coming weeks as additional information is obtained from the Governor's Office and the Ingham County Health Department. This facility would not be able to be made safe in numbers or with social distancing guidelines during Phase 3 or 4. If we were to enter Phase 5 or 6 before Labor Day, *we may* re-evaluate this amenity to re-open.

Playgrounds: All playgrounds will not be open until at least June 30th, 2020. Park staff will re-evaluate and update the status for the rest of the summer in the coming weeks as additional information is obtained from the Governor's Office and the Ingham County Health Department. Playgrounds would not be able to be made safe in numbers or with social distancing guidelines during Phase 3 or 4. If we were to enter Phase 5 or 6 before Labor Day, *we may* re-evaluate this amenity to re-open.

Concessions stands: Will BE OPEN Starting June 12th at Lake Lansing South ONLY with hours that may change throughout the season depending on demand and due to COVID-19.

Canoe/kayak In-Park Rentals: WILL BE OPEN offering canoe/kayak rentals starting June 13th at Burchfield Park and Hawk Island Parks with hours that may change throughout the season at both locations depending on demand and COVID-19 concerns.

Disc Golf: Is PRESENTLY OPEN with no fees through at least May 28th in Phase 3 FLATTENING. They will remain open in Phases 4, 5, and 6 but will resume charging normal disc golf fees starting June 12th.

No-Leash Dog Park: Is PRESENTLY OPEN and will remain open and currently is not charging fees in Phase 3 FLATTENING. We will resume charging normal dog park fees starting June 12th.

Gate Fees (parking) all Parks: Presently we are not charging parking fees during Phase 3 FLATTENING but we will resume charging normal fees starting June 12th

Lake Lansing Operations:

Amenities:

Gate Houses (Parking): Open weekends and holidays 10-630 both at LLN and LLS. Boat Launch gate will be open 24/7 and staffed depending on employee availability. Daily staffing dependent on weather. Gatehouse staffing will also be based on potential revenue versus expenditure values determined on a daily basis by management.

Concessions: open 12:30-7 daily - weather and staff dependent. May alter to weekends/holidays only if weekday sales are poor.

Bathrooms: Opening June 1. Will have porta johns picked up as we approach June 1.

Shelters: 1 reservation per shelter (if we allow in 2020) for 1/2 shelters. Don't change any double booked 1/2 already existing, just for new ones if we are allowed to rent in 2020. Also, we will re-evaluate beyond June 30th if the three parks winter sports shelters (still in place from the winter) and determine if at some point it would not make sense to tear them apart if we are only able to rent for a short time this summer.

Playgrounds: All playgrounds will not be open until at least June 30th, 2020. Park staff will re-evaluate and update the status for the rest of the summer in the coming weeks as additional information is obtained from the Governor's Office and the Ingham County Health Department. Playgrounds would not be able to be made safe in numbers or with social distancing guidelines during Phase 3 or 4. If we were to enter Phase 5 or 6 before Labor Day, *we may* re-evaluate this amenity to re-open.

Pedal boats: Closed for the summer unless Phases progress to 5 or 6 and then re-evaluated.

Trike Track: Closed for the 2020 season!

Beach: Closed for the 2020 season!

Hawk Operations:

Amenities:

Gate Houses (Parking): Open seven days a week starting June 12th hours will vary with staff availability and the weather. Normal protocols for daily staffing of gatehouses is based on if the managers think it will cost more money to staff than is collected.

Kayak and Canoe Rentals: In park pond only; open Saturday/Sunday/Holidays 12-7 (just kayaks and canoes). Note: during week, one ranger will carry a phone to serve anyone that wants to rent a kayak or canoe. Row boats and pedal boats will not be rented in 2020.

Bathrooms: Opening June 1. Porta John in no-leash Dog Park will have waterless hand sanitizer added by the vendor and checked daily.

Shelters: 1 reservation per shelter (if we allow in 2020) for 1/2 shelters. Don't change any double booked 1/2 already existing, just for new ones if we are allowed to rent in 2020. Also we will reevaluate beyond June 30th on three parks winter sports shelters as they are still intact and at some point it would not make sense to tear them apart if we are only able to rent for a short time this summer.

Playgrounds: All playgrounds will not be open until at least June 30th, 2020. Park staff will re-evaluate and update the status for the rest of the summer in the coming weeks as additional information is obtained from the Governor's Office and the Ingham County Health Department. This facility would not be able to be made safe in numbers or with social distancing guidelines during Phase 3 or 4. If we were to enter Phase 5 or 6 before Labor Day, we *may* re-evaluate this amenity to re-open.

Concessions, Beach, Splash Pad: Closed for season!

Burchfield Operations:

Amenities:

Gate Houses (Parking): Open Fridays, Saturday, Sunday and Holidays starting June 12th. Normal protocols for daily staffing of gatehouses based on if the managers think it costs more money than will be collected.

