

# AGENDA

Ingham County Parks & Recreation  
Commission  
121 E. Maple Street, P.O. Box 178, Mason, MI

*The packet is available on-line by going to [www.ingham.org](http://www.ingham.org), choosing the  
"Monthly Calendar," and clicking on Monday, January 10, 2022.*

## Monday, January 10, 2022

### INGHAM COUNTY PARKS & RECREATION COMMISSION SPECIAL MEETING 5:30pm

Human Services Building  
Conference Room A  
5303 S. Cedar St.  
Lansing, Michigan

1. Call to Order
2. Pledge of Allegiance
3. Limited Public Comment
4. **APPROVE THE AGENDA**  
Late Items / Changes/ Deletions
5. **INFORMATIONAL ITEMS**
  - A. Open Meetings Act – Cohl Stoker - [Page 3](#)
6. **DISCUSSION ITEMS**
  - A. 2022 Park Commission Dates - [Page 4](#)
7. **ACTION ITEMS**
  - A. Final review of Master Plan including Action Plan items-[Page 5](#)
  - B. 2022 Park Commission Dates
  - C. Burchfield Mountain Bike Skills Course - [Page 8](#)
  - D. Lake Lansing Disc Golf - [Page 14](#)
  - E. Adopt Seasonal Wages for 2022 - [Page 19](#)
  - F. Praise Companies, LLC – [Page 22](#)
  - G. Nominating Committee
8. Correspondence & Citizen Comment
9. Board Comments

**10. Limited Public Comment**

**11. Upcoming Meetings**  
A. Date: TBD

**12. 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.

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## **IMPORTANT CLIENT UPDATE**

The Michigan Legislature enacted and the Governor signed Senate Bill 1246 as 2020 Public Act 254, which modified the Open Meetings Act, 1976 PA 267 (OMA), effective last December 23, 2020. These revisions were made to address the continuation of remote attendance to meetings open to the public.

Specifically, public bodies were allowed to hold wholly or partly electronic meetings by telephonic or video conferencing through December 31, 2021, to accommodate members of the public body absent due to (a) military duty, (b) a medical condition, or (c) a statewide or local state of emergency or state of disaster declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer that would put the personal health and/or safety of the public body or members of the public at risk if held in person.

However, **effective January 1, 2022**, the only legal basis for a member of a public body to participate in a meeting via telephonic or video conferencing as a member of the public body (i.e., to vote, to be counted toward a quorum, or to deliberate toward a decision), is if that member is absent due to military duty. This amendment to the OMA eliminates the previously permissive practice of a public body allowing its members to participate and vote remotely if a physical quorum was present. (A public meeting could still have a partial “hybrid” remote component at the public body’s option to allow members of the public and/or staff to attend and participate remotely if they can be heard by all persons attending the meeting. However, during such a hybrid meeting, board members *must* be present to be counted as part of the quorum, to vote, and to otherwise participate in a meeting as a member of the public body.)

County Boards of Commissioners and other public bodies are encouraged to modify their Bylaws, Board Rules, and procedures as needed to be consistent with the OMA, as amended.

**Should you have questions or require assistance, please do not hesitate to contact our Office.**

Cohl, Stoker & Toskey, P.C.  
601 N. Capitol Ave.  
Lansing, MI 48933  
(517) 372-9000

November 29, 2021

**Proposed dates for Park Commission meetings starting at 5:30pm for 2022. Second Wednesday of each month.**

January 10<sup>th</sup> – Special meeting

February 9<sup>th</sup>

March 9<sup>th</sup>

April 13<sup>th</sup>

May 11<sup>th</sup>

\* June 8<sup>th</sup> - Interferes with Finance, so start at 5pm or 7pm

July 13<sup>th</sup>

August 10<sup>th</sup>

September - No meeting

October 12<sup>th</sup>

\* October 26<sup>th</sup> – Chris Trubac has another committee this night. Could we start at 5pm or 7pm?

November 9<sup>th</sup>

December 14<sup>th</sup>

\* Need to decide time of meeting.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 10, 2022

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

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 January 25, 2022 meeting.

