

AGENDA

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

The packet is available on-line by going to bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, February 12, 2024

Monday, February 12, 2024

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 January 8, 2023 regular meeting will be considered - [Page 3](#)
4. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **CONSIDERATION OF CONSENT AGENDA ** (See below)**
7. **INFORMATIONAL**
 - A. Lake Lansing SAD email - [Page 6](#)
 - B. Park Commission schedule - [Page 7](#)
8. **DISCUSSION ITEMS**
 - A. Alaiedon Millage scope change - [Page 8](#)
 - B. Meridian Township millage fund request – [Page 9](#)
 - C. City of Lansing millage fund request – [Page 12](#)
 - D. Millage comprehensive planning next steps
 - E. Day camp to nature programming
9. **ACTION ITEMS/Staff Review Summary - [Page 14](#)**
 - A. Day camp to nature programming - [