

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, February 22, 2021

Monday, February 22, 2021

PUBLIC MEETING

To Hear Suggestions and Comments from the Public
Regarding multiple proposed Michigan Department of Natural Resources
grant applications for park and accessibility improvements at Burchfield,
Hawk Island, Lake Lansing North and McNamara Landing

5:30pm

Meeting via Zoom:

<https://ingham.zoom.us/j/87305727833>

and

PARKS & RECREATION COMMISSION MEETING

Start Time: Immediately Following Adjournment of Public Meeting

1. **Call to Order – Public Meeting**
2. **Public Meeting**
The purpose of this Public Meeting is to Hear Suggestions and Comments from the Public Regarding multiple proposed Michigan Department of Natural Resources grant applications for park and accessibility improvements at Burchfield, Hawk Island, Lake Lansing North and McNamara Landing - [Page 3](#)
3. **Adjournment – Public Meeting**
4. **Call to Order – Parks & Recreation Commission Meeting**
5. **Approval of Minutes**
Minutes of January 25, 2021 regular meeting will be considered - [Page 4](#)
6. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
7. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions

8. ACTION ITEMS

- A. Motion to Recommend Submission of Multiple Grant Applications - [Page 11](#)
- B. Concrete replacement at Hawk Island Splash Pad - [Page 25](#)
- C. Prime Professional Consulting Services for various projects at Lake Lansing South, Hawk Island & McNamara Landing – [Page 26](#)
- D. Fence Installation – [Page 28](#)
- E. Hawk Island Weed Treatment - [Page 29](#)
- F. American Rentals renewal – [Page 30](#)

9. DISCUSSION ITEMS

- A. Friends Park Patron Program – Aengus McIntosh & Bob Wilson - [Page 31](#)

10. ADMINISTRATIVE REPORTS

- A. Director - [Page 32](#)
- B. Park Managers - [Page 34](#)
- C. Administrative Office - [Page 38](#)
- D. Millage Coordinator Report - [Page 39](#)
- E. FLRT Trail Ambassador Report – [Page 41](#)

11. Board/Staff Comments

12. Correspondence and Citizen Comment - [Page 43](#)

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

14. Upcoming Meetings

- A. Date: Monday, March 22, 2021; Time: 5:30pm
Parks & Recreation Commission Meeting
Via Zoom

15. Adjournment

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

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

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Regarding multiple proposed Michigan Department of Natural Resources
grant applications for park and accessibility improvements at Burchfield,
Hawk Island, Lake Lansing North and McNamara Landing**

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
January 25, 2021

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 Emily Stivers, Chris Swope, Stephanie Thomas, Commissioner Chris Trubac, and Michael Unsworth

Absent:

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, Hawk Island Park Manager Brian Collins, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, Lake Lansing Assistant Park Manager Ian Londo, FLRT Trail Ambassador Lauren Ross and Anne Grofvert

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:32pm

Minutes: **Moved by Ms. Hamrick and Supported by Mr. Bennett** to approve the December 14, 2020 minutes of the regular meeting as Amended:
Yes 10; No-0. MOTION CARRIED.
 On page one of the minutes correct call to order from Chair Bennett to Vice Chair Hamrick

LIMITED PUBLIC COMMENT

Anne Grofvert stated that she is excited to have the opportunity to join the meeting and talk about the dirt school.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #7H partnering with the City of Lansing Parks and Recreation Department to offer a free tubing: Date corrected to February 24th.

ELECTION OF 2021 OFFICERS

Election of Officers: **Moved by Mr. Unsworth; Supported by Ms. Pawar** that Matt Bennett be nominated to serve as the Chair of the Ingham County Parks & Recreation Commission. **Yes-10; No-0. MOTION CARRIED.**

Moved by Mr. Unsworth; Supported by Ms. Pawar that Cherry Hamrick be nominated to serve as Vice-Chair of the Ingham County Parks & Recreation Commission. **Yes-10; No-0. MOTION CARRIED.**

Moved by Mr. Unsworth; Supported by Ms. Pawar that Mike Unsworth be nominated to serve as Secretary of the Ingham County Parks & Recreation Commission. **Yes-10; No-0. MOTION CARRIED.**

DISCUSSION ITEMS

Burchfield Toboggan Run repurposing proposal:

Mr. Buckley stated the Burchfield Toboggan run was retired from operation in 2009/2010 and feels it would be a good opportunity to repurpose it. Right now the park has several tons of soil that can be used to fill in the bottom half and take the incline there now and make it a safer sledding hill. Currently there is a trough or low area that collects water, so the dirt would be used to fill in and flatten the hill incline. Mr. Morgan stated that the toboggan run faces due north and currently the large sledding hill faces west, therefore, on sunny day's natural snow is lost. Having this northern facing hill would allow the hill to be open longer and more often than the current hill.

Ms. Thomas asked if this was the same location that was talked about turning into the zip line for the public a few years ago. Mr. Morgan stated if we decide to do a zip line, there are a lot of different options and doesn't necessarily have to be on a hill. Ms. Thomas agreed this would be a good use of the land.

Ms. Pawar asked about the timeline of the project and if it would be completed in house or become a burden to staff. Mr. Morgan stated that we may use some leftover money and some contingency money with the land and water grant. Mr. Buckley is going to approach Laux Construction, who is under contract at Burchfield to possibly do the work for us. Mr. Morgan stated likely it would get done this winter or spring.

ACTION ITEMS

Burchfield Toboggan Run repurposing proposal:

Commissioner Trubac inquired about the financial impact. Mr. Morgan stated we will likely use in house equipment and time, unless the contractor could give us a good price, we will use what is left from the land and water grant. At this time, we don't have a number, but based on some of the grant work and excavation that Laux Construction did, he wouldn't expect it to be substantial. Mr. Buckley stated it would just be moving dirt from one location to another and leveling.

MOVED BY MS. HAMRICK, SUPPORTED BY MR. BENNETT

To support Ingham County Parks to repurpose the Burchfield Toboggan Run as detailed in the attached document.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Millage Application and Scoring Criteria:

Ms. Wallace stated that she worked with Mr. Morgan on edits on the application. Ms. Wallace discussed some of the changes that they made on the form. She also stated that they will be working with the Treasurer's office on updating the current numbers on page 21 of the packet. Ms. Wallace stated she put in a new question number five for the scoring criteria. This for small Community grant requests up to \$300,000. This would be giving priority to small communities, giving them 10 points. Ms. Wallace asked the commissioners for their input. Commissioner Trubac stated that we could include something about how they get extra points or weighted heavily based on their match or maybe we'd want to keep the language consistent. Mr. Morgan stated we could include that they will score more points.

Commission Stivers recently went to a Finance Committee meeting where they talked a lot about the grant application process and she thinks there was a strong indication from her colleagues that they want to encourage more rural applications and more rural communities to buy in and take advantage of the

money. She recommends not making the matching an obstacle and is in favor of not adding the language. Commissioner Stivers stated we should remove obstacles to help encourage communities that have not received millage funding.

MOVED BY MS. HAMRICK, SUPPORTED BY COMMISSIONER STIVERS

To recommend the Scoring Criteria and the Trails and Parks Program Application for the seventh round of millage applications that will be due by July 30, 2021

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Phase II Feasibility Study for the Holt to Mason Trail: Amendment to the Contract with Spicer Group:

Ms. Wallace stated she met with the Spicer group and MDOT. MDOT staff let us know that we would need new study done since some of the guidelines have changed since then, so this resolution is asking for an additional \$25,000 for Spicer Group to be able to complete a phase two study. Mr. Morgan stated a big step was in December, when the board committed money to it, and now we've met with the MDOT staff this would be the next step in working towards project moving forward.

