

# 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, May 8, 2023

## Monday, May 8, 2023 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**
  - A. Minutes of April 10, 2023 regular meeting will be considered - [Pg 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. Stewardship - [Page 23](#)
  - B. 2024 Budget Request - [Page 29](#)
8. **ADMINISTRATIVE REPORTS**
  - A. Director - [Page 53](#)
  - B. Park Managers - [Page 54](#)
  - C. Administrative Office - [Page 60](#)
  - D. Financial Report - [Page 61](#)
  - E. Millage Coordinator Report & Trail Videos - [Page 65](#)
9. **INFORMATIONAL ITEMS**
  - A. Amended KJP resolution - [Page 67](#)
  - B. Amended Landscape Structures - [Page 71](#)
  - C. Round 8 Trails & Parks, Ingham County Parks Applications - [Pg 73](#)
10. **Board/Staff Comments**
11. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
12. **Correspondence and Citizen Comment - [Page 151](#)**
  - A. Betsy Withycombe email

**14. Upcoming Meetings**

- A. Date: Monday, June 12, 2023; Time: 5:30pm  
Human Services Building Conference Room A  
5303 S. Cedar St.  
Lansing, MI 48911

**15. Adjournment**

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

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**Ingham County Parks & Recreation Commission Members:** Chair Cherry Hamrick, Vice-Chair Stephanie Thomas, Secretary Steve James, Commissioner Simar Pawar, Commissioner Chris Trubac, Matthew Ferguson, Brett Marr, Paul Pratt, Nathan Triplett

\*\*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**  
**April 10, 2023**

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 Present:** Cherry Hamrick, Stephanie Thomas, Commissioner Pawar, Paul Pratt, Nathan Triplett, Matthew Ferguson, Bret Marr, Commissioner Trubac

**Absent:** Steve James

**Also Present:** Director Tim Morgan, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, Patrick Cleary (Boss Engineering), Rhiannon Schindewolf-DeShais (Onondaga Township), Jeremy Worman (Lansing Forager park and trail), John Lazet (Vevay Township)

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

**Minutes:** **Moved by Mr. Ferguson and Supported by Ms. Pawar** to approve the March 13, 2023 minutes of the regular meeting as written:  
**Yes-9; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

Rhiannon Schindewolf-DeShais (Onondaga Township) stated they are requesting additional grant funding due to increase in costs. Ms. Schindewolf-DeShais also stated that the initial bid came in extremely high so they put back out for rebid. They received three bids from contractors and had one bid come in several hundred thousand below the bid from last year.

Patrick Cleary (Boss Engineering) stated that the location in discussion is on the Grand River in which they are proposing a kayak launch at Baldwin Park that slopes steeply down to the Grand River. There are challenges getting the road there to unload kayaks and make accessible as well as storm water improvements that Egle required. Another item is the pedestrian bridge for kayakers to access restrooms. Mr. Cleary also stated that multiple components that regulatory agencies require were not included, which raised some of the initial costs.

**ACTION ITEMS**

**Amendment to Onondaga Township Project TR094 Baldwin Park Kayak Launch & Bridge Enhancement**

Ms. Wallace stated Onondaga Township bid it out last year and there was only one bid which came in over \$700,000, this year there were 3 bids that were received and the lowest bid was substantially less than last year.

Mr. Pratt stated that he would like to know why we are going for the maximum and reason we are not taking alternative off. He also stated that he would like to know if the County required a lot of the additions that were added.

Mr. Cleary stated that the original budgeting in 2019 didn't take into account some of the more typical requirements. Stating it was not the County. Mr. Cleary went on to explain the three alternatives.

Ms. Schindewolf-DeShais stated that some of the trees are very large and removal of those is more than the township could take on. She also stated that they have been doing some fundraising for plants and trees and getting volunteer groups involved to help with some of the planting.

Conversation ensued.

Ms. Thomas inquired about how many more communities have asked for additions.

Ms. Wallace stated that the City of Leslie has come forward asking for more money and that this is going to be the trend moving forward.

Mr. Pratt proposed that we encourage communities to start getting engineers involved from the beginning.

Mr. Morgan stated we highly encouraging communities to get engineering firms involved, but we can only encourage.

Commissioner Trubac suggested to make a motion to put the original amount in the memo and resolution for the Board of Commissioners.

Mr. Pratt supports.

Commissioner Pawar would like to see the itemized bid report.

Mr. Morgan stated he would get that to all of the park commissioners.

**Motion to Support the Resolution Authorizing an Amendment to Onondaga Township Millage Agreement TR094**

MOVED BY Ms. Thomas      SUPPORTED BY Mr. Ferguson

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. Trubac suggested a friendly amendment to add the amount of the original contract (\$150,826.32) to the memo and resolution. This amendment was accepted as friendly by the Committee.

Comm. Thomas suggested a friendly amendment to add the voluntary alternate for an alternative bridge manufacturer and a deduct of \$10,000 and revise additional funding not to exceed \$438,369.42. This amendment was accepted as friendly by the Committee.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO ONONDAGA TOWNSHIP TRAILS AND PARKS MILLAGE AGREEMENT TR094**

WHEREAS, Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement **in the amount of \$150,826.32**; and

WHEREAS, Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount not to exceed ~~\$448,369.42~~ \$438,369.42 in order to complete the project **which includes the voluntary alternate for an alternative bridge manufacturer and a deduct of \$10,000.**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement with Onondaga Township for additional funding in the amount not to exceed ~~\$448,369.42~~ \$438,369.42 from the Trails and Parks Millage fund balance **which includes the voluntary alternate for an alternative bridge manufacturer: a deduct of \$10,000.**

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer ~~\$448,369.42~~ \$438,369.42 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR094.

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.

**Accept Grant for the Holt-Mason Trail Connection**

**Motion to Support the Resolution to Authorize the Acceptance of the Holt-Mason Trail Connection Grant from Representative Elissa Slotkin's Community Project Funding Program**

Yeas: Hamrick, Marr, Trubac, Thomas, Pawar, Pratt, Triplett, Ferguson, Lentz

Nays: None

Absent: James

Adopted as part of the consent agenda.

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.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE HOLT-MASON TRAIL CONNECTION GRANT FROM REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM**

WHEREAS, the Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County; and

WHEREAS, Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail that will go from College Road to Kearns Road including a safe pedestrian crossing over US 127, and directed staff to pursue additional match funding; and

WHEREAS, the Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin's Community Project Funding program; and

WHEREAS, the Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program in the amount of \$2,750,000.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners does hereby agree to provide \$1,250,000 dollars to match the grant previously authorized by Resolution #20-564.

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

**Authorize Applications to the Ingham County Trails and Parks Millage Fund**  
**Motion to Authorize Applications to the Ingham County Trails and Parks Millage Fund**

MOVED BY Mr. Pratt                      SUPPORTED BY Mr. Ferguson

To authorize the Ingham County Parks Department to apply for round 8 of the Trails & Parks Millage for the following applications with dollar amounts for items 1 and 2 to be determined by the May 1<sup>st</sup> deadline. Staff will provide detailed information on applications at the May 8, 2023 meeting.

1. English Inn Bridge Removal and clear river obstructions Grand River - \$TBD
2. LLN Develop Maintenance Barn - \$TBD
3. LLN Replace Playground, Boardwalk Replacements (remaining boardwalks) - \$500,000 match for a \$500,000 Land and Water Grant with MDNR April 1, 2024 application.
4. BUR Replace Playground with new universally accessible play area, boardwalk replacement, and bank stabilization - \$500,000 match for a \$500,000 Land and Water Grant with MDNR April 1, 2024 application.
5. LLS Feasibility study & cost estimate - Carousel Building Renovation, to explore park options (i.e., trike track & playground areas, splash pad, and refrigerated skating track area, etc.) - \$50,000
6. HI Replace / Update Splash Pad amenities, features, shade. Build above ground pump house (eliminate pit) to store all mechanical; update utilities as needed and add shower tower(s) - \$500,000 match for a \$500,000 Land and Water Grant with MDNR April 1, 2025 application.
7. Ram Trail to Burchfield Park Trail Extension - \$1.1 million match for federal and state grants earmark requests.
8. Stockbridge to Chelsea Trail Connection - \$1 million match for federal and state Grants earmark requests.

**KJP Roofing and Sheet Metal**

**Motion to Support the Resolution to enter into a contract with KJP Roofing and Sheet Metal**

**Yeas:** Hamrick, Marr, Trubac, Thomas, Pawar, Pratt, Triplett, Ferguson, Lentz

**Nays:** None

**Absent:** James

Adopted as part of the consent agenda.

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.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH KJP ROOFING AND SHEET METAL FOR REROOFING SERVICES AT BURCHFIELD COUNTY PARK**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Burchfield 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 providing reroofing surfaces for various buildings at Burchfield County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to KJP Roofing and Sheet Metal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with KJP Roofing and Sheet Metal for the base bid and alternate #1 bid in the amount of \$40,000.00 for providing reroofing services for various buildings at Burchfield County Park, and a contingency not to exceed \$3,500.00 to cover any unforeseen circumstances for a total not to exceed \$43,500.00.

BE IT FURTHER RESOLVED, that there is \$9,700.00 available in line item 208-75200-976000-22P02.

BE IT FURTHER RESOLVED, that there is \$33,800.00 available in line item 228-75999-976000-20P21.

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.

**Friends of Ingham County agreement renewal**

**Motion to Support the updates to the Friends of Ingham County agreement renewal**

**Yeas:** Hamrick, Marr, Trubac, Thomas, Pawar, Pratt, Triplett, Ferguson, Lentz

**Nays:** None

**Absent:** James

Adopted as part of the consent agenda.

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.

**AGREEMENT BETWEEN COUNTY OF INGHAM  
AND  
FRIENDS OF INGHAM COUNTY PARKS, INC.**

This Agreement (hereafter the "Agreement"), is made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, whose address is 121 E. Maple St., P.O. Box 319, Mason, Michigan 48854 (hereafter the "County") and the **FRIENDS OF INGHAM COUNTY PARKS, INC.** a Michigan non-profit corporation, whose address is P.O. Box 423, Haslett, MI 48840 (hereafter the "FOICP").

**WITNESSETH:**

**WHEREAS**, the County is responsible for the operation, maintenance and improvement of the Ingham County Parks (hereafter the "Parks"); and

**WHEREAS**, the FOICP is a private, 501(c)(3) non-profit corporation, that was established, in part, to provide better and more extensive Parks programs and facilities for the citizens of the Greater Lansing Metropolitan Area and the County.

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

**1. Agreement Term and Termination**. This Agreement shall commence on the date first above written, and shall continue for a term of ~~five (5)~~ **eight (8)** years, unless terminated earlier. Notwithstanding any contrary provision, either party shall have the right to terminate this Agreement with or without cause upon sixty (60) calendar day's prior written notice to the other. Any Ingham County Parks revenue funds held by the FOICP when this Agreement terminates shall be returned to the County upon the effective date of such termination.

**2. Scope of Services to be Provided by the FOICP**. As more fully set forth below, the FOICP, in furtherance of the purpose for which it was established, agrees to provide various support to the County for the Parks.

- A. Except as otherwise provided in this Agreement, the FOICP shall volunteer and decent activities aimed at fund raising that may include special events (e.g. Band Shell "Sounds of Summer" concert series and environmental stewardship program at Lake Lansing), public relations, and web and press releases, pursuant to the following:
  - i. The FOICP shall commit to supporting, identifying, planning, funding and implementing select improvements within the Parks.
  - ii. Through active citizen involvement, the FOICP shall, in conjunction with the County, provide financial assistance to support the operation of the Parks and to enhance the quality of life for Parks visitors and residents of the County.

B. The FOICP developed, in conjunction with the Parks' staff and Ingham County Parks Commission, a Voluntary Park Patron Decal ("Decal") for the purpose of fundraising for the FOICP and the County. ~~Working in the same manner as the Ingham County Parks annual pass, the Decal shall provide entry into the Ingham County Parks for one (1) calendar year. The Decal will be available for sale at Ingham County Parks' facilities and through the FOICP.~~ The FOICP shall have the right to sell the Decal and retain a portion of the revenues collected from the sale of the same in a manner that is outlined below:

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i. Funding and Collection of Revenues: Visitors and residents of the County ("Patrons") may purchase a ~~Decal Patron Membership~~ for One Hundred (\$100.00) Dollars. The revenue generated from the sale of the ~~Decal Patron Membership~~ will be collected and distributed to the Parks. Revenue per ~~Decal Patron Membership~~ shall be divided as follows:

Commented [KB1]: Can we leave dollar amounts off if price increases?

Commented [KB2R1]: Leave off dollar amounts due to price increases

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a. The County will receive the amount of ~~Forty Two (\$42.00) Dollars (or the current annual non-resident fee established by the County)~~ the "then current annual non-resident fee established by the County" at the time of sale for each ~~Decal Patron Membership~~. This amount will not be tax deductible to the purchaser; and

b. FOICP will receive ~~Fifty Eight Dollars (\$58.00) Dollars (or the current difference between the annual non-resident fee established by the County)~~ the "then current annual non-resident fee established by the County" at the time of sale for each ~~Decal Patron Membership~~. This amount may be tax deductible to the purchaser. The FOICP shall deposit its share of the revenue in accounts established by the FOICP, to be used exclusively for Parks' projects in accordance with the FOICP articles of incorporation and subject to the Accounting Procedures and Reports in Section 4 of this Agreement.

ii. FOICP Membership: Once Patrons purchase a ~~Decal Patron Membership~~, the Patrons will receive a membership form and annual park pass decal. The membership form must then be completed and mailed back to the FOICP or Parks Department.

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iii. Signage: The Decals will be mutually promoted by the Parks and FOICP through social media platforms and available websites. The Parks may also have signage at all entry gates with information about the Decal approved by the Ingham County Parks Director or his/her designee. The FOICP will not place signs or advertisements upon any Parks property, except that which has been approved by the Ingham County Park Director or his/her designee.

C. Meetings of the FOICP's Board of Directors will comply with and be subject to Michigan's Open Meetings Act (Act 267 of 1976, being MCL 15.261 et seq.).

D. Official records of the FOICP related to this Agreement shall be subject to public inspection in compliance with Michigan's Freedom of Information Act (Act 442 of 1976, being MCL 15.231 et seq.).

**3. Capital Improvement Projects.** The Ingham County Parks Department may recommend to the FOICP capital improvement projects to support. The FOICP may use as a

guide the Ingham County Parks current five (5) year action plan/program that is part of the Ingham County Parks five (5) year master plan and updated annually by Ingham County Parks staff and the Ingham County Parks Commission to choose projects to support. The FOICP may recommend to the Ingham County Parks and Ingham County Parks Commission capital improvement expenditures so as to assist the County's efforts on improvements and necessities for the Parks.

**4. Accounting Procedures and Reports.** The FOICP accounting procedures and internal financial controls shall conform to generally accepted accounting practices, in order that revenues and expenditures of the FOICP funds can be readily ascertained and verified. The FOICP shall be responsible for all of the following:

- A. Submitting quarterly financial reports consisting of all expenditures and revenues of the FOICP, delivered to the Ingham County Parks Director or his/her designee.
- B. Submitting a report on the fees collected and expenditures made pursuant to this Agreement, to be delivered to the Ingham County Parks Director or his/her designee within ninety (90) calendar days following the end of the FOICP's fiscal year.
- C. Conducting an audit to be provided annually to the Ingham County Parks Director, the County Controller, or the Ingham County Parks Director's designee. The audit shall be completed and provided to the County within six (6) months following the end of the FOICP's fiscal year.
- D. Making invoices, contracts, records, and all other documentation of revenues and expenditures pursuant to this Agreement available for inspection during regular working hours by authorized representatives of the County upon request.
- E. Providing the County and Ingham County Parks Director, the County Controller, or the Ingham County Parks Director's designee with information pertaining to any funds collected, spent or provided under this Agreement within ten (10) working days of request for said information.
- F. Maintaining all financial records and supporting materials regarding funds collected or provided under this Agreement and expenditures made therefrom for a period of six (6) years after the termination of this Agreement. If an audit of such records or litigation between the parties commences before the end of the retention period, records shall be maintained until the audit has been completed and audit findings have been resolved and/or the completion of all litigation.

**5. Insurance.** The FOICP shall purchase and maintain insurance not less than the limits set forth below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the County.

- A. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) Contractual Liability; (B) Products and

Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.

B. Professional Liability Insurance (Errors and Omissions) shall be maintained during the life of this Agreement with Limits of Liability of not less than \$1,000,000.00 per claim.

C. Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds": The County of Ingham, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

D. Cancellation Notice - All insurances described above shall include an endorsement stating the following:

It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Controller, P.O. Box 319, Mason, Michigan 48854.

E. Proof of Insurance - The FOICP shall provide to the County at the time the Agreements are returned by the FOICP for execution two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.