Kayak and Canoe Rentals: In park pond and river upstream only; open canoe/kayak rentals- open Sat., Sun. and Holidays starting June 13th. Hours of operation 9 am -6 pm with last in-park rental out at 5 pm. (trip times to be determined) Note: during week, one ranger will carry a phone to serve anyone that wants to rent a kayak or canoe. Pedal boats will not be rented in 2020.

Concessions sold from Kayak/Canoe Rental Building: Same hours as boat rental. Sell limited prepackaged items-this is new in 2020.

Canoe/kayak trips: We may be offering Canoe/Kayak trips (we are considering potential options on a limited reservation only, TBD) Details will be worked out and attempt to make this option available with discounted price since we will not take people in the vans, they will be responsible for their own transportation. Park staff will drop canoes/kayaks at a scheduled time at Bunker or McNamara Landings. This activity is pending approval from the June 22nd Park Commission meeting where we will need their approval to adjust the fees (To approve the following visitor incentive program as authorized per Board of Commissioners Resolution #15-397).

Disc Golf: Is PRESENTLY OPEN with no fees through at least May 28th in Phase 3 FLATTENING. They will remain open in Phases 4, 5, and 6 but, we will resume charging normal fees starting June 12th to participate in Disc Golf.

Bathrooms: Opening June 1. Porta john toilets will have waterless hand sanitizer added by the vendor and checked daily. Waterless CXT/Style pit toilets have waterless hand sanitizer and will be checked daily.

Shelters: 1 reservation per shelter (if we allow in 2020) for 1/2 shelters. Don't change any double booked 1/2 already existing, just for new ones if we are allowed to rent in 2020. Also we will re-evaluate beyond June 30th on three parks winter sports shelters as they are still intact and at some point it would not make sense to tear them apart if we are only able to rent for a short time this summer.

Playgrounds: All playgrounds will not be open until at least June 30th, 2020. Park staff will re-evaluate and update the status for the rest of the summer in the coming weeks as additional information is obtained from the Governor's Office and the Ingham County Health Department. This facility would not be able to be made safe in numbers or with social distancing guidelines during Phase 3 or 4. If we were to enter Phase 5 or 6 before Labor Day, we *may* re-evaluate this amenity to re-open.

Concessions Beach: Closed for season!

NOTES about Budget Concerns with Loss of Revenues:

What staff do we need to do what needs to be accomplished this year? Looking at reductions on projected revenue within our 2020 budget, where will we be able to cut controllable costs to help offset loss of revenue in 2020? With 2021 looking like a lean year, most likely the one area we can save on our 2020 budget is with staffing and all general fund controllable line items. Remember whatever we don't spend in 2020 goes in the parks fund balance (raining day fund). If we are short for 2020 we will need to rely on our fund balance to make up the difference.

Ongoing discussion from all Managers on potential ways to save money on the controllable expenses side in every cost center on other areas on potential line items to spend less than budgeted to help offset loss of revenue in 2020.

Parks Administrative Office

Plans for reopening your respective office

All administrative park staff will continue to work remotely until further notice, per Executive Order No. 2020-110 that states “Any work that is capable of being performed remotely must be performed remotely.” Once new guidelines are released, this will be re-evaluated, and a determination will be made when staff should return to work at the office. Office phones are set to roll to Eric and Sarah’s computer remotely.

Once the Hilliard Building is open to the public (later this summer TBD), Eric and Sarah will return to work at the office when instructed by their supervisor. Tim, Emma, Nicole, and Melissa will continue to work remotely, and will go into the office as needed in Phase 5: (Open with additional safety measures and guidelines); or return to work at the office when instructed by their supervisor. Office phones will be set to roll to Emma or Nicole as needed starting June 1st.

After staff uses any shared surfaces – like the copier or front counter staff should disinfect it.

Staff will wear masks in the office when they are not at their workstation, or they are serving the public. Staff should limit social distances when traveling within the office as much as possible and wear a mask at these times.

Staff will practice social distancing by staying at least 6 feet from each other by staying at their own workstation and use Jabber instant message or phone calls for interoffice communication.

Plans to ensure social distancing of employees and public

Facilities Department will provide signage and floor markings to promote social distancing.

Using copy room – staff should limit trips to the copy room. Facilities cut a window into the wall so we can see if anyone is in the copy room so we can practice social distancing.

We have three plexi glass shields at the front counter.



-We will post a sign on the front door of the office which is provided by the Health Department. -Our serving counter area inside the office will be limited to one person at a time – we will produce a sign to post on the door.

Cash handling techniques/POS – Best practices Ingham County re-opening plan.

Request for support (PPE, cleaning/disinfectant items)

We have purchased wipes and hand sanitizer.

