

AGENDA

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

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, February 14, 2022

Monday, February 14, 2022

PUBLIC MEETING

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

5:30pm

Meeting Location:
Human Services Building
Conference Room C
5303 S. Cedar St.
Lansing, MI 48911

and

PARKS & RECREATION COMMISSION MEETING

Start Time: Immediately Following Adjournment of Public Meeting

1. **Call to Order – Public Meeting**
2. **Public Meeting**
The purpose of this Public Meeting is to Hear Suggestions and Comments from the Public Regarding multiple proposed Michigan Department of Natural Resources grant applications for park and accessibility improvements at Burchfield, Hawk Island and Lake Lansing North
3. **Adjournment – Public Meeting**
4. **Call to Order – Parks & Recreation Commission Meeting**
5. **Approval of Minutes**
Minutes of October 25, 2021 regular meeting will be considered - [Page 5](#)
Minutes of November 15, 2021 regular meeting will be considered - [Page 10](#)
Minutes of December 13, 2021 regular meeting will be considered – [Page 17](#)
Minutes of January 10, 2022 regular meeting will be considered - [Page 20](#)
6. **Limited Public Comment ~ Limited to 3 minutes with no discussion**

7. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
8. **CONSIDERATION OF CONSENT AGENDA ** (See below)**
9. **ACTION ITEMS**
 - A. City of Lansing additional funding for bridge projects – [Page 29](#)
 - B. 7th Round Millage– [Page 36](#)
 - C. Eaton Rapids MOU – [Page 64](#)
 - D. Food Concession Lease – [Page 72](#)
 - E. 5 Year Master Plan/Action Plan Updates – [Page 83](#)
 - F. Authorization to apply for Michigan Natural Resources grants - [Pg 89](#)
 - G. Prime Professional for Spicer Consultants - [Page 128](#)
 - H. Parks Reorganization – [Page 132](#)
 - I. Contract with James Clark Tree Service - [Page 151](#)
10. **DISCUSSION ITEMS**
 - A. Chelsea Boodoo – [Page 156](#)
11. **INFORMATIONAL ITEMS**
 - A. Michigan Clean Boats, Clean Waters Grant Application – [Page 168](#)
 - B. Burchfield and Lake Lansing Infrastructure requests - [Page 173](#)
12. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 178](#)
 - B. Park Managers - [Page 179](#)
 - C. Administrative Office – [Page 184](#)
 - D. Financial Report - [Page 185](#)
 - E. Millage Coordinator Report - [Page 200](#)
 - F. FLRT Trail Ambassador Report – [Page 202](#)
13. **Board/Staff Comments**
14. **Correspondence and Citizen Comment – [Page 203](#)**
 - A. Katlyn Knudsen
15. **Limited Public Comment ~ *Limited to 3 minutes with no discussion***
16. **Upcoming Meetings**
 - A. Date: Monday, March 14, 2022; Time: 5:30pm
Parks & Recreation Commission Meeting
Human Services Building
Conference Room C
5303 S. Cedar St.
Lansing, MI 48911
17. **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

**Whereas the Park Commissioners can adopt a procedure whereby we review a partial consent agenda in order to expedite our meetings, under this procedure we group some non-controversial action items together and deal with them in one motion without discussion. We keep out of this any items requiring a roll call vote or action items that need discussion or action items that may provide important information for disclosure. A single member of the Park Commission may pull any item off the consent agenda to discuss and vote separately.

AGENDA

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, February 22, 2022

Monday, February 14, 2022

5:30pm

PUBLIC MEETING

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

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

10. Chair to Adjourn Public Meeting

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

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at Burchfield County Park.

Board Members

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

Absent: Commissioner Emily Stivers, Chris Swope, Stephanie Thomas

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, Burchfield Park Manager Tim Buckley, Deputy Controller Jared Cypher

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

Minutes: **Moved by Ms. Pawar and Supported by Ms. Hamrick** to approve the September 20, 2021 minutes of the regular meeting as written: **Yes-7; No-0. MOTION CARRIED.**
Moved by Ms. Hamrick and Supported by Ms. Pawar to approve the September 27, 2021 minutes of the regular meeting as written: **Yes-7; No-0. MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS / CHANGES / DELETIONS

None.

DISCUSSION ITEMS

Audit – Deputy Controller Jared Cypher

Deputy Controller Cypher went over the millage audit findings. The main issue was with the language in the resolutions, which has been resolved, Ms. Wallace worked with Ms. Meyer in Financial Services to ensure the resolutions are written with the proper language moving forward. Deputy Cypher stated that a separate issue to consider is how much to fund in the seventh round. In reviewing Spicer Group's projections, the Controller's office recommended identifying +/- \$3 million in projects for the seventh round. In addition, Deputy Cypher recommends reducing the upfront payments for the grants from 50% to 25% since there is only \$4.5 million dollars remaining now to the end of the millage, and some of the existing projects will come in over budget and he foresees them coming back for more money. Commissioner

Trubac stated we may want to consider awarding less than the \$3 million since projects are costing significantly higher.

7th Round update

Ms. Wallace went over the scoring criteria and deadline of November 22nd for the Park Commissioners to review the applications and score. Ms. Wallace stated that at the December meeting we will go over results and then in January we will present to the Board of Commissioners our recommendations.

ACTION ITEMS

Amendment to Consulting Services Contract with Spicer

Ms. Pawar asked if the additional cost were due to the Lake Lansing North limestone issue. Mr. Morgan stated that it wasn't all because of Lake Lansing, but would get the breakdown from Spicer Group and pass on to the Park Commission.

RESOLUTION #30-21 TO RECOMMEND AN AMENDMENT TO THE CONTRACT WITH SPICER GROUP, INC.

WHEREAS, the Board of Commissioners passed Resolution 20-560 to authorize a three year contract with Spicer Group Inc., for the purpose of providing consulting services to and assisting the Ingham County Parks staff of millage related items; and

WHEREAS, an additional \$25,000 may be necessary to complete additional tasks within the current contract scope for the balance of the year; and

WHEREAS, there are funds available in line item 228-62800-728000 (\$12,000), 228-62800-861100 (\$3,000), and 228-62800-901000 (\$10,000).

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends the Ingham County Board of Commissioners authorize an additional not to exceed \$25,000 for an Amendment to the Contract with Spicer Group, Inc. to provide consulting services.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer \$12,000 from 228-62800-728000, \$3,000 from 228-62800-861100 and \$10,000 from 228-62800-901000 into line item 228-62800-802000.

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

Moved by Mr. Unsworth and Supported by Mr. Trubac that Resolution #30-21 be approved as written. Yes-7; No-0. MOTION CARRIED.

Mid-Michigan Mountain Bike Association MOU

RESOLUTION #31-21 RECOMMENDING A MEMORANDUM OF UNDERSTANDING WITH MID-MICHIGAN MOUNTAIN BIKE ASSOCIATION

WHEREAS, it has been determined that Burchfield County Park would benefit from the expertise and involvement of the Mid-Michigan Mountain Bike Association (MMMBA); and

WHEREAS, MMMBA has agreed to work with Ingham County Park staff for mutually beneficial programs, projects and bicycling activities at Burchfield County Park; and

WHEREAS, the Memorandum of Understanding would provide for an active partnership with MMMBA to plan, build, maintain and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems; and

WHEREAS, the MMMBA and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, the Ingham County Parks & Recreation Commission hereby supports the attached Memorandum of Understanding with the Mid-Michigan Mountain Bike Association (MMMBA).

BE IT FURTHER RESOLVED, the term of the Memorandum of Understanding shall be from the date of execution until January 1, 2032.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission recommends a memorandum of understanding with Mid-Michigan Mountain Bike Association.

Moved by Ms. Hamrick and **Supported by** Ms. Pawar that Resolution #31-21 be approved as written. **Yes-7; No-0. MOTION CARRIED.**

Kassbohrer All Terrain Vehicles

Discussion ensued in regards to the posted mechanics position.

RESOLUTION #32-21 RECOMMENDING A PURCHASE ORDER WITH KASSBOHRER ALL TERRAIN VEHICLES AS A SOLE SOURCE VENDOR FOR PREVENTATIVE MAINTENANCE SERVICE OF THE SNOW GROOMER AT HAWK ISLAND

WHEREAS, Kassbohrer All Terrain Vehicles is the manufacturer and sole source vendor for preventative maintenance of snow groomer; and

WHEREAS, the Hawk Island snow groomer is a specialty piece of equipment that needs regular yearly maintenance; and

WHEREAS, the Ingham County Parks Department is requesting authorization to transfer funds from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000 from last day of work until the end of the year in order to pay for equipment repair until a mechanic is hired in 2022; and

WHEREAS, a portion of this amount will be used for this sole source purchase in the amount of \$3,686.24 and a 20% contingency of \$737.25 for a total not to exceed \$4,423.49 to be transferred into line item 208-75200-932000.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission hereby supports a Purchase Order to be issued to Kassbohrer All Terrain Vehicles as a sole source vendor for preventative maintenance services in the amount not to exceed \$4,423.49.

BE IT FURTHER RESOLVED, that the Ingham County Parks and Recreation Commission hereby supports the transfer of additional funds as maybe necessary from the vacated mechanics wage line item to line item 208-75200-932000.

BE IT FURTHER RESOLVED, that the Ingham County Parks and Recreation Commission supports the purchase order with Kassbohrer All Terrain Vehicles as a sole source vendor for preventative maintenance service of the snow groomer at Hawk Island.

Moved by Ms. Pawar and Supported by Mr. Unsworth that Resolution #32-21 be approved as written. Yes-7; No-0. MOTION CARRIED.

ADMINISTRATIVE REPORTS

Director ~

No Comments.

Park Managers ~

No Comments.

Administrative Office ~

No Comments.

Financial Report ~

No Comments.

Millage Coordinator Report ~

No Comments.

FLRT Trail Ambassador Report ~

No Comments.

BOARD/STAFF COMMENTS

No Comments.

LIMITED PUBLIC COMMENT

No Comments.

Adjournment:

There being no further business, the meeting was adjourned at 6:45pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
November 15, 2021

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

Board Members

Present: Steve James, Simar Pawar, Paul Pratt, Commissioner Emily Stivers and Commissioner Chris Trubac

Absent: Matt Bennett, Cherry Hamrick, Chris Swope, Stephanie Thomas, Michael Unsworth

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, Burchfield Park Manager Tim Buckley, Zach Shafer,

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

Minutes: Did not approve. Did not have quorum.

MASTER PLAN PUBLIC HEARING

No public present or input received.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

None.

ACTION ITEMS

Michigan Clean Boats, Clean Waters Grant application

Did not have quorum. No discussion or action.

Eaton Rapids MOU

Did not have quorum. No discussion or action.

Final review of Master Plan including Action Plan items

Did not have quorum. No discussion or action.

DISCUSSION ITEMS

Lake Lansing Disc Golf – Presented by Zachary Shafer

Zachary Shafer presented slide show.

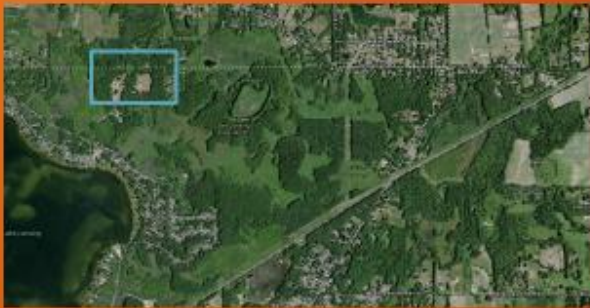


What's the goal?

- 18 Hole Disc Golf Course
 - Located at Lake Lansing Park North
 - Targeting Beginner to Intermediate in Difficulty
 - 1 Tee & 1 Target per hole
 - Designed by Lake Lansing Staff & CCR Disc Golf Club
 - Retain existing "nature-centric" identity
 - Complement other disc golf courses in the area

Where?

North-West area of Lake Lansing Park North



Why?

- First disc golf course in Haslett.
 - None in Okemos, East Lansing, Bath, Williamston.
- New amenity to LLN - Potential for added revenue through parking fees and shelter rentals.
- Relatively low environmental impact.
- Lifetime Sport / Inclusive / Low Physical Stress
- Ranked high in 2021 park survey
- Bring additional events and exposure to LLN

When?

- Design will begin once the project has been approved.
- Design can take up to 3 months, and will remain subject to change until all holes have been laid out and cut in.
- Ideal time to begin construction would be 2022.
- Project could take up to one year for completion and is subject to fluctuate pending time appropriated to project by staff and volunteers.
- Would require area at LLN to be cleared of debris prior to/during course design & install.

Who?

- Lake Lansing Park Staff
 - Experienced Course Designer
- Capital City Renegades
 - Local Disc Golf Club

How?

- Will require a time commitment from staff at Lake Lansing Park.
- Will utilize volunteer service from the local disc golf club and other community members.
- Will complete the project in a manner that is environmentally responsible.
- Will design the course in a fashion that highlights nature and the variety of flora and fauna that exist within the park.
- Will design the course with the intent to provide a safe activity for the community.

Associated Costs

- 18 Targets & Anchors
- 18 Concrete Tee Surfaces
- 18 Tee Signs & Map Kiosk
- Trash cans, Benches & Erosion Control Supplies
- Bridges & Stairs - Can be built by park staff.
- Lumber, concrete, flagging, & soil/gravel for construction.
- Equipment Rental

Requested Budget = \$50,000

Considerations

- Location in park at LLN is currently underutilized.
- Used Targets vs. New Target (Burchfield).
- Documented increase in attendance and revenue (Burchfield).
- Potential to continue improving Lansing's presence in disc golf through the installation of additional courses of varying skill levels.

Questions presented to Zach for answers to be given at next park commission meeting:

1. Check to see if Hawk Hollow has disc golf opportunities.
2. Data to see if this course would bring in new people. Check the master plan for the number of requests we had for a disc golf course at LLN.
3. Projected maintenance costs.
4. Rough sketch of course.
5. Break down on costs and difference if we used Burchfield's retired baskets.

ADMINISTRATIVE REPORTS

Director ~

No comments.

Park Managers ~

No comments.

Administrative Office ~

No comments.

Financial Report ~

No comments.

Millage Coordinator Report ~

No comments.

FLRT Trail Ambassador Report ~

No comments.

BOARD/STAFF COMMENTS

None.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:30pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
December 13, 2021

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Hilliard Building, 121 E. Maple St. Conference Room A, Mason, MI 48854

Board Members

Present: Matt Bennett, Steve James, Simar Pawar, Stephanie Thomas, and Michael Unsworth

Absent: Cherry Hamrick, Commissioner Chris Trubac, Commissioner Emily Stivers, Chris Swope, Paul Pratt,

Also Present: Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, Lake Lansing Park Manager Coe Emens, Tanya Moore Spicer Group, Lake Lansing Park Ranger Zachary Schafer

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:40pm

Minutes: Did not approve. Did not have quorum.

LIMITED PUBLIC COMMENT

Matt Pegouskie - Stockbridge
Beth Smith – Alaiedon Township
Larry Leonardi – Essential Discs
Brett Kaschinske – City Of Lansing

LATE ITEMS / CHANGES / DELETIONS

None.

ACTION ITEMS

Michigan Clean Boats, Clean Waters Grant application ~

Did not have quorum. No discussion or action.

Eaton Rapids MOU~

Did not have quorum. No discussion or action.

Final review of Master Plan including Action Plan items~

Did not have quorum. No discussion or action.

2022 Park Commission Dates~

Did not have quorum. No discussion or action.

Burchfield Mountain Bike Skills Course~

Did not have quorum. No discussion or action.

7th Round Millage~

Did not have quorum. No discussion or action.

Lake Lansing Disc Golf~

Did not have quorum. No discussion or action.

Lake Lansing Boat Launch~

Did not have quorum. No discussion or action.

Praise Signage~

Did not have quorum. No discussion or action.

ADMINISTRATIVE REPORTS

Director ~

No comments

Park Managers ~

No comments

Administrative Office ~

No comments

Financial Report ~

No comments

Millage Coordinator Report ~

No comments

FLRT Trail Ambassador Report ~

No comments

BOARD/STAFF COMMENTS

Ms. Pawar would like to see holiday lights during the winter season and is encouraging our park department to start thinking about doing something to the Potter Park Zoo. Ms. Pawar suggested moonlight hiking at Lake Lansing North or Burchfield and possibly having a sponsorship section along Lake Lansing South fence for businesses to decorate.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:12pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
January 10, 2022

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

Board Members

Present: Matt Bennett, Cherry Hamrick, Steve James, Simar Pawar, Paul Pratt,
Commissioner Emily Stivers, Stephanie Thomas

Absent: Chris Swope, Commissioner Chris Trubac, Michael Unsworth

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Kelly Burkholder,
Trails and Parks Millage Program Coordinator Nicole Wallace, Lake Lansing
Park Manager Coe Emens, Burchfield Park Manager Tim Buckley

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

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

None.

INFORMATIONAL ITEMS

Open Meetings Act

Commissioner Stivers stated that the open meetings act has reverted back to pre-pandemic and only allowing virtual for military. Discussion ensued.

DISCUSSION ITEMS

2022 Park Commission Dates

All in attendance, worked together to come up with 2022 Park Commission dates that work for the committee.

ACTION ITEMS

Final Review of Master Plan including action plan

Motion to Support the Adoption of the Ingham County Parks and Recreation 2022-2026 Master Plan

MOVED BY MS. THOMAS, SUPPORTED BY MS. HAMRICK

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their January 25, 2022 meeting.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT
THE INGHAM COUNTY PARKS AND RECREATION 2022-2026 MASTER PLAN**

WHEREAS, the Ingham County Parks and Recreation Commission has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2022 through 2026; and

WHEREAS, the Ingham County Parks and Recreation Commission began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

WHEREAS, residents of the Ingham County were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

WHEREAS, a public hearing was held on November 15, 2021 at the Human Services Building in Lansing, MI to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Ingham County Parks and Recreation 2022-2026 Master Plan; and

WHEREAS, the Ingham County Parks and Recreation Commission has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Ingham County Parks and Recreation Commission; and

WHEREAS, after the public hearing, the Ingham County Parks and Recreation Commission recommended adopting the Ingham County Parks and Recreation 2022-2026 Master Plan at their January 10, 2022 meeting.

THEREFORE BE IT RESOLVED the Ingham County Board of Commissioners hereby adopts the Ingham County Parks and Recreation 2022-2026 Master Plan.

BE IT FURTHER RESOLVED, that the goals and objectives for 2022 through 2026, as stated in the Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.

2022 Park Commission Dates

**RESOLUTION TO COMPLY WITH PROVISIONS OF THE OPEN MEETINGS ACT SETTING
PARKS & RECREATION COMMISSION MEETINGS FOR JANUARY 2022 THROUGH
DECEMBER 2022**

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 2022, pursuant to the provisions of said Act.

THEREFORE, BE IT RESOLVED that the Parks & Recreation Commission adopts the following meeting dates for 2022, time, location and amended meeting rules and regulations, pursuant to provisions of the Open

Meetings Act, Public Act 267 of the Public Acts of 1976, as amended:

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

Date	Time	Room/Shelter	Building/Park	City
Monday, January 10	5:30pm	Room A	Human Services Building	Lansing
Monday, February 14	5:30pm	Room C	Human Services Building	Lansing
Monday, March 14	5:30pm	Room C	Human Services Building	Lansing
Monday, April 11	5:30pm	Room A	Human Services Building	Lansing
Monday, May 9	5:30pm	Room A	Human Services Building	Lansing
Monday, June 13	5:30pm	Room A	Human Services Building	Lansing
Monday, July 11	5:30pm	Room A	Human Services Building	Lansing
Monday, August 8	5:30pm	Room A	Human Services Building	Lansing
Monday, September 12	5:30pm	Room A	Human Services Building	Lansing
Monday, October 10	5:30pm	Room A	Human Services Building	Lansing
Monday, October 24	5:30pm	Room A	Human Services Building	Lansing
NO NOVEMBER MEETING	-	-	-	-
Monday, December 12	5:30pm	Room A	Human Services Building	Lansing

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. Pratt and Supported by Ms. Thomas that Resolution #02-22 be approved as written. Yes-7; No-0. MOTION CARRIED.

Burchfield Mountain Bike Skills Course

Motion to Support the Contract with American Ramp Company dba Progressive Bike Ramps

Mr. Buckley discussed the timeline and how recapped some of the donations that the parks department received for the skills park.

MOVED BY MS. HAMRICK, SUPPORTED BY MS. PAWAR

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their January 25, 2022 meeting.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH AMERICAN RAMP COMPANY DBA
PROGRESSIVE BIKE RAMPS FOR CONSTRUCTION OF A BIKE SKILLS PARK AT
BURCHFIELD PARK**

WHEREAS, the Ingham County Parks Department and the Mid-Michigan Mountain Biking Association (MMMBA) identified the need for a mountain bike skills park at Burchfield Park; and

WHEREAS, this would include a bicycle playground and mountain bike skills course. 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; and

WHEREAS, the Ingham County Parks Department wishes to enter into an agreement with American Ramp Company dba Progressive Bike Ramps for the purpose of constructing a Bike Skills Park at Burchfield Park; and

WHEREAS, the scope of the work includes, earth work to construct biking trail and fabrication and installation of Bike Park elements; and

WHEREAS, the purchase will utilize Sourcewell (Contract #112420-ARC), in which Ingham County is a member; and

WHEREAS, the total cost of constructing the Bike Skills Park as quoted in the base bid in the amount of \$134,891.98 plus a 10% contingency of \$13,489.20 for a total construction cost not to exceed \$148,381.18 and will be covered from a large private donation of \$100,000 and a Capital Region Community Foundation Impact Grant of \$67,000 (Resolution 21-378).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into an agreement with American Ramp Company dba Progressive Bike Ramps as quoted in the base bid in the amount of \$134,891.98 plus 10% contingency of \$13,489.20 for a total construction cost not to exceed \$148,381.18 for the purpose of constructing a Bike Skills Park.

BE IT FURTHER RESOLVED, 50% payment required at the time the order is placed and 50% required at the time of shipping equipment.

BE IT FURTHER RESOLVED, there are funds available in line items 208-75200-726010 (\$5,000), 208-75200-974000 (\$20,000), 208-75300-932000 (\$100,000) and \$67,000 impact grant from the Capital Region Community Foundation Grant.

BE IT FURTHER RESOLVED, that the three line items (208-75200-726010, 208-75200-974000, and 208-75300-932000) be combined into one land improvement line and a project code assigned.

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.

Lake Lansing Disc Golf

Motion to Support the Development of an 18 Hole Disc Golf Course at Lake Lansing Park North

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MS. THOMAS

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their January 25, 2022 meeting.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE DEVELOPMENT OF AN 18 HOLE DISC GOLF COURSE AT LAKE LANSING PARK NORTH

WHEREAS, The Ingham County Parks 2022 -2026 Master Plan community input process revealed a need to develop a disc golf course in the Meridian Township area; and

WHEREAS, the Ingham County Parks strives to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, the creation of a disc golf course meets #3 in the five-year action plan to add disc golf course to Lake Lansing Park North; and

WHEREAS, the construction of a disc golf course at Lake Lansing Park North would provide another low cost, recreational opportunity at the park which would, at the same time, provide increased awareness and visitation of the park; and

WHEREAS, the disc golf course construction and maintenance will be done in house to keep cost down;

WHEREAS, that the Ingham County Parks & Recreation Commission recommends \$50,000 to be used from the Parks Department 208 fund balance to fund the cost of the Lake Lansing Park North disc golf course.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the development of an 18 hole disc golf course at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of \$50,000 from the Parks Department 208 fund balance into a new line item for this project.

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

Adopt Seasonal Wages for 2022

RESOLUTION #01-22 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 January 25, 2021 (Resolution #2-21); 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 15, 2021.

Position	2021 1 st Year	2021 2 nd Year	2022 1 st year	2022 2 nd year
Lifeguard Supervisor	\$14	\$15	\$15	\$16
Management Intern	\$14	\$15	\$15	\$16
Chief Ranger	\$13	\$14	\$14	\$15
Naturalist	\$13	\$14	\$14	\$15
Lifeguard	\$12	\$13	\$13	\$14
Head Ranger	\$12	\$13	\$13	\$14
Snow Making Technician	\$12	\$13	\$13	\$14
Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators, Food Concession, and Administrative Support	\$11	\$12	\$12	\$13

Moved by Mr. James and Supported by Ms. Hamrick that Resolution #01-22 be approved as written. Yes-7; No-0. MOTION CARRIED.

Praise Companies, LLC

Mr. Emens stated this was to replace the Lake Lansing Boat Launch sign that was stolen.

Motion to Support the Contract with Praise Companies, LLC for designing, fabricating and installing signage for the Ingham County Parks Department

MOVED BY MS. HAMRICK, SUPPORTED BY MR. JAMES

To recommend forwarding the attached resolution to the Board of Commissioners which was by the Ingham County Parks and Recreation Commission with the passage of this motion at their January 25, 2022 meeting.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH PRAISE COMPANIES, LLC FOR DESIGNING, FABRICATING AND INSTALLING SIGNAGE FOR THE INGHAM COUNTY PARK DEPARTMENT

WHEREAS, the Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for designing, fabricating, and installing stolen signage at Lake Lansing Boat Launch; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Praise Companies, LLC for a total amount not to exceed of \$6,910 which includes the base sign (\$6,070) and alternate 2 with lighting (\$840) for replacement signage at Lake Lansing Boat Launch.

BE IT FURTHER RESOLVED, that the replacement of the Lake Lansing Boat Launch sign be funded from the Ingham County Insurance Liability 667 Fund.

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.

Nominating Committee for 2022 Election of Officers

Ms. Thomas stated she is willing to take this on.

BOARD/STAFF COMMENTS

Cherry Hamrick and Paul Pratt wanted to thank staff for their hard work at keeping the trails cleaned.

LIMITED PUBLIC COMMENT

None.

Adjournment:

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

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the City of Lansing Millage Agreement Amendments

MOVED BY SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners supporting funding 1 million of the City of Lansing's request of \$1,515,785 for overages to existing trails and parks millage contracts which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Amendment to City of Lansing Millage Agreements
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The City of Lansing is requesting an increase in their budget of \$1,515,785.00 due to cost overruns for millage projects TR039 (Bridge 9), TR056 (Bridge 31), TR062 (Trail Connector-Cambridge to Frances Park), TR064 (Bridge 18), TR065 (Bridge 13), TR066 (Bridge 15) and TR067 (Bridge 14) and reallocating \$13,545.96 from project TR006 (Moore's River Drive Trail Repair) to TR038 (Bank Stabilization - Washington Avenue) and reallocating \$29,217.27 from TR065 (Bridge 13), to TR056 (Bridge 31) due to unforeseen circumstances as detailed in Exhibit A. Staff reviewed and discussed the request with the City of Lansing and the City has agreed upon providing \$515,875.00 to reduce the request from the County to \$1,000,000.00, fully understanding the current status of available millage funds.

ALTERNATIVES

The Park Commission considered this request at their February 14th meeting and recommended this approach. The alternatives would be to fund the entire \$1,515,785.00 or not fund the request.

FINANCIAL IMPACT

The City of Lansing is requesting an amendment to Agreements TR006 and TR038 to reallocate \$13,545.96 from TR006 to TR038, an amendment to Agreements TR056 and TR062 to increase the budget by \$1,000,000.00, and an amendment to Agreement TR065 to reallocate \$29,217.27.

The City of Lansing will supply \$515,785.00 reducing the additional request from the County to \$1,000,000.00. The additional \$1,000,000.00 will be added to Agreements TR056 (\$111,165.00) and TR062 (\$888,835.00).

The reallocations have no additional impact on the Trails and Parks Millage fund balance.

Below is the millage status:

Total Millage Collected (2015-2021)	\$26,277,946
Total Millage Estimated to Collect (2022-2026)	\$20,017,620
TOTAL REVENUE (2015-2026)	\$46,295,566

Total Expenditures to Date	\$19,118,336
Total Committed Funds to Date	\$22,659,200
TOTAL EXPENDITURES / COMMITTED FUNDS	\$41,777,536

REMAINING MILLAGE BALANCE	\$4,518,030
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CURRENT FUND BALANCE	\$6,247,012
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For your reference a full detailed report of the trails and park millage project status is available online:
http://parks.ingham.org/trails_and_parks_millage/awards.php.

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

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Exhibit A

Brett Kaschinske
Director



Andy Schor, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

December 8, 2021

Mr. Bryan Crenshaw, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Nicole Wallace
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Crenshaw, Ms. Wallace and Mr. Morgan:

The City of Lansing is fortunate to have a highly utilized trail system and support of the county for projects through the trails and parks millage. The City has been entrusted with grant funds from Ingham County and I want to ensure you the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail.

We are pleased to report projects TR006 and TR029 are under budget, resulting in excess funds. Project TR038 is part of this group and is in need of additional funds. We are asking to re-allocate \$13,545.96 from project TR006 and TR029 to complete project TR038. Re-allocating these funds would result in a total excess amount of \$58,175.44 for the three projects.

This letter is also to request an increase in budget funding for the following bridge projects; TR065 (CL13), TR066 (CL15), TR067 (CL14), TR056 (CL31), TR064 (CL18) and TR039 (CL09), along with additional funds for the Cambridge Trail project TR062. The city is asking for supplemental funding to encompass the additional costs of the projects, which is estimated to be \$1,515,785.00.

At the deconstruction of several of the bridges, it was discovered the structural steel beams had deteriorated to the point sections of steel were missing. This issue was not visible at the time of inspection and only became visible when the top decking was removed. Also, bridges CL09 and CL15 required additional timber that was not outlined in the original estimates.

In addition, the Cambridge Pathway project has experienced unforeseen circumstances related to the location of the trail. The constraints of the trail and the proximity to the road required additional engineering and design work to encompass the slope of the embankment and longer sheet piling to enforce the bank along the river.

I understand the request for additional funds is substantial; however, I do believe the funds are being used appropriately. While the extra work was unforeseen, I do see it as a necessity to provide a secure trail to safeguard the public and avoid deterioration in the near future.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Brett Kaschinske".

Brett Kaschinske, Director

"Equal Opportunity Employer"

City of Lansing River Trail Bridge Project: TR065, TR066, TR067, TR056, TR039 and TR064

- provide justification of additional costs:
 - \$227,500 is being requested for additional replacement of heavily corroded superstructure steel that was discovered during the construction phases on Bridges #14, #15 and #31. Removal of the existing deck boards during the design phase (or at the very beginning of the construction phase) would have been the only way the additional corroded steel could have been discovered. A 15% contingency was provided at each bridge anticipating finding additional deficient steel once the boards were removed. Unfortunately, the amount of steel required exceeded the contingency.
 - \$519,045 is being requested for additional timber decking required on multiple bridges. Insufficient quantities of timber decking were included in the contract documents for Bridges #9, 14, 15 and 31, and when combined with a very high unit bid price due to timber shortages, it resulted in the significant cost overage.
 - -\$119,595 in realized savings from quantities not used or items eliminated through cooperation between the City, consultant and contractor have resulted in a net increase of \$626,950.
- What efficiencies have you looked at to reduce costs of the project?
 - Efficiencies within this type of project were initially incorporated into the bid by allowing full closure of Pennsylvania Avenue as well as the River Trail Bridges to reduce construction time. Because of this, there were limited efficiencies to be gained after bid.
 - The contractor had additional crews working on multiple bridges to reduce construction time. However, conflicting projects impacted any potential savings that could have occurred on our inspection time.
 - Our consultant used lower-level staff wherever possible to reduce costs.
 - With regards to Cambridge the path was changed to move closer to the road to reduce the amount of sheet pile and help with ADA slope issues
- Please explain how are you working with the contractor to get the best pricing? Have you considered other alternatives to reduce costs of the project?
 - The City allowed the reuse of approximately 100 timber deck boards from Bridge #9 to be installed on Bridge #15 to reduce timber costs.
 - To reduce the overall steel repair costs, the City and their consultant negotiated a welded repair pay item instead of replacing entire beams whenever possible for a reduction of \$10 per pound.
 - Contractor claimed that it was not possible for them to install heavy riprap at bridge 14. Design team coordinated with City confirming use of largest plain riprap rock to reduce cost. River velocity in this area warranted this reduction in riprap size.
 - City negotiated to lower unit price by 12% for the additional timber decking required.
 - The City allowed alternate construction materials and bridge type (concrete decking) for Bridge #18 to reduce the cost of fabrication and installation.
 - The contractor proposed alternative sheeting to reduce costs on bridge 18.
- Are these costs necessary to complete the project?
 - Yes, superstructure members required to be replaced for safety reasons. Timber decking was required to replace the existing decking that was beyond its' service life.