**TO:** Board of Commissioners Human Services  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 4, 2022  
**SUBJECT:** Adopt the Ingham County Parks Master Plan  
For the meeting agenda of 1/24/22 Human Services

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### **BACKGROUND**

This resolution asks the Board of Commissioners to adopt the 2022-2026 Ingham County Parks Master Plan as presented by the Ingham County Parks & Recreation Commission. The Parks Master Plan is intended to provide general guidelines for the orderly development of the County Park system. The plan is based on feedback from 2,200 area residents, park users, park staff, and others who participated in an online survey in July of 2021. At the May 17, 2021 Human Services meeting the McNamara Landing and Riverbend Natural Area Vehicle entrance fees was discussed and passed with the 2022 budget in October. As the Park Director stated at the May 17, 2021 Human Services meeting, a poll could be presented to visitors in regards to charging fees. The results from the Master Plan were as follows:

Would you support the normal vehicle entrance fee for parking at McNamara Landing and Riverbend Natural Area? This would provide seasonal staff presence on-site to help control parking and provide a sense of security.

Yes 48%

No 23%

No opinion/Do not know 29%

Additionally there was also a public hearing on November 15, 2021.

The plan is available for review at <https://pk.ingham.org/>

### **ALTERNATIVES**

In order to remain eligible for state and federal grant programs it is necessary that the Ingham County Parks Master Plan be updated every five years.

### **FINANCIAL IMPACT**

The plan can be amended at any time by the Park Commission and Board of Commissioners, and carries with it no commitment on the part of the Board of Commissioners to fund any particular recommendation contained within the plan.

### **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their January 10, 2022 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing the resolution to adopt the Ingham County Parks 2022-2026 Master Plan.

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.

# **INGHAM COUNTY PARKS & RECREATION COMMISSION**

**Meeting of January 10, 2022**

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

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 January 25, 2022 meeting.



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 4, 2022  
**SUBJECT:** Contract with American Ramp Company dba Progressive Bike Ramps  
For the meeting agenda of 1/24/22 Human Services and 1/19/22 Finance

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### **BACKGROUND**

The Parks Department and the Mid-Michigan Mountain Biking Association (MMMBA) have identified the need for a mountain bike skills park at Burchfield Park. 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.

A Capital Region Community Foundation matching grant was awarded to the Ingham County Parks Department and a large private donation was received. Both specifically for this project.

The evaluation committee recommends a contract with American Ramp Company dba Progressive Bike Ramps for the construction of the Burchfield Bike Skills Park. It's anticipated that all work with this project will be completed no later than February 28, 2023.

### **ALTERNATIVES**

To not build the skills park.

### **FINANCIAL IMPACT**

The total cost of constructing the Bike Skills Park is 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).

### **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 January 10, 2022 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with American Ramp Company dba Progressive Bike Ramps.

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.

## **SOURCEWELL BUILD AGREEMENT**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of December, 2021, by and between Ingham County Parks, MI (hereinafter called "**OWNER**"), whose principal office is located at \_\_\_\_\_, and American Ramp Company dba Progressive Bike Ramps, (hereinafter called "**CONTRACTOR**"), whose principal office is located at 601 S. McKinley Ave, Joplin, MO 64801.

**PROJECT: Burchfield Park Skills Course**

**LOCATION: 881 Grovenburg Road, Holt, MI 48821**

**PROJECT NUMBER: TBD**

### **W I T N E S S E T H:**

For value received, CONTRACTOR and OWNER agree as follows:

#### **ARTICLE 1**

##### **DESCRIPTION OF WORK**

1.1 The CONTRACTOR hereby covenants and agrees with the OWNER that he will well and faithfully construct the project in accordance with each and every one of the conditions, covenants, stipulations, terms and provisions contained in the specifications, drawings, and general conditions relating to the project, and will well and faithfully comply with and perform each and every obligation imposed upon him by said documents.

1.2 CONSTRUCTION: Bike Skills Park as determined by Exhibit A – Scope of Work. Scope of work is limited to the footprint of the bike park. See Exhibit A for a complete list of inclusions and exclusions. Exhibit B outlines the equipment to be manufactured and installed per this contract value. Along with details of the location.

#### **ARTICLE 2**

##### **CONTRACT AMOUNT**

2.1 OWNER agrees to pay CONTRACTOR the sum of **One Hundred Thirty Four Thousand Eight Hundred Ninety One Dollars and Ninety Eight Cents (\$134,891.98)** , plus any applicable taxes, subject to additions and deductions for changes as may be agreed upon in writing. CONTRACTOR may bill his work progressively based on quantities installed. A monthly service charge of 1.5% (18% per annum) will be applied to any past due amount after thirty (30) days.