**6. Living Wage.** In the event the sum to be paid to the FOICP under this Agreement when combined with the sum to be paid under any other agreement(s) the FOICP has with the County during the five (5) year period covered by this Agreement totals Fifty Thousand (\$50,000.00) Dollars, the FOICP and all its subcontractor(s) shall comply with the County's policy on payment of living wages as set forth in the Ingham County Board of Commissioner's Resolution No. 03-168, a copy of which is labeled **Exhibit A** and attached to this Agreement. In the event that the FOICP or its subcontractor(s) violates the Living Wage Policy, the County shall have the right to terminate this Agreement and disbar the FOICP from future County contracts as provided below:

A. If the FOICP is found to be in violation of the Living Wage Policy, the FOICP shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The FOICP shall also pay the County One Hundred (\$100.00) Dollars per affected employee for each day the violation occurs beginning with the third day after the FOICP receive notification of the violation. The County may withhold from payments to the FOICP such amounts as are necessary to effectuate the above-stated payments or penalties.

B. If the FOICP is found to be in violation of the Living Wage Policy and is subsequently required to pay the One Hundred (\$100.00) Dollar penalty provided for above for more than three (3) incidents within a two (2) year period, the FOICP shall be barred from bidding on or entering into any contracts with the County for a period of ten

(10) years from the date of the last violation. An “incident”, for the purposes of this provision, is defined as failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident. Breach of this provision shall be a material breach of this Agreement.

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

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
- B. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
- C. Section 504 of the Federal Rehabilitation act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder; and
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327, as amended, and regulations promulgated thereunder.

Breach of this provision shall be regarded a material breach of this Agreement. In the event the FOICP is found not to be in compliance with this provision, the County may terminate this Agreement effective as of the date of delivery of written notification to the FOICP.

8. **Compliance with the Law**. The FOICP shall administer the funding and provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, State, and local laws, ordinances, rules and regulations.

9. **Applicable Law And Venue**. This Agreement shall be subject to, governed by, and construed according to the laws of the State of Michigan. It is expressly understood and agreed that legal or equitable action that arises out of or regarding this Agreement shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes and court rules of the State of Michigan. In the event any action is brought in or moved to Federal Court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

10. **Independent Contractor**. It is expressly understood and agreed that the FOICP is an independent contractor. The employees and agents of the FOICP shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the County. The FOICP’s employees and agents shall not be entitled to any fringe benefits of the County such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave, or longevity. The FOICP shall be responsible for paying any salaries, wages or other compensation due its employees for services performed pursuant to this Agreement and for the

withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments.

**11. Indemnification and Hold Harmless.** The FOICP shall, at its own expense, indemnify, protect, defend and hold harmless the County, its elected and appointed officers, employees, and agents from all claims, damages, lawsuits, costs, and expenses, including but not limited to, all costs from administrative proceedings, court costs and attorney fees they may incur as a result of any acts, omissions or negligence of the FOICP, its employees, agents or subcontractors that may arise out of this Agreement. The FOICP's responsibilities to the County and its officers, employees and agents as set forth in this provision shall not be mitigated by any insurance coverage obtained by the FOICP pursuant to the requirements of this Agreement.

**12. Standards of Conduct for Ingham County Vendors.** The FOICP shall comply with the County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled **Exhibit B** and attached to this Agreement. Breach of this provision shall be a material breach of this Agreement.

**13. Modifications, Amendments, or Waivers.** All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties. No failure or delay on the part of the County in exercising any rights, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

**14. Assignment or Subcontracting.** The FOICP shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without prior written approval by the County. All subcontracts entered into by the FOICP must comply with the insurance and indemnification provisions of this Agreement.

**15. Disregarding Titles.** The titles of the provisions set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

**16. Complete Agreement.** This Agreement, the attached **Exhibits A and B**, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

**17. Amendments and Modifications to Provisions of the Agreement.** No amendment, modification, assignment, or alteration of the terms of this Agreement shall be binding unless the same is in writing, dated subsequent to the date hereof, and duly executed by both parties hereto.

**18. Invalid/Unenforceable Provisions.** This Agreement shall be interpreted according to the laws of the State of Michigan. If any provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any

tribunal of competent jurisdiction that provision will be null and void, and any such invalidity or unenforceability shall not affect the validity of enforceability of the remainder of this Agreement. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

**19. Waiver of Provisions of the Lease.** No waiver by any party hereto of any default or breach of any term, condition, or covenant of this Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

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

**21. Certification of Authority to Sign Agreement.** The persons signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement and that this Agreement has been authorized by the County and the FOICP.

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

**COUNTY OF INGHAM**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carol Koenig, Chairperson  
County Board of Commissioners

**FRIENDS OF INGHAM COUNTY PARKS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
~~Jeff Potter, Angus McIntosh~~, Chairperson  
Board of Directors

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

By: \_\_\_\_\_  
Mattis D. Nordfjord

N:\Client\Ingham\Parks\Agreements\Friends of Ing Co Parks\Friends of Ingham Parks Agreement (mdn5) 5.23.18.doc  
Ing/Parks #17-021

**Meridian Township prescribed burn at Lake Lansing North**  
**Motion to support a prescribed burn at Lake Lansing Park North**

**Yeas:** Hamrick, Marr, Trubac, Thomas, Pawar, Pratt, Triplett, Ferguson, Lentz

**Nays:** None

**Absent:** James

Adopted as part of the consent agenda.

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.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PRESCRIBED BURN AT LAKE LANSING PARK NORTH**

WHEREAS, the Ingham County Parks Department periodically works with the Meridian Land Preservation Board to conduct prescribed burns; and

WHEREAS, the prescribed burn would be coordinated with the Park Manager on specific dates to be determined at Lake Lansing Park North.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the Meridian Land Preservation Board to conduct prescribed burns at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Parks will work with the County's legal team to review and formulate contract agreement language prior to implementation providing the specifics to this agreement.

BE IT FURTHER RESOLVED, that the term of the agreement for the burn management schedule will be determined by staff, legal counsel, and Meridian Land Preservation Board/Meridian Township.

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.

**Stewardship Plan**

Mr. Pratt inquired as to why the Parks Department was going with the higher non-local bid?

Mr. Morgan stated that the Deputy Director and Managers made the determination and unfortunately couldn't be here tonight to answer that question, so his recommendation is to table until May's Park Commission meeting.

**Motion to table the recommendation to support entering into a Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan**

**MOVED BY** Mr. Pratt

**SUPPORTED BY** Commissioner Trubac

To table the recommendation to support entering into a Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan

**Yes-9; No-0. MOTION CARRIED.**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH NATURAL COMMUNITY SERVICES, LLC FOR A FIVE-YEAR STEWARDSHIP MANAGEMENT PLAN FOR THE INGHAM COUNTY PARKS DEPARTMENT**

WHEREAS, the Ingham County Parks Department has determined the need to develop a forest stewardship management plan; and

WHEREAS, a forest stewardship management plan would positively impact the health and wellbeing of wood lands within the Ingham County Parks system by attracting more wildlife; creating more trails for hiking; protecting water quality and soil productivity; and protecting trees from fire, insects and diseases; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Natural Community Services, LLC for the base bid of \$38,000 and a contingency not to exceed \$5,000 to cover any unforeseen circumstances for a total not to exceed \$43,000.

BE IT FURTHER RESOLVED, that the Ingham County Parks Department is requesting \$43,000 from the Ingham County Parks 208 fund balance.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$43,000 from the Ingham County Parks 208 fund balance into a newly created line item with a project code.

BE IT FURTHER RESOLVED, that any unused contingency from the Parks fund balance shall be deposited back into the Parks fund balance.

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.

**Forager Trail**

Jeremy Worman stated that the forager trail would go through part of Hawk Island trails which will include educational signage as to what the plants are and information about them. He further stated that at this time he was looking for an endorsement and would come back at a later time to ask for funding.

Ms. Thomas moved to support the forager trail through the community.

Mr. Ferguson supported the motion.

Conversation ensued.

Commissioner Trubac questioned what the risk that plants that are not safe would creep up within the edible plants and the chance that someone could eat something poisonous?

Mr. Worman stated that there would be signage and he would get the community involved who are more knowledgeable in this area to address this concern.

Commissioner Trubac would like to hear what County Legal would say.

Mr. Lentz asked what the expectations of the staff would be in maintaining of these plants.

Mr. Worman stated that he was going to use plants that are native to Michigan to help with this issue. He further stated that the City of Lansing would be willing to add a staff member if funds became available to pay for this position.

Mr. Morgan stated that since Deputy Director Collins was not present that if the park commission agreed there could be a meeting set up with Mr. Collins, Morgan Feldpausch (Environmental Sustainability Manager) and Mr. Worman to address any issues and report back to the Park Commission at the next meeting.

Park Commission was in agreeance.

Ms. Thomas withdrew her motion for support at this time.

**Motion to table the recommendation to support Jeremy Worman in creating a forager trail and forager park along the trail in the City of Lansing which runs through Hawk Island County Park**

To table the recommendation to support Jeremy Worman in creating a forager trail and forager park along the trail in the City of Lansing which runs through Hawk Islands County Park

**Moved by Mr. Pratt and Supported by Ms. Thomas**

To table the recommendation to support Jeremy Worman in creating a forager trail and forager park along the trail in the City of Lansing which runs through Hawk Island County Park

**Yes-9; No-0. MOTION CARRIED.**

I am excited to present to you a project that is near and dear to my heart-enhancing our already beautiful river trail by creating a forager trail and a 1-mile forager park. Edible plants, such as raspberries, blackberries, and strawberries, along with apple and pear trees, all can thrive in Michigan with planning and care

This unique opportunity will consist of signage showing the location of edible plants and explanations of how and when to harvest, as well as relevant history of plants in mid-Michigan and connections to Native American culture.

Strategically planting foragable trees and bushes along the length of the river trail system will provide a new vision of healthy food, while a dense 1-mile section of edible delights will create a special place for both the general community as well as school, pre-school, and retirement home field trips.

This is a chance to take a small step toward reducing the ever-growing rates of obesity, diabetes, high cholesterol, and other current health concerns. It has been shown that being outside improves mental health, concentration, and happiness.

My request to community members is to come together and help me make this happen through volunteering, as well as through donations of money, plants, and services. Youth groups, Scout groups, nature centers, area running and walking groups can all come together to improve the lives of everyone.

Some local nonprofits are already on board- Allen Neighborhood Center, The Friends of the Lansing Regional Trails, and the Parks Department of the City of Lansing all are partners committed to making this a reality.

I believe we live in a special area, and together we can provide healthy experiences for both adults and children. Let's make this community better with the LANSING FORAGER TRAIL AND FORAGER TRAIL PARK!

Jeremy Worman

**Collin Simpson Scholarship motion**

**Motion to recommend supporting Collin Simpson scholarship fund**

Yeas: Hamrick, Marr, Trubac, Thomas, Pawar, Pratt, Triplett, Ferguson, Lentz

Nays: None

Absent: James

Adopted as part of the consent agenda.

# Scholarship Application



**INGHAM**  
COUNTY PARKS

The Collin Simpson Summer Camp Scholarship has been made possible by John and Lynda Simpson in loving memory of their son Collin. By submitting this form, you have indicated that Burchfield Day Camp is a hardship for you to pay, thus making you eligible to apply.

Scholarships will be awarded to the first 15 qualifying campers.

If awarded, 100% of your child(s) tuition for 1 week will be fully funded.

Applications will be accepted from April 11th through June 2nd and we will contact you via e-mail if your child(s) is a scholarship recipient.

If you are applying for multiple children in your family, please fill out one application per child.

If you have already registered and have been awarded the scholarship, the Ingham County Parks Department will refund your account for payment submitted.



## CHILD'S INFORMATION

First Name  Last Name   
Age

## PARENT/GUARDIAN INFORMATION

First Name  Last Name   
Address   
City/State  Zipcode   
Phone  Email   
County of Residence

Questions?  
Please e-mail us: [parks@ingham.org](mailto:parks@ingham.org)

**DISCUSSION ITEMS**

None.

**BOARD/STAFF COMMENTS**

Commissioner Pawar commended a Lake Lansing Ranger for his impressive work ethics.

Ms. Thomas inquired about the baseball diamond at Lake Lansing South and if local teams could use if need be.

**LIMITED PUBLIC COMMENT**

Mr. Worman stated that he noticed we had a hardship program and thought it would be a good idea if the parks advertised a pay it forward program so if someone wanted to purchase a hardship pass for someone else they could do so.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:51pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 8, 2023

**Motion to support entering into a Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan**

**MOVED BY**

**SUPPORTED BY**

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 4, 2023  
**SUBJECT:** Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan  
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

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### **BACKGROUND**

The Parks Department requested the Purchasing Department solicit proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan.

The scope of work includes, but is not limited to: 1) performing a natural inventory study of endangered, threatened, and special concern plants and invasive plant species only; 2) providing a survey and management plan only including natural and naturalized zones at each park including water bodies with the exception of the Grand River; 3) developing a year-by-year Strategic Management Plan for next five (5) years that identifies priority areas for invasive management and endangered, threatened, and special concern flora management; 4) locating suitable locations for restoration efforts such as prairie or edge zone restoration in each of the three parks; and, 5) including methods to be used for elimination, control, and management of invasive species. The five-year Stewardship Management Plan development is to be completed in 2023.

### **ALTERNATIVES**

Failure to address these needs could result in detriment to the land and habitat.

### **FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Natural Community Services, LLC for the base bid in the amount of \$38,000 and a contingency not to exceed \$5,000 for a total not to exceed \$43,000.

We are requesting funding from the Parks Department 208 fund balance.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission will review this resolution at their April 10, 2023 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Ingham County Parks Department enter into a contract with Natural Community Services, LLC.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: March 2, 2023

RE: Memorandum of Performance for RFP No. 7-23 Five-Year Stewardship Plan for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to develop a five-year Stewardship Plan for several of its Park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan.

The scope of work includes, but is not limited to: 1) performing a natural inventory study of endangered, threatened, and special concern plants and invasive plant species only; 2) providing a survey and management plan only including natural and naturalized zones at each park including water bodies with the exception of the Grand River; 3) developing a year-by-year Strategic Management Plan for next five (5) years that identifies priority areas for invasive management and endangered, threatened, and special concern flora management; 6) locating suitable locations for restoration efforts such as prairie or edge zone restoration in each of the three parks; and, 7) including methods to be used for elimination, control, and management of invasive species. The Five-Year Stewardship Plan Development is to be completed in 2023.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	55	15
Vendors responding	6	3

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Costs	Costs	Costs	Costs
wildtype native plants - ecological services	Yes, Mason MI	Option 1: one (1) site survey \$14,350	Option 2: two (2) site survey \$20,350		
Natural Community Services, LLC	No, W. Bloomfield MI	Total: \$38,000			
ECT Inc.	Yes, Lansing MI	Total: \$48,507			
FISHBECK	Yes, Lansing MI	Total: \$54,000			
SWCA Environmental Consultants	No, Phoenix AZ	Total: \$71,000			
OHM Advisors	No, Livonia MI	Phase 1 Total: \$271,300	Phase 2 Total: \$11,300.00	Phase 3 Total: \$29,100	Other Services: \$13,600

Vendor	Compliance with RFP Instructions	Qualifications, Experience & Performance	Cost	Project Approach	References
	0.05	0.25	0.35	0.25	0.10
	Insert Ranking in this column	Insert Ranking in this column	Insert Ranking in this column	Insert Ranking in this column	Insert Ranking in this column

	Tim B	Chris	Coe	Ian	Total	Avg	<b>COST</b>
Natural Community Services, LLC	4.65	4.40	4.65	4.65	18.35	4.59	\$38,000
ECT Inc.	4.05	4.30	4.48	4.05	16.88	4.22	\$48,507
Wildtype Native Plants Ecological Services	3.30	3.75	4.70	3.65	15.40	3.85	\$34,700
FISHBECK	4.00	3.40	4.30	3.65	15.35	3.84	\$54,000
SWCA Environmental Consultants	3.30	3.05	3.70	3.95	14.00	3.50	\$71,000
OHM Advisors	3.00	3.05	0.35	3.00	9.40	2.35	\$271,300

### Stewardship Plan Selection

Burchfield and Lake Lansing managers and assistant managers reviewed six proposals for the Park's Stewardship Plan. The core criteria in the grading process was based on the following: compliance with RFP instructions, past experience and qualifications, cost estimate, project approach, and references. After discussing each proposal, a grade was assigned and the overall average was used in the selection process. Some proposals did not meet RFP scope items or were deficient in other criteria and therefore received lower scores. Natural Communities Services, LLC was the best overall score.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH NATURAL COMMUNITY SERVICES, LLC FOR A FIVE-YEAR STEWARDSHIP MANAGEMENT PLAN FOR THE INGHAM COUNTY PARKS DEPARTMENT**

WHEREAS, the Ingham County Parks Department has determined the need to develop a forest stewardship management plan; and

WHEREAS, a forest stewardship management plan would positively impact the health and wellbeing of wood lands within the Ingham County Parks system by attracting more wildlife; creating more trails for hiking; protecting water quality and soil productivity; and protecting trees from fire, insects and diseases; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Natural Community Services, LLC for the base bid of \$38,000 and a contingency not to exceed \$5,000 to cover any unforeseen circumstances for a total not to exceed \$43,000.