Current allocations:

Project No.	Project Description	Current Budget	County allocation	City Commitment (match)	Revised Budget (or projected cost)	Additional Amount Requested from County
TR065	CL - Bridge 13	\$283,217.27	\$259,660.12	\$23,557.15	\$254,000.00	-\$29,217.27
TR066	CL - Bridge 15	\$710,450.97	\$616,693.51	\$93,757.46	\$765,300.00	\$23,437.97
TR067	CL - Bridge 14	\$405,118.27	\$377,599.24	\$27,519.03	\$496,600.00	\$100,654.38
TR056	CL - Bridge 31 Repair	\$767,705.27	\$665,916.97	\$101,788.30	\$959,000.00	\$191,294.73
TR039	CL-09-LTW-GR Bridge	\$681,756.87	\$636,756.87	\$45,000.00	\$902,000.00	\$242,481.54
TR-064	CL-Bridge 18	\$1,135,701.35	\$941,119.29	\$194,582.06	\$1,234,000.00	\$98,298.65
TR062	CL - Trail Connector-Cambridge to Frances Park	\$1,023,500.00	\$400,030.00	\$300,000.00	\$1,588,835.00	\$888,835.00
TOTAL		\$5,007,450.00	\$3,897,776.00	\$786,204.00	\$6,199,735.00	\$1,515,785.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING
TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, due to unforeseen circumstances the City of Lansing is requesting an additional \$1,515,785.00 for millage projects TR039, TR056, TR062, TR064, TR065, TR066 and TR067, reallocating \$13,545.96 from project TR006 to TR038, and reallocating \$29,217.27 from project TR065 to TR056; and

WHEREAS, the City of Lansing will supply \$515,785.00 reducing the additional request from the County to \$1,000,000.00; and

WHEREAS, the City of Lansing is requesting an amendment to Agreements TR006 and TR038 to reallocate \$13,545.96 from TR006 to TR038 as outlined in the below table; and

Contract Title	Project #	Current Contract Amount	Amount to Reallocate	Total Revised Contract Amount
CL - RTW - Moores River Dr Trail Repair	TR006	\$680,485.00	-\$13,545.96 reallocate to TR038	\$666,939.04
Bank Stabilization - Washington Avenue	TR038	\$285,257.00	Reallocate \$13,545.96 from TR006 to TR038	\$298,802.96

WHEREAS, the City of Lansing is requesting an amendment to Agreement TR056, TR062, and TR065 to increase the budget by \$1,000,000.00 and reallocate funds as outlined in the below table; and

Contract Title	Project #	Current Contract Amount	Amount to Reallocate / Additional Amount Authorized	Total Revised Contract Amount
Bridge CL-13	TR065	\$259,660.12	-\$29,217.27 reallocate to TR056	\$230,442.85
Bridge CL-31	TR056	\$665,916.97	\$111,165.00 additional and reallocate \$29,217.27 from TR065 to TR056	\$806,299.24
Trail Connector-Cambridge to Frances Park	TR062	\$400,030.00	\$888,835.00 additional	\$1,288,865.00

WHEREAS, Agreement TR056 needs to be extended to complete the project to August 1, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate / Additional Amount Authorized	Total Revised Contract Amount
CL - RTW - Moores River Dr Trail Repair	TR006	\$680,485.00	-\$13,545.96 reallocate to TR038	\$666,939.04
Bank Stabilization - Washington Avenue	TR038	\$285,257.00	Reallocate \$13,545.96 from TR006 to TR038	\$298,802.96
Bridge CL-13	TR065	\$259,660.12	-\$29,217.27 reallocate to TR056	\$230,442.85
Bridge CL-31	TR056	\$665,916.97	\$111,165.00 additional and reallocate \$29,217.27 from TR065 to TR056	\$806,299.24
Trail Connector-Cambridge to Frances Park	TR062	\$400,030.00	\$888,835.00 additional	\$1,288,865.00

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR056 to August 1, 2022.

BE IT FURTHER RESOLVED, the Controller is authorized to reallocate \$13,545.96 from line item 228-62800-967000-TR006 to line item 228-62800-967000-TR038.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$111,165.00 from the Trails and Parks Millage fund balance for the TR056 project and the Controller is authorized to reallocate \$29,217.27 from line item 228-62800-967000-TR065 to line item 228-62800-967000-TR056.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$888,835.00 from the Trails and Parks Millage fund balance for the TR062 project.

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

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Recommend Forwarding Rating of 7th Round Millage Applications

MOVED BY

SUPPORTED BY

To recommend forwarding the Park Commission's rating of the 7th round millage applications to the Board of Commissioners for consideration per Resolution 19-092. In addition support the Controller's recommendation to reduce the upfront payments for the grants from 50% to 25%.

To suggest option A or other (see attached options that Park Commissioners can discuss to provide a suggestion to the BOC) to be discussed at the Park Commission meeting.

After meeting with representatives from the City of Lansing, the Controller's office recommended 1 million toward the cost overruns for the City of Lansing and up to 2.5 million for the 7th round millage projects which would leave 1 million in undesignated funds for potential future cost overruns of current contracts with communities.

**ADOPTED – MARCH 12, 2019
AGENDA ITEM NO. 18**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH ADDITIONAL GUIDELINES FOR TRAILS AND PARKS MILLAGE GRANT RECOMMENDATIONS

RESOLUTION # 19 – 092

WHEREAS, the Park Commission has until now, at the direction of the Board of Commissioners, limited its recommendations to projects which would be started in the present year or immediately following two years up until and through the ending of the current Trails and Parks Millage as outlined in Resolution 17-275; and

WHEREAS, a substantial financial reserve has accumulated; and

WHEREAS, the Board of Commissioners contemplates placing the question of renewing the Trails and Parks Millage before the voters at the presidential primary election to be held in 2020; and

WHEREAS, it the Board of Commissioners believes it would be beneficial to shift the focus of planning toward longer term projects and spending as well as award 50% up front of approved grant awards to the communities to alleviate the accumulated millage fund balance.

THEREFORE BE IT RESOLVED, that future recommendations to the Board of Commissioners may include proposals to be funded up to four calendar years beyond the current year.

BE IT FURTHER RESOLVED, that 50% of each grant will be disbursed up front to the communities for their trails and parks projects starting with those projects awarded with resolution 19-047 and going forward.

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

Nays: None **Absent:** None **Approved 03/04/2019**

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

Nays: None **Absent:** None **Approved 03/06/2019**

Option A (Ingham County Parks Department in this scenario would request consideration of funding for their three seventh round projects out of ARP funding, fund the City of Lansing overage request for \$1,000,000.00, and an additional \$2,416,346.00 for the following applications)

Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount	\$ Cumulative
City of Lansing	Bridges 9, 13,14, 15,18, 31 and Trail Connector-Cambridge to Frances Park	\$1,515,785.00	Yes	\$1,000,000.00	\$1,000,000.00
City of Mason	Jefferson Trailhead / Community Garden Improvements	\$204,000.00	Yes	\$204,000.00	\$1,204,000.00
City of Lansing / FLRT	Trail Ambassador Coordinator	\$20,000.00	Yes	\$20,000.00	\$1,224,000.00
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	\$81,500.00	Yes	\$81,500.00	\$1,305,500.00
Leslie Township	Township Grounds Lighting & Recreational Improvements	\$300,000.00	Yes	\$300,000.00	\$1,605,500.00
City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000.00	Yes	\$162,000.00	\$1,767,500.00
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	\$18,750.00	Yes	\$18,750.00	\$1,786,250.00
City of Williamston	Memorial Park Trail Planning & Engineering	\$40,700.00	Yes	\$40,700.00	\$1,826,950.00
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	\$315,000.00	No	---	\$1,826,950.00
Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700.00	No	---	\$1,826,950.00
Leroy Township	Simmons Memorial Park	\$21,600.00	Yes	\$21,600.00	\$1,848,550.00
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III (*Application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00)	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)	Yes	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)	\$2,073,550.00
City of Mason	Hayhoe Riverwalk Trail - Repair	\$337,000.00	Yes	\$337,000.00	\$2,410,550.00
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	\$313,796.00	Yes	\$313,796.00	\$2,724,346.00
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	\$296,400.00	Yes	\$296,400.00	\$3,020,746.00
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	\$486,600.00	No	---	\$3,020,746.00
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	\$395,600.00	Yes	\$395,600.00	\$3,416,346.00
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960.00	No	---	\$3,416,346.00
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	\$170,000.00	No	---	\$3,416,346.00
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400.00	No	---	\$3,416,346.00
City of Lansing	River Trail - Overband & Crack Sealing	\$60,000.00	No	---	\$3,416,346.00
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000.00	No	---	\$3,416,346.00
City of Lansing	Corporate Research Park Pathway	\$867,000.00	No	---	\$3,416,346.00

Option B (If different from Option A this would be created at the Park Commission meeting):

Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount	\$ Cumulative
City of Lansing	Bridges 9, 13,14, 15,18, 31 and Trail Connector-Cambridge to Frances Park	\$1,515,785.00			
City of Mason	Jefferson Trailhead / Community Garden Improvements	\$204,000.00			
City of Lansing / FLRT	Trail Ambassador Coordinator	\$20,000.00			
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	\$81,500.00			
Leslie Township	Township Grounds Lighting & Recreational Improvements	\$300,000.00			
City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000.00			
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	\$18,750.00			
City of Williamston	Memorial Park Trail Planning & Engineering	\$40,700.00			
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	\$315,000.00			
Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700.00			
Leroy Township	Simmons Memorial Park	\$21,600.00			
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III (*Application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00)	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)			
City of Mason	Hayhoe Riverwalk Trail - Repair	\$337,000.00			
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	\$313,796.00			
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	\$296,400.00			
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	\$486,600.00			
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	\$395,600.00			
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960.00			
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	\$170,000.00			
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400.00			
City of Lansing	River Trail - Overband & Crack Sealing	\$60,000.00			
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000.00			
City of Lansing	Corporate Research Park Pathway	\$867,000.00			

Controller Caucus Report

PARKS AND TRAILS MILLAGE:

- Current grant requests +\$9 million. Below is the millage status:

Total Millage Collected (2015-2021)	\$ 26,277,946
Total Millage Estimated to Collect (2022-2026)	<u>\$ 20,017,620</u>
TOTAL REVENUE (2015-2026)	\$ 46,295,566
Total Expenditures to Date	\$ 19,118,336
Total Committed Funds to Date	<u>\$ 22,659,200</u>
TOTAL EXPENDITURES / COMMITTED FUNDS	\$ 41,777,536
REMAINING MILLAGE BALANCE	\$ 4,518,030
CURRENT FUND BALANCE	\$ 6,247,012

- Recommending +/- \$3 million in allocations for new grant requests when funding becomes available

PROJECT SCORING SUMMARY - SCORING ORDER
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Applicant	Project	Project Type	Match %	Local Match Amount	Community Priority	Score	Amount Requested	\$\$ Cumulative
City of Mason	Jefferson Trailhead / Community Garden Improvements	TRAIL	10.2%	\$23,187.50	3	44.20	\$204,000.00	\$204,000.00
City of Lansing / FLRT	Trail Ambassador Coordinator	OTHER	20%	\$5,000.00	1	43.80	\$20,000.00	\$224,000.00
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	PLAN. & ENG.	3.6%	\$3,000.00	1	41.40	\$81,500.00	\$305,500.00
Leslie Township	Township Grounds Lighting & Recreational Improvements	SMALL GRANT	0%	\$0.00	1	40.00	\$300,000.00	\$605,500.00
City of Mason	Columbia Street Bridge - Protected Walkway Construction	TRAIL	10.2%	\$18,462.50	2	38.00	\$162,000.00	\$767,500.00
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	PLAN. & ENG.	0%	\$0.00	1	35.60	\$18,750.00	\$786,250.00
City of Williamston	Memorial Park Trail Planning & Engineering	PLAN. & ENG.	0%	\$0.00	1	35.60	\$40,700.00	\$826,950.00
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	TRAIL	48.8%	\$300,000.00	3	33.80	\$315,000.00	\$1,141,950.00
Ingham County	Hawk Island Boardwalk Replacement Phase 3	BOARDWALK	50%	\$327,700.00	1	33.60	\$327,700.00	\$1,469,650.00
Leroy Township	Simmons Memorial Park	SMALL GRANT	50.5%	\$22,000.00	1	33.60	\$21,600.00	\$1,491,250.00
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III *	TRAIL	25%	\$575,000.00	1	33.60	\$225,000.00	\$1,716,250.00
City of Mason	Hayhoe Riverwalk Trail - Repair	TRAIL	10.3%	\$38,525.00	1	33.00	\$337,000.00	\$2,053,250.00
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	TRAIL	1.4%	\$4,304.00	1	31.80	\$313,796.00	\$2,367,046.00
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	SMALL GRANT	4.8%	\$15,000.00	1	31.20	\$296,400.00	\$2,663,446.00
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	TRAIL	1.7%	\$8,251.00	2	31.00	\$486,600.00	\$3,150,046.00
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	TRAIL	25%	\$45,000.00	1	30.80	\$395,600.00	\$3,545,646.00
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	TRAIL	3.3%	\$19,040.00	3	30.60	\$551,960.00	\$4,097,606.00
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	TRAIL	22.7%	\$50,000.00	1	29.60	\$170,000.00	\$4,267,606.00
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	BOARDWALK	0%	\$0.00	2	28.60	\$471,400.00	\$4,739,006.00
City of Lansing	River Trail - Overband & Crack Sealing	TRAIL	20%	\$15,000.00	2	28.20	\$60,000.00	\$4,799,006.00
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	TRAIL	0%	\$35,000.00	4	23.80	\$3,465,000.00	\$8,264,006.00
City of Lansing	Corporate Research Park Pathway	TRAIL	31.6%	\$400,000.00	3	12.00	\$867,000.00	\$9,131,006.00

TOTALS: \$1,904,470.00

\$9,131,006.00

17.26%

82.74%

Max. Score = 50.00

2021 Contoller Recommended Amount Available = \$3,000,000.00

* Meridian Township application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LEEK CEMETERY NATURE TRAIL & IMPROVEMENTS
Community: ALAIEDON TOWNSHIP

FINAL SCORE: **31.20**

Type of Application: SMALL GRANT

PRIORITY: 1
(if multiple projects)

Local Match Amount: 4.8%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	0.00	5.00	2.00	10.00	10.00	
Max		0.00	0.00	5.00	10.00	10.00	10.00	
Mean		0.00	0.00	5.00	6.20	10.00	10.00	31.20
Total		0.00	0.00	25.00	31.00	50.00	50.00	156.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$15,000 local	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen any money from the millage.
- * I like the nature trail part and hope they are able to acquire more land to expand it in the future.
- * They have received no funding so far.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: HAWK ISLAND BOARDWALK REPLACEMENT, PHASE 3
Community: INGHAM COUNTY

FINAL SCORE: **33.60**

Type of Application: BOARDWALK

PRIORITY: 1
(if multiple projects)

Local Match Amount: 50%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	4.00	6.00	0.00	
Max		5.00	10.00	5.00	10.00	6.00	0.00	
Mean		5.00	10.00	5.00	7.60	6.00	0.00	33.60
Total		25.00	50.00	25.00	38.00	30.00	0.00	168.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$327,700 DNR	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

* Good Project. Should be funded with future rounds of millage money.

**PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)**

Project: LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENT, PHASE 3
Community: INGHAM COUNTY

FINAL SCORE: **28.60**

Type of Application: BOARDWALK

PRIORITY: 2
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	0.00	4.00	6.00	0.00	
Max		5.00	10.00	0.00	10.00	6.00	0.00	
Mean		5.00	10.00	0.00	7.60	6.00	0.00	28.60
Total		25.00	50.00	0.00	38.00	30.00	0.00	143.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	No	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * Priority project according to our master plan – maintaining.
- * This is a necessary maintenance spot and good that no down payment is due up front.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LAKE LANSING PARK NORTH - MSU to Lake Lansing Trail Connector
Community: INGHAM COUNTY

FINAL SCORE: **33.80**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 48.8%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	4.00	6.00	0.00	
Max		5.00	10.00	5.00	10.00	6.00	0.00	
Mean		5.00	10.00	5.00	7.80	6.00	0.00	33.80
Total		25.00	50.00	25.00	39.00	30.00	0.00	169.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$300,000 DNR	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * Priority project according to our master plan – maintaining.
- * Good connector, and not money due up front.

**PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)**

Project: RIVER TRAIL BANK STABILIZATION - MT. HOPE CEMETERY
Community: CITY OF LANSING

FINAL SCORE: **29.60**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 22.7%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	2.00	2.00	0.00	
Max		5.00	10.00	5.00	10.00	2.00	0.00	
Mean		5.00	10.00	5.00	7.60	2.00	0.00	29.60
Total		25.00	50.00	25.00	38.00	10.00	0.00	148.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$50,000	Score	>1-10% = 8 pts	Yes	
				City	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * This is a necessary project, but I would like to see Lansing put in 50% of the cost for this project.
- * This should be given a higher score.
- * Priority project according to our master plan – maintaining.
- * Maintenance is not as exciting as new trails, but it is necessary to keep the current trails open and accessible to everyone.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: OVERBAND & CRACK SEALING OF LANSING RIVER TRAIL
Community: CITY OF LANSING

FINAL SCORE: **28.20**

Type of Application: TRAIL

PRIORITY: 2
(if multiple projects)

Local Match Amount: 20%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	0.00	2.00	0.00	
Max		5.00	10.00	5.00	10.00	2.00	0.00	
Mean		5.00	10.00	5.00	6.20	2.00	0.00	28.20
Total		25.00	50.00	25.00	31.00	10.00	0.00	141.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$15,000	Score	>1-10% = 8 pts	Yes	
				City	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * This should be given a higher score.
- * Priority project according to our master plan – maintaining.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: CORPORATE RESEARCH PARK PATHWAY
Community: CITY OF LANSING

FINAL SCORE: **12.00**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 31.6%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	0.00	5.00	2.00	2.00	0.00	
Max		0.00	0.00	5.00	8.00	2.00	0.00	
Mean		0.00	0.00	5.00	5.00	2.00	0.00	12.00
Total		0.00	0.00	25.00	25.00	10.00	0.00	60.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$400,000	Score	>1-10% = 8 pts	Yes	
				City, DNR TF	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * This would be a good future project. There are more important projects that need to be funded first.
- * This should be given a higher score.
- * I think we can wait on this one - I also think the "corporate" part of "Corporate Research Park" can bring more to this project.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: MONTGOMERY DRAIN - RANNEY PARK & RED CEDAR PATHWAYS
Community: CITY OF LANSING

FINAL SCORE: **23.80**

Type of Application: TRAIL

PRIORITY: 4
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	2.00	0.00	
Max		0.00	10.00	5.00	10.00	2.00	0.00	
Mean		0.00	10.00	5.00	6.80	2.00	0.00	23.80
Total		0.00	50.00	25.00	34.00	10.00	0.00	119.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$35,000	Score	>1-10% = 8 pts	Yes	
				City	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * This would be a good future project. There are more important projects that need to be funded first.
- * It's very expensive and the trail plan seems overly complicated.

**PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)**

Project: TRAIL AMBASSADOR COORDINATOR
Community: CITY OF LANSING / FLRT

FINAL SCORE: **43.80**

Type of Application: OTHER

PRIORITY: 1
(if multiple projects)

Local Match Amount: 20%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	0.00	10.00	10.00	
Max		5.00	10.00	5.00	10.00	10.00	10.00	
Mean		5.00	10.00	5.00	3.80	10.00	10.00	43.80
Total		25.00	50.00	25.00	19.00	50.00	50.00	219.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$5,000 FLRT	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * When this position was created it was originally designed to only be funded by millage money for the first 2-3 years, to help get the position up and running, and the position was supposed to be self-supporting after that time. It's now many years past the original time frame and it's time to stop funding the position from millage money. I suggest the sign advertisement duties be rolled into the County's Millage Coordinator position. The rest of the duties should be the responsibility of the individual communities that own the trails.
- * This is an important funding item because it benefits the entire county! The Friends Ambassador continually works on promotion of the trails all around the county, and works with all municipalities to improve and enhance their trails and parks. The ambassador also works directly with Nicole and Tim as well as all area civic groups with an interest in the trail system. The Friends lobbied for the millage renewal, and have put on many and varied events on different parts of the trail to raise awareness of the system.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: WAVERLY RD SHARED USE PATHWAY, PHASE II - FEASIBILITY STUDY
Community: LANSING TOWNSHIP

FINAL SCORE: **35.60**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 1
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	0.00	3.00	8.00	10.00	
Max		0.00	10.00	0.00	10.00	8.00	10.00	
Mean		0.00	10.00	0.00	7.60	8.00	10.00	35.60
Total		0.00	50.00	0.00	38.00	40.00	50.00	178.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	No	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * I LOVE this idea - but I have a hard time funding a study. I'd rather fund the project. I don't think millage \$\$ should be spent this way.
- * Important to keep the west side of the county in the funding and planning mix.

**PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)**

Project: SIMMONS MEMORIAL PARK
Community: LEROY TOWNSHIP

FINAL SCORE: **33.60**

Type of Application: SMALL GRANT

PRIORITY: 1
(if multiple projects)

Local Match Amount: 50.5%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	0.00	5.00	7.00	10.00	10.00	
Max		0.00	0.00	5.00	10.00	10.00	10.00	
Mean		0.00	0.00	5.00	8.60	10.00	10.00	33.60
Total		0.00	0.00	25.00	43.00	50.00	50.00	168.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$21,600 Twp	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * This looks like it has a ton of potential to be a really nice park if they keep plugging away at it!

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE SHARED USE PATH - HULL RD. TO S. CAMEO DR.
Community: CITY OF LESLIE

FINAL SCORE: **31.80**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 1.4%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	0.00	
Max		0.00	10.00	5.00	10.00	10.00	0.00	
Mean		0.00	10.00	5.00	6.80	10.00	0.00	31.80
Total		0.00	50.00	25.00	34.00	50.00	0.00	159.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$4,304 City	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * I like connecting this to the trail and following existing paths.
- * Important to keep funding out-county projects.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE SHARED USE PATH - MIDDLE SCHOOL TO RUSSELL PARK
Community: CITY OF LESLIE

FINAL SCORE: **31.00**

Type of Application: TRAIL

PRIORITY: 2
(if multiple projects)

Local Match Amount: 1.7%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	0.00	
Max		0.00	10.00	5.00	8.00	10.00	0.00	
Mean		0.00	10.00	5.00	6.00	10.00	0.00	31.00
Total		0.00	50.00	25.00	30.00	50.00	0.00	155.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$8,251 City	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * I like connecting this to the trail and following existing paths.
- * This project should be applied for at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE SHARED USE PATH - RUSSELL PARK TO WOODLAWN CEMETERY
Community: CITY OF LESLIE

FINAL SCORE: **30.60**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 3.3%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	0.00	
Max		0.00	10.00	5.00	8.00	10.00	0.00	
Mean		0.00	10.00	5.00	5.60	10.00	0.00	30.60
Total		0.00	50.00	25.00	28.00	50.00	0.00	153.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$19,040	Score	>1-10% = 8 pts	Yes	
				City/Twp	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * I like connecting this to the trail and following existing paths.
- * This project should be applied for at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE TWP GROUNDS LIGHTING AND RECREATIONAL IMPROVEMENTS
Community: CITY OF LESLIE

FINAL SCORE: **40.00**

Type of Application: SMALL GRANT

PRIORITY: 1
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	0.00	10.00	10.00	
Max		0.00	10.00	5.00	10.00	10.00	10.00	
Mean		0.00	10.00	5.00	5.00	10.00	10.00	40.00
Total		0.00	50.00	25.00	25.00	50.00	50.00	200.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$19,040	Score	>1-10% = 8 pts	Yes	
				City/Twp	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Not sure this is within the intended scope of the millage.
- * This looks like it has a ton of potential to be a really nice park if they keep plugging away at it!
- * Decent project but can be applied for at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: HAYHOE RIVERWALK TRAIL - REPAIR
Community: CITY OF MASON

FINAL SCORE: **33.00**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 10.3%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	0.00	8.00	0.00	
Max		5.00	10.00	5.00	10.00	8.00	0.00	
Mean		5.00	10.00	5.00	5.00	8.00	0.00	33.00
Total		25.00	50.00	25.00	25.00	40.00	0.00	165.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$38,525 City	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

* Maintenance is important.

**PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)**

Project: COLUMBIA STREET BRIDGE - PROTECTED WALKWAY CONSTRUCTION
Community: CITY OF MASON

FINAL SCORE: **38.00**

Type of Application: TRAIL

PRIORITY: 2
(if multiple projects)

Local Match Amount: 10.2%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	0.00	8.00	10.00	
Max		0.00	10.00	5.00	10.00	8.00	10.00	
Mean		0.00	10.00	5.00	5.00	8.00	10.00	38.00
Total		0.00	50.00	25.00	25.00	40.00	50.00	190.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$18,462.50	Score	>1-10% = 8 pts	Yes	
				City	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Project is outside of the scope of the millage. It is not creating or connecting trails, it is connecting two sidewalks, which is the responsibility of the City of Mason.
- * I think this is needed, but I struggle with the connection to the millage. I think there are other options here if we look for them.
- * Good project but can apply again at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: JEFFERSON TRAILHEAD / COMMUNITY GARDEN IMPROVEMENTS
Community: CITY OF MASON

FINAL SCORE: 44.20

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 10.2%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	2.00	8.00	10.00	
Max		5.00	10.00	5.00	9.00	8.00	10.00	
Mean		5.00	10.00	5.00	6.20	8.00	10.00	44.20
Total		25.00	50.00	25.00	31.00	40.00	50.00	221.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$23,187.50	Score	>1-10% = 8 pts	Yes	
				City	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good Project.
- * Good project but can apply again at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: MSU TO LAKE LANSING CONNECTOR TRAIL, PHASE III
Community: MERIDIAN TOWNSHIP

FINAL SCORE: **33.60**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 25%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	2.00	6.00	0.00	
Max		5.00	10.00	5.00	10.00	6.00	0.00	
Mean		5.00	10.00	5.00	7.60	6.00	0.00	33.60
Total		25.00	50.00	25.00	38.00	30.00	0.00	168.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$575,000.00	Score	>1-10% = 8 pts	Yes		
			Twp / DNR	0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * I like the accessibility, but I wonder how often it would get used.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: GREATER STOCKBRIDGE CONNECTIVITY & WELLNESS PARK ENHANCEMENTS
Community: VILLAGE OF STOCKBRIDGE

FINAL SCORE: **30.80**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 25%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	8.00	0.00	
Max		0.00	10.00	5.00	10.00	8.00	0.00	
Mean		0.00	10.00	5.00	7.80	8.00	0.00	30.80
Total		0.00	50.00	25.00	39.00	40.00	0.00	154.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$45,000.00	Score	>1-10% = 8 pts	Yes	
				Donations	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * This sounds like a great partnership!

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: VEVAY TOWNSHIP COMMUNITY PARK & 5-YR RECREATION PLAN
Community: VEVAY TOWNSHIP

FINAL SCORE: **41.40**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 1
(if multiple projects)

Local Match Amount: 3.6%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	10.00	
Max		0.00	10.00	5.00	10.00	10.00	10.00	
Mean		0.00	10.00	5.00	6.40	10.00	10.00	41.40
Total		0.00	50.00	25.00	32.00	50.00	50.00	207.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$3,000.00	Score	>1-10% = 8 pts	Yes	
				Twp	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Fund it. Low cost, good use of the money.
- * I think this is needed, but I have a hard time funding plans.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: MEMORIAL PARK TRAIL PLANNING & ENGINEERING
Community: CITY OF WILLIAMSTON

FINAL SCORE: **35.60**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 1
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	0.00	2.00	10.00	10.00	
Max		0.00	10.00	0.00	10.00	10.00	10.00	
Mean		0.00	10.00	0.00	5.60	10.00	10.00	35.60
Total		0.00	50.00	0.00	28.00	50.00	50.00	178.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	No	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Fund it. Low cost, good use of the money.
- * I really like this park and I hope it gets built, but again, I don't like funding planning as much as projects.

% AMOUNT OF MILLAGE RECEIVED TO DATE, TOTAL # OF PROJECTS AWARDED BY COMMUNITY, # OF OPEN/CLOSED PROJECTS - SORT BY # OF OPEN PROJECTS
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Community	Application	Amount Requested	% / Amount of Millage Received to Date	Total # of Projects awarded Millage Funds	# of Open Projects	of Closed Projects
Alaiedon Township	Leek Cemetery Nature Trail and Improvements	\$296,400.00	0.00%	0	0	0
Vevay Township	Vevay Township Community Park and 5-Year Recreation Master Plan	\$81,500.00	0.00%	0	0	0
City of Leslie	Leslie Shared Use Path - Hull Rd to S. Cameo Dr.	\$313,796.00	0.02%	1	0	1
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	\$486,600.00	0.02%	1	0	1
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960.00	0.02%	1	0	1
Leroy Township	Simmons Memorial Park	\$21,600.00	0.19%	1	0	1
Lansing Township	Waverly Road Shared Use Pathway, Phase II - Feasibility Study	\$18,750.00	1.31%	1	0	1
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	\$395,600.00	3.08%	1	0	1
City of Mason	Hayhoe Riverwalk Trail – Repair	\$337,000.00	3.81%	5	0	5
City of Mason	Columbia Street Bridge- Protected Walkway Construction	\$162,000.00	3.81%	5	0	5
City of Mason	Jefferson Trailhead / Community Garden - Improvements	\$204,000.00	3.81%	5	0	5
City of Lansing/FLRT	Trail Ambassador Coordinator	\$20,000.00	0.32%	3	1	2
Leslie Township	Leslie Township Grounds Lighting and Recreational Improvements	\$300,000.00	0.79%	2	1	1
City of Williamston	Memorial Park Trail Planning & Engineering	\$40,700.00	0.44%	1	1	0
*Meridian Township	MSU to Lake Lansing Connector Trail, Phase III *	\$225,000.00	15.69%	14	4	10
Ingham County	Hawk Island Boardwalk Replacement, Phase 3	\$327,700.00	13.66%	11	11	0**
Ingham County	Lake Lansing North - Boardwalk Replacement, Phase 3	\$471,400.00	13.66%	11	11	0**
Ingham County	Lake Lansing North - MSU to Lake Lansing Trail Connector	\$315,000.00	13.66%	11	11	0**
City of Lansing	Rivertrail Bank Stabilization - Mt. Hope Cemetery	\$220,000.00	50.90%	33	23	10
City of Lansing	Overband and Crack Sealing of Lansing River Trail	\$75,000.00	50.90%	33	23	10
City of Lansing	Corporate Research Park Pathway	\$1,267,000.00	50.90%	33	23	10
City of Lansing	Montgomery Drain - Ranney Park & Red Cedar Park Pathways	\$3,500,000.00	50.90%	33	23	10

*Meridian Township application total request \$1,725,000.00, Res 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00

**McNamara Landing, Overlook Shelter, Hawk Paving, Boat Dock Lake Lansing South, ADA improvements at Lake Lansing North. These projects were completed and closed out prior to Parks Department participating in the millage round applications. Burchfield Park ADA improvements will be closed out by the end of the year. Lake Lansing South EZ dock and parking is in progress.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Memorandum of Understanding (MOU) with the City of Eaton Rapids

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: City of Eaton Rapids MOU
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The purpose of the Memorandum of Understanding (MOU) is to cooperate with the City of Eaton Rapids in their efforts to create and operate a watercraft rental facility utilizing the Grand River, as well as addressing the increased usage of said landings by the general public in recent years. See attached resolution for details.

ALTERNATIVES

Without the Memorandum of Understanding, Ingham County Parks would not have the relationships and assistance of the City of Eaton Rapids.

