

# 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](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, July 11, 2022

## Monday, July 11, 2022 5:30pm PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**  
Minutes of June 13, 2022 regular meeting will be considered - [Page 3](#)
4. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
5. **APPROVE THE AGENDA**  
Late Items / Changes/ Deletions
6. **CONSIDERATION OF CONSENT AGENDA \*\* (See below)**
7. **ACTION ITEMS**
  - A. Consolidating Delhi Township Projects TR063 and TR070 - [Pg 11](#)
  - B. Park and Zoo Rules Update - [Page 14](#)
8. **ADMINISTRATIVE REPORTS**
  - A. Director - [Page 29](#)
  - B. Park Managers - [Page 31](#)
  - C. Administrative Office - [Page 38](#)
  - D. Financial Report - [Page 41](#)
  - E. Millage Coordinator Report & Trail Videos- [Page 45](#)
  - F. FLRT Trail Ambassador Report - [Page 52](#)
9. **Board/Staff Comments**
10. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
11. **Upcoming Meetings**
  - A. Date: Monday, August 8, 2022; Time: 5:30pm  
Human Services Building Conference Room A  
5303 S. Cedar St.  
Lansing, MI 48911

## 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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**Ingham County Parks & Recreation Commission Members:** Chair Matt Bennett, Vice-Chair Cherry Hamrick, Secretary Stephanie Thomas, Steve James, Simar Pawar, Paul Pratt, Nathan Triplett, Commissioner Emily Stivers, Commissioner Chris Trubac, Bret Marr

**\*\*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.

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**June 13, 2022**

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

**Board Members** Matt Bennett, Cherry Hamrick, Stephanie Thomas, Steve James, Simar Pawar, Paul Pratt, Commissioner Trubac, Commissioner Emily Stivers, Nathan Triplett, Bret Marr

**Present:** **Absent:**

**Also Present:** Director Tim Morgan, Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, Tanya Moore (Spicer Group), Brett Kaschinske (City of Lansing Parks), Jesse Spencer (Hawk Island), John Lazet (Vevay Township), other.

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

**Minutes:** **Moved by Ms. Hamrick and Supported by Mr. Trubac** to approve the May 9, 2022 minutes of the regular meeting as written:  
**Yes 10; No-0. MOTION CARRIED.**

**LATE ITEMS / CHANGES / DELETIONS**

None.

**LIMITED PUBLIC COMMENT**

John Lazet from Vevay Township gave appreciation to the Park Commission for the grants.

## **DISCUSSION ITEMS**

### **Trails & Parks Millage Spending Plan that will be recommended to the BOC**

Nicole discussed revised version and recommendations.

1. Recommend funding Round 7 applications that were not funded as noted below in the amount of \$1,706,300.00.

The City of Lansing submitted a revised funding request for the Montgomery Drain - Ranney & Red Cedar Park Pathways project. The original request was for \$3,465,000.00 and the revised request is for \$995,000.00. See attached Exhibit D.

**Table A:**

| <b>Ranking of the 22 applications for Round 7</b> | <b>Applicant</b> | <b>Project</b>  | <b>Amount Requested</b>                                    | <b>Fund (Yes or No)</b> | <b>Grant Award Amount</b> |
|---|------------------|---|--|-------------------------|---------------------------|
| 5   | City of Mason    | Columbia Street Bridge - Protected Walkway Construction   | \$162,000.00   | Yes                     | \$162,000.00              |
| 9   | Ingham County    | Hawk Island Boardwalk Replacement Phase 3   | \$327,700.00   | Yes                     | \$327,700.00              |
| 15  | City of Leslie   | Leslie Shared Use Path - Middle School to Russell Park<br>*(Original application request \$486,600.00 - \$265,000.00 partially funded by Resolution 22-115) | \$221,600.00*  | Yes                     | \$221,600.00              |
| 17  | City of Leslie   | Leslie Shared Use Path - Russell Park to Woodlawn Cemetery  | \$551,960.00   | No                      | ---                       |
| 19  | Ingham County    | Lake Lansing Park North Boardwalk Replacement Phase 3   | \$471,400.00   | No                      | ---                       |
| 21  | City of Lansing  | Montgomery Drain - Ranney & Red Cedar Park Pathways   | <del>\$3,465,000.00</del><br>Revised request: \$995,000.00 | Yes                     | \$995,000.00              |
| 22  | City of Lansing  | Corporate Research Park Pathway   | \$867,000.00   | No                      | ---                       |

**Total: \$1,706,300.00**

This would leave \$2,012,945.24 uncommitted dollars for the life of the millage.

2. Recommend setting \$1,069,866.32 (5% of all open construction projects \$21,397,326.39) aside for existing round 1-7 projects to cover potential future cost overruns as discussed at the May Park Commission.

This would leave \$943,078.92 uncommitted dollars for the life of the millage.

3. Recommend a new round of millage applications:

See below options for future rounds. See attached timelines – Exhibit C.

-Have the 8<sup>th</sup> Application Round to receive additional applications and update numbers for applications that weren't funded in Round 7. Tentative timeline fall approval of Park Commission and BOC

application/scoring criteria. January 2023 begin accepting applications for the 8<sup>th</sup> Round awards to be considered December 2023.

-Have the 9th Application Round for this millage cycle in 2025 that would be ranked and scored by the Park Commission, then the Board of Commissioners would make awards, contingent on the renewal of the millage in 2026. This illustrative list of projects would show the need for justification of the third renewal of the trails and parks millage. Begin applications January 2025 and awards to be considered December 2025.

4. Recommend that all future rounds should include setting aside 20% of the amount for all awarded construction projects for potential cost overruns.

5. Recommend not allocating more funds than the available funds through the term of the millage.

Conversation ensued. Park Commission agreed upon changes made to resolution below.

#### **ACTION ITEMS**

*Trails & Parks Millage Spending Plan that will be recommended to the BOC*

#### **Motion to Support the Resolution Authorizing Contracts & a Spending Plan for the Trails and Parks Millage**

MOVED BY MR. PRATT

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.

Comm. Stivers suggested a friendly amendment to strike: BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners recommends that all future rounds should include setting aside 20% of the amount for all awarded construction projects for potential cost overruns.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners recommends not allocating more funds than the available funds through the term of the millage.

This amendment was accepted as friendly by the Committee.

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL CONTRACTS FOR TRAILS AND  
PARKS 7<sup>TH</sup> ROUND MILLAGE APPLICATIONS & AUTHORIZE A PLAN FOR  
THE FUTURE TRAILS AND PARKS MILLAGE**

WHEREAS, Board of Commissioners Resolution 22-115 approved entering into contracts for the seventh round of trails and parks millage applications; and

WHEREAS, 22 applications were received from Alaiedon Township (1), City of Lansing (5), City of Leslie (3), Ingham County (3), Charter Township of Lansing (1), Leroy Township (1), Leslie Township (1), City of Mason (3), Meridian Township (1), Village of Stockbridge (1), Vevay Township (1), and City of Williamston (1); and

WHEREAS, a total of \$2,749,346.00 was awarded to 11 communities per Board of Commissioners Resolution 22-115; and

WHEREAS, an additional \$315,000.00 was awarded per Board of Commissioners Resolution 22-265; and

WHEREAS, six (6) applications were not funded and one (1) was partially funded totaling the amount of \$6,066,660.00; and

WHEREAS, the Park Commission recommends funding the following entities designated within the below Table A that were not previously recommended for funding; and

**Table A:**

| <b>Applicant</b> | <b>Project</b>  | <b>Amount Requested</b>                                    | <b>Fund (Yes or No)</b> | <b>Grant Award Amount</b> |
|------------------|---|--|-------------------------|---------------------------|
| City of Mason    | Columbia Street Bridge - Protected Walkway Construction   | \$162,000.00   | Yes                     | \$162,000.00              |
| Ingham County    | Hawk Island Boardwalk Replacement Phase 3   | \$327,700.00   | Yes                     | \$327,700.00              |
| City of Leslie   | Leslie Shared Use Path - Middle School to Russell Park<br>*(Original application request \$486,600.00 - \$265,000.00 partially funded by Resolution 22-115) | \$221,600.00*  | Yes                     | \$221,600.00              |
| City of Leslie   | Leslie Shared Use Path - Russell Park to Woodlawn Cemetery  | \$551,960.00   | No                      | ---                       |
| Ingham County    | Lake Lansing Park North Boardwalk Replacement Phase 3   | \$471,400.00   | No                      | ---                       |
| City of Lansing  | Montgomery Drain - Ranney & Red Cedar Park Pathways   | <del>\$3,465,000.00</del><br>Revised request: \$995,000.00 | Yes                     | \$995,000.00              |
| City of Lansing  | Corporate Research Park Pathway   | \$867,000.00   | No                      | ---                       |

WHEREAS, the Park Commission recommends setting aside \$1,069,866.32 for existing round 1-7 projects to cover potential future cost overruns; and

WHEREAS, the Park Commission recommends holding an application round in 2023 and 2025; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners directs staff to hold an application round in 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs staff to hold an application round in 2025 in anticipation of putting a renewal of the present Trails and Parks Millage on the March 2026 ballot.