RESOLUTION #01-21 TO RECOMMEND AN AMENDMENT TO THE CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES

WHEREAS, Board of Commissioners Resolution 20-564 authorized a financial commitment for Phase III of the Holt to Mason trail to allow the Ingham County Parks Department to pursue a possible Michigan Department of Transportation TAP (Transportation Alternatives Program) grant; and

WHEREAS, the Phase I Feasibility Study was completed in 2014; and

WHEREAS, federal guidelines have changed substantially and it is necessary to complete a Phase II Feasibility Study before pursuing a TAP grant; and

WHEREAS, Board of Commissioners Resolution 20-560 authorized a contract with Spicer Group, Inc. to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items; and

WHEREAS, the current agreement with Spicer Group allows for the completion of this type of plan (scope item #11); and

WHEREAS, since it was not anticipated a Phase II study would be required, it is necessary to authorize an amendment to the contract with Spicer Group for additional funding to complete a new plan.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission recommends the Ingham County Board of Commissioners authorizes an amendment to the contract with Spicer Group, Inc. to authorize a Phase II Feasibility Study for the Holt to Mason trail project in the amount of \$25,000.

BE IT FURTHER RESOLVED, that the Ingham County Park & Recreation Commission recommends the Board of Commissioners authorizes an additional \$25,000 from the Trails and Parks Millage fund balance for the Phase II Feasibility Study.

Moved by Ms. Unsworth and **Supported by** Ms. Thomas that Resolution #01-21 be approved as written. **Yes-10; No-0. MOTION CARRIED.**

Adopt 2020 seasonal wages for 2021:

Mr. Morgan stated that there were no raises during Union negotiations so we will be keeping the seasonal wage rate the same. Mr. James proposed he would like to see \$15 per hour and would like to keep in mind and watch for any federal changes. Ms. Pawar concurred. Mr. Bennett was thinking of asking this question to the county commissioners. Commissioners Trubac and Stivers stated that this has not been discussed at the board level before. Commissioner Trubac stated this should be discussed. Commissioner Stivers stated she will refer to the Finance committee. Mr. Morgan stated our current rates are higher than the current federal minimum wage. Mr. Morgan is open to the possibility and will follow the directives of the Board of Commissioners.

RESOLUTION #02-21 ADOPTING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

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

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on February 24, 2020 (Resolution #4-20); and

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

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

THEREFORE BE IT RESOLVED, that seasonal wage rate indicated below, will become effective on January 30, 2021.

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

Moved by Mr. Pratt and Supported by Ms. Hamrick that Resolution #02-21 be approved as written. Yes-10; No-0. MOTION CARRIED.

Mountain Bike Skills Park:

Ms. Grofvert discussed the mountain bike skills area as a great area for adults and children to gain confidence and get excited about the sport of mountain biking. She stated not only does it get kids outside, but it is a place where kids can broaden and gain confidence as they move forward into their adult life. It would allow people to become comfortable in mountain biking in a safe, non-intimidating environment.

Ms. Pawar asked about safety and staff monitoring. Ms. Grofvert stated there would need to be no staffing or monitoring. There would be signage and guidelines requesting use of helmets. Mr. Morgan stated this would be a good place for someone to see if they would like to invest in mountain biking. We could offer mountain bike rentals so someone could try out before purchasing a mountain bike.

MOVED BY MR. PRATT, SUPPORTED BY MS. HAMRICK

To support the staff working with the Mid-Michigan Mountain Biking Association (MMMBA) on the application for the Capital Region Community Foundation for a Dirt School and to request authorization to use the Parks General Fund Balance in the amount of \$25,000 (\$20,000 for match for the grant and an additional \$5,000 to be used for purchase of mountain bikes and equipment for kids and adults to rent at Burchfield Park in the future)

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Amendment to the contract with FD Hayes for the generator at Burchfield Park:

Mr. Morgan stated the generator will be moved to a different location than we originally got the quote for. Mr. Buckley stated that when MISSDIG came out they found some underground utilities so to avoid these we are moving the location about 50 yards. The amendment would cover the cost of extra wiring, trenching and any labor associated with the change.

MOVED BY MR. JAMES, SUPPORTED BY MR. BENNETT

To support Ingham County Parks to recommend an Amendment to the contract with FD Hayes for the generator at Burchfield for an additional \$1,000.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

South Lansing Business Association (SLBA) fundraiser event:

Mr. Collins asking for approval for the SLBA to hold a fundraiser at the tubing hill.

MOVED BY MR. PRATT, SUPPORTED BY MR. SWOPE

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

Ingham County Parks is consistently trying to expand and partner with local businesses and organizations for the betterment of Ingham County residents. As a member of the South Lansing Business Association (SLBA), Ingham County Parks is committed to the betterment of Ingham County and South Lansing (where Hawk Island is located) specifically with this organization. The Ingham County Parks Department has been working with the SLBA on a fundraising event. The “Fun”draiser would allow SLBA members to sell tickets for the Hawk Island Snow Tubing Hill for the evening of Thursday, February 18, 2021. All tickets sales would go to SLBA to further assist in the many community outreach efforts they have annually.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Partnering with the City of Lansing Parks and Recreation Department to offer a free tubing:

Mr. Collins stated he will be working with Brett Kaschinske at the City of Lansing to hold a tubing event for low income families. There would be two sessions on February 24th.

MOVED BY MS. HAMRICK, SUPPORTED BY MS. PAWAR

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

Collaborating with the City of Lansing Parks and Recreation Department, County Park staff will be providing 150 school aged children and parents within the Lansing School District with the opportunity to experience the snow-tubing park at Hawk Island County Park free of charge on Thursday, February 25, 2021. The majority of the participants are low income, based on the free/reduced lunch program offered through the Lansing School District, and otherwise may not have the financial resources to visit the snow tubing park.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Capital Region Community Foundation Grant from Friends of the Parks for Wheel Chairs:

Mr. Londo stated we would be working with Capital Region foundation to apply for a new batch of wheelchairs and applying on behalf of the Friends group. Mr. Londo also stated that the majority would go to Lake Lansing and the others would be distributed throughout the rest of the parks. Mr. Morgan stated it will be about 21 total wheelchairs, 15 regular and 6 oversized and will also look into children’s wheelchairs as well. Ms. Pawar shared her concerns with the care of the equipment. Mr. Emens discussed building a structure to keep them locked and safe from the elements.

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. HAMRICK

To support the Friends of the Ingham County Parks Application to the Capital Region Community Foundation Grant from Friends of the Parks for Wheel Chairs to be distributed at Lake Lansing Parks, Burchfield Park and Hawk Island Park for use by patrons of the parks. The Grant would provide for 21 total wheel chairs with a request of \$5,000. The Friends of the Ingham County Parks have committed to a match of \$1,000 for this grant.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

ADMINISTRATIVE REPORTS

Director ~

Mr. Morgan discussed the financial report and stated we were able to end up in the black and credited the staff. Ms. Hamrick questioned the line item for long distance phone calls. Mr. Morgan stated that charge is uncontrollable and that it is charged back from IT for land line long distance phone calls.

Park Managers ~

Ms. Hamrick commented that she and her family had a great time at the snow making class at Hawk Island. Ms. Thomas asked if we are going to increase numbers for the snow tubing hill as the executive orders change. Mr. Collins stated not this year, but possibly next year. Mr. Pratt also shared that he loves seeing the crowds at Hawk Island when he is there and thankful to all of the park staff that make it happen.

Administrative Office ~

No discussion.

Financial Report ~

No discussion.

Millage Coordinator Report ~

No discussion.

FLRT Trail Ambassador Report ~

Mr. James asked who is responsible for a small section of the trail where Red Cedar and Grand merge. He stated there is a small section that does not get salted. Ms. Ross stated that Mr. Kaschinske at the City of Lansing is in charge of that and that she would send him a message.