FINANCIAL IMPACT

There are no financial impacts.

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

Ingham County Parks and the City of Eaton Rapids have agreed to the attached MOU. The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing a MOU with the City of Eaton Rapids.

MEMORANDUM OF UNDERSTANDING

Between

City of Eaton Rapids And

The County of Ingham acting on behalf of the Parks Department

This **MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as “**MOU**”) is hereby made and entered into by and between the **CITY OF EATON RAPIDS** (hereinafter referred to as the “**City**”) and the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “**County**”) acting on behalf of the Ingham County Parks Department.

PURPOSE:

The purpose of this MOU is to cooperate with the City of Eaton Rapids in their efforts to create and operate a watercraft rental facility utilizing the Grand River, as well as addressing the increased usage of said landings by the general public in recent years.

NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY MUTUALLY AGREED**, as follows:

A. Ingham County Parks will:

1. Work with the City of Eaton Rapids to identify opportunities to promote non- motorized watercraft activities on the Grand River.
2. Provide the daily maintenance of boat landings that fall under the jurisdiction of the parks department to include Burchfield Park, McNamara Landing and Bunker road landing.
3. Provide restroom facilities and waste removal for those times the landings are in operation.
4. Cooperate with the City of Eaton Rapids when possible to improve Bunker Road Landing to provide greater capacity and accessibility.
5. Provide access to Bunker road and McNamara landings for use of the City of Eaton Rapids rental facility.

B. City of Eaton Rapids will:

1. Work together with the County on future Bunker Landing improvements. The City would, in general work cooperatively with the County to obtain all necessary plans and permits, and would also purpose and explore funding options for park improvements either through mutual grant opportunities, fundraising opportunities or in-kind services and materials donations toward the project.

2. The City will cooperate with the park staff or provide volunteers in efforts to monitor and clear the Grand River of debris and blockages from Eaton Rapids Landing to McNamara Landing making safe passage for recreational boaters utilizing this stretch of the river.
3. Offer input and assistance to the County in its efforts to pursue the removal of the Bridge that is behind the English Inn. if possible.
4. Utilize Bunker road and McNamara landings primarily as a pick up point and allow limited parking for rental customers at the landings when County is given advance notification and mutually agrees to such arrangement.
5. While utilizing Bunker Road and McNamara landings for their livery the City must utilize the designated loading and unloading only zones and work cooperatively with Ingham County Park's livery program to share these drop off spots and provide unloading and loading as quickly as possible working together so both programs run smoothly for the patrons of both programs.
6. Allow the use of Eaton Rapids landing for Ingham County Park's boat livery.
7. Provide the daily maintenance of boat landings that fall under the jurisdiction of the City to include Eaton Rapids Mill Pointe Park Landing.
8. Provide restroom facilities and waste removal for those times Mill Pointe Park Landing is in operation.

C. LIABILITY.

1. All liability to third parties, loss or damaged as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the City of Eaton Rapids in the performance of this MOU shall be the responsibility of the City of Eaton Rapids and not the responsibility of the County, if the liability, loss or damage is caused by or arises out of the actions or failure to act on the part of the city of Eaton Rapids, any volunteer, subcontractor, or anyone directly or indirectly employed by the City of Eaton Rapids. Nothing in this MOU shall be construed as a waiver of any governmental immunity by the City, its employees, or its agents.
2. All liability to third parties loss or damage as a result of claims, demands, costs or judgements arising out of activities such as the provision of policy and procedural direction, to be carried out by the County if the performance of this MOU shall be the responsibility of the County if the liability, loss, or damage is caused by or arises out of the action or failure to act on the part of any County employee or agent provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the City of Eaton Rapids in fulfillment of the their responsibilities under this MOU, such liability, loss or damage shall be borne by the County and the City of Eaton Rapids in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or the City or their employees, respectively, as provided by statute or court decisions.

D. INSURANCE.

The City of Eaton Rapids shall maintain general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the County. The County shall maintain general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the City.

E. NON DISCRIMINATION.

The City of Eaton Rapids as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment,, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, disability that is unrelated the individual's ability to perform the duties of a particular job or position, height with or marital status. The City of Eaton Rapids shall adhere to all applicable Federal. State and local laws, ordinance, rules and regulations prohibiting discrimination, including, but not limited to the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453 as amended;
2. The Persons With Disabilities Civil Rights Act, 1976 PA 220 as amended
3. Section 504 of the Federal Rehabilitation act 1973, P.L. 93-112.87 Stat 355, and regulations promulgated thereunder: and
4. The Americans with Disabilities Act of 1990, P.L. 101-336. 104 Stat 327, as amended and regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this MOU. In the event City of Eaton Rapids is found not to be in compliance with this section, the County may terminate this MOU effective as of the date of delivery of written notification to the City of Eaton Rapids.

F. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. **FREEDOM OF INFORMATION ACT (FOIA).** Any information furnished to the Ingham County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. **PARTICIPATION IN SIMILAR ACTIVITIES.** This MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
3. **TERMINATION.** Any of the parties writing, may terminate this MOU in whole, or in part at any time before the date of expiration.
4. **PRINCIPAL CONTACTS.** The principle contacts for this MOU are:

Ingham County Parks Contact	City of Eaton Rapids Contact
Contact: Tim Buckley, Burchfield Park Manager	
Phone: 517 676-2233	Phone:
E-Mail: tbuckley@ingham.org	E-mail
Ingham County Parks Administrative Contact	Eaton Rapids Administrative Contact

Contact Tim Morgan- Director of Parks	Contact
Phone: 517-676-2233	Phone
E-mail: tmorgan@ingham.org	E-mail

6. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of last signature and is effective for a term of 10 years, at which time it will expire unless extended by mutual agreement of the parties.
7. WAIVERS. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
8. AGREEMENT MODIFICATIONS. All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County's Board of Commissioners, and signed by their duly authorized representatives.
9. PURPOSE OF SECTION TITLES. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
10. COMPLETE AGREEMENT. This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
11. SEVERABILITY. If any of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.
12. GOVERNING LAW. This Agreement shall be interpreted under the laws of the State of Michigan.
13. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

COUNTY OF INGHAM

CITY OF EATON RAPIDS

By: _____

Bryan Crenshaw, Chairperson

Ingham County Board of Commissioners

By: _____

Paul Malewski

Mayor

By: _____

Laura Boomer
City Clerk

Date:

Date:

APPROVED AS TO FORM FOR
COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____

APPROVED AS TO FORM
FOR CITY OF EATON RAPIDS
THE HARKNESS LAW FIRM, PLLC

By: _____

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF
EATON RAPIDS**

WHEREAS, the City of Eaton Rapids and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding with the City of Eaton Rapids.

BE IT FURTHER RESOLVED, the term of the Memorandum of Understanding shall be for ten years.

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Food Concession Lease

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Ingham County Parks Food Concession Lease
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

Currently, Ingham County Parks Department does not have a resolution in place to allow food concession vendors to lease out space within Park property. The Parks Department has been approached in regard to allowing food concessions (food trucks/carts) to be sold at various events by outside vendors. A food concession vending lease would be an additional means to provide services for park visitors and generate revenue. Food trucks/carts would allow park users to access a larger variety of items offered as well as increase availability to outlying areas of the Parks. The Parks Department has collaborated with Legal and has developed a lease agreement contract to be used to make the agreement binding.

ALTERNATIVES

To not allow private food concession vendors to lease space within the Ingham County Parks property, or seek approval on an individual basis from Ingham County Parks Department and Board of Commissioners.

FINANCIAL IMPACT

Anticipated revenue based on the amount of ten percent (10%) of the lessee's total gross receipts of sales during the term of the lease.

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) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this Resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution authorizing the Ingham County Parks Department to approve of entering into leasing space for the purpose of selling food concessions.

2022 INGHAM COUNTY PARKS FOOD CONCESSION LEASE

THIS 2022 INGHAM COUNTY PARKS FOOD CONCESSION LEASE (hereinafter referred to as the "Lease"), made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, acting on behalf of the **INGHAM COUNTY PARKS COMMISSION**, whose mailing address is 121 East Maple Street, Mason, MI 48854, (hereinafter referred to as the "LESSOR") and _____, a

_____ A profit corporation
_____ A non-profit corporation
_____ A partnership
_____ A Limited Liability Company (L.L.C.)
_____ Doing business as _____
_____ A private individual
(Check Appropriate Title)

whose business address is:

ATTN:
Street Address:
City, State, Zip:
Phone/email:

(hereinafter referred to as the "LESSEE").

W I T N E S E T H:

WHEREAS, the LESSEE desires to lease space at an **INGHAM COUNTY PARK** (hereinafter referred to as the "Premises") for the operation of a food concession (hereinafter referred to as the "Event"); and

WHEREAS, the LESSOR has such space available and agrees to lease said space to the LESSEE.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. Lease Period and Termination. This Lease shall commence on the ____ day of _____ 202_ and shall terminate on the ____ day of _____ 202_ (hereinafter referred to as the "Term").

Notwithstanding any other provision in this Lease to the contrary, this Lease may be prematurely terminated as follows:

A. This Lease shall automatically terminate if the LESSEE fails to pay the balance of the rental due as stated in Section 2.

B. This Lease shall automatically terminate if the LESSEE fails to appear at the Premises and set up its food concession at the time specified in Section 4. If the LESSEE gives the LESSOR advance notice that he/she/it will be late in arriving at the Premises and/or setting up his/her/its food concession, the LESSOR, at its option, may waive termination of this Lease and give the LESSEE consent to set up his/her/its food concession at a later time approved by the LESSOR. If the LESSOR waives termination of this Lease and allows LESSEE to set up his/her/its food concession after the time specified in Section 4, the LESSEE shall pay the LESSOR the total sum specified in Section 2.

C. Either the LESSOR or the LESSEE may terminate this Lease upon not less than sixty (60) calendar days written notice to the other party, prior to the commencement date of this Lease.

D. If during the Lease, the LESSEE fails to comply with the terms and conditions of this Lease which failure constitutes a violation of Federal, State or local laws, rules or regulations, or threatens the health, safety or welfare of the LESSOR'S employees or members of the public or the property of the LESSOR or members of the public, the LESSOR may terminate this Lease effective immediately upon delivery of written notice of termination to the LESSEE stating the reason(s) for termination. In the event of such termination, the LESSEE shall forfeit all rental paid to the LESSOR. Such termination shall not be deemed to preclude the LESSOR from exercising any other remedies it may have at law or in equity.

2. Area Leased and Rental to be Paid. The space to be leased to the LESSEE and the rent to be paid to the LESSOR shall be as follows:

Hawk Island Park	_____
Burchfield Park	_____
Riverbend Natural Area	_____
McNamara Landing	_____
Bunker Road Landing	_____
Lake Lansing Park South	_____
Lake Lansing Park North	_____
Lake Lansing Boat Launch	_____

The LESSOR agrees to provide an area in the above marked park to the LESSEE in a location to set up for its food concession vending. The location of the Premises shall be designated by the LESSOR prior to set up by the LESSEE. In exchange for use of the Premises, the LESSEE agrees to pay rent based on the amount of ten percent (10%) of the LESSEE'S total gross receipts of sales during the Term of this Lease. The rent shall be paid in full to the LESSOR on or before the fifteenth (15th) day of the following month. The LESSEE shall submit with the payment a statement of the gross revenues received by the Vendor during the Term of this Lease.

3. Access to Books, Documents, Papers, and Records , and Conduction of Audit. During the term of this Lease and three (3) years after the Lease's termination, all books, documents, papers, and records, including, but not limited to, canceled checks, invoices, vouchers, purchase orders, and contracts of the LESSEE shall be open to inspection during regular working hours by the LESSOR through the Ingham County Controller or his designee, or an independent contractor retained by the LESSOR for performance of auditing services. Refusal to allow the LESSOR or its representatives access to said records shall constitute a material breach of this Lease and grounds for termination. In addition, the Ingham County Controller or his designee shall be entitled to conduct audits of all books and records pertaining to this Lease. In the event an audit or litigation regarding this Lease commences during the required record retention period, which may still be ongoing after the retention period, the LESSEE shall continue to retain its records regarding this Lease until the audit and/or litigation has been completed including the exhaustion of all appeals.

4. Use of the Premises and Regulating Number of Food Concessions Selling a Given Type of Food or Beverage. The LESSEE may use the Premises only for the operation of a food concession. The LESSEE shall sell only those foods and drinks listed in the attached **Exhibit "A"**, Statement of Use, which is incorporated by reference into this Lease and made a part hereof. The Premises may not be put to any use not authorized in **Exhibit "A"**, Statement of Use. No products other than those specified may be sold and no person other than the LESSEE and its employees, representatives, or agents may occupy the Premises without the prior written consent of the Ingham County Parks Department Director (hereinafter referred to as the "Director").

The LESSEE'S food concession shall be ready and open for business at all times on the dates and times below:

Date:_____	Start Time (serving)_____ am/pm	End Time:_____ am/pm
Date:_____	Start Time (serving)_____ am/pm	End Time:_____ am/pm
Date:_____	Start Time (serving)_____ am/pm	End Time:_____ am/pm
Date:_____	Start Time (serving)_____ am/pm	End Time:_____ am/pm

The LESSEE shall at all times keep its concession and the area immediately surrounding the concession in a sanitary, clean, neat, and tidy condition.

5. **Holding Tanks.** The LESSEE'S food concession shall be equipped with holding tanks. The LESSEE shall not hose any of his/her/its waste materials into the LESSOR'S drains. The LESSEE may not dump any waste materials into storm drains or on any grounds, structures, equipment, fixtures, or appliances of the Premises.

6. **Trash Clean-up and Disposal.** The LESSEE shall strictly control all food, litter, and waste generated by its operation in the immediate area of the food concession. Self-closing trash receptacles shall be used.

7. **Prohibiting Waste.** The LESSEE shall not permit waste to be committed to or upon the grounds, structures, equipment, fixtures, or appliances of the LESSOR, and at the termination of this Lease, the LESSEE shall cause the same to be returned to the LESSOR in as good condition as when received, reasonable use and wear thereof and damage by the elements excepted.

In the event any part of the Premises or the LESSOR'S property at the Premises is damaged, destroyed, or lost during the term of this Lease due to the acts, omissions, or negligence of the LESSEE, its officers, employees, volunteers, or agents, the LESSEE shall reimburse the LESSOR the full cost of repairing or replacing such damage, destruction, or loss.

8. **Utilities.** Utilities including water and electrical, shall be provided by the LESSOR.

9. **Noise Pollution.** The LESSEE shall only use a "quiet" electric inverter generator if needed unless prior written approval is received from the Director or his/her designee.

10. **Structure, Equipment, Fixtures, or Appliances within the Premises.** It is expressly understood and agreed that all structures, equipment, fixtures, or appliances and the like, belonging to and installed by the LESSOR within the Premises prior to or during the period of this Lease are to remain the property of the LESSOR. The LESSEE, to the extent authorized under this Lease, shall have the use of certain structures, equipment, fixtures, or appliances owned by the LESSOR and on the Premises.

It is further understood and agreed that any structure, equipment, fixtures, or appliances of the LESSEE installed in the Premises on or before the date and time required by this Lease, are to be and remain the property of the LESSEE. The LESSEE may not, however, install any structures on or attach any fixtures or appliances to the Premises without obtaining the prior written consent of the LESSOR. The LESSEE shall have the right to remove all of its structures, equipment, fixtures, or appliances from the Premises at any time within a reasonable time following the termination of this Lease, by lapse of time or otherwise, provided the LESSEE, at its own expense, repairs any damage to the Premises caused by the removal of such structures, equipment, fixtures, or appliances. For the purposes of this Lease, a reasonable time following the termination of this Lease shall be deemed to be within two (2) days from the date of termination. Any property belonging to the LESSEE still on the Premises after two (2) days from the date of

termination of this Lease, shall be considered abandoned property, and shall be disposed of in any manner in which the LESSOR deems fit.

11. Right of LESSOR to Enter the Premises. The representatives of the LESSOR shall have the right to enter upon the Premises or any part thereof at any time for the purpose of examining the same to ensure the LESSEE is in compliance with the Lease, or to make such repairs or alterations as may be deemed necessary for the safety and preservation thereof.

12. Compliance with the Law, County Policies, Rules and Regulations, Applicable Law and Venue.

A. The LESSEE shall oversee the food concession and provide all the services to be performed under this Lease in complete compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

B. It is understood and agreed by and between the parties hereto that the Premises shall be utilized by the LESSEE solely for the uses authorized by this Lease. The LESSEE shall conduct its activities and its use of the Premises in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations, including, but not limited to, the Food Law of 2000, Act No. 92 of the Public Acts of 2000 (MCL 289.1101 *et seq*), as amended, and any rules and regulations adopted pursuant to such Act by the Michigan Department of Agriculture and Rural Development. All such laws, rules, and regulations are incorporated by reference into this Lease.

C. The LESSEE'S food concession units must comply with the Michigan Food Law of 2000 and the 1999 Federal Food Code, including application for a Food Establishment License prior to their operation on the Premises.

D. The LESSEE shall comply with the County of Ingham's Clean Air Policy (which includes prohibition of smoking in LESSOR'S buildings, including, but not limited to, buildings on the Premises), and other applicable policies, rules, and regulations of the LESSOR.

E. In the event the LESSEE breaches any of the restrictions set forth in this section, the LESSOR may, at its option, terminate this Lease effective immediately upon delivery of notice to the LESSEE and re-enter and repossess the Premises and retain the full sum paid by the LESSEE pursuant to Section 2 as of the effective date of termination.

F. This Lease shall be subject to and construed according to the laws of the State of Michigan. The LESSOR and LESSEE agree that the venue for the bringing of any legal or equitable action under this Lease shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Lease in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

13. Nondiscrimination. The LESSEE, as required by law, and/or the Ingham County Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation.

The LESSEE shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Act Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat. 355, as amended, and rules adopted thereunder.
- D. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USC §12101 *et seq*), as amended.

Breach of this Section shall be regarded as a material breach of this Lease.

14. Indemnification and Hold Harmless.

A. The LESSEE accepts both full and sole responsibility for all its activities on the Premises and for all claims, damages, losses, costs, expenses, or loss of profits it may incur or have brought or charged against it, including, but not limited to, court costs and attorney fees which arise therefrom.

B. The LESSEE accepts the Premises **AS IS**, and agrees, at its own expense, to protect, defend, indemnify, save, and hold harmless the LESSOR, the County of Ingham and their elected and appointed officers, employees, servants, and agents from all claims, damages, lawsuits, costs, and expenses, including, but not limited to, all costs from administrative proceedings, court cost and attorney fees which arise out of acts, omissions, or negligence of the LESSEE, its employees, agents, guests, invitees, or licensees. In the event of any such claims are made or a suit filed against the LESSOR, and/or the County of Ingham, the LESSOR shall give LESSEE written notice thereof.

C. It is expressly understood and agreed by the LESSEE that the LESSEE'S responsibility for protecting, defending, indemnifying, saving, and holding harmless the LESSOR, the County of Ingham and their elected and appointed officers, employees, servants, and agents under this Lease shall not be limited to the amount of insurance coverage obtained by the LESSEE, pursuant to the requirements set forth in Section 15.

15. Insurance and Waiver of Subrogation.

A. The LESSEE shall carry Workers' Disability Compensation Insurance, including Employer's Liability Coverage for its employees, as required by law.

B. The LESSEE shall be responsible for insuring all its property which it may use and/or leave at the Premises during the duration of this Lease. Neither the LESSOR nor the County of Ingham shall be responsible for any loss or damage to the LESSEE'S property.

C. The LESSEE shall maintain the following insurances covering its activities and/or utilization of the Premises by the LESSEE'S officers, employees, servants, agents, guests, invitees, and licensees.

1. Comprehensive General Liability Insurance (occurrence basis only) with the following coverage inclusions:
 - a) Broad form general liability endorsement or equivalent if not in policy proper.
 - b) Independent Contractor Coverage.
 - c) Contractual Liability Coverage.
 - d) Products and Completed Operations.
2. Motor Vehicle Liability Insurance with Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.

3. **The County of Ingham and their elected and/or appointed officers and employees shall be listed as an additional insured on insurance policies providing the insurance coverages required by this Section 15.**

4. The limits of liability for insurance coverages required in this Section 15, shall not be less than \$1,000,000.00 per occurrence and/or aggregate, combined single limit for personal injury, bodily injury, and property damage.

D. All insurance coverages shall be with insurance companies licensed and "admitted" to do business in the State of Michigan and who are acceptable to the LESSOR.

E. The LESSEE shall submit to the LESSOR documentation of such insurance coverage no later than _____, 202_. **FAILURE TO SUBMIT THE REQUIRED INSURANCE DOCUMENTATION TO THE LESSOR BY THIS DEADLINE SHALL CAUSE THE AUTOMATIC TERMINATION OF THIS LEASE.** The Certificate of Insurance evidencing the LESSEE'S possession of the insurance coverage required by this Lease shall require the insurer to notify the LESSOR in writing not less than thirty (30) days prior to any reduction or termination of said insurance coverage. Upon receipt of such notice, the LESSOR may terminate this Lease effective immediately, upon delivery of written notice to the LESSEE or an employee or representative of the LESSEE at the Premises.

F. To the extent permitted by law, the LESSEE hereby releases and discharges the LESSOR, the County of Ingham, and the LESSOR'S and County of Ingham's elected and appointed officers, employees, agents, volunteers, and others working on their behalf, of and from any liability whatsoever arising from loss, damage, or injury caused by fire or other casualty for which insurance (permitting waiver of liability and containing a waiver of subrogation) is carried by the LESSEE at the time of such loss, damage, or injury, to the extent of any recovery by the LESSEE under such insurance. The LESSEE agrees that its insurance policies shall contain a clause or endorsement to the effect that such release and discharge shall not adversely affect or impair such policies or prejudice the right of the LESSEE to recover under the policies.

16. Total Destruction of the Premises. In the event of the total destruction of the Premises by fire or otherwise, this Lease shall terminate, and the LESSEE shall be liable for rent only up to the time of destruction.

17. Partial Destruction of the Premises. In the event of a partial destruction, by fire or otherwise, of the Premises, such as to render it unsuitable for the intended use thereof, the LESSEE at its option, may terminate this Lease and shall be liable for rent due and owing only up to the time of such election. In the event the LESSEE does not elect to terminate this Lease in accordance with this Section, the LESSEE shall be liable only for rent for those portions of the Premises usable for its purposes.

18. Waiver. No failure or delay on the part of either of the parties to this Lease in exercising any right, power, or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercise of any other right, power, or privilege.

19. Amendments. Modifications, amendments, or waivers of any provision of this Lease shall be made only by written mutual consent of the parties hereto.

20. Subletting or Assignment. The LESSEE may not sublet or assign this Lease.

21. Disregarding Section Titles. The titles of the sections set forth in this Lease are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Lease.

22. Complete Lease. This Lease and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto. No other agreements, oral or otherwise, including, but not limited to, prior leases, regarding the subject matter of this Lease or any part thereof shall have any validity or bind any of the parties hereto.

23. Invalid/Unenforceable Provisions. If any clause or provision of this Lease is rendered invalid or unenforceable because of any Federal or State Statute or Regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Lease. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Lease, this Lease shall be considered to have terminated as of the date on which the provision was rendered invalid or unenforceable.

24. Non-Beneficiary Contract. This Lease is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties hereto.

25. No Preferential Rights. This Lease does not grant the LESSEE any preferential, exclusive, or monopolistic right to operate a food concession in any of the LESSOR'S parks or buildings. The LESSEE, however, does have a sole right to provide concession operations at the Premises as specified in this Agreement.

26. Certification of Authority to Sign the Lease. The persons signing this Lease on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Lease has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Lease on the day and year first above written.

LESSOR: COUNTY OF INGHAM

By: _____
Bryan Crenshaw, Chairperson
County Board of Commissioners
Date _____

LESSEE:

By: _____
(Signature) Date _____

Name _____
(Print or Type)

Title _____
(Print or Type)

APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: Courtney A. Gabbara 12/16/2021

N:\Client\Ingham\Parks\Agreements\Food Concession\Draft IPC Food Truck Agreement 2022- cag v2.docx

Exhibit A – Statement of Use

List all items for Sale:

Date of Event: _____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale: _____

Park Manager Approval: _____ Date: _____

Comments: _____

Date of Event: _____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale: _____

Park Manager Approval: _____ Date: _____

Comments: _____

Date of Event: _____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale: _____

Park Manager Approval: _____ Date: _____

Comments: _____

Date of Event: _____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale: _____

Park Manager Approval: _____ Date: _____

Comments: _____

The LESSEE is allowed to set up one (1) hour prior to start time and must be tore down within one (1) hour after Park closing time.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY PARKS DEPARTMENT
TO ENTER INTO CONTRACTS WITH VARIOUS FOOD CONCESSION VENDORS**

WHEREAS, the Ingham County Parks provides recreational opportunities for constituents; and

WHEREAS, the community has shown interest in having food trucks/carts available at County Park functions;
and

WHEREAS, local businesses and organizations often wish to support the Ingham County Parks and its projects, programs and events with funds generated from the sales of food concessions; and

WHEREAS, the Ingham County Parks is requesting to allow entering into contracts with various food concession vendors; and

WHEREAS, the Ingham County Parks may generate additional revenue and provide an extended range of services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Parks Department to enter into contracts with private food concession vendors which will assist the Parks with facility improvements, programs, and events as well as, provide extended services to Park visitors.

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

MOTION TO MOVE THE UPDATED MAJOR CAPITAL ACTION PROJECT PLAN

Move

To support the updates to the Action Project Plan items as presented. Amended or adopted by the Park Commission as of February 14, 2022.

TABLE 21: MAJOR CAPITAL PROJECTS

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Relates to Goal
LLN	Received Funding 2021 (DNR TF)	Trail Loop and Boardwalk Replacement, Phase 1 (ADA accessible trail loop)	\$289,000 (Round 6)	MDNR TF \$300,000	1-Apr-21	\$589,000	1,3,4
HAWK	Received Funding 2021 (DNR TF & LW)	Boardwalk Replacement, Phase 1 & 2, fishing pier, and trail replacement	\$923,500 (Round 6)	MDNR LW \$430,400 TF \$300,000	1-Apr-21	\$1,653,900	1,3,4,5,7
BUR	Received Funding 2021 (DNR TF)	Cabin rentals at McNamara, accessible loop trail, well and pump house replacement	\$310,000 (Round 6) T&P \$200,000	MDNR LW \$500,000	1-Apr-21	\$1,010,000	3,4,5,6,8
LLN	Funded in 2021	Add Disc Golf course, and/or other recreation amenities	Parks Fund	NA	2022	\$50,000	1,3,5,6
LLN	A Re-apply for DNR April 1, 2022	Trail Loop and Boardwalk Replacement, Phase 2 (ADA accessible trail loop)	\$507,500 (Round 6) \$100,000 Parks Fund Balance	MDNR LW \$500,000	1-Apr-22	\$1,107,500	1,3,4
BUR	B Re-apply for DNR April 1, 2022	Fishing pier, bridge over Peppermint Creek, ADA parking, amenities at Riverbend Natural Area	\$110,000 (Round 6)	MDNR LW or TF \$150,000	1-Apr-21	\$260,000	1,3,4,5,7
LLN	C Apply for DNR April 1, 2022	MSU to Lake Lansing Trail - internal connector	\$315,000 (Round 7)	MDNR LW or TF \$300,000	1-Apr-22	\$615,000	1,3,4
HAWK	D Apply for DNR April 1, 2022	Boardwalk Replacement, Phase 3, fishing pier, and trail replacement	\$327,700 (Round 7)	MDNR LW \$327,700	1-Apr-22	\$655,400	1,3,4,5,7

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Relates to Goal
LLN	E <i>Apply for DNR April 1, 2022</i>	Replace Playground	\$105,000 ARP, Parks Fund Balance	MDNR TF \$245,000	1-Apr-22	\$350,000	1,2,3,5
LLN	F <i>Applied for Round 7 T&P</i>	Boardwalk Replacement – remaining boardwalks	\$471,400 (Round 7)	NA	30-Jul-21	\$471,400	1,3,4
LLS	CIP Annual Request	Update landscaping and add trees (ongoing coop with Ingham County District)	TBD			\$50,000	1,6,8
MULTI	CIP Annual Request as part of ongoing park budget	Add amenities to parks / trails (i.e viewers, bike facilities / parking, fix-it stations, drinking fountains, outdoor showers, interpretive signs, mile markers, etc.)	TBD	CIP annually as needed	future years	\$50,000 per year	1,3,5,6,8
MULTI	1 Request CIP 2023	Administrative Office transitional move from the Hillard building to all three of the County Parks; Satellite office locations at all three locations	NA	CIP	Start 2023 Design/Build	TBD	1,3,6,7
MULTI	1A	Provide Broadband Internet Service; Security Cameras strategically located throughout parks	NA	ARP	2022	TBD	1,3,5,6,7
MULTI	1B Energy Study 2022	Replace lighting at tubing & sledding hills and parking lots at Burchfield and Hawk	NA	ARP, CIP	2022	\$50,000 per park	1,3,5,6
BUR	2 <i>Investigate Develop 2022</i>	Add a Zip line activity - consider contract with “High Ropes” or “Go APE” typd company – collaborative effort	TBD	TBD	TBD	TBD	1,5

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Relates to Goal
LLS	3	Carousel Building Renovation- Feasibility study and cost estimate	TBD	CIP	2023	\$50,000	1,3,5,6
BUR	4	Multi-purpose conversion of Woodsong shelter to Day Camp / Winter Sports ski rental building (feasibility study & cost estimate)	TBD	CIP	2023	\$50,000	1,3,5,6
BUR	5	Improve Disc Golf courses, and/or other recreation amenities	TBD	TBD MDNR Grant(s)		\$50,000	1,3,5,6
HAWK	6	Replace / Update Splash Pad amenities, features, shade. Build above ground pump house (eliminate pit) to store all mechanical; update utilities as needed and add shower tower	TBD	TBD		\$500,000	1,3,5,6
LLS	7	Improve walk / entrance signage at Marsh / Lake Lansing	TBD	TBD		\$50,000	1,3,4,6
LLN	8	Replace play area, improve basketball, volleyball, pitcher mound (eliminate ballfield / backstop), cornhole, birdwatch viewers and signage	\$300,000	MDNR TF \$300,000		\$600,000	1,3,4,5
BUR	9	Replace Playground with new universally accessible play area	\$500,000	MDNR LW \$500,000		\$1,000,000	1,3,5,6
LLB	10	Run storm / water to new boat washing station (work with Meridian Township)	TBD	ARP CIP Millage Grants		\$10,000 2022 Request	1,2,5,8

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Relates to Goal
LLS	11	Upgrade playground and renovate trike track; consider alternatives to trikes; fix drainage issues	TBD	TBD		\$750,000	1,3,5,6
LLS	12	Replace or renovate Hill restroom	TBD	TBD		\$300,000	1,2,3,5,6
MULTI	13	Investigate municipal hook ups for water and sewer and replace wells and septic. *		ARP CIP Millage Grants		\$1,000,000 per park	1,2,8
MULTI	13A	*Replace well, pressure tanks, and irrigation lines throughout park		ARP CIP Millage Grants		\$300,000 per park	1,2,8
BUR	14	Multi-purpose conversion of Woodsong shelter to Day Camp / winter sports ski rental building	TBD	TBD		\$300,000	1,3,5,6,7
LLS	15	Splash Pad / skating rink combo refrigerated	TBD	TBD		\$750,000	1,3,5,6
BUR	16	Riverbend Natural Area – Install new Vault Toilet (CXT); New Well and Pump House	TBD	CIP Millage Grants		\$300,000	3,5,8
LLB	17	Phase 2 improvements: per park master plan	\$500,000 \$300,000	MDNR LW \$500,000 TF \$100,000		\$750,000	1,3,5,6
BUNK	18	Bunker Phase II: Develop per Master Plan	TBD	TBD		\$200,000	1,3,5,6
LLS	19	Replace fencing with new ornamental fencing along Marsh.	TBD	TBD		\$150,000	1,2

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Relates to Goal
HAWK	20	Playground Renovation	TBD	TBD		\$500,000	1,3,5,6
MULTI	21	Repave parking lots and entrance roads for all Hawk; Repave Burchfield entrance drive	TBD	No grant		\$250,000 Hawk \$100,000 Burchfield	1,3,4
BUR	22	Pave Parking lot to Beach restroom with ADA spaces, include Winter Sports Building lot and park entrance, and inner trail loop connectors to existing facilities and around pond to all rental docks and piers	\$500,000	DNR LW \$500,000		\$1,000,000	1,3,5,6
LLS	23	Carousel building - convert to public rental and expand maintenance building	\$500,000	DNR TF \$300,000 LW \$500,000		\$1,300,000	1,3,5,6
LLS	24	Boardwalk with gazebo	\$300,000	DNR TBD \$300,000		\$600,000	1,3,5,6
LLS	25	Rental Umbrellas, cabanas and chairs	TBD	TBD		\$50,000	1,3,5,6
LLS	26	Add storm drainage to fix drainage issues; County recently upgraded / replaced storm system outside park to hook into (work with Drain Commission)	TBD	ARP CIP Millage Grants		\$200,000	1,3,8
MULTI	27	Acquire land in the south or outlying areas of County	TBD	TBD		TBD (based on fair market value)	1,5,6
TOTAL:						\$14,719,300	**

** This is a rough estimate of the total cost of improvements listed in the Five-Year Major Capital Plan. These estimates will need to be refined in order to ensure adequate funding. Total does not include projects which are already funded.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Department reapplying for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Reapply for a Michigan Natural Resources Trust Fund for Burchfield – Riverbend Natural Area
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Burchfield – Riverbend Natural Area. The Parks Department did not receive funding for this project request in the 2021 grant cycle. The Parks Department is requesting to reapply for the 2022 grant cycle.