BE IT FURTHER RESOLVED, the application forms and scoring criteria will be reviewed and approved by the Board of Commissioners prior to the application rounds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below Table A.

**Table A:**

| <b>Applicant</b> | <b>Project</b>  | <b>Amount Requested</b>                                    | <b>Fund (Yes or No)</b> | <b>Grant Award Amount</b> |
|------------------|---|--|-------------------------|---------------------------|
| City of Mason    | Columbia Street Bridge - Protected Walkway Construction   | \$162,000.00   | Yes                     | \$162,000.00              |
| Ingham County    | Hawk Island Boardwalk Replacement Phase 3   | \$327,700.00   | Yes                     | \$327,700.00              |
| City of Leslie   | Leslie Shared Use Path - Middle School to Russell Park<br>*(Original application request \$486,600.00 - \$265,000.00 partially funded by Resolution 22-115) | \$221,600.00*  | Yes                     | \$221,600.00              |
| City of Leslie   | Leslie Shared Use Path - Russell Park to Woodlawn Cemetery  | \$551,960.00   | No                      | ---                       |
| Ingham County    | Lake Lansing Park North Boardwalk Replacement Phase 3   | \$471,400.00   | No                      | ---                       |
| City of Lansing  | Montgomery Drain - Ranney & Red Cedar Park Pathways   | <del>\$3,465,000.00</del><br>Revised request: \$995,000.00 | Yes                     | \$995,000.00              |
| City of Lansing  | Corporate Research Park Pathway   | \$867,000.00   | No                      | ---                       |

BE IT FURTHER RESOLVED, that the 70% limitation on allocation of projected future millage revenue imposed by Resolution 17-275 is hereby rescinded.

BE IT FURTHER RESOLVED, that 25% of each grant will be disbursed up front to the communities for their trails and parks projects.

BE IT FURTHER RESOLVED, that all work will be completed within three years from the date the contracts are executed.

BE IT FURTHER RESOLVED, the Board of Commissioners grants the Ingham County Parks & Recreation Commission the ability to extend the term of trails and parks millage contracts after review by the Park Director and upon the approval of the Ingham County Parks & Recreation Commission.

BE IT FURTHER RESOLVED, that granting of millage dollars to municipalities may be subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, that entities will be required to display a temporary millage recognition sign during the construction phase and a permanent sign provided by the County to remain on the site in perpetuity post completion of the project, as well as wayfinding signage provided by the County if applicable.

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.



*L.J. Trumble Roofing*

**Motion to Support entering into a contract with L. J. Trumble Builders, LLC.**

MOVED BY MS. THOMAS, SUPPORTED BY MR. JAMES

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.

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 L. J. TRUMBLE BUILDERS, LLC.  
FOR A ROOF REPLACEMENTS TO VARIOUS INGHAM COUNTY PARKS BUILDINGS**

WHEREAS, the Ingham County Parks Department owns and maintains buildings at Burchfield County Park, Hawk Island County Park, Lake Lansing North County Park and Lake Lansing South County Park; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of making roof replacements to various County Parks buildings; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor was the lowest responsive in compliance with the Ingham County Purchasing Policies; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$79,000 for supplying and installing standing seam metal roofs on two shelters at Burchfield Park and installing already purchased standing seam metal roofs on one shelter at Lake Lansing Park North and four small roofs at Burchfield Park, and a contingency not to exceed \$11,000, if necessary, for a total cost of \$90,000.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-976000-20P01 and 228-75999-976000-20P02.

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.

**DISCUSSION ITEMS**

None.

**BOARD/STAFF COMMENTS**

Ms. Pawar inquired about the Lake Lansing signage being removed and if vendors could be announced at the summer concerts at Lake Lansing. Commissioner Stivers inquired about Lake treatment at our lakes and announced that in 1925 Lake Lansing was declared a sanctuary lake and that there will be signage placed to denote this and that hunting not allowed due it being a sanctuary lake. Commissioner Stivers also stated that Eaton County suggested an idea to possibly combine the Friends groups between Eaton, Ingham and Clinton Counties and that may be reaching out to the Ingham County Parks Department.

**LIMITED PUBLIC COMMENT**

None.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:33pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

## **INGHAM COUNTY PARKS & RECREATION COMMISSION**

**Meeting of July 11, 2022**

### **Motion to Support the Resolution Authorizing Consolidating Delhi Township Projects TR063 and TR070**

MOVED

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.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** July 5, 2022  
**SUBJECT:** Resolution Authorizing Consolidating Delhi Township Projects TR063 and TR070  
For the meeting agenda of 7/18/22 Human Services and 7/20/22 Finance

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**BACKGROUND**

Board of Commissioners Resolutions 19-093, 19-047, 19-284, and 20-028 authorized entering into contracts with Delhi Township to fund the following projects:

| <b>Contract Title</b>        | <b>Line Item #</b> | <b>Resolution</b>          | <b>Contract Amount</b> | <b>Upfront Payment Issued</b> |
|------------------------------|--------------------|----------------------------|------------------------|-------------------------------|
| Holt to Mason Trail, Phase 1 | TR063              | 19-093, 19-047, and 19-284 | \$1,000,000.00         | \$500,000.00                  |
| Holt to Mason Trail, Phase 2 | TR070              | 20-028                     | \$2,542,890.00         | \$1,271,445.00                |

Delhi Township is currently working with the Ingham County Road Department to coordinate the timing of the trail project with the Road Department's Cedar Street road project. At this time, it is really just one project and for tracking purposes Delhi Township is requesting project TR063 and TR070 be combined into one project.

**ALTERNATIVES**

Keep the project line items as is.

**FINANCIAL IMPACT**

There is no financial impact from this request. This resolution authorizes a line item transfer of \$500,000.00 from line item 228-62800-967000-TR063 to line item 228-62800-967000-TR070 to consolidate two projects.

**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 Park Commission approved this approach at their July 11, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing consolidating two Delhi Township projects.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONSOLIDATING DELHI TOWNSHIP  
PROJECTS TR063 AND TR070**

WHEREAS, through Resolution 19-093, 19-047, 19-284, and 20-028 the Ingham County Board of Commissioners authorized entering into contracts with Delhi Township to fund the below projects; and

| <b>Contract Title</b>        | <b>Line Item #</b> | <b>Contract Amount</b> | <b>Upfront Payment Issued</b> |
|------------------------------|--------------------|------------------------|-------------------------------|
| Holt to Mason Trail, Phase 1 | TR063              | \$1,000,000.00         | \$500,000.00                  |
| Holt to Mason Trail, Phase 2 | TR070              | \$2,542,890.00         | \$1,271,445.00                |

WHEREAS, a line item transfer is necessary to consolidate the projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to consolidate Delhi Township's two projects TR063 & TR070 into one contract under Project Number TR070.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$500,000.00 from line item 228-62800-967000-TR063 to line item 228-62800-967000-TR070.

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 July 11, 2022

## Motion to Support the Ordinance to Adopt Rules and Regulations for the Parks and Zoo under the Jurisdiction of Ingham County and to Establish Penalties for Violations

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.

### INGHAM COUNTY PARK AND ZOO RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007 – Modified \_\_\_\_\_, 2022

### ORDINANCE TO ADOPT RULES AND REGULATIONS FOR THE PARKS AND ZOO UNDER THE JURISDICTION OF INGHAM COUNTY, MICHIGAN, AND TO ESTABLISH PENALTIES FOR VIOLATIONS

The County of Ingham ordains:

#### Section 1. Ordinance Title.

The title of this Ordinance shall be the Ingham County Parks and Zoo Rules and Regulations.

#### Section 2. Definitions.

- A. “Authorized Local Official” means the Parks Director, Zoo Director, or their respective designee(s); Public Safety Rangers; or other personnel of the County legally authorized to issue municipal civil infraction citations.
- B. “Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of 1 or more violations of this Ordinance by the party cited.
- C. “Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.
- D. “County” means the County of Ingham, Michigan.

- E. “District Court” means the 55th Judicial District Court.
- F. “Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.
- G. “Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including, without limitations, fines, damages, expenses, and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.
- H. “Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.
- I. “Parks” means all parks under the jurisdiction of the County of Ingham, unless otherwise indicated herein.
- J. “Potter Park” means the area from Pennsylvania Avenue to the Potter Park Zoo perimeter fence.
- K. “State” means the State of Michigan.
- L. “Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.
- M. “Zoo” means the area inside the perimeter fence of the Potter Park Zoo.

