

AGENDA

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

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, January 25, 2021

Monday, January 25, 2021

5:30pm

PARKS & RECREATION COMMISSION MEETING

Meeting via Zoom:

<https://ingham.zoom.us/j/82358433465?pwd=N2dGZE9OZDdwOFIxV0d6cDJQbXhOdz09>

1. **Call to Order**
2. **Approval of Minutes**
Minutes of December 14, 2020 regular meeting will be considered - [Page 3](#)
3. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
4. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
5. **ELECTION OF 2021 OFFICERS**
 - A. Chair, Park Commission
 - B. Vice-Chair, Park Commission
 - C. Secretary, Park Commission
6. **DISCUSSION ITEMS**
 - A. Burchfield Toboggan Run repurposing proposal - [Page 9](#)
7. **ACTION ITEMS**
 - A. Burchfield Toboggan Run repurposing proposal - [Page 10](#)
 - B. Millage Application and Scoring Criteria - [Page 11](#)
 - C. Phase II Feasibility Study for the Holt to Mason Trail: Amendment to the Contract with Spicer Group - [Page 29](#)
 - D. Adopt 2020 seasonal wages for 2021 - [Page 32](#)
 - E. Mountain Bike Skills Park - [Page 33](#)
 - F. Amendment to the contract with FD Hayes for the generator at Burchfield Park - [Page 39](#)
 - G. South Lansing Business Association (SLBA) fundraising event - [Page 40](#)
 - H. Partnering with the City of Lansing Parks and Recreation Department to offer a free tubing - [Page 42](#)
 - I. Capital Region Community Foundation Grant from Friends of the Parks for Wheel Chairs - [Page 45](#)
8. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 46](#)
 - B. Park Managers - [Page 48](#)
 - C. Administrative Office - [Page 53](#)
 - D. Financial Report - [Page 55](#)
 - E. Millage Coordinator Report - [Page 59](#)
 - F. FLRT Trail Ambassador Report - [Page 61](#)
9. **Board/Staff Comments**

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

11. Upcoming Meetings

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

12. Information Items

- A. Amend Resolution #20-560 - Page 63
B. Millage Overview - Page 65

13. Adjournment

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

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
December 14, 2020

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

Board Members

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

Absent: Matt Bennett and Chris Swope

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 and Ian Londo

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

Minutes: **Moved by Ms. Thomas and Supported by Mr. Unsworth** to approve the December 14, 2020 minutes of the regular meeting as written:
Yes 8; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

None.

NEW ADMINISTRATIVE OFFICE COORDINATOR

Mr. Morgan introduced Kelly Burkholder. Ms. Wallace stated she is working with Ms. Burkholder on training.

ACTION ITEMS

Resolution to Comply with Provisions of the Open Meetings Act Setting Parks & Recreation Commission Meetings for January 2021 through December 2021 ~

Mr. Morgan stated meetings were scheduled in Zoom since we do not know what next year holds, but will change accordingly.

RESOLUTION #26-20 TO COMPLY WITH PROVISIONS OF THE OPEN MEETINGS ACT SETTING PARKS & RECREATION COMMISSION MEETINGS FOR JANUARY 2021 THROUGH DECEMBER 2021

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

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

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

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

In the event of a special meeting, rescheduled meeting or cancellation of a regularly scheduled meeting, a notice of same will be posted at the offices of the Ingham County Parks Department, 121 E. Maple St., Suite 102, Mason, MI 48854 at least 18 hours prior to the time of the meeting or canceled meeting.

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

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

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

V. The Recording Secretary or his/her designee shall be responsible for preparation, distribution

and storage of all minutes of this Commission as required by the Open Meetings Act of 1976, Public Act 267, as amended.

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

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

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

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

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

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

Moved by Mr. Unsworth and Supported by Commissioner Stivers that Resolution #26-20 be approved as written. Yes-8; No-0. MOTION CARRIED.

Lake Lansing Boat Launch MDNR Invasive Species Grant Request ~

Mr. Emens stated the grant was brought to his attention after not qualifying for the Clean Boats grant. Mr. Emens stated he used the Special Assessment District (SAD) money in the amount of \$8,000 for a match toward the decontamination systems.

MOVED BY MR. PRATT, SUPPORTED BY COMMISSIONER STIVERS

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Matt Bennett and Chris Swope. MOTION CARRIED.

Nominating Committee for 2021 Election of Officers ~

Ms. Thomas stated she is willing to take this on and asked if anyone has any nominations. Mr. Morgan stated we will do the elections at the January meeting, but that she could reach out to everyone. Ms. Thomas stated she will send an email.

Mr. Pratt asked if it will be one person committee. Mr. Morgan stated yes.

MOVED BY MS. THOMAS, SUPPORTED BY MR. UNSWORTH

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Matt Bennett and Chris Swope. MOTION CARRIED.

Timeline for Trails and Parks Millage Application Round ~

MOVED BY MR. UNSWORTH, SUPPORTED BY MS. PAWAR

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Matt Bennett and Chris Swope. MOTION CARRIED.

DISCUSSION ITEMS

Michigan Natural Resources Trust Fund 2020 Grant Results ~

Mr. Morgan stated we were fortunate to get both grants: \$300,000 grant for the accessible kayak/canoe launch off of the new dock as well as completing the parking lot at Lake Lansing South. Mr. Morgan stated that we are looking at other alternatives/ecofriendly materials/pavers. The second grant was for improvements to Bunker Canoe/Kayak landing from the MNRTF for \$50,000 grant. Mr. Morgan stated that Meridian Township received a trust fund grant which we were involved with because it acquired a little piece of property at phase 2 or 3 MSU/Lake Lansing trail.

mParks 2021 Facility Design Award Winner: Lake Lansing South Accessible Multi-Purpose Dock

Mr. Emens thought it was a really cool project, glad we submitted and honored to get the award.

Winter Sports Plan ~

Mr. Collins was the author of the winter sports plan and contributing were Mr. Emens and Mr. Buckley. Mr. Morgan thanked them for the work that they put into the plan. Mr. Collins stated these are operating procedures so the parks can operate during COVID. It is an ever-changing document which outlines the steps taken to keep parks open and safe. Mr. Collins stated that it takes about two solid weeks of snow making. Due to weather, this will not happen before Christmas. Mr. Collins stated he believes it will be early to mid-January before the snow tubing hill will be open.

Reappointment of Park Commissioners ~

Mr. Morgan stated that Ms. Thomas, Mr. James, and Mr. Unsworth Park Commissioner term was extended. Mr. Morgan stated he would like to thank everyone for their service on the Park Commission and happy they were being reappointed.

ADMINISTRATIVE REPORTS

Director ~

No discussion.

Park Managers ~

No discussion.

Financial Report ~

Mr. Morgan stated we will not end in the red (he prays that this is the case) and that staff worked together to cost save otherwise this would not have been possible due to lost revenues with Covid restrictions. Mr. Morgan stated that the parks were open, but not collecting fees from March 16th to June 12th during 2020.

Millage Coordinator Report / Administrative Office ~

Ms. Wallace stated she has been working with Ms. Burkholder on training.

FLRT Trail Ambassador Report ~

Ms. Hamrick stated there are sponsorship opportunities for signage along the River Trail. This is a good opportunity for businesses and to please spread the word.

BOARD/STAFF COMMENTS

Ms. Pawar asked for an update about permeable pavement & the Austrian pipe for the snow tube hill. Mr. Collins stated that the permeable pavement has been in for about one month. It is a trial to see how water drains and acts through the permeable surface and it is also ecofriendly. He will be documenting on how it holds up and will report back. Mr. Collins stated that the pipe from Austria has a concrete covering on the outside that is more for soils like ours, which tend to be more corrosive. The manufacturer states it should hold up for 75 years. We are planning on getting it installed in the ground in the spring or summer. This new pipe will make snow making easier with a lot less hoses on hill.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:00pm.

Meeting adjourned
Minutes submitted by:
Kelly Burkholder, Administrative Office Coordinator

The Parks Department recommends repurposing the former toboggan run area at Burchfield County Park to provide additional wintertime sledding opportunities for visitors.

Currently, the toboggan runs are not being used for wintertime activities but could be made safe for sledding with some modifications. The Parks Department is proposing to decrease the slope and cover the concrete runs by utilizing the leftover dirt from excavation work that took place this past fall during construction of the ADA improvements. All work would be completed in-house, by park staff.

By converting the toboggan runs that are adjacent to the big sledding hill, it would help alleviate congestion on busier days and provide more options for sledders to enjoy the park. Often crowds exceed 100 people on the big hill, when conditions are optimal. In recent years, Burchfield Park has accepted the overflow from Hawk Island Tube Hill when it becomes fully reserved. These changes would add a new winter sports sledding feature and spread users out over a bigger area to improve overall sledder safety. It would also permit the park to rent more snow tubes on weekends.