This grant application includes the following as detailed in the attached documents:

- Remove existing stairs / dock leading down to Grand River and bridge over the Peppermint Creek.
- New Bridge over Peppermint Creek.
- New stairs and dock at Grand River.
- New fishing pier.
- New 6-feet wide path.
- New ADA accessible parking spaces.
- Amenities: recycled bench, recycled picnic table, ADA grill, and interpretive sign.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$110,000 from the Trails and Parks Millage for a local match, for a Michigan Natural Resources Trust Fund Grant generating \$233,300 for a total \$343,300 project cost.

Other funds, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$10,000. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

Board of Commissioners resolution #20-562 authorized \$110,000 total for this project previously. The parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2022 grant cycle.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

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

Trust Fund Grant	\$333,300.00
GRAND TOTAL	\$333,300.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$10,000.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$343,300.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$233,300	\$100,000	\$333,300
Match Percentage:	(70%)	(30%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$10,000</u>	<u>\$10,000</u>
PROJECT TOTALS:	\$233,300	\$110,000	\$343,300

Local Match / Funding Sources:

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

\$110,000 (previously committed for 2021 DNR grant)

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

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$5,000.00	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$5,000.00	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$5,500.00	\$5,500.00
4.	1	Lump Sum	Site Clearing	\$4,500.00	\$4,500.00
5.	500	Sq. Ft.	Remove Existing Bridge/Stairs	\$5.00	\$2,500.00
6.	480	Sq. Ft.	Peppermint Creek Bridge/Boardwalk	\$140.00	\$67,200.00
7.	300	Sq. Ft.	Stair replacement w/ ramp access & dock	\$140.00	\$42,000.00
8.	300	Sq. Ft.	ADA Fishing Pier	\$140.00	\$42,000.00
9.	325	Sq. Yd.	Heavy Rip-Rap	\$100.00	\$32,500.00
10.	1	Each	Recycled Picnic Table, ADA	\$2,500.00	\$2,500.00
11.	1	Each	Recycled Bench, ADA	\$1,800.00	\$1,800.00
12.	1	Each	Grill, ADA	\$1,800.00	\$1,800.00
13.	1	Each	Interpretive Sign	\$3,500.00	\$3,500.00
14.	16	Ton	Pave ADA Parking Spaces (3)	\$150.00	\$2,400.00
15.	84	Sq. Yd.	2" Crushed Limestone, C.I.P.	\$15.00	\$1,260.00
16.	1	Lump Sum	Signage & Striping	\$2,500.00	\$2,500.00
17.	2,500	Sq. Ft.	Concrete Path	\$12.00	\$30,000.00
18.	1	Lump Sum	Site Restoration & Cleanup	\$6,000.00	\$6,000.00
19.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
20.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$5,000.00
SUBTOTAL					\$263,260.00
Contingency					\$26,640.00
Engineering (15%)					\$43,400.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$333,300.00



BURCHFIELD PARK IMPROVEMENTS



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



DATE: 2/17/2021
 JOB # 126747SG2020

Spicer
 group
www.spicergroup.com

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR BURCHFIELD – RIVERBEND NATURAL AREA

WHEREAS, the Parks and Recreation Commission supports the resubmission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Burchfield – Riverbend Natural Area; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years’ grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount \$110,000 from the Trails and Parks Millage for a local match; and

WHEREAS, the Board of Commissioners Resolution #20-562 authorized \$110,000 for this project previously in line item 228-62800-967000-TR090. The parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2022 grant cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund grant application for \$233,300 for park and accessibility improvements at Burchfield – Riverbend Natural Area, further resolves to make available its financial obligation amount of \$110,000 approved previously by Resolution #20-562 from the Trails and Parks Millage Fund Balance for a total of \$343,300.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Department applying for a Michigan Natural Resources Land and Water Conservation Fund Grant for Hawk Island County Park

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund Grant for Hawk Island County Park
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Hawk Island County Park. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022. The Parks Department is requesting to apply for the 2022 grant cycle.

This project will replace 380 LF of boardwalk at Hawk Island Park with new floating boardwalk near the beach, the final phase of boardwalk replacement around the lake. The existing docks are over 20 years old, are heaved deteriorated beyond repair and require replacement. The boardwalk is one of the most popular locations in the park and is used for fishing and wildlife viewing, as well as walking and access to the lake. The boardwalk is fully accessible for people of all abilities with the demand for these facilities to be kept safe and up to date. This project extends the boardwalk replacements for Phase 1 and 2 that were funded in 2021.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$331,300 from the DNR Land and Water Conservation Fund grant and \$327,700 from the Ingham County Trails and Parks Millage Fund Balance and \$3,600 from parks 208 fund balance for a total project amount of \$662,600.

Ingham County Board of Commissioner resolution 20-028 (5th round millage projects) approved planning and design monies to develop a phased approach to completing the needed repairs on the Hawk Island Board walk with future MDNR Grant request and millage matching funding.

If the grant is awarded a new line item will need to be assigned.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.

Ingham County Parks and Recreation Commission

Engineer's Opinion of Costs

20c0278

Hawk Island Boardwalk Replacement

Lansing, MI

February 3, 2022

Phasing Options



ROWE PROFESSIONAL SERVICES COMPANY

540 South Saginaw Street Suite 200

Flint, MI 48502

Ph. (810) 341-7500

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Phase 3				
Misc Structure, Rem	280	LFT	\$ 65.00	\$ 18,200.00
Earthwork	1	LSUM	\$ 1,000.00	\$ 1,000.00
Floating Dock, FDS	380	Ft	\$ 1,000.00	\$ 380,000.00
Floating Dock, FDS Fishing Extensions	2	Ea	\$ 10,000.00	\$ 20,000.00
Silt Fence	100	Ft	\$ 3.00	\$ 300.00
Turbidity Curtain, Deep	30	lft	\$ 30.00	\$ 900.00
HMA, Path, 10' wide	215	Ft	\$ 55.00	\$ 11,825.00
Boardwalk Approach	2	Ea	\$ 9,000.00	\$ 18,000.00
Gangway, 20'x10' wide (3' water level variance)	2	Ea	\$ 15,000.00	\$ 30,000.00
Rip rap, Heavy	60	Syd	\$ 100.00	\$ 6,000.00
Turf Establishment	1	LSUM	\$ 1,500.00	\$ 1,500.00
Entrance Sign	1	LSUM	\$ 25,000.00	\$ 25,000.00
Electrical Service, Sign Lighting, allowance	1	LSUM	\$ 5,000.00	\$ 5,000.00
Subtotal:				\$517,725.00

By County				
Interpretive Sign	1	Ea	\$ 3,500.00	\$ 3,500.00
Recycle bin	1	Ea	\$ 500.00	\$ 500.00
Bldg permit	1	LSUM	\$ 3,025.00	\$ 3,025.00
Sesc permit	1	LSUM	\$ 250.00	\$ 250.00
EGLE permit	1	LSUM	\$ 500.00	\$ 500.00
MDNR sign (use existing)	1	LSUM	\$ -	\$ -
Subtotal:				\$7,775

Notes: Costs will vary with final design
\$50,000 Engineering fees included in Millage costs
Based on 2024 construction

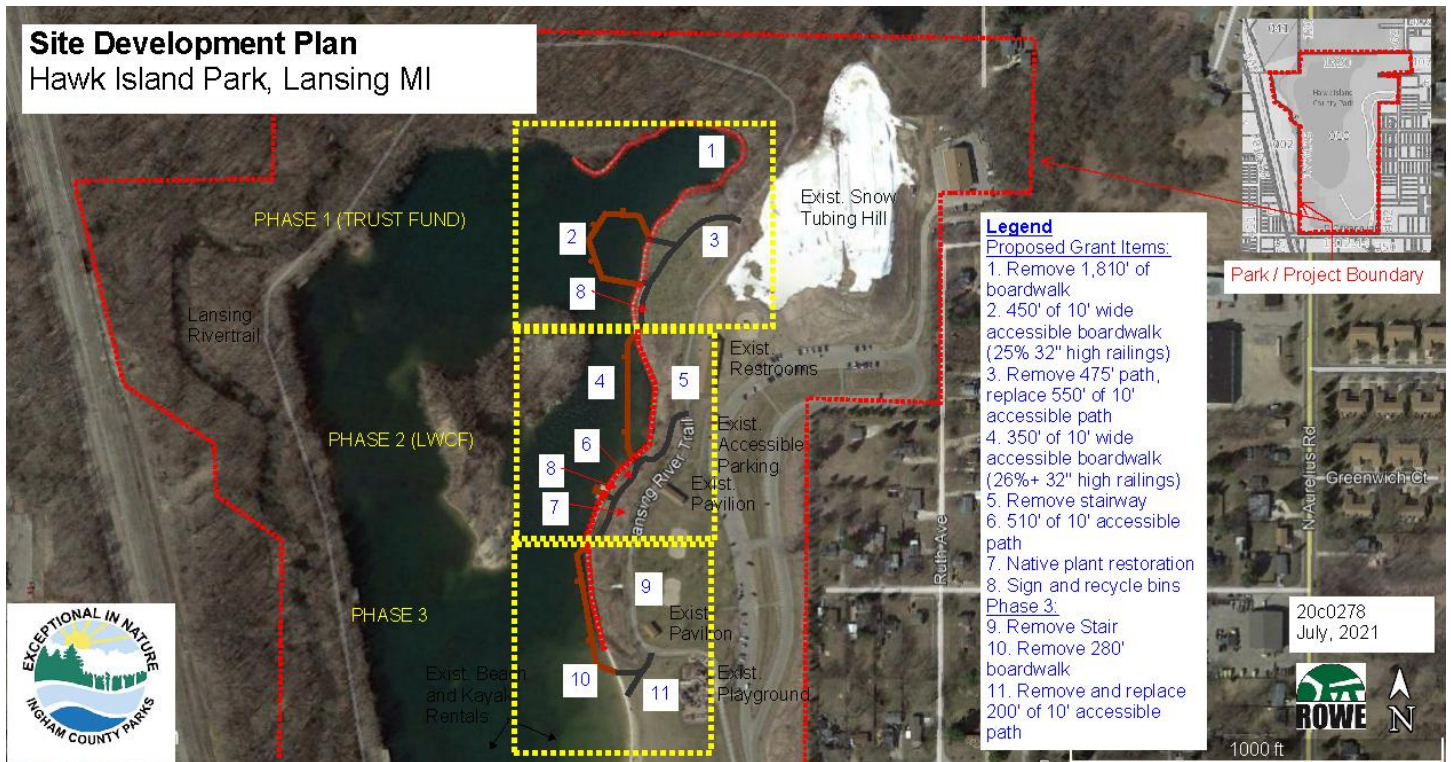
Construction \$525,500
Mobilization \$26,275
Contingency \$110,825
Total \$662,600

MNRTF (45.3%): \$300,000
Local Match (54.7%): \$362,600
ARP \$362,600

OR

LWCF (50%): \$331,300
Local Match (50%): \$331,300
Millage \$327,700
Parks 208 Fund Balance \$ 3,600

Site Development Plan Hawk Island Park, Lansing MI



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN APPLICATION FOR A LAND AND WATER
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS
TO HAWK ISLAND COUNTY PARK**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Hawk Island County Park; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$331,300 matching funds from the Trails and Parks Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$331,300 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$327,700 from the Trails and Parks Millage and \$3,600 from parks 208 fund balance for a total of \$662,600.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Department applying for a Michigan Natural Resources Trust Fund Grant for Hawk Island County Park

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Hawk Island County Park
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Hawk Island County Park. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022. The Parks Department is requesting to apply for the 2022 grant cycle.

This project will replace 380 LF of boardwalk at Hawk Island Park with new floating boardwalk near the beach, the final phase of boardwalk replacement around the lake. The existing docks are over 20 years old, are heaved deteriorated beyond repair and require replacement. The boardwalk is one of the most popular locations in the park and is used for fishing and wildlife viewing, as well as walking and access to the lake. The boardwalk is fully accessible for people of all abilities with the demand for these facilities to be kept safe and up to date. This project extends the boardwalk replacements for Phase 1 and 2 that were funded in 2020.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$362,600 from contingent ARP funds for a total project amount of \$662,600.

Ingham County Board of Commissioner resolution 20-028 (5th round millage projects) approved planning and design monies to develop a phased approach to completing the needed repairs on the Hawk Island Board walk with future MDNR Grant request and millage matching funding.

If the grant is awarded a new line item will need to be assigned.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.

Ingham County Parks and Recreation Commission

Engineer's Opinion of Costs

20c0278

Hawk Island Boardwalk Replacement

Lansing, MI

February 3, 2022

Phasing Options



ROWE PROFESSIONAL SERVICES COMPANY

540 South Saginaw Street Suite 200

Flint, MI 48502

Ph. (810) 341-7500

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Phase 3				
Misc Structure, Rem	280	LFT	\$ 65.00	\$ 18,200.00
Earthwork	1	LSUM	\$ 1,000.00	\$ 1,000.00
Floating Dock, FDS	380	Ft	\$ 1,000.00	\$ 380,000.00
Floating Dock, FDS Fishing Extensions	2	Ea	\$ 10,000.00	\$ 20,000.00
Silt Fence	100	Ft	\$ 3.00	\$ 300.00
Turbidity Curtain, Deep	30	lft	\$ 30.00	\$ 900.00
HMA, Path, 10' wide	215	Ft	\$ 55.00	\$ 11,825.00
Boardwalk Approach	2	Ea	\$ 9,000.00	\$ 18,000.00
Gangway, 20'x10' wide (3' water level variance)	2	Ea	\$ 15,000.00	\$ 30,000.00
Rip rap, Heavy	60	Syd	\$ 100.00	\$ 6,000.00
Turf Establishment	1	LSUM	\$ 1,500.00	\$ 1,500.00
Entrance Sign	1	LSUM	\$ 25,000.00	\$ 25,000.00
Electrical Service, Sign Lighting, allowance	1	LSUM	\$ 5,000.00	\$ 5,000.00

Subtotal: \$517,725.00

By County				
Interpretive Sign	1	Ea	\$ 3,500.00	\$ 3,500.00
Recycle bin	1	Ea	\$ 500.00	\$ 500.00
Bldg permit	1	LSUM	\$ 3,025.00	\$ 3,025.00
Sesc permit	1	LSUM	\$ 250.00	\$ 250.00
EGLE permit	1	LSUM	\$ 500.00	\$ 500.00
MDNR sign (use existing)	1	LSUM	\$ -	\$ -

Subtotal: \$7,775

Notes: Costs will vary with final design

\$50,000 Engineering fees included in Millage costs

Based on 2024 construction

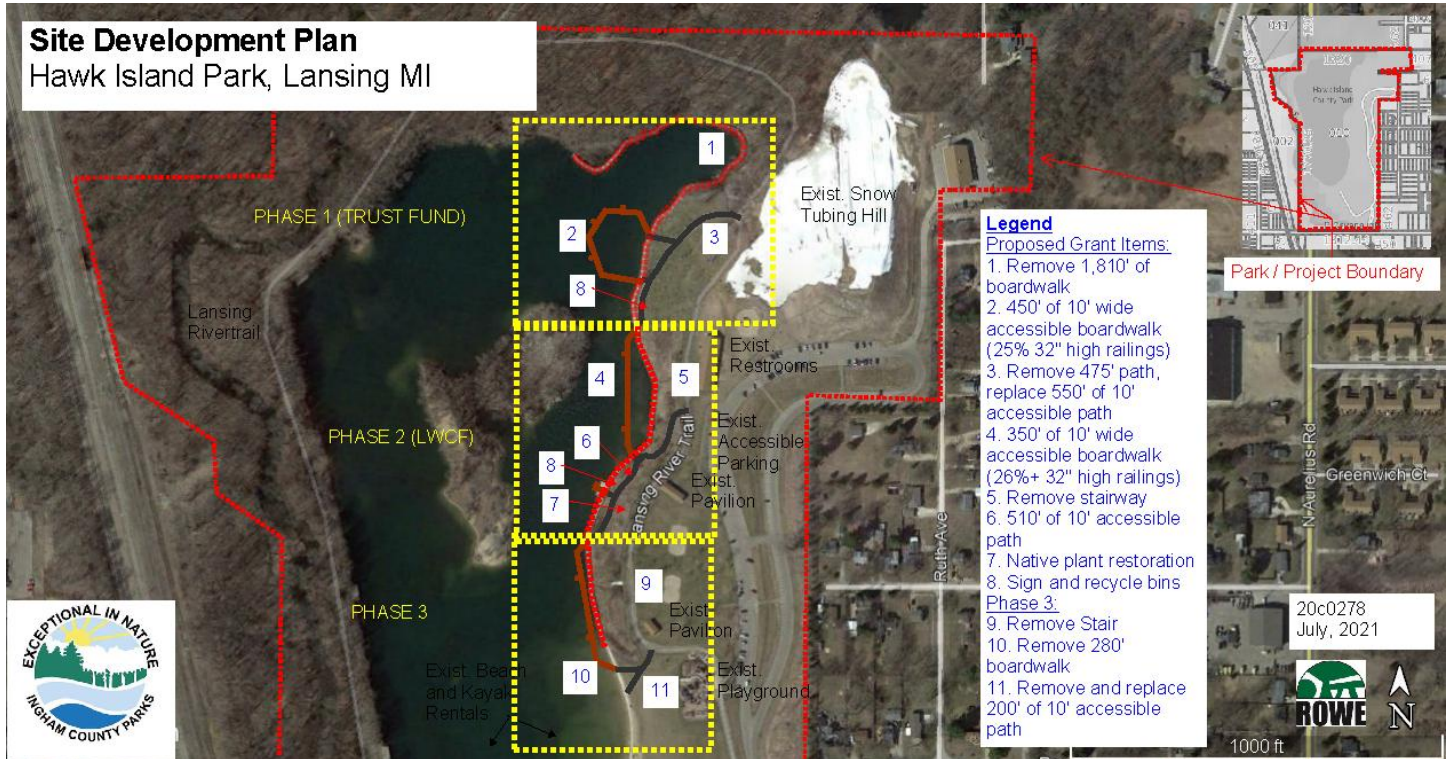
Construction \$525,500
Mobilization \$26,275
Contingency \$110,825
Total \$662,600

MNRTF (45.3%): \$300,000
Local Match (54.7%): \$362,600
ARP \$362,600

OR

LWCF (50%): \$331,300
Local Match (50%): \$331,300
Millage \$327,700
Parks 208 Fund Balance \$ 3,600

Site Development Plan Hawk Island Park, Lansing MI



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND COUNTY PARK

WHEREAS, the Parks and Recreation Commission supports the submission of a Michigan Natural Resources Trust Fund grant for park and accessibility improvements at Hawk Island County Park; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$362,600 matching funds contingent from ARP funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund Application for \$300,000 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$362,600 from ARP funds for a total of \$662,600.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Department reapplying for a Michigan Natural Resources Land and Water Conservation Fund for Lake Lansing Park North

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Reapply for a Michigan Natural Resources Land and Water Conservation Fund
for Lake Lansing Park North
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing Park North. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022. The Parks Department did not receive funding for this project request in the 2021 grant cycle. The Parks Department is requesting to reapply for the 2022 grant cycle.

This project includes the following:

- Removal / Replacement of existing boardwalk
Widened to 8 feet.
- Improvement of the path for ADA accessibility with crushed stone surface, 8-feet wide.
- Mile Markers, every 1/10 mile
- Amenities: bench, interpretive signs, bike racks

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$500,000 from the DNR Land and Water Conservation Fund grant and \$500,000 from the Ingham County Trails and Parks Millage Fund Balance, for a total project amount of \$1,000,000.

Board of Commissioners resolution #20-562 & #21-167 previously committed the local match which includes the topographic survey in the amount of \$7,500 from the Trails and Parks Millage Fund Balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

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

Land & Water Conservation Fund Grant	<u>\$1,000,000.00</u>
GRAND TOTAL FOR ALL AREAS	\$1,000,000.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$7,500.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$1,007,500.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>LWCF GRANT:</u>	\$500,000	\$500,000	\$1,000,000
Match Percentage:	(50%)	(50%)	
<u>OTHER COSTS:</u>			
Topographical Survey	\$0.00	\$7,500	\$7,500
PROJECT TOTALS:	\$500,000	\$507,500	\$1,007,500

Local Match / Funding Sources:

Ingham County T&P Grants: \$507,500 (*previously committed in 2021*)

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

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<u>LAND & WATER CONSERVATION FUND GRANT</u>					
1.	1	Lump Sum	Permits	\$5,500.00	\$5,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$16,300.00	\$16,300.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$23,200.00	\$23,200.00
4.	6,060	Sq. Ft.	Remove Ex. Boardwalk	\$2.00	\$12,120.00
5.	3,200	Sq. Ft.	Boardwalk #2, complete replacement	\$60.00	\$192,000.00
6.	1,120	Sq. Ft.	Boardwalk #3, complete replacement	\$60.00	\$67,200.00
7.	1,600	Sq. Ft.	Boardwalk #4, complete replacement	\$60.00	\$96,000.00
8.	2,160	Sq. Ft.	Boardwalk #5, complete replacement	\$60.00	\$129,600.00
9.	6,800	Lin. Ft.	Crushed Stone Path, 8' wide	\$25.00	\$170,000.00
10.	4	Each	Recycled Plastic Bench	\$1,500.00	\$6,000.00
11.	2	Each	Interpretive Sign	\$2,000.00	\$4,000.00
12.	1	Each	Interpretive Sign, Kiosk	\$5,500.00	\$5,500.00
13.	19	Each	Mile Markers, Recycled Plastic	\$760.00	\$14,440.00
14.	1	Lump Sum	Landscaping (Native Plantings)	\$15,000.00	\$15,000.00
15.	1	Lump Sum	Site Restoration & Cleanup	\$21,000.00	\$21,000.00
16.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
17.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$12,400.00
SUBTOTAL					\$790,560.00
Contingency					\$79,040.00
Engineering (15%)					\$130,400.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$1,000,000.00

PROPOSED IMPROVEMENTS:

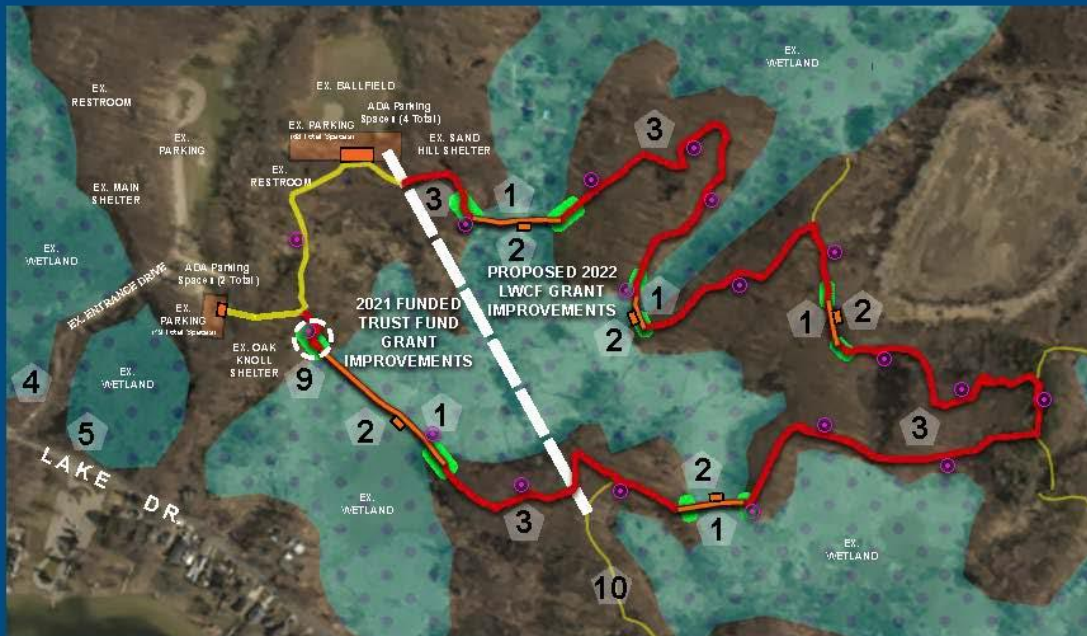
1. **PROPOSED BOARDWALK**
- REPLACE EXISTING BOARDWALK WITH 8' WIDE BOARDWALK ON HELICAL PIERS.
2. **PROPOSED BENCH & INTERPRETIVE SIGN**
- ON BOARDWALK BUMP OUT.
3. **PROPOSED CRUSHED STONE PATH**
- UNIVERSALLY ACCESSIBLE, 8' WIDE.

4. PROPOSED ELECTRIC ENTRANCE GATE.
5. PROPOSED ENTRANCE SIGN.
6. LANDSCAPING WITH NATIVE PLANTINGS.
7. MILE MARKERS.
8. CRUSHED STONE TEST PATH AREA INSTALLED IN 2021.
9. FUTURE CRUSHED STONE PATH CONNECTING TO MSU TO LAKE LANSING TRAIL

LAKE LANSING PARK NORTH BOARDWALK / TRAIL IMPROVEMENTS



Ingham County Parks
http://ic.ingham.org



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



DATE: 2/6/2022
JOB # 129934562022

Spicer
group
www.spicergroup.com

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN APPLICATION FOR A LAND AND WATER
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS
TO LAKE LANSING PARK NORTH**

WHEREAS, the Parks and Recreation Commission supports the resubmission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Board of Commissioners resolution #20-562 & #21-167 authorized a total of \$507,500 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$500,000 for park and accessibility improvements at Lake Lansing North, and further resolves to make available its financial obligation amount of \$500,000 from the Trails and Parks Millage (50%) for a total of \$1,000,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$7,500 for a Topographic Survey from the Trails and Parks Millage Fund Balance.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Department applying for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North – Playground

MOVED BY SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Lake Lansing
Park North – Playground
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department has identified a need for playground improvements at Lake Lansing North. The Parks Department is requesting to apply for the 2022 grant cycle.

This grant application includes the following as detailed in the attached documents:

- Phase I, universal accessible playground equipment (Ages 2-5) (Ages 5-12)

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$105,000 contingent on ARP funds or from the Parks 208 fund balance for a local match, for a Michigan Natural Resources Trust Fund Grant generating \$245,000 for a total \$350,000 project cost.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

	<u>Grant Funds</u>	<u>Local Match</u>	<u>Total Project Cost</u>
<u>DNR GRANT:</u>	\$245,000	\$105,000	\$350,000
Match Percentage:	(70%)	(30%)	
<u>OTHER COSTS:</u>			
	\$0.00	\$0	\$0
PROJECT TOTALS:	\$245,000	\$105,000	\$350,000

Local Match / Funding Sources:

ARP or Parks Fund Balance:	<u>\$105,000</u>
	\$105,000

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH PLAYGROUND REPLACEMENT
WILLIAMS CHARTER TOWNSHIP
BAY COUNTY, MI**

Item No.	Est. Qty.	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Excavation and Rough Grading (spoils remain on-site)	\$13,500.00	\$13,500.00
2.	1	Lump Sum	Removal of Old Playground Equipment	\$2,500.00	\$2,500.00
3.	1	Lump Sum	Playground Equipment, installed	\$136,000.00	\$136,000.00
4.	250	Lin. Ft.	Concrete Edging around playground perimeter	\$40.00	\$10,000.00
5.	2	Each	Bench w/ back and (1) armrest	\$1,800.00	\$3,600.00
6.	2	Each	Bench w/o back	\$1,500.00	\$3,000.00
7.	180	Cu. Yds.	Safety Surface, Engineered Wood Fiber, 12" compacted (includes approx. 20cy for rain gardens)	\$40.00	\$7,200.00
8.	6,145	Sq. Ft.	Geotextile Fabric (1 layer in play area & rain gardens)	\$1.00	\$6,145.00
9.	409	Lin. Ft.	Drainage (500LF 4" perf. Pipe w/ sock in pea-stone trenches)	\$15.00	\$6,135.00
10.	2,500	Sq. Ft.	Safety Surface, Poured-In-Place Rubber	\$20.00	\$50,000.00
11.	280	Sq. Yds.	Crushed Limestone, 22A, C.I.P., 6" depth	\$15.00	\$4,200.00
12.	1,000	Sq. Ft.	Concrete Path, 6 ft wide, non-reinforced	\$12.00	\$12,000.00
13.	1	Lump Sum	Paved ADA Parking Spaces (2), HMA	\$5,000.00	\$5,000.00
14.	1	Lump Sum	Landscaping (Rain Gardens)	\$7,500.00	\$7,500.00
15.	1	Lump Sum	Site Restoration & Cleanup	\$5,300.00	\$5,300.00
16.	1	Lump Sum	Construction Staking & Material Testing	\$4,200.00	\$4,200.00
17.	1	Lump Sum	DNR Sign	\$400.00	\$400.00
				Sub-Total	\$276,680.00
				Contengencies	\$27,720.00
				Engineering (15%)	\$45,600.00
SUBTOTAL OF GRANT FUNDED PORTION OF PROJECT					\$350,000.00

2/10/2022

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Lake Lansing Park North

2/8/22 82929-1-4.1

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Penchura



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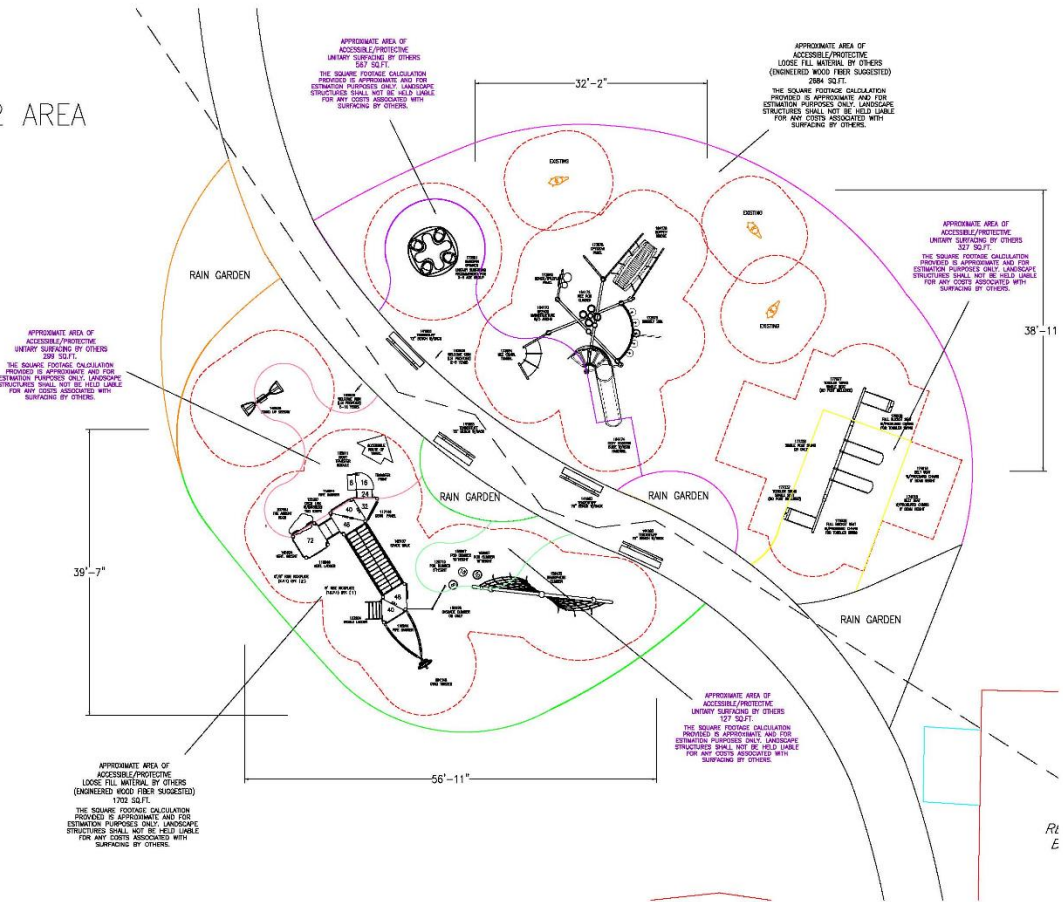
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5-12 AREA



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR PLAYGROUND EQUIPMENT AT LAKE LANSING PARK NORTH

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for playground equipment at Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount \$105,000 contingent on ARP funds or from the Parks 208 fund balance for a local match, for a Michigan Natural Resources Trust Fund Grant generating \$245,000 for a total \$350,000 project cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund Grant Application for \$245,000 for playground equipment at Lake Lansing Park North, further resolves to make available its financial obligation contingent on receiving in the amount of \$105,000 from the Parks 208 fund balance or ARP funding for a total of \$350,000.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Department applying for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North: Internal MSU to Lake Lansing Trail Connector

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Application to Apply for a Michigan Natural Resources Trust Fund Grant for Lake Lansing
North: Internal MSU to Lake Lansing Trail Connector
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lansing North: Internal MSU to Lake Lansing Trail Connector. The Parks Department is planning on requesting to apply for the 2022 grant cycle.