### **Section 3. Park and Zoo Hours.**

- A. Hours of Operation. All Parks under the jurisdiction of the County shall open at 8:00 a.m. and close at sunset.
- B. Exceptions—Parks. No person or vehicle shall remain at the Park between 30 minutes after sunset, unless otherwise posted or permission has been granted in writing by the Parks Director, Zoo Director, or their respective designee(s). These exceptions include, but are not limited to:
  - 1. Individuals camping with an approved permit issued by the Parks Director, Zoo Director, or their respective designee(s); or
  - 2. Special events authorized in advance, in writing, by the Parks Director, Zoo Director, or their respective designee(s). Details regarding Special Event Permits can be found on the County’s website.
- C. Exceptions—Zoo. All Zoo visitors are required to leave the premises within 60 minutes after posted closing times.
- D. Variations in Hours of Operation. The Parks, Potter Park, Zoo, or portions thereof, may be closed entirely or closed to certain uses for such period(s) of time as may be determined by the Parks Director, Zoo Director, or their respective designee(s).

#### **Section 4. Conduct on Park and Zoo Property.**

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of the Parks, Potter Park, or Zoo, or any facility, building, sign, structure, equipment, utility, or other property found therein.
- B. Preservation of Natural Resources and Plant Life. No person shall:
  - 1. Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel, sand, or water found within the Parks, Potter Park, or Zoo without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s).
  - 2. Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub, or plant, whether alive or dead, found within a Park or the Zoo without prior written permission of the Parks Director, Zoo Director, or their respective designee(s) (with the exception of picking mushrooms).
  - 3. Destroy or remove any historical or pre-historical ruin or parts thereof, or any object of antiquity without the permission of the Parks Director, Zoo Director, or their respective designee(s).
  - 4. Traverse across County property to participate in items listed in B1 and B2 above.
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless posted or written permission has been granted by the Parks Director, Zoo Director, or their respective designee(s).
- D. Invasive Plant and/or Animal Species. No person shall introduce an invasive plant and/or animal species into the Parks, Potter Park, or Zoo, land, or water, except as authorized by the Parks Director, Zoo Director, or their respective designee(s). An invasive species is one that is not native and whose introduction causes harm, or is likely to cause harm, to Michigan's economy, environment, or human health.
- E. Fires. No person shall build a fire within the Parks, Potter Park, or Zoo except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may not be collected to be used within the Parks, Potter Park, or Zoo. Section 4. E. does not apply to Parks and Zoo employees gathering fallen wood in the course of their employment with the County.
- F. Disposal or Refuse. No person shall:
  - 1. Deposit or abandon in the Parks or Potter Park, in any waters in or adjacent to the Parks or Potter Park or on the ice thereof, or in the Zoo any garbage, refuse, trash, waste, or other obnoxious material, except in receptacles provided for such purposes.
  - 2. Bring into the Parks, Potter Park, or Zoo refuse or litter originating outside any Park for the purpose of depositing such in Park receptacles.
- G. Fireworks, Firearms, and Other Weapons. No person shall:



1. Have in their possession or control any slingshot, BB gun, paint ball guns, fireworks, or any other substance of an explosive or dangerous nature within the Parks, Potter Park, or the Zoo.
2. Have in their possession or control any bow or arrow within the Parks, Potter Park, or Zoo, except if posted or by prior written permission of the County.
3. Discharge or set off any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in the Parks, Potter Park, or Zoo for any reason, provided that this rule shall not apply if otherwise posted or to any law enforcement officer acting in the course of their employment or members of the Zoo Emergency Response Team. Possession of firearms shall be permitted in the Parks, Potter Park, and Zoo in accordance with the laws of the State of Michigan.

H. Alcoholic Beverages.

1. No alcohol of any kind will be consumed on Parks, Potter Park, or Zoo premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be underage at any time. All guests must have a valid ID if they plan to consume alcoholic beverages while on Parks, Potter Park, or Zoo premises.
2. Alcoholic beverages of any kind may not be possessed, consumed, sold, or dispersed in the Zoo, Lake Lansing Park-South, and Hawk Island County Park unless allowed as a condition of an approved Special Event Permit issued by the Parks Director, Zoo Director, or their respective designee(s). The recipient of an approved Special Event Permit is responsible for consulting with the Michigan Liquor Control Commission to determine whether a license to service alcoholic beverages must be obtained. If a license is required, a copy of said license shall be provided to the County and conspicuously displayed on the day of the special event in compliance with the laws of the State of Michigan and the rules of the Michigan Liquor Control Commission regarding the sale, furnishing, and consumption of alcoholic beverages.
3. Notwithstanding Section 14(H)(1) and (2), beer and wine are permitted at the following Parks without prior written permission from the Parks Director, Zoo Director, or their respective designee(s):
  - a. Burchfield Park,
  - b. Riverbend Natural Area,
  - c. McNamara Canoe Landing,
  - d. Potter Park,
  - e. Bunker Road Canoe Landing, and
  - f. Lake Lansing Park-North.

Keg beer is only allowed by a Special Event Permit granted by the Parks Director, Zoo Director, or their respective designee(s) for a specific area on a specific date.

4. Possession and/or consumption of alcoholic beverages of any kind is prohibited at park beaches, dog parks, water parks, and playgrounds.

I. Disorderly Conduct. No person shall:

1. Commit, make, or engage in violent, abusive, boisterous, loud, illegal, obscene, or similar disorderly conduct within the boundaries of the Parks, Potter Park, and Zoo. Disorderly conduct includes, but is not limited to, any of the following
  - a. A person who is intoxicated in a public place with a blood alcohol level that exceeds the legal limit, or when under the influence of illegal drugs or controlled substances.
  - b. A person who is endangering the safety of another person or property or is acting in a manner that causes a public disturbance.
  - c. A person who is engaged in indecent or obscene conduct in a public place.
2. Interfere with Parks, Potter Park, or Zoo employees in the discharge of their duties or fail or refuse to obey any lawful command issued by them.

J. Audio Devices.

1. No person shall use or operate any radio, musical instrument, phonograph, television, or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this Section, unless prior written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s).
2. No person, group, or organization using any picnic shelter within the Parks, Potter Park, or Zoo, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player, or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within 150 feet of any picnic shelter, unless specific written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s). Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Parks Director, Zoo Director, or their respective designee(s). The responsible party named in the written permit shall be on site and available to Park and Zoo officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the Parks Director, Zoo Director, or their respective designee(s).
3. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose.

K. Other.

1. No person under the age of fifteen (15) shall be allowed entrance into the Zoo, unless accompanied by an adult at least eighteen (18) years of age.
2. No person shall be allowed on Zoo premises without shoes and a shirt.
3. All visitors to the Zoo shall remain behind public barricades.
4. No person shall in any manner willfully disturb a Zoo animal.
5. All visitors are prohibited from feeding Zoo animals except as otherwise designated.
6. No person shall use metal detectors in any turf areas within the Parks, Potter Park, or Zoo.
7. No person shall play Frisbee and/or ball games within the Zoo or the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
8. No person shall operate a hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel, or fuel pellet, in any Park or the Zoo without the prior written permission of the Parks Director, Zoo Director, or their respective designee(s).
9. Use of drones at the Parks, Potter Park, and Zoo shall be subject to and in full compliance with all Federal Aviation Administration regulations and the laws of the State of Michigan.
10. The launching of trailered watercrafts directly into a body of water is prohibited at Hawk Island County Park and Burchfield Park without prior written permission from the Parks Director or their designee(s). Non-motorized watercrafts that are capable of being hand carried are permitted to be launched at Hawk Island County Park and Burchfield Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park and Burchfield Park.
11. Smoking and/or the use of any smoking device that produces vapor or smoke from nicotine or other substances, including, but not limited to, e-cigarettes, is strictly prohibited within the Parks, Potter Park, and the Zoo. This prohibition does not apply to designated parking areas.

**Section 5. Swimming, Bathing, and Wading.**

- A. Designated Areas. No person shall swim, bathe, or wade in any lake, pond, or watercourse, except within those areas so designated. Swimming in designated areas may be prohibited from time to time for such period of time as may be determined by the Parks Director or their designee(s). Swimming is strictly prohibited in any area of the Zoo.
- B. Age Restrictions. Children eight (8) years of age and under shall be accompanied by an adult at least eighteen (18) years of age while in a designated swimming area.
- C. Hours of Operation. Beach and swim areas during the regular summer season shall be open as posted.

- D. Inflatable Devices. Air mattresses, inner tubes, life jackets, or any other devices, inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. Only U.S. Coast Guard approved personal flotation devices may be worn by individuals.
- E. Prohibited Items. Alcoholic beverages, glass containers, and pets are not allowed within the posted limits of the beach area.