Additionally, these changes would make it easier and safer to maintain the area in the summer. Since the runs act as a disc golf fairway, they are mowed and maintained for disc golfers in the warmer months. However, the steepness and the deep concrete runs presents a risk to employees while they perform maintenance. Repurposing the toboggan runs will increase the overall all use of the area, make it more accessible in different seasons, and assist in the safety of park staff and year-round visitors.



INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Recommend Repurposing Burchfield Toboggan Run

Move

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Recommend the Scoring Criteria and Application for the Seventh Round of Trails and Parks Millage Applications

Move

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

Ingham County Trails and Parks Program Application



Ingham County Parks
Attn: Nicole Wallace: nwallace@ingham.org
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: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm July 30** 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 Millage Funds Requested (round to nearest 100): \$ | | | |
| Distance of repaired/new construction in feet/miles: | | | |
| Trail: | | Boardwalk: | Bridge: |
| Categories: Blueway Trail | Planning & Engineering Boardwalk | | Bridge Other Project |
| Small grant: Requests up to \$300,000 for municipalities contributing less than 5% of total county millage revenue annually. See Attachment A. | | | |

Ingham County Trails and Parks Program Application

If you have applied for *multiple projects*, please prioritize and rank your projects in order of your community's highest priority to lowest priority:

Rank: 1, 2, 3, etc.:

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

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%.

EXPENSES

| Scope Item(s): | Quantity | Amount |
|---|----------|-----------|
| 1-Acquisition/Right-of-Way/Easement/Permits | | |
| 2-Design Engineering | | |
| 3-Construction | | |
| 4-Construction Engineering | | |
| 5-Wayfinding/Signage | | |
| 6-Contingency | | |
| 7-Other | | |
| Other Fees (i.e., Permitting, etc...) | | |
| Total Project Expenses | | \$ |
| Please attached a detailed cost estimate for Project if applicable | | |

APPLICANT FUNDS

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. See attachment C concerning match.

| | | |
|---|--------------------|---------------|
| <u>Local Contribution</u> | | Amount |
| | | \$ _____ |
| <u>Other Grant Contributions</u> | | |
| <u>Name of Grantor(s)</u> | | Amount |
| _____ | | \$ _____ |
| _____ | | \$ _____ |
| <u>Name of Partner(s)</u> | | Amount |
| _____ | | \$ _____ |
| _____ | | \$ _____ |
| <u>Name of Donor(s)</u> | | Amount |
| _____ | | \$ _____ |
| _____ | | \$ _____ |
| <u>In-Kind Support</u> | | |
| <u>Name of Organization</u> | <u>Description</u> | <u>Value</u> |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| <u>Other</u> | | Amount |
| _____ | | \$ _____ |
| Total Applicant Funds (includes all non-millage funding) | | \$ _____ |
| *Millage Funds REQUESTED (round to nearest 100) | | \$ _____ |
| *This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses | | |
| Total % of matching Funds (millage requested /total project) | | % _____ 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 and deliverables. 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 (http://cms3.revize.com/revize/ingham_parks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf) 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. Reference Figure 18 - Attachment D. 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.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access 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. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.

CERTIFICATION

Signature of Applicant:

Date:

Ingham County Trails and Parks Program Application

ATTACHMENT A.

Ingham County Trails and Parks Millage Estimated Revenue by Municipality

*Draft/being updated
with current numbers

| 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.

ATTACHMENT D.

Table 18. New Trail Preferences

| New Trail Preferences | Highlighted Corridor* | South Lansing/Delhi Township | Meridian Township | East Lansing | North Lansing | Mason/Leslie/Dansville/Stockbridge | Williamston/Webberville | Total | Online Survey | Combined Total |
|---|-----------------------|------------------------------|-------------------|--------------|---------------|------------------------------------|-------------------------|-------|---------------|----------------|
| MSU to Lake Lansing Parks | M | 10 | 19 | 12 | 7 | 3 | 1 | 52 | 126 | 178 |
| Holt to Mason | J | 14 | 6 | 6 | 4 | 34 | 2 | 66 | 65 | 131 |
| Lansing River Trail North Extension | P | 3 | 0 | 3 | 0 | 0 | 0 | 6 | 89 | 95 |
| Lansing River Trail South Extension | Q | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 92 | 94 |
| Lansing River Trail to Northern Tier Trail | N | 0 | 0 | 3 | 1 | 0 | 0 | 4 | 87 | 91 |
| Lansing River Trail to Clinton County | O | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 74 | 74 |
| Red Cedar Water Trail | R | 1 | 12 | 6 | 1 | 0 | 11 | 31 | 44 | 75 |
| RAM Trail to Burchfield Park | H | 10 | 0 | 1 | 6 | 0 | 1 | 18 | 53 | 71 |
| Grand River Water Trail | S | 2 | 0 | 0 | 0 | 0 | 1 | 3 | 43 | 46 |
| Hayhoe Trail to Vevay Twp. Hall | C | 1 | 0 | 1 | 0 | 20 | 1 | 23 | 16 | 39 |
| Holt RAM Trail Extension East | I | 1 | 0 | 0 | 3 | 0 | 0 | 4 | 33 | 37 |
| Meridian Township to Webberville | K | 0 | 5 | 0 | 0 | 0 | 2 | 7 | 22 | 29 |
| North-South artery along Onondaga Rd. | D | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 17 | 18 |
| Mason west to Eaton County | G | 0 | 0 | 0 | 3 | 1 | 0 | 4 | 11 | 15 |
| Southwest connector to Eaton and Jackson counties | A | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 13 | 14 |
| Mason East to M-52 | F | 0 | 0 | 1 | 0 | 4 | 0 | 5 | 7 | 12 |
| M-52 connection -Stockbridge to Webberville | E | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 6 | 8 |
| Bellevue Rd. Connection -Leslie to Eaton County | B | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 5 | 6 |
| M-52 connection -Webberville to Shiawassee County | L | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

* The highlighted corridors are shown on Figure 32.

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. (Max 10%)

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. (Max 20%)

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 (attachment A) 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. (Max 10%)

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. (Max 40%)

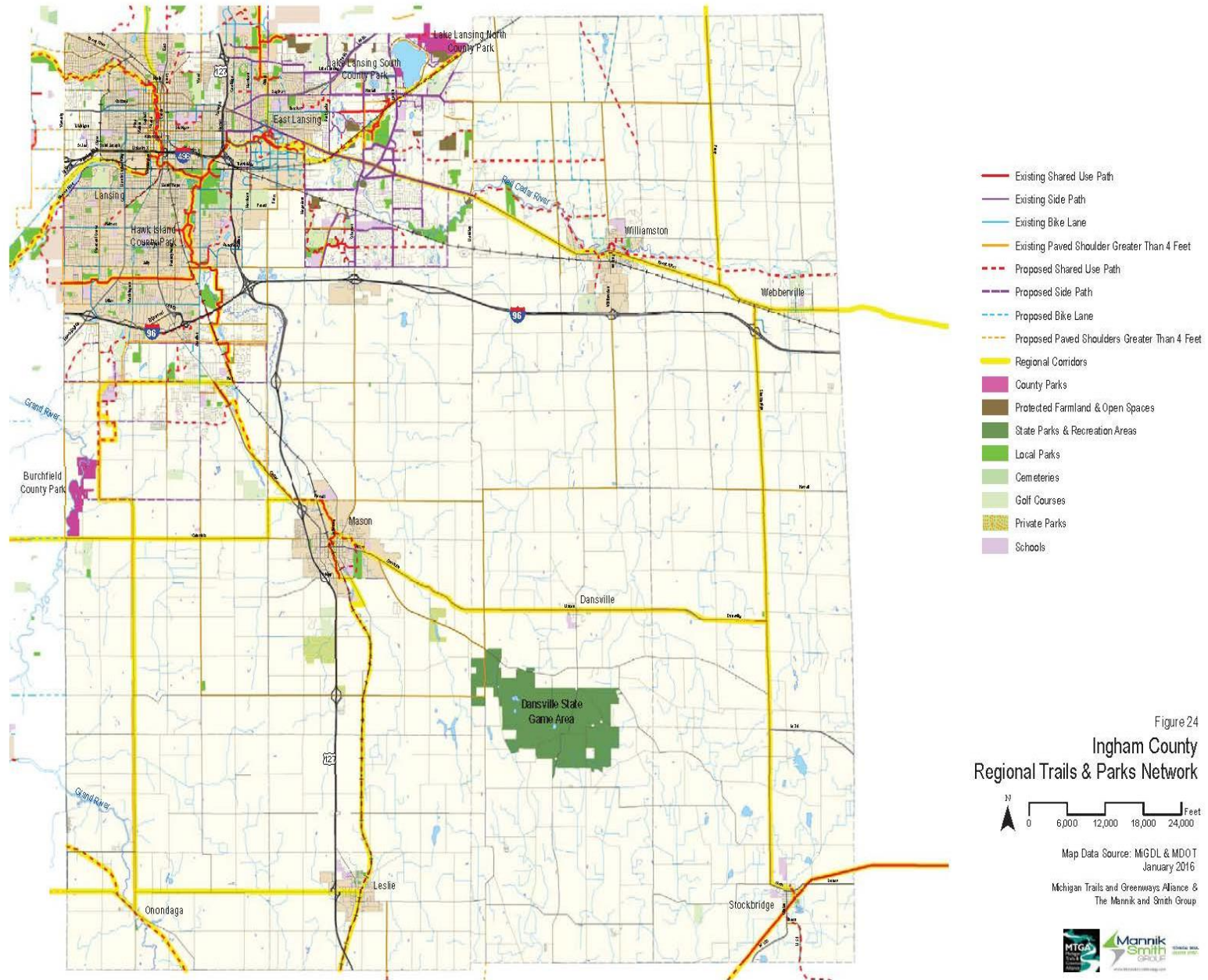
5. Is this project a small grant-requests up to \$300,000 for municipalities contributing less than 5% of total county millage revenue annually? Reference Attachment B.