This project will improve approximately 4,900 LF of trail in Lake Lansing Park North with Crushed Stone path to connect the existing trails in the park with the ADA accessible route to the MSU to Lake Lansing Trail.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$315,000 (which includes \$15,000 for topographic survey) from the Trails and Parks Millage or ARP funding for a local match, for a Michigan Natural Resources Trust Fund grant generating \$300,000 for a total \$615,000 project cost.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - MSU to LAKE LANSING TRAIL CONNECTOR
INGHAM COUNTY, MI**

Project Total	\$600,000.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$15,000.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$615,000.00

	<u>Grant Funds</u>	<u>Local Match</u>	<u>Total Project Cost</u>
<u>DNR GRANT:</u>	\$300,000	\$300,000	\$600,000
Match Percentage:	(50%)	(50%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$15,000</u>	<u>\$15,000</u>
PROJECT TOTALS:	\$300,000	\$315,000	\$615,000

Local Match / Funding Sources:
ARP or Trails & Parks Millage: \$315,000

PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - MSU to LAKE LANSING TRAIL CONNECTOR
INGHAM COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$5,500.00	\$5,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$10,200.00	\$10,200.00
3.	1,630	Cu. Yds.	Site Preparation/Excavation/Rough Grading	\$25.00	\$40,750.00
4.	540	Cu. Yds.	Embankment, 4" depth. C.I.P.	\$40.00	\$21,600.00
5.	5,500	Lin. Ft.	Crushed Stone Path, 8' wide, C.I.P.	\$50.00	\$275,000.00
6.	2	Each	Recycled Plastic Bench	\$1,800.00	\$3,600.00
7.	2	Each	Interpretive Sign, Low Profile	\$2,500.00	\$5,000.00
8.	2	Each	Interpretive Sign, Kiosk	\$7,500.00	\$15,000.00
9.	4	Each	Trailhead / Ethics Signage	\$1,000.00	\$4,000.00
10.	10	Each	Mile Markers, Recycled Plastic	\$800.00	\$8,000.00
11.	4	Each	Bike Rack	\$2,500.00	\$10,000.00
12.	1	Lump Sum	Landscaping (Native Plantings)	\$7,000.00	\$7,000.00
13.	1	Lump Sum	Site Restoration & Cleanup	\$12,700.00	\$12,700.00
14.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
15.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$12,700.00
SUBTOTAL					\$431,350.00
Contingency					\$90,450.00
Engineering (15%)					\$78,200.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$600,000.00

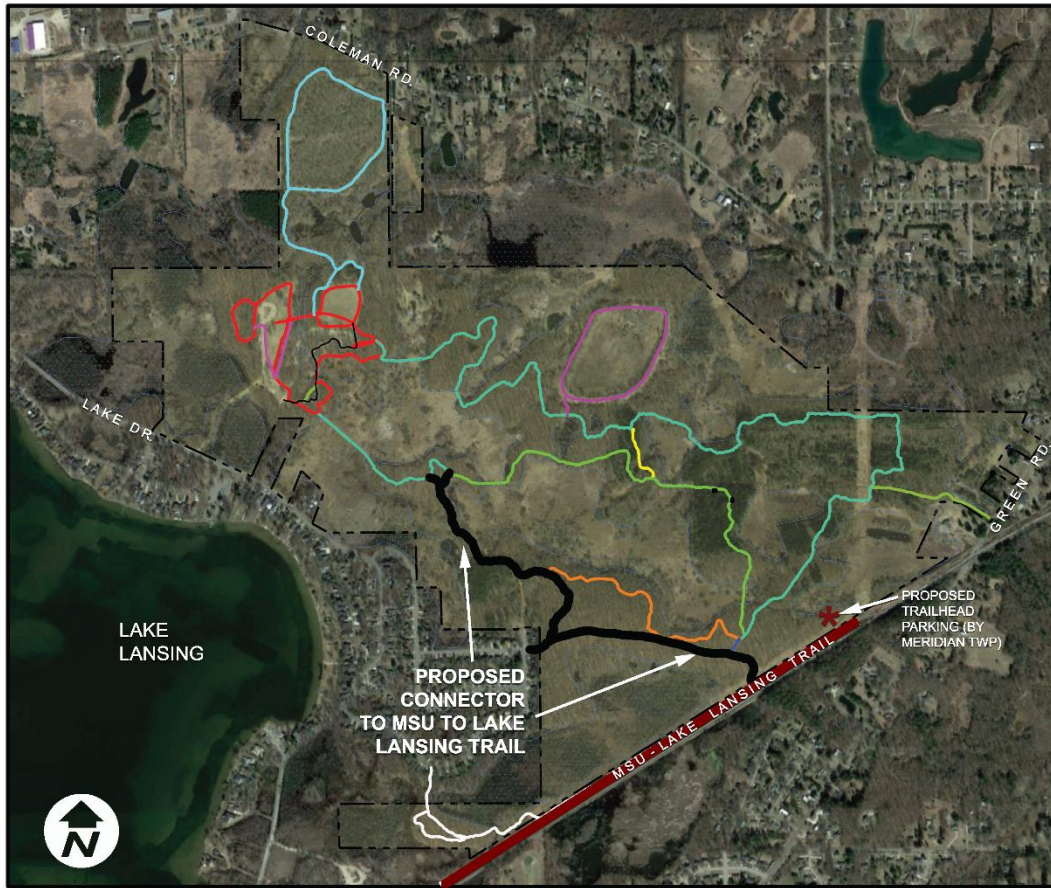
7/22/2021

Page 2 of 2

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Exhibit C



TRAIL CONNECTOR Lake Lansing Park North to MSU-Lake Lansing Trail



JOB # 129934SG2021
DATE: JULY 22, 2021



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR LAKE LANSING PARK NORTH

WHEREAS, the Parks and Recreation Commission supports the submission of a Michigan Natural Resources Trust Fund grant for Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount \$300,000 and \$15,000 for topographic study from the Trails and Parks Millage or ARP funds for a local match; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Department of Natural Resources Trust Fund Grant for \$300,000 for park and accessibility improvements at Lake Lansing Park North, further resolves to make available its financial obligation contingent on receiving the amount of \$315,000 (which includes \$15,000 for topographic survey) from the Trails and Parks Millage Fund Balance or \$315,000 from ARP funding for a total of \$615,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$15,000 for a Topographic Survey from the Trails and Parks Millage Fund Balance.

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support entering into a contract with Spicer Group, Inc.

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Contract with Spicer Group Inc.
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

Proposals were solicited from qualified and experienced engineering firms to serve as the prime professional for three park projects: one at Lake Lansing Park South, one at Bunker Road Landing, and Lake Lansing Park North. After review, the evaluation committee recommends entering into a contract with Spicer Group Inc. for the three projects.

ALTERNATIVES

These projects would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not do the projects.

FINANCIAL IMPACT

Board of Commissioner Resolution #20-0039 and #20-0040 approved funding for various projects below. See the table attached for details.

Project (Grant #)	Board of Commissioner Resolution # authorizing funding	Line Item Project #	Total Project Amount	Requested Amount for Prime Prof. Services	15% Contingency	Total Contract Amount
TF20-0039	21-380	228-75999- 974000-9P14	\$635,200	\$38,300	\$5,745	\$44,045
TF20-0040	21-379	208-75200- 974000	\$112,000	\$20,800	\$3,120	\$23,920
LLN – Maintenance Barn	2020 CIP approved	228-75999- 976000- 20P12	\$75,000	\$30,800	\$4,620	\$35,420
		TOTAL	\$822,200	\$89,900	\$13,485	\$103,385

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) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: January 12, 2022

RE: Memorandum of Performance for RFP No. 1-22 Prime Professional Consulting Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide prime professional services for three park projects: one project at Lake Lansing Park South, one at Bunker Road Landing, and the last one at Lake Lansing Park North. The services may be awarded in whole, or in part, as deemed in the best interest of the County.

The scope of work includes, but is not limited to, providing topographical surveying, plan design including estimates, permit applications, bidding consultation, along with grant and construction administration. The awarded vendor(s) will deliver plans, specifications, bidding documents, cost estimates and schedules; plus, all files for the project(s) in their original format (Word, Excel, AutoCAD, GIS, etc.) to Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	116	37
Vendors responding	7	4

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Lake Lansing Park South Total	Bunker Road Landing Total	Lake Lansing Park North – Maintenance Barn Total	All Parks Total
Rowe Professional Services Company	No, Flint MI	\$25,200.00	\$23,300.00	\$41,400.00	\$89,900.00
Spicer Group Inc.	Yes, Lansing MI	\$38,500.00	\$20,800.00	\$31,000.00	\$90,300.00
Landscape Architects & Planners, Inc.	Yes, Lansing MI	\$43,485.00	\$21,555.00	\$26,693.75	\$91,733.75
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$65,325.00	\$11,675.00	\$37,317.50	\$114,317.50
Straub Pettitt Yaste Architects	No, Clawson MI	\$54,350.00	\$54,350.00	\$29,600.00	\$138,300.00
Viridis Design Group	No, Kalamazoo MI	\$66,480.00	\$42,200.00	\$29,300.00	\$137,980.00
Eng. Engineering & Surveying	Yes, Lansing MI	\$59,866.60	\$55,971.60	\$35,625.00	\$151,463.20

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SPICER GROUP, INC. FOR PRIME PROFESSIONAL SERVICES FOR VARIOUS PROJECTS

WHEREAS, proposals were solicited from qualified and experienced engineering firms to serve as the prime professional for three park projects: one at Lake Lansing Park South, one at Bunker Road Landing, and Lake Lansing Park North; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. for projects at Lake Lansing Park South, Bunker Road Landing and Lake Lansing Park North; and

WHEREAS, Spicer Group Inc, a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Spicer Group, Inc. for the base bid in the amount of \$89,900.00 to provide prime professional services for various projects at Lake Lansing Park South, Bunker Road Landing and Lake Lansing Park North and authorizes a contingency for the overall all work not to exceed 15% of their base bid or \$13,485 for a total amount not to exceed \$103,385.

BE IT FURTHER RESOLVED, that there are funds available in line items as specified below.

Project (Grant #)	Line Item Project #	Requested Amount for Prime Prof. Services	15% Contingency	Total Contract Amount
TF20-0039 Lake Lansing South	228-75999-974000-9P14	\$38,300.00	\$5,745	\$44,045
TF20-0040 Bunker Road Landing	208-75200-974000	\$20,800.00	\$3,120	\$23,920
Lake Lansing Park North-Maintenance Barn	228-75999-976000-20P12	\$30,800.00	\$4,620	\$35,420

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support the Ingham County Parks Reorganization

MOVED BY SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Ingham County Parks Reorganization
For the meeting agenda of 2/28/22 Human Services, 3/1/22 County Services & 3/2/22 Finance

BACKGROUND

Reorganization of the Parks Department has been identified in order to effectively provide customer service due to the increased numbers visiting Ingham County Parks. The Parks Department submitted the reorganization request to the Human Resources Department on November 24, 2020. The job descriptions for these roles have not been amended for a number of years. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

Attendance look back 2017: 1,313,124
 2018: 1,308,551
 2019: 1,265,017
 2020: 1,486,472
 2021: 2,306,976

Fund balance look back

<u>2015</u>	
Start	\$ 66,737.07
Finish	\$ 232,618.84
Difference	\$ 165,881.77
<u>2016</u>	
Start	\$ 232,618.84
Finish	\$ 414,047.14
Difference	\$ 181,428.30
<u>2017</u>	
Start	\$ 414,047.14
Finish	\$ 410,121.11
Difference	\$ (3,926.03)
<u>2018</u>	
Start	\$ 410,121.11
Finish	\$ 455,837.99
Difference	\$ 45,716.88
<u>2019</u>	
Start	\$ 455,837.99
Finish	\$ 476,355.07

Difference	\$ 20,517.08
<u>2020</u>	
Start	\$ 476,355.70
Finish	\$ 584,033.76
Difference	\$ 107,678.06

**6 Year
Average** \$86,216.01

After interviewing the current occupants of these positions, updated draft job descriptions were created. After speaking with Ingham County Human Resources, it was determined that the updating of several job descriptions and position gradings would be best accomplished via reorganization. Director Morgan worked with Human Resources, including Director Graham, to repoint and regrade the positions after the job descriptions were updated and modernized. The results of that repointing are below.

The reorganization is proposed to consist of:

Immediate request (started with Human Resources request on November 24, 2020)

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position.
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position.
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11).
- 4) Convert the Park Manager III (MC 11) position into Deputy Director reclassification (MC 12).

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization and the Parks Department will remain status quo.

FINANCIAL IMPACT

The Human Resources results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below.

Current Position	MC 4 Step 5 Total Cost	MC 6 Step 5 Total Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded-\$5,676.65
TOTAL	\$99,514.12	\$110,867.41	\$11,353.29

Current Position	MC 7 Step 5 Total Cost	MC 8 Step 5 Total Cost	Difference
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
TOTAL	\$118,110.31	\$127,004.68	\$8,894.37

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 11 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
TOTAL	\$156,741.92	\$166,532.49	\$9,790.57

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

STRATEGIC PLANNING IMPACT

Our goal is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The Controller's Office directed the Parks Department to address their reorganization in a two-step process. Step one is the reclassifications and conversion reclassification as step one that is presented in this resolution. Step two would be for the Parks Department to bring forward as part of the 2023 budget request consideration for adding new positions that were identified as part of this reorganization process due to the overwhelming increase in part usage and attendance over the past two year.

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Parks Department.

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Tim Morgan, Director Ingham County Parks

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: 2-9-2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. Position number 759002 is currently a Park Manager III. The Parks Department would like to convert this position into a newly created job description, Parks Deputy Director. After analysis, the salary would be MC 12. I have attached a copy of the job description.
2. Position number 759008 and 759009 are currently a Park Manager II. The Parks Department would like to convert these positions into an updated job description, Park Manager III. After analysis, the salary would be a MC 11. I have attached a copy of the job description.
3. Position number 759014 is currently an Account Clerk, Parks. The Parks Department has updated the job description to accurately reflect the duties that are being performed and re-titled this position to Financial and Account Clerk, Parks. After analysis, the salary would be a MC 06. I have attached a copy of the job description.
4. Position number 759012 is currently an Administrative Office Coordinator. The Parks Department has updated the job description to reflect the duties that are being performed. After analysis, the salary would be a MC 08. I have attached a copy of the job description.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

INGHAM COUNTY JOB DESCRIPTION

FINANCIAL & ACCOUNT CLERK, PARKS

General Summary:

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Responds to inquiries from employees and the public regarding Parks Department information.

Essential Functions:

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies.
2. Serves as Site Coordinator for P-Card processing. Collects each employee's monthly p-card statement with receipts. Assures that each charge is tax exempt and approved. Fills out p-card spreadsheet with vendor and account numbers for financial services.
3. Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.
4. Accounts for all monies received by the department including revenue, donations and reimbursements.
5. Enters cash receipts for revenues, balances daily receipts and prepares deposits to take to bank. Runs accounting and bookkeeping reports as requested. Prepares journal entries to reclass revenue as needed.
6. Performs monthly bank reconciliations, balancing bank statement to general ledger. Identifies and performs corrective actions required to balance bank general ledger. Prepares journal entry to book bank fees and interest payments.
7. Prepares monthly cash transmittal to transfer parks account balance for treasurer's office.
8. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data. Enters SAR in preparation of new employee.
9. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused or insufficient to cover requested time. Runs time and attendance reports as requested.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.

12. Assists supervisor in selecting, interviewing and training new office employees. Acts as supervisor and assumes duties of Administrative Office Coordinator in their absence.
13. Works with the Director and Supervisor to review budget reports. Drafts contract list for preparation of annual budget request. Enters annual budget request in financial software.
14. Develops and prepares annual and monthly financial report for management and the park commission for the entire 208 fund, 228 fund and CIP projects. Oversees expenditures and advises management when accounts need attention. Works closely with Director to identify alternate funding sources. Prepares journal entries when expenditures need to be reclassified.
15. Tracks fund balance and estimates how operating budget may affect it throughout the year.
16. Responds to inquires regarding department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquires to appropriate staff as necessary. Maintains and updates related records.
17. Enters Park and Millage contracts into MUNIS. Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.
18. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
19. Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.
20. Processes dog FOB's applications. Keeps records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold. Reconciles animal control journal entry payments in general ledger to applications received.
21. Assists other office staff such as providing guidance and direction to full-time and seasonal staff as needed.
22. Compiles and submits grant reimbursement requests. This includes keeping detailed records of invoices throughout the entire length of each project and then uploading the necessary documents when the project is finished in order to receive the reimbursement. Assistance with tracking DNR grant funds throughout term of project.
23. Responsible for the administration of the Revenue Management System. Provides initial and on-going training and help for departmental users of the system. Responsible for making templates, creating profiles and running reports.
24. Provides technical support for the POS System, including: system functionality, hardware issues and general troubleshooting.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Accounting, Bookkeeping, Business or related field is required

Experience: A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

**December 2021
MC 6**

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE OFFICE COORDINATOR, PARKS

General Summary:

Under the supervision of the Director of Parks, provides managerial and administrative tasks while assisting with the monitoring of departmental and Park Commission processes and projects. Responsible for supervising full-time and seasonal staff. Serves as the departmental communication liaison and prioritizes incoming request. Composes correspondence and reports for the Director's signature. Assists with ensuring appropriate actions and deadlines are met. Schedules meetings and helps manage administrative calendars. Compiles data into summary reports and documents. Processes confidential information and serves on interview panels for new employees. Reviews and maintains competitive vendor contracts.

Essential Functions:

1. Supervises and directs full-time and seasonal employees engaged in administrative support of all park operations. Participates in the employment process, schedules work, orients and trains and is responsible for employee discipline, as warranted. Advises and discusses performance problems of staff with Parks Director. Processes confidential paperwork for staff regarding personnel issues. Helps evaluate current processes and makes recommendations to update and improve policies and procedures.
2. Responsible for the administration of the Revenue Management System. Provide initial and on-going training and help for departmental users of the system. Responsible for making templates, taking reservations and running reports.
3. Oversees administrative budget and assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources. Provides financial analysis to the Department Head in preparation for strategic planning. Oversees and prepares journal entries to adjust the general ledger as needed.
4. Supervises and manages Special Events and Day Camps. Maintaining a working relationship with customers and/or vendors. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner. Post events to the Parks website.
5. Provides administrative support to the department and the Parks Commission including setting-up and composing correspondences, writing resolutions, processing reports, develops and prepares the annual report, surveys, Board of Commission and Park Commission packets, and other documents. Proofreads and edits documents. Upon approval from the Director submits resolution in a timely manner.
6. Assists in the coordination of preparation of grant applications. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks. Works with County legal to request contracts to be drafted. Assists in gathering information and responsible for writing the resolution to authorize contracts. Works with Budget to set up the accounts.
7. Responsible for data collection for grants, reports, charts, strategic planning and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and

charts. Monitors publication on topic related to departmental activity and composes summary updated for staff review.

8. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems. Serves as the Department Head's communication liaison to other Department Heads, vendors, the Controller's Office and the Board of Commissioners.
9. Responsible for the Parks Department website, adds, deletes and changes information as necessary. Works with the IT Department on the website. Trains and assist Park Managers on editing materials.
10. Schedules internal and external meetings. Assists with the meeting logistics regarding room, set-up, agendas, travel arrangements, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the Department Head to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Department Head or other staff when scheduling conflicts occur.
11. Performs various accounting functions. Verifies invoices and processes payments. Receipts payments and reconciles various statements. Responsible for tracking and checking out change funds to field staff and administrative staff. Tracks departmental expenditures.
12. Organizes and processes inventories for supplies, furnishings, brochures, forms, and equipment. Serves as the liaison for internal and external vendors. Maintains records and receipts on office purchases and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
13. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation and the development of operating procedures.
14. Oversees all reservations of rentals such as livery operations, inflatables, shelters, cross country skiing, snow tubing hills, annual passes, park patron and gift certificates.
15. Accounts for all monies collected and maintains records such as equipment and material inventory, employee attendance, car counts, Soldans Dog Park key fob sales.
16. Serve as the point-of-sale administrator for the administrative office. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports and ability to trouble shoot and diagnose some hardware and software technical issues.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required.

Experience: A minimum of 3 years of experience in an administrative support role is required.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

2. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, reach, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying and pinching.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

**November 2021
MC 08**

INGHAM COUNTY JOB DESCRIPTION

PARK MANAGER III

General Summary:

Under the supervision of the Director of Parks and Deputy Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Supervising Winter Sports Manager for all tube/snow hill operations.

Essential Functions:

1. Responsible for the management of a metropolitan park complex. On a temporary basis, may be required to manage multiple park complexes.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
4. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
5. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
6. Responsible for working with local police jurisdictions for the enforcement of park rules and regulations, as well as assistance with any investigations or training within the Ingham County Parks.
7. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
8. Operates and maintains picnic shelters, including reservations. Oversees the operation of department-operated rentals such as paddle boats, livery operations, disc golf equipment, inflatable games, public boat launch, Community Band Shell, and food concessions.
9. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
10. Serve as Coordinator for Community Band Shell, including scouting and researching talent groups, contracting stage talent, band coordination, solicit sponsorship funding, develop performance policies and guidelines, and develop marketing plan for entire concert series.
11. Research, prepare, write and submit grant proposals for Ingham County Parks Properties and Friends of Ingham County Parks for the purpose of expanding facilities and programs. Identify community resources and matching funds for networking and collaboration. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks.
12. Serve as an Environmental Stewardship Coordinator at one of the three parks. Responsible for overseeing stewardship efforts using best land management practices. Works with various vendors, consultants,

volunteers, and community organizations in reaching stewardship goals. Securing funding to support environmental mapping, treatments, removal, planning, and education for invasive plant removal and management.

13. Coordinate Special Events, including permitting, staffing, EMS/Law Enforcement, and traffic controls. Events include: community festivals, 5 K and marathon races, biathlon/triathlons, fund raising concerts, company picnics, and fishing tournaments.

14. Represent and serve as Liaison for Ingham County Parks to a variety of groups including: Lake Lansing Watershed Advisory Board, Lake Lansing Property Owners Association, Friends of Ingham County Parks' Stewardship and Band Shell Committees, Meridian Township Land Preservation Board, Community groups, clubs and organizations and various State of Michigan Departments.

15. Serve as the point-of-sale administrator at one of the three parks. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports, and ability to trouble shoot and diagnose some hardware and software technical issues.

16. Act as the Day Camp Director overseeing the safe operations of the summer Nature Day Camp at Burchfield County Park. Responsible for hiring and training naturalist and assisting in creation and implementing educational programming. Maintains appropriate records, licensing, certifications, updates to policy and procedures, and any required State and County inspections.

17. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

Ability to obtain a State License as a Pesticide Applicator is required within six months of hire date. A valid Motor Vehicle Operator's License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

4. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
5. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
6. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
7. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
8. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
9. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
10. This position is exposed to noise levels which require shouting in order to be heard.
11. This position is exposed to vibrations and oscillating movements.
12. This position is required to travel for meetings and appointments.
13. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

January 12, 2021
MCF 11

**INGHAM COUNTY
JOB DESCRIPTION**

PARKS DEPUTY DIRECTOR

General Summary:

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Assists the Director of Parks with the planning and implementation of capital improvement projects and purchases. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. Serve as Supervising Winter Sports Manager for all tube/snow hill operations. Serves as the acting Director of Parks in their absence.

Essential Functions:

1. Serves as Acting Parks Director in the absence of the Parks Director.
2. Assisting the Parks Director with formulating the Parks Department annual budget, development and implementation of the Parks Master Plan including the Trails and Parks Comprehensive report.
3. Serves as internal and external Parks Department liaison to groups as assigned.
4. Attend Board of Commissioners, Parks Commission, Friend of Ingham County Parks meetings, and departmental events as requested.
5. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
6. Assists the Parks Director in the supervision of all full time Parks staff.
7. Responsible for the management of a metropolitan park complex with assistance from Assistant Park Manager.
8. Serves as lead, with the assistance of other staff, on the park wide point of sale system.
9. Maintains frequent contact with all park staff, officials, and organizations, which have a significant impact on park operations and Master Plan implementation.
10. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
11. Operates and supervises all snow making equipment; snowmaking is a 24/7 operation starting Mid-November to March, and facilities and staffing to provide and maintain snow and all facilities operations (magic carpet, tubes, etc.) of the tube/snow hill throughout the annual season.
12. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.

13. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
14. Assists park police in the enforcement of rules and regulations on during the summer months.
15. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
16. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as boat rentals and food concessions.
17. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
18. Assists the Director with the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

A valid Motor Vehicle Operator's License.

Ability to obtain and maintain either Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) within 1 year of hire.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

14. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
15. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
16. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
17. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
18. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
19. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
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23. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
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- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
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- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

MC 12
January 2021

Introduced by the County Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE OF THE REORGANIZATION OF THE INGHAM COUNTY PARKS DEPARTMENT

WHEREAS, reorganization of the Parks Department has been identified as desirable in order to expand upon and enhance the efficient delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources and the needs of County residents; and

WHEREAS, a reorganization started November 24, 2020 is proposed to consist of:

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position.
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position.
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11).
- 4) Covert the Park Manager III (MC 11) position into Deputy Director reclassification (MC 12).

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and accurate job descriptions and reasonable compensation play a key factor in both; and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and repointed; and

WHEREAS, the Park Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Parks Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759014	Account Clerk	Move from MC 4 to MC 6 and update the current job description, and change the title to Financial & Account Clerk (50% millage funded position and 50% general funded)
759012	Administrative Office Coordinator	Move from MC 7 to MC 8, update the current job description

759002	Park Manager III	Move from MC 11 to MC 12, update the current job description, and change the title to Deputy Director
759008	Park Manager II	Move from MC 10 to MC 11 and update the current job description, and change the title to Park Manager III
759009	Park Manager II	Move from MC 10 to MC 11 and update the current job description, and change the title to Park Manager III

The financial impact associated with the proposed reorganization is as follows:

Current Position	Current Max. Cost	Future Max Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage - \$5,676.65
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$668,161.03	\$717,888.42	\$49,727.27

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 14, 2022

Motion to Support entering into a contract with James Clark Tree Service

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion at their next meeting.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Contract with James Clark Tree Service
For the meeting agenda of 2/28/22 Human Services and 3/2/22 Finance

BACKGROUND

The Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North.

Staff recommends that a contract be awarded to James Clark Tree Service.

ALTERNATIVES

Due to the age and condition of some trees within Lake Lansing County Park South and Lake Lansing County Park North it has become necessary to remove the hazardous trees. The alternative is to not complete the project.

FINANCIAL IMPACT

There are funds available in line item 208-75200-974000-22P03.

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) of the Action Plan - maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with James Clark Tree Service.

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 10, 2022

RE: Memorandum of Performance for RFP No. 15-22 Tree Felling and Trimming Services.

Per your request, the Purchasing Department sought proposals from experienced tree contractors to provide tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North.

Tree removal shall consist of trunk, limbs, canopy, and crown; the stump shall remain. Wood chips will be used for trail material.

The work to be done under this contract includes, but is not limited to, providing all labor, materials, supervision, equipment, fuel, insurance, services, incidentals, and related items necessary to complete the work in compliance with all local, State and Federal Safety Regulations. All work will be scheduled with the Parks Manager.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	37	17
Vendors responding	3	1

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Tree Felling Total Cost	Dead Branch Removals Total Cost	Total Bid
James Clark Tree Service	Yes, Holt MI	\$8,300.00	\$1,300.00	\$9,600.00
New Life Arboricultural Services	No, Grand Rapids MI	\$9,150.00	\$2,250.00	\$11,400.00
Wright Way Tree Company	No, Eaton Rapids MI	\$8,500.00	\$4,800.00	\$13,300.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONTRACT WITH JAMES CLARK TREE SERVICE
FOR TREE FELLING AND TREE TRIMMING SERVICES AT LAKE LANSING COUNTY PARK
SOUTH AND LAKE LANSING COUNTY PARK NORTH**

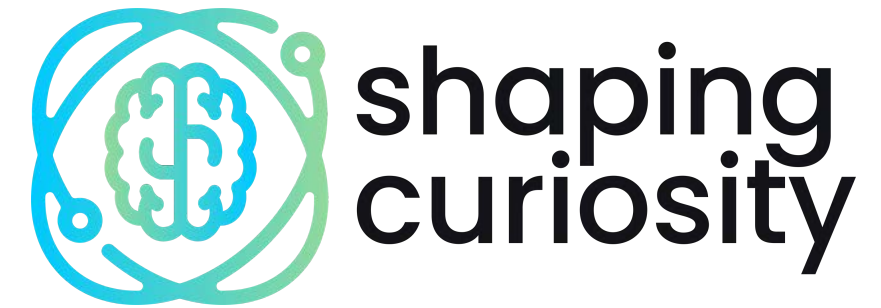
WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to James Clark Tree Service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorized entering into a contract with James Clark Tree Service in an amount not to exceed \$9,600 for tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-974000-22P03 for the project.