2.2 All portions of this contract will be billed to the OWNER by the CONTRACTOR on the following progress schedule:  
50% at the time the order is placed

50% upon shipping

All progress billings are due in full upon receipt to avoid a monthly service charge as outlined in section 2.1 above.

2.3 Execution of any Attachments and/or Add Alternates will be bound by all terms and conditions of the Agreement.

2.4 "Completion of the Project" shall be deemed the earlier of 1.) the date Owner executes Contractor's punch-list/sign-off sheet; or 2.) The date the Owner opens the Project to the public.

2.5 American Ramp Company will comply with Ingham County Prevailing Wage Policy *This page is the creative property of Progressive Bike Ramps. It cannot be copied or redistributed.*

### **ARTICLE 3**

#### **INSURANCE AND INDEMNITY**

3.1 CONTRACTOR shall maintain at its cost the following minimum insurance and coverage throughout the term of the Agreement: Both (1) Comprehensive General Liability and (2) Comprehensive Automobile Liability Insurance covering liabilities for property damage and bodily injury, including death, at the minimum amount of One Million and No/100 Dollars (\$1,000,000.00) per occurrence.

3.2 CONTRACTOR agrees to indemnify and hold harmless OWNER from any and all claims, loss, or expense of every kind whatsoever which may arise from CONTRACTOR's negligent acts or omissions or breach of its obligations hereunder. OWNER agrees to indemnify and hold harmless CONTRACTOR from any and all claims, loss, or expense of every kind whatsoever which may arise from OWNER's negligent acts or omissions or breach of its obligations hereunder.

3.3 OWNER shall maintain builder's risk property insurance respecting the Property in an amount equal to the full insurable value thereof and the risk of casualty loss or damage to the Property shall be borne by OWNER. If a casualty loss occurs during construction, this Contract shall terminate and CONTRACTOR shall be paid in full for all work performed and materials provided. The parties may then enter into a new contract to cover the repair, reconstruction and completion of the property if necessary.

### **ARTICLE 4**

#### **CONTRACTOR'S AND OWNER'S RESPONSIBILITIES**

4.1 No variation of this agreement will be recognized unless such change has been approved in writing

4.2 CONTRACTOR may assign or transfer this Agreement or any part thereof or amounts due or to become due hereunder with the written consent of OWNER, which shall not be unreasonably withheld. OWNER understands that CONTRACTOR may subcontract the installation portion of this Agreement using independent Subcontractors without the consent of OWNER.

4.3 CONTRACTOR will in no way be liable for delays in the completion of the Project which are beyond the control of CONTRACTOR, including but not limited to: Acts of God, labor strikes, shortage of materials, shipping delays or actions attributable to the Purchaser.

4.4 After the final inspection and completion of the Project, all repair/replacement issues regarding the Project and the materials shall be determined under the terms set forth in CONTRACTOR's standard warranty.

4.5 During construction the entire job site is considered hazardous. Before, during and after construction, OWNER is responsible for securing the job site. OWNER is responsible for barricading the premises and warning persons of the dangers at the jobsite. Under no circumstances may the bike park be ridden until completion of the Project.

CONTRACTOR will not be held liable for and OWNER shall hold CONTRACTOR harmless from any accidents that occur because ramps/rails were used before the Project was complete.

4.6 Both during construction and after completion, CONTRACTOR shall not be held liable for damages beyond its control including but not limited to: noise generated from the Project, before and after completion, location choice, graffiti, injuries, additional expenses incurred by Purchaser, zoning issues, etc.

4.7 Building permits and other local licenses that are required for the Project are the sole responsibility of the OWNER. If CONTRACTOR is required to purchase these licenses, such costs will be billed to the OWNER and added to the contract price hereunder.<sup>3</sup>

4.8 All materials and workmanship are to conform to the contract drawings, details and specifications and the owner's Standards for Construction. *This page is the creative property of Progressive Bike Ramps. It cannot be copied or redistributed.*

## ARTICLE 5

### MISCELLANEOUS

5.1 The persons signing this Agreement warrant that they are duly authorized to sign on behalf of their respective parties and to bind their respective parties hereto. This Agreement shall inure to the benefit of and be binding upon the undersigned parties and their respective heirs, executors, legal representatives, successors and assigns. No waiver of any provision of this agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. If any provision of this agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

5.2 The parties shall endeavor to resolve their Claims by mediation. Request for mediation shall be filed, in writing, with the other party to the Contract. The request may be made concurrently with the submission of such Claim to a court of competent jurisdiction, as provided in the paragraph below, but, in such event, mediation shall proceed in advance of such legal proceedings, which shall be stayed pending mediation for a period of 60 days from the date of submission, unless stayed for a longer period by agreement of the parties or court order.