0= no 10= yes

_____pts. (Max 20%)

_____Total Points Scored (Total Possible 50)

Attachment A: Figure 24



Attachment B.

**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% |
| Meridian Township | \$ 40,164 | \$ - | \$ 40,164 | 1.2% |
| Locke Township | \$ 34,146 | \$ - | \$ 34,146 | 1.0% |
| Meridian Township | \$ 775,350 | \$ - | \$ 775,350 | 23.3% |
| Onondaga Township | \$ 39,593 | \$ - | \$ 39,593 | 1.2% |
| Stockbridge Township | \$ 55,219 | \$ 2,698 | \$ 55,219 | 1.7% |
| Vevay Township | \$ 62,211 | \$ 816 | \$ 62,211 | 1.9% |
| Wheatland 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

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of January 25, 2021
RESOLUTION # -21

RESOLUTION 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.

January 21, 2021

Tim Morgan
Ingham County Parks
121 E. Maple St.
Mason, MI 48854

RE: Feasibility Study, Phase 2, Holt to Mason Trail, College Rd. to Kerns Rd.
Ingham County, Michigan
Letter Agreement for Professional Services

Tim:

Thank you for the opportunity to assist Ingham County with the Holt to Mason Trail. We have had preliminary discussions with MDOT TAP (Transportation Alternatives Program) grant staff who are requiring you to complete a Phase 2 Feasibility Study.

BACKGROUND

Mannik & Smith completed a Feasibility Study for the Holt to Mason Trail in 2014. Since that study was completed, sections of the trail in Delhi Township are funded and sections in the City of Mason have been constructed. The gap includes the section between College Road and Kerns Road which includes crossing over US-127. Ingham County Parks would like to apply for an MDOT TAP grant to close this gap.

The 2014 study is very thorough and comprehensive, however MDOT, via FHWA (Federal Highway Administration) has changes some of their standards. Because of this, MDOT TAP grant staff are recommending if the County wants to fund this trail with a TAP grant.

Listed below is the proposed scope of work for the initial phase of this project.

SCOPE OF WORK

1. Attend a Project Kick-off meeting with the Project Team (Ingham County Park and Road Department staff, MDOT staff, and other key stakeholders).
2. Review the Mannik & Smith Study to understand the routes studied and their outcomes.
3. Review the FHWA Standards in relationship to the US-127 crossing.
4. Drive the proposed route(s) and identify the proposed path location. At this time, we will also inventory road crossings, drain crossings, low areas and other potential challenges. We will take photos and mark the proposed location on an aerial base map.
5. Develop a conceptual layout of the proposed path indicating drain crossings, road crossings, low areas, and termination/connection points.
6. Once we have completed these steps, we will meet with the Project Team and review our findings and conceptual layout. We will discuss the path and its design elements and determine what we need to modify.
7. Our next step will be to develop a Preliminary Estimate of Cost. This estimate will include all the anticipated costs associated with the development of the proposed path. We have designed and bid a number of recent path projects, so the numbers will reflect typical costs.

8. Develop typical path cross sections.
9. Develop a report summary of the findings and study.
10. Develop a plan of the path indicating location and width of path along entire route from College Road to Kerns Road. We will develop the plan based on the steps above indicating the anticipated location of the path, as well as any areas requiring future easements. The goal will be to show one final route and rule out the alternate routes.
11. Review the final plan and estimates with the Project Team.
12. Make final changes and submit the final plan.

It will also provide us with needed information to seek the next phase of grants.

PROPOSED FEE

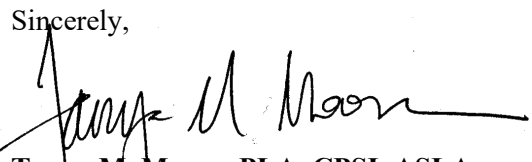
Our proposed fee shall be an hourly estimated fee of **\$25,000.00**.


We will submit monthly invoices to you for services furnished and for any reimbursable expenses. The fee is an estimated hourly fee where the invoices will be based on the current standard hourly rates of our personnel assigned to this project applied to the time they spend on it.

If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer Group and look forward to working with you on this project.

Sincerely,


Tanya M. Moore, PLA, CPSI, ASLA
Landscape Architect / Project Manager


Robert Eggers, AICP
President / Principal in Charge
SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: tanyam@spicergroup.com

Cc: SGI File 129934SG2021
ALE, Acctg.

Above proposal accepted and approved by Owner.

INGHAM COUNTY

By: _____

Authorized Signature

Printed Name

Title

Date: _____

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

RESOLUTION # -21

RESOLUTION 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 | 1st Year | 2nd 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 |

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Recommend Support for a Grant Application to the Capital Region Community Foundation

Move

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)

Dirt School: A Bicycle Playground and Skills Course for Burchfield Park Background for the Ingham County Parks & Recreation Commission

What is Dirt School?

Dirt School is a bicycle playground and mountain bike skills course proposed for Burchfield Park. Its goal is to introduce young and beginner riders to off-road bike handling skills – providing kids with an alternative form of recreation that challenges, inspires confidence, fosters independence, and offers a whole lot of fun. The region's first mountain bike trails were built at Burchfield in the 1990s by volunteers from the Mid-Michigan Mountain Biking Association (MMMBA). Since then, the MMMBA has continued to expand, maintain and improve these trails, which are also used by hikers and trail runners. Following Ingham County Park's lead, more than 50 miles of mountain bike trails have been constructed in the region. Burchfield remains a favorite off-road trail for area mountain bikers.

At the same time, Burchfield Park has become a four-season outdoor family recreation destination – offering swimming, picnicking, fishing, kayaking, disc golf, mountain biking, hiking, cross-country skiing and wildlife viewing across its 540 acres.

Mountain biking is a healthy and challenging activity which can be intimidating since existing trails range from beginner to more advanced skill levels. Dirt School will allow young and beginning riders to practice the skills necessary to tackle any Burchfield trail, opening up miles of fun and exhilarating family recreation. Dirt School will be located along the main entrance road next to the Bigfoot Lake to help promote yet another way to recreate. Dirt School will also serve as a gateway to Burchfield's off-road trail system. The proposed one-acre site includes a level area for colorful, engaging built features, together with an adjacent wooded trail that includes varied surfaces and natural obstacles that riders can learn to master.

Similar skills parks have been both well received and well used in parks across Michigan and nationally.

Who are our partners?

Planning for this project has been led by the MMMBA and our long-standing volunteer trail coordinator, Anne Grofvert. It will be designed and built by American Ramp Company, a firm with an extensive portfolio of similar projects. In addition to open access by park visitors, Capital Youth Cycling and their certified instructors will conduct workshops and camps for area youth.

How will the project be funded?

Our funding goal is \$150,000 for the bike playground and skills area. Additional amenities (landscaping, viewing area) can be added later. Major funders (individuals and organizations) have been identified for approximately \$75,000. The Capital Area Community Foundation (CRCF) has expressed interest in this project based on 1) its focus on kids, 2) its promotion of health and fitness, 3) its significant placemaking component, 4) the fact that funders are already identified. CRCF has encouraged Ingham County Parks to apply for a 2021 Impact Grant that would provide 1:1 matching funds.

What are our next steps?

With Parks Commission approval, a brief, preliminary application will be submitted February 1st. A full application is due April 12. If a 2021 Impact Grant is awarded, funds would be available July 1st. If CRCF funds are not awarded, the project would still move forward in several phases.



Proposed Dirt School Bicycle Playground and Skills Course area in Burchfield Park

Sample Bicycle Playground and Skills Park images. Burchfield Park “Dirt School” will include a short trail in the woods with varied natural obstacles to help riders prepare for the trails within the park.



**Capital Region Community Foundation 2021 Impact Grant Preliminary Application
Due Monday, February 1, 2021**

NOTE: The brief preliminary application has two parts: Applicant Information and Project Information. Below is a draft of the Project Information section.