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



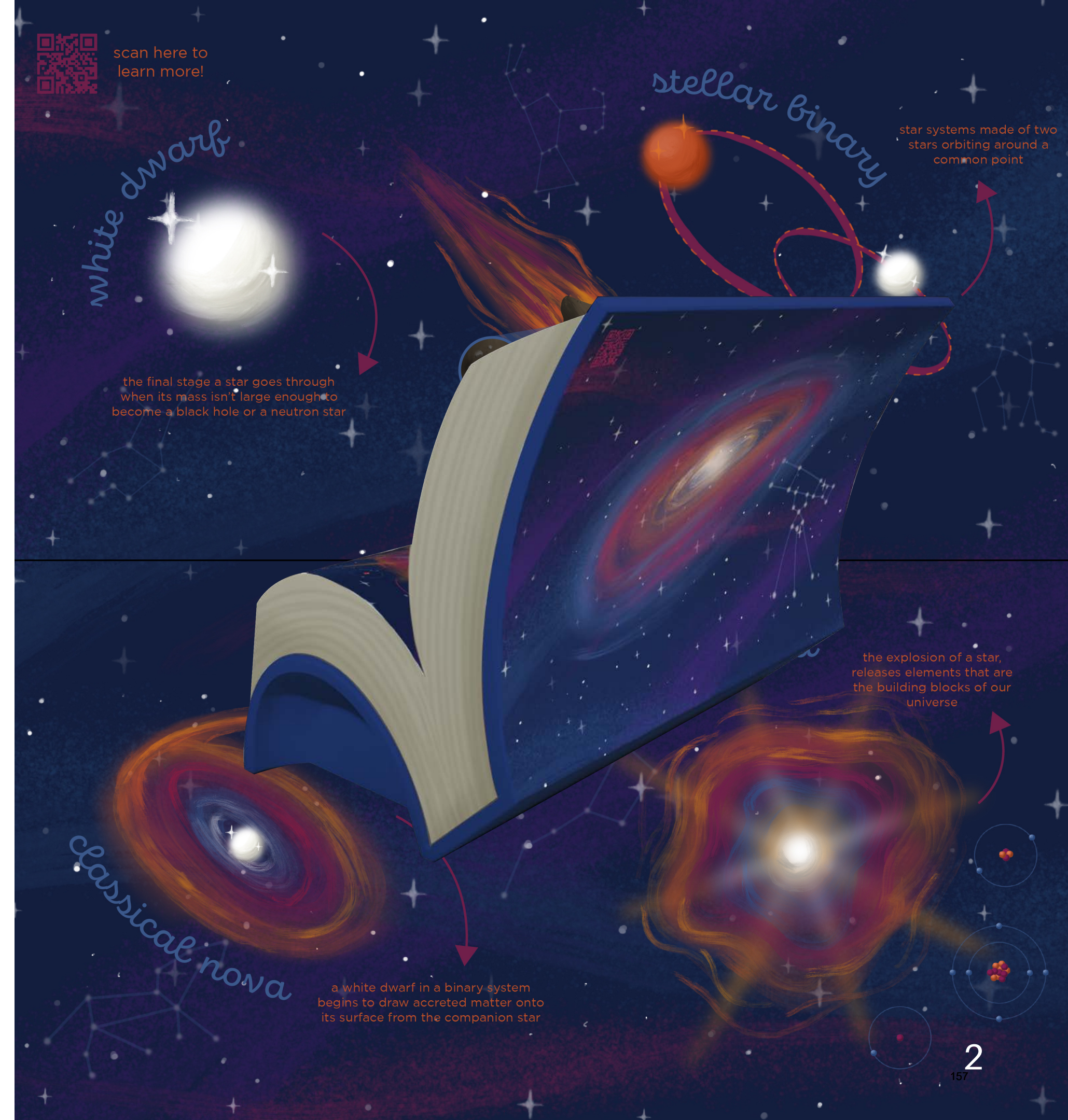
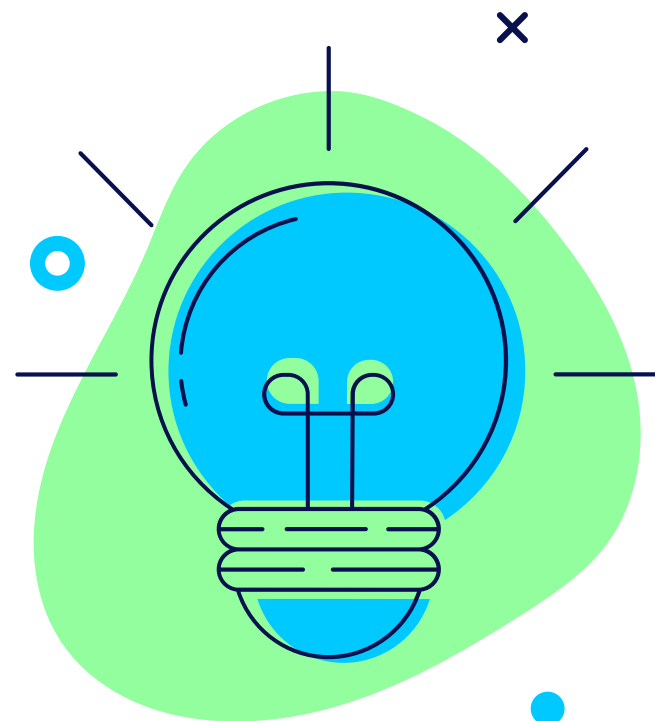
Shaping Curiosity

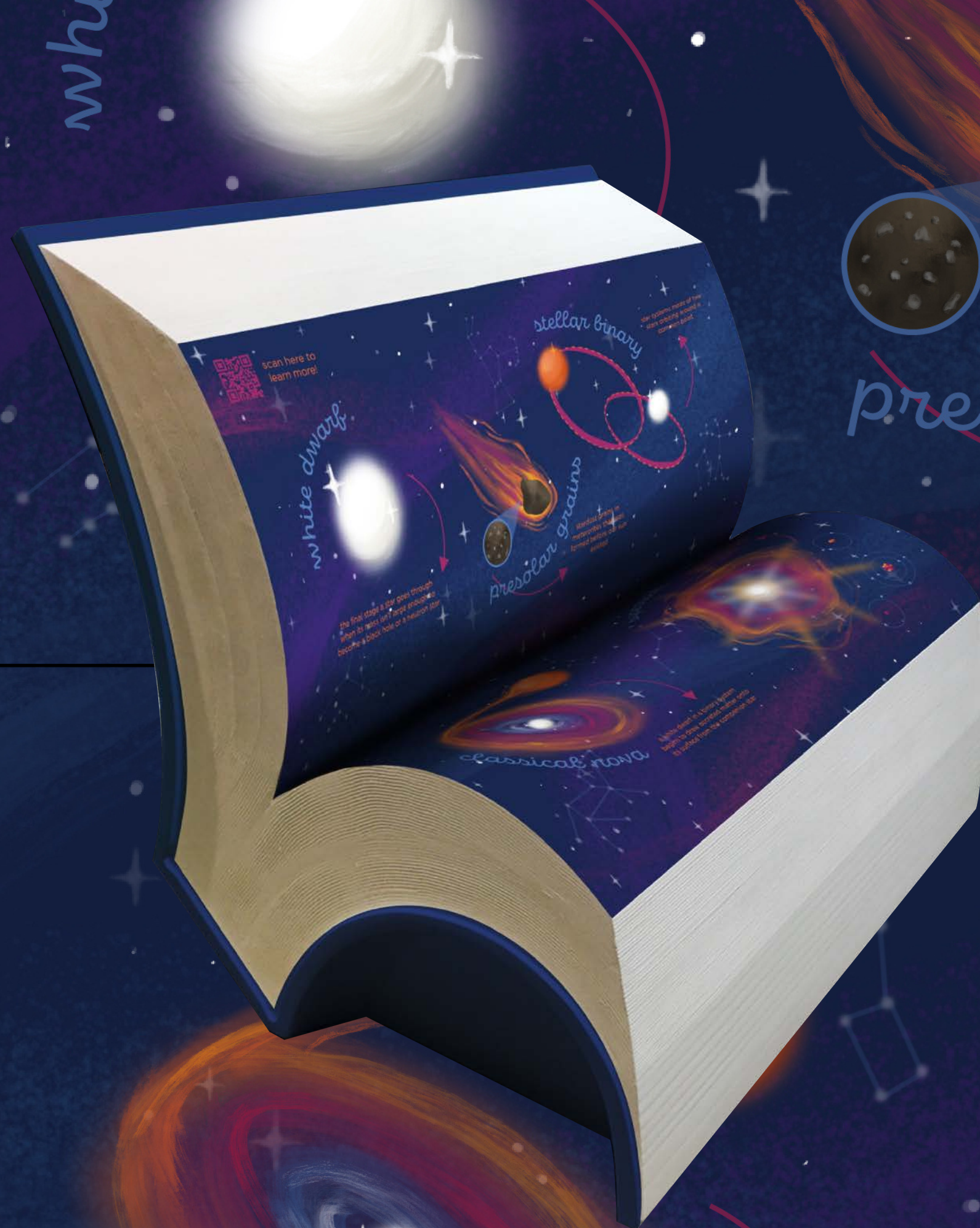
Chelsie Boodoo

Biomedical Engineering B.S. (from FIU) and M.S. (from MSU)
MSU Biosystems and Agricultural Engineering Ph.D. Student
Founding President of MSU SciComm
Host of The Sci-Files on Impact 89FM

Science Book Benches

All benches are part of a scavenger hunt with puzzles. People can travel to new places in search of them! They are useful for people who want to rest and sit down. People can also pose for pictures on the benches





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Scan QR

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4 THE ADULT BUTTERFLY
An adult butterfly emerges two weeks later.

Female monarchs lay eggs on the underside of milkweed's young leaves

ANTENNAE
COMPOUND EYES
PROBOSCIS
CELL

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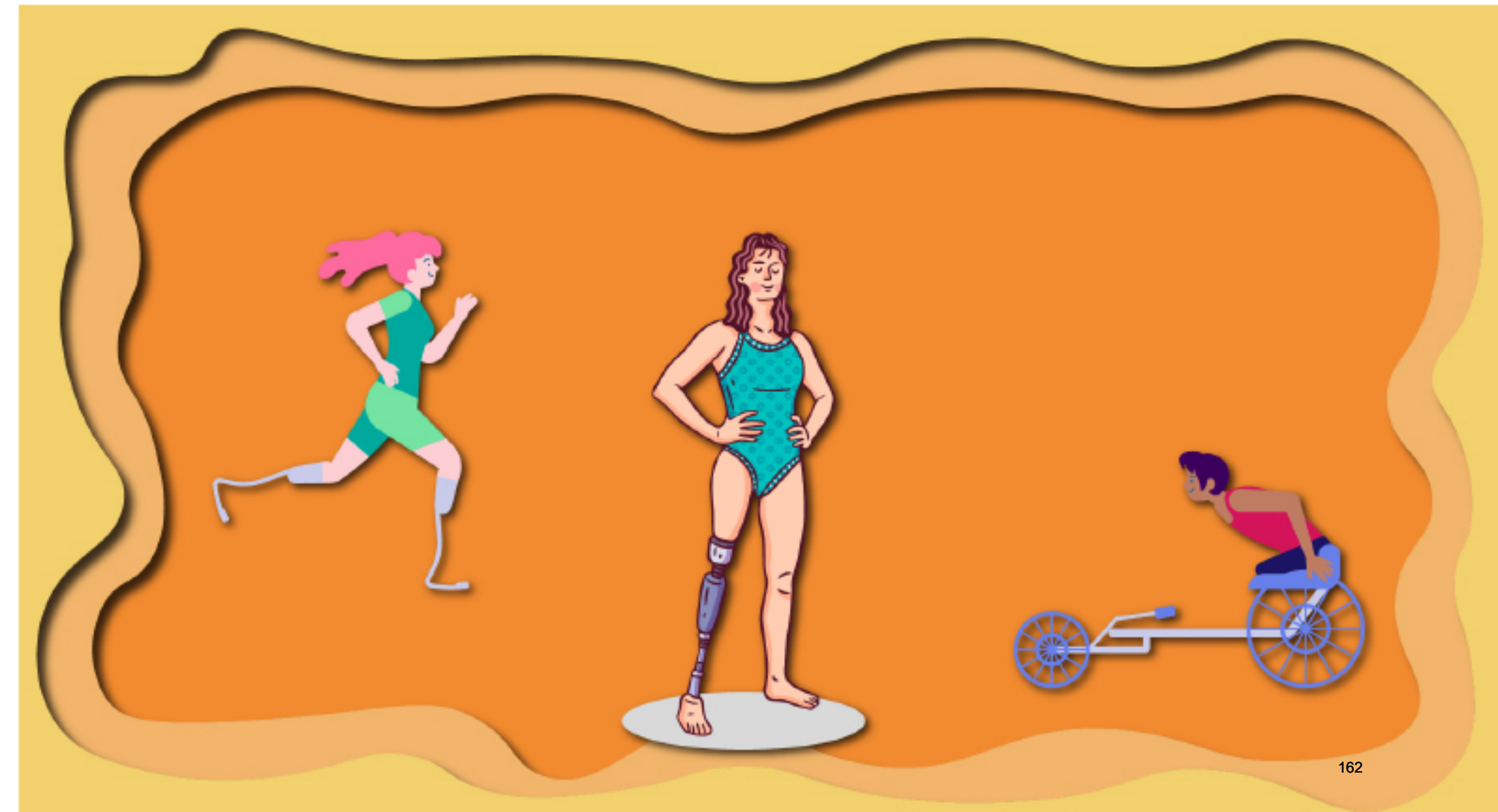
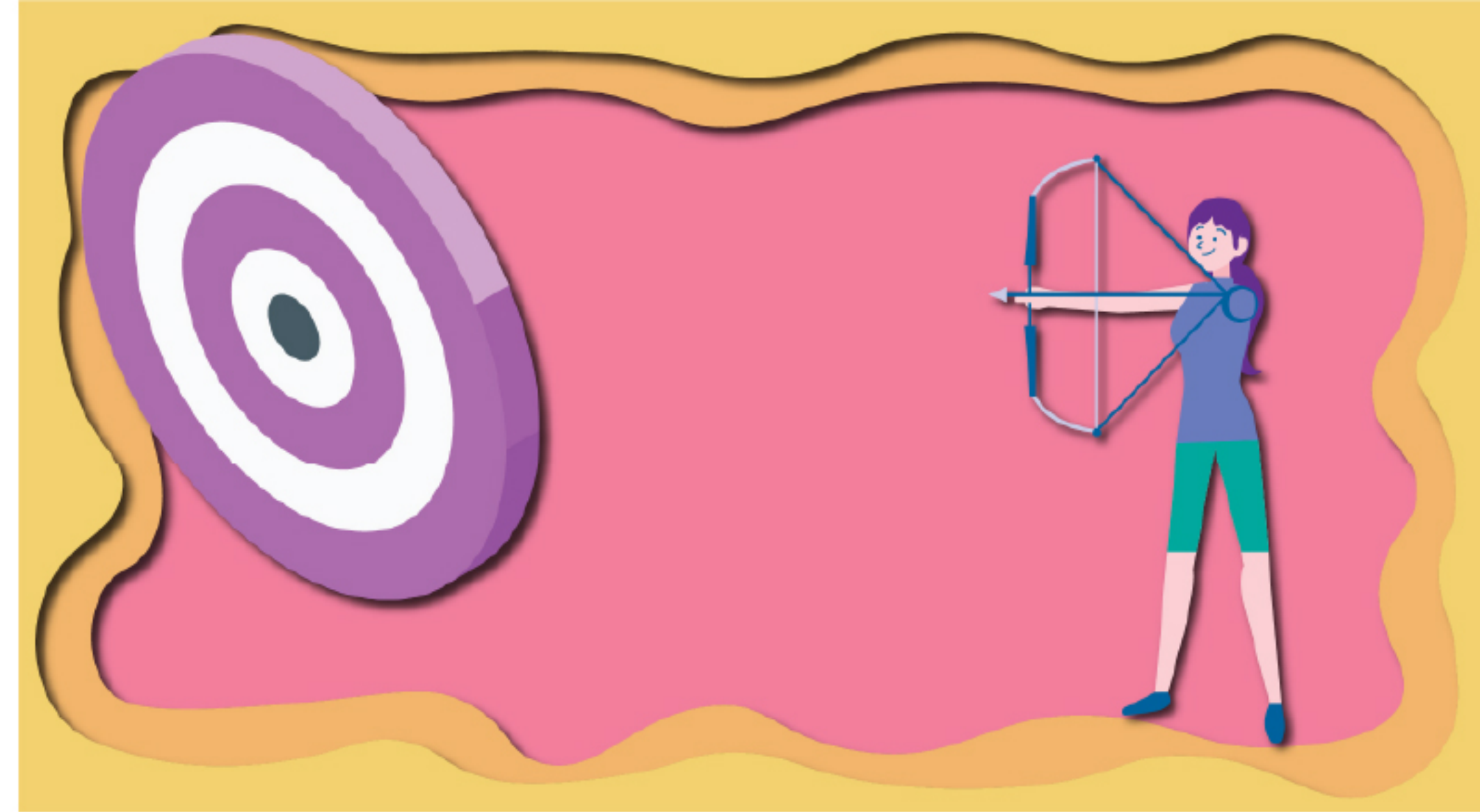
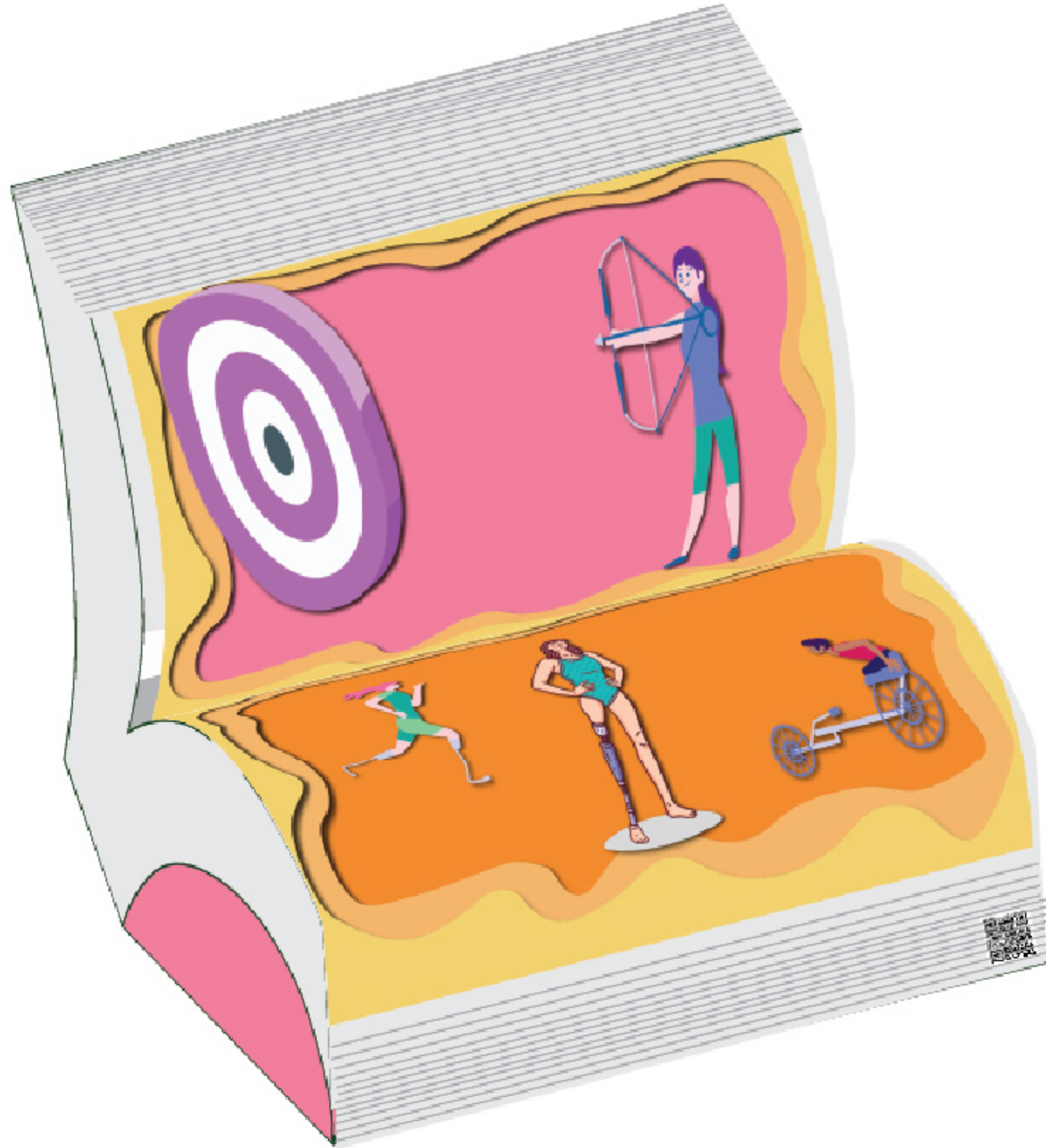


BUTTERFLY











How it Works

Unique QR Code to scan so that people can access a website where they solve questions related to the bench and see videos

The questions would be different levels of difficulty for all ages so that children could learn with their parents. The website will also include short videos explaining the science behind the art, sending people on a scavenger hunt

→ 01

can have an auction day where people buy a bench and their name is displayed on a plaque next to the bench to raise money for different charities.

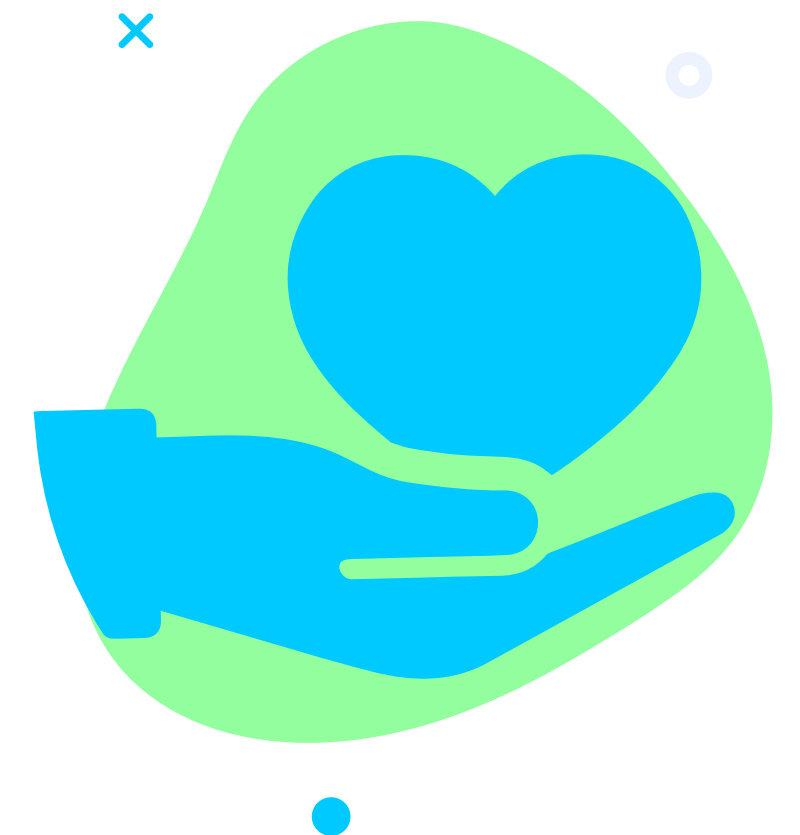
→ 02

Benches based off storybooks were auctioned for over 100,000 euros to raise money for different causes. However, there are no STEM (science, technology, engineering and math) benches anywhere yet.

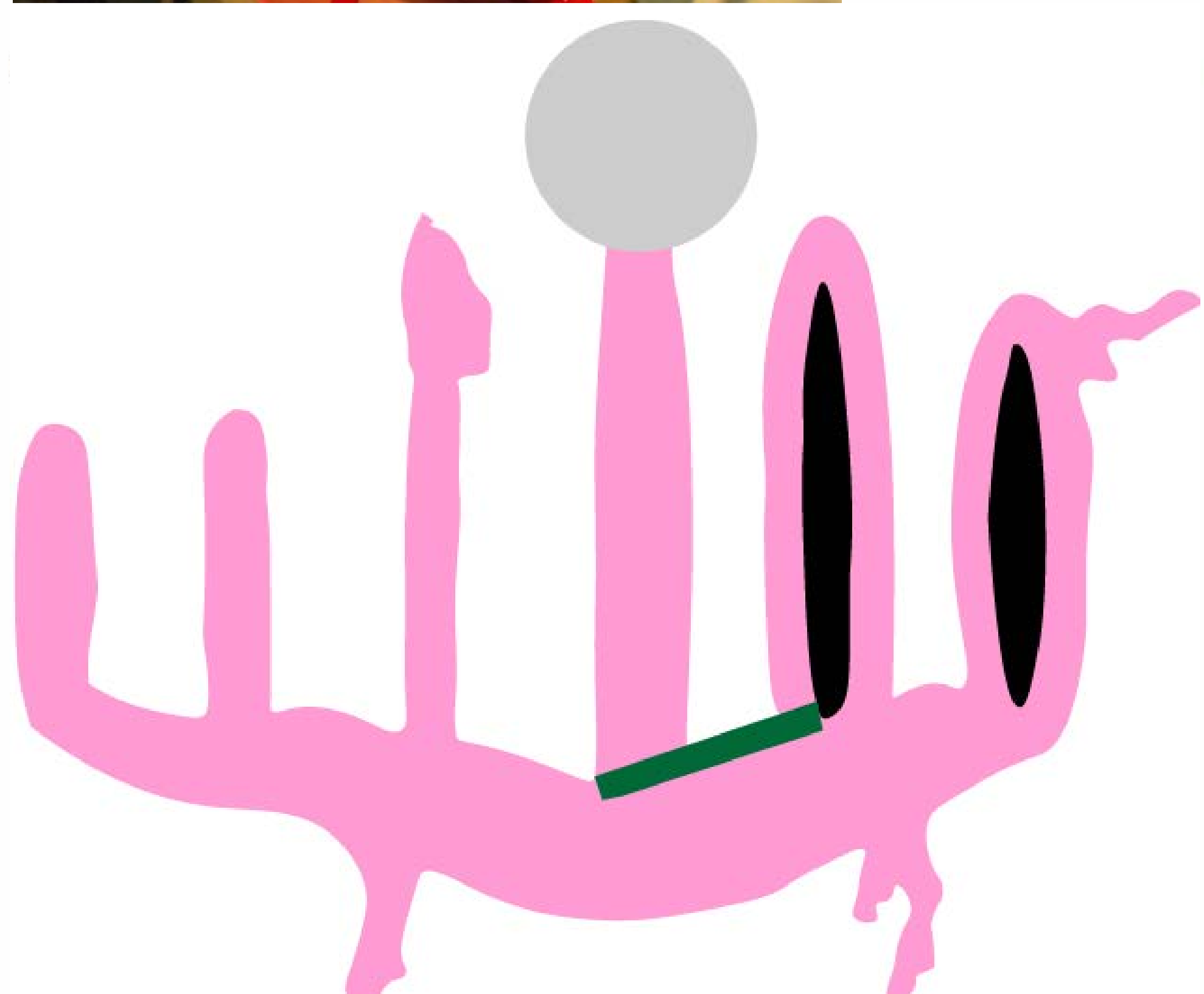
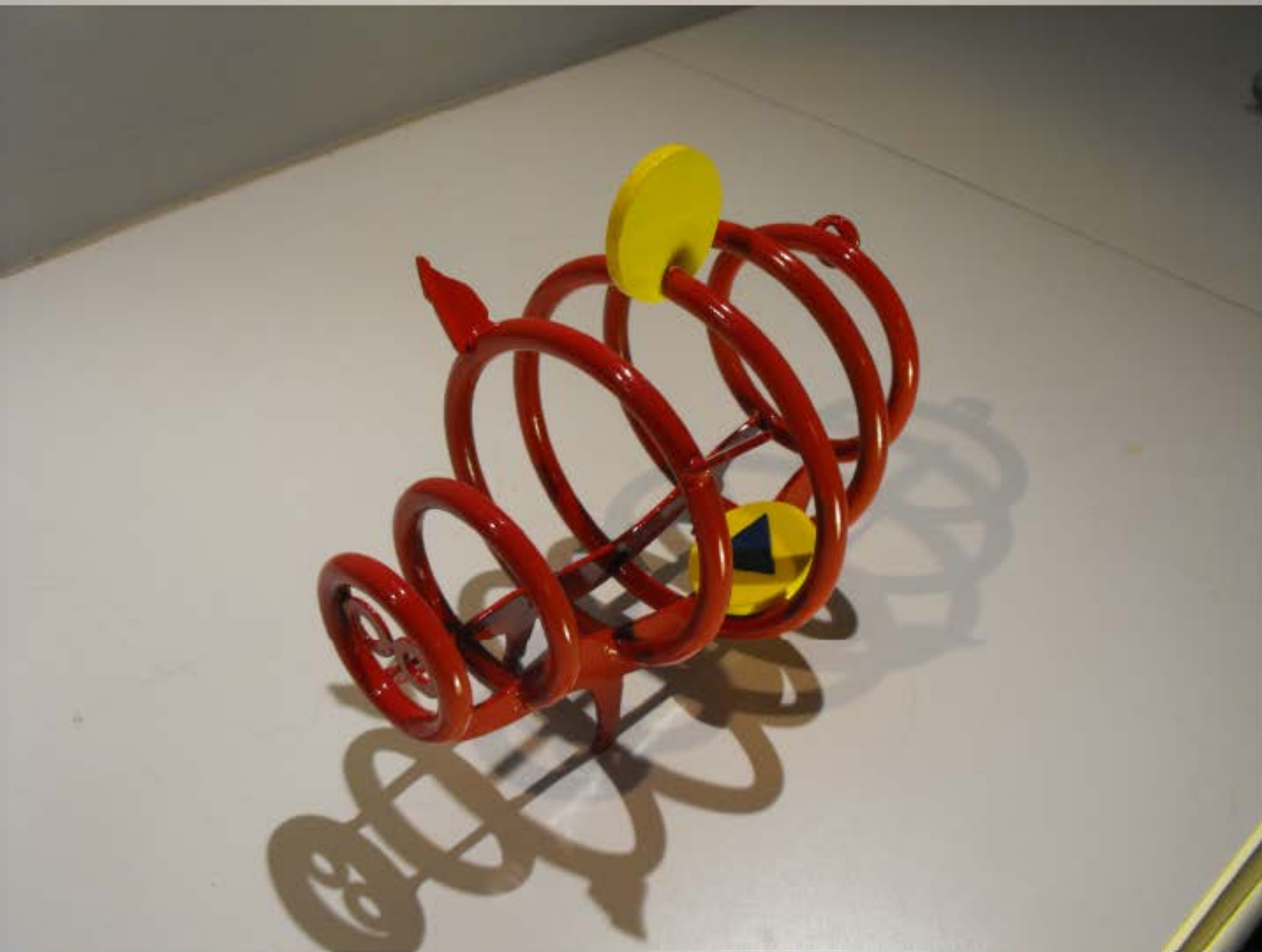
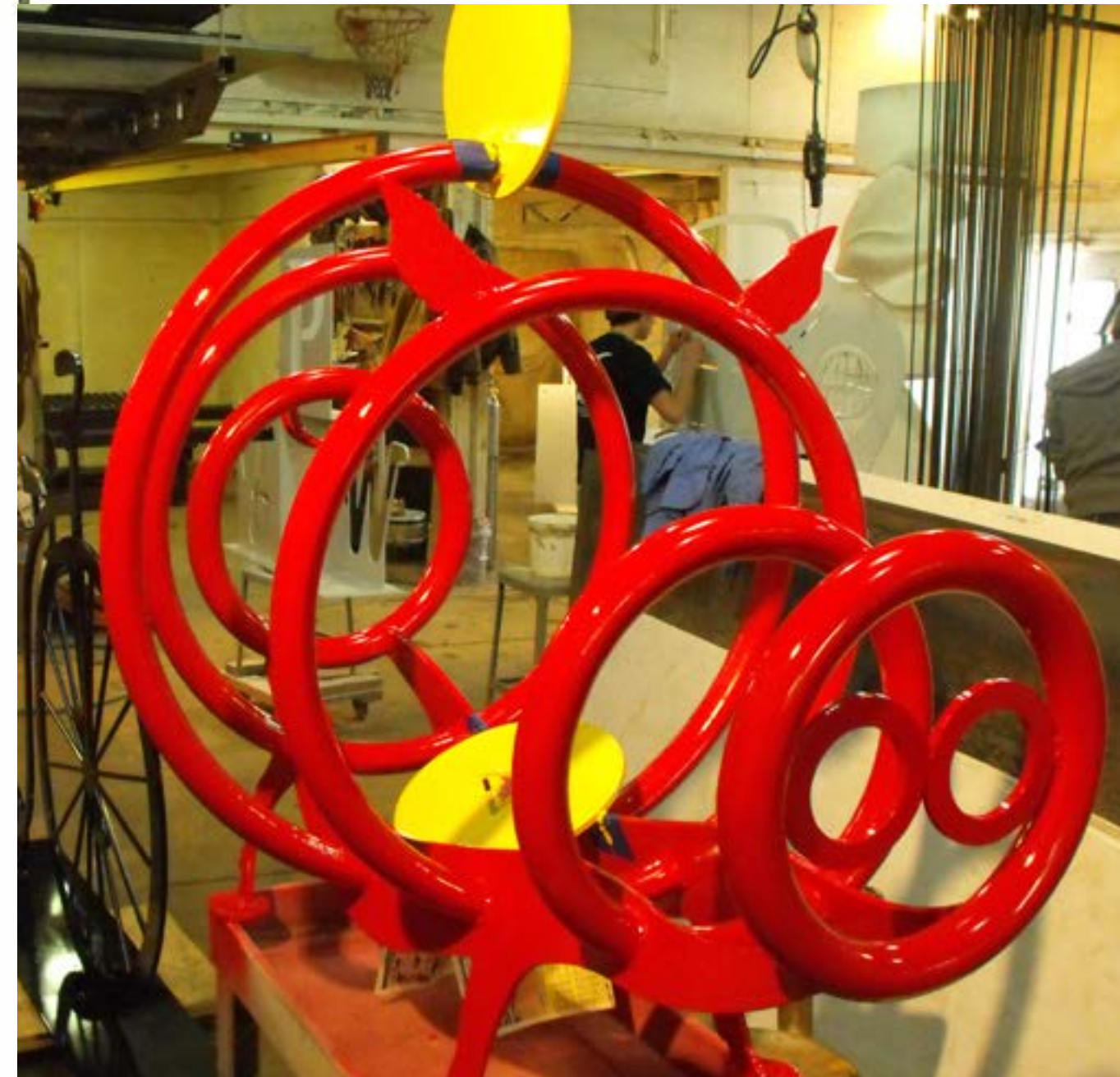
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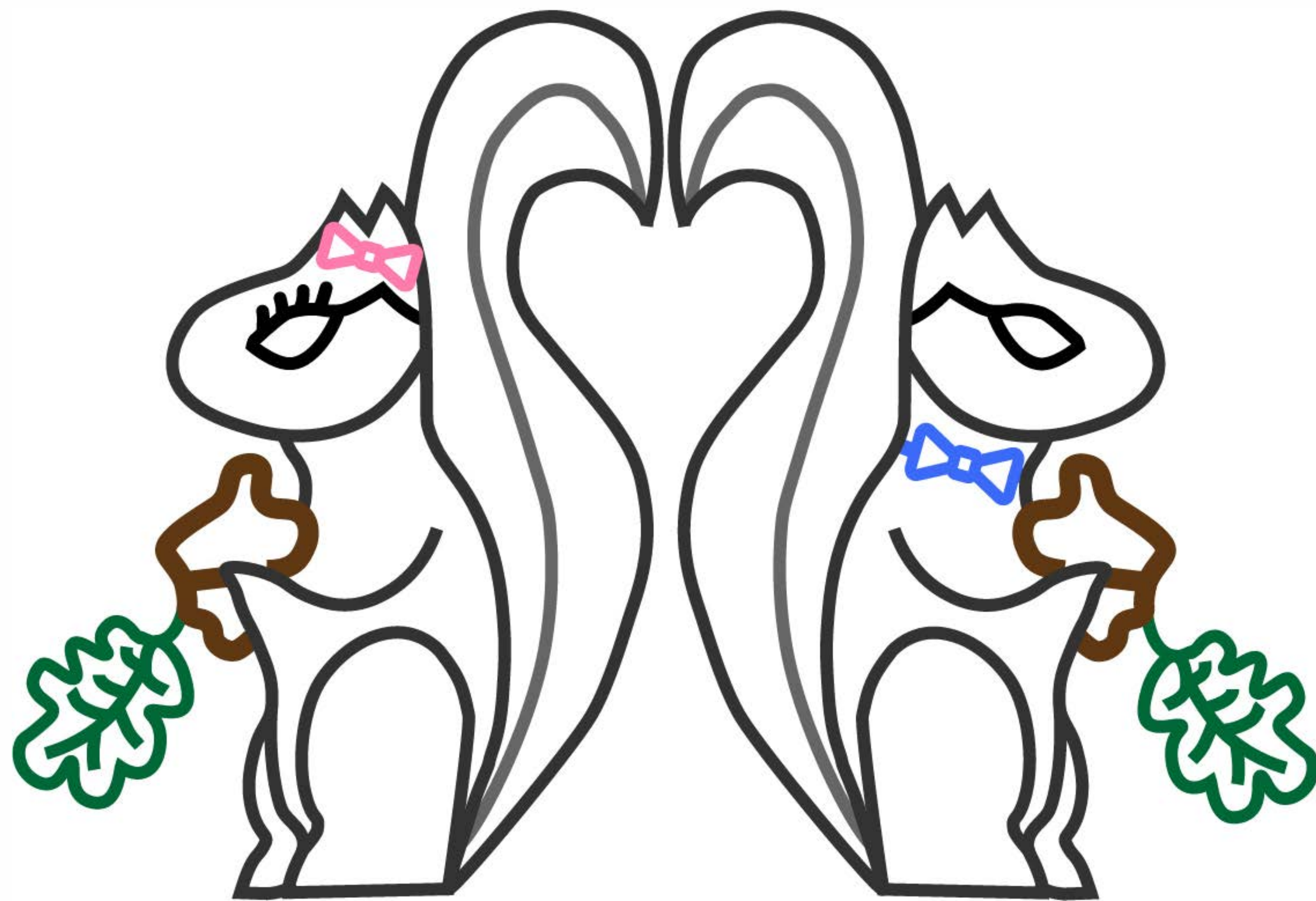
Science-art can be created on structures/sculptures other than benches.