BE IT FURTHER RESOLVED, that the Ingham County Parks Department is requesting \$43,000 from the Ingham County Parks 208 fund balance.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$43,000 from the Ingham County Parks 208 fund balance into a newly created line item with a project code.

BE IT FURTHER RESOLVED, that any unused contingency from the Parks fund balance shall be deposited back into the Parks fund balance.

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 May 8, 2023

## MOTION TO APPROVE THE 2024 BUDGET REQUEST

To approve

- 1. The 2024 Trails Millage Capital Improvement Request (attached)
- 2. The 2024 Equipment/Revolving Fund and Trails & Parks Millage Fund Request (attached)
- 3. The 2024 Additional Service Enhancement Request (attached)
- 3a. Approved by Resolution
- 3b. Line Item Transfer Adjustments
- 3c. Trails and Parks Millage New Appropriation Request/Transfer
- 4. The 2024 Contract Form (attached)
- 5. The 2024 Trails and Parks Millage Administration budget (attached)

The Ingham County Parks Commission hereby directs staff to submit the above request as attached above pending any requisite adjustments made by the budget office as requested.



**I N G H A M**  
**C O U N T Y P A R K S**

## **Ingham County Parks**

**2024**

### **Budget Request**

1. Capital Improvement Requests – Trails Millage
2. Capital Improvement Requests – Equipment/Revolving Fund & Trails & Parks Millage Fund
3. Additional Operating Costs, Service Enhancement & Revenue Offsets
4. Contract Form
5. Trails & Parks Millage Administration Request

# 1. TRAILS MILLAGE CIP REQUEST

Rank	Project Name	Cost	Park
1	Concrete pad with firepits and tables-for river trail users and snow tubing users	\$50,000	HI
2	Pole Building for Trail Equipment	\$150,000	BUR
3	Fence Replacement	\$60,000	LLS
4	Lakeview shelter concrete retaining wall	\$25,000	LLS
5	Disc Golf Course Improvements	\$60,000	BUR
6	Concrete cornhole games with concrete pads (15 total)	\$50,000	ALL
7	lighting	\$80,000	ALL
8	Entrance Road Repaving	\$250,000	BUR
9	Lake Lansing Feasibility Study	\$35,000	LL
<b>Projects Total</b>		<b>\$760,000</b>	

## 2024 CAPITAL BUDGET REQUEST FORM

### DEPARTMENT: PARKS

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	Hawk Island trail seating area/tubing area	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$50,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$50,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$50,000

#### BRIEF DESCRIPTION OF PROJECT

This project would add a concrete pad with attached tables and fire pits in the northeast portion of Hawk Island County Park. This area would be utilized year round for a place for trail users to rest along the trail loop at Hawk Island. Improvements would also include a bike rack for persons to utilize when biking on the river trail. During the winter months it would serve both as a warming location for River Trail users as well as users of the Hawk Island Tubing Hill.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2	Burchfield Park trail equipment storage building	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$150,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$150,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$150,000

**BRIEF DESCRIPTION OF PROJECT**

This project would add a storage building at Burchfield Park that would allow trail equipment to be stored inside of a building, instead of outdoors. This would extend the life of the trail maintenance equipment.

## 2024 CAPITAL BUDGET REQUEST FORM

### DEPARTMENT: PARKS

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3	Lake Lansing Park South fence replacement	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$60,000

#### BRIEF DESCRIPTION OF PROJECT

This project would replace fencing along Marsh Road at Lake Lansing Park South. The current fence was originally part of the Amusement Park. This fence is both aesthetically unpleasing for a park environment and has developed rust, and other parts that are a safety concerns for park visitors to Lake Lansing Park South as well as those using the sidewalk next to the park.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4	Lakeview shelter concrete retaining wall	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$25,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$25,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$25,000

**BRIEF DESCRIPTION OF PROJECT**

This project would replace a crumbling retaining wall that holds up a concrete foundation for the Lakeview shelter at Lake Lansing South Park. Not replacing this wall would most likely result in the shifting of the shelter making it unusable due to safety concerns. This also includes several areas of sidewalk repair leading to the shelter.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

**Name of Park:** Burchfield County Park

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5 (Projects)	<b>Disc Golf Course Improvements and Reforestation</b>	MAJOR	<b>Renew</b>

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE)- CIP, Park Fund Balance, Trails & Parks Millage Fund	
TRAILS MILLAGE	\$60,000
TOTAL SOURCE	<b>\$60,000</b>

**DETAILED DESCRIPTION OF PROJECT (AND PHOTOS)**

Improvements would include the following: benches, signage on Rivers Edge, new concrete t-pads where needed, course layout changes, final basket and sleeve order, repairing #18 signature waterfall and additional landscaping, including tree plantings. Disc golf continues to be a popular year-round pastime at Burchfield Park. The two 18-hole disc golf courses generates \$30,000 - \$34,000 in revenue a year since inception back 2011-12. No major improvements have been funded since then. This project would ensure the courses are ready for Pro-level tournaments and potential bids to host additional national events.

# 2024 CAPITAL BUDGET REQUEST FORM

## DEPARTMENT: PARKS

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
6	Park Game amenities	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$50,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$50,000
SOURCES OF FUNDING (DESCRIBE)	
Trails Millage	
TOTAL SOURCES	\$50,000

### BRIEF DESCRIPTION OF PROJECT

This project would provide 15 “corn hole” game areas throughout the Ingham County Parks. The games are made of concrete for durability and would include the Ingham County Parks logo. This project would also include concrete pads for the games to be fastened to. These would be added mostly around existing picnic shelters.



**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

**Name of Park:** All Parks

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
7	Lighting study and plan – All Parks	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$80,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$80,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
EQUIPMENT REVOLVING FUND	80,000
TOTAL SOURCES	\$80,000

**BRIEF DESCRIPTION OF PROJECT**

This would include both a light study of current outdoor lighting (parking areas, sledding and tubing hills, etc) and a plan with specifications to replace and add energy efficient outdoor lighting. This study would encompass all County Parks.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
8	Entrance Road Repaving at Burchfield Park	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$250,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$250,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$250,000

**BRIEF DESCRIPTION OF PROJECT**

This project would replace approximately 30,000 square foot of deteriorating asphalt on the entrance drive at Burchfield Park.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
9	Lake Lansing Feasibility study	MAJOR	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$35,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$35,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$35,000

**BRIEF DESCRIPTION OF PROJECT**

This project is for a feasibility study at Lake Lansing South County Park for the conversion of the historic carousel building into usable public space. It will also address possible repairs/other uses of the existing trike track.

# 2. EQUIPMENT/ REVOLVING FUND & TRAILS & PARKS MILLAGE CIP REQUEST

<b>Rank</b>	<b>Project Name</b>	<b>Cost</b>	<b>Park</b>
1	Electric Zero Turn Mowers (2 total)	\$110,000	LL/HI
2	Canoe Van and Trailer	\$60,000	BUR
3	Pull Behind Trail Blower	\$11,000	HI
4	Tractor with Bucket	\$70,000	LL
5	Electric Utility Golf Cart	\$20,000	LL
<b>Equipment Total</b>		<b>\$271,000</b>	

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

**Name of Park: All Parks**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1 (Equipment)	Zero Turn mowers (Electric)	F/E	REPLACE

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$110,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$110,000
SOURCES OF FUNDING (DESCRIBE)	
EQUIPMENT REVOLVING FUND	
EQUIPMENT REVOLVING FUND	110,000
TOTAL SOURCES	\$110,000

**BRIEF DESCRIPTION OF PROJECT**

The Ingham County Environment Affairs Commission has asked the Parks Department to begin replacement of equipment with more Eco Friendly options. This request is for the replacement of two of our aging gas/diesel zero turn mowers with fully electric zero turn mowers at Hawk Island and Lake Lansing Parks.

## 2024 CAPITAL BUDGET REQUEST FORM

### DEPARTMENT: PARKS

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
2 (Equipment)	Canoe Livery Van and Trailer	F/E	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$60,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$60,000
SOURCES OF FUNDING (DESCRIBE) EQUIPMENT REVOLVING FUND	
TOTAL SOURCES	\$60,000

#### BRIEF DESCRIPTION OF PROJECT

Replacement of aging Canoe Van and Trailer at the Burchfield Park canoe and kayak livery used to transport park users to several boat launches along Grand River waterway.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
3 (Equipment)	Pull Behind Trail Blower	F/E	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$11,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$11,000
SOURCES OF FUNDING (DESCRIBE)	
TRAILS MILLAGE	
TOTAL SOURCES	\$11,000

**BRIEF DESCRIPTION OF PROJECT**

This equipment would replace existing aging trail maintenance equipment used for leaf and debris removal along the Lansing River Trail running from Mount Hope Rd, through Hawk Island Park, up to Maguire Park (Jolly Road).

## 2024 CAPITAL BUDGET REQUEST FORM

### DEPARTMENT: PARKS

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
4 (Equipment)	Lake Lansing Park tractor replacement	F/E	NEW

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$70,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$70,000
SOURCES OF FUNDING (DESCRIBE) EQUIPMENT REVOLVING FUND	
TOTAL SOURCES	\$70,000

#### BRIEF DESCRIPTION OF PROJECT

This equipment would replace existing aging tractor at Lake Lansing Parks. Tractor is used for general maintenance as well as blowing debris and leaves off of existing natural trails and new asphalt pathways.

**2024 CAPITAL BUDGET REQUEST FORM**

**DEPARTMENT: PARKS**

**Name of Park:** Lake Lansing Park South and North

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
5 (equipment)	Golf Cart replacements (Electric vehicle)	F/E	REPLACE

	<u>2024</u>
ESTIMATED CAPITAL COST OF PROJECT	\$20,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$20,000
SOURCES OF FUNDING (DESCRIBE)	
Equipment Revolving Fund	
EQUIPMENT REVOLVING FUND	\$20,000
TOTAL SOURCES	\$20,000

**BRIEF DESCRIPTION OF PROJECT**

The Ingham County Environment Affairs Commission has asked the Parks Department to begin replacement of equipment with more Eco Friendly options. This request is for the replacement of one maintenance golf cart at Lake Lansing Park. This golf carts would be fully electric.

### **3. Reduction of Services/Revenue**

**1. 208-75500-610100-Lake Lansing Boats -\$7500**

**208-75500-669130-Game Rentals (inflatables) -\$1000**

**-\$8500**

No longer renting boats due to staff and park commission in agreeance that they are not compatible on a busy lake with speed boats and game rentals (inflatables) due to MMRMA recommending the discontinuation due to safety and liability reasons.

### **Reduction in Revenue**

**2. 208-753000-610200 – Burchfield Canoe/Kayak Rental -\$12,500**

**208-753000-652000 – Burchfield Parking Fees -\$8,411**

**-\$20,911**

One reason for the reduction in revenue is due to staffing. We are unable to staff these locations to receive revenue. Another reason is there are now more commercial livery operations and more people are purchasing their own canoe/kayaks.

**Deficit Total -\$29,411**

**3a. Approved by Resolution:**

**1. Minimum Wage**

- 208-75300-705000 +\$14,542 Burchfield**
- 208-75600-705000 +\$19,832 Hawk Island**
- 208-75500-705000 +\$14,938 Lake Lansing**
- 208-75200-705000 +\$4,326 Admin**

Resolution #21-152 implemented yearly increases starting in 2022 for minimum wage employees. The impact will be \$1.00 per hour raise for all employees (going from starting of \$13 up to new \$14/hour) for 2024. The impact would be approximately \$53,637 to increase to the seasonal budget line item for 2024. This would move all positions up \$1/hr thus keeping the tiered effect for staff of different supervisory levels.

	2023	2024	% increase
Lead Ranger 1st Year	16.00	17.00	6.25%
Lead Ranger 2nd Year	17.00	18.00	5.88%
Park Intern 1st Year	16.00	17.00	6.25%
Park Intern 2nd Year	17.00	18.00	5.88%
Naturalist 1st Year	15.00	16.00	6.67%
Naturalist 2nd Year	16.00	17.00	6.25%
Lifeguard 1st Year	14.00	15.00	7.14%
Lifeguard 2nd Year	15.00	16.00	6.67%
Ranger 1st Year	13.00	14.00	7.69%
Ranger 2nd Year	14.00	15.00	7.14%
Average % Increase			<b>6.58%</b>

Admin	4,326
Burchfield	14,542
Lake Lansing	14,938
Hawk Island	19,832
<b>Total Amount needed</b>	<b>53,637</b>

**2. Vermont Systems 6th Year**

**208-75200-818000-PAZ01**

	Annual Maintenance & Support	Card Connect Lease fees	Cradle Points	After hours support	Total
Year 6	\$8,758	\$6,600	\$6,239	\$1,500	\$23,580

Resolution 19-044 approved a contract with Vermont Systems for POS system. This request is the annual funding amount for the 6<sup>th</sup> year which includes 10 after hour's phone calls for assistance.

**3. Millage Consulting**

**228-62800-80200 Consultants (millage fund balance)  
+\$109,850**

Resolution 21-013 approved a contract with Spicer Group to provide consulting services for the trails and parks millage. This request is for funding the 4th year. This request would transfer funds from the trails and parks millage fund balance into line item 228-62800-80200.

### **3b. Line Item Transfer Adjustments**

The spreadsheet below shows transfers within the budget that offset and require no additional funding.

<b>Revenue</b>			
	<b>2023 Projected</b>	<b>2024 Request</b>	<b>Difference</b>
Park Patron Pass	-	3,000.00	3,000.00
Misc Revenue	1,000.00	2,000.00	1,000.00
Burchfield Concessions	2,500.00	5,500.00	3,000.00
Lake Lansing Food Concessions	24,650.00	30,339.00	5,689.00
<b>Revenue Total</b>			<b>12,689.00</b>
<b>Expenses</b>			
	<b>2023 Projected</b>	<b>2024 Request</b>	<b>Difference</b>
Printing & Binding	11,478.00	8,500.00	2,978.00
Postage	4,500.00	1,000.00	3,500.00
Photo-Copying & Supplies	600.00	-	600.00
Admin Maintenance Supplies	692.00	-	692.00
Admin Other Supplies	1,411.00	131.00	1,280.00
Admin Uniforms	7,500.00	-	7,500.00
Gas-Grease-Oil-Antifreeze	38,000.00	48,000.00	(10,000.00)
Med Services - Physicals	1,000.00	-	1,000.00
Admin Contractual Services	5,060.00	5,900.00	(840.00)
Administrative Fees	12,500.00	24,500.00	(12,000.00)
Advertising	10,750.00	1,750.00	9,000.00
Telephone	7,000.00	8,000.00	(1,000.00)
Telephone - Long Distance	-	50.00	(50.00)
Burchfield Concessions Supplies	2,000.00	5,000.00	(3,000.00)
Burchfield Uniforms	-	2,000.00	(2,000.00)
Burchfield Maint-Related Contractual	16,315.00	18,154.00	(1,839.00)
Lake Lansing Maintenance Supplies	34,650.00	37,639.00	(2,989.00)
Lake Lansing Other Supplies	6,300.00	9,000.00	(2,700.00)
Lake Lansing Uniforms	-	2,000.00	(2,000.00)
Lake Lansing Contractual Services	13,360.00	10,000.00	3,360.00
Lake Lansing Maint-Related Contractual	13,059.00	14,100.00	(1,041.00)
Hawk Island Uniforms	-	3,500.00	(3,500.00)
Hawk Island Contractual Services	6,360.00	4,900.00	1,460.00
Hawk Island Maint-Related Contractual	17,760.00	18,860.00	(1,100.00)
<b>Expenses Total</b>			<b>(12,689.00)</b>
<b>Grand Total</b>			<b>-</b>

### **3c. Trails and Parks New Appropriations Request/Transfer**

#### **1. Non-Capital Equipment – Eco Friendly Options**

**228-62800-734000**

- **Electric Back pack Blowers**
  - **Electric String Trimmers**
  - **Electric Chainsaws**
  - **Electric Push Mowers**
- +\$25,000 (millage fund balance)**

The Ingham County Environmental Affairs Commission along with Commissioner Trubac have requested that the Parks Department begin replacement of gas equipment with more Eco-Friendly options.

#### **2. Tree Hazard Removal / Tree Plantings**

**228-62800-931100 Maintenance-Related Contractual**

**+\$20,000 (millage fund balance)**

Clear downed trees in parks/trails and to keep the Grand River clear of obstructions for our canoe/kayak livery. Planting new trees throughout the park system.