BOARD/STAFF COMMENTS

Mr. Collins thanked staff for doing a great job during this extremely busy time. Mr. Emens stated his staff has been working hard as well and inviting everyone come out when they get a chance to Lake Lansing. Ms. Pawar stated that it was really nice to see people on Lake Lansing playing ice hockey and how wonderfully everything is kept up.

LIMITED PUBLIC COMMENT

Ms. Grofvert thanked everyone for the opportunity to talk.

INFORMATION ITEMS

Amend Resolution #20-560 and Millage Overview:

No discussion.

Adjournment:

There being no further business, the meeting was adjourned at 6:39pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 22, 2021

MOTION TO RECOMMEND SUBMISSION OF MULTIPLE GRANT APPLICATIONS

To recommend to the Board of Commissioners to authorize application for multiple Michigan Department of Natural Resources Grant applications for park and accessibility improvements as listed below:

Park	Grant Project Name	Matching Funds from the Trails and Parks Millage	Amount Requested from DNR	Total Project Amount
Lake Lansing North	Boardwalk replacements and accessible trails	\$281,500 (Trust Fund Grant) + \$500,000 (LWCF) + \$15,000 (Topo Survey) = \$796,500	\$500,000 (LWCF) + \$300,000 (MNRTF) = \$800,000	\$1,596,500
Hawk Island	Boardwalk replacements and accessible trails	\$493,100 (Trust Fund Grant) + \$430,400 (LWCF) = \$923,500	\$300,000 (Trust Fund Grant) + \$430,400 (LWCF) = \$730,400	\$1,653,500
Burchfield Park	McNamara Cabins/Pathway	\$500,000 (LWCF) + \$10,000 (Topo Survey)	\$500,000	\$1,010,000
Burchfield Park	Peppermint Creek Bridge & Riverbend ADA improvements	\$100,000 (Rec Passport) + \$10,000 (Topo Survey)	\$150,000	\$260,000

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENTS
INGHAM COUNTY, MI**

Trust Fund Grant	\$581,500.00
Land & Water Conservation Fund Grant	\$1,000,000.00
GRAND TOTAL FOR ALL AREAS	\$1,581,500.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$15,000.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$1,596,500.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$300,000	\$281,500	\$581,500
Match Percentage:	(52%)	(48%)	
<u>LWCF GRANT:</u>	\$500,000	\$500,000	\$1,000,000
Match Percentage:	(50%)	(50%)	
<u>OTHER COSTS:</u>			
Topographical Survey	\$0.00	\$15,000	\$15,000
PROJECT TOTALS:	\$800,000	\$796,500	\$1,596,500

Local Match / Funding Sources:
Ingham County T&P Grants: \$796,500

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENTS
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<u>TRUST FUND GRANT</u>					
1.	1	Lump Sum	Permits	\$5,000.00	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$10,200.00	\$10,200.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$15,200.00	\$15,200.00
4.	4,080	Sq. Ft.	Remove Ex. Boardwalk	\$2.00	\$8,160.00
5.	5,440	Sq. Ft.	Boardwalk #1, complete replacement	\$55.00	\$299,200.00
6.	600	Lin. Ft.	Crushed Stone Path, 8' wide	\$30.00	\$18,000.00
7.	1	Each	Recycled Plastic Bench	\$1,500.00	\$1,500.00
8.	1	Each	Electric Gate	\$26,000.00	\$26,000.00
9.	1	Each	Electrical Service & Controls	\$25,000.00	\$25,000.00
10.	1	Each	Entrance Sign	\$20,000.00	\$20,000.00
11.	1	Each	Interpretive Sign	\$2,000.00	\$2,000.00
12.	1	Lump Sum	Landscaping (Native Plantings)	\$7,000.00	\$7,000.00
13.	1	Lump Sum	Site Restoration & Cleanup	\$12,700.00	\$12,700.00
14.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
15.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$9,400.00
SUBTOTAL					\$459,660.00
Contingency					\$46,040.00
Engineering (15%)					\$75,800.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$581,500.00

LAND & WATER CONSERVATION FUND GRANT

1.	1	Lump Sum	Permits	\$5,500.00	\$5,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$16,300.00	\$16,300.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$11,600.00	\$11,600.00
4.	6,060	Sq. Ft.	Remove Ex. Boardwalk	\$2.00	\$12,120.00
5.	3,200	Sq. Ft.	Boardwalk #2, complete replacement	\$55.00	\$176,000.00

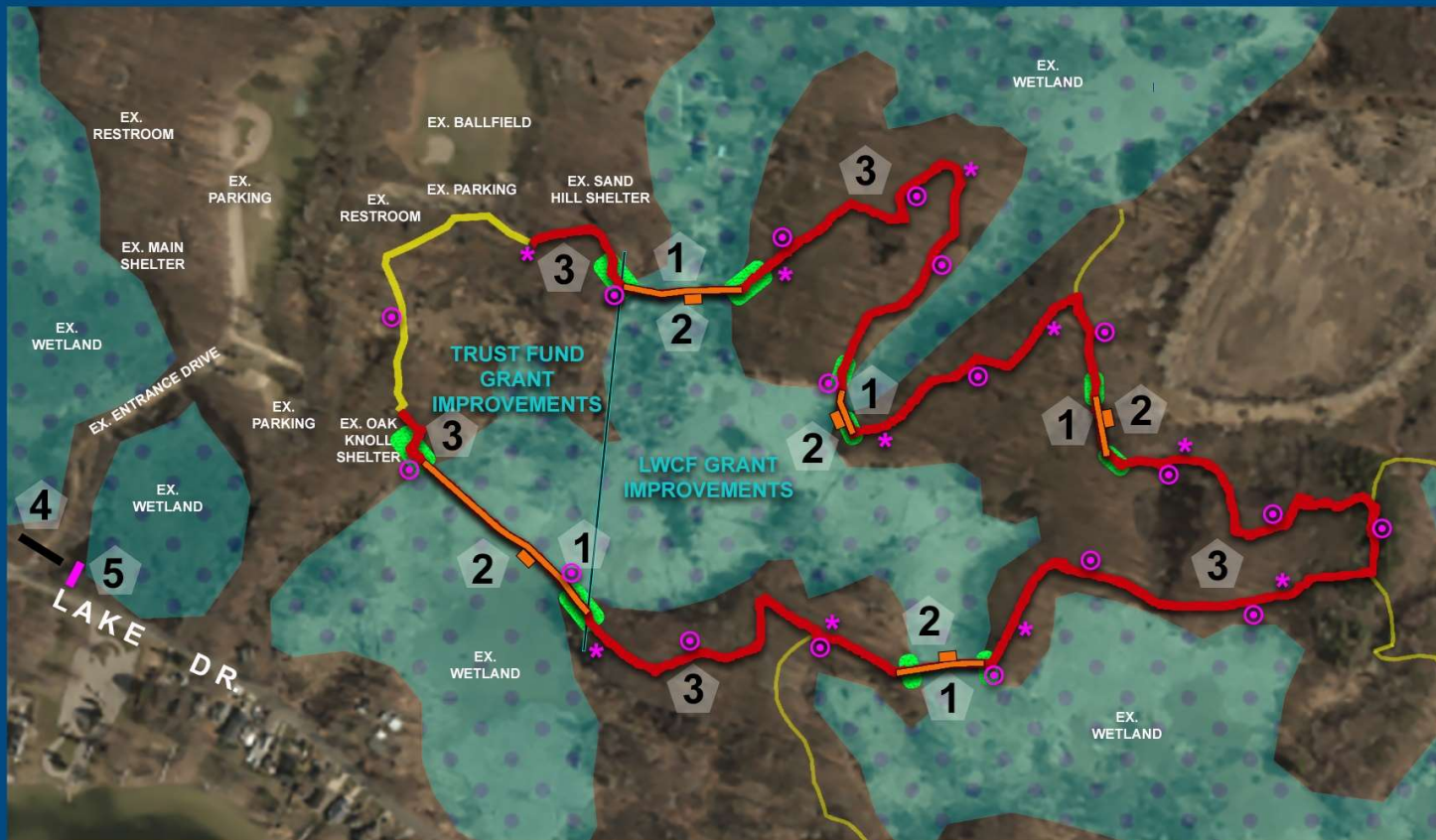
**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENTS
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
6.	1,120	Sq. Ft.	Boardwalk #3, complete replacement	\$55.00	\$61,600.00
7.	1,600	Sq. Ft.	Boardwalk #4, complete replacement	\$55.00	\$88,000.00
8.	2,160	Sq. Ft.	Boardwalk #5, complete replacement	\$55.00	\$118,800.00
9.	6,800	Lin. Ft.	Crushed Stone Path, 8' wide	\$25.00	\$170,000.00
10.	4	Each	Recycled Plastic Bench	\$1,500.00	\$6,000.00
11.	2	Each	Interpretive Sign	\$2,000.00	\$4,000.00
12.	1	Each	Interpretive Sign, Kiosk	\$5,500.00	\$5,500.00
13.	10	Each	Fitness Stations	\$5,200.00	\$52,000.00
14.	19	Each	Mile Markers, Recycled Plastic	\$760.00	\$14,440.00
15.	1	Lump Sum	Landscaping (Native Plantings)	\$15,000.00	\$15,000.00
16.	1	Lump Sum	Site Restoration & Cleanup	\$21,000.00	\$21,000.00
17.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
18.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$12,400.00
				SUBTOTAL	\$790,560.00
				Contingency	\$79,040.00
				Engineering (15%)	\$130,400.00
				TOTAL PRELIMINARY ESTIMATE OF COST	\$1,000,000.00