5.3 Claims, disputes or other matters in question between the parties arising out of or relating to this Contract and which cannot be resolved by mediation, as provided in above paragraph, shall be governed by Missouri law and shall be determined exclusively in the Courts of Jasper County, Missouri without regard to its conflicts of law provisions. The prevailing party shall be entitled in any such action to recover its reasonable attorney's fees and legal expenses from the other party.

5.4 This agreement constitutes the entire agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this agreement shall be binding unless executed in writing by all parties.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day and year first above written.

**OWNER: CONTRACTOR:**

Firm: \_\_\_\_\_ Firm: American Ramp Company

Authorized Signature: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Name Print: \_\_\_\_\_ Name & Title Print: \_\_\_\_\_

Date Executed: \_\_\_\_\_ Date Executed: \_\_\_\_\_

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 10, 2022

## **Motion to Support the Development of an 18 Hole Disc Golf Course at 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 January 25, 2022 meeting.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 4, 2022  
**SUBJECT:** Disc Golf Course at Lake Lansing Park North  
For the meeting agenda of 1/24/22 Human Services and 1/19/22 Finance

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**BACKGROUND**

The Parks Department 2022 – 2026 Master Plan revealed the need for a disc golf course in the Meridian Township area. The Ingham County Park Commission also held public input meetings and received several emails from the community supporting this concept. Ingham County Park staff has the expertise to develop an 18 hole disc golf course at Lake Lansing Park North. Attached is a rough sketch of the course.

**ALTERNATIVES**

To not develop a disc golf course at Lake Lansing Park North.

**FINANCIAL IMPACT**

This resolution request authorization to use \$50,000 from the Parks 208 fund balance to develop a new disc golf course. There are fund available to do this project in the Parks Department 208 fund balance. See attached proposed budget.