#### **3. Maintenance Supplies**

**228-62800-740000**

**+\$30,000 (millage fund balance)**

A request of \$30,000 for an additional \$10,000 for each park site (Hawk Island, Burchfield Park, Lake Lansing) to add amenities to parks/trails: i.e viewers, bike facilities / parking, fix-it stations, drinking fountains, outdoor showers, interpretive signs, mile markers, landscaping, add tress, park amenities replacement; internal trails, add kayak/canoes.

#### **4. Blueways Supplies**

**228-62800-743000 Other Supplies**

**+10,000 (millage fund balance)**

Supplies for blueways such as new life vests, paddles, and kayak/canoe trailers.

#### **5. Millage Equipment Repair**

**228-62800-932000**

**+\$20,000 (millage fund balance)**

This request is for an annual maintenance allowance for park equipment involved in trail maintenance.

#### **6. Millage Uniforms**

**228-62800-745000**

**+\$1,000 (millage fund balance)**

This request is for additional funding for covering the annual cost of uniforms for administrative office staff.

**2024 CONTRACT FORM**

DEPT	CONTRACTOR	REASON FOR CONTRACT	DISTRIBUTION NUMBER				BEGIN DATE	END DATE	2022 Actual	2023 Budget	2024 Budget				
			FUND	ORG	OBJECT	PROJ						2024	2023	Difference	
PARKS	Miller's American V433	Portable Restroom Rental	208	75300	931100	BUR	4/1/18	5/31/25	\$ 2,139.50	\$ 2,000	\$ 2,200.00	75200	\$ 9,093	\$ 9,093	\$ -
PARKS	Miller's American V433	Portable Restroom Rental	208	75500	931100	LL	4/1/18	5/31/25	\$ 2,484.00	\$ 1,500	\$ 2,500.00	75300	\$ 18,154	\$ 16,315	\$ (1,839)
PARKS	Miller's American V433	Portable Restroom Rental	208	75600	931100	HI	4/1/18	5/31/25	\$ 1,186.00	\$ 1,600	\$ 1,200.00	75500	\$ 14,100	\$ 13,059	\$ (1,041)
PARKS	Granger Waste V911	Dumpster Service	208	75300	931100	BUR	4/30/20	4/30/24	\$ 3,069.42	\$ 3,500	\$ 3,500.00	75600	\$ 18,860	\$ 17,760	\$ (1,100)
PARKS	Granger Waste V911	Dumpster Service	208	75500	931100	LL	4/30/20	4/30/24	\$ 4,335.82	\$ 4,459	\$ 4,500.00		\$ 60,207	\$ 56,227	\$ (3,980)
PARKS	Granger Waste V911	Dumpster Service	208	75600	931100	HI	4/30/20	4/30/24	\$ 3,922.23	\$ 5,000	\$ 4,000.00				
PARKS	Advance Dust Control/Dave Barr	Parking lot dust control- LL & BUR	208	75500	931100	LL	Annual	Annual	\$ 2,495.00	\$ 4,000	\$ 4,000.00				
			208	75300	931100	BUR			\$ 3,990.00	\$ 4,000	\$ 4,000.00				
PARKS	State of Michigan V28663, #109	Water tests	208	75300	931100	BUR	Annual	Annual	\$ 2,588.70	\$ 2,500	\$ 2,500.00				
PARKS	State of Michigan V28663, #109	Water tests	208	75500	931100	LL	Annual	Annual	\$ 2,320.70	\$ 2,500	\$ 2,500.00				
PARKS	State of Michigan V28663, #109	Water tests	208	75600	931100	HI	Annual	Annual	\$ 2,350.00	\$ 2,500	\$ 2,500.00				
PARKS	Drain Commission	Resolution 22-204	208	75200	931100	N/A	12/13/16	12/31/27	\$ -	\$ 9,093	\$ 9,093.00				
PARKS	Camp & Cruise	Burchfield Dock Install & Removal	208	75300	931100	BUR	Annual	Annual	\$ 2,200.00	\$ 2,600	\$ 2,500.00				
PARKS	TBD	HI Dock Install & Removal	208	75600	931100	HI	Annual	Annual	\$ -	\$ -	\$ 2,500.00				
PARKS	Brown Drilling Company Inc	Burchfield Well Chlorination	208	75300	931100	BUR	Annual	Annual	\$ 358.96	\$ 500	\$ 500.00				
PARKS	Maurer & Parks Well Drilling Inc	LL Well Chlorination	208	75500	818000	LL	Annual	Annual	\$ 570.00	\$ 600	\$ 600.00				
PARKS	PLM	Burchfield Weed Treatment	208	75300	931100	BUR	1/1/23	12/31/26	\$ -	\$ 1,215	\$ 1,215.00				
PARKS	PLM	Hawk Island Weed Treatment	208	75600	931100	HI	1/1/23	12/31/26	\$ -	\$ 5,160	\$ 5,160.00				
PARKS	Kassborher	HI Snow Groomer Preventative Maintenance Res #22-607	208	75600	931100	HI	1/1/23	12/31/26	\$ -	\$ 3,500	\$ 3,500.00				
PARKS	??	Burchfield Septic Pumping	208	75300	931100	BUR	Annual	Annual	\$ -	\$ -	\$ 1,739.00				
<b>208 TOTAL 931100</b>									<b>\$ 34,010</b>	<b>\$ 56,227</b>	<b>\$ 60,207</b>				

PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	ALL	Annual	Annual	\$ 2,811.44	\$ 3,360	\$ 2,900.00				
PARKS	Comcast	Internet	208	75600	818000	HI	Annual	Annual	\$ 1,832.52	\$ 3,000	\$ 1,900.00	75200	\$ 5,900	\$ 5,060	\$ (840)
PARKS	MCA	HI Radios	208	75600	818000	HI	Annual	Annual	\$ 2,960.00	\$ 3,360	\$ 3,000.00	75300	\$ -	\$ -	\$ -
PARKS	Ingham County Health / State of Michigan	Food Licenses/P2 & Pool Fees & Day Camp	208	75200	818000	ALL	Annual	Annual	\$ 2,811.00	\$ 1,700	\$ 3,000.00	75500	\$ 10,000	\$ 13,360	\$ 3,360
PARKS	Meridian Township V1963	Watershed Agreement	208	75500	818000	LL	1/1/2008	12/31/27	\$ 10,000.00	\$ 13,360	\$ 10,000.00	75600	\$ 4,900	\$ 6,360	\$ 1,460
<b>208 TOTAL OF 818000</b>									<b>\$ 20,415</b>	<b>\$ 24,780</b>	<b>\$ 20,800</b>		<b>\$ 20,800</b>	<b>\$ 24,780</b>	<b>\$ 3,980</b>

**Trails & Parks Millage 2024 Budget Request**

	<b>LINE ITEM</b>	<b>2023 APPROVED</b>	<b>ADDITIONAL OR NEW REQUEST</b>	<b>2024 TOTAL REQUEST</b>
<b>Supplies</b>	228-62800-726010	14,000	No increase	14,000
<b>Printing</b>	228-62800-728000	15,000	No increase	15,000
<b>Postage</b>	228-62800-729000	1,500	No increase	1,500
<b>Non-Capital Equipment</b>	228-62800-734000	N/A	25,000	25,000
<b>Maintenance Supplies</b>	228-62800-740000	N/A	30,000	30,000
<b>Blueways Supplies</b>	228-62800-743000	N/A	10,000	10,000
<b>Uniforms</b>	228-62800-745000	1,850	1,000	2,850
<b>Consultants</b>	228-62800-802000	108,554	109,850	109,850
<b>Contractual Services</b>	228-62800-818000	1,000	No increase	1,000
<b>Travel (local) mileage</b>	228-62800-861000	3,350	No increase	3,350
<b>Travel Professional Development In State</b>	228-62800-861100	3,500	No increase	3,500
<b>Advertising</b>	228-62800-901000	15,000	No increase	15,000
<b>Cell phone</b>	228-62800-921050	2,000	No increase	2,000
<b>Tree Hazard Removal / Tree Plantings</b>	228-62800-931100	N/A	20,000	20,000
<b>Equipment Repair</b>	228-62800-932000	5,000	20,000	25,000
<b>Staff Development and Training</b>	228-62800-960000	3,500	No increase	3,500
<b>Signage (temp signs/permanent plaques)</b>	228-75999-735100-TR051	7,500	No increase	7,500
			<b>Total:</b>	<b>289,050</b>

\*Personnel services are calculated by the Budget Office and not included in this report. The following positions are funded through the millage: 95% of the Trails & Parks Millage Program Coordinator position, 50% of the Financial & Account Clerk position, and 100% of the Park Ranger position.

**Directors Report 2023**  
**April 5<sup>th</sup> to May 1<sup>st</sup>, 2023 (May 8th 2023- Park Commission meeting)**

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

- Attended ongoing Millage progress update meetings with Nicole Wallace, Brian Collins, and Tanya Moore from Spicer group.
- Worked with Spicer Group and staff on applying for 8<sup>th</sup> round Trails and Parks Millage Grants.
- Attended Direct reports Deputy Controller's meetings.
- Attended Senior Staff meeting with the Controller.
- Worked with Kelly, Brian, and Nicole on reviewing resolutions due for upcoming BOC meetings.
- Conducted Administrative and staff meetings continued working on 2024 budget items.
- Attended NACPRO (National Association of Parks and Recreation Organization) Board of Directors meeting.
- Had several Admin meetings and spent time with Deputy Director to discuss all things parks and visited all parks.
- Worked with the Hesse/Earl kids fishing Committee on planning; this year's dates will be the first three Saturday mornings in May. At the time of writing this there were still a few open spots and always a need for volunteers.
- Attended multiple BOC meetings and committee meetings in person or via zoom.
- Met with Nicole and Vevay township to discuss 8<sup>th</sup> round Millage application for the Township.
- Finalized with staff Burchfield Day Camp Friends Scholarship grant assistance
- Met with Legal and Deputy Controller and Human Resources about length of time and Seasonal Employees.
- Discussed contingency funds contract language with Deputy Controller and legal moving forward.
- Worked with Kelly and Friends President on their upcoming Friends Board meeting agenda and packets.
- Worked on Counties Strategic Planning as part of the Budget process and activity indicators with staff.
- Met with staff and Zoo Director and Deputy Controller about possible funding for Zoo trails. They will not be applying to the Trails and Parks millage in round 8.
- Met with Road Department and Spicer Group about Old English Inn Bridge removal for budget/round 8 request.
- Met with staff about the Counties Energy Audit, 2024 CIP request a study for costing on all three parks outside lighting needs for updating and maximizing energy and lighting at all three.
- Kick off meetings for LLS Grant for phase 2 of the parking lot and EZ-dock and help with design of QD corner, more to come which we will share with the PC once we have some design thoughts.
- Discussed with Spicer Group updates to all County Parks for entrance signs and working on design concepts.
- Attended Focus area meeting for MParks in Novi with several staff members, Trails Focus was the primary reason for attending this for Nicole and I.
- Met with staff and Deb Fett and staff from IT to discuss connectivity for McNamara Landing and LLN Boat Launch to get both sites Point of Sale up and running in 2023 hopefully.
- Attended a preproposal meeting for Hawk Island for Land and Water and MNRTF Grants for the south end of the Lake/trails, shade kites, asphalt repair, boat docks, and fishing piers, etc...
- As I write this, lots of trees and various plants have begun their awakening from winter. Spring Wildflowers in under the forest floors is one of the most amazing things to observe and each day and week shows something new throughout spring.  
 Get out and walk a trail in the woods at one of our County Parks this spring!



Red "Prairie" Trillium is a common Spring Wildflower in your Ingham County Parks

# May 2023

## Hawk Island County Park/Deputy Director

### **DEPUTY DIRECTOR WORK**

- Met with Morgan Feldpausch (Ingham County Sustainability Manager) about ongoing projects at Hawk Island and lighting needs.
- Attended MMRMA Parks Advisory Committee.
- Attended DEI trainings.
- Worked CIP requests for 2024 budget
- Worked with Director and other staff on 2024 budget recommendations.
- Multiple meetings with Spicer Group, ROWE, and Landscape Architects and Planners for upcoming grant funded projects.
- Met with Jeremy, Morgan Feldpausch, and Nicole Wallace in regards to the Forager Trail Jeremy was planning. He is looking at a couple areas under Lansing jurisdiction. I told him that we would like to see how successful the pilot areas are and he could update Park Commission after the areas are established and working.
- Attended South Lansing Business Association Board meeting and monthly membership meeting.
- Attended Board of Commissioners finance meeting.
- Attended Bill Earl/John Hesse fishing program meetings.
- Worked with Purchasing Department on pre-bid meeting for Hawk Island boardwalk replacement project.
- Visited all parks to see ongoing projects

### **PARK MANAGER/OPERATIONS WORK**

- Seasonal Employee Hiring and training.
- Beach house water turned on and opened for summer season.
- Met with multiple special event coordinators onsite.
- Concrete pour under an existing structure for storage.

## **Lake Lansing Park Report – April/May**

### Highlights:

Attended Staff and Manager Meetings

Interviewed and hired seasonal staff

Helped organize Disc Golf Ribbon cutting event

Attended BOC meeting to receive MParks Award

Attended pre-construction meeting with Meridian Township to review construction of Natural Shoreline Demonstration plot at LLS – set to start project mid-May/early June

Worked with Haslett High School seniors for work day at LLS

Attended County Senior Staff meeting – Zoom

Worked with Michigan Septic to get tanks pumped at LLN

Met with Tim M, Tanya M, and Brian C to look at Lakeview shelter and trike track renovations

Earl/Hesse meetings and set up

LLS project construction collaboration

Met with Morgan Feldpausch and Tim Morgan regarding Energy Audit recommendations

Met with Alexys from IT to test cell signal at boat launch for gate house and POS installation

Met with Amber Clark from Meridian Township along with Ian L and Bryan R to discuss the Juneteenth celebration itinerary and needs at LLS

Finalized 2024 CIP requests with Brian C and Tim B

Met with Park Staff and Lansing Oar and Paddle Club to discuss possible solutions for launching kayaks since we put rock rip/rap in the area they were using – Ian working on

Worked with Bryan Rohroff (Marketing Intern) on various aspects of the Band Shell and other social media exposure

Ordered park flowers

BOC meeting



Construction pics





## Burchfield Park April/May Manager's Report

- ✓ Collin Simpson Day Camp Scholarship meeting – April 3
- ✓ Attended Full Staff Meeting – April 4
- ✓ Discussed Honk Mobile App and signs with QR codes for revenue collection – April 10
- ✓ Office zoom meeting to discuss 2023 canoe/kayak trips and opening date – April 12
- ✓ English Inn bridge removal meeting – April 17
- ✓ Energy audit review at Burchfield Park – April 18
- ✓ Day Camp Scholarship Application details with office staff – April 24
- ✓ Attended full staff meeting – April 25
- ✓ Discuss Burchfield connectivity issues with IT and Tim M. – April 26
- ✓ McNamara Cabin/Trails Grant Kickoff meeting with Spicer Group and Nicole – May 3
- ✓ Continue interviewing and hiring summer staff
- ✓ Schedule and attended chainsaw safety training for experienced staff
- ✓ Renewal license applications for Day Camp
- ✓ Mountain bike trails feature inspection and bridge repairs by MMMBA volunteers
- ✓ Day Camp Health Policy review and training manual updates

### Projects/Maintenance:

- Assistant manager resurfaced west side snow tubing hill wooden steps
- Mason Senior Workday - April 27
- Management intern scheduled volunteer workdays
- Well chlorination and startup
- North Bluff bathroom lighting project
- Cut and clean up several hazardous trees
- Place pedal boats in pond
- Finish septic tank risers
- Mulched flower beds and planted trees
- Shelter inspections
- Finish steel roofs on outer park gatehouses
- Build additional wooden trash receptacles
- Spring cleanup/Start mowing

### Events:

- Burchfield in Bloom Disc Golf Tournament – April 8
- Spring Showers CCR Tournament – April 16



Resurfaced Steps



New Risers and Lids



Gatehouse Steel Roofs



Mason Senior Workday Volunteers



Mason Senior Workday Volunteers



Lilac Bush



Lighting at N. Bluff Bathrooms



New 3pt. Blower

## **April - Parks Office Monthly Report**

### Meetings/Trainings

Admin and full Staff Meeting  
Hesse-Earl Meetings  
Collin Simpson Scholarship Meeting  
Human Resource Meeting in regards to seasonal help  
Day Camp Registration Meeting  
Budget Meeting  
IT Meeting

### Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Millage Onondaga Township TR094
- Five-Year Stewardship Plan
- KJP Roofing
- Lake Lansing Prescribed Burn
- Landscape Structures

### Customer Service

1,261 phone calls in March.