CRCF Impact Grant Project Information

Project Title: Dirt School

Amount Requested: \$75,000

Total Project Cost: \$150,000

Proposed State Date: July 1, 2021

Proposed End Date: Build completed by October 1.

What is the need you are trying to address with this proposal? (800 character max)

If we have learned anything about child development in the last 20 years, it's that kids need to be outside. Outdoor play not only provides exercise and an appreciation of nature, it instills confidence, fosters creativity, empowers kids to succeed, and teaches lessons about socialization and risk taking. Burchfield Park, just south of Lansing, is a four-season outdoor family recreation destination – offering individuals and families an outdoor recreation smorgasbord – from swimming and fishing to kayaking and hiking across 540 acres. Burchfield's 10+ miles of mountain bike trails are some of the region's finest. They can also be intimidating. But almost every kid can ride a bike. Dirt School will be a wheels-on-the-dirt learning journey taking a child from nervous peddler to confident off-road explorer.

How will this proposal address these needs? (800 character max)

Dirt School Bicycle Playground and Skills Course will introduce young riders to off-road bike handling skills, providing kids with an alternative form of recreation that challenges, inspires confidence, fosters independence, and offers a whole lot of fun. Dirt School will be located along Burchfield's main entrance drive next to the popular beach, fishing lake and picnic area – creating a joyful, welcoming place to celebrate learning and mastery. The proposed one-acre site has a level area for colorful, engaging bike playground features – “tunnel” tubes, giant slalom traffic cones, ramps and bridges. There is also an adjacent wooded skills trail that will provide varied surfaces and natural obstacles for riders to master. Dirt School will serve as a center for Capital Youth Cycling programs and camps at Burchfield. CYC aims to cultivate an active and inclusive community that inspires youth, ages 5-17, to grow in resilience, self-confidence, and passion through outdoor adventure on bikes.

What outcomes do you anticipate from this proposal? Outcomes should be specific, measurable and time bound. (800 character max)

Evaluation will assess usage, participation and satisfaction through a number of methods:

- ☐ Bicycle Playground and Skills Park Usage: A electronic counter will be installed to tally individuals entering the area. We expect both crossover usage from visiting families that add biking to their visit and unique visits to use Dirt School.
- ☐ Park Utilization: Entry counters and gate receipts.
- ☐ Capital Youth Cycling Programs: Assess CYC recruitment efforts and youth participation – numbers, demographics and satisfaction.
- ☐ Anecdotal Feedback: Ingham Parks, the Mountain Bike Association and Capital Youth Cycling all have robust social media. We will monitor for and solicit comments and recommendations.
- ☐ User Survey: During Summer 2022, we will conduct a survey of users and parents to assess promotion, utilization, satisfaction and impact.
- ☐ Overall Mountain Bike Trail Usage: Utilizing counters and observations from MMMBA trail monitors, we will assess park-wide mountain bike trail usage.

**Name major partners who have confirmed participation in this project.
Provide contact for each.**

- ☐ Ingham County Parks: Timothy Morgan, director, TMorgan@ingham.org
- ☐ Mid-Michigan Mountain Biking Association: Scott Van Walsum, president@mmmba.org
- ☐ Capital Youth Cycling. Teresa DeLisle, capitalyouthcycling@gmail.com

Impact grants require a 1:1 match. Identify the sources of matching funds you have requested, confirmed or received for this project to date.

| <i>Funder Name</i> | <i>Amount</i> | <i>Requested/Confirmed/Received</i> |
|------------------------------------|----------------------|--|
| Ingham County Parks | \$ 20,000 | Requested |
| Mid-Michigan Mountain Biking Assn. | 7,000 | Confirmed |
| Private Contributions | 40,000 | Confirmed |
| DALMAC Fund | 5,000 | Requested |

Additional Support

- ☐ A final public fundraising round will include local individuals and businesses. We anticipate raising an additional \$5,000-\$10,000 from these sources following grant approval.
- ☐ A local landscaping firm has committed to in-kind donations to include materials and heavy equipment used during the build.
- ☐ Volunteers from the MMMBA will help clear and prepare the wooded area prior to trail construction.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Recommend an Amendment to the contract with FD Hayes for the generator at Burchfield

Move

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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Approve Visitor Incentive Program

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION GRANTING THE INGHAM COUNTY PARKS AND RECREATION COMMISSION
THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS
AT THE INGHAM COUNTY PARKS**

RESOLUTION # 15 – 397

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

WHEREAS, park staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

WHEREAS, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

WHEREAS, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

THEREFORE BE IT RESOLVED, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to approve occasional visitor incentive programs at Ingham County Parks after review by the Park Director and upon the recommendation of the Ingham County Parks & Recreation Commission.

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville

Nays: None **Absent:** None **Approved 10/20/15**

FINANCE: Yeas: Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert

Nays: None **Absent:** Tennis, Tsernoglou **Approved 10/21/15**

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Approve Visitor Incentive Program

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 24, 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.

TO: Park Commission
FROM: Brian Collins
DATE: January 21, 2021

Board of Commissioners Resolution #15-397 granted the Ingham County Parks and Recreation Commission the ability to approve future visitor incentive programs at the Ingham County Parks. We are requesting approval for a new visitor incentive program. This program is of special note as it touches on many points within the overall County Strategic Plan, including;

GOAL A: Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

GOAL B: Task a: Increase resident awareness of parks, park activities, accomplishments, and opportunities.

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 24, 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.

Since the onset of the Covid epidemic, parks across the world have seen large increases in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. County Park staff, working with the Park Commission is planning to further look at collaborative programs and events, such as the above mentioned, that increase recreational opportunities for all Ingham County Residents, no matter what their economic situation.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION GRANTING THE INGHAM COUNTY PARKS AND RECREATION COMMISSION
THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS
AT THE INGHAM COUNTY PARKS**

RESOLUTION # 15 – 397

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

WHEREAS, park staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

WHEREAS, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

WHEREAS, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

THEREFORE BE IT RESOLVED, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to approve occasional visitor incentive programs at Ingham County Parks after review by the Park Director and upon the recommendation of the Ingham County Parks & Recreation Commission.

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville

Nays: None **Absent:** None **Approved 10/20/15**

FINANCE: Yeas: Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert

Nays: None **Absent:** Tennis, Tsernoglou **Approved 10/21/15**

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 25, 2021

Motion to Approve Support of a Capital Region Community Foundation Grant from Friends of the Parks for Wheel Chairs:

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.

Directors Report 2021**12/7/20- 1/19/21 (January 25th, 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 Burkholder started 12/7/20 and Nicole has been working on training with her on and off as time allows. We are all excited about Kelly and her talents and Nicole (we know the great work she does) and the talents that she brings to the Millage Coordinator Position! Great things to come out of the Admin from these two for sure. I am just as excited about the stability that Emma Wallace has brought to the Account Clerk position and Eric Mogyoros has brought to our part-time receptionist position. We have a great Admin staff! We also have great staff at all the Parks at all positions as well! Great team of great people! More excited than ever for the future ☺
- Continued to work with the Mangers and Purchasing on RFP's on several CIP project RFP's and Grant RFP's for Prime professional.
- Conducted monthly full staff meeting.
- Met with Nicole and Tanya and Mike Smith and MDOT Staff to discuss next steps for a potential TAP Grant application for the Holt to Mason Trails that Nicole set up.
- Attended Friends of the Ingham County Parks Board meeting for the First quarter of the year. ***If anyone knows of Trust officers (i.e. Edward Jones, or at your banks) that may share an interest in Parks and would want to serve on the Friend Board they are looking for Trust officers to fill open Friends Board of Director spots!***
- 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.
- Ongoing responded to, sorted, and organized paperwork, files and e-mails.
- Worked with Human Resources on the first steps of Job Descriptions review and edits for Reorganization of the Parks. Still much more to come! I will keep you posted, as I know more I will share as we make progress.
- Staff continues to busy with year beginning projects as well as working on 2020 carryover of approved CIP projects.
- Continued bi-weekly meetings with Tanya Moore, and Nicole several times with Trails and Parks millage related projects and ongoing transition items. This is all very exciting times for the millage as we are honing in on the final phase steps for the Holt to Mason trail as well as the final phase of the Holt to Mason trail! YEP PROGRESS!
- Met with Tim Buckley on site at Burchfield to discuss a future Mountain bike facility at Burchfield to add with Burchfield Park property to be discussed at the January meeting☺.
- Worked with Nicole, Brian and Kelly on resolutions and motions.
- Helped with Packets and agendas for Park Commission meetings.
- Continued to work with Brian, Coe, and purchasing on several RFP's, and prioritizing those with Jim Hudgins for the Parks Department.
- As always, make sure you all spend time in one of our Counties most valuable assets, the Ingham County Parks and Trails. Winter allow for you to gain a different perspective of what is out there and available! ☺