**STRATEGIC PLANNING IMPACT**

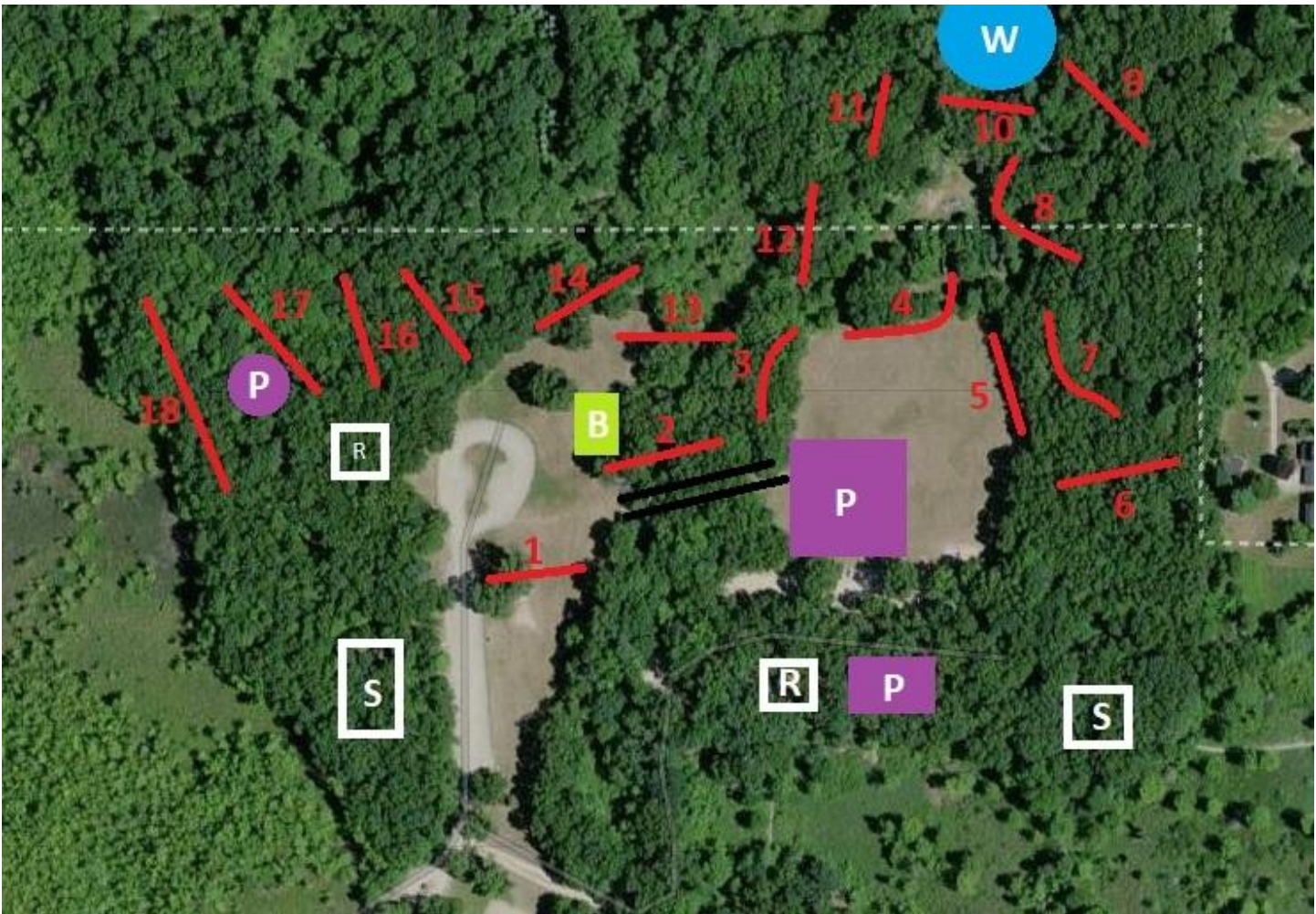
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their January 10, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County Parks develop a disc golf course at Lake Lansing Park North.





# Proposed Budget

## Disc Golf Course at Lake Lansing Park North

Disc Golf Targets	\$9,000.00
<ul style="list-style-type: none"> <li>- 18 Targets</li> <li>- 18 anchors</li> <li>- 9 bags of concrete</li> <li>- Shipping?</li> </ul>	
Concrete Tee Pads	\$8,000.00
<ul style="list-style-type: none"> <li>- Contracted pour of 18 tee pads</li> <li>- Lumber &amp; screws for building frames</li> <li>- Gravel for back filling / grading</li> </ul>	
Tee Signs	\$2,500.00
<ul style="list-style-type: none"> <li>- Artwork &amp; Signs</li> <li>- Posts &amp; Hardware</li> <li>- Concrete</li> <li>- Paint</li> </ul>	
Equipment Rental	\$10,000.00
<ul style="list-style-type: none"> <li>- Stump Grinder</li> <li>- Brush Mulcher</li> <li>- Concrete Mixer</li> </ul>	
Gravel / Mulch / Soil	\$1,500.00
<ul style="list-style-type: none"> <li>- Back fill for tee pads</li> <li>- Mulch for high traffic areas</li> </ul>	
Bridges	\$3,000.00
<ul style="list-style-type: none"> <li>- 2 Bridges</li> <li>- Roughly 12 feet in length each</li> </ul>	
Course Kiosk / Map	\$3,000.00
<ul style="list-style-type: none"> <li>- Kiosk Lumber &amp; Hardware</li> <li>- Artwork &amp; Sign</li> </ul>	
Trash Cans	\$2,000.00
Benches	\$2,000.00
Seed & Straw / Erosion Control Timbers	\$4,000.00
Contingency Fund	<u>\$5,000.00</u>
Requested Budget	\$50,000.00

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.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 10, 2022

## RESOLUTION #

### RESOLUTION ADOPTING

### THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

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

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on 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 2<sup>nd</sup> 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.