### Website

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

### Accounting/Budget/Payroll

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

## 2022 Parks Budget as of 12.31.22

Revenue				
208 Fund	Original	Actual	Available	Percent
600000 Shelter Fees	66,500.00	94,890.50	28,390.50	1.43
600100 Disc Golf Fees	22,000.00	35,326.00	13,326.00	1.61
610100 Boat Rental	22,500.00	12,785.00	(9,715.00)	0.57
610200 Canoe/Kayak Rental	37,500.00	19,349.00	(18,151.00)	0.52
620000 Boat Launch Fees	17,000.00	12,625.25	(4,374.75)	0.74
630000 Ski Rental	8,000.00	15,549.50	7,549.50	1.94
641000 Food Concessions	48,150.00	67,790.95	19,640.95	1.41
641120 Snowshoe Rental	-	532.00	532.00	-
652000 Parking Fees	350,846.00	383,031.42	32,185.42	1.09
652100 HI Snow Hill Admissions	72,000.00	127,677.00	55,677.00	1.77
669130 Game Rental	1,000.00	1,670.00	670.00	1.67
669140 BUR Tube Rentals	4,000.00	7,521.00	3,521.00	1.88
669141 Dog Park Revenue	10,000.00	15,486.00	5,486.00	1.55
669145 Park Patron Pass	-	2,092.00	2,092.00	-
671000 Day Camp	10,000.00	7,600.00	(2,400.00)	0.76
676020 Donations	-	1,100.00	1,100.00	-
688220 Misc Revenue	1,000.00	2,001.69	1,001.69	2.00
<b>Total Collected Revenue</b>	<b>670,496.00</b>	<b>807,027.31</b>	<b>136,531.31</b>	<b>1.20</b>
570000 State Grants	68,075.00	18,075.01	(49,999.99)	0.27
698010 Carry Over Surplus Used	630,705.00	-	(630,705.00)	-
699000 Revenue TSF IN - F101	2,036,518.00	1,772,823.76	(263,694.24)	0.87
699228 Revenue TSF IN - Millage 228	51,500.00	51,500.00	-	1.00
699500 Revenue TSF IN - CAP IMP	102,000.00	102,000.00	-	1.00
<b>Revenue Total</b>	<b>3,559,294.00</b>	<b>2,751,426.08</b>	<b>(807,867.92)</b>	<b>0.77</b>
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	781,416.00	822,439.01	(41,023.01)	1.05
705000 Seasonal Wages	698,384.00	588,270.24	110,113.76	0.84
706000 FT Overtime	4,783.00	7,428.33	(2,645.33)	1.55
706100 On Call Payments	5,320.00	2,920.00	2,400.00	0.55
706700 Seasonal Overtime	1,787.00	1,772.06	14.94	0.99
708000 Meeting Fees	9,750.00	9,825.00	(75.00)	1.01
714000 Unemployment	3,942.00	6,927.62	(2,985.62)	1.76
715000 Fica County Share	42,913.00	107,566.24	(64,653.24)	2.51
715050 Liability Insurance	2,187.00	7,130.61	(4,943.61)	3.26
716020 PHP Health Insurance	180,779.00	176,157.47	4,621.53	0.97
716030 Health Waiver	3,784.00	4,098.51	(314.51)	1.08
716035 Retiree Hlth Ins Chargeback	41,419.00	38,972.35	2,446.65	0.94
716040 Retiree Hlth Ins Trust Chg	35,420.00	37,588.03	(2,168.03)	1.06
716100 Dental Insurance	10,809.00	9,738.38	1,070.62	0.90
716200 Vision Insurance	1,558.00	1,400.85	157.15	0.90
716450 Separation Buyout Chgback	13,778.00	14,535.93	(757.93)	1.06
717000 Life Insurance	1,522.00	1,383.37	138.63	0.91
717100 Disability Insurance	806.00	744.24	61.76	0.92
718000 Retirement Program	194,804.00	186,240.73	8,563.27	0.96
718500 Retirement Defined Contr.	7,609.00	7,979.75	(370.75)	1.05
720000 Longevity	7,000.00	6,800.00	200.00	0.97
722000 Wkcpmp Insurance	-	23,029.30	(23,029.30)	-
<b>Personnel Services Total</b>	<b>2,049,770.00</b>	<b>2,062,948.02</b>	<b>(13,178.02)</b>	<b>1.01</b>
Controllable Expenses				
208 Fund	Original	Actual	Available	Percent
726010 Supplies	3,836.00	3,836.00	-	1.00
726011 Concessions	33,400.00	34,686.12	(1,286.12)	1.04
728000 Printing & Binding	12,000.00	8,160.81	3,839.19	0.68
729000 Postage	4,500.00	872.37	3,627.63	0.19
730000 Office Supplies	2,800.00	1,780.74	1,019.26	0.64
731000 Photo-Copying & Supplies	600.00	-	600.00	-

## 2022 Parks Budget as of 12.31.22

734000 Non-Capital Equipment	4,900.00	5,131.05	(231.05)	1.05
22P07 Rental Equipment All Parks	50,000.00	12,654.40	37,345.60	0.25
740000 Maintenance Supplies	130,136.00	125,122.55	5,013.45	0.96
743000 Other Supplies	27,031.00	24,383.66	2,647.34	0.90
743100 Small Tools	-	250.00	(250.00)	-
745000 Uniforms	7,500.00	7,593.51	(93.51)	1.01
746010 Clothing Allowance	600.00	750.00	(150.00)	1.25
747000 Gas-Grease-Oil-Antifreeze	68,000.00	48,897.60	19,102.40	0.72
802800 Med Services - Physicals	1,000.00	-	1,000.00	-
815000 Memberships & Subscriptions	3,500.00	3,354.49	145.51	0.96
818000 Contractual Services	29,286.00	26,471.27	2,814.73	0.90
PAZO1 POS System	36,716.00	31,514.32	5,201.68	0.86
861000 Local Travel	3,000.00	2,948.03	51.97	0.98
861100 In state Travel	3,100.00	2,257.05	842.95	0.73
890080 Administrative Fees	23,272.00	24,040.22	(768.22)	1.03
901000 Advertising	10,750.00	753.86	9,996.14	0.07
921050 Telephone	7,900.00	8,797.36	(897.36)	1.11
921060 Telephone - Long Distance	-	47.23	(47.23)	-
931100 Maint-Related Contractual	37,433.00	35,779.42	1,653.58	0.96
932000 Equipment Repair & Maint	50,470.00	79,658.99	(29,188.99)	1.58
942000 Equipment Rental	16,508.00	9,964.23	6,543.77	0.60
957120 Sales Tax	3,650.00	4,205.02	(555.02)	1.15
957130 Other Taxes	-	2,181.98	(2,181.98)	-
960000 Training	5,300.00	5,184.25	115.75	0.98
974000 LL Disc Golf Course	30,289.00	24,080.74	6,208.26	0.80
21P03 BUR Dirt School	208,074.00	177,361.69	30,712.31	-
21P04 Medical Care Facility Trees	8,720.00	8,720.00	-	1.00
22P03 LL Tree & Dead Branch Removal	12,000.00	9,300.00	2,700.00	0.78
22P08 Bunker Road Landing	112,000.00	7,102.50	104,897.50	0.06
22P15 Safety Enhancements	120,000.00	9,570.00	110,430.00	0.08
20P02 HI Fence/Gates/Gatehouse	23,863.00	16,604.40	7,258.60	-
20P03 BUR Gates & Connecting Barriers	40,986.00	40,977.44	8.56	-
22P06 HI Snow Gun	27,000.00	23,350.00	3,650.00	0.86
22P01 BUR Southridge Roof Replacement	45,000.00	45,000.00	-	1.00
22P02 BUR Pine Knoll Roof Replacement	45,000.00	35,300.00	9,700.00	0.78
22P05 Dog Park Floating Dock	34,228.00	-	34,228.00	-
<b>Controllable Expenses Total</b>	<b>1,284,348.00</b>	<b>908,643.30</b>	<b>375,704.70</b>	<b>0.71</b>
<b>Non-Controllable Expense</b>				
<b>208 Fund</b>	<b>Original</b>	<b>Actual</b>	<b>Available</b>	<b>Percent</b>
915050 Liability Insurance	-	15,000.00	(15,000.00)	-
921000 Utilities	81,981.00	80,572.99	1,408.01	0.98
921070 Courier Service	1,686.00	1,686.24	(0.24)	1.00
921150 Telephone Allocation Costs	-	2,406.09	(2,406.09)	-
943000 IT Operations	38,289.00	46,004.11	(7,715.11)	1.20
943010 Equip Service Charge	42,000.00	22,799.76	19,200.24	0.54
943020 Equip Service Charge PC	4,678.00	1,555.68	3,122.32	0.33
943100 Network Maintenance	18,702.00	14,736.13	3,965.87	0.79
944000 Vehicle Service Charge	18,999.00	22,177.44	(3,178.44)	1.17
944100 Copier Service Charge	1,538.00	-	1,538.00	-
<b>Non-Controllable Expense Total</b>	<b>207,873.00</b>	<b>206,938.44</b>	<b>934.56</b>	<b>1.00</b>
<b>Total Revenue</b>	<b>3,559,294.00</b>	<b>2,751,426.08</b>	<b>(807,867.92)</b>	<b>0.77</b>
<b>Total Expenses</b>	<b>3,541,991.00</b>	<b>3,178,529.76</b>	<b>363,461.24</b>	<b>0.90</b>
<b>Difference</b>	<b>17,303.00</b>	<b>(427,103.68)</b>		

### 208 Fund Balance as of 1.1.22

\$591,125.76

### Projected Fund Balance as of 12.31.22

\$164,022.08

**2023 Parks Budget as of 4/25/23**

Revenue				
208 Fund	Original	Actual	Available	Percent
600000 Shelter Fees	108,500.00	25,988.00	(82,512.00)	23.95
600100 Disc Golf Fees	46,000.00	7,165.00	(38,835.00)	15.58
610100 Boat Rental	22,500.00	-	(22,500.00)	-
610200 Canoe/Kayak Rental	37,500.00	-	(37,500.00)	-
620000 Boat Launch Fees	17,000.00	58.00	(16,942.00)	0.34
630000 Ski Rental	13,000.00	4,576.50	(8,423.50)	35.20
641000 Food Concessions	56,150.00	5,770.75	(50,379.25)	10.28
641120 Snowshoe Rental	-	96.00	96.00	-
652000 Parking Fees	430,846.00	61,059.25	(369,786.75)	14.17
652100 HI Snow Hill Admissions	139,000.00	146,462.00	7,462.00	105.37
669130 Game Rental	1,000.00	-	(1,000.00)	-
669140 BUR Tube Rentals	4,000.00	3,069.00	(931.00)	76.73
669141 Dog Park Revenue	16,000.00	1,692.00	(14,308.00)	10.58
669145 Park Patron Pass	-	84.00	84.00	-
671000 Day Camp	10,000.00	-	(10,000.00)	-
676020 Donations	-	156.00	156.00	-
688220 Misc Revenue	1,000.00	247.50	(752.50)	24.75
<b>Total Collected Revenue</b>	<b>902,496.00</b>	<b>256,424.00</b>	<b>(645,319.50)</b>	<b>28.41</b>
698010 Carry Over Surplus Used	-	-	-	-
699000 Revenue TSF IN - F101	1,960,594.00	980,297.00	(980,297.00)	50.00
699228 Revenue TSF IN - Millage 228	51,500.00	25,750.00	(25,750.00)	50.00
699500 Revenue TSF IN - CAP IMP	-	-	-	-
<b>Revenue Total</b>	<b>2,914,590.00</b>	<b>1,262,471.00</b>	<b>1,652,119.00</b>	<b>43.32</b>
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	846,571.00	226,758.45	619,812.55	26.79
705000 Seasonal Wages	779,884.00	102,267.95	677,616.05	13.11
706000 FT Overtime	4,783.00	2,718.00	2,065.00	56.83
706100 On Call Payments	5,320.00	320.00	5,000.00	6.02
706700 Seasonal Overtime	1,787.00	70.31	1,716.69	3.93
708000 Meeting Fees	9,750.00	(1,050.00)	10,800.00	(10.77)
713000 Misc Fringes	(28,594.00)	-	-	-
714000 Unemployment	4,262.00	1,664.82	2,597.18	39.06
715000 Fica County Share	64,822.00	24,668.13	40,153.87	38.06
715050 Liability Insurance	2,207.00	1,244.40	962.60	56.38
716020 PHP Health Insurance	190,605.00	53,988.66	136,616.34	28.32
716030 Health Waiver	3,784.00	524.73	3,259.27	13.87
716035 Retiree Hlth Ins Chargeback	41,406.00	11,978.81	29,427.19	28.93
716040 Retiree Hlth Ins Trust Chg	38,350.00	11,822.45	26,527.55	30.83
716100 Dental Insurance	10,805.00	1,683.19	9,121.81	15.58
716200 Vision Insurance	1,555.00	242.12	1,312.88	15.57
716450 Separation Buyout Chgback	17,045.00	5,231.73	11,813.27	30.69
717000 Life Insurance	1,427.00	242.28	1,184.72	16.98
717100 Disability Insurance	1,158.00	129.50	1,028.50	11.18
718000 Retirement Program	209,545.00	49,195.41	160,349.59	23.48
718500 Retirement Defined Contr.	7,647.00	2,190.09	5,456.91	28.64
720000 Longevity	7,000.00	-	7,000.00	-
722000 Wkcpmp Insurance	4,574.00	2,132.20	2,441.80	46.62
<b>Personnel Services Total</b>	<b>2,225,693.00</b>	<b>498,023.23</b>	<b>1,727,669.77</b>	<b>0.22</b>
Controllable Expenses				
208 Fund	Original	Actual	Available	Percent
726011 Concessions	33,400.00	3,120.31	30,279.69	9.34
728000 Printing & Binding	11,478.00	378.18	11,099.82	3.29
729000 Postage	4,500.00	-	4,500.00	-
730000 Office Supplies	2,800.00	386.97	2,413.03	13.82
731000 Photo-Copying & Supplies	600.00	218.49	381.51	36.42
734000 Non-Capital Equipment	4,500.00	370.82	4,129.18	8.24

**2023 Parks Budget as of 4/25/23**

740000 Maintenance Supplies	138,586.00	51,873.17	86,712.83	37.43
743000 Other Supplies	27,476.55	5,245.32	22,231.23	19.09
743100 Small Tools	-	-	-	-
745000 Uniforms	7,500.00	908.44	6,591.56	12.11
746010 Clothing Allowance	600.00	750.00	(150.00)	125.00
747000 Gas-Grease-Oil-Antifreeze	38,000.00	6,073.30	31,926.70	15.98
802800 Med Services - Physicals	1,000.00	-	1,000.00	-
815000 Memberships & Subscriptions	3,500.00	442.55	3,057.45	12.64
818000 Contractual Services	24,780.00	11,827.69	12,952.31	47.73
PAZO1 POS System	23,580.00	3,054.75	20,525.25	12.95
861000 Local Travel	3,000.00	554.26	2,445.74	18.48
861100 In state Travel	3,100.00	-	3,100.00	-
890080 Administrative Fees	12,500.00	5,276.42	7,223.58	42.21
901000 Advertising	10,750.00	-	10,750.00	-
921050 Telephone	7,900.00	2,325.88	5,574.12	29.44
921060 Telephone - Long Distance	-	-	-	-
931100 Maint-Related Contractual	59,135.54	9,624.99	49,510.55	16.28
932000 Equipment Repair & Maint	50,470.00	21,084.32	29,385.68	41.78
942000 Equipment Rental	8,138.00	286.00	7,852.00	3.51
957120 Sales Tax	3,650.00	395.49	3,254.51	10.84
957130 Other Taxes	-	1,936.34	(1,936.34)	-
960000 Training	5,300.00	2,245.00	3,055.00	42.36
974000 LL Disc Golf Course	-	2,341.40	(2,341.40)	-
22P08 Bunker Road Landing	-	6,439.00	(6,439.00)	-
22P15 Safety Enhancements	7,793.79	7,793.79	-	100.00
20P02 HI Fence/Gates/Gatehouse	-	6,210.00	(6,210.00)	-
<b>Controllable Expenses Total</b>	<b>494,037.88</b>	<b>151,162.88</b>	<b>342,875.00</b>	<b>30.60</b>
<b>Non-Controllable Expense</b>				
<b>208 Fund</b>	<b>Original</b>	<b>Actual</b>	<b>Available</b>	<b>Percent</b>
915050 Liability Insurance	-	-	-	-
921000 Utilities	82,651.00	28,214.07	54,436.93	34.14
921070 Courier Service	1,804.00	-	1,804.00	-
921150 Telephone Allocation Costs	2,608.00	831.90	1,776.10	31.90
943000 IT Operations	40,764.00	12,281.96	28,482.04	30.13
943010 Equip Service Charge	42,000.00	-	42,000.00	-
943020 Equip Service Charge PC	4,678.00	335.68	4,342.32	7.18
943100 Network Maintenance	19,415.00	7,314.07	12,100.93	37.67
944000 Vehicle Service Charge	18,999.00	-	18,999.00	-
944100 Copier Service Charge	1,538.00	-	1,538.00	-
<b>Non-Controllable Expense Total</b>	<b>214,457.00</b>	<b>48,977.68</b>	<b>165,479.32</b>	<b>22.84</b>
<b>Total Revenue</b>	<b>2,914,590.00</b>	<b>1,262,471.00</b>	<b>(1,652,119.00)</b>	<b>43.32</b>
<b>Total Expenses</b>	<b>2,934,187.88</b>	<b>698,163.79</b>	<b>2,236,024.09</b>	<b>23.79</b>
<b>Difference</b>	<b>(19,597.88)</b>	<b>564,307.21</b>		