## **Section 6. Dogs and Pets.**

- A. Leash Requirements. Unless otherwise posted, dogs shall be kept on a leash no greater than 6 feet in length at all times while on Park and Potter Park premises. The only exception is within designated off-leash areas.
- B. Prohibited Conduct. All pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy Park or Potter Park visitors or wildlife.
- C. Designated Areas. Pets are allowed in Lake Lansing Park-North, Burchfield Park, Hawk Island County Park, and Potter Park, and Lake Lansing Park-South, McNamara Canoe Landing, Riverbend Natural Area unless otherwise posted.
- D. Exceptions. Pets are not allowed on ski trails when open for skiing or within designated bathing beach areas, Park buildings, restrooms, playgrounds, mountain bike trails, and shelters, unless allowed as a condition of an approved Special Event Permit or to transport a pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- E. Unattended Pets. Pets must always be accompanied and must never be left unattended. This includes being left in a vehicle or trailer.
- F. Pet Droppings. Owners must clean up pet droppings.

## **Section 7. Service Animals.**

- A. Definition. In compliance with the Americans with Disabilities Act, 42 USC § 12101 *et seq*, a service animal means a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Emotional support, therapy, comfort, or animals that provide comfort just by being with a person are not considered service animals because they have not been trained to perform a specific job or task. Therefore, they do not qualify as service animals.
- B. Leash Requirements. Service animals must be harnessed, leashed, or tethered while in public places, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. MCL 750.502c(4).
- C. Prohibited Conduct. Service animals may be excluded from a place of public accommodation if the service animal is:
  - 1. Out of control and its handler does not take effective action to control it, or

2. Not housebroken. MCL 750.502c(2).
- D. Designated Areas. Service animals are allowed in all areas that are open to the public at the Parks, Potter Park, and Zoo as provided under MCL 750.502c, as amended. A service animal may not be excluded from the premises due to allergies or the fear of the animal.
- E. Exceptions—Parks, Potter Park, and Zoo. A dog or miniature horse may be excluded from areas in which pets are generally prohibited if it is:
1. Not a service animal,
  2. Not accompanying a person with a disability,
  3. Merely in training to become a service animal, or
  4. Otherwise out of control or unduly disruptive.
- F. Exceptions—Zoo. The Zoo is responsible for the health and well-being of a vast collection of valued and, in many cases, rare and endangered species of animals. As the Zoo is subject to stringent regulations pertaining to the care and protection of these animals, service animals are restricted from inside the contact area (Goat Area) and Animal Meet and Greet/Behind the Scenes Encounters.

In the event a service animal's presence visibly upsets or agitates Zoo animals, the Zoo reserves the right to designate some areas not previously listed herein as off limits, or to designate the area as sensitive and request that the owner of the service animal observe extra caution in those areas. Sensitive areas may be designated in areas that house animals considered vulnerable or sensitive to predator species or as a result of new births or hatchlings, nesting or breeding behaviors in progress, or new animals on exhibit. The Zoo Director or their designee(s) will determine whether special circumstances warrant restrictions on service animals in any area.

- G. Admission Procedure.
1. In compliance with MCL 750.502c(6), if it is not readily apparent that an animal is a trained service dog or miniature horse, Park and/or Zoo employees are permitted to ask only the following questions of the owner, if necessary, to determine if the dog or miniature horse is a service animal:
    - a. Is the animal required because of a disability? and,
    - b. What work or task is the animal trained to provide?
  2. Park and Zoo employees are prohibited from
    - a. Asking about a person's disability,
    - b. Requiring medical documentation,

- c. Requiring a special identification card or training document for the service animal, or
  - d. Asking that the service animal demonstrate its ability to perform work or a task. MCL 750.502c(6)-(7)(a).
3. If admission of the animal is denied based on the owner's answers to the questions outlined herein under Section 7(G)(1), the owner shall be provided with an opportunity to enter the Parks, Potter Park, or Zoo. At the Zoo, if requested, an escort will be provided to assist the owner. The Parks, Potter Park, or Zoo shall not kennel or care for the animal during the time the owner is inside the Parks, Potter Park, or Zoo.

## **Section 8. Horses.**

It shall be a violation for a person to ride, lead, or allow a horse to be upon any property not designated as a horse trail by or under the jurisdiction of the County unless prior written permission has been obtained from the Parks Director, Zoo Director, or their respective designee(s).

## **Section 9. Bicycles, Skateboards, Scooters, Roller-Skates, and Other Devices.**

Bicycles or other similar conveyances shall be permitted on designated trails only. No person shall operate a bicycle, skateboard, scooter, roller-skates, or other similar conveyance upon any sidewalk or trail, except at such times and at such places as may be designated or maintained by the County. At no time shall a person's use of a bicycle, skateboard, scooter, roller-skates, or similar device be done in a manner that would obstruct vehicle or pedestrian traffic within the Parks, Potter Park, or Zoo. Section 9 does not apply to Parks and Zoo employees utilizing bicycles in the course of their employment with the County.

### **Section 9a. Electric Bicycles.**

Except as otherwise provided under Act No. 300 of the Public Acts of 1949, an individual riding an electric bicycle is subject to the same requirements as an individual riding a bicycle.

## **Section 10. Natural Area and Nature Trails.**

- A. Pedestrian Use. Nature trails shall be for pedestrian traffic only, unless otherwise posted. The reckless operation of mobility vehicles that meet the Americans with Disabilities Act, 42 USC § 12101 *et seq* guidelines is prohibited.
- B. Fires. Fires are prohibited within any nature study areas, unless prior written permission has been granted by the Parks Director, Zoo Director, or their respective designee(s).
- C. Prohibited Access. Bicycles, horses, and pets are prohibited within such areas, unless otherwise posted and with the exception that bicycles are allowed at Riverbend Natural Area. Dogs are permitted on hiking trails only.

## **Section 11. Motor Vehicles.**

- A. Operation of Motor Driven Vehicles. With the exception of County Parks Department and Zoo Department employees, it shall be unlawful for any person to:
1. Operate a motor driven vehicle of any kind or nature in excess of 15 miles per hour within the Parks, Potter Park, or Zoo, except where otherwise posted.
  2. Operate any motor driven vehicle of any kind or nature except on designated public roads, unless prior written approval has been provided by the Parks Director, Zoo Director, or their respective designee(s).
  3. Operate a motor driven vehicle of any kind or nature in violation of posted traffic control signs or devices.
  4. Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

## **Section 12. Parking.**

- A. Parking in Prohibited Areas. It shall be unlawful for any person, except for Park and Zoo personnel, to:
1. Park or leave unattended any motor vehicle within any area not designated as a parking area or space.
  2. Stop, stand, or park any motor vehicle at any place where official signs prohibit.
  3. Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.
- B. Use of Parking Areas.
1. Unless otherwise permitted in writing by the Parks Director, Zoo Director, or their respective designee(s), parking lots in the Parks, Potter Park, and Zoo are hereby closed to all activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, Frisbee throwing, games, or other activities, shall be permitted in the parking lots of the Parks, Potter Park, or Zoo. All Parks, Potter Park, and Zoo activities, except traversing to and from parking lots and/or parking of vehicles in case of emergencies, are prohibited.
  2. When posted, parking at the Lake Lansing Boat Launch is hereby restricted to vehicles with boats only.
- C. Obstructing Traffic.
1. It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.

2. Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
3. The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

### **Section 13. Commercial Activities and Advertising.**

- A. Solicitation. All constitutionally protected speech will be permitted by the County within reasonable time, place, and manner parameters. No solicitations shall be allowed within any Park, Potter Park, or Zoo building; adjacent to any Park, Potter Park, or Zoo building entrance; or in any other areas designated by signs. Solicitations shall not interfere or conflict with the normal business of employees of or visitors to the Parks, Potter Park, or Zoo, or the free flow of vehicular and pedestrian traffic. No signs may be erected on County property.
- B. Disruptive Conduct. The County reserves the right to prohibit any solicitation or distribution activities by any non-employee, organization, or employee that disrupts or interferes with the normal work activity of the County, visitors to County properties, parks and facilities, or the free flow of vehicular and pedestrian traffic.
- C. Peddling. No person or organization shall advertise, vend, sell, post, or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within the Parks, Potter Park, or Zoo, except by prior written permission from the Parks Director, Zoo Director, or their respective designee(s).

### **Section 14. Camping.**

No person shall camp within the Parks, Potter Park, or Zoo, except in those areas or buildings designated for that purpose, unless permission is provided in writing by the Parks Director, Zoo Director, or respective designee(s).