<b>Position</b>	<b>2021 1<sup>st</sup> Year</b>	<b>2021 2<sup>nd</sup> Year</b>	<b>2022 1<sup>st</sup> year</b>	<b>2022 2<sup>nd</sup> year</b>
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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO INCREASE THE MINIMUM WAGE RATE FOR  
INGHAM COUNTY EMPLOYEES**

**RESOLUTION #21 – 152**

WHEREAS, President Biden has made a national minimum wage of \$15 per hour a priority of his administration and the Ingham County Board of Commissioners supports this increase; and

WHEREAS, the Ingham County Board of Commissioners recognizes the financial struggles of Ingham County employees that make less than \$15 per hour; and

WHEREAS, the Michigan minimum wage law mandates yearly increases in the minimum wage above the current federal minimum wage (\$9.65 per hour in 2021) provided the state's unemployment rate is below a certain threshold, resulting in uncertainty that the minimum wage will increase; and

WHEREAS, the Ingham County Board of Commissioners desires to be proactive and not subject Ingham County employees to the uncertainty of national politics and therefore do not want to rely solely on the prospect of a proposed national \$15 per hour minimum wage; and

WHEREAS, the Ingham County Board of Commissioners proposes to address the circumstance of Ingham County employees making less than \$15 per hour by developing a plan to increase their hourly wages.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners proposes to establish minimum wages in the following manner:

Fiscal Year 2022 – \$12 per hour minimum wage; Fiscal Year  
2023 – \$13 per hour minimum wage; Fiscal Year 2024 – \$14  
per hour minimum wage; Fiscal Year 2025 – \$15 per hour  
minimum wage.

BE IT FURTHER RESOLVED, that the proposed increases will be subject to yearly approval of the Ingham County Board of Commissioners following budgetary reviews and revenue forecasts and will take effect only in the event that Ingham County collective bargaining units receive compensation increases for the budget year the minimum wage increase is proposed.

**COUNTY SERVICES: Yeas:** Stivers, Celentino, Grebner, Sebolt, Slaughter, Peña

**Nays:** None    **Absent:** Naeyaert    **Approved 03/16/2021**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Stivers, Schafer, Maiville

**Nays:** None    **Absent:** None    **Approved 03/17/2021**

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 10, 2022

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

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 January 25, 2022 meeting.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 18, 2022  
**SUBJECT:** Contract with Praise Companies, LLC  
For the meeting agenda of 1/31/22 Human Services and 2/2/22 Finance

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### **BACKGROUND**

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.

The evaluation committee recommends that the contract be awarded to Praise Companies, LLC. It's anticipated that all work with this project will be completed no later than May 1, 2022.

### **ALTERNATIVES**

Signage is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Signage is needed by Ingham County visitors and residents to navigate the area if they are unfamiliar with the area. The alternative is to not complete the project.

### **FINANCIAL IMPACT**

The cost to replace the Lake Lansing Boat Launch sign is \$6,910 which includes the base sign (\$6,070) and alternate 2 with lighting (\$840). The Lake Lansing Boat Launch sign will be funded from the Ingham County Insurance Liability 667 Fund.

### **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 Ingham County Park Commission supported this Resolution at their January 10, 2022 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with Praise Companies, LLC.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: November 18, 2021

RE: Memorandum of Performance for RFP No. 142-21 Designing, Fabricating, and Installing Signage for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from experienced vendors for the purpose of entering into a contract for designing, fabricating, and installing new signage throughout the Ingham County Parks system.

The scope of work includes, but is not limited to, designing new signs that will set the standard for replacing old and outdated signs, fabricating, installing, and furnishing all necessary labor, equipment, and materials required for the complete installation of one (1) new sign for the Lake Lansing Boat Launch.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	21
Vendors responding	2	2

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

A preconstruction meeting will be required prior to commencement of work if the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.



## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Entrance Sign, Basic Sign, Supply & Install Total / 1 each	Alternate 1 Add Digital Screen Total 1/ Each	Alternate 2 w/ Lighting, hard-wired Total 1/ Each	Alternate 3 w/ Lighting, Solar Total 1/ Each	Number of Days ARO for Shipment of Signs
Praise Companies LLC	No, Grandville MI	\$6,070.00	\$20,982.00	\$840.00 (spotlights)	\$1,340.00 (spotlights)	1-2 wks. for submittals & following approval 8-10 wks. for fabrication.
Signs by Crannie	No, Flint MI	\$13,505.00	\$17,605.00	\$1,865.00	\$3,350.00	10 wks. from final approval of artwork and color samples

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.