We have purchased gloves. Staff should wear gloves if they have any cuts on their hands. Otherwise staff should wash their hands or use hand sanitizer regularly as outlined by the CDC.

We have been provided face masks and hand sanitizer by the Facilities Department.

Possible suggestions on how to change the way the office does business (can workers alternate working remotely? Can transactions be done online instead of in person? etc.)

Alternate working in the office and remotely.

Any meetings will be done by zoom or by conference calls. We can do in person if we adhere to social distancing guidelines and wear masks. Rick Terrill confirmed a maximum of four total in Parks Conference room, make sure 6 feet separation. Two are ideal on opposite sides of long table.

Use Jabber instant message for interoffice questions instead of going to each other's cubicles to talk.

Rick confirmed that the existing office setup already has workstations that are at least six feet apart. Staff will wear masks in the office when they are not at their workstation.

To reduce foot traffic concerns we moved Melissa's computer to the back conference room and moved the computer in the back closet to Sarah's desk so Emma can continue to use the laptop for working remotely.

Postpone re-opening passport processing services until later this summer/fall when it is safe for customer to NOT wear masks (per Phase 5 of the Governor's plan). The reason for the proposed delay is customers have to take their masks off for photos. This does not adhere to the guidelines in the Ingham County Return to Work Action Plan or the Governor's MI Safe Start – A Plan to Re-Engage Michigan's Economy plan. In the Governor's plan face masks are required until Phase 4: Recovering, and even in Phase 5: Required wherever possible. Since we are currently in Phase 4, in which masks are required; this poses a safety hazard to staff and we recommend waiting to re-open passport services until masks are not required.

Once we resume passport services, it will be by appointment only using a plexi glass shield at the front counter. We may adjust the days and hours that passports will be allowed.

Field staff should wear face masks when entering the park offices during normal work hours and limit social distances when traveling within the office as much as possible.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 22, 2020

Motion to Approve Visitor Incentive Program

Move

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

- Reduced canoe/kayak trip rates, up to \$5 per watercraft rental, at Burchfield County Park.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 22, 2020

MOTION TO UPDATE THE ACTION PROGRAM ITEMS

Move

To recommend the update to the Action Program Items as presented



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	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	2020/2021 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, 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	RFP Construction 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	RFP Construction 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	Fall 2020 \$20,000	G1 O1b
Funded	Parking lot – McNamara Landing – asphalt and soil erosion/plantings	\$125,000	\$125,000	2019	2020 \$125,000	G3, 4
Funded	Planning for Hawk Island north boardwalk(s) and fishing pier replacement	\$200,000	\$200,000	2019	2020 Planning/design cost estimate \$200,000	G1, 3, 4, 5, 7, O4b
Funded	Lake Lansing South lake access and fencing project	\$125,000	\$125,000	2019	2020 \$129,000	G1, 2



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
Applied 4/1/20 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 Need additional \$129,500 in millage funds if it renews in March 2020	Request maximum 2020 \$300,000 total local match \$200,000	April 1, 2020	2021/2022 Total Project: \$500,000	G 1,3,4,5 O3a, O4b, G3
Applied for MNRTF 4/1/20	Bunker Road kayak/canoe launch improvements	\$0 millage \$52,000 parks fund balance	MDNR Trust Fund \$50,000 Small grant	April 1, 2020	2021/2022 \$102,000	G3, 4
1	Phase I Boat Launch: include a boat wash station/drainage/wetland planting	\$125,600	\$50,000	2021	2022/2023 \$175,600	G3, G4
2	Hawk Island: North Boardwalk(s) and fishing pier and loop trail replacement	*From Round 5 Planning Grant	TBD \$?	April 1, 2021	2022 TBD \$?	G1, 3, 4, 5, 7, O4b
3	Boardwalk- Lake Lansing North Replace Phase I	Total for Grant: \$300,000	MDNR- Trust Fund- \$300,000	April 1, 2021	2022/2023 \$600,000	G1, G3, O3b, G4
4	Repurpose Toboggan Run Add a Zip line activity at Burchfield Park – New/Replace	\$300,000	MDNR Grant \$300,000	April 1, 2021	2023	G 1,5 O5b, G6
5	Playground demo and replacement (1) at Lake Lansing North with one new universal accessible playground Phase 1	\$100,000	\$50K small grant DNR Grant	April 1, 2022	2023/2024	3, G 1,4,5 O4b, 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
6	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, 2022	2023/2024 \$1,200,000	G1, 3, 6, 6a
7	Rustic yurts or cabins rentals at Burchfield Park and accessible loop trail	\$300,000	MDNR L&W or MNTRF Grant \$300,000	April 1, 2022	2023/2024 \$600,000	G3, 4, O3b
8	Playground demo and replacement (1) at Lake Lansing North with one new universal accessible playground Phase 2	\$100,000	\$50K small grant DNR Grant	April 1, 2023	2024/2025	3, G 1,4,5 O4b, O3b
9	Boardwalk- Lake Lansing North Replace Phase 2	Total for Grant: \$300,000	MDNR-Trust Fund or L&W- \$300,000	April 1, 2023	2024/2025 \$600,000	G1, G3, O3b, G4
10	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, 2023	2024/2025 \$600,000	3, G 1,4,5 O4b, O3b
11	Chip and seal or repave parking lots and entrance roads for all Hawk Island asphalt	TBD	Not Grant	2024	TBD	G3, G4
12	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	\$300,000	Trust Fund MDNR Grant or L&W \$300,000	April 1, 2024	2025/2026	G3, 4, 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
13	Boardwalk with Gazebo at Lake Lansing South - New	\$300,000	TBD MDNR Grant? \$300,000	April 1, 2025	2027	G 1,3,5, 6, 6a
14	Accessible Loop Trail Lake Lansing North, 1/2 mile loop	\$300,000	TBD \$300,000 MDNR Grant?	April 1, 2025	2026/2027	G 1,3,4,5, 6 O3b, O4b, O6a
Possible small grant 2024/2025 Future	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
Possible small grant 2024/2025 Future	Universal accessible wildlife/fishing platforms along the Grand River in Burchfield Park	TBD	MDNR Small Grants	TBD	TBD	TBD
Long Term	Phase II Boat Launch: Chip and seal or repave parking lot Lake Lansing Boat Launch	\$522,800	\$300,000	TBD	\$822,800	G3, G4
Long Term	Accessible loop trails at Burchfield – New (1/4 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