Auction For a Cause



Bike Racks





Thank You!



boodooch@msu.edu



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MICHIGAN CLEAN BOATS, CLEAN WATERS GRANT APPLICATION



PROGRAM REQUIREMENTS

By completing this application, you agree to the following if your proposal is funded:

- A minimum of three in-person (or virtual) outreach events must be held with CBCW outreach materials.
- Grantee and/or volunteers are required to review CBCW training materials (approximately 1 hour of reading/viewing).
- Grantee and/or volunteers must collect and report data on the number of boaters reached, volunteer hours (if applicable), number of outreach materials distributed, and locations (minimum of waterbody name, county, and township) of outreach materials/events.
- Outreach materials and grant funded activities should be completed within the project period time and not occurring in future dates.
- A year end narrative report of activities and expenditures. Requires a minimum of five photos of products and/or outreach conducted. Narrative report is due December 31, 2022.
- Receipts/invoices will be submitted for reimbursement by December 31, 2022.

Materials must have approved messaging consistent with outreach campaigns in use in Michigan prior to publication. All materials will be submitted to grant administrators at least 30 days prior to printing for publication for approval.

Grantee must have permission from boat launch owners and/or managers prior to any project implementation. For example, DNR Parks and Recreation Division may require a use permit for any events held at DNR owned/managed boating access sites.

Grantees are expected to include recognition of assistance received from the Michigan Clean Boats, Clean Waters program in any promotional or informational materials produced about or by the grant project. Examples of these materials include descriptions of the project in newsletters, informational flyers, signage, or press releases regarding the project. MSU Extension and EGLE logos should not be used on materials to represent support. The Great Lakes Restoration Initiative and the Michigan Clean Boats, Clean Waters program name and/or logo should be used on all materials. The following language is required for signs and written materials: This project was funded by the Michigan Clean Boats, Clean Waters program with Great Lakes Restoration Initiative funding.



Extension



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MICHIGAN CLEAN BOATS, CLEAN WATERS GRANT APPLICATION



GRANT APPLICATION

Your Michigan Clean Boats, Clean Waters application will need to include the following items: contact information, budget, and grant narrative. Please use this application to submit your information. If you are unable to use this form, please contact Kelsey Bockelman (bockelm4@msu.edu). Funding will only be granted to applicants with complete and eligible applications. Applications should be submitted to Kelsey Bockelman (bockelm4@msu.edu), Paige Filice (filicepa@msu.edu), and Kevin Walters (waltersk3@michigan.gov). The deadline for applications is **December 17, 2021**, and applicants will be alerted in February 2022 of their award. This funding opportunity is competitive, and complete applications will be ranked based on eligibility, project significance, and overall strategy.

GRANT APPLICANT CONTACT INFORMATION	
Organization name	Ingham County Parks-Lake Lansing
Organization type (e.g., lake association, watershed group)	Government-Parks Department
Contact name	Ian Londo
Mailing address	121 East Maple Street P.O. Box 178 Mason, MI 48854
Email address	Ilondo@ingham.org
Telephone number	517-730-1269

EXAMPLE BUDGET

Provide an itemized budget in a separate document. See the Clean Boats, Clean Waters grant website (www.micbcw.org) for a template. Budget should include a brief description of items, estimated costs, and locations where outreach materials will be shared. All expenses should be directly linked to project goals. Total funding requests should be between \$1000 and \$3000. Refer to the budget example below for examples of funding requests and formatting. This is an example budget; it does not include all possible expenses.

Boat launch signs and rack cards are available through the Michigan Department of Environment, Great Lakes, and Energy at no cost while supplies last. See the Clean Boats, Clean Waters [website](#) to learn more.

NOTE: Ineligible expenditures include but are not limited to the partial purchase, upkeep and/or the maintenance of a mechanical boat washing station (i.e., boat cleaning systems using high pressured water, waterless decontamination systems) and indirect costs and fringe for staffing.

BUDGET EXAMPLE

Category	Brief Expense Description	Estimated Cost	Locations (if applicable)
Volunteer materials	CBCW t-shirt, apron, hat		
Signage	Aluminum signs and posts for X boat launches		
Advertising	Paid advertising for clean, drain, dry		

MICHIGAN CLEAN BOATS, CLEAN WATERS GRANT APPLICATION



GRANT NARRATIVE

Limit the narrative section to a maximum of 1,000 words. The grant narrative should address the following four questions:

1. What is the purpose for requesting grant funds? Include a project summary, long-term vision, and anticipated outcomes.

Ingham County Parks of Lake Lansing and the Lake Lansing Special Assessment District have always been partners in trying to clean up Lake Lansing and rid it of Aquatic Invasive Species. We are always looking for new innovative ways to keep a local gem of Ingham County at the best quality. Not just to benefit the lake association but to keep clean water around for generations to enjoy. Without this beautiful body of water, the greater Lansing area would lose a major recreation and natural amenity to our ecosystem. It would not only hurt the amount of recreation the surrounding area has to enjoy but also the environmental impacts it would cause would be substantial.

We feel by adding another piece of knowledge and equipment such as the CD3 Roadside to the park it will not only help today in educating people but future generations as well in how they boat and use the water. Lake Lansing south sees a great deal of kayak and paddle board launching from its shore and with the installation of a new easy kayak launch coming in the Spring of 2022 we feel this unit will see a greater increase in launches of kayaks and paddle boards. We feel that these water users often are not aware of the aquatic invasive species and the laws because they are often launching from areas where there might not be educational material. By adding a CD3 unit, we would be able to not only reach boaters and give them access to education and tools for cleaning their boats but to people of all generations and backgrounds that visit the park in a way that could contribute to positive use throughout the State of Michigan.

If Ingham County were be awarded this grant we feel we would be a leader in adding one of these units and others might soon follow and start adding similar cleaning stations to their kayak and paddle board launching areas.

2. List the activities planned to achieve your goals. Include a timeline for each activity and location (be as specific as possible) where outreach events and/or outreach items will be distributed.

Lake Lansing South Unit would hold at least 3 events to promote and achieve our goals in educating the public about clean Boats, Clean Waters. The goal would be to hold one event every month throughout the summer as to influence as many users of the park as possible. We plan to educate all paddlers who would be using the new multi-use pier/beach area to launch a boat about the new station and about Aquatic Invasive Species. We feel this would also be a good opportunity to reach many of park patrons, not just boaters. As the area of the dock and boathouse, see many daily users from fishing, to running, to swimming, to renting pedal boats. We also feel that we would be reaching and influencing people from around the surrounding areas and the state, not just Ingham County as we see many users from all over the surrounding areas.

MICHIGAN CLEAN BOATS, CLEAN WATERS GRANT APPLICATION



3. Why is this organization interested in implementation of boater outreach through the CBCW program?

Ingham County Parks and particularly Lake Lansing have had a long-term relationship with Clean Boats Clean Waters program through Michigan State University and through our local CISMA partner. It has always been a goal to continue this tradition of keeping and promoting a clean Lake Lansing. We have continued that effort by having the local CISMA help train volunteers in hopes to volunteer weekends of CBCW days at our main boat launch where they educate and inspect boats for Invasive Species. By adding the Kayak/Paddle cleaning station at the Lake Lansing South Unit, it will allow us to reach another level of boaters. Paddlers are a major user of Lake Lansing South, and we believe we will see numbers continue to rise due to awarding of a Universal Kayak launch off the multi-use pier. The South unit of Lake Lansing is visited by hundreds of people daily; by adding boater outreach materials and information we will not only be outreaching to paddlers about Aquatic Invasive information, but will also inform any person who is in the park and walks past this material. This would be a substantial outreach project and educate many who may not be aware of how harmful Aquatic Invasive Species can affect our lives. It will not only reach the people of Haslett and Ingham County but will spread awareness throughout the State from users of different cities, towns, and counties.

4. What is the staffing capacity of this organization or proposed partners who would participate in the outreach events?

In an effort to maximize the outreach of events, Lake Lansing South Park would have no issues staffing an event with either seasonal summer workers or a more in-depth event where local CISMA partners would assist in an event. We also have a great relationship with the Michigan State University mobile boat wash team and have continued yearly to hold at least one event to educate boaters about keeping waters clean and to proper ways to clean ones boat. No matter where an event is held in the lake Lansing Units, they all coincide with the other units and will be helpful with all three in educating the public of the importance of Aquatic Invasives. We will also be using our social media channels to reach and educate others that may not be aware of the new station as well as invasive species. We often have at least one seasonal that is doing an internship that would be a good fit for promotion of the events and lead them as well as a marketing intern to help with the digital outreach.

Lake Lansing Clean Boats/Clean Waters

**We will be building a Kayak stand on our own to provide for the cleaing site*

Area	Items	Quantity	Itemized Cost (\$)			Total Cost (\$)		
			Estimated	Actual	Difference	Estimated	Actual	Difference
Lake Lansing South	CD3 Roadside tool station	1	\$2,600.00	\$2,600.00		\$2,600.00	\$2,600.00	\$0.00
Lake Lansing South	ALS Signage/Recognition	1	\$300.00	\$300.00		\$300.00	\$300.00	
Lake Lansing South	Cement for pad	4-80 lb bags	\$5.00	\$20.00		\$20.00	\$20.00	
Lake Lansing South								
Lake Lansing South								
Lake Lansing South								
					\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00	\$0.00
Subtotal			\$2,905.00	\$2,920.00	\$0.00	\$2,920.00	\$2,920.00	\$0.00
Unexpected Costs (add 30% estimated)								
Total costs			\$2,905.00			\$2,920.00		

March 29, 2021

To: Tim Morgan, Director

From: Tim Buckley, Park Manager and Chris Wascher, Assistant Park Manager

RE: Burchfield County Park Infrastructure Requests:

1. Burchfield County Park Sewer/Septic System

- a. **Option #1-** Connect facilities to Delhi Twp. public utility sewer system (if determined possible). **This would need a consultant to figure out the costs, see option 2 for #1.**
 - i. This would eliminate the four separate septic systems that are located at maintenance, winter sports, and north bluff/beach bathrooms.
 - ii. All septic systems are over 30 years old and will need maintenance or replacement soon.
 - iii. Cost savings from not having to pump septic tanks on a regular basis would help offset new monthly utility.
 - iv. Connecting to the municipal waste treatment system would make it easier for future park expansion, if additional buildings needed drains and sewer.

-OR-

- b. **Option #2-** Replace all four septic drain fields, tanks, and septic pumps at each location. **\$50,000 each x 4= \$200,000 total rough estimate**
 - i. Original septic fields, pumps, and tanks are at the end of their life expectancy.
 - ii. Preventive measures taken now would be a potential saving, before unexpected system failure as well as heading off any environmental concerns from leaking septic tanks from a failure.

2. Burchfield County Park Pressure Tank Replacement.

- a. Replace all aging pressure tanks at park facilities utilizing water. **\$20,000 total rough estimate**
 - i. Most of the water system pressure tanks are outdated and in need of replacement.
 - ii. Currently, there are three well systems in the park and several pressure tanks in service at four buildings.
 - iii. Replacement costs for entire system are restrictive.

3. Burchfield County Park Well Inspection/Replacement

- b. Determine if the three wells are functioning properly and to capacity. Address replacement of well system, i.e., pump motors, well points, pressure switches, etc. **\$100,000 total rough estimate**

4. McNamara Landing Well Replacement and Pump House

- c. Replace existing hand pump well with a new well that is uses electric pump, pressure tanks, pressure switch, etc. Construct pump house for new well. **\$50,000 total rough estimate**
 - i. Current well is shallow; has had incidents of positive bacteria samples and required positive displacement chlorination to sanitize.
 - ii. Planned improvements including new drinking fountains and water spigots would benefit from a new system.
 - iii. Convenience for all users and eliminate concerns with hand pump.

5. Riverbend Natural Area New Well and Pump House

- a. Add new well and pump house to Riverbend Natural Area access. **\$50,000 total rough estimate**
 - i. Riverbend is a popular access for mountain bikers, hikers, and fisher people. Currently, the site does not have a well for drinking water.
 - ii. Well would add convenience and provide needed infrastructure for future park improvements.
 - iii. Electric pump well beneficial for same reasons as McNamara

6. Riverbend Vault Toilet CXT Building Upgrade.

- a. Replace existing rental Porta-Potty with concrete vault toilet building. **\$150,000 total rough estimate**
 - i. CXT Vault toilets are built to meet or exceed ADA standards providing better accessibility.
 - ii. Would eliminate rental fees for one Port-Potty unit that currently cost around \$90 per month.
 - iii. Consistent with park design and use. Both Overlook Shelter and McNamara have the new vault toilet buildings in place.

7. Burchfield County Park Broadband Internet Service **IT is taking care of this item already through ARP funding.**

- a. Add broadband internet service to all office areas and buildings with revenue stations.
 - i. Some buildings are currently using cradle points for Wi-Fi service for our revenue management system. There has been connectivity issues with three of those locations at Burchfield on a regular basis. Broadband internet would be reliable and provide uninterrupted service. This is critical when doing cash and credit card transactions and being able to connect with Vermont Systems server.
 - ii. Possibly cost saving to the County by consolidating internet services by eliminating individual cradle points.

**\$570,000.00 total rough estimate for all items for
Burchfield Park**

March 29, 2021

To: Tim Morgan, Director

From: Coe Emens, Park Manager

RE: Lake Lansing Infrastructure Requests

1. Lake Lansing Park North:
 - a. Run new municipal water/sewer from Meridian Township (runs along Lake Dr.) to entire north park bathrooms and new maintenance building. If not able to get water/sewer, replace well, pressure tanks, and drainfield. **\$240,000 total rough estimate**
2. Lake Lansing Park South:
 - a. Replace/install the entire park with municipal water/sewer to all park facilities currently using water or under future consideration. This would replace 30-year old city sewer and water lines. **\$300,000 total rough estimate**
 - i. Maintenance Building
 - ii. Bathhouse – new construction for 2021 slated with Trust Fund Grant. Will service restrooms and concessions.
 - iii. Hill bathroom – sewer is in poor shape (root problem)
 - iv. Carousel Building – future plans for remodel/re-purpose.
 - b. Add storm drainage. Lake Lansing South has had drainage issues for many years. County recently upgraded/replaced storm system outside of Park to hook into. **\$120,000 total rough estimate**
 - c. Replace well, pressure tanks, and irrigation lines throughout Park. **\$120,000 total rough estimate**
3. Boat Launch
 - a. Replace municipal water/sewer to bathroom facility **\$50,000 total rough estimate**
 - b. Run storm/water to new boat washing station (Being done already)
 - c. Run storm to existing boat wash station (Being done already)
4. Provide broadband internet to Lake Lansing Park South, Boat Launch, and Lake Lansing Park North to be installed in the common picnic and parking areas including all Park buildings. Presently there is no broadband. **IT is taking care of this item already through ARP funding.**

5. Shoreline protection at Lake Lansing South and Boat Launch – rock rip-rap, biological, or mat systems. Erosion is becoming a factor at both parks and needs to be addressed.

\$100,000 total rough estimate

\$930,000.00 total rough estimate for all items for
Lake Lansing Parks

Directors Report 2022
12/7/21-February 11/22 (February 14th, 2022 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.

- Continued ongoing working with staff with LAP consultants for two grants at Hawk Island for work to be done on the south side of the lake with piers, accessibility and shade shelters as well as parking improvements for McNamara Landing.
- Took off time for Bereavement.
- Continued ongoing working with staff and met with ROWE consulting for three grants at Lake Lansing South and the improvements at the Boat Launch. The Boat Launch RFP came in and we discussed the one bid we received from Laux this will hopefully be in the March/April Park Commission packets as staff is working with neighbors on fencing options as the final items for this project to move forward.
- Attended a Millage progress update meeting with Nicole Wallace, Brian Collins, and Tanya Moore from Spicer group.
- Worked on lots of items surrounding 7th round millage scenarios with Nicole and Controller's office.
- Continued meeting Nicole, Tanya, and Tri-Counties Consultant on their process for a Tri-County Regional bike plan Eaton, Clinton and Ingham Counties and we shared lots of data that we have for Ingham County.
- Nicole, Tanya, and Managers worked on many edits to the grant spread sheets in preparation for applications request for MDNR Grant cycle for April 1, 2022.
- Assisted the Friends of the Ingham County Parks and have continued working with staff on items to help them moving forward with web site, fund raising, and other items. Meet with Friends Board on 2/11/22, more to come on updates with the Friends.
- Held staff meeting to discuss multiple parks items and beginning planning for the 2023 budget request and possible fee increases as this is the year that Parks will address any increase to fees (every three years now).
- Attended an MParks Public Policy meeting the main topic was the Governors commitment of 150 million in ARP funds to local parks, more to come on this but we plan to apply for grant project match that may not be funded with the Trails and Parks round 7.
- Met with Rick Terrill, Facilities Director and Controller's office, as well as Parks staff to discussion of Administrative move to the park(s), the Controller's office have directed the Parks Department to request 1.6 million from CIP funds as part of the Parks 2023 budget request to provide Admin office space at Hawk Island Park in the future.
- Continue working with IT on high speed internet and cameras in the parks.
- Conducted weekly Administrative meeting.
- Met with the Controller's Office and Human Resources and staff management to discuss the final steps of the Park Department Re-organization process. The outcome of our process is in the Park Commission packets.
- Attended Controllers Senior Staff meeting.
- Attended BOC committee meetings Human Services, Finance and a Full BOC meeting with Park Department items.
- Met several times with staff and the Bill Earl planning committee about re-starting this program with two dates for 2022. They would be the 2nd and 3rd Saturdays in May this year, registration will begin April, 1, 2022.
- Met with Fair/Parks/Zoo/Controller monthly meeting.
- Attended the Free Employee Tubing event at Hawk Island, lots of smiling and laughing faces!

Burchfield Park December/January/February Manager's Report

- Conduct Park Safety Committee Meeting-**Dec. 9th**
- Attended staff meetings-**Dec. 9th & Feb. 7th**
- Submit EGLE quarterly public well samples
- Attended MACPRO virtual meeting-**Dec. 16th**
- Host Orientation Day for new winter park staff-**Dec. 17th**
- Seasonal training days-**Dec. 17th & 21st**
- Revising seasonal manual and upload to Notion app online
- Gift certificate training with Emma-**Jan. 5th**
- Hosted Clinton County RESA Ice Rescue Training on Bigfoot Pond-**Jan. 14th**
- Moonlight Ski reopening after two years and new Support Our Troops trail
- Attended Mason Optimist Club meeting to discuss 2022 Youth Sporting Event-**Jan. 30th**
- Attended Spicer Group meeting to discuss Burchfield's '22 LW grant application-**Jan. 31st**
- Attended Laux project budget meeting with office admin. staff-**Feb. 7th**
- Burchfield winter sports revenue record for the weekend of **Feb. 4th-6th (\$10K+)**
- Mechanic interviews-**Feb. 9th**

Special Events:

- Midwest Fantasy Quidditch Tournament – Jan. 29th with 120 registered players

Park Maintenance

- Continue snow removal on Waverly Rd. bridge
- Clear trees and branches from skiing trails in between winter storms
- Start construction on new gatehouses for McNamara and Riverbend NA
- Continue to make necessary equipment repairs
- Installed new exhaust fan for food concessions



Ice Rescue Training on Burchfield Pond



Support Our Troops Moonlight Trail



Midwest Fantasy League Quidditch Tournament

December/January 2022

Hawk Island County Park

- ✓ Managing of tubing hill reservations, general public sessions, snowmaking, and maintenance of tubing hill.
 - All general public tubing (16 per week) sessions are sold out for remainder of season.
 - All private reservation times (11 per week) are sold out for remainder of season.
 - Continuing to have difficulty finding staff to work, therefore most of Hawk Island FT staff time has been dedicated to snow tubing hill daily operations.
- ✓ Worked on subcontractor bids for snow tubing storage building.
 - Installation of building
 - Permitting through EGLE and City of Lansing
- ✓ Began to receive bids for a new snow gun for Hawk Island (CIP).
- ✓ Brian Appointed to serve on the Michigan Municipal Risk Management Association Parks and Recreation Advisory Board

Lake Lansing Park Report – December/January

Highlights:

Attended Staff and Manager Meetings

Attended Park Commission meeting

Attended Band Shell meeting

Attended Pre-Construction meeting with Sherriff-Goslin and Jim Hudgins for LLS Main Shelter metal roof. Monitored installation.

Attended SAD meeting

Attended Trails and Parks meeting with Tim M, Tanya, Nicole, and Ian to discuss new maps and signage on the LLN trails

Met with various tree trimming vendors to review hazard tree and limb removal within LLS and LLN – bids due 2/10

Solicited and accepted bids for restroom pressure tank upgrades at LLN

Solicited bids for new rescue boat motor

Attended RecTrac meeting with Vermont Systems

Met with Tim M and Boat Launch neighbors to discuss perimeter fence upgrade options

Attended Teams meeting with Tanya, Tim, Nicole, and Ian to go over upcoming grant applications for LLN

Attended two “Hesse/Earl Fishing Program” meetings via Zoom

Worked with Tanya for lantern donation for the LLN Moonlight Ski event on 2/20

Helped set up two ice fishing events at LLS

Worked with Melissa Sigh on Bandshell Mini-grant from Lansing Arts Council

Ian working on LLN Trails signage, X-Country Ski RFP, and supervising very busy weekends in ski rental

Staff working on clearing disc golf course, cleaning up junk piles, and taking down playground equipment. Cleared more trees from around Lakeview shelter to open the view up better.

New metal roof on LLS Main Shelter



Spicer Sponsor Sign for Moonlight Ski



Lakeview Shelter minor clearing



Trail Grooming



Playground Equipment Removal



December/January - Parks Office Monthly Report

Meetings/Trainings

Staff and weekly Admin meetings
Vermont discussion on gift cards
Reorganization meetings
Bill Earl discussion meetings
Started budget discussions

Contracts/Resolutions

Drafted/edited the following resolutions:

- 2022-2026 Master Plan
- Burchfield Mt. Bike Skills Course
- Lake Lansing Disc Golf
- Praise Co.
- Eaton Rapids MOU
- Food Concession Lease
- Lake Lansing Boat Launch
- Prime Professional – Spicer Consultants
- Park Reorganization
- Multiple authorization to apply for Michigan Natural Resources grants

Customer Service

We received 518 phone calls in the month of December and 1,203 in the month of January. We are receiving larger volume of calls on the snow tubing hill. Opened up private reservations December 10th. The public reservation system opened up January 9th at 3:00pm and we were sold out by Sunday, January 9th.

Website

Continued to edit the website to keep the public informed of the status of the parks and snow tubing hill. Added a Friends page and working with IT on a Seamless document for donations.