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

Burchfield Park December/January Manager's Report

- McNamara Landing well chlorination and flush - December 17th
- Registered for virtual MParks and Great Lakes Parks Training Institute educational sessions
- 2020 CIP purchases
- Staff completed winter sports setup
- Winter Sports orientation for seasonal employees
- Park Staff Meeting - December 14th
- Met with Anne Grofvert with MMMBA to discuss beginner's mountain bike feature idea
- Assisted with annual review of fixed asset inventory
- Worked on standard operating procedures for park inspections and staff training records with Assistant and Intern
- Quarterly water samples
- Met with Tim M. and Emma W. about ADA grant budget balance - Jan. 11th
- Draft recommendation to repurpose toboggan runs
- Onsite visit with Anne G. and Tim M. to discuss Anne's Capital Region Community Foundation grant proposal and new dirt school track location - Jan. 15th
- Continue working with multiple scouts on Eagle Scout Projects (3)
- Worked with Animal Control over recent dog complaints on hiking and biking trails

Park Maintenance:

- Wood chipping completed for season
- Rebuilt horseshoe and volleyball boxes
- Ranger started new trash receptacles
- Continue Winter Sports Building bathroom wall remodeling project
- Trail maintenance
- Split and stack 4 face chords of firewood
- Repaint lettering on park routed signs



New vinyl wall coverings for bathrooms



Several downed trees cleared from trails



Free courtesy volleyball and horses boxes for shelters

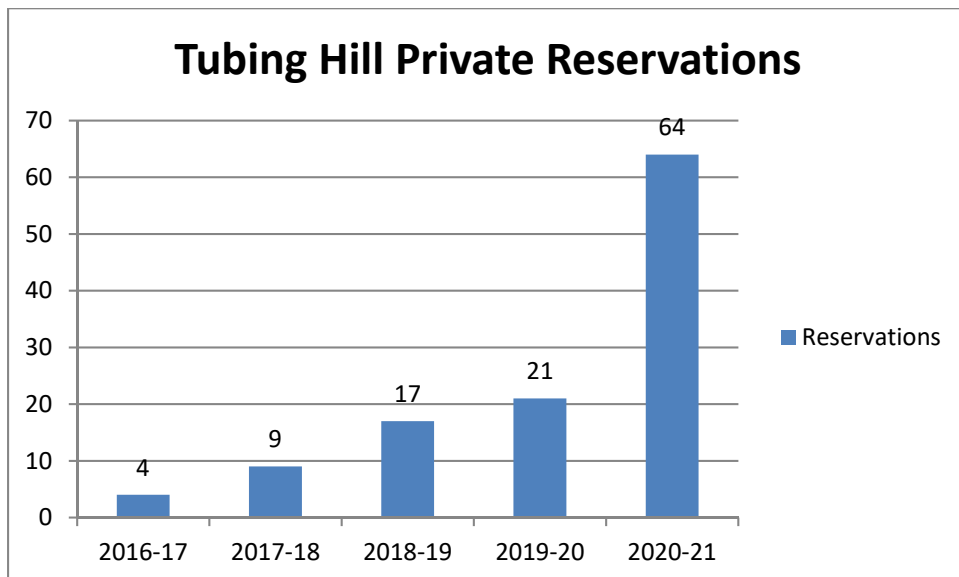
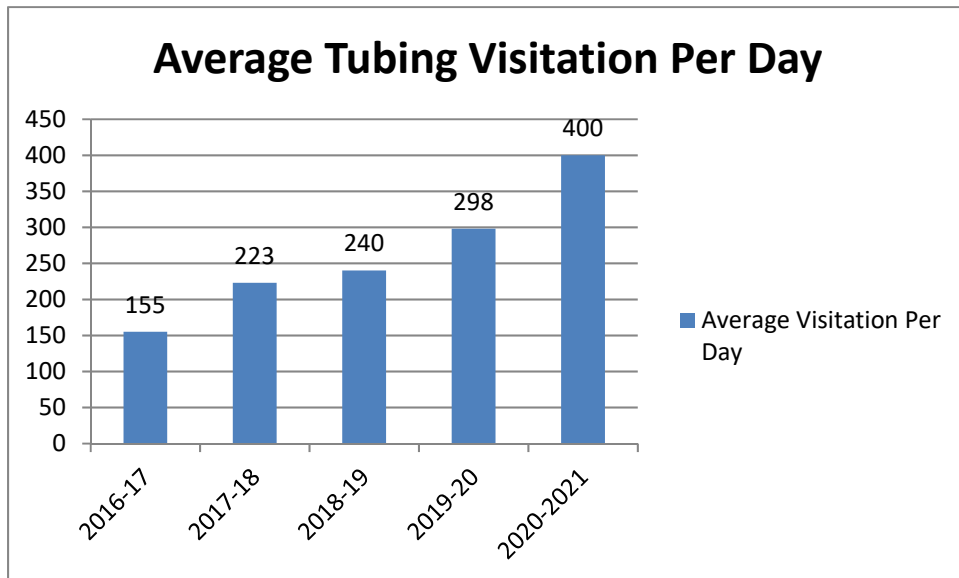


Donated planter/water fountain rock

January 2021

Hawk Island County Park

✓ Season To Date Tubing statistics (through 2/21)



HAWK ISLAND CONTINUED

- ✓ Worked with outside groups for tubing events/reservations.
- ✓ Developed online ticketing system for tubing hill.
- ✓ 25+ Hours programming/fixing multiple issues with Rec Trac system.
- ✓ Responded to and updated social media
- ✓ 4 interviews with News media
- ✓ Covered Director position Dec 22-Jan 5
- ✓ Attended South Lansing Business Association Board Meeting
- ✓ Attended Michigan Municipal Risk Management Association Park and Recreation Advisory Committee.
- ✓ Annual “Magic Carpet” inspection by State of Michigan
- ✓ Worked with Purchasing Department for fence and gate bids (repairs, replacement)
- ✓ Met with vendors/bidders for fence project
- ✓ Worked with Purchasing Department for concrete bids (concession area replacement)
- ✓ Met with vendors/bidders for concrete project.
- ✓ Met with Spicer Group and Rowe to discuss Hawk Island Boardwalk replacement.



Lake Lansing Park Report – December

Highlights:

Attended Staff and Manager Zoom Meetings

Attended Park Commission meeting

Met with surveyor at LLN to evaluate property lines between Park property and private parcel

Attended storm water webinar

Completed and submitted MISGP grant as supplement to P&T Millage grant at Boat Launch for dry AIS (aquatic invasive species) decontamination system with help from Tanya M, Tim M, and SAD members

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

Coordinated tree felling training special event with Wright Tree Service

Attended Reorganization discussions

Attended Winter activities and Covid discussions

Used new snow grooming equipment on new trail – works great!

New Trail



December - Parks Office Monthly Report

Meetings/Trainings

Had weekly conference calls for the office staff and staff meeting. Kelly is continuing training with Nicole. Learning RecTrac (reservations), board packets, website editing, minutes, starting to learn special events.

Toured Hawk Island and learned about the snow making equipment and operations.



Contracts/Resolutions

Worked on the contract coordination process for the following contracts:

- Soldan's Dog Park
- Lake Lansing Prescribed Burn

Drafted/edited the following resolutions:

- Resolution to Comply with Provisions of the Open Meetings Act Setting Parks & Recreation Commission Meetings for January 2021 through December 2021
- Lake Lansing Boat Launch MDNR Invasive Species Grant Request
- Nominating Committee for 2021 Election of Officers
- Timeline for Trails and Parks Millage Application Round

Customer Service

We received 1306 phone calls in the month of December. Office staff continuing to take picnic reservations for next year. We have received 14 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 to Financial Services, continuing to work on setting up the GL interface with Munis and VSI.

Website

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

Fees/Wages

Several fee changes took effect January 1st. Shelter fees, game rentals, and day camp fee increased. Edits were made to office informational sheets, the webpage, and the shelter reservation site.

Accounting/Budget/Payroll

Our Account Clerk entered in batches of invoices and processed payroll. Prepared financial report and worked on bank rec.