PROPOSED IMPROVEMENTS:

1. PROPOSED BOARDWALK
 - REPLACE EXISTING BOARDWALK WITH 8' WIDE BOARDWALK ON HELICAL PIERS.
2. PROPOSED BENCH & INTERPRETIVE SIGN
 - ON BOARDWALK BUMP OUT.
3. PROPOSED CRUSHED STONE PATH
 - ADA ACCESSIBLE, 8' WIDE.

4. PROPOSED ELECTRIC ENTRANCE GATE.
5. PROPOSED ENTRANCE SIGN.
6. LANDSCAPING WITH NATIVE PLANTINGS.
7. PROPOSED FITNESS STATION. *
8. MILE MARKERS ○



LAKE LANSING PARK NORTH BOARDWALK / TRAIL IMPROVEMENTS



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

- EX. PAVED PATH
- EX. NATURE PATH
- PROPOSED CRUSHED STONE PATH
- PROPOSED BOARDWALK REPLACEMENT



DATE: 2/5/2021
JOB # 129747SG2020

Spicer
group
www.spicergroup.com

Ingham County Parks and Recreation Commission

Engineer's Opinion of Costs

20c0278

Hawk Island Boardwalk Replacement

Lansing, MI

December 2020

Phasing Options

ROWE PROFESSIONAL SERVICES COMPANY

540 South Saginaw Street Suite 200

Flint, MI 48502

Ph. (810) 341-7500

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Phase 1				
Misc Structure, Rem	1180	LFT	\$ 65.00	\$ 76,700.00
Earthwork	1	LSUM	\$ 500.00	\$ 500.00
Pvmt, Rem	430	Syd	\$ 10.00	\$ 4,300.00
Floating Dock, FDS	450	Ft	\$ 760.00	\$ 342,000.00
Floating Dock, FDS Fishing Extensions	3	Ea	\$ 52,000.00	\$ 156,000.00
Silt Fence	250	Ft	\$ 2.00	\$ 500.00
Turbidity Curtain, Deep	40	lft	\$ 15.00	\$ 600.00
HMA, Path, 10' wide	551	Ft	\$ 51.00	\$ 28,100.00
Boardwalk Approach	2	Ea	\$ 9,000.00	\$ 18,000.00
Gangway, 20'x10' wide (3' water level variance)	2	Ea	\$ 12,000.00	\$ 24,000.00
Rip rap, Heavy	40	Syd	\$ 70.00	\$ 2,800.00
Turf Establishment	1	LSUM	\$ 1,000.00	\$ 1,000.00

Subtotal: \$654,500.00

By County				
Kiosk Sign	1	Ea	\$ 2,000.00	\$ 2,000.00
Recycle bin	1	Ea	\$ 500.00	\$ 500.00
Bldg permit	1	LSUM	\$ 3,100.00	\$ 3,100.00
Sesc permit	1	LSUM	\$ 300.00	\$ 300.00
EGLE permit	1	LSUM	\$ 500.00	\$ 500.00
MDNR sign (use existing)	1	LSUM	\$ -	\$ -

Subtotal: \$6,400

Notes: Costs will vary with final design

Construction	\$660,900
Mobilization	\$33,100
Contingency	\$99,100
Project Subtotal	\$793,100
Engineering	
Project Total	\$793,100
MNRTF	\$300,000
Millage	\$493,100

Ingham County Parks and Recreation Commission

Engineer's Opinion of Costs

20c0278

Hawk Island Boardwalk Replacement

Lansing, MI

December 2020

Phasing Options

ROWE PROFESSIONAL SERVICES COMPANY

540 South Saginaw Street Suite 200

Flint, MI 48502

Ph. (810) 341-7500

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Phase 2				
Misc Structure, Rem	700	LFT	\$ 65.00	\$ 45,500.00
Earthwork	1	LSUM	\$ 1,000.00	\$ 1,000.00
Floating Dock, FDS	540	Ft	\$ 760.00	\$ 410,400.00
Floating Dock, FDS Fishing Extensions	3	Ea	\$ 52,000.00	\$ 156,000.00
Silt Fence	600	Ft	\$ 2.00	\$ 1,200.00
Turbidity Curtain, Deep	40	lft	\$ 15.00	\$ 600.00
HMA, Path, 10' wide	510	Ft	\$ 51.00	\$ 26,000.00
Boardwalk Approach	3	Ea	\$ 9,000.00	\$ 27,000.00
Gangway, 20'x10' wide (3' water level variance)	3	Ea	\$ 12,000.00	\$ 36,000.00
Rip rap, Heavy	60	Syd	\$ 70.00	\$ 4,200.00
Native seeding	1	LSUM	\$ 2,000.00	\$ 2,000.00
Turf Establishment	1	LSUM	\$ 1,000.00	\$ 1,000.00

Subtotal: \$710,900.00

By County				
Interpretive Sign	1	Ea	\$ 2,000.00	\$ 2,000.00
Recycle bin	1	Ea	\$ 500.00	\$ 500.00
Bldg permit	1	LSUM	\$ 3,100.00	\$ 3,100.00
Sesc permit	1	LSUM	\$ 300.00	\$ 300.00
EGLE permit	1	LSUM	\$ 500.00	\$ 500.00
MDNR sign (use existing)	1	LSUM	\$ -	\$ -

Subtotal: \$6,400

Notes: Costs will vary with final design

Construction	\$717,300
Mobilization	\$35,900
Contingency	\$107,600
Project Subtotal	\$860,800
Engineering	
Project Total	\$860,800
LWCF	\$430,400
Millage	\$430,400

Site Development Plan

Hawk Island Park, Lansing MI

PHASE 1 - TRUST FUND

PHASE 2 - LWCF

Exist. Snow
Tubing Hill

Exist.
Restrooms

Exist.
Accessible
Parking
Exist.
Pavilion

Exist.
Pavilion

Exist.
Playground

Exist. Beach
and Kayak
Rentals

Future Phase

Legend

Proposed Grant Items:

1. Remove 1,810' of boardwalk
2. 450' of 10' wide accessible boardwalk (25% 32" high railings)
3. Remove 475' path, replace 550' of 10' accessible path
4. 350' of 10' wide accessible boardwalk (25% 32" high railings)
5. Remove stairway
6. 510' of 10' accessible path
7. Native plant restoration

Future Phases:

8. Remove Stair
9. Remove 280' boardwalk
10. Remove and replace 215' of 10' accessible path

Park / Project Boundary

20c0278
January, 2021



1000 ft



**PRELIMINARY ESTIMATE OF COST
BURCHFIELD - McNAMARA CABINS/PATH
INGHAM COUNTY, MI**

Trust Fund Grant \$1,000,000.00

GRAND TOTAL \$1,000,000.00

Non-Grant Funded Expenses

Topographical Survey \$10,000.00

GRAND TOTAL FOR ENTIRE PROJECT \$1,010,000.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>LWCF GRANT:</u>	\$500,000	\$500,000	\$1,000,000
Match Percentage:	(50%)	(50%)	
<u>OTHER COSTS:</u>			
Topographical Survey	\$0.00	\$10,000	\$10,000
PROJECT TOTALS:	\$500,000	\$510,000	\$1,010,000

Local Match / Funding Sources:

Ingham County T&P Grants:	\$500,000
Ingham County T&P Millage:	<u>\$10,000</u>
	\$510,000

**PRELIMINARY ESTIMATE OF COST
BURCHFIELD - McNAMARA CABINS/PATH
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$9,900.00	\$9,900.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$8,200.00	\$8,200.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$16,300.00	\$16,300.00
4.	1	Lump Sum	Site Clearing	\$8,400.00	\$8,400.00
5.	440	Tons	HMA Path, 2" depth, 8' wide	\$120.00	\$52,800.00
6.	3,900	Sq. Yds.	Crushed Limestone, C.I.P., 8" depth	\$15.00	\$58,500.00
7.	240	Lin. Ft.	12" RCP Culverts	\$100.00	\$24,000.00
8.	5	Each	Cabin, approx 300 SF, w/ concrete pad	\$60,000.00	\$300,000.00
9.	5	Each	Solar Power & Equipment	\$17,500.00	\$87,500.00
10.	1	Lump Sum	New Well, Pump House, (3) water spigots & (1) outdoor shower tower, (1) drink fount.	\$110,000.00	\$110,000.00
11.	1	Lump Sum	Canoe/Kayak Launch, Concrete Ramp	\$24,000.00	\$24,000.00
12.	1	Lump Sum	Canoe/Kayak Launch, Geo-Cell/Stone	\$10,000.00	\$10,000.00
13.	5	Each	Picnic Table, ADA, w/ conc. Pad	\$3,500.00	\$17,500.00
14.	5	Each	Fire Pit	\$1,500.00	\$7,500.00
15.	1	Lump Sum	Landscaping (Native Plants)	\$21,000.00	\$21,000.00
16.	1	Lump Sum	Site Restoration & Cleanup	\$24,800.00	\$24,800.00
17.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
18.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$9,800.00
				SUBTOTAL	\$790,500.00
				Contingency	\$79,100.00
				Engineering (15%)	\$130,400.00
				TOTAL PRELIMINARY ESTIMATE OF COST	\$1,000,000.00

BURCHFIELD PARK CABINS / PATH LOOP IMPROVEMENTS



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



DATE: 2/9/2021
JOB # 126747SG2020

Spicer
group
www.spicergroup.com



**PRELIMINARY ESTIMATE OF COST
BURCHFIELD -PEPPERMINT CREEK BRIDGE / FISHING PIERS
INGHAM COUNTY, MI**

Trust Fund Grant \$250,000.00

GRAND TOTAL \$250,000.00

Non-Grant Funded Expenses

Topographical Survey \$10,000.00

GRAND TOTAL FOR ENTIRE PROJECT \$260,000.00

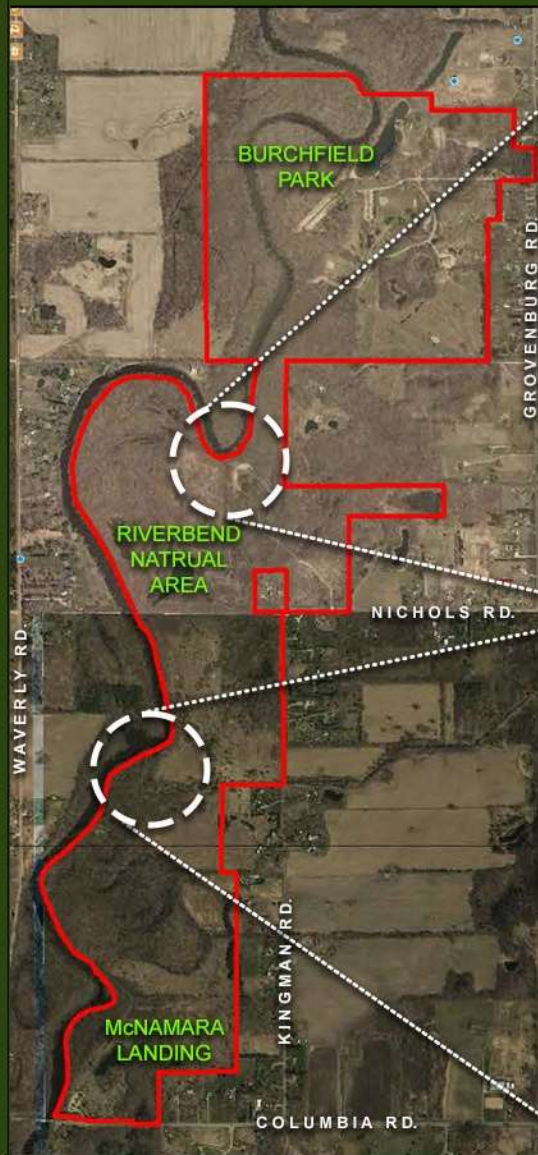
	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>REC PASSPT. GRANT:</u>	\$150,000	\$100,000	\$250,000
Match Percentage:	(60%)	(40%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$10,000</u>	<u>\$10,000</u>
PROJECT TOTALS:	\$150,000	\$110,000	\$260,000

Local Match / Funding Sources:

Ingham County T&P Grants:	\$100,000
Ingham County T&P Millage:	<u>\$10,000</u>
	\$110,000

**PRELIMINARY ESTIMATE OF COST
BURCHFIELD -BRIDGE / RIVERBEND IMPROVEMENTS
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$5,000.00	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$5,000.00	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$5,500.00	\$5,500.00
4.	1	Lump Sum	Site Clearing	\$4,500.00	\$4,500.00
5.	500	Sq. Ft.	Remove Existing Bridge/Stairs	\$5.00	\$2,500.00
6.	480	Sq. Ft.	Peppermint Creek Bridge/Boardwalk	\$100.00	\$48,000.00
7.	200	Sq. Ft.	Stair replacement w/ ramp access & dock	\$100.00	\$20,000.00
8.	300	Sq. Ft.	ADA Fishing Pier	\$100.00	\$30,000.00
9.	200	Sq. Yd.	Heavy Rip-Rap	\$100.00	\$20,000.00
10.	1	Each	Recycled Picnic Table, ADA	\$2,500.00	\$2,500.00
11.	1	Each	Recycled Bench, ADA	\$1,800.00	\$1,800.00
12.	1	Each	Grill, ADA	\$1,800.00	\$1,800.00
13.	1	Each	Interpretive Sign	\$3,500.00	\$3,500.00
14.	16	Ton	Pave ADA Parking Spaces (3)	\$150.00	\$2,400.00
15.	84	Sq. Yd.	2" Crushed Limestone, C.I.P.	\$15.00	\$1,260.00
16.	1	Lump Sum	Signage & Striping	\$2,500.00	\$2,500.00
17.	2,500	Sq. Ft.	Concrete Path	\$12.00	\$30,000.00
18.	1	Lump Sum	Site Restoration & Cleanup	\$6,000.00	\$6,000.00
19.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
20.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$5,000.00
SUBTOTAL					\$197,560.00
Contingency					\$19,840.00
Engineering (15%)					\$32,600.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$250,000.00