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	Bunker Phase II Plans	TBD	TBD	TBD	TBD	TBD
Long Term	Splash Pad, Putt Putt Golf Lake Lansing South	TBD	TBD	TBD	TBD	TBD



AGENDA ITEM #8C

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 22, 2020

RESOLUTION # -20

**RESOLUTION RECOMENDING AUTHORIZING FEES FOR CAMPING AT
BURCHFIELD PARK**

WHEREAS, Board of Commissioners Resolution 11-049 allows the Ingham County Parks Commission to make user fee recommendations to the Ingham County Board of Commissioners for activities within the County Parks; and

WHEREAS, park staff and the Park Commission recommend new fees for camping options at Burchfield Park.

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners approve this fee structure effective upon passage of a resolution by the Ingham County Board of Commissioners for camping options at Burchfield Park:

- Rustic Camping in designated areas \$15/night (for the 2021 season)
- Yurt/Cabin Camping \$85/night (for future season, when yurt/cabins are built)
- \$200 damage fee for cleanup of campsites

AGENDA ITEM #8C

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 22, 2020

**MOTION TO RECOMMEND ENTERING INTO A CONTRACT FOR BURCHFIELD
PARK GRANT #LW 26-01803**

Move

To recommend entering into a contract with _____ in an amount not to exceed \$_____ for the purpose of making improvements to Burchfield Park. The scope of work includes, but is not limited to, the construction of sidewalk, kayak launch, ADA parking spaces, drainage improvements, resurfacing of gravel drives and parking lots as well as upgrading restroom building.

Directors Report 2020
May 6th-June 17th (June 22nd 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.

- Since COVID-19 Brian Collins and I have participated in weekly Controller, Department Heads, Elected Officials and Judges meeting via zoom.
- Continued ongoing weekly update phone meetings with Nicole, Emma and Melissa on various committee agendas, supporting documents and internal items, and resolutions.
- Met with Managers and assistant managers bi-weekly to discuss operations in alignment with the Governor Executive orders as well as general parks discussion via zoom.
- Worked extensively with staff discussing what future plans are for facilities and services for the rest of the summer season and provided this to the Controller's Office as well as the Park Commission for direction on the topic of beaches at the June 22nd meeting.
- Ongoing responded to, sorted, and organized paperwork, files and e-mails.
- Continued working with all Managers, Nicole and Emma on Revenue Management System training. Since COVID in Mid-march we have not collected any revenues out in the parks and the Administrative offices have been closed since March 16th due to COVID. We began charging fees for some facilities and at the gates on June 13th.
- Worked with staff and Rowe Professional and purchasing on bids for Burchfield Land and Water Grant for construction. Construction of the Lake Lansing South Dock Trust Fund Grant should begin soon.
- Attended several BOC committee meeting via zoom.
- Helped with Packets and agendas for Park Commission meetings.
- Worked with Coe Emens, Ian Londo, and Tanya Moore from Spicer group on the boat launch application to MNRTF for Lake Lansing boat launch that we will submit in April 2021 to the MDNR.
- Spoke to Meridian Police about possibly assisting the parks with closing and opening the gates at the boat launch for the remainder of the year.
- Staff continues working on 2020 approved CIP projects as well as RFP's for these as needed in the coming months.
- Worked with Human Resources and staff on the County's participation in the work share program to save money for the 2021 budget and each full-time park staff is taking one furlough day (working 32 hours) from June 1st through July 31st.
- Worked with staff on update recommendations to the County Parks Major Projects Action Program for 2021.
- Worked out which projects that we will be working on from the Action Program if approved at the June Park Commission meeting for the next round of millage application for Ingham County Park's projects from the plan.
- Met with Rick Terrill and his facilities staff to talk about what items need to be purchased for the office and be in place for us to eventually reopen. Presently, the Hilliard is still closed and our Administrative Office is still closed to the public. People have been and can reach via the phone or internet, web site.
- Started working on RFP's for prime professional for the four MDNR grants were where awarded in December of 2019 two at Lake Lansing South and two at Hawk Island.
- Finished work with staff, Zoo, and legal on an update to the Park Rules that will include both departments. Due to public advertising rules we are postponing moving forward on this until at least August of this year.