2020 Parks Budget as of 1/19/21

AGENDA ITEM 8D

| Revenue | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|----------------|
| <i>208 Fund</i> | <i>Original</i> | <i>Actual</i> | <i>Available</i> | <i>Percent</i> |
| 600000 Shelter Fees | 66,500.00 | 28,047.00 | (38,453.00) | 42% |
| 600100 Disc Golf Fees | 22,000.00 | 18,174.00 | (3,826.00) | 83% |
| 610100 Boat Rental | 22,500.00 | 8,211.00 | (14,289.00) | 36% |
| 610200 Canoe/Kayak Rental | 42,500.00 | 6,823.00 | (35,677.00) | 16% |
| 620000 Boat Launch Fees | 17,000.00 | 14,712.00 | (2,288.00) | 87% |
| 630000 Ski Rental | 8,000.00 | 5,376.00 | (2,624.00) | 67% |
| 641000 Food Concessions | 48,150.00 | 23,291.00 | (24,859.00) | 48% |
| 641120 Snowshoe Rental | - | 80.00 | 80.00 | |
| 650000 LL House Rent | - | 2,400.00 | 2,400.00 | |
| 652000 Parking Fees | 317,846.00 | 222,530.52 | (95,315.48) | 70% |
| 652100 HI Snow Hill Admissions | 60,000.00 | 103,883.50 | 43,883.50 | 173% |
| 669130 Game Rental | 1,000.00 | - | (1,000.00) | 0% |
| 669140 BUR Tube Rentals | 4,000.00 | 2,537.00 | (1,463.00) | 63% |
| 669141 Dog Park Revenue | 10,000.00 | 10,868.00 | 868.00 | 109% |
| 669142 Passport Revenue | 20,000.00 | 8,242.50 | (11,757.50) | 41% |
| 669145 Park Patron Pass | - | 519.00 | 519.00 | |
| 688220 Misc Revenue | 1,000.00 | 544.95 | (455.05) | 54% |
| 671000 Day Camp | 10,000.00 | 176.00 | (9,824.00) | 2% |
| Total Collected Revenue | 650,496.00 | 456,415.47 | (194,080.53) | 70% |
| 570000 State Grants | - | 105,800.00 | 105,800.00 | |
| 676020 Donations | - | - | - | |
| 698010 Carry Over Surplus Used | 194,854.00 | - | (194,854.00) | 0% |
| 699000 Revenue TSF IN - F101 | 1,821,092.00 | 1,821,092.00 | - | 100% |
| 699228 Revenue TSF IN - Millage 228 | 51,500.00 | 51,500.00 | - | 100% |
| 699500 Revenue TSF IN - CAP IMP | 35,000.00 | 35,000.00 | - | 100% |
| Revenue Total | 2,752,942.00 | 2,469,807.47 | 283,134.53 | 90% |
| Personnel Services | | | | |
| <i>208 Fund</i> | <i>Original</i> | <i>Actual</i> | <i>Available</i> | <i>Percent</i> |
| 704000 FT Wages | 718,038.00 | 676,808.08 | 41,229.92 | 94% |

2020 Parks Budget as of 1/19/21

| | | | | |
|------------------------------------|---------------------|---------------------|-------------------|----------------|
| 705000 Seasonal Wages | 631,384.00 | 380,546.98 | 250,837.02 | 60% |
| 706000 FT Overtime | 4,782.00 | 31,341.44 | (26,559.44) | 655% |
| 706100 On Call Payments | 5,320.00 | 456.00 | 4,864.00 | 9% |
| 706700 Seasonal Overtime | 1,787.00 | 3,632.72 | (1,845.72) | 203% |
| 708000 Meeting Fees | 9,750.00 | 7,275.00 | 2,475.00 | 75% |
| 713000 Misc Fringes | - | - | - | |
| 714000 Unemployment | 3,634.00 | 5,619.78 | (1,985.78) | 155% |
| 715000 Fica County Share | 55,603.00 | 82,706.96 | (27,103.96) | 149% |
| 715050 Liability Insurance | 1,133.00 | 3,907.05 | (2,774.05) | 345% |
| 716020 PHP Health Insurance | 128,880.00 | 160,675.96 | (31,795.96) | 125% |
| 716030 Health Waiver | 9,330.00 | 6,005.44 | 3,324.56 | 64% |
| 716035 Retiree Hlth Ins Chargeback | 43,199.00 | 41,169.03 | 2,029.97 | 95% |
| 716040 Retiree Hlth Ins Trust Chg | 32,709.00 | 31,679.66 | 1,029.34 | 97% |
| 716100 Dental Insurance | 11,279.00 | 12,645.15 | (1,366.15) | 112% |
| 716200 Vision Insurance | 1,627.00 | 1,548.48 | 78.52 | 95% |
| 716450 Seperation Buyout Chgback | 9,363.00 | 12,336.77 | (2,973.77) | 132% |
| 717000 Life Insurance | 1,387.00 | 1,314.44 | 72.56 | 95% |
| 717100 Disability Insurance | 668.00 | 595.92 | 72.08 | 89% |
| 718000 Retirement Program | 144,133.00 | 151,560.47 | (7,427.47) | 105% |
| 718500 Retirement Defined Contr. | 5,676.00 | 5,808.94 | (132.94) | 102% |
| 720000 Longevity | 7,000.00 | 5,600.00 | 1,400.00 | 80% |
| 722000 Wkcpmp Insurance | 3,346.00 | 3,545.92 | (199.92) | 106% |
| 722600 CARES | 398.00 | - | 398.00 | 0% |
| Personnel Services Total | 1,830,427.00 | 1,626,780.19 | 203,646.81 | 89% |
| Controllable Expenses | | | | |
| <i>208 Fund</i> | <i>Original</i> | <i>Actual</i> | <i>Available</i> | <i>Percent</i> |
| 726011 Concessions | 33,400.00 | 12,466.05 | 20,933.95 | 37% |
| 728000 Printing & Binding | 12,000.00 | 7,162.60 | 4,837.40 | 60% |
| 729000 Postage | 4,500.00 | 2,414.54 | 2,085.46 | 54% |
| 730000 Office Supplies | 2,800.00 | 1,378.89 | 1,421.11 | 49% |
| 731000 Photo-Copying & Supplies | 600.00 | 462.03 | 137.97 | 77% |
| 734000 Non-Capital Equipment | 4,900.00 | 4,061.64 | 838.36 | 83% |

2020 Parks Budget as of 1/19/21

| | | | | |
|------------------------------------|-------------------|-------------------|-------------------|----------------|
| 735100 Controlled Capital Items | - | 230.00 | (230.00) | |
| 20P04 HI Picnic Tables (28) | 20,000.00 | 18,420.80 | 1,579.20 | 92% |
| 740000 Maintenance Supplies | 117,136.00 | 108,999.05 | 8,136.95 | 93% |
| 743000 Other Supplies | 27,031.00 | 20,912.36 | 6,118.64 | 77% |
| 745000 Uniforms | 5,500.00 | 5,152.46 | 347.54 | 94% |
| 746010 Clothing Allowance | 600.00 | 1,710.00 | (1,110.00) | 285% |
| 743100 Small Tools | - | 237.50 | (237.50) | |
| 747000 Gas-Grease-Oil-Antifreeze | 38,000.00 | 26,791.89 | 11,208.11 | 71% |
| 802800 Med Services - Physicals | 1,000.00 | - | 1,000.00 | 0% |
| 815000 Memberships & Subscriptions | 3,500.00 | 2,783.84 | 716.16 | 80% |
| 818000 Contractual Services | 61,413.00 | 55,006.47 | 6,406.53 | 90% |
| PAZO1 POS System | 66,486.00 | 52,682.04 | 13,803.96 | 79% |
| 823100 Police Services | 30,000.00 | - | 30,000.00 | 0% |
| 861000 Local Travel | 2,256.00 | 721.63 | 1,534.37 | 32% |
| 861100 In state Travel | 3,100.00 | 1,494.44 | 1,605.56 | 48% |
| 861110 Out of State Travel | 744.00 | 743.96 | 0.04 | |
| 890080 Administrative Fees | 12,500.00 | 11,230.27 | 1,269.73 | 90% |
| 901000 Advertising | 10,750.00 | 2,270.41 | 8,479.59 | 21% |
| 921050 Telephone | 7,900.00 | 8,348.04 | (448.04) | 106% |
| 921060 Telephone - Long Distance | - | 50.73 | (50.73) | |
| 931100 Maint-Related Contractual | 34,433.00 | 20,796.34 | 13,636.66 | 60% |
| 932000 Equipment Repair & Maint | 46,200.00 | 49,419.08 | (3,219.08) | 107% |
| 942000 Equipment Rental | 18,138.00 | 6,516.85 | 11,621.15 | 36% |
| 957120 Sales Tax | 3,650.00 | 1,268.38 | 2,381.62 | 35% |
| 957130 Other Taxes | - | 4,243.29 | (4,243.29) | |
| 960000 Training | 5,300.00 | 3,396.30 | 1,903.70 | 64% |
| 960080 Staff Development | - | - | - | |
| 967000 Special Project Costs | - | - | - | |
| Controllable Expenses Total | 573,837.00 | 431,371.88 | 142,465.12 | 75% |
| Non-Controllable Expense | | | | |
| <i>208 Fund</i> | <i>Original</i> | <i>Actual</i> | <i>Available</i> | <i>Percent</i> |
| 911000 Insurance & Bonds | - | - | - | |