**208 Fund Balance as of 1.1.23**

**\$164,022.08**

**Projected Fund Balance as of 4.25.23**

**\$728,329.29**

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

**April 2023**

**For: Park & Recreation Commission Meeting**

**May 8, 2023**

- Continued to work on amendments for ongoing millage projects
- Continued to work with the County attorney on contracts and amendments
- Worked with staff on social media updates
- Website updates
- Attend Human Services and Finance committee meetings
- Millage update meeting with Tim Morgan, Brian Collins and Tanya Moore
- Worked on the 2024 trails and parks millage budget request
- Attended 2024 budget request meetings with staff
- Attended admin meetings
- Attended staff meeting
- Requested update from communities on forthcoming reimbursement requests and assisted Williamston with compiling their reimbursement request for project TR069
- Meeting with Tri-County Regional Planning Commission staff, Tim Morgan, Tanya Moore to discuss future congressionally directed spending requests
- Met with Tim Morgan, Tanya Moore and Brian Collins to review wayfinding signs for Red Cedar River
- Met with Tim Morgan, Tanya Moore, Bob Ford, John Lazet, and Mary Ruttan to discuss Vevay Township application for round 8
- Coordinated finalizing wayfinding sign corrections
- Attended Middle Grand Advisory Committee
- Met with Tim Morgan and Kelly Burkholder regarding activity indicators for 2024 strategic planning
- Attended meeting with Road Department staff, Spicer Group staff, park staff to discuss English Inn bridge removal application for round 8
- Attended mParks Joint Committee & Focus Area Meeting in Novi
- Met with Morgan Feldpausch, Brian Collins and Jeremy Worman about the forager trail project
- Researched other forager trail projects and requested opinion from attorney's office
- Coordinated ribbon cutting for new launch at Krugers Landing – event will be May 22<sup>nd</sup> at 1pm

- Received reimbursement requests for the City of Williamston project TR069-see below photos:



- Project TR061 Lake Lansing South Improvements Grants construction ongoing:



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 18, 2023  
**SUBJECT:** Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal  
 For the meeting agenda of May 1, 2023 Human Services and May 3, 2023 Finance

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### **BACKGROUND**

Board of Commissioners Resolution #23-163 authorized entering into a contract with KJP Roofing and Sheet Metal for \$43,500 for providing reroofing services for various buildings at Burchfield County Park. This Resolution amends Resolution #23-163 to authorize the appropriate line item transfer in order to complete the project.

### **ALTERNATIVES**

The Parks Department owns and maintains the buildings at Burchfield County Park that is in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

### **FINANCIAL IMPACT**

Board of Commissioners Resolution #23-163 identified funding in the amount of \$9,700 available in line item 208-75200-976000-22P02 and \$33,800 available in line item 228-75999-976000-20P21. Staff determined that the \$33,800 is actually not available in line item 228-75999-976000-20P21, since it was already allocated for another roofing project at Lake Lansing Park South. The current trails and parks millage cash on hand as of April 13, 2023 is \$9,452,065.38. Staff is requesting funding in the amount of \$33,800 from the Trails and Parks Millage fund balance in order to complete the project.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

N/A.

### **RECOMMENDATION**

At the direction of the Finance committee and their wishes to spend down the Trails and Parks cash on hand fund balance, and on the information presented, I respectfully recommend approval of the attached Resolution authorizing amending Resolution #23-163.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: February 15, 2023

RE: Memorandum of Performance for RFP No. 41-23 Roof Replacements at Burchfield Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contact for the purpose of providing reroofing services for various buildings at Burchfield Park.

The scope of work includes, but is not limited to, providing all labor, roofing materials according to specifications and necessary permits for the purpose of preparing the roof for the metal roof installation, notably disposing of existing roofing materials, repairing roofing boards as necessary, installing synthetic underlayment on entire roof deck, installing flashing where needed, installing new metal roofing, removing the old drip edge and installing new drip edge on the building eaves and rakes to match new roof color. In addition ensuring final clean-up of the site is completed, repairing or replacing all damage to turf, trees, or park facilities and sweep area for nails and other construction materials.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	75	15
Vendors responding	2	0

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Base Bid	Alternate #1	Total Bid	Option	What gauge of metal roofing are you quoting
			Consists of the Entrance Booth and the Gas Storage Shed		+/-	
KJP Roofing and Sheet Metal	No, Chesterfield, MI	\$32,650.00	\$7,350.00	\$40,000.00	-\$19,000 for asphalt shingles	26 G
C & I Building Maintenance	No, Sparta MI	\$49,399.00	\$10,604.00	\$60,003.00	+\$75.00 for 4x8 sheet - wood decking replacement	26 G

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #23-163 TO AUTHORIZE A LINE ITEM TRANSFER FOR THE CONTRACT WITH KJP ROOFING AND SHEET METAL FOR REROOFING SERVICES AT BURCHFIELD COUNTY PARK**

WHEREAS, Board of Commissioners Resolution #23-163 authorized entering into a contract with KJP Roofing and Sheet Metal for \$43,500 for providing reroofing services for various buildings at Burchfield County Park; and

WHEREAS, Resolution #23-163 identified that \$9,700 is available in line item 208-75200-976000-22P02 and \$33,800 is available in line item 228-75999-976000-20P21; and

WHEREAS, \$33,800 is not available in line item 228-75999-976000-20P21; and

WHEREAS, Ingham County Parks Department is requesting additional funding in the amount of \$33,800 from the Trails and Parks Millage fund balance; and

WHEREAS, a line item transfer is necessary in order to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending Resolution #23-163 to revise the funding sources:

- \$9,700 available in line item 208-75200-976000-22P02
- \$33,800 from the Trails and Parks Millage fund balance

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #23-163 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$33,800 from the Trails and Parks Millage fund balance into a line item and a project code to be assigned.

**TO:** Board of Commissioners Human Services & Finance Committees

**FROM:** Tim Morgan, Parks Director

**DATE:** April 18, 2023

**SUBJECT:** Resolution to amend Resolutions #22-394 and #23-027 to authorize an agreement with Landscape Structures Inc. for replacement of a portion of the Lake Lansing South County Park playground

For the meeting agenda of May 1, 2023 Human Services and May 3, 2023 Finance Committees

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**BACKGROUND**

Resolution #22-394 authorized an agreement with Penchura Recreation Products and Services for replacement of a portion of the Lake Lansing South County Park playground. Resolution #23-027 authorized a contract modification with Penchura Recreation Products and Services to comply with Ingham County's prevailing wage policy. Penchura Recreation Products and Services is the distributor and Landscape Structures, Inc is the manufacturer. It is necessary for the contract to be with the manufacturer.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

No financial impact.

**STRATEGIC PLANNING IMPACT**

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

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution amending Resolutions #22-394 and #23-027 to authorize an agreement with Landscape Structures Inc. for replacement of a portion of the Lake Lansing South County Park playground.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTIONS #22-394 AND #23-027 TO AUTHORIZE AN AGREEMENT WITH LANDSCAPE STRUCTURES INC. FOR REPLACEMENT OF A PORTION OF THE LAKE LANSING SOUTH COUNTY PARK PLAYGROUND**

WHEREAS, Resolution #22-394 authorized an agreement with Penchura Recreation Products and Services for the replacement of a portion of the Lake Lansing South County Park playground; and

WHEREAS, Resolution #23-027 authorized a contract modification with Penchura Recreation Products and Services to comply with Ingham County's prevailing wage policy; and

WHEREAS, Penchura Recreation Products and Services is the distributor and Landscape Structures, Inc. is the manufacturer; and

WHEREAS, it is necessary for the contract to be with the manufacturer.

THEREFORE BE IT RESOLVED, that Resolutions #22-394 and #23-027 are hereby amended to authorize a contract with Landscape Structures, Inc. for replacement of a portion of the playground at Lake Lansing South County Park.

BE IT FURTHER RESOLVED, that all other terms and conditions contained in Resolutions #22-394 and #23-027 remain in effect.

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 Trails and Parks Program Application



**Ingham County Parks**  
**Attn: Nicole Wallace: nwallace@ingham.org**  
**P.O. Box 178**  
**121 E. Maple Street, Suite 102**  
**Mason, MI 48854**

## Trails and Parks Program Application Release Date January 3, 2023

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm 5/1/23** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the December Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:	Boardwalk:	Bridge:	
Categories: <input type="checkbox"/> Blueway <input type="checkbox"/> Trail	<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk	<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project	
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds? No ___ Yes ___ If yes, what type of grant? _____ When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

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

Rank: 1, 2, 3, etc.:

**Town, Range, Section Numbers, and Latitude / Longitude of Site Location**

(Town):

(Range):

(Section):

(Latitude / Longitude of site entrance):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses.

**ROUND ALL \$\$ AMOUNTS TO THE NEAREST \$100.**

### EXPENSES

Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Wayfinding/Signage		
6-Contingency (20% of overall construction/engineering cost)		
7-Other		
<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

Please attached a detailed cost estimate for Project if applicable

### PROJECT TIMELINE

On a separate page, please include your estimated project timeline, including at a minimum: engineering, permitting, bidding, construction, other grant funding submittal and award, if applicable, and reimbursement.

### APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years. See attachment C concerning match.

<u>Local Contribution</u>	<u>Amount</u>	
	\$ _____	
<u>Other Grant Contributions</u>		
<u>Name of Grantor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Partner(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Donor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
<u>Name of Organization</u>	<u>Value</u>	<u>Description</u>
_____	\$ _____	_____
_____	\$ _____	_____
<u>Other</u>	<u>Amount</u>	
_____	\$ _____	
<b>Total Funding Provided by Applicant</b> (includes all non-millage funding) \$ _____		
<b>Millage Funds REQUESTED</b> (round to nearest 100) \$ _____		
(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% _____	<b>Match</b>

# Ingham County Trails and Parks Program Application

## **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

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## PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

### 1. Describe in detail any other available funders and partners.

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.*

### 2. Discuss how the project is improving regional connectivity.

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 (<http://cms3.revize.com/revize/inghamparks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf>) of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.*

## Ingham County Trails and Parks Program Application

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3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.*

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

## Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

6. Discuss how the project supports equitable opportunities.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access provides low cost transportation and recreation options for low income populations; is located in a high use area, is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

# Ingham County Trails and Parks Program Application

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**7. Maintenance Commitment & Plan**

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS & REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.
7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
No \_\_\_\_\_ Yes \_\_\_\_\_ Please submit documentation.

## CERTIFICATION

Signature of Applicant:

Date:

**ATTACHMENT A.**

**Ingham County Trails and Parks Millage  
Estimated Revenue by Municipality**

<b>Municipality</b>	<b>2014 – 2020 Estimated Revenue Total</b>	<b>Percent of total collected to date</b>
Alaiedon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
Bunkerhill Township	225,460	1.0%
Delhi Township	2,146,321	9.8%
Ingham Township (including Dansville)	218,277	1.0%
Lansing Township	832,831	3.8%
Leroy Township (including Webberville)	353,418	1.6%
Leslie Township	267,936	1.2%
Locke Township	212,190	1.0%
Meridian Township	4,895,257	22.3%
Onondaga Township	260,622	1.2%
Stockbridge Township	691,717	3.1%
Vevay Township	381,186	1.7%
Wheatfield Township	212,977	1.0%
White Oak Township	207,460	0.9%
Williamstown Township	681,392	3.1%
East Lansing (City)	2,608,155	11.9%
Lansing (City)	5,712,413	26.0%
Leslie (City)	102,877	0.5%
Mason (City)	641,118	2.9%
Williamston (City)	312,274	1.4%
<b>Total</b>	<b>21,980,980</b>	<b>100.0%</b>

Updated 1-26-21

\*Estimated revenue is actual revenue due to current year tax collections, Payments in Lieu of Taxes, Industrial Facilities Tax, Delinquent Personal Property Tax and adjustments to prior year taxable values proportioned each year by taxable value. This overstates the collections in municipalities with substantial Tax Increment Financing plans and understates the collections in other municipalities.

# Ingham County Trails and Parks Program Application

## **ATTACHMENT B.**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

### **RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS**

#### **RESOLUTION # 18 – 054**

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights -of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

**HUMAN SERVICES: Yeas:** Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert  
**Approved 02/05/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis  
**Nays:** None **Absent:** Koenig, Schafer **Approved 02/07/2018**

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT C.**

### **Match Requirement for Ingham County Trails & Parks Millage**

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.  
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

## ATTACHMENT D.

Table 18. New Trail Preferences

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

\* The highlighted corridors are shown on Figure 32.

# Ingham County Trails and Parks Program Application



**Ingham County Parks**  
**Attn: Nicole Wallace: nwallace@ingham.org**  
**P.O. Box 178**  
**121 E. Maple Street, Suite 102**  
**Mason, MI 48854**

## Trails and Parks Program Application Release Date January 3, 2023

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm 5/1/23** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the December Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:	Boardwalk:	Bridge:	
Categories: <input type="checkbox"/> Blueway <input type="checkbox"/> Trail	<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk	<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project	
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds? No ___ Yes ___ If yes, what type of grant? _____ When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

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

Rank: 1, 2, 3, etc.:

**Town, Range, Section Numbers, and Latitude / Longitude of Site Location**

(Town):

(Range):

(Section):

(Latitude / Longitude of site entrance):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses.

**ROUND ALL \$\$ AMOUNTS TO THE NEAREST \$100.**

### EXPENSES

Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Wayfinding/Signage		
6-Contingency (20% of overall construction/engineering cost)		
7-Other		
<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

Please attached a detailed cost estimate for Project if applicable

### PROJECT TIMELINE

On a separate page, please include your estimated project timeline, including at a minimum: engineering, permitting, bidding, construction, other grant funding submittal and award, if applicable, and reimbursement.

### APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years. See attachment C concerning match.

<u>Local Contribution</u>	<u>Amount</u>	
	\$ _____	
<u>Other Grant Contributions</u>		
<u>Name of Grantor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Partner(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Donor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
<u>Name of Organization</u>	<u>Value</u>	<u>Description</u>
_____	\$ _____	_____
_____	\$ _____	_____
<u>Other</u>	<u>Amount</u>	
_____	\$ _____	
<b>Total Funding Provided by Applicant</b> (includes all non-millage funding) \$ _____		
<b>Millage Funds REQUESTED</b> (round to nearest 100) \$ _____		
(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% _____	<b>Match</b> 88

# Ingham County Trails and Parks Program Application

## **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

---

## PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

1. Describe in detail any other available funders and partners.

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.*

2. Discuss how the project is improving regional connectivity.

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 (<http://cms3.revize.com/revize/inghamparks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf>) of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.*

## Ingham County Trails and Parks Program Application

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3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.*

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

## Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

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# Ingham County Trails and Parks Program Application

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## 7. Maintenance Commitment & Plan

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS & REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.
7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
No \_\_\_\_\_ Yes \_\_\_\_\_ Please submit documentation.

## CERTIFICATION

Signature of Applicant:

Date:

**ATTACHMENT A.**

**Ingham County Trails and Parks Millage  
Estimated Revenue by Municipality**

<b>Municipality</b>	<b>2014 – 2020 Estimated Revenue Total</b>	<b>Percent of total collected to date</b>
Alaiedon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
Bunkerhill Township	225,460	1.0%
Delhi Township	2,146,321	9.8%
Ingham Township (including Dansville)	218,277	1.0%
Lansing Township	832,831	3.8%
Leroy Township (including Webberville)	353,418	1.6%
Leslie Township	267,936	1.2%
Locke Township	212,190	1.0%
Meridian Township	4,895,257	22.3%
Onondaga Township	260,622	1.2%
Stockbridge Township	691,717	3.1%
Vevay Township	381,186	1.7%
Wheatfield Township	212,977	1.0%
White Oak Township	207,460	0.9%
Williamstown Township	681,392	3.1%
East Lansing (City)	2,608,155	11.9%
Lansing (City)	5,712,413	26.0%
Leslie (City)	102,877	0.5%
Mason (City)	641,118	2.9%
Williamston (City)	312,274	1.4%
<b>Total</b>	<b>21,980,980</b>	<b>100.0%</b>

Updated 1-26-21

\*Estimated revenue is actual revenue due to current year tax collections, Payments in Lieu of Taxes, Industrial Facilities Tax, Delinquent Personal Property Tax and adjustments to prior year taxable values proportioned each year by taxable value. This overstates the collections in municipalities with substantial Tax Increment Financing plans and understates the collections in other municipalities.