BURCHFIELD PARK IMPROVEMENTS



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



NOT TO SCALE

DATE: 2/17/2021
 JOB # 126747SG2020

Spicer group
www.spicergroup.com

INGHAM COUNTY PARKS COMMISSION

Meeting of February 22, 2021

RESOLUTION # -21

RESOLUTION RECOMMENDING A CONTRACT WITH LOPEZ CONCRETE CONSTRUCTION, LLC FOR CONCRETE WORK AT HAWK ISLAND COUNTY PARK

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

WHEREAS, Lopez Concrete Construction, LLC, a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Lopez Concrete Construction, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends to the Board of Commissioners authorizing to enter into a contract with Lopez Concrete Construction, LLC for a total amount not to exceed of \$24,750.00 for concrete work at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through December 31, 2021.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-974000-9P11 and line item 228-75999-974000-20P13 for the project.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to carry over/transfer the 2020 funds in line item 228-75999-974000-9P11 and line item 228-75999-974000-20P13 into 2021.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 22, 2021

Motion to Recommend Entering into a Contract with Rowe Professional and Landscape Architects and Planners, Inc. for Prime Professional Services

Move

To support Ingham County Parks to enter into a contract for Prime Professional Services with Rowe Professional for projects at Lake Lansing Park South and Lake Lansing Boat Launch for a total contract amount of \$164,105 (this is with 15% contingency) and Landscape Architects and Planners, Inc. for projects at Hawk Island and McNamara Landing for a total contract amount of \$128,590 (this is with 15% contingency).

EVALUATION FOR REQUEST FOR PROPOSAL

Packet Number: 7-21 Professional Consulting Services _ Parks

Vendor Name	Local Pref	LL Park South	Hawk Island	McNamara Landing	LL Boat Launch	Total of 4 Projects	Notes
Rowe Professional Services Company	No, Flint MI	\$93,300.00	\$66,000.00	\$24,200.00	\$49,400.00	\$232,900.00	
MCSA Group, Inc.	No, East Grand Rapids MI	\$124,406.00	\$84,979.00	\$19,355.00	\$49,710.00	\$278,450.00	If all 4 projects are awarded price to be reduced by 10%
Landscape Architects & Planners Inc.	Yes, Lansing MI	\$173,351.50	\$63,112.00	\$18,705.00	\$43,972.50	\$299,141.00	
Spicer Group, Inc.	Yes, East Lansing MI	\$149,900.00	\$93,500.00	\$15,700.00	\$60,100.00	\$319,200.00	
VIRIDIS Design Group	No, Kalamazoo MI	\$126,910.00	\$80,830.00	\$47,740.00	\$79,150.00	\$334,630.00	
Studio 5	No, Bloomfield MI	\$210,240.00	\$130,000.00	\$17,500.00	\$26,500.00	\$384,240.00	
C2AE	Yes, Lansing MI	\$197,375.00	\$119,386.00	\$15,725.00	\$75,630.00	\$408,116.00	

Proposals will be evaluated using the criteria detailed below:

- 5% - The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
- 25% - The proposer's expertise regarding past experience and performance on comparable engagements and the qualifications of the proposer's professional personnel to be assigned to the engagement.
- 50% - Cost
- 10% - Project approach
- 10% - References

Scale					Criteria					
1=Poor	2=Fair	3=Good	4=Very Good	5=Excellent						
Vendor / Local Preference					Compliance with RFP Instructions 0.05 Insert Ranking in this column	Qualifications, Experience & Performance 0.25 Insert Ranking in this column	Cost 0.50 Insert Ranking in this column	Project Approach 0.10 Insert Ranking in this column	References 0.10 Insert Ranking in this column	Total
Rowe Professional Services Company / Not Local					5.00	5.00	5.00	5.00	5.00	5.00
MCSA Group Inc. / Not Local					5.00	5.00	4.00	5.00	5.00	4.50
LAP, Inc. / Yes, Local					5.00	5.00	5.00	5.00	5.00	5.00
Spicer Group Inc. / Yes, Local					5.00	5.00	3.00	5.00	5.00	4.00
Viridis Design Group / Not Local					5.00	5.00	3.00	5.00	5.00	4.00
Studio 5 / Not Local					5.00	5.00	2.00	5.00	5.00	3.50
C2AE / Yes, Local					5.00	5.00	1.00	5.00	5.00	3.00

Comments:

Rowe Professional Services Company / Not Local	We awarded Lake Lansing Park projects to Rowe as they were the low bidder for these total projects
MCSA Group Inc. / Not Local	Did not interview
LAP, Inc. / Yes, Local	We awarded Hawk Island and Burchfield (McNamara Landing) projects as they were low bidder for these and local
Spicer Group Inc. / Yes, Local	Did not interview
Viridis Design Group / Not Local	Did not interview
Studio 5 / Not Local	Did not interview
C2AE / Yes, Local	Did not interview

INGHAM COUNTY PARKS COMMISSION

Meeting of February 22, 2021
RESOLUTION # -21

RESOLUTION RECOMMENDING A CONTRACT WITH JUSTICE FENCE FOR SUPPLYING AND INSTALLING A NEW FENCE AT HAWK ISLAND COUNTY PARK

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for supplying and installing a new fence at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Justice Fence.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends to the Board of Commissioners to authorize entering into a contract with Justice Fence for an amount of \$9,300.00 for fencing at Hawk Island County Park and a contingency not to exceed \$1,500.00 to include a cost of \$162.00 per additional 10 foot fencing sections within Soldans Dog Park, if needed for a total amount not to exceed of \$10,800.00.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through December 31, 2021.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-976000-20P02 for the project.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to carry over/transfer the 2020 funds in line item 208-75200-976000-20P02 into 2021.

INGHAM COUNTY PARKS COMMISSION

Meeting of February 22, 2021

RESOLUTION # -12

RESOLUTION RECOMMENDING A CONTRACT WITH LAKEPRO, INC TO PROVIDE LAKE WEED TREATMENT AT HAWK ISLAND COUNTY PARK AND BURCHFIELD COUNTY PARK

WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide lake weed treatment at Hawk Island County Park and Burchfield County Park; and

WHEREAS, after careful review and evaluation of the proposals received, staff recommends that a contract be awarded to Lakepro, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Parks Commission recommends that the Ingham County Board of Commissioners approve entering into a contract with Lakepro, Inc in the amount of \$12,750 for a 2-year contract, and a contingency of \$4,000 for a total amount not to exceed of \$16,750 for the purpose of lake weed treatment.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through December 31, 2022 with an option to renew contract for an additional 2 years.

BE IT FURTHER RESOLVED, that there are funds available through the Parks Department annual budget for this service.

INGHAM COUNTY PARKS COMMISSION

**Meeting of February 22, 2021
RESOLUTION # -21**

RESOLUTION RECOMMENDING AN AMENDMENT TO THE AGREEMENT WITH MILLER'S AMERICAN RENTALS DBA. AMERICAN RENTALS, INC. TO PROVIDE SANITATION SERVICES FOR THE INGHAM COUNTY PARKS DEPARTMENT AND INGHAM COUNTY FAIRGROUNDS

WHEREAS, Board of Commissioner resolution 18-078 authorized the current Agreement with Miller's American Rentals dba. American Rentals, Inc. at various Ingham County Parks and the Ingham County Fair; and

WHEREAS, a decision was made to renew the Agreement that expires on March 31, 2021 by the Parks and Fairgrounds.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommend to the Board of Commissioners to authorize an Amendment to the Agreement with Miller's American Rentals dba. American Rentals, Inc. to provide portable restroom services at various County parks and the Ingham County Fairgrounds for an additional two years providing there are no cost increases during the term of the Agreement.