2020 Parks Budget as of 1/19/21

| | | | | |
|---------------------------------------|---------------------|---------------------|-------------------|----------------|
| 915050 Liability Insurance | - | - | - | |
| 921000 Utilities | 81,423.00 | 69,506.13 | 11,916.87 | 85% |
| 921070 Courier Service | 1,361.00 | 1,086.33 | 274.67 | 80% |
| 921150 Telephone Allocation Costs | 2,188.00 | 2,012.96 | 175.04 | 92% |
| 943000 IT Operations | 35,440.00 | 37,371.93 | (1,931.93) | 105% |
| 943010 Equip Service Charge | 42,000.00 | 28,205.43 | 13,794.57 | 67% |
| 943020 Equip Service Charge PC | 5,266.00 | 1,298.20 | 3,967.80 | 25% |
| 943100 Network Maintenance | 17,095.00 | 17,834.81 | (739.81) | 104% |
| 944000 Vehicle Service Charge | 18,999.00 | 33,056.21 | (14,057.21) | 174% |
| 944100 Copier Service Charge | 1,538.00 | 587.51 | 950.49 | 38% |
| Non-Controllable Expense Total | 205,310.00 | 190,959.51 | 14,350.49 | 93% |
| Capital Outlay | 140,868.00 | 29,342.64 | 111,525.36 | 21% |
| Transfer Out - F228 | 2,500.00 | - | 2,500.00 | 0% |
| Budget | | Actual | | Percent |
| Total Revenue | 2,752,942.00 | 2,469,807.47 | 283,134.53 | 90% |
| Total Expenses | 2,752,942.00 | 2,278,454.22 | 474,487.78 | 83% |
| Difference | - | 191,353.25 | | |

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

Trails & Parks Millage Program Coordinator Report

December 2020

For: Park & Recreation Commission Meeting- January 25, 2021

- Met with Spicer Group, Tim Morgan, and George Hayhoe to discuss the last phase of the Holt to Mason trail
- Wrote memos/resolutions for Park Commission/BOC meetings
- Published press release for the Hawk Island snow tubing hill opening
- Continued to work on reimbursements and amendments for ongoing millage projects
- Continued to work with the County attorney on contracts and amendments
- Attended the Michigan Natural Resource Trust Fund meeting where Ingham Co. Parks received the grant for \$300,000 for the accessible kayak/canoe launch off of the new dock/completing the parking lot at Lake Lansing South and \$50,000 grant for improvements to Bunker Road Canoe/Kayak landing
- Worked with staff on social media updates
- Website updates
- Conference calls bi-weekly with Spicer Group and Tim Morgan
- Conference call weekly for office updates
- Attended zoom staff meeting
- Edited timeline for next round of millage grants
- I have been training Kelly for her new position of Office Coordinator. Some topics we have reviewed are:
 - Park commission packet
 - Minutes
 - Website editing
 - Assisted with re-class request for Account Clerk position
 - Motions/ resolutions
 - Worked on the contract coordination process for the following contracts:
 - Lake Lansing North prescribed burn
 - City of Lansing Renewal agreement for trail maintenance and Soldan Dog Park
- Visited Hawk Island and learned about snow making process for the snow tubing hill
- Coordinated with the City of Lansing and Board of Commissioners office for the ribbon cutting for the City of Lansing's millage project TR038: Bank Stabilization - Washington Avenue



Learned about snow making process at the Hawk Island snow tubing hill



Ribbon cutting for Millage Project TR038
City of Lansing Bank Stabilization - Washington Avenue



Ribbon cutting for Millage Project TR038



FLRT Trail Ambassador Program Coordinator Monthly Report January, 2021

Events

- FLRT Board Meeting December 14

Upcoming Events

- FLRT Board Meeting, February 8
- 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
- Installed new trail sponsor signs
- Monitored trail project updates & shared via social media
- Communicated with FLRT board & planning committee to assist in website upgrade
- Responded to trail maintenance questions
- Began 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 |



New sponsor sign installed



TO: Board of Commissioners Finance & Human Services Committees

FROM: Tim Morgan, Parks Director

DATE: December 18, 2020

SUBJECT: Resolution to Amend Resolution #20-560

For the meeting agenda of 1/20/21 Finance and 1/25/21 Human Services

BACKGROUND

Ingham County Board of Commissioners Resolution #20-560 authorized a contract with Spicer Group to assist the Ingham County Parks staff with the delivery of certain millage related items. The bids were opened in the fall and the line item request was not included in the annual budget request. This resolution amends Resolution #20-560 to authorize the appropriate line item transfer.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

Ingham County Board of Commissioners Resolution #20-560 authorized \$322,557 for this contract for a first-year cost of \$102,738.00, a second-year cost of \$103,765.38, and a third-year cost of \$104,803.03, and it also authorized Spicer Group's attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$375.00 per meeting, for a three year total of \$11,250.

This resolution authorizes a line item transfer from the Trails and Parks Millage Fund balance in the amount of \$106,488.00 into the appropriate line item for the 2021 budget. The second and third year cost will be included in the Park's Department future budget request for the appropriate amount each year of \$107,515.38 for 2022 and \$108,553.03 for 2023 as shown below.

| Budget Year | Yearly Amount | Meeting Fee | Total |
|-------------|---------------|-------------|--------------|
| 2021 | \$102,738.00 | \$3,750.00 | \$106,488.00 |
| 2022 | \$103,765.38 | \$3,750.00 | \$107,515.38 |
| 2023 | \$104,803.03 | \$3,750.00 | \$108,553.03 |

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

Based on the information presented, I respectfully recommend the resolution authorizing a line item transfer for the contract with Spicer Group, Inc. be approved.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #20-560 TO AUTHORIZE A CONTRACT WITH
SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES**

WHEREAS, through Resolution #20-560 the Ingham County Board of Commissioners authorized entering into a contract to 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, a line item transfer is necessary for the 2021 budget.

THEREFORE BE IT RESOLVED, that the Controller/Administrator is authorized to transfer \$106,488.00 from the Trails and Parks Millage fund balance into line item 228-62800-802000.

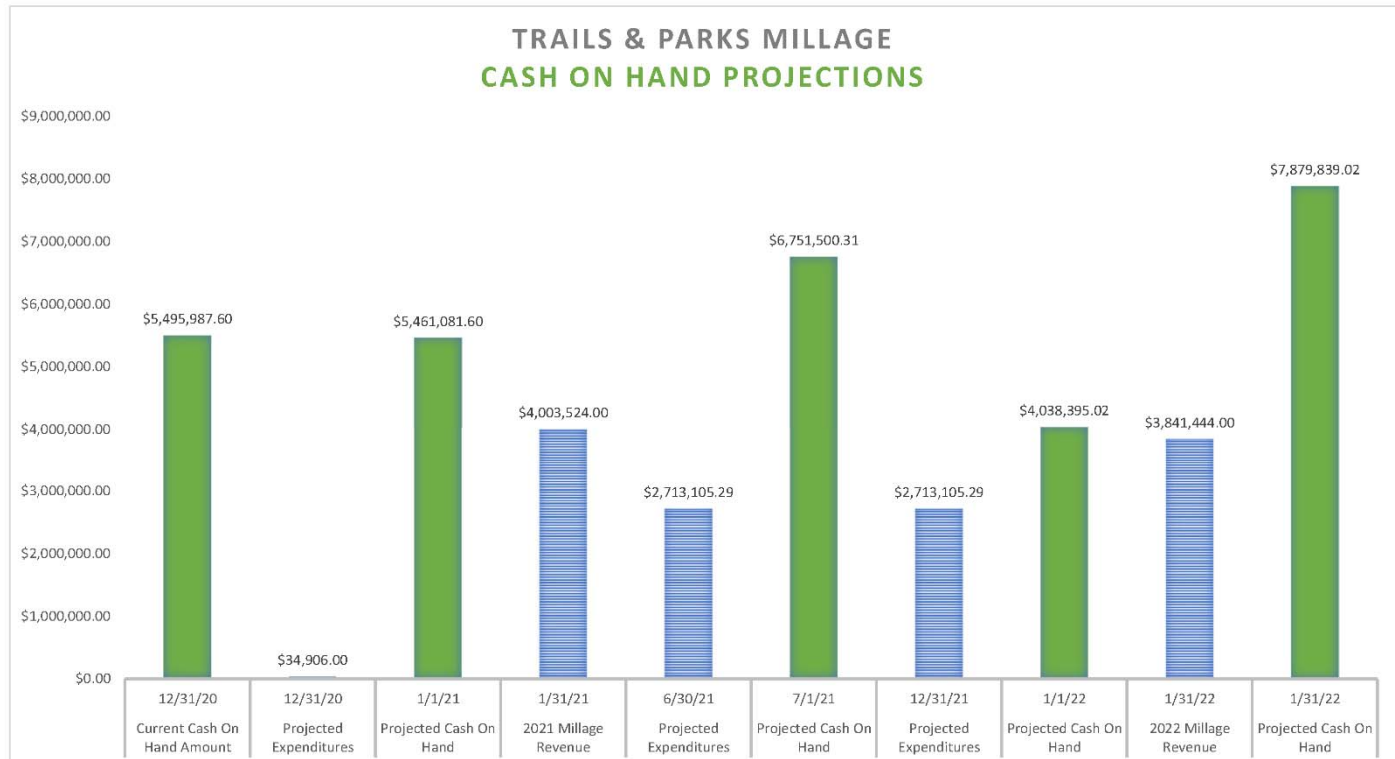
BE IT FURTHER RESOLVED, the second and third year cost will be included in the Park's Department future budget request for the appropriate amount each year of \$107,515.38 for 2022 and \$108,553.03 for 2023.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 5, 2021
SUBJECT: Trails and Parks Millage Overview
 For the meeting agenda of 1/25/21 Human Services and 1/20/21 Finance

Dear Commissioners,

The below chart shows the cash on hand projections:



1/5/2021

Q:\Proj2017\12\33\HSG2017 - Ingham County Parks & Trails Consulting 2017\09 Follow-up\ MillageManagementSystem\ MillageFunds Estimates



See attached Exhibit A for a summary of the trails and park millage project status / accounting. The full detailed report is available online: http://parks.ingham.org/trails_and_parks_millage/awards.php. See attached Exhibit B for a summary of funding by governmental unit.