### **Section 15. Fees, Charges, and Permits.**

- A. It shall be a violation of this Ordinance for any person to use any facility, building, land area, or equipment within the Parks, Potter Park, or Zoo for which a fee or charge has been established by the County without payment of such fee or charge, unless waived per the guidelines in Board of Commissioners Resolution #17-111.
- B. It shall be a violation for any person, group, or organization to occupy, use or fail to vacate any facility, building, land area, or equipment for which a permit has been granted to another person, group, or organization.

### **Section 16. Violations and Penalties.**



- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H. shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Section 12 regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said Parks, Potter Park, or Zoo for the remainder of the day of the offense.

#### **Section 17. Municipal Civil Infraction Citations; Issuance and Service.**

Municipal civil infraction citations shall be issued and served by an Authorized Local Official as follows:

- A. The time for appearance specified in a citation shall be within 10 days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an Authorized Local Official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."
- E. An Authorized Local Official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An Authorized Local Official may issue a citation to a person if:
  - 1. Based upon investigation, the Authorized Local Official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
  - 2. Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the Authorized Local Official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

## **Section 18. Municipal Civil Infraction Citations; Contents.**

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the defendant that they may do one (1) of the following:
  - 1. Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
  - 2. Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance, in person, or by representation.
  - 3. Deny responsibility for the municipal civil infraction by doing either of the following:
    - a. Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney unless a formal hearing before the District Court's Judge is requested by the County.
    - b. Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
  - 4. The citation shall also inform the defendant of all the following:
    - a. That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
    - b. That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
    - c. That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.
    - d. That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.
    - e. That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.
  - 5. The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a

misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

#### **Section 19. Establishment of Schedule of Civil Fines.**

- A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:
  - 1. For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
  - 2. For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
- B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.
- C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed 1 day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.
- D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.
- E. Civil infractions for violations of Section 11.A. regarding parking are punishable by a fine of \$50.00 plus costs for a first offense, \$100.00 plus costs for a second offense, and \$250.00 plus costs for a third offense, except that violations of Section 11.A.(3) shall be punishable by a fine of \$250.00 plus costs for a first or subsequent offense.

#### **Section 20. Misdemeanor Violations.**

- A. Any person convicted of violating Section 4.I relating to disorderly persons shall be guilty of a misdemeanor.

- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this Section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

#### **Section 21. Construction.**

When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neutral. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations, or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

#### **Section 22. Severability.**

The various parts, sections, subsections, paragraphs, sentences, phrases, and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

#### **Section 23. Repealer Clause.**

Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

#### **Section 24. Savings Clause.**

This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

#### **Section 25. Effective Date.**

This Ordinance shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Directors Report 2022**  
**June 7<sup>th</sup>- July 6<sup>th</sup> 2022 (July 11<sup>th</sup>, 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.

- Ongoing continuing with staff and 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. Also for McNamara Landing hopeful for fall bidding on both these projects.
- ROWE consulting revised bids out on the street bids are due end of June for these projects. Unfortunately we received no bids for this RFP. We will be resubmitting this project in the fall along with the other two projects at Hawk and McNamara landing hopeful that contractors will submit bids. These are truly trying times!
- Attended ongoing Millage progress update meeting with Nicole Wallace, Brian Collins, and Tanya Moore from Spicer group.
- Ongoing meetings with the Tri-Counties Consultant on their process for a Tri-County Regional bike plan Eaton, Clinton and Ingham Counties and we discussed lots of data that we have for Ingham County Road Department and Nicole share this with Tri-County.
- Ongoing discussions Human Resources, Managers and Deputy Director, and Park Rangers Union staff continue to work with HR on filing the open mechanic position. We have interviews set and are hopeful.
- Met several times with staff/zoo, and Attorney's office to discuss the Parks/Zoo rules update.
- Met with IT/Zoo/Parks to discuss items with Vermont systems and point of sale.
- Attended NACPRO Board meeting as my first as a "new" Board of Director for the National Association of County Parks and Recreation Organization. This is a two year term. Brian, Coe, Tim B., Nicole, Kelly and I are now current members of this organization.
- Worked with Kelly and Nicole on reviewing resolutions due for July round BOC meetings.
- Attendee Burchfield DIRT School ribbon cutting event on June 13<sup>th</sup>. Great turn out of public as well as VIP's!
- Conducted weekly Administrative meeting.
- Attended BOC committee meetings Human Services, Finance and a Full BOC meeting with Park Department items.
- Assisted with Hesse/Earl follow-up fishing event at Clinton County Parks an outing at other locations outside the Ingham County Parks.
- Presented 2023 budget request with Brian Collins, Brian and I tag teamed and Brian did great job presenting. Very thankful to have a Deputy Director as well as all our staff who are some of the best park professionals I have ever worked with ☺
- Visited all the Parks.
- It's warming up and so is your opportunities to get out and Re-create your body, mind, spirit, and soul in one of our AWESOME PARKS THIS SUMMER! ☺



**Dirt School Ribbon Cutting June 13<sup>th</sup> 2022**

Matt Bennett, Parks Commission Chair

Tim Morgan, Parks Director

Kara Hope, Michigan State Representative- Michigan's 67<sup>th</sup> House District

Brian Crenshaw, Chair Ingham County Board of Commissioners



# July 2022 Parks Commission Meeting Monthly Report

## Hawk Island County Park

- Attended and presented to Environmental Affairs Commission regarding Parks Department moving from gas/diesel equipment to electric equipment.
- Attended County budget hearings.
- Attended Point of Sale equipment/software meeting with Zoo, Parks and IT.
- Attended Parks Administrative meeting.
- Majority of time spent was with normal day-to-day upkeep and customer service.
- Irrigation repairs.
- Met with multiple contractors for CIP projects throughout parks.
- Installation of new lifeguard floating dock.
- Covered Director duties when Director Morgan was away.



First concrete pour for new snow tube/storage building



Installation of playground safety surface (Part of Playground safety monies)



Repair of sewer lift pit



BEFORE



AFTER

Repair and installation of new chemical sensor for splash pad



Why is the grass longer here?  
This area has been designated as a  
**NO MOW ZONE**

Wildflower and Natural Habitat  
In Progress

**By allowing grass and wildflowers to grow, we are:**

- Increasing habitat for insects and wildlife
- Saving energy and reducing CO2 emissions by not using mowers
- Promoting sustainable landscapes
- Encouraging native plant growth
- Providing an environment for observation





## **Burchfield Park June/July Manager's Report**

- Fox 47 Breakfast Blend interview to promote Burchfield Park canoe and kayak livery
- Multiple media interviews to promote Dirt School opening
- Dirt School Ribbon Cutting Ceremony June 13th
- First week of Exploring Nature Day Camp with campers June 20<sup>th</sup> – Success!
- Day Camp State Licensing (LARA) annual inspection
- Quarterly well water sampling
- Capital Youth Cycling adventure bike programs to start weekly on Thursday evenings
- Accept generous \$2000 donation to the FOICP from the Simpson family to go towards future Day Camp scholarships for deserving families
- Attended BOC Finance Committee meeting on June 22<sup>nd</sup>
- Continue Naturalist's training
- Make promotional flyers for Day Camp
- Head Lifeguard performed annual in-service training with all Burchfield lifeguards
- Work with Capital City Renegades on course prep for CCR Open event
- Coordinate future volunteer workdays
- Busy 4<sup>th</sup> of July Holiday weekend
- Obtain quote from Penchura rep to replace playground feature damaged by fallen tree

### Park Maintenance and Projects

- New park grills installed near beach
- T-run turf restoration project completed
- Clear brush along hiking trails
- Clear river obstructions
- Plant evergreen trees at beach
- Site prep for new steel entrance gates
- Regular grounds maintenance





Spin Cycle Team at Dirt School Ceremony



Kids and Families Enjoying the New Facility



Lifeguard In-Service Training



Grand River Tree Cleanup



New Beach Grills



N. Bluff Playground Tree Damage



## Lake Lansing Park Report – June/July

### Highlights:

Attended Staff and Manager Meetings

Attended Band Shell Concerts

Attended SAD meeting

Performed mechanics duties

Identified electrical and gas meters for County inventory

Met with Penchura Playground Equipment and worked on developing a replacement plan for LLS playground components out of commission (1/2 the playground)

Attended meeting with Spicer, Tim, and Nicole regarding updating trail maps and trail markers

Meeting with ROWE, LAUX and Dewitt Fence regarding gates

Worked with Fan and electrical vendors for fan purchase and installation for Band Shell

Attended Park Rules update meeting

Worked with ROWE and Park Staff regarding LLS grant project changes

Staff working on clearing disc golf course, opening bathrooms and season start-up items.

LLS fence project start



New kayak invasive species removal (lan)



Band Shell fan installation



Band Shell Concert (Meridian Community Band)



Playground component removals



## **June - Parks Office Monthly Report**

### Meetings/Trainings

Staff and weekly Admin meetings  
Dirt School Ribbon Cutting  
Budget meeting  
Rules meetings with Attorney

### Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- L.J. Trumble Builders

### Customer Service

Earl/Hesse Fishing follow-up fishing took place. Our staff helped with the organizing of event. We received 2,875 phone calls in the month of June.

### Website

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

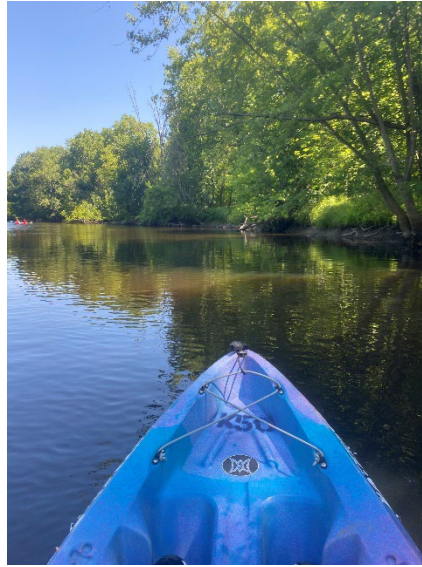
### Accounting/Budget/Payroll

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





Dirt School Ribbon Cutting



Burchfield Park



## 2022 Parks Budget

| Revenue                             |                     |                   |                       |            |
|-------------------------------------|---------------------|-------------------|-----------------------|------------|
| 208 Fund                            | Original            | Actual            | Available             | Percent    |
| 570000 State Grants                 | 68,075.00           | -                 | (68,075.00)           |            |
| 600000 Shelter Fees                 | 66,500.00           | 60,181.00         | (6,319.00)            | 90%        |
| 600100 Disc Golf Fees               | 22,000.00           | 15,220.00         | (6,780.00)            | 69%        |
| 610100 Boat Rental                  | 22,500.00           | 1,050.00          | (21,450.00)           | 5%         |
| 610200 Canoe/Kayak Rental           | 37,500.00           | 304.00            | (37,196.00)           | 1%         |
| 620000 Boat Launch Fees             | 17,000.00           | 1,381.00          | (15,619.00)           | 8%         |
| 630000 Ski Rental                   | 8,000.00            | 14,080.50         | 6,080.50              | 176%       |
| 641000 Food Concessions             | 48,150.00           | 11,139.70         | (37,010.30)           | 23%        |
| 641120 Snowshoe Rental              | -                   | 484.00            | 484.00                |            |
| 652000 Parking Fees                 | 350,846.00          | 146,128.20        | (204,717.80)          | 42%        |
| 652100 HI Snow Hill Admissions      | 72,000.00           | 126,464.00        | 54,464.00             | 176%       |
| 669130 Game Rental                  | 1,000.00            | 1,345.00          | 345.00                | 135%       |
| 669140 BUR Tube Rentals             | 4,000.00            | 5,685.00          | 1,685.00              | 142%       |
| 669141 Dog Park Revenue             | 10,000.00           | 7,513.00          | (2,487.00)            | 75%        |
| 669145 Park Patron Pass             | -                   | 378.00            | 378.00                |            |
| 688220 Misc Revenue                 | 1,000.00            | 1,097.75          | 97.75                 | 110%       |
| 671000 Day Camp                     | 10,000.00           | -                 | (10,000.00)           | 0%         |
| 676020 Donations                    | -                   | 200.00            | 200.00                |            |
| <b>Total Collected Revenue</b>      | <b>738,571.00</b>   | <b>392,651.15</b> | <b>(345,919.85)</b>   | <b>53%</b> |
| 698010 Carry Over Surplus Used      | 621,985.00          | -                 | (621,985.00)          |            |
| 699000 Revenue TSF IN - F101        | 2,036,518.00        | 509,129.50        | (1,527,388.50)        | 25%        |
| 699228 Revenue TSF IN - Millage 228 | 51,500.00           | 25,750.00         | (25,750.00)           | 50%        |
| 699500 Revenue TSF IN - CAP IMP     | 102,000.00          | 51,000.00         | (51,000.00)           |            |
| <b>Revenue Total</b>                | <b>3,550,574.00</b> | <b>978,530.65</b> | <b>(2,572,043.35)</b> | <b>28%</b> |
| Personnel Services                  |                     |                   |                       |            |
| 208 Fund                            | Original            | Actual            | Available             | Percent    |
| 704000 FT Wages                     | 781,416.00          | 391,424.90        | 389,991.10            | 50%        |
| 705000 Seasonal Wages               | 728,384.00          | 227,800.09        | 500,583.91            | 31%        |
| 706000 FT Overtime                  | 4,783.00            | 3,530.87          | 1,252.13              | 74%        |
| 706100 On Call Payments             | 5,320.00            | 760.00            | 4,560.00              | 14%        |
| 706700 Seasonal Overtime            | 1,787.00            | 1,111.65          | 675.35                | 62%        |

## 2022 Parks Budget

|                                    |                     |                   |                     |                |
|------------------------------------|---------------------|-------------------|---------------------|----------------|
| 708000 Meeting Fees                | 9,750.00            | 1,725.00          | 8,025.00            | 18%            |
| 713000 Misc Fringes                | -                   | -                 | -                   |                |
| 714000 Unemployment                | 3,942.00            | 2,890.80          | 1,051.20            | 73%            |
| 715000 Fica County Share           | 60,216.00           | 46,877.15         | 13,338.85           | 78%            |
| 715050 Liability Insurance         | 2,187.00            | 2,657.84          | (470.84)            | 122%           |
| 716020 PHP Health Insurance        | 180,779.00          | 86,408.84         | 94,370.16           | 48%            |
| 716030 Health Waiver               | 3,784.00            | 1,891.62          | 1,892.38            | 50%            |
| 716035 Retiree Hlth Ins Chargeback | 41,419.00           | 18,777.32         | 22,641.68           | 45%            |
| 716040 Retiree Hlth Ins Trust Chg  | 35,420.00           | 18,939.11         | 16,480.89           | 53%            |
| 716100 Dental Insurance            | 10,809.00           | 4,896.03          | 5,912.97            | 45%            |
| 716200 Vision Insurance            | 1,558.00            | 704.28            | 853.72              | 45%            |
| 716450 Seperation Buyout Chgback   | 13,778.00           | 7,369.15          | 6,408.85            | 53%            |
| 717000 Life Insurance              | 1,522.00            | 695.33            | 826.67              | 46%            |
| 717100 Disability Insurance        | 806.00              | 367.67            | 438.33              | 46%            |
| 718000 Retirement Program          | 194,804.00          | 88,569.13         | 106,234.87          | 45%            |
| 718500 Retirement Defined Contr.   | 7,609.00            | 3,687.12          | 3,921.88            | 48%            |
| 720000 Longevity                   | 7,000.00            | -                 | 7,000.00            | 0%             |
| 722000 Wkcpmp Insurance            | -                   | 2,185.20          | (2,185.20)          |                |
| <b>Personnel Services Total</b>    | <b>2,097,073.00</b> | <b>913,269.10</b> | <b>1,183,803.90</b> | <b>44%</b>     |
| <b>Controllable Expenses</b>       |                     |                   |                     |                |
| <b>208 Fund</b>                    | <b>Original</b>     | <b>Actual</b>     | <b>Available</b>    | <b>Percent</b> |
| 726011 Concessions                 | 33,400.00           | 14,789.13         | 18,610.87           | 44%            |
| 728000 Printing & Binding          | 12,000.00           | 1,903.79          | 10,096.21           | 16%            |
| 729000 Postage                     | 4,500.00            | 688.95            | 3,811.05            | 15%            |
| 730000 Office Supplies             | 2,800.00            | 1,051.99          | 1,748.01            | 38%            |
| 731000 Photo-Copying & Supplies    | 600.00              | -                 | 600.00              | 0%             |
| 734000 Non-Capital Equipment       | 4,900.00            | 344.00            | 4,556.00            | 7%             |
| 22P07 Rental Equipment All Parks   | 50,000.00           | 4,304.92          | 45,695.08           | 9%             |
| 740000 Maintenance Supplies        | 130,136.00          | 60,280.86         | 69,855.14           | 46%            |
| 743000 Other Supplies              | 27,031.00           | 11,958.27         | 15,072.73           | 44%            |
| 745000 Uniforms                    | 7,500.00            | 7,171.22          | 328.78              | 96%            |
| 746010 Clothing Allowance          | 600.00              | 750.00            | (150.00)            | 125%           |
| 743100 Small Tools                 | -                   | 250.00            | (250.00)            | 0%             |
| 747000 Gas-Grease-Oil-Antifreeze   | 38,000.00           | 17,445.26         | 20,554.74           | 46%            |

## 2022 Parks Budget

|                                       |                     |                   |                   |                |
|---------------------------------------|---------------------|-------------------|-------------------|----------------|
| 802800 Med Services - Physicals       | 1,000.00            | -                 | 1,000.00          | 0%             |
| 815000 Memberships & Subscriptions    | 3,500.00            | 509.11            | 2,990.89          | 15%            |
| 818000 Contractual Services           | 24,780.00           | 15,479.65         | 9,300.35          | 62%            |
| PAZO1 POS System                      | 36,716.00           | 14,117.46         | 22,598.54         | 38%            |
| 861000 Local Travel                   | 3,000.00            | 1,261.49          | 1,738.51          | 42%            |
| 861100 In state Travel                | 3,100.00            | 2,257.05          | 842.95            | 73%            |
| 861110 Out of State Travel            | -                   | -                 | -                 | 0%             |
| 890080 Administrative Fees            | 12,500.00           | 8,376.03          | 4,123.97          | 67%            |
| 901000 Advertising                    | 10,750.00           | 344.82            | 10,405.18         | 3%             |
| 921050 Telephone                      | 7,900.00            | 2,888.42          | 5,011.58          | 37%            |
| 921060 Telephone - Long Distance      | -                   | 35.36             | (35.36)           | 0%             |
| 931100 Maint-Related Contractual      | 37,433.00           | 18,548.87         | 18,884.13         | 50%            |
| 932000 Equipment Repair & Maint       | 50,470.00           | 41,855.09         | 8,614.91          | 83%            |
| 942000 Equipment Rental               | 8,138.00            | 382.80            | 7,755.20          | 5%             |
| 957120 Sales Tax                      | 3,650.00            | 154.14            | 3,495.86          | 4%             |
| 957130 Other Taxes                    | -                   | -                 | -                 | 0%             |
| 960000 Training                       | 5,300.00            | 3,222.00          | 2,078.00          | 61%            |
| 974000 LL Disc Golf Course            | 50,000.00           | 14,280.70         | 35,719.30         | 29%            |
| 21P03 BUR Dirt School                 | 208,075.00          | 153,300.66        | 54,774.34         | 0%             |
| 22P03 LL Tree & Dead Branch Removal   | 12,000.00           | 9,300.00          | 2,700.00          | 78%            |
| 22P08 Bunker Road Landing             | 112,000.00          | -                 | 112,000.00        | 0%             |
| 22P15 Safety Enhancements             | 120,000.00          | -                 | 120,000.00        | 0%             |
| 20P02 HI Fence/Gates/Gatehouse        | 23,863.00           | 4,202.00          | 19,661.00         | 0%             |
| 20P03 BUR Gates & Connecting Barriers | 40,986.00           | 6,470.35          | 34,515.65         |                |
| 22P06 HI Snow Gun                     | 27,000.00           | 23,350.00         | 3,650.00          | 86%            |
| 22P01 BUR Southridge Roof Replacement | 45,000.00           | -                 | 45,000.00         | 0%             |
| 22P02 BUR Pine Knoll Roof Replacement | 45,000.00           | -                 | 45,000.00         | 0%             |
| 22P05 Dog Park Floating Dock          | 45,000.00           | -                 | 45,000.00         | 0%             |
| <b>Controllable Expenses Total</b>    | <b>1,248,628.00</b> | <b>441,274.39</b> | <b>807,353.61</b> | <b>35%</b>     |
| <b>Non-Controllable Expense</b>       |                     |                   |                   |                |
| <b>208 Fund</b>                       | <b>Original</b>     | <b>Actual</b>     | <b>Available</b>  | <b>Percent</b> |
| 911000 Insurance & Bonds              | -                   | -                 | -                 |                |
| 915050 Liability Insurance            | -                   | -                 | -                 |                |
| 921000 Utilities                      | 81,981.00           | 34,734.46         | 47,246.54         | 42%            |

## 2022 Parks Budget

|                                       |                     |                     |                       |            |
|---------------------------------------|---------------------|---------------------|-----------------------|------------|
| 921070 Courier Service                | 1,686.00            | 843.12              | 842.88                | 50%        |
| 921150 Telephone Allocation Costs     | -                   | 991.16              | (991.16)              |            |
| 943000 IT Operations                  | 35,289.00           | 17,969.37           | 17,319.63             | 51%        |
| 943010 Equip Service Charge           | 42,000.00           | 22,799.76           | 19,200.24             | 54%        |
| 943020 Equip Service Charge PC        | 4,678.00            | 648.20              | 4,029.80              | 14%        |
| 943100 Network Maintenance            | 18,702.00           | 8,068.38            | 10,633.62             | 43%        |
| 944000 Vehicle Service Charge         | 18,999.00           | 22,177.44           | (3,178.44)            | 117%       |
| 944100 Copier Service Charge          | 1,538.00            | -                   | 1,538.00              | 0%         |
| <b>Non-Controllable Expense Total</b> | <b>204,873.00</b>   | <b>108,231.89</b>   | <b>96,641.11</b>      | <b>53%</b> |
| <b>Total Revenue</b>                  | <b>3,550,574.00</b> | <b>978,530.65</b>   | <b>(2,572,043.35)</b> | <b>28%</b> |
| <b>Total Expenses</b>                 | <b>3,550,574.00</b> | <b>1,462,775.38</b> | <b>2,087,798.62</b>   | <b>41%</b> |
| <b>Difference</b>                     | <b>-</b>            | <b>(484,244.73)</b> |                       |            |

### 208 Fund Balance as of 1.1.22

\$591,125.76

### Projected Fund Balance as of 4.29.22

\$106,881.03

# **Trails & Parks Millage Program Coordinator Report**

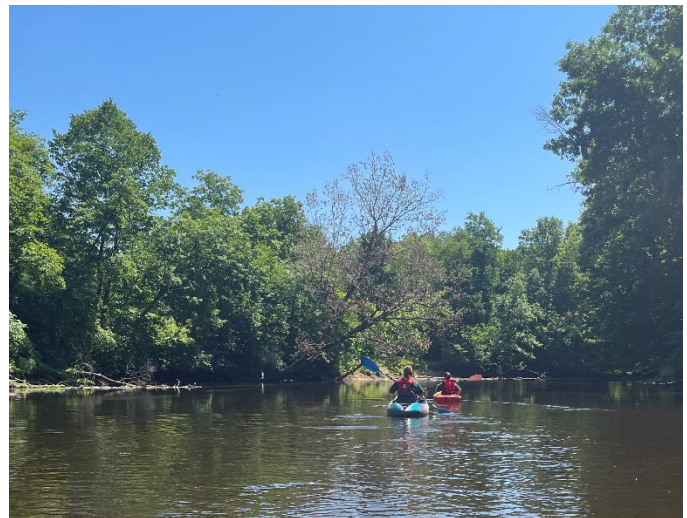
**June 2022**

**For: Park & Recreation Commission Meeting- July 11, 2022**

- Worked with Tim, Brian, Emma and Kelly to update the 2023 budget request for the CIP section
- Prepared for ribbon cutting for Dirt School at Burchfield Park
- Attended Human Services and Finance Committee meeting
- Attended mParks Public Policy Committee meeting
- Met with Road Department staff, Tim and Tanya to discuss TCRPC Regional Trails Plan
- Attended Park Commission meeting
- Worked on the annual audit of millage projects for Financial Services
- Updated the recommended spending plan resolution for June PC/July BOC meetings
- Sent press release for Burchfield Park Dirt School ribbon cutting event
- Continued to work with the County attorney on contracts and amendments
- Worked on processing amendments for projects TR003, TR057, TR058, TR006, TR029, TR038, TR056, TR062, and TR065
- Worked with staff on social media updates
- Website updates
- Meeting with Tanya and Tim
- Attended weekly admin meetings
- Prepared short form authorizations for contract extensions
- Sent press release for Burchfield Park day camp
- Submitted reimbursement request for Lansing Township project TR053 Waverly Rd Shared Use Path and City of Lansing project TR006 Moores River Dr Trail Repair
- Kayaked McNamara Landing trip at Burchfield Park
- Attended ribbon-cutting ceremony for the completion of the TR062 Cambridge to Frances River Trail Connection Project
- Attended Dirt School ribbon cutting