Directors Report 2021**1/19/21- 2/12/21 (February 22nd, 2021 Park Commission meeting)**

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

- Attended direct report meetings with the Controller's office via zoom.
- Continued ongoing weekly update phone meetings with Kelly, Nicole, and Emma on various committee agendas, supporting documents and internal items, and resolutions.
- Kelly and Nicole continue working on training with "everything" Admin as time allows.
- The start of 2021 has been extremely busy with Admin fielding over 5,000 calls in January and it has not slowed down in February as everyone wants to get out and enjoy winter sports at the Parks! Parks are Essential to everyone's re-creation (body, mind, spirit, and soul)!
- Continued to work with the Managers and Purchasing on RFP's on several CIP project RFP's.
- Managers and I read through seven proposals for Prime Professional services and conducted interviews of them to help us with the four MDNR grants (Two at Lake Lansing South and two at Hawk Island) we received and the three Trails and Parks Millage Grants (Boat Launch, McNamara Parking, LLS Fencing and Emergency/Maintenance access site).
- Conducted managers meetings dealing with various items.
- Visited the parks. Winter sports have really been utilized as stated above by our residents!
- Met with Nicole and Tanya several times to discuss ongoing millage items and millage consultant assistance.
- Worked with Friends on a new board member position for an MSU student that will help them with their social media and serve as secretary to the friends while attending MSU.
- Continued to work with Brian, Cristiana, and Doug Shultz from Rowe Professional as well as Tanya Moore for 2021 Grant Applications for prime planning for the large boardwalk replacement plans and preparation of grant funding request for MDNR Grants due April 1, 2021.
- Attended several BOC meetings for our resolutions.
- Met with MParks Director and other MParks Trails Focus members to discuss 2021 plans as I am serving as Trails Focus Chair for 2021 for MParks. We hope to do a Wayfinding workshop in Lansing to showcase Ingham Counties new Wayfinding signage sometime in 2021 if Covid allows 😊.
- Nicole, Coe, Ian, Tanya and I met with Meridian Township Engineers to discuss the next steps for the MSU to Lake Lansing Trail. Meridian plans to apply for a MDNR grant to match the millage funds in the April 1, 2022 round. We will be meeting again with them in April to continue to plan this last phase of this trail and how it may connect internally into Lake Lansing North Park.
- Attended a FMLA refresher course by Human Resources Department.
- Worked with staff on response to the Health Department request for COVID Vaccine questionnaire and waiting list.
- Attended a MACPRO meeting (Michigan Association of County Parks and Recreation Organization).
- Attended employee free tubing night at Hawk Island (over 125 employees participated in two sessions) it was very cold or we might have seen 200! We did receive lots of thank you e-mails from IC employees! Thanks to staff for putting this on.
- Ongoing responded to, sorted, and organized paperwork, files and an increasing number of e-mails.
- Continued working with Human Resources and staff on reorganization of the Parks concerning position evaluations. Still much more to come! I will keep you posted, as I know more I will share as we make progress.

- Staff is very busy with Winter Sports as well beginning projects such as CIP projects RFP's for 2021.
- Worked with Spicer and Managers on Parks 2021, April 1 next round MDNR Projects to be applied for, they are in February's Park Packets.
- Worked with Nicole, Brian and Kelly on resolutions and motions for all Grants as well as various other park projects and items.
- Attended MParks annual conference; sessions included: Bouncing back and handling setbacks like a comedian (keynote), Directors roundtable, MDNR Trust Fund Board roundtable, MDNR Grants Workshop, Roundtable on Building Collaborative Partnerships, Leveraging resources through partnerships, How to collaborate for better trails and strategies.
- Helped with Packets and agendas for Park Commission meetings.
- As always, make sure you all spend time in one of our Counties most valuable assets, the Ingham County Parks and Trails. Winter allows for you to gain a different perspective of what is out there and available! ☺



Burchfield Trails, this marker is just outside of McNamara Parking lot past the pond.

February 2021

Hawk Island County Park

- ✓ Managing of tubing hill reservations, general public sessions, snowmaking, and maintenance of tubing hill took up the majority of time for staff.
- ✓ Put out Request for Proposals for following:
 - Snow pipe installation
 - Hazardous tree removal
 - Lake weed treatment
- ✓ Worked with Purchasing Department on bid preps/openings for following:
 - Concrete replacement near splash pad
 - Fence repairs and entrance gate replacement
- ✓ Cristina Estrada attended several sessions at the Michigan Recreation and Park Association conference.
- ✓ Sat on interview panel for prime professionals for upcoming major projects.

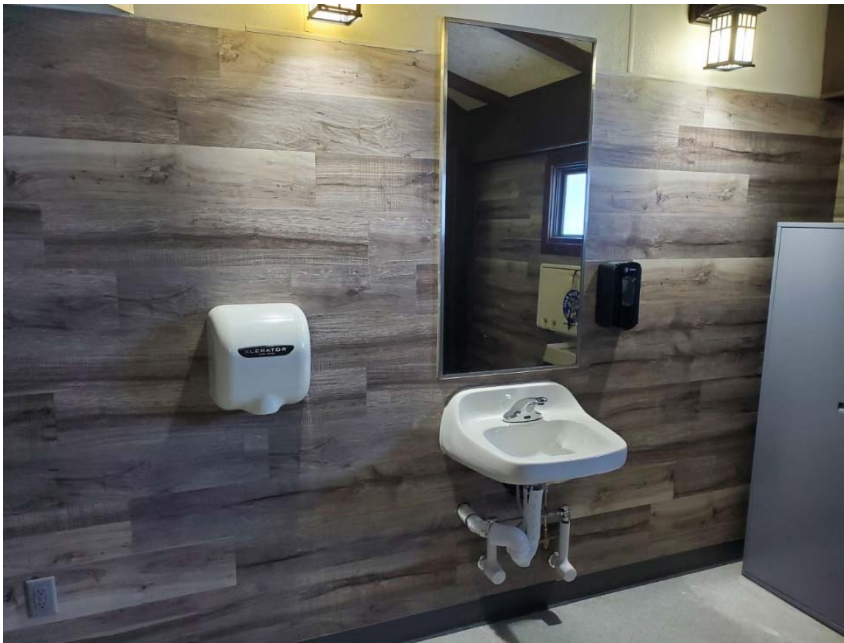
Burchfield Park January/February Manager's Report

- Attended Manager's Meeting/Discuss RFPs Jan. 26th
- Attended LARA Day Camp Webinar-Jan. 27th
- Review seasonal applications
- Attended FMLA refresher Presentation-Jan. 27th
- Both Assistant Manager and I attended mParks Conference and Trade Show educational sessions
- Update SESC Permit for toboggan hill project
- Attended Prime Professional Interviews for Hawk/Burchfield Grant Projects
- Work with MMMBA on CRCF Impact Grant App/Draft Support Letter
- Increased Winter Sports attendance and revenue for snow tubes and cross country skiing rentals
- Renew fifty of the one hundred ten SOC boat registrations for livery rentals
- Schedule and coordinate six Disc Golf Events with CCR and one Women's Event with Erin Oakley
- Purchase Stand Up Paddle Boards for 2021 summer rentals
- **Employee Free Day February 15th**

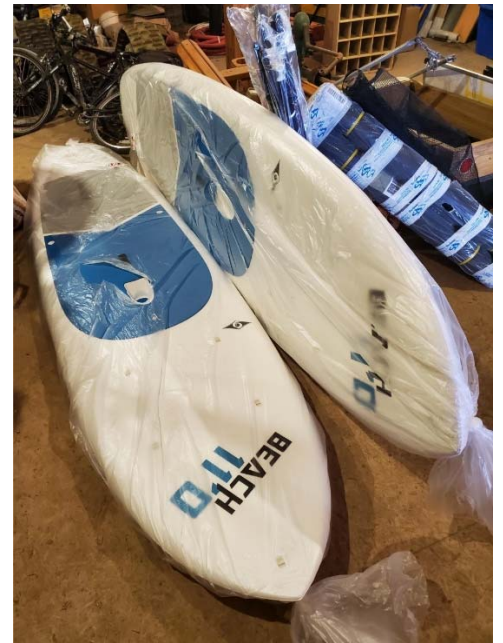
Vehicle Entry	17 Vehicles
Tube Rental	53 Tubes
Cross Country Skiing	12 Sets of Skis, Boots, Poles

Park Maintenance:

- Continue snow removal at Waverly bridge
- Build additional trash receptacle bins
- Finish remodeling in WSB bathrooms
- Remove and repaint summer wooden signs
- Maintain/Groom XC Skiing Trails



WSB Bathroom Wall Remodeling Project



New Stand Up Paddleboards



Snowshoe Time!!!