Board of Commissioner Resolution 20-562 authorized funding for Round 6 applications, and the agreements are currently circulating for signatures. After the agreements are executed, the initial 50% reimbursements will be processed.

Please see attached Exhibit C – a timeline for the next round of millage applications. The application and scoring criteria for Round 7 will be presented to the Board of Commissioners for approval in February.

Should you have any additional questions, please contact me or Nicole Wallace, Trails and Parks Millage Coordinator.

Exhibit A

TRAILS AND PARKS MILLAGE PROJECT STATUS / ACCOUNTING INGHAM COUNTY, MI

| Project No. | Project Description | Contract Amount | Amended Contract Total | Actual Expend. 2015-2021 | Encumbered 2015-2021 | Projected Projects 2022-2026 | Total Reimbursed/ Paid Amount | Total Encumbered Balance | Left Over Balance | 2020 Projected Expenditures | 2021 Projected Expenditures | 2022 Projected Expenditures |
|-------------|---|-----------------|------------------------|--------------------------|----------------------|------------------------------|-------------------------------|--------------------------|-------------------|-----------------------------|-----------------------------|-----------------------------|
| | Total Budgeted | \$38,442,594.56 | \$38,442,594.56 | | | | | | \$724,213.30 | \$34,906.00 | \$5,426,210.58 | \$10,974,854.68 |
| | Total Expended / Projected | \$16,520,842.88 | | \$16,520,842.88 | --- | \$2,981,298.86 | \$17,219,141.74 | \$21,021,826.03 | | | | |
| | Total Encumbrances | \$15,131,285.30 | | --- | \$15,131,285.30 | --- | | | | | | |
| | Actual Millage Collected (2015-2020) | \$26,277,946.30 | | \$22,274,422.30 | | --- | | | | | | |
| | Estimated Millage to Collect (2021-2026) | \$19,207,220.00 | | | | \$19,207,220.00 | | | | | | |
| | Fund Balance (Total Collected less Expend/Encumbered) | -\$9,377,705.87 | | -\$9,377,705.87 | | | | | | | | |
| | Fund Balance (Total Estimated to Collect less Projected) | \$14,300,643.41 | | | | \$14,300,643.41 | | | | | | |

2021-26 Millage less Expend/Encumbered Funds \$9,829,514.13
2021-26 Millage less Expend/Encumbered Funds, less Projected Funds \$6,848,215.27

| | | | |
|------------------------------------|-----------------|-----------------------|--|
| Current Cash On Hand Amount | 12/31/20 | \$5,495,987.60 | |
| Projected Expenditures | 12/31/20 | \$34,906.00 | (expected invoices against 2020 contracts) |
| Projected Cash On Hand | 1/1/21 | \$5,461,081.60 | |
| 2021 Millage Revenue | 1/31/21 | \$4,003,524.00 | |
| Projected Expenditures | 6/30/21 | \$2,713,105.29 | |
| Projected Cash On Hand | 7/1/21 | \$6,751,500.31 | |
| Projected Expenditures | 12/31/21 | \$2,713,105.29 | |
| Projected Cash On Hand | 1/1/22 | \$4,038,395.02 | |
| 2022 Millage Revenue | 1/31/22 | \$3,841,444.00 | |
| Projected Cash On Hand | 1/31/22 | \$7,879,839.02 | |

1/5/2021

Q:\proj\2017\1124334502017 - Ingham County Parks & Trails Consulting\2017\69_Follow-up_MillageManagementSystem\MillageFunds_Estimates

PAGE 1 of 1

Exhibit B

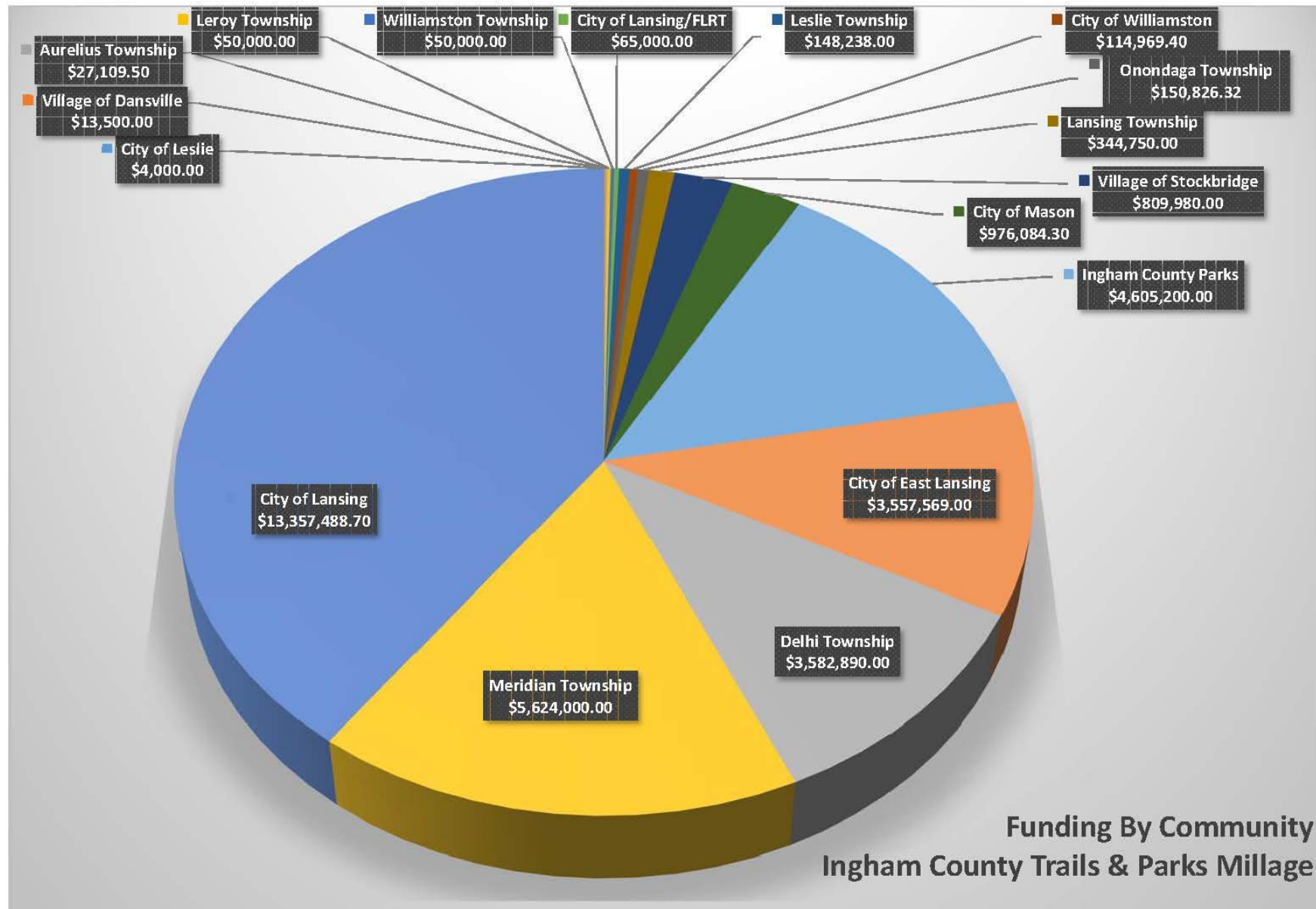


Exhibit C

Timeline for Trails and Parks Millage Application Round

March 1 - Application period opens

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

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

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

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

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

Mid-September - Draft viability report sent to each applicant

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

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

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

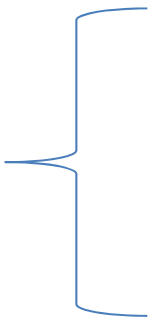
October - Deadline to get on agendas

November - Human Services

November - Finance

November - BOC

December - Applicants notified of decision



Adopt resolution: final
recommendation for
funding