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT B.**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

### **RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS**

#### **RESOLUTION # 18 – 054**

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights -of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

**HUMAN SERVICES: Yeas:** Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert  
**Approved 02/05/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis  
**Nays:** None **Absent:** Koenig, Schafer **Approved 02/07/2018**

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT C.**

### **Match Requirement for Ingham County Trails & Parks Millage**

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.  
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

## ATTACHMENT D.

Table 18. New Trail Preferences

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

\* The highlighted corridors are shown on Figure 32.

# Ingham County Trails and Parks Program Application



**Ingham County Parks**  
**Attn: Nicole Wallace: nwallace@ingham.org**  
**P.O. Box 178**  
**121 E. Maple Street, Suite 102**  
**Mason, MI 48854**

## Trails and Parks Program Application Release Date January 3, 2023

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm 5/1/23** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the December Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:		Boardwalk:	Bridge:
Categories: <input type="checkbox"/> Blueway <input type="checkbox"/> Trail		<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk	<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds? No ___ Yes ___ If yes, what type of grant? _____ When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

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

Rank: 1, 2, 3, etc.:

**Town, Range, Section Numbers, and Latitude / Longitude of Site Location**

(Town):

(Range):

(Section):

(Latitude / Longitude of site entrance):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses.

**ROUND ALL \$\$ AMOUNTS TO THE NEAREST \$100.**

### EXPENSES

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7-Other		
<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

Please attached a detailed cost estimate for Project if applicable

### PROJECT TIMELINE

On a separate page, please include your estimated project timeline, including at a minimum: engineering, permitting, bidding, construction, other grant funding submittal and award, if applicable, and reimbursement.

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_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
<u>Name of Organization</u>	<u>Value</u>	<u>Description</u>
_____	\$ _____	_____
_____	\$ _____	_____
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<b>Total Funding Provided by Applicant</b> (includes all non-millage funding) \$ _____		
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(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% _____	<b>Match</b>

# Ingham County Trails and Parks Program Application

## **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

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## Ingham County Trails and Parks Program Application

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## Ingham County Trails and Parks Program Application

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## Ingham County Trails and Parks Program Application

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# Ingham County Trails and Parks Program Application

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3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.
7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
 No \_\_\_\_\_ Yes \_\_\_\_\_  
 If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
 No \_\_\_\_\_ Yes \_\_\_\_\_ Please submit documentation.

## CERTIFICATION

Signature of Applicant:

Date:

**ATTACHMENT A.**

**Ingham County Trails and Parks Millage  
Estimated Revenue by Municipality**

<b>Municipality</b>	<b>2014 – 2020 Estimated Revenue Total</b>	<b>Percent of total collected to date</b>
Alaiedon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
Bunkerhill Township	225,460	1.0%
Delhi Township	2,146,321	9.8%
Ingham Township (including Dansville)	218,277	1.0%
Lansing Township	832,831	3.8%
Leroy Township (including Webberville)	353,418	1.6%
Leslie Township	267,936	1.2%
Locke Township	212,190	1.0%
Meridian Township	4,895,257	22.3%
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East Lansing (City)	2,608,155	11.9%
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Mason (City)	641,118	2.9%
Williamston (City)	312,274	1.4%
<b>Total</b>	<b>21,980,980</b>	<b>100.0%</b>

Updated 1-26-21

\*Estimated revenue is actual revenue due to current year tax collections, Payments in Lieu of Taxes, Industrial Facilities Tax, Delinquent Personal Property Tax and adjustments to prior year taxable values proportioned each year by taxable value. This overstates the collections in municipalities with substantial Tax Increment Financing plans and understates the collections in other municipalities.

# Ingham County Trails and Parks Program Application

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## ATTACHMENT B.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

### RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

#### RESOLUTION # 18 – 054

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights -of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

**HUMAN SERVICES: Yeas:** Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert  
**Approved 02/05/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis  
**Nays:** None **Absent:** Koenig, Schafer **Approved 02/07/2018**

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT C.**

### **Match Requirement for Ingham County Trails & Parks Millage**

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

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Applications for other grants are not considered a secure match source
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- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

## ATTACHMENT D.

Table 18. New Trail Preferences

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

\* The highlighted corridors are shown on Figure 32.

# Ingham County Trails and Parks Program Application



**Ingham County Parks**  
**Attn: Nicole Wallace: nwallace@ingham.org**  
**P.O. Box 178**  
**121 E. Maple Street, Suite 102**  
**Mason, MI 48854**

## Trails and Parks Program Application Release Date January 3, 2023

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm 5/1/23** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the December Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:	Boardwalk:	Bridge:	
Categories: <input type="checkbox"/> Blueway <input type="checkbox"/> Trail	<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk	<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project	
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds? No ___ Yes ___ If yes, what type of grant? _____ When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

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

Rank: 1, 2, 3, etc.:

**Town, Range, Section Numbers, and Latitude / Longitude of Site Location**

(Town):

(Range):

(Section):

(Latitude / Longitude of site entrance):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses.

**ROUND ALL \$\$ AMOUNTS TO THE NEAREST \$100.**

### EXPENSES

Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Wayfinding/Signage		
6-Contingency (20% of overall construction/engineering cost)		
7-Other		
<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

Please attached a detailed cost estimate for Project if applicable

### PROJECT TIMELINE

On a separate page, please include your estimated project timeline, including at a minimum: engineering, permitting, bidding, construction, other grant funding submittal and award, if applicable, and reimbursement.

### APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years. See attachment C concerning match.

<u>Local Contribution</u>	<u>Amount</u>	
	\$ _____	
<u>Other Grant Contributions</u>		
<u>Name of Grantor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Partner(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Donor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
<u>Name of Organization</u>	<u>Value</u>	<u>Description</u>
_____	\$ _____	_____
_____	\$ _____	_____
<u>Other</u>	<u>Amount</u>	
_____	\$ _____	
<b>Total Funding Provided by Applicant</b> (includes all non-millage funding) \$ _____		
<b>Millage Funds REQUESTED</b> (round to nearest 100) \$ _____		
(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% _____	<b>Match</b>

# Ingham County Trails and Parks Program Application

## **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

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## PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

### 1. Describe in detail any other available funders and partners.

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.*

### 2. Discuss how the project is improving regional connectivity.

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 (<http://cms3.revize.com/revize/inghamparks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf>) of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.*

## Ingham County Trails and Parks Program Application

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3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.*

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

## Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

6. Discuss how the project supports equitable opportunities.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access provides low cost transportation and recreation options for low income populations; is located in a high use area, is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

## Ingham County Trails and Parks Program Application

### 7. Maintenance Commitment & Plan

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS & REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
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7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
 No \_\_\_\_\_ Yes \_\_\_\_\_  
 If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
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## CERTIFICATION

Signature of Applicant:

Date:

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# Ingham County Trails and Parks Program Application

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Introduced by the Human Services and Finance Committees of the:

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### **RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS**

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**Approved 02/05/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis  
**Nays:** None **Absent:** Koenig, Schafer **Approved 02/07/2018**

# Ingham County Trails and Parks Program Application

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Hayhoe Trail to Vevay Twp. Hall	C	1	0	1	0	20	1	23	16	39
Holt RAM Trail Extension East	I	1	0	0	3	0	0	4	33	37
Meridian Township to Webberville	K	0	5	0	0	0	2	7	22	29
North-South artery along Onondaga Rd.	D	0	0	0	0	1	0	1	17	18
Mason west to Eaton County	G	0	0	0	3	1	0	4	11	15
Southwest connector to Eaton and Jackson counties	A	0	0	0	0	1	0	1	13	14
Mason East to M-52	F	0	0	1	0	4	0	5	7	12
M-52 connection -Stockbridge to Webberville	E	0	0	1	0	0	1	2	6	8
Bellevue Rd. Connection -Leslie to Eaton County	B	0	0	0	0	1	0	1	5	6
M-52 connection -Webberville to Shiawassee County	L	0	0	0	0	0	0	0	1	1

\* The highlighted corridors are shown on Figure 32.

# Ingham County Trails and Parks Program Application



**Ingham County Parks**  
**Attn: Nicole Wallace: nwallace@ingham.org**  
**P.O. Box 178**  
**121 E. Maple Street, Suite 102**  
**Mason, MI 48854**

## Trails and Parks Program Application Release Date January 3, 2023

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm 5/1/23** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the December Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:	Boardwalk:	Bridge:	
Categories: <input type="checkbox"/> Blueway <input type="checkbox"/> Trail	<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk	<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project	
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds? No ___ Yes ___ If yes, what type of grant? _____ When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

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

Rank: 1, 2, 3, etc.:

**Town, Range, Section Numbers, and Latitude / Longitude of Site Location**

(Town):

(Range):

(Section):

(Latitude / Longitude of site entrance):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses.

**ROUND ALL \$\$ AMOUNTS TO THE NEAREST \$100.**

### EXPENSES

Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Wayfinding/Signage		
6-Contingency (20% of overall construction/engineering cost)		
7-Other		
<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

Please attached a detailed cost estimate for Project if applicable

### PROJECT TIMELINE

On a separate page, please include your estimated project timeline, including at a minimum: engineering, permitting, bidding, construction, other grant funding submittal and award, if applicable, and reimbursement.

### APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years. See attachment C concerning match.

<u>Local Contribution</u>	<u>Amount</u>	
	\$ _____	
<u>Other Grant Contributions</u>		
<u>Name of Grantor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Partner(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>Name of Donor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
<u>Name of Organization</u>	<u>Value</u>	<u>Description</u>
_____	\$ _____	_____
_____	\$ _____	_____
<u>Other</u>	<u>Amount</u>	
_____	\$ _____	
<b>Total Funding Provided by Applicant</b> (includes all non-millage funding) \$ _____		
<b>Millage Funds REQUESTED</b> (round to nearest 100) \$ _____		
(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% _____	<b>Match</b>

# Ingham County Trails and Parks Program Application

## **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

---

## PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

### 1. Describe in detail any other available funders and partners.

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.*

### 2. Discuss how the project is improving regional connectivity.

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 (<http://cms3.revize.com/revize/inghamparks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf>) of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.*

## Ingham County Trails and Parks Program Application

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3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.*

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

## Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

6. Discuss how the project supports equitable opportunities.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access provides low cost transportation and recreation options for low income populations; is located in a high use area, is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

## Ingham County Trails and Parks Program Application

### 7. Maintenance Commitment & Plan

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS & REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.
7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
 No \_\_\_\_\_ Yes \_\_\_\_\_  
 If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
 No \_\_\_\_\_ Yes \_\_\_\_\_ Please submit documentation.

## CERTIFICATION

Signature of Applicant:

Date:

**ATTACHMENT A.**

**Ingham County Trails and Parks Millage  
Estimated Revenue by Municipality**

<b>Municipality</b>	<b>2014 – 2020 Estimated Revenue Total</b>	<b>Percent of total collected to date</b>
Alaiedon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
Bunkerhill Township	225,460	1.0%
Delhi Township	2,146,321	9.8%
Ingham Township (including Dansville)	218,277	1.0%
Lansing Township	832,831	3.8%
Leroy Township (including Webberville)	353,418	1.6%
Leslie Township	267,936	1.2%
Locke Township	212,190	1.0%
Meridian Township	4,895,257	22.3%
Onondaga Township	260,622	1.2%
Stockbridge Township	691,717	3.1%
Vevay Township	381,186	1.7%
Wheatfield Township	212,977	1.0%
White Oak Township	207,460	0.9%
Williamstown Township	681,392	3.1%
East Lansing (City)	2,608,155	11.9%
Lansing (City)	5,712,413	26.0%
Leslie (City)	102,877	0.5%
Mason (City)	641,118	2.9%
Williamston (City)	312,274	1.4%
<b>Total</b>	<b>21,980,980</b>	<b>100.0%</b>

Updated 1-26-21

\*Estimated revenue is actual revenue due to current year tax collections, Payments in Lieu of Taxes, Industrial Facilities Tax, Delinquent Personal Property Tax and adjustments to prior year taxable values proportioned each year by taxable value. This overstates the collections in municipalities with substantial Tax Increment Financing plans and understates the collections in other municipalities.

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT B.**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

### **RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS**

#### **RESOLUTION # 18 – 054**

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights -of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

**HUMAN SERVICES: Yeas:** Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert  
**Approved 02/05/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis  
**Nays:** None **Absent:** Koenig, Schafer **Approved 02/07/2018**

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT C.**

### **Match Requirement for Ingham County Trails & Parks Millage**

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.  
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

## ATTACHMENT D.

Table 18. New Trail Preferences

New Trail Preferences	Highlighted Corridor*	South Lansing/Delhi Township	Meridian Township	East Lansing	North Lansing	Mason/Leslie/Dansville/Stockbridge	Williamston/Webberville	Total	Online Survey	Combined Total
MSU to Lake Lansing Parks	M	10	19	12	7	3	1	52	126	178
Holt to Mason	J	14	6	6	4	34	2	66	65	131
Lansing River Trail North Extension	P	3	0	3	0	0	0	6	89	95
Lansing River Trail South Extension	Q	2	0	0	0	0	0	2	92	94
Lansing River Trail to Northern Tier Trail	N	0	0	3	1	0	0	4	87	91
Lansing River Trail to Clinton County	O	0	0	0	0	0	0	0	74	74
Red Cedar Water Trail	R	1	12	6	1	0	11	31	44	75
RAM Trail to Burchfield Park	H	10	0	1	6	0	1	18	53	71
Grand River Water Trail	S	2	0	0	0	0	1	3	43	46
Hayhoe Trail to Vevay Twp. Hall	C	1	0	1	0	20	1	23	16	39
Holt RAM Trail Extension East	I	1	0	0	3	0	0	4	33	37
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M-52 connection -Webberville to Shiawassee County	L	0	0	0	0	0	0	0	1	1

\* The highlighted corridors are shown on Figure 32.

# Ingham County Trails and Parks Program Application



**Ingham County Parks**  
**Attn: Nicole Wallace: nwallace@ingham.org**  
**P.O. Box 178**  
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## Trails and Parks Program Application Release Date January 3, 2023

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Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

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PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:		Boardwalk:	Bridge:
Categories: <input type="checkbox"/> Blueway <input type="checkbox"/> Trail		<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk	<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project
<input type="checkbox"/> Is this request a grant for a municipality contributing less than 5% of total county millage revenue collected to date? See Attachment A.			
Are you applying for other grant funds? No ___ Yes ___ If yes, what type of grant? _____ When will the grant be submitted / awarded? _____			

# Ingham County Trails and Parks Program Application

Select type of project (select all that apply):

Rehab/repair       New

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

Rank: 1, 2, 3, etc.:

**Town, Range, Section Numbers, and Latitude / Longitude of Site Location**

(Town):

(Range):

(Section):

(Latitude / Longitude of site entrance):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET/PROJECT TIMELINE

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<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

Please attached a detailed cost estimate for Project if applicable

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_____	\$ _____	
_____	\$ _____	
<u>Name of Donor(s)</u>		
_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
<u>Name of Organization</u>	<u>Value</u>	<u>Description</u>
_____	\$ _____	_____
_____	\$ _____	_____
<u>Other</u>	<u>Amount</u>	
_____	\$ _____	
<b>Total Funding Provided by Applicant</b> (includes all non-millage funding) \$ _____		
<b>Millage Funds REQUESTED</b> (round to nearest 100) \$ _____		
(This amount (Millage Funds Request) plus the Total Funding Provided by Applicant must equal Total Project Expenses)		
<b>Total % of matching Funds</b> (millage requested /total project)	% _____	<b>Match</b>

# Ingham County Trails and Parks Program Application

## **DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)**

*Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

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## PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

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## Ingham County Trails and Parks Program Application

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3. Describe how the project responds to public demand and has public support.

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.*

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality- MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

## Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.*

6. Discuss how the project supports equitable opportunities.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access provides low cost transportation and recreation options for low income populations; is located in a high use area, is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

## Ingham County Trails and Parks Program Application

### 7. Maintenance Commitment & Plan

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS & REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.
7. Is the project in the road right of way or is it near or adjacent to a County Drain?  
No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, have discussions been entered into with the Road Department and Drain Commission? This is a requirement.  
No \_\_\_\_\_ Yes \_\_\_\_\_ Please submit documentation.