Treated Wooden Bin Trash Receptacles

Lake Lansing Park Report – January

Highlights:

Attended Staff and Manager Zoom Meetings

Attended Park Commission meeting

Attended MParks Conference (virtual)

Meeting with Younes I. and Nyal N. from Meridian Twp, Tim M, Nicole W and Tanya M about future plans for MSU to LL trails (Zoom)

Interviewed LAP and ROWE regarding project bids

Discussed and approved Prime Professional bids for various grant projects at all Parks for Park Commission approval

Attended Reorganization discussions

Attended FMLA refresher course

Zoom meetings with Emma W., Ian, and Kelly regarding RecTrac issues

Started Introduction to Lakes course through MSU Extension (SAD covering cost)

Met with local contractor to discuss pole barn ideas at LLN

Organized and attended Band Shell meeting (Zoom)



New overhead doors – LLS maintenance (Ian)



Outdoors warming area/shoe changing LLN

January - Parks Office Monthly Report

Meetings/Trainings

Had weekly conference calls for the office staff. Kelly is continuing training with Nicole. Learning RecTrac (reservations), board packets, car count, BOC resolutions and special events. Had FMLA refresher course with Human Resources.

Contracts/Resolutions

Drafted/edited the following resolutions:

- 7th Round Millage Scoring and Application Edits
- Millage – Spicer Amendment to approve Phase II Feasibility Study
- Mountain Bike Skills Park (Burchfield grant—25K from fund balance)
- Amendment to the contract with FD Hayes for the generator at Burchfield Park: \$1,000 increase
- Porta john renewal

Customer Service

Extremely busy with phone calls, voicemails, emails and Facebook inquiries. We received 5,277 phone calls in the month of January. Office staff continuing to take picnic reservations for next year. We currently have 22 requests for 2021 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval.

RecTrac and WebTrac

Spoke with Vermont Systems in regards to some reservation questions.

Website

Continued to edit the website to keep the public informed of the status of the parks.

Fees/Wages

Living Wage seasonal employee rate went from \$16.38 to \$16.56. Emma made adjustments to pertinent staff.

Accounting/Budget/Payroll

Our Account Clerk entered in batches of invoices and processed payroll. Due to January being extremely busy with revenue, customer service, RecTrac, the financial report for January will be presented in March.

Trails & Parks Millage Program Coordinator Report

January 2021

For: Park & Recreation Commission Meeting- February 22, 2021

- Met with MDOT staff, Tanya Moore, and Tim Morgan to discuss a possible TAP grant for the last phase of the Holt to Mason trail
- Met with Meridian Township staff, Tanya Moore, Coe Emens and Tim Morgan to discuss the MSU to Lake Lansing Phase III project
- Met with Jim Snell and Nicole Baumer from Tri-County Regional Planning Commission and Tim Morgan to discuss the PASER study update for the Ingham County Trails & Parks Comprehensive Report update
- Met with Michael Townsend, Amanda Dixon, and Tim Morgan to discuss millage financials
- Attended Human Services and Finance Committee meeting and did a presentation on an overview of the millage
- Worked with the Treasurer's office for an update to the estimated revenue collected by municipality from 2014-2020
- Wrote memos/resolutions for Park Commission/BOC meetings
- Continued to work on reimbursements and amendments for ongoing millage projects
- Continued to work with the County attorney on contracts and amendments
- Worked with staff on social media updates
- Website updates
- Conference calls bi-weekly with Tanya Moore and Tim Morgan
- Zoom sessions weekly for office updates
- Updated the scoring criteria and application for the next round of millage applications
- Ongoing training with Kelly for her new position of Office Coordinator. Some topics we have focused on are:
 - Park commission packet
 - Car count/visitation
 - 2021 Fee Update Process
 - Board of Commissioners resolutions
 - Special Events

The Friends of Ingham County Parks got a new sponsor for the Sounds of Summer Concert Series: Grewal Law that we shared on Facebook:



Ingham County Parks

January 14 at 7:20 AM · 🌐

Very happy to announce a new sponsor for the "Sounds of Summer" Concert Series at Lake Lansing South hosted by the [Friends of Ingham County Parks](#)! Thank you [Grewal Law PLLC](#) for supporting the Ingham County Parks in 2020 and 2021.



GREWAL LAW
PLLC



FLRT Trail Ambassador Program Coordinator Monthly Report January, 2021

Events

- FLRT Board Meeting February 8

Upcoming Events

- Lansing Pie K, Sunday March 14 (virtual 5K)
 - Registration now open at
<https://runsignup.com/Race/MI/Lansing/FLRTPIE5K2019>

Other Business

- Communicated with new trail sponsors
- Ordered new trail sponsor signs
- Monitored trail project updates & shared via social media
- Communicated with FLRT board & planning committee to assist in website upgrade
- Continued work on website upgrade
- Continued planning for annual “Pie K” 5K event

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



Employee Appreciation Day comments

“I just wanted to thank you for hosting this fun event for employee families!! We had a blast last night”

Holly Yardley

“We had a blast”

Rob Dale

“Thank you Parks Department. We had a great time.”

Steph Keith

-----Original Message-----

From: Kelly Burkholder <KBurkholder@ingham.org>
Sent: Monday, February 8, 2021 3:00 PM
To: Timothy Morgan <TMorgan@ingham.org>; Coe Emens <CEmens@ingham.org>; Timothy Buckley <TBuckley@ingham.org>
Subject: FW: Ingham County Employee's Free Event - Burchfield Park

Hi Bob,
We are so glad to hear you and your family are enjoying our parks this year.

Thanks for letting us know. We enjoy the feedback.

Kelly

-----Original Message-----

From: Robert Pena <RPena@ingham.org>
Sent: Monday, February 8, 2021 2:54 PM
To: Kelly Burkholder <KBurkholder@ingham.org>
Subject: RE: Ingham County Employee's Free Event - Burchfield Park

We have been Skiing at both Lake Lansing and Burchfield this season. We have had a great time so far.
Thank you. Bob and Family _____

From: Kelly Burkholder
Sent: Monday, February 8, 2021 8:19 AM
To: ALLUSERS
Subject: Ingham County Employee's Free Event - Burchfield Park

Please join us for the Ingham County Employee upcoming Free Event for winter sports.

Please see the attached flyer for details.

Sincerely,

Tim Morgan, CPRP (Certified Parks & Recreation Professional), and CTA (Certified Tourism Ambassador™) Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7191 (Direct)
517-676-2233 (Park Information)
tmorgan@ingham.org<<mailto:tmorgan@ingham.org>>
www.inghamcountyparks.org<<http://www.inghamcountyparks.org>>
[Logo small for email Signature][CRPR logo for email]