- Worked with Human Resources on the posting on the Millage funded Ranger position approved with the passage of the Millage renewal. The position closed on May 15th. This position has been postponed for the hiring due to the hiring freeze enacted by the Board of Commissioners.
- As I write my report we are still planning for post COVID-19 guidance from the Governor's office, the CDC, our local Health officials, and Controllers office as to how we may be able to proceed the rest of the summer and year! At the June meeting we will be presenting plans that include addressing playgrounds, shelters, beaches, the splash pad and drinking fountains. We will be seeking the Park Commission's guidance on how we should proceed with beaches and the splash pad moving forward. As we all know this continues to be a very fluid situation and changes daily at times. Rest assured, as I know more, I will let the Park Commission know more. I pray you and your families to be well and safe. Finally, get out and enjoy one of the County's most valuable Natural Resources, its County Parks they have remained open throughout the pandemic! Our employees are to be commended for their efforts to maintain safe parks and help keep them open.



Parking lot at McNamara Landing - a nice day in late May



Kids fishing at the pond at McNamara Landing

AGENDA ITEM #9B

June 2020 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Developed and implemented new cleaning/disinfecting processes for park amenities
- Implemented health-screening process for employees working.
- Numerous Zoom Meetings including staff meetings, department head meetings, and meetings with Purchasing Department
- Considerable amount of time spent on Seasonal Employee Training/Hiring.
- Tested Backflow devices throughout park.
- Drained and cleaned sewage lift pump pit.
- Normal Park upkeep and park user management
- Worked with contractor on Splash Pad refurbishment
- Worked with Purchasing and contractor on permeable sidewalk construction project.
- Finishing new gatehouse.
- Treated weeds along a portion of boardwalk in lake.
- Began renting row boats and kayaks
- Opened entrance booth.

Lake Lansing Park Report – May

Highlights:

Attended Staff and Manager Zoom Meetings

2021 CIP/Millage discussion and submission

Phase re-opening planning

Dock pre-construction meeting for LLS grant project

Bandshell Zoom meeting with Tim M and Aengus M

Cancelled interviews for Marketing Intern and FT Ranger

Rented backhoe to work on trails

Updated staff responsibilities guidelines for temp staff

SAD meeting

Started allowing dogs at LLS

Ian:

Research new car/trail counter systems

Updating signage



Flooding and drainage issues at LLS



Putting up beach fence

Burchfield Park May-June Manager's Report

- ✓ Hire and train new and returning staff
- ✓ Continue to work on 2020 CIP bids and purchases (see picture)
- ✓ Stocked fishing pond with an additional 1000 Hybrid Bluegills
- ✓ Contractors scheduling onsite visits to bid on the Burchfield ADA improvements project
- ✓ EZ Dock was installed at McNamara Landing
- ✓ New landscaping added to Pineknoll Shelter (see picture)
- ✓ Improve drainage on Meadow Trail
- ✓ Closed mtn. biking trails due to major flooding and high river water levels for two weeks
- ✓ Wells were chlorinated, flushed and tested as part of spring startup
- ✓ Review Park Action Plan with the Director
- ✓ All fulltime staff started Work Share Program with shortened work weeks
- ✓ Aeration pumps installed in Burchfield Pond (see picture)
- ✓ Park Safety Meeting
- ✓ Clean over hanging branches and downed trees in River from English Inn Bridge to Burchfield. Bridge still blocked at this time (see picture)
- ✓ Opened bathrooms on June 12th
- ✓ Opened In-Park boat rentals on June 13th and took reservations for modified Canoe/Kayak trips
- ✓ Park visitation increased by 33,064 visitors for the months of March, April and May compared to last year during the same time. That's a 42.5% increase overall.