## CERTIFICATION

Signature of Applicant:

Date:

**ATTACHMENT A.**

**Ingham County Trails and Parks Millage  
Estimated Revenue by Municipality**

<b>Municipality</b>	<b>2014 – 2020 Estimated Revenue Total</b>	<b>Percent of total collected to date</b>
Alaiedon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
Bunkerhill Township	225,460	1.0%
Delhi Township	2,146,321	9.8%
Ingham Township (including Dansville)	218,277	1.0%
Lansing Township	832,831	3.8%
Leroy Township (including Webberville)	353,418	1.6%
Leslie Township	267,936	1.2%
Locke Township	212,190	1.0%
Meridian Township	4,895,257	22.3%
Onondaga Township	260,622	1.2%
Stockbridge Township	691,717	3.1%
Vevay Township	381,186	1.7%
Wheatfield Township	212,977	1.0%
White Oak Township	207,460	0.9%
Williamstown Township	681,392	3.1%
East Lansing (City)	2,608,155	11.9%
Lansing (City)	5,712,413	26.0%
Leslie (City)	102,877	0.5%
Mason (City)	641,118	2.9%
Williamston (City)	312,274	1.4%
<b>Total</b>	<b>21,980,980</b>	<b>100.0%</b>

Updated 1-26-21

\*Estimated revenue is actual revenue due to current year tax collections, Payments in Lieu of Taxes, Industrial Facilities Tax, Delinquent Personal Property Tax and adjustments to prior year taxable values proportioned each year by taxable value. This overstates the collections in municipalities with substantial Tax Increment Financing plans and understates the collections in other municipalities.

# Ingham County Trails and Parks Program Application

## **ATTACHMENT B.**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

### **RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS**

#### **RESOLUTION # 18 – 054**

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights -of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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

**HUMAN SERVICES: Yeas:** Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert  
**Approved 02/05/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis  
**Nays:** None **Absent:** Koenig, Schafer **Approved 02/07/2018**

# Ingham County Trails and Parks Program Application

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## **ATTACHMENT C.**

### **Match Requirement for Ingham County Trails & Parks Millage**

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.  
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

## ATTACHMENT D.

Table 18. New Trail Preferences

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

\* The highlighted corridors are shown on Figure 32.

**From:** Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)>

**Sent:** Wednesday, May 3, 2023 10:45 AM

**To:** Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)>

**Cc:** Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)>; Christopher Wascher <[CWascher@ingham.org](mailto:CWascher@ingham.org)>; Timothy Morgan <[TMorgan@ingham.org](mailto:TMorgan@ingham.org)>

**Subject:** Re: From: Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)> Sent: Tuesday, April 25, 2023 1:41 PM To: Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)> Subject: Donation Question Dear Brian, Kim at Friends of Ingham County Parks gave me your email address. I live in

This is just wonderful. Thank you very much for accommodating my request and following through. My mom was very touched by the gift and you helped make her 75th birthday extra special.

It's 60 degrees and partly sunny in Arlington today (cool for the DC area in May). Below are photos I've taken in the last week of things that are in bloom here.

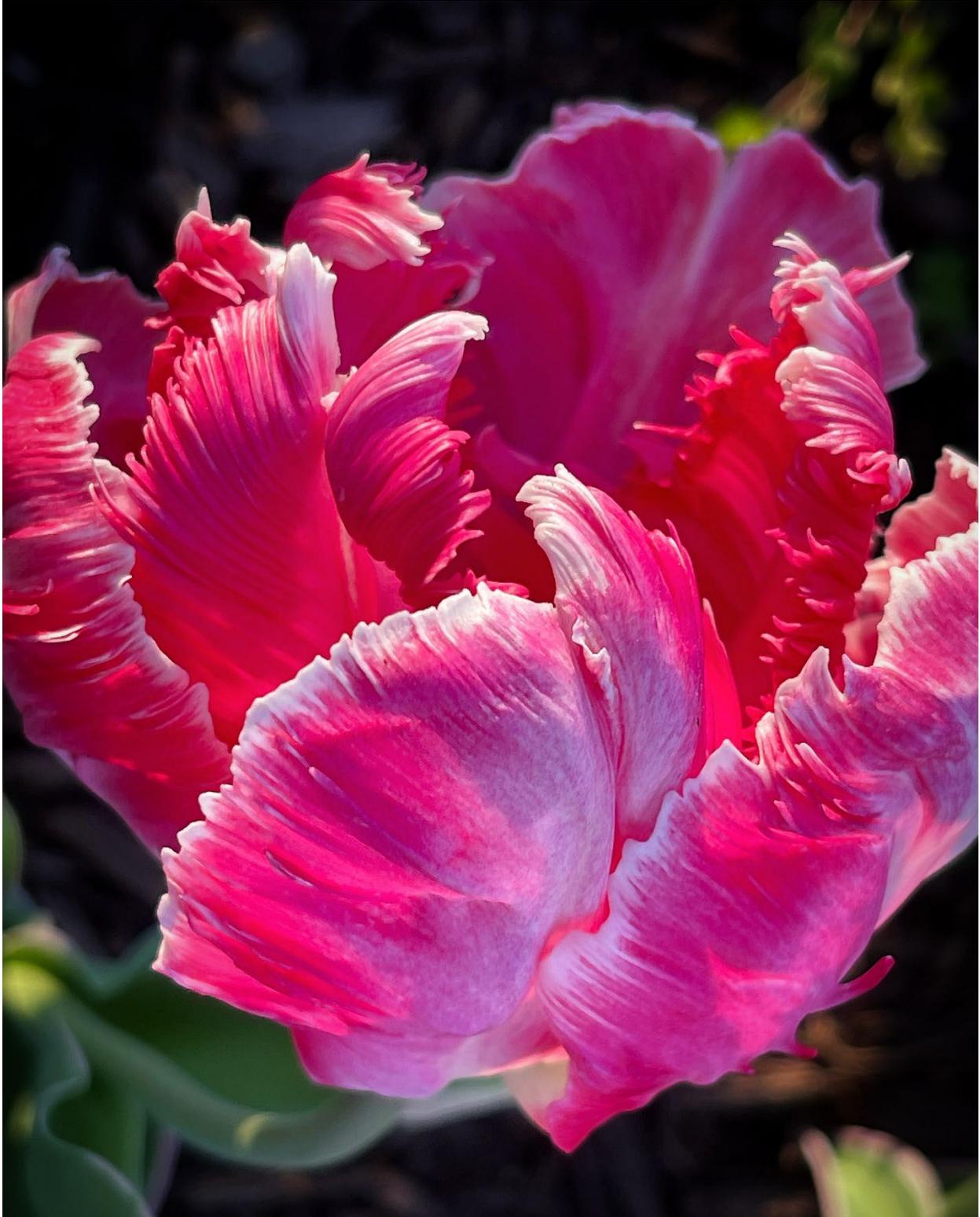
Thank you again,  
Betsy















On Wed, May 3, 2023 at 9:47 AM Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)> wrote:  
Good morning Betsy,

I was able to purchase 6 - 3ft lilac bushes and 2 butterfly bushes with your donation. We have most of them planted at Burchfield/Riverbend area and should have the remaining bushes and plants in the ground by the end of this week. I'm sending a few pictures. They will be mulched and watered throughout the summer to give them a boost until they adjust to their new home. I'll also send pictures once they are in full bloom too. Thank you again for your generous donation. I know we will have some wonderful comments when people see them in bloom and can enjoy the color and scent the lilacs will be sure to bring every spring.

Thank you,

**Tim Buckley**, CPRP, CTA

Park Manager III

Ingham County Parks Dept.

[121 E. Maple St.](#)

[Mason, MI 48854](#)

Phone: (517) 676-2233 x7995

Fax: (517) 244-7190

E-mail: [TBuckley@ingham.org](mailto:TBuckley@ingham.org)

---

**From:** Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)>  
**Sent:** Thursday, April 27, 2023 12:48 PM  
**To:** Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)>

**Cc:** Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)>; Christopher Wascher <[CWascher@ingham.org](mailto:CWascher@ingham.org)>; Coe Emens

<[CEmens@ingham.org](mailto:CEmens@ingham.org)>

**Subject:** Re: From: Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)> Sent: Tuesday, April 25, 2023 1:41 PM To: Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)> Subject: Donation Question Dear Brian, Kim at Friends of Ingham County Parks gave me your email address. I live in

Thank you for your kind words Betsy. We'll purchase bushes and plants first of next week. I'll be touch soon.

Have a great day!

It is sunny and 60s here in Holt, MI today 😊

Best,

**Tim Buckley**, CPRP, CTA

Park Manager III

Ingham County Parks Dept.

[121 E. Maple St.](#)

[Mason, MI 48854](#)

Phone: (517) 676-2233 x7995

Fax: (517) 244-7190

E-mail: [Tbuckley@ingham.org](mailto:Tbuckley@ingham.org)

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**From:** Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)>

**Sent:** Thursday, April 27, 2023 11:32 AM

**To:** Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)>

**Cc:** Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)>; Christopher Wascher <[CWascher@ingham.org](mailto:CWascher@ingham.org)>; Coe Emens <[CEmens@ingham.org](mailto:CEmens@ingham.org)>

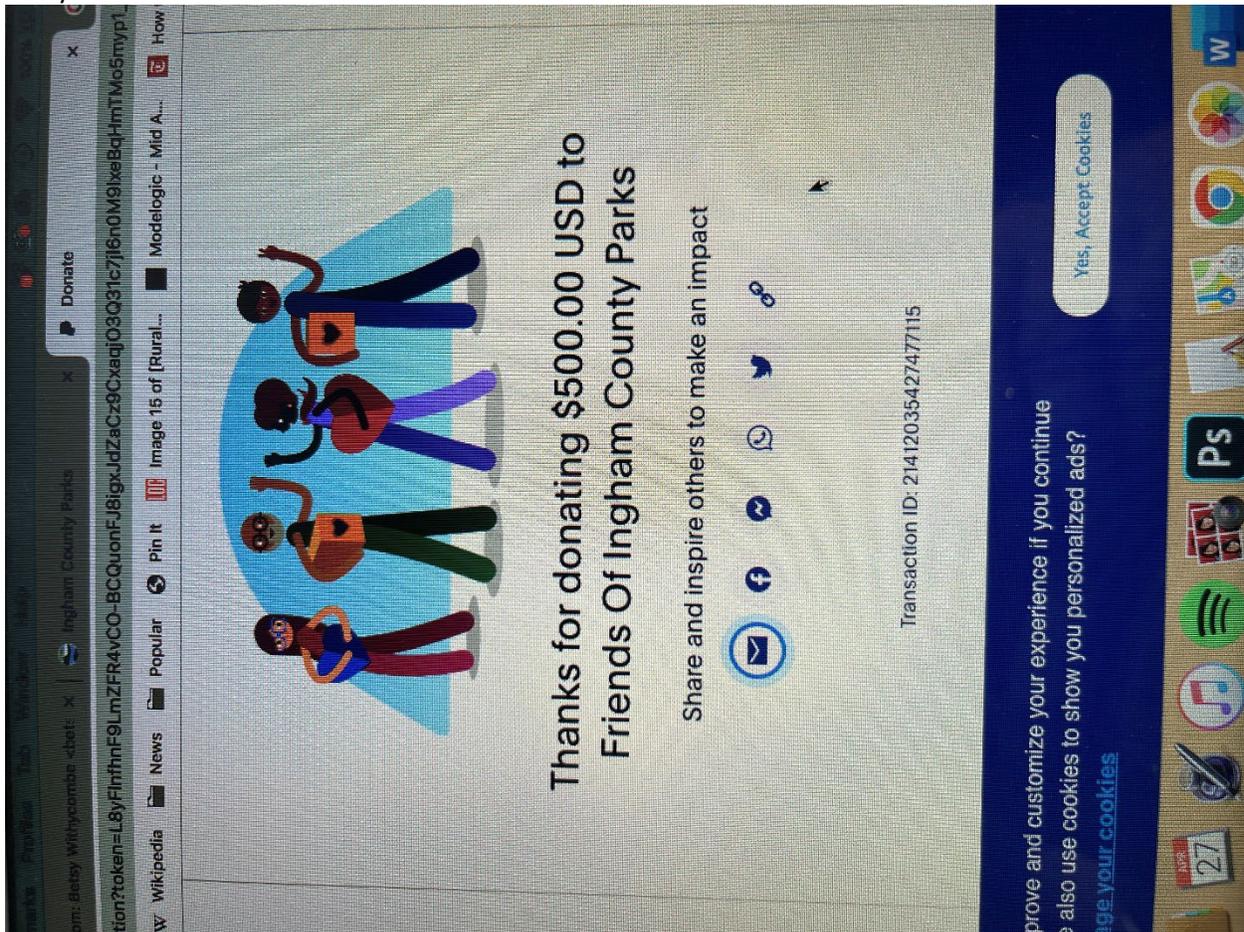
**Subject:** Re: From: Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)> Sent: Tuesday, April 25, 2023

1:41 PM To: Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)> Subject: Donation Question Dear Brian, Kim at Friends of Ingham County Parks gave me your email address. I live in

Good Morning!

Best news I'll hear today! Thank you for facilitating this, Tim. My donation has been made see screenshot). Though I've been in the DC area for 37 years, I grew up in East Lansing, and it pleases me to find the kindness of people is still there after all these years.

Best regards,  
Betsy



On Thu, Apr 27, 2023 at 11:16 AM Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)> wrote:  
Hello, Betsy,

You may donate online or mail a check to our park office if you like. The Friends online donation tab can be found by following this link:

[https://parks.ingham.org/friends\\_of\\_ingham\\_county/index.php#:~:text=The%20Friends%20of%20Ingham%20County,used%20to%20their%20greatest%20advantage.](https://parks.ingham.org/friends_of_ingham_county/index.php#:~:text=The%20Friends%20of%20Ingham%20County,used%20to%20their%20greatest%20advantage.)

## Ingham County Parks

Ingham County Parks

[parks.ingham.org](http://parks.ingham.org)

If you would like to mail a check (made out to Friends of Ingham County Parks)our park address is:

Ingham County Parks Dept

[121 E. Maple St.](#)

P.O. BOX 178

Mason, MI 48854

Please reference **Burchfield Park/Riverbend Natural Area Lilac Bushes** on you check or add that description to the online donation. As soon as the Friends group notifies me of your donation, we will get started! I'll send pictures of the lilacs and perennials to you once they are in the ground 😊

Thank you for your kind donation in advance. Let me know if you have any other questions.

Best,

**Tim Buckley**, CPRP, CTA

Park Manager III

Ingham County Parks Dept.

[121 E. Maple St.](#)

[Mason, MI 48854](#)

Phone: (517) 676-2233 x7995

Fax: (517) 244-7190

E-mail: [Tbuckley@ingham.org](mailto:Tbuckley@ingham.org)

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**From:** Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)>

**Sent:** Wednesday, April 26, 2023 12:36 PM

**To:** Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)>

**Cc:** Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)>; Christopher Wascher <[CWascher@ingham.org](mailto:CWascher@ingham.org)>; Coe Emens <[CEmens@ingham.org](mailto:CEmens@ingham.org)>

**Subject:** Re: From: Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)> Sent: Tuesday, April 25, 2023 1:41 PM To: Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)> Subject: Donation Question Dear Brian, Kim at Friends of Ingham County Parks gave me your email address. I live in

Dear Tim,

Thank you for your prompt response. Riverbend Natural Area has meant a lot to my mom and giving her a gift that benefits that area is perfect.

I love the idea of lilac bushes and/or perennials. I'd like to give you \$500.00 in honor of my mom, Dr. Nancy Lorris, on the occasion of her 75th birthday.

I can pay online or phone via credit card or can mail a check — whatever works best for you.

Best regards,  
Betsy

On Wed, Apr 26, 2023 at 12:01 PM Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)> wrote:  
Good afternoon, Betsy,

I'm the park manager at Burchfield Park that includes Riverbend Natural Area. Brian Collins forwarded me your email about a possible donation to Ingham County Parks through our Friends Group. We would be happy to work with you on a donation for something other than a dedicated bench or tree. In the past, we have planted smaller bushes or perennial flowers in our flowerbeds. We could also split the donation between Lake Lansing and Burchfield Park locations for the plantings as an option. At Burchfield, we are in need of Lilac bushes and perennial plantings. Please let me know if this is an option you are interested in for your mother's birthday gift. Thanks for your time.

Kind regards,

**Tim Buckley**, CPRP, CTA

Park Manager III

Ingham County Parks Dept.

[121 E. Maple St.](#)

[Mason, MI 48854](#)

Phone: (517) 676-2233 x7995

Fax: (517) 244-7190

E-mail: [Tbuckley@ingham.org](mailto:Tbuckley@ingham.org)

**From:** Betsy Withycombe <[betsywithycombe@gmail.com](mailto:betsywithycombe@gmail.com)>

**Sent:** Tuesday, April 25, 2023 1:41 PM

**To:** Brian Collins <[BCollins@ingham.org](mailto:BCollins@ingham.org)>

**Subject:** Donation Question

Dear Brian,

Kim at Friends of Ingham County Parks gave me your email address.

I live in the Washington, DC area and I am trying to purchase a 75th birthday present for my mother. She has compromised health and has not yet been able to return to a regular life (due to Covid). She very much enjoys sitting near the Lake Lansing boat launch area and walking in Riverbend Park to see the Trillium.

I note that you have a bench program and a tree program. Both of those programs are more costly than the \$500 I had budgeted for this gift. Do you have other options which are not advertised on your website?

Thank you,  
Betsy