Dirt School Ribbon Cutting Ceremony



Kayaking McNamara Landing Trip

### Millage Projects - Completed

| Project No. | Description                                      |
|-------------|--|
| TR001       | CL - RT - Overlay/Partial Reconstruction         |
| TR002       | MT Trail Rehab                                   |
| TR004       | CL - RT - Overband/Crack Sealing                 |
| TR005       | CL - RTW - Wall and Pavement Repair              |
| TR006       | CL - RTW - Moores River Dr Trail Repair          |
| TR007       | EL-07-NTT-SWL Bridge (W of Abbott Rd)            |
| TR008       | EL-04-NTT-SWL Bridge (Whitehills Park)           |
| TR009       | EL-03-ELT-RC Bridge (Hagadorn Rd)                |
| TR010       | (EL) CL-22-ELT-RC Bridge (Kalamazoo St)          |
| TR011       | EL-05-NTT-SWL Bridge (Harrison Meadows)          |
| TR012       | EL-06-NTT-SWL (E of Abbey Rd)                    |
| TR013       | CL-29-LT-GR Bridge (Oakland Ave)                 |
| TR014       | CL-26-LT-GR Bridge (Lansing Ctr/ Mich Ave)       |
| TR015       | CL-16-LTE-RC Bridge (Potter Pk Zoo Creek)        |
| TR016       | CL-20-LTE-RC Bridge (under RR,N of Crego Pk)     |
| TR017       | CL-09-LTW-GR Bridge (E of Moores Pk)             |
| TR018       | CM-03-HAY-SC Bridge (Cemetery to Gardens)        |
| TR021       | MT-07-MIP-DR Bridge (E of Okemos Rd)             |
| TR022       | MT-03-PK-DR Bridge (Central Park South)          |
| TR023       | MT-05-PK-DR Bridge (NL Moore Park)               |
| TR024       | MT-04-PK-DR Bridge (NL Moore Park)               |
| TR025       | MT-02-MP-DR Bridge (W of Okemos Rd)              |
| TR026       | MT-01-PK-SWL Bridge (Hartrick Park)              |
| TR027       | MT-06-MIP-DR Bridge (W of Okemos Rd, Interurban) |
| TR029       | CL - Bank Stabilization, Grand River North       |
| TR030       | CL/FLRT - Trail Ambassador                       |
| TR032       | CM - Hayhoe Trail Extension and Trailhead        |
| TR034       | Leslie - Trail Planning                          |
| TR035       | Aurelius - Glenna Droscha Community Park         |
| TR036       | Aurelius - 5 Yr Plan                             |
| TR037       | CL/FLRT - Trail Ambassador                       |
| TR038       | CL - Bank Stab.-Wash Ave                         |
| TR039       | CL-09-LTW-GR Bridge                              |
| TR042       | CL - City Market C/K Launch                      |
| TR043       | CL - Moores Park C/K Launch                      |
| TR045       | Leroy - Simmons Memorial Park                    |
| TR046       | CM - Hayhoe RW Ext - Kerns Rd                    |
| TR047       | MT - Old Raby Culvert                            |
| TR048       | Stockbridge - Lakelands Trail Resurfacing        |
| TR049       | MT - Okemos Rd Ped Boardwalk                     |
| TR050       | Delhi - Trail Planning                           |
| TR052       | Williamston - RC River Water Trail               |
| TR053       | Lansing Twp-Waverly Rd Shared Use Path           |
| TR055       | CL/FLRT -Volunteer Trail Ambassador Coordinator  |
| TR057       | East Lansing - NTT Ped Connection at Riviera Dr  |

|       |  |
|-------|--|
| TR058 | East Lansing - NTT Ped Connection at Colorado Dr |
| TR062 | CL - Trail Connector-Cambridge to Frances Park   |
| TR065 | CL-Bridge 13                                     |
| TR066 | CL - Bridge 15                                   |
| TR067 | CL - Bridge 14                                   |
| TR078 | Leslie Twp-Township Grounds Trail                |
| TR079 | CL-River Trail Extension-Saginaw to Oakland      |

### Millage Projects - In Progress

| Project No. | Description   |
|-------------|---|
| TR003       | EL - NTT- Trail R&M                                 |
| TR028       | CL - US 127 Pathways                                |
| TR031       | MT - MSU to Lake Lansing Trail, Phase I             |
| TR033       | EL - NTT - Connection through White Park            |
| TR040       | CL-21-LTE-RC Bridge                                 |
| TR041       | CL - Fenner Pathway Extension                       |
| TR044       | CL - Krueger Landing C/K Launch                     |
| TR054       | MT-MSU to Lake Lansing, Phase 2                     |
| TR056       | CL - Bridge 31 Repair                               |
| TR059       | IC-Hawk Island Park                                 |
| TR060       | Dansville - Trail Plan                              |
| TR061       | IC-LLS Park   |
| TR063       | Delhi - Holt to Mason, Phase 1                      |
| TR064       | CL - Bridge 18                                      |
| TR068       | MT-MSU to Lake Lansing Connector, Phase 2b          |
| TR069       | Williamston-Downtown Water Trailhead & Launch       |
| TR070       | Delhi-Holt to Mason, Phase 2                        |
| TR071       | CL-Bear Lake Pathway                                |
| TR072       | CL-Bridge 26  |
| TR073       | CL-Bridge 25  |
| TR074       | CL-Bridge 24  |
| TR075       | CL-Bridge 12  |
| TR076       | CL-Bridge 11  |
| TR077       | CL-Bridge 28  |
| TR080       | MT-East Lansing NTT Connection                      |
| TR081       | IC-McNamara Landing (Parking Lot)                   |
| TR082       | IC-Lake Lansing South Improvements (Access & Fence) |
| TR083       | CL-Red Cedar Water Trail                            |
| TR084       | IC-Hawk Island Park                                 |
| TR085       | CL/FLRT-Volunteer Trail Ambassador Coordinator      |
| TR086       | IC-Lake Lansing Boat Launch                         |
| TR087       | IC-LLN Boardwalk, Phase 1                           |
| TR088       | IC-LLN Boardwalk, Phase 2                           |
| TR089       | IC-Burchfield Park - Cabins/Trail                   |
| TR090       | IC-Burchfield Park - River Access (Riverbend)       |
| TR091       | Leslie Twp - Hull Rd. Walking Path                  |
| TR092       | MT-MSU to Lake Lansing Connector, Phase 3, Shaw St. |
| TR093       | MT-Regional Trail Map                               |



|       |   |
|-------|---|
| TR094 | Onondaga Twp - Baldwin Park - Kayak Launch/Bridge                         |
| TR095 | CM - Jefferson Trailhead / Community Garden Improvements                  |
| TR096 | CL/FLRT - Trail Ambassador Coordinator                                    |
| TR097 | Vevay Township Community Park and 5-Year Recreation Plan                  |
| TR098 | Leslie Township Grounds Lighting & Recreational Improvements              |
| TR099 | Lansing Twp - Waverly Rd Shared Use Pathway, Phase II - Feasibility Study |
| TR100 | Williamston - Memorial Park Trail Planning & Engineering                  |
| TR101 | Leroy Township - Simmons Memorial Park Improvements                       |
| TR102 | MT - MSU to Lake Lansing Connector Trail, Phase III                       |
| TR103 | CM - Hayhoe Riverwalk Trail - Repair                                      |
| TR104 | Leslie Shared Use Path - Hull Rd to S Cameo Dr                            |
| TR105 | Alaiedon Township - Leek Cemetery Nature Trail & Improvements             |
| TR106 | Leslie Shared Use Path - Middle School to Russell Park                    |
| TR107 | Greater Stockbridge Connectivity & Wellness Park Enhancements             |
| TR108 | CL - River Trail Bank Stabilization - Mt Hope Cemetery                    |
| TR109 | CL - River Trail - Overband & Crack Sealing                               |





Project TR069 Williamston - Downtown Water Trailhead and Launch  
Construction begin June and expected completion October





Delhi Township project - section of the Holt to Mason trail  
on the northeasterly side of Cedar Street near Esker Landing





TR062 Cambridge to Frances River Trail Connection Project Ribbon Cutting





## FLRT Trail Ambassador Program Coordinator Monthly Report July 2022

- Met with FLRT board members to discuss annual meeting (TBD)
- Finalized draft trail sponsorship program brochure
- Working with multiple new trail sponsors & renewals
  - Identified new local sign vendor
- Coordinated trail cleanups
  - Thursday, June 16 – GM Environmental 10am-noon – Elm St. to Elm Park
  - Saturday, June 18 10am-noon – Moores Park
- Met with City of Lansing post-Mayor's River Walk debrief
- Drafted and scheduled eNewsletter
- Drafted and scheduled social media
- Announced summer #lansingtrails Photo Contest
- Monitored trail activity updates
- Responded to community requests for information
- Developing late summer-fall cleanup schedule (TBA)

### Sponsorship Stats

| Community Name       | Mile Markers<br>(Reserved/Avail.) | Trailblades<br>(Reserved/Avail.) | Trailheads<br>(Reserved/Avail.) |
|----------------------|-----------------------------------|----------------------------------|---------------------------------|
| City of Lansing      | 13 / 56                           | 12 / 33                          | 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                          |



## GM Environmental Trail Cleanup 6/16/2022