New Pedal Kayaks for Rentals



Pineknoll Shelter Landscaping



EZ Dock Reinstalled



English Inn Bridge Blockage



Aeration Pump Lines



Deer Fawn and Several Fox Kits at Burchfield Park



2020 VISITATION STATISTICS

INGHAM COUNTY PARKS

	Burchfield		Riverbend		McNamara		Lake Lansing North		Lake Lansing Boat Launch		Lake Lansing South		Hawk Island		2019 TOTAL All Parks	2020 TOTAL All Parks
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020		
Jan	6672	8738	1096	0	2119	1769	3192	4840	2729	3002	4226	3406	16477	17562	36,510	39,317
Feb	9961	14153	1032	2175	1801	3446	3324	3814	3836	3359	3529	3908	21808	21905	45,291	52,760
Mar	10710	15293	1142	2152	4162	4962	5180	4895	5897	7889	5384	6136	23548	29596	56,023	70,924
Apr	17044	19086	3983	5136	5457	8994	7855	11248	7740	10840	8859	7403	32422	34676	83,360	97,383
May	24914	36807	4295	7168	6088	11261	12128	13313	11005	19786	21390	22159	90538	54697	170,358	165,191
Jun	37776	0	3458	0	6632	0	12512	0	18644	0	29934	0	79322	0	188,280	0
Jul	30872	0	5931	0	9351	0	10731	0	27332	0	46118	0	72554	0	202,889	0
Aug	21185	0	5054	0	7381	0	8405	0	13043	0	35493	0	71369	0	161,930	0
Sep	20976	0	3961	0	6607	0	11306	0	10033	0	14185	0	68581	0	135,650	0
Oct	18485	0	5933	0	5523	0	8711	0	8070	0	9506	0	30155	0	86,382	0
Nov	11620	0	2005	0	3340	0	5316	0	8125	0	3951	0	22588	0	56,946	0
Dec	8125	0	288	0	3331	0	5603	0	3727	0	3449	0	16874	0	41,397	0
TOTALS	218,339	94,077	38,179	16,632	61,794	30,433	94,263	38,109	120,181	44,876	186,025	43,012	546,236	158,436	1,265,017	425,575

May- Parks Office Monthly Report

The office staff worked remotely the entire month of May. Here is a summary of the main highlights from May:

Meetings/Trainings

Attended zoom meetings for staff meetings and had weekly conference calls for the office. Completed IT Department's online training.

Contracts/Resolutions

Worked remotely on finishing the contract process for the following contracts and scheduling pre-construction meetings:

- Lake Lansing South Dock contract with Brock & Associates
- Hawk Island Walkway contract with E.T. MacKenzie

Drafted or edited the following motions/resolutions:

- Contract with Ratnik Industries for Engineering Services for the New Snowmaking Pipe at Hawk Island
- 2021 Budget Request
- Amendment to the Agreement with Signs by Crannie
- Sixth Round Millage round
- Millage scoring and application edits
- Amendments to the City East Lansing Agreements TR003, TR057 and TR058, and TR033

Shelter Reservations

Contacted all the shelter reservations in June to offer to reschedule or cancel event. Processed refunds and rescheduled events. Contacted all the shelter reservations in July to offer to reschedule, cancel, or tentatively keep reservation until guidelines are determined for large gatherings in July.

Website

Continued to edit the website to keep the public informed of the status of the parks and removed upcoming special events that were canceled.

Accounting/Budget/Payroll

Our Account Clerk remotely entered in batches of invoices and processed payroll. Prepared financial report and completed bank rec. Submitted and entered the 2021 budget request into Munis.

2020 Parks Budget as of 6/1/2020

Revenue			
<i>208 Fund</i>	<i>Original</i>	<i>Actual</i>	<i>Percent</i>
600000 Shelter Fees	\$ 66,500.00	\$ 12,110.00	18%
600100 Disc Golf Fees	\$ 22,000.00	\$ 3,621.00	16%
610100 Boat Rental	\$ 22,500.00	\$ -	0%
610200 Canoe/Kayak Rental	\$ 42,500.00	\$ -	0%
620000 Boat Launch Fees	\$ 7,500.00	\$ 55.00	1%
630000 Ski Rental	\$ 8,000.00	\$ 5,376.00	67%
641000 Food Concessions	\$ 48,150.00	\$ 13,459.75	28%
641120 Snowshoe Rental	\$ -	\$ 80.00	
650000 LL House Rent	\$ -	\$ 2,400.00	
652000 Parking Fees	\$ 317,846.00	\$ 43,946.96	14%
652100 HI Snow Hill Admissions	\$ 60,000.00	\$ 98,652.50	164%
669130 Game Rental	\$ 1,000.00	\$ -	0%
669140 BUR Tube Rentals	\$ 4,000.00	\$ 2,537.00	63%
669141 Dog Park Revenue	\$ 10,000.00	\$ 1,803.00	18%
669142 Passport Revenue	\$ 20,000.00	\$ 7,837.50	39%
669145 Park Patron Pass	\$ -	\$ 126.00	
688220 Misc Revenue	\$ 1,000.00	\$ -	0%
671000 Day Camp	\$ 10,000.00	\$ 196.00	2%
Total Collected Revenue	\$ 640,996.00	\$ 192,200.71	30%
676020 Donations	\$ -	\$ -	
698010 Carry Over Surplus Used	\$ 120,500.00	\$ -	0%
699000 Revenue TSF IN - F101	\$ 1,785,959.00	\$ 892,979.50	50%
699228 Revenue TSF IN - Millage 228	\$ 51,500.00	\$ 25,750.00	50%
699500 Revenue TSF IN - CAP IMP	\$ 75,000.00	\$ -	0%
Revenue Total	\$ 2,683,455.00	\$ 1,303,130.92	49%
Personnel Services			
<i>208 Fund</i>	<i>Original</i>	<i>Actual</i>	<i>Percent</i>
704000 FT Wages	\$ 718,038.00	\$ 285,314.52	40%
705000 Seasonal Wages	\$ 631,384.00	\$ 97,402.47	15%
706000 FT Overtime	\$ 4,783.00	\$ 27,229.84	569%
706100 On Call Payments	\$ 5,320.00	\$ 100.00	2%
706700 Seasonal Overtime	\$ 1,787.00	\$ 3,471.84	194%
708000 Meeting Fees	\$ 9,750.00	\$ 1,200.00	12%
713000 Misc Fringes	\$ -	\$ -	
714000 Unemployment	\$ 3,634.00	\$ 2,226.95	61%
715000 Fica County Share	\$ 55,603.00	\$ 31,079.18	56%
715050 Liability Insurance	\$ 1,133.00	\$ 954.90	84%
716020 PHP Health Insurance	\$ 128,880.00	\$ 66,843.42	52%
716030 Health Waiver	\$ 9,330.00	\$ 2,687.45	29%
716035 Retiree Hlth Ins Chargeback	\$ 43,199.00	\$ 19,078.11	44%
716040 Retiree Hlth Ins Trust Chg	\$ 32,709.00	\$ 15,096.47	46%
716100 Dental Insurance	\$ 11,279.00	\$ 9,041.55	80%
716200 Vision Insurance	\$ 1,627.00	\$ 650.30	40%

2020 Parks Budget as of 6/1/2020

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716450 Seperation Buyout Chgback	\$	9,363.00	\$	5,875.80	63%
717000 Life Insurance	\$	1,387.00	\$	553.17	40%
717100 Disability Insurance	\$	668.00	\$	253.93	38%
718000 Retirement Program	\$	144,133.00	\$	66,935.79	46%
718500 Retirement Defined Contr.	\$	5,676.00	\$	2,501.68	44%
720000 Longevity	\$	7,000.00	\$	-	0%
722000 Wkcpmp Insurance	\$	3,346.00	\$	1,507.01	45%
722600 CARES	\$	398.00	\$	-	0%
Personnel Services Total	\$	1,830,427.00	\$	640,004.38	35%

Controllable Expenses

208 Fund	Original	Actual	Percent
726011 Concessions	\$ 33,400.00	\$ 4,825.45	14%
728000 Printing & Binding	\$ 12,000.00	\$ 3,007.54	25%
729000 Postage	\$ 4,500.00	\$ 1,814.10	40%
730000 Office Supplies	\$ 2,800.00	\$ 595.45	21%
731000 Photo-Copying & Supplies	\$ 600.00	\$ 462.03	77%
734000 Non-Capital Equipment	\$ 4,900.00	\$ -	0%
20P04 HI Picnic Tables (28)	\$ 20,000.00	\$ 8,390.80	42%
740000 Maintenance Supplies	\$ 117,136.00	\$ 17,227.04	15%
743000 Other Supplies	\$ 27,031.00	\$ 3,550.58	13%
745000 Uniforms	\$ 5,500.00	\$ 198.16	4%
746010 Clothing Allowance	\$ 600.00	\$ 900.00	150%
747000 Gas-Grease-Oil-Antifreeze	\$ 38,000.00	\$ 4,296.70	11%
802800 Med Services - Physicals	\$ 1,000.00	\$ -	0%
815000 Memberships & Subscriptions	\$ 3,500.00	\$ 1,968.84	56%
818000 Contractual Services	\$ 26,280.00	\$ 14,426.65	55%
823100 Police Services	\$ 30,000.00	\$ -	0%
861000 Local Travel	\$ 3,000.00	\$ 286.35	10%
861100 In state Travel	\$ 3,100.00	\$ 1,228.21	40%
861110 Out of State Travel	\$ -	\$ 743.96	
890080 Administrative Fees	\$ 12,500.00	\$ 1,984.69	16%
901000 Advertising	\$ 10,750.00	\$ 1,822.39	17%
921050 Telephone	\$ 7,900.00	\$ 3,454.76	44%
921060 Telephone - Long Distance	\$ -	\$ 25.40	
931100 Maint-Related Contractual	\$ 34,433.00	\$ 7,160.45	21%
932000 Equipment Repair & Maint	\$ 46,200.00	\$ 15,669.32	34%
942000 Equipment Rental	\$ 18,138.00	\$ 554.75	3%
957120 Sales Tax	\$ 3,650.00	\$ 604.91	17%
957130 Other Taxes	\$ -	\$ -	
960000 Training	\$ 5,300.00	\$ 2,148.56	41%
960080 Staff Development	\$ -	\$ -	
967000 Special Project Costs	\$ -	\$ -	
Controllable Expenses Total	\$ 472,218.00	\$ 97,347.09	21%