Accounting/Budget/Payroll

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

2021 Parks Budget as of 12/31/21

Revenue				
208 Fund	Original	Actual	Available	Percent
570000 State Grants	\$ 50,000.00	\$ -	(50,000.00)	0%
600000 Shelter Fees	66,500.00	84,229.00	17,729.00	127%
600100 Disc Golf Fees	22,000.00	38,430.00	16,430.00	175%
610100 Boat Rental	22,500.00	18,810.00	(3,690.00)	84%
610200 Canoe/Kayak Rental	42,500.00	15,852.00	(26,648.00)	37%
620000 Boat Launch Fees	17,000.00	16,899.00	(101.00)	99%
630000 Ski Rental	8,000.00	20,059.00	12,059.00	251%
641000 Food Concessions	48,150.00	46,604.23	(1,545.77)	97%
641120 Snowshoe Rental	-	330.00	330.00	
652000 Parking Fees	332,846.00	401,173.65	68,327.65	121%
652100 HI Snow Hill Admissions	60,000.00	131,503.00	71,503.00	219%
669130 Game Rental	1,000.00	325.00	(675.00)	33%
669140 BUR Tube Rentals	4,000.00	6,612.00	2,612.00	165%
669141 Dog Park Revenue	10,000.00	19,135.00	9,135.00	191%
669142 Passport Revenue	20,000.00	-	(20,000.00)	0%
669145 Park Patron Pass	-	746.00	746.00	
688220 Misc Revenue	1,000.00	1,812.91	812.91	181%
671000 Day Camp	10,000.00	9,754.00	(246.00)	98%
676020 Donations	100,000.00	165,322.56	65,322.56	
Total Collected Revenue	815,496.00	977,597.35	162,101.35	120%
698010 Carry Over Surplus Used	317,693.00	-	(317,693.00)	
699000 Revenue TSF IN - F101	1,847,722.00	1,847,197.00	(525.00)	100%
699228 Revenue TSF IN - Millage 228	51,500.00	51,500.00	-	100%
699500 Revenue TSF IN - CAP IMP	25,000.00	25,000.00	-	100%
Revenue Total	3,057,411.00	2,901,294.35	(156,116.65)	95%
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	731,647.00	723,169.05	8,477.95	99%
705000 Seasonal Wages	646,384.00	569,725.25	76,658.75	88%

2021 Parks Budget as of 12/31/21

706000 FT Overtime	4,783.00	8,810.76	(4,027.76)	184%
706100 On Call Payments	5,320.00	464.00	4,856.00	9%
706700 Seasonal Overtime	1,787.00	388.52	1,398.48	22%
708000 Meeting Fees	9,750.00	8,400.00	1,350.00	86%
713000 Misc Fringes	-	-	-	
714000 Unemployment	3,726.00	6,327.88	(2,601.88)	170%
715000 Fica County Share	56,949.00	98,340.48	(41,391.48)	173%
715050 Liability Insurance	849.00	6,385.24	(5,536.24)	752%
716020 PHP Health Insurance	152,974.00	169,993.38	(17,019.38)	111%
716030 Health Waiver	6,451.00	3,783.24	2,667.76	59%
716035 Retiree Hlth Ins Chargeback	41,418.00	40,817.38	600.62	99%
716040 Retiree Hlth Ins Trust Chg	33,499.00	33,058.90	440.10	99%
716100 Dental Insurance	10,809.00	10,589.22	219.78	98%
716200 Vision Insurance	1,559.00	1,523.21	35.79	98%
716450 Seperation Buyout Chgback	13,031.00	12,869.56	161.44	99%
717000 Life Insurance	1,320.00	1,025.11	294.89	78%
717100 Disability Insurance	682.00	481.08	200.92	71%
718000 Retirement Program	162,297.00	162,432.30	(135.30)	100%
718500 Retirement Defined Contr.	5,882.00	7,043.60	(1,161.60)	120%
720000 Longevity	7,000.00	6,000.00	1,000.00	86%
722000 Wkcpmp Insurance	3,383.00	4,038.87	(655.87)	119%
Personnel Services Total	1,901,500.00	1,875,667.03	25,832.97	99%
Controllable Expenses				
<i>208 Fund</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
726011 Concessions	33,400.00	34,362.34	(962.34)	103%
728000 Printing & Binding	10,000.00	3,106.60	6,893.40	31%
729000 Postage	4,500.00	543.85	3,956.15	12%
730000 Office Supplies	2,800.00	1,238.11	1,561.89	44%
731000 Photo-Copying & Supplies	600.00	-	600.00	0%
734000 Non-Capital Equipment	4,900.00	3,395.95	1,504.05	69%
740000 Maintenance Supplies	135,092.00	133,300.14	1,791.86	99%
743000 Other Supplies	27,031.00	25,736.27	1,294.73	95%

2021 Parks Budget as of 12/31/21

745000 Uniforms	7,500.00	6,727.82	772.18	90%
746010 Clothing Allowance	600.00	90.00	510.00	15%
743100 Small Tools	-	12.50	(12.50)	
747000 Gas-Grease-Oil-Antifreeze	33,010.00	28,681.73	4,328.27	87%
802800 Med Services - Physicals	1,000.00	-	1,000.00	0%
815000 Memberships & Subscriptions	3,500.00	3,520.23	(20.23)	101%
818000 Contractual Services	148,067.00	144,389.45	3,677.55	98%
PAZO1 POS System	34,953.00	21,816.69	13,136.31	62%
861000 Local Travel	3,000.00	1,595.34	1,404.66	53%
861100 In state Travel	805.00	804.76	0.24	100%
861110 Out of State Travel	-	-	-	
890080 Administrative Fees	17,733.00	18,171.74	(438.74)	102%
901000 Advertising	10,750.00	1,549.45	9,200.55	14%
921050 Telephone	7,900.00	8,719.54	(819.54)	110%
921060 Telephone - Long Distance	-	88.02	(88.02)	
931100 Maint-Related Contractual	28,340.00	26,670.02	1,669.98	94%
932000 Equipment Repair & Maint	84,737.00	79,584.86	5,152.14	94%
942000 Equipment Rental	8,138.00	5,181.93	2,956.07	64%
957120 Sales Tax	3,650.00	2,637.97	1,012.03	72%
957130 Other Taxes	-	1,874.85	(1,874.85)	
960000 Training	11,455.00	11,352.26	102.74	99%
974000 Land Improvement	112,000.00	-	112,000.00	
21P03 BUR Dirt School	125,000.00	-	125,000.00	0%
20P02 HI Fences/Gates/Gatehouse	33,827.00	9,963.92	23,863.08	29%
20P03 BUR Gates & Connecting Barriers	45,109.00	4,122.74	40,986.26	9%
20P06 LL Maintenance Overhead Doors	6,962.00	6,992.00	(30.00)	100%
9P24 LL Roofs	5,000.00	4,627.95	372.05	93%
Controllable Expenses Total	951,359.00	590,859.03	360,499.97	62%
Non-Controllable Expense				
<i>208 Fund</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
911000 Insurance & Bonds	-	-	-	
915050 Liability Insurance	-	15,000.00	(15,000.00)	

2021 Parks Budget as of 12/31/21

921000 Utilities	81,981.00	47,805.50	34,175.50	58%
921070 Courier Service	1,448.00	1,455.33	(7.33)	101%
921150 Telephone Allocation Costs	2,159.00	2,644.11	(485.11)	122%
943000 IT Operations	36,450.00	40,389.43	(3,939.43)	111%
943010 Equip Service Charge	42,000.00	20,391.50	21,608.50	49%
943020 Equip Service Charge PC	5,266.00	1,172.16	4,093.84	22%
943100 Network Maintenance	14,711.00	11,137.21	3,573.79	76%
944000 Vehicle Service Charge	18,999.00	22,053.90	(3,054.90)	116%
944100 Copier Service Charge	1,538.00	-	1,538.00	0%
Non-Controllable Expense Total	204,552.00	162,049.14	42,502.86	79%
	Budget	Actual	Difference	Percent
Total Revenue	3,057,411.00	2,901,294.35	(156,116.65)	95%
Total Expenses	3,057,411.00	2,628,575.20	428,835.80	86%
Difference	-	272,719.15		

208 Fund Balance as of 1/1/21

\$584,033.76

Projected Fund Balance as of 12/31/21

\$856,752.91

2021 Admin Budget as of 12/31/21

Revenue				
75200 Admin	Original	Actual	Available	Percent
570000 State Grants	\$ 50,000.00	\$ -	(50,000.00)	0%
665000 Bank Interest	-	4.53	4.53	
669142 Passport Revenue	20,000.00	-	(20,000.00)	0%
669145 Park Patron Pass	-	746.00	746.00	
676020 Donations	-	-	-	
688220 Misc Revenue	1,000.00	1,812.91	812.91	181%
Total Collected Revenue	71,000.00	2,563.44	(68,436.56)	4%
698010 Carry Over Surplus Used	263,952.00	-	(263,952.00)	0%
699000 Revenue TSF IN - F101	645,741.00	645,741.00	-	100%
699228 Revenue TSF IN - Millage 228	51,500.00	51,500.00	-	100%
699500 Revenue TSF IN - CAP IMP	25,000.00	25,000.00	-	100%
Revenue Total	1,057,193.00	724,804.44	(332,388.56)	69%
Personnel Services				
75200 Admin	Original	Actual	Available	Percent
704000 FT Wages	187,958.00	180,007.27	7,950.73	96%
705000 Seasonal Wages	50,772.00	33,960.28	16,811.72	67%
706000 FT Overtime	283.00	-	283.00	0%
706700 Seasonal Overtime	287.00	-	287.00	0%
708000 Meeting Fees	9,750.00	8,400.00	1,350.00	86%
713000 Misc Fringes	-	-	-	
714000 Unemployment	958.00	1,042.48	(84.48)	109%
715000 Fica County Share	14,642.00	16,025.19	(1,383.19)	109%
715050 Liability Insurance	849.00	774.11	74.89	
716020 PHP Health Insurance	27,487.00	27,561.84	(74.84)	100%
716030 Health Waiver	3,455.00	787.32	2,667.68	23%
716035 Retiree Hlth Ins Chargeback	9,144.00	9,298.20	(154.20)	102%
716040 Retiree Hlth Ins Trust Chg	8,614.00	8,130.30	483.70	94%
716100 Dental Insurance	2,385.00	2,399.22	(14.22)	101%
716200 Vision Insurance	344.00	345.11	(1.11)	100%
716450 Seperation Buyout Chgback	3,351.00	3,175.10	175.90	95%

2021 Admin Budget as of 12/31/21

717000 Life Insurance	366.00	369.11	(3.11)	101%
717100 Disability Insurance	140.00	195.32	(55.32)	140%
718000 Retirement Program	57,985.00	55,556.51	2,428.49	96%
718500 Retirement Defined Contr.	3,231.00	4,448.36	(1,217.36)	138%
720000 Longevity	600.00	-	600.00	0%
722000 Wkcpmp Insurance	476.00	773.61	(297.61)	163%
Personnel Services Total	383,077.00	353,249.33	29,827.67	92%
Controllable Expenses				
<i>75200 Admin</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
728000 Printing & Binding	10,000.00	3,106.60	6,893.40	31%
729000 Postage	4,500.00	543.85	3,956.15	12%
730000 Office Supplies	2,800.00	1,238.11	1,561.89	44%
731000 Photo-Copying & Supplies	600.00	-	600.00	0%
734000 Non-Capital Equipment	400.00	-	400.00	0%
740000 Maintenance Supplies	692.00	-	692.00	0%
743000 Other Supplies	1,411.00	144.93	1,266.07	10%
745000 Uniforms	7,500.00	6,727.82	772.18	90%
747000 Gas-Grease-Oil-Antifreeze	33,010.00	28,681.73	4,328.27	87%
802800 Med Services - Physicals	1,000.00	-	1,000.00	0%
815000 Memberships & Subscriptions	3,500.00	3,520.23	(20.23)	101%
818000 Contractual Services	77,614.00	77,181.06	432.94	99%
PAZO1 POS System	34,953.00	21,816.69	13,136.31	62%
861000 Local Travel	3,000.00	1,595.34	1,404.66	53%
861100 In state Travel	805.00	804.76	0.24	100%
861110 Out of State Travel	-	-	-	0%
890080 Administrative Fees	17,733.00	18,171.74	(438.74)	102%
901000 Advertising	10,750.00	1,549.45	9,200.55	14%
921050 Telephone	7,000.00	7,716.82	(716.82)	110%
921060 Telephone - Long Distance	-	88.02	(88.02)	0%
932000 Equipment Repair & Maint	84,737.00	79,584.86	5,152.14	94%
957130 Other Taxes/Assessments	-	2,432.51	(2,432.51)	
960000 Training	11,455.00	11,352.26	102.74	99%

2021 Admin Budget as of 12/31/21

974000 Land Improvement (Don't Use)	112,000.00	-	112,000.00	0%
21P03 BUR Dirt School	125,000.00	-	125,000.00	0%
20P02 HI Fences/Gates/Gatehouse	33,827.00	9,963.92	23,863.08	29%
20P03 BUR Gates & Connecting Barriers	45,109.00	4,122.74	40,986.26	9%
20P06 LL Maintenance Overhead Doors	6,962.00	6,992.00	(30.00)	100%
9P24 LL Roofs	5,000.00	4,627.95	372.05	93%
Controllable Expenses Total	641,358.00	291,963.39	349,394.61	46%
Non-Controllable Expense				
<i>75200 Admin</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
911000 Insurance & Bonds	-	-	-	
915050 Liability Insurance	-	15,000.00	(15,000.00)	
921000 Utilities	10,187.00	10,187.00	-	100%
921070 Courier Service	1,448.00	1,455.33	(7.33)	101%
921150 Telephone Allocation Costs	2,159.00	2,644.11	(485.11)	122%
943000 IT Operations	36,450.00	40,389.43	(3,939.43)	111%
943010 Equip Service Charge	42,000.00	20,391.50	21,608.50	49%
943020 Equip Service Charge PC	5,266.00	1,172.16	4,093.84	22%
943100 Network Maintenance	14,711.00	11,137.21	3,573.79	76%
944000 Vehicle Service Charge	18,999.00	22,053.90	(3,054.90)	116%
944100 Copier Service Charge	1,538.00	-	1,538.00	0%
Non-Controllable Expense Total	132,758.00	124,430.64	8,327.36	94%
Total Revenue	1,057,193.00	724,804.44	(332,388.56)	69%
Total Expenses	1,157,193.00	769,643.36	387,549.64	67%
Difference	(100,000.00)	(44,838.92)		

2021 Burchfield Budget as of 12/31/21

Burchfield Revenue				
<i>75300 Burchfield</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
600000 Shelter Fees	15,800.00	20,698.00	4,898.00	131%
600100 Disc Golf Fees	22,000.00	38,430.00	16,430.00	175%
610100 Boat Rental	2,000.00	6,430.00	4,430.00	322%
610200 Canoe/Kayak Rental	42,500.00	15,852.00	(26,648.00)	37%
630000 Ski Rental	7,000.00	11,427.00	4,427.00	163%
641000 Food Concessions	2,500.00	204.00	(2,296.00)	8%
641120 Snowshoe Rental	-	156.00	156.00	0%
652000 Parking Fees	65,411.00	85,393.00	19,982.00	131%
669140 Tube Rentals	4,000.00	6,612.00	2,612.00	165%
671000 Day Camp	10,000.00	9,754.00	(246.00)	98%
676020 Donations	100,000.00	165,107.52	65,107.52	0%
Total Collected Revenue	271,211.00	360,063.52	88,852.52	133%
698010 Carry Over Surplus Used	-	-	-	0%
699000 Revenue TSF IN - F101	359,626.00	359,101.00	(525.00)	100%
Revenue Total	630,837.00	719,164.52	#VALUE!	114%
Personnel Services				
<i>75300 Burchfield</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
704000 FT Wages	168,510.00	170,313.61	(1,803.61)	101%
705000 Seasonal Wages	172,209.00	164,961.91	7,247.09	96%
706000 FT Overtime	1,500.00	2,091.83	(591.83)	139%
706100 On Call Payments	60.00	144.00	(84.00)	240%
706700 Seasonal Overtime	500.00	206.27	293.73	41%
713000 Misc Fringes	-	-	-	0%
714000 Unemployment	850.00	1,597.05	(747.05)	188%
715000 Fica County Share	13,006.00	25,567.82	(12,561.82)	0%
715050 Liability Insurance	-	1,876.82	(1,876.82)	0%
716020 PHP Health Insurance	39,700.00	44,074.80	(4,374.80)	111%
716035 Retiree Hlth Ins Chargeback	10,518.00	10,360.57	157.43	99%
716040 Retiree Hlth Ins Trust Chg	7,650.00	7,676.52	(26.52)	100%

2021 Burchfield Budget as of 12/31/21

716100 Dental Insurance	2,744.00	2,691.00	53.00	98%
716200 Vision Insurance	396.00	387.07	8.93	98%
716450 Seperation Buyout Chgback	2,976.00	2,985.39	(9.39)	100%
717000 Life Insurance	312.00	341.33	(29.33)	109%
717100 Disability Insurance	222.00	203.26	18.74	92%
718000 Retirement Program	32,045.00	32,706.96	(661.96)	102%
718500 Retirement Defined Contr.	991.00	987.15	3.85	100%
720000 Longevity	1,800.00	1,400.00	400.00	78%
722000 Wkcpmp Insurance	1,175.00	1,294.13	(119.13)	110%
Personnel Services Total	457,164.00	471,867.49	(14,703.49)	103%
Controllable Expenses				
<i>75300 Burchfield</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
726011 Concessions	2,000.00	1,848.13	151.87	92%
734000 Non-Capital Equipment	1,500.00	1,500.00	-	100%
740000 Maintenance Supplies	36,639.00	35,855.19	783.81	98%
743000 Other Supplies	9,000.00	8,423.10	576.90	94%
746010 Clothing Allowance	200.00	30.00	170.00	15%
743100 Small Tools	-	-	-	0%
921050 Telephone	450.00	1,002.72	(552.72)	223%
931100 Maint-Related Contractual	10,867.00	9,565.00	1,302.00	88%
942000 Equipment Rental	2,713.00	-	2,713.00	0%
957120 Sales Tax	304.00	11.55	292.45	4%
Controllable Expenses Total	63,673.00	58,235.69	5,437.31	91%
Non-Controllable Expense				
<i>75300 Burchfield</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
921000 Utilities	10,000.00	8,266.93	1,733.07	83%
Non-Controllable Expense Total	10,000.00	8,266.93	1,733.07	83%
Total Revenue	630,837.00	719,164.52	88,327.52	114%
Total Expenses	530,837.00	538,370.11	(7,533.11)	101%
Difference	100,000.00	180,794.41		

2021 Lake Lansing Budget as of 12/31/21

Revenue				
<i>75500 Lake Lansing</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
600000 Shelter Fees	20,550.00	31,309.00	10,759.00	152%
610100 Boat Rental	7,500.00	9,039.00	1,539.00	121%
620000 Boat Launch Fees	17,000.00	16,899.00	(101.00)	99%
630000 Ski Rental	1,000.00	8,632.00	7,632.00	863%
641000 Food Concessions	16,650.00	24,752.15	8,102.15	149%
641120 Snowshoe Rental	-	174.00	174.00	0%
652000 Parking Fees	94,435.00	110,758.25	16,323.25	117%
669130 Game Rental	1,000.00	325.00	(675.00)	33%
676020 Donations	-	107.52	107.52	
Total Collected Revenue	158,135.00	201,995.92	43,860.92	128%
698010 Carry Over Surplus Used	4,482.00	-	(4,482.00)	0%
699000 Revenue TSF IN - F101	409,722.00	409,722.00	-	100%
Revenue Total	572,339.00	611,717.92	39,378.92	107%
Personnel Services				
<i>75500 Lake Lansing</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
704000 FT Wages	166,017.00	162,972.01	3,044.99	98%
705000 Seasonal Wages	185,324.00	183,684.27	1,639.73	99%
706000 FT Overtime	1,500.00	2,132.88	(632.88)	142%
706100 On Call Payments	60.00	180.00	(120.00)	300%
706700 Seasonal Overtime	500.00	182.25	317.75	36%
713000 Misc Fringes	-	-	-	0%
714000 Unemployment	839.00	1,732.46	(893.46)	0%
715000 Fica County Share	12,817.00	26,153.24	(13,336.24)	204%
715050 Liability Insurance	-	2,126.00	(2,126.00)	0%
716020 PHP Health Insurance	36,514.00	53,354.01	(16,840.01)	146%
716035 Retiree Hlth Ins Chargeback	9,802.00	9,441.03	360.97	96%
716040 Retiree Hlth Ins Trust Chg	7,539.00	7,419.51	119.49	98%
716100 Dental Insurance	2,559.00	2,457.00	102.00	96%
716200 Vision Insurance	369.00	353.45	15.55	96%
716450 Seperation Buyout Chgback	2,933.00	2,885.51	47.49	98%

2021 Lake Lansing Budget as of 12/31/21

717000 Life Insurance	295.00	314.67	(19.67)	107%
717100 Disability Insurance	220.00	197.50	22.50	90%
718000 Retirement Program	33,189.00	33,652.15	(463.15)	101%
718500 Retirement Defined Contr.	899.00	867.61	31.39	97%
720000 Longevity	2,800.00	1,800.00	1,000.00	64%
722000 Wkcpmp Insurance	705.00	750.84	(45.84)	107%
Personnel Services Total	464,881.00	492,656.39	(27,775.39)	106%
Controllable Expenses				
<i>75500 Lake Lansing</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
726011 Concessions	12,200.00	11,036.64	1,163.36	90%
734000 Non-Capital Equipment	1,500.00	1,209.98	290.02	81%
740000 Maintenance Supplies	40,606.00	40,112.33	493.67	99%
743000 Other Supplies	6,300.00	6,663.94	(363.94)	106%
746010 Clothing Allowance	100.00	15.00	85.00	15%
818000 Contractual Services	13,360.00	10,570.00	2,790.00	79%
921050 Telephone	450.00	-	450.00	0%
931100 Maint-Related Contractual	13,059.00	10,364.41	2,694.59	79%
942000 Equipment Rental	2,713.00	3,430.28	(717.28)	126%
957120 Sales Tax	1,170.00	1,401.06	(231.06)	120%
957130 Other Taxes	-	1,874.85	(1,874.85)	0%
Controllable Expenses Total	91,458.00	86,678.49	4,779.51	95%
Non-Controllable Expense				
<i>75500 Lake Lansing</i>	<i>Original</i>	<i>Actual</i>		<i>Percent</i>
921000 Utilities	16,000.00	12,588.84	3,411.16	79%
Non-Controllable Expense Total	16,000.00	12,588.84	3,411.16	79%
Budget		Actual		
Total Revenue	572,339.00	611,717.92	39,378.92	107%
Total Expenses	572,339.00	591,923.72	(19,584.72)	103%
Difference	-	19,794.20		

2021 Hawk Island Budget as of 12/31/21

Revenue				
<i>75600 Hawk Island</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
600000 Shelter Fees	30,150.00	32,222.00	2,072.00	107%
610100 Boat Rental	13,000.00	3,341.00	(9,659.00)	26%
641000 Food Concessions	29,000.00	21,648.08	(7,351.92)	75%
652000 Parking Fees	173,000.00	205,022.40	32,022.40	119%
652100 HI Snow Hill Admissions	60,000.00	131,503.00	71,503.00	219%
669141 Dog Park Revenue	10,000.00	19,135.00	9,135.00	191%
676020 Donations	-	107.52	107.52	0%
Total Collected Revenue	315,150.00	412,979.00	97,829.00	131%
698010 Carry Over Surplus Used	49,259.00	-	(49,259.00)	0%
699000 Revenue TSF IN - F101	432,633.00	432,633.00	-	100%
Revenue Total	797,042.00	845,612.00	48,570.00	106%
Personnel Services				
<i>75600 Hawk Island</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
704000 FT Wages	209,162.00	209,876.16	(714.16)	100%
705000 Seasonal Wages	238,079.00	187,118.79	50,960.21	79%
706000 FT Overtime	1,500.00	4,586.05	(3,086.05)	306%
706100 On Call Payments	5,200.00	140.00	5,060.00	3%
706700 Seasonal Overtime	500.00	-	500.00	0%
713000 Misc Fringes	-	-	-	0%
714000 Unemployment	1,079.00	1,955.89	(876.89)	181%
715000 Fica County Share	16,484.00	30,594.23	(14,110.23)	186%
715050 Liability Insurance	-	1,608.31	(1,608.31)	0%
716020 PHP Health Insurance	49,273.00	45,002.73	4,270.27	91%
716030 Health Waiver	2,996.00	2,995.92	0.08	100%
716035 Retiree Hlth Ins Chargeback	11,954.00	11,717.58	236.42	98%
716040 Retiree Hlth Ins Trust Chg	9,696.00	9,832.57	(136.57)	101%
716100 Dental Insurance	3,121.00	3,042.00	79.00	97%
716200 Vision Insurance	450.00	437.58	12.42	97%
716450 Seperation Buyout Chgback	3,771.00	3,823.56	(52.56)	101%

2021 Hawk Island Budget as of 12/31/21

717000 Life Insurance	347.00	380.80	(33.80)	110%
717100 Disability Insurance	100.00	88.26	11.74	88%
718000 Retirement Program	39,078.00	40,516.68	(1,438.68)	104%
718500 Retirement Defined Contr.	761.00	740.48	20.52	97%
720000 Longevity	1,800.00	2,800.00	(1,000.00)	156%
722000 Wkcpmp Insurance	1,027.00	1,220.29	(193.29)	119%
Personnel Services Total	596,378.00	558,477.88	37,900.12	94%
Controllable Expenses				
<i>75600 Hawk Island</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
726011 Concessions	19,200.00	21,477.57	(2,277.57)	112%
734000 Non-Capital Equipment	1,500.00	685.97	814.03	46%
740000 Maintenance Supplies	57,155.00	57,332.62	(177.62)	100%
743000 Other Supplies	10,320.00	10,504.30	(184.30)	102%
743100 Small Tools	-	12.50	(12.50)	0%
746010 Clothing Allowance	300.00	45.00	255.00	15%
818000 Contractual Services	57,093.00	56,638.39	454.61	99%
931100 Maint-Related Contractual	4,414.00	6,740.61	(2,326.61)	153%
942000 Equipment Rental	2,712.00	1,751.65	960.35	65%
957120 Sales Tax	2,176.00	1,225.36	950.64	56%
Controllable Expenses Total	154,870.00	156,413.97	(1,543.97)	101%
Non-Controllable Expense				
<i>75600 Hawk Island</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
921000 Utilities	45,794.00	16,762.73	29,031.27	37%
Non-Controllable Expense Total	45,794.00	16,762.73	29,031.27	37%
Budget		Actual		
Total Revenue	797,042.00	845,612.00	48,570.00	106%
Total Expenses	797,042.00	731,654.58	65,387.42	92%
Difference	-	113,957.42		

2021 CIP Spreadsheet

Status	Notes	Account	Project	Description	2021 Beginning Balance	2021 Actual	Available as of 12/31/21
CARRY	Move to 21P02 in Construction contract reso	228-75999-974000	9P10	LLS TOPO Survey (MDNR Grant/Match)	11,970.00	-	11,970.00
CARRY	Needs to be fully spent in 2022	228-75999-974000	9P11	Path Replacement to all Facilities - Hawk	8,058.00	4,618.00	3,440.00
CARRY	Needs to be fully spent in 2022	228-75999-974000	9P13	Crack Seal All Entry Road Asphalt - Lake Lansing (all)	7,185.00	-	7,185.00
CARRY	Ask budget about this one since it was originally funded in 2019?	228-75999-974000	9P14	Retaining Wall/Sidewalk/Access - LLS <i>*TF Grant Match App - 2019*</i>	635,200.00	-	635,200.00
CARRY	Use all of these funds first before moving on the 9P24	228-75999-976000	9P21	Roof Red Tail Shelter 1/2 - Hawk	4,365.00	4,365.00	-
CARRY	Needs to be fully spent in 2022	208-75200-976000	9P24	LL Roofs	5,000.00	4,627.95	372.05
CLOSED	n/a	208-75200-976000	20P01	LLS Rental House Demolition	27,500.00	27,500.00	-
CARRY	n/a	208-75200-976000	20P02	HI Fence/Gates/Gatehouse	33,827.00	9,963.92	23,863.08
CARRY	n/a	208-75200-976000	20P03	BUR Gates & Connecting Barriers	45,109.00	4,122.74	40,986.26
CLOSED	n/a	208-75200-976000	20P06	LLS Maintenance Overhead Doors	6,962.00	6,992.00	(30.00)
CARRY	To be used for backup generator at Hawk	664-75299-978000	20P08	LLS Maintenance Generator	15,000.00	10,005.00	4,995.00
CARRY	To be used for backup generator at Hawk	664-75299-978000	20P09	BUR Automatic Standby Generator	15,000.00	13,573.49	1,426.51
CARRY	n/a	228-75999-976000	20P11	HI Snowcat/ Snow Tube Building	75,000.00	31,178.44	43,821.56
CARRY	n/a	228-75999-976000	20P12	LLN Maintenance Facility	75,000.00	-	75,000.00
CLOSED	n/a	228-75999-974000	20P13	HI Permeable Concrete Trail	20,132.00	20,132.00	-
CLOSED	n/a	228-75999-735100	20P20	BUR Solo & Tandem Pedal Drive Kayaks & Stand Up Paddle Boards	6,137.00	6,135.53	1.47
CARRY	In process	228-75999-976000	20P21	LLN Main Shelter Roof Replacement	33,866.00	-	33,866.00
CARRY	In process	228-75999-974000	20P22	Burchfield Park ADA Improvements (MDNR Grant Match)	109,530.00	48,784.09	60,745.91
CARRY	In process	228-75999-974000	21P02	LL Boat Launch Improvements	115,600.00	73,086.54	42,513.46

2021 Millage Fund as of **12/31/21**

Millage				
<i>228-62800 Millage</i>	<i>Original</i>	<i>Actual</i>	<i>Available</i>	<i>Percent</i>
704000 FT Wages	126,382.00	129,864.63	(3,482.63)	103%
726010 Supplies	8,200.00	4,105.89	4,094.11	50%
728000 Printing & Binding	3,000.00	2,499.00	501.00	83%
729000 Postage	1,500.00	-	1,500.00	0%
745000 Uniform & Accessories	350.00	342.65	7.35	98%
802000 Consultants	272,683.00	189,273.15	83,409.85	
9TR Trails Millage Signs	39,695.00	4,696.20	34,998.80	12%
861000 Travel Expense - Local	3,350.00	476.37	2,873.63	14%
861100 Travel Expense - In State	500.00	-	500.00	0%
901000 Advertising	5,000.00	3,389.99	1,610.01	68%
921050 Telephone	495.00	332.67	162.33	
9211050 Telephone Allocation	521.00	520.22	0.78	100%
960000 Employee Training	3,500.00	1,260.00	2,240.00	36%
TR051 Signage for Trails	10,000.00	2,483.00	7,517.00	25%
Millage Fund Total	475,176.00	339,243.77	135,932.23	71%

Trails & Parks Millage Program Coordinator Report

December 2021 and January 2022

For: Park & Recreation Commission Meeting- February 2022

- Continued to work on the contract process for amendments for ongoing millage projects
- Wrote memos/resolutions for Park Commission/BOC meetings
- Worked with staff on social media updates
- Meetings with Tanya and Tim
- Attended admin meeting
- Attended staff meeting
- Attended Trails Focus Area meeting
- Completed IT Security training videos
- Attended meeting with Aengus, Tim and Kelly regarding Friends items and worked with Kelly on new webpage for Friends and Facebook post to promote Park Patron pass
- Website edits
- Organized data and 7th round scoring for the Dec/Feb Park Commission meeting
- Attended TCRPC Regional Trails Plan Advisory Committee Meeting
- Worked on filing and organizing millage paperwork
- Met with Tim, Coe, Ian, Zach, and Kelly about potential new disc golf course at Lake Lansing North. Distributed public notice and posted to Facebook.
- Attended meeting with Tim, Kelly, and John Hesse to discuss Bill Earl fishing event
- Met with OHM, Road/Park Department staff and Spicer Group staff to discuss TCRPC Regional Trails Plan
- Met with Kelly and Tim regarding updates for Friends of Ingham County Parks
- Worked on planning marketing for various events such as employee free day, Valentines special at Burchfield, moonlight ski at Lake Lansing Park North
- Met with Tim, Tanya, Coe and Ian about updates to Lake Lansing North park maps
- Met with Tim, Jared, Chris T., and Tanya to discuss agenda items for February Park Commission meeting
- Met with Facilities/park staff to review plan for future administrative office in the park
- Worked with staff on Lake Lansing North new disc golf course announcement and playground disassembly notices
- Started working on 2023 budget request preparation
- Met with Tim M., Tanya, Brian, Coe, Ian, Tim B., and Chris regarding 2022 grant applications

Ingham County Parks
Published by Nicole Parks · December 9 at 8:48 AM ·

The Friends of Ingham County Parks has their new 2022 Annual Park Patron Passes! Your \$100 Patrons membership gets you an annual parking pass and a year-long membership in the Friends of Ingham County Parks. The funds generated help with future projects in the Parks. You can call the parks office at (517) 676-2233 and purchase over the phone with a credit card and the pass will be mailed to you. Thank you so much for your support!



Ingham County Parks
Published by Nicole Parks · January 28 at 11:14 AM ·

New disc golf course coming soon to Lake Lansing Park North!



LAKE LANSING PARK NORTH

**COMING SOON
NEW 18 HOLE
DISC GOLF
COURSE**

www.inghamcountyparks.org
517-676-2233

In preparation for the new Lake Lansing Disc Golf course, staff will begin disassembling the playground located near the Main shelter in

22,589 People reached 1,445 Engagements - Distribution score [Boost post](#)

A couple Facebook posts from December and January

Check out a new video posted on YouTube about Lake Lansing Park North winter activities:

https://youtu.be/TIsD5q_dYEw

YouTube

Search

0:03 / 1:20

Lake Lansing Park North Trails



FLRT Trail Ambassador Program Coordinator Monthly Report December, 2021 – January, 2022

- Met with FLRT board members to discuss trail sponsorship program updates
- Responded to member requests for information
- Began early planning for annual events - TBD
- Announced Fall #lansingtrails photo contest
- Planned Winter #lansingtrails photo contest
- Drafted and sent year-end fundraising appeal email and social media
- Monitored trail construction updates

MOU Status

Community Name	In Discussion	In Process	Signed
Ingham County			x
City of Lansing			x
City of East Lansing			x
City of Mason			x
Meridian Township			x

Sponsorship Stats

Community Name	Mile Markers (Reserved/Avail.)	Trailblades (Reserved/Avail.)	Trailheads (Reserved/Avail.)
City of Lansing	10 / 57	11 / 34	0 / 9
City of East Lansing	0 / 16	1 / 16	0 / 5
City of Mason	0 / 0	0 / 0	0 / 0
Meridian Township	0 / 22	1 / 13	0 / 10

Hi Kelly,

I just wanted to reach out and thank you and the rest of the staff for allowing us to use Burchfield Park as well as the warming shelter for our event this last Saturday. The park ranger that was on staff as well as the pay booth attendants were super nice and helpful. I also enjoyed meeting Tim and conversing about the sport and such. You don't always get that friendly of staff when running events.

All of our attendees had a wonderful time and appreciate you allowing us to use the park. Also got a lot a lot of compliments on the "Welcome Quidditch Players" sign that was put out before the pay booth.

Thank you again for all your help and understanding with the last minute insurance things, and I look forward to working with the park in the future.

Best Regards,

Katlyn Knudsen
Knudse26@msu.edu