Non-Controllable Expense

208 Fund	Original	Actual	Percent
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2020 Parks Budget as of 6/1/2020

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911000 Insurance & Bonds	\$ -	\$ -	
915050 Liability Insurance	\$ -	\$ -	
921000 Utilities	\$ 81,423.00	\$ 32,763.65	40%
921070 Courier Service	\$ 1,361.00	\$ 724.22	53%
921150 Telephone Allocation Costs	\$ 2,188.00	\$ 436.68	20%
943000 IT Operations	\$ 35,440.00	\$ 13,879.72	39%
943010 Equip Service Charge	\$ 42,000.00	\$ 12,820.65	31%
943020 Equip Service Charge PC	\$ 5,266.00	\$ 435.75	8%
943100 Network Maintenance	\$ 17,095.00	\$ 8,682.75	51%
944000 Vehicle Service Charge	\$ 18,999.00	\$ 15,025.55	79%
944100 Copier Service Charge	\$ 1,538.00	\$ 267.05	17%
Non-Controllable Expense Total	\$ 205,310.00	\$ 85,036.02	41%
Capital Outlay	\$ 173,000.00	\$ 6,876.46	4%
Transfer Out - F228	\$ 2,500.00	\$ -	0%
Total Expenses	\$ 2,683,455.00	\$ 822,387.49	31%
Budget		Actual	Percent
Total Revenue	\$ 2,683,455.00	\$ 1,303,130.92	49%
Total Expenses	\$ 2,683,455.00	\$ 822,387.49	31%
Difference	\$ -	\$ 480,743.43	

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

Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- June 22, 2020

- Continued to work/update weekly with Spicer Group, Johnson Sign Co. and local communities on wayfinding install (this was delayed due to executive order)
- Visiting local trails to assess installed signs-nearing completion!
- Worked with Nicole on Social Media and Outreach with FOX47 and website updates
- Continue to work with mParks trail focus group on future planning
- Attended caucus meetings and BOC meetings virtually
- Published press release and orchestrated the next round of millage grants
- Worked with staff on social media updates and potential giveaways
- Shared data with FLRT to aid in updates on millage progress/sponsorships
- Discussed with Spicer and Director the update of the Trails & Parks Comprehensive Report
- Met bi-weekly with Spicer to make necessary updates to millage grants and tracker
- Met via conference call weekly for office updates
- Assisted with trail maintenance
- Worked on annual reporting for Financial Services for end of year auditing
- Continued to work on reimbursements and amendments for ongoing millage projects
- Continued to work with the County attorney on contracts and amendments
- Attended zoom staff meeting to discuss reopening strategies
- Attended quarterly safety meeting and working on improving procedures park system wide
- Coordinated with Park Manager on water trail opening and trips



Box turtle out in the woods



Peppermint Creek-Burchfield



New sign at Hawk Island



FLRT Trail Ambassador Program Coordinator Monthly Report May-June, 2020

Events

- National Trails Day – June 6
 - Encouraged trail users to get out on the trails, pick up trash as they go
- Annual Meeting – July 27
 - Rotary Park, more details TBD

Other Business

- Installed sponsor signs on new wayfinding signs in City of Lansing
 - Communicated with vendor on production of additional sponsor signs
- Continued work on DNR Pure Michigan Trails Trail Town designation program application
- Monitored trail project updates & shared via social media
- Responded to trail maintenance questions
- Worked with FLRT Marketing Committee on website updates
- Sent FLRT May e-newsletter on 5/27

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



Installed sponsor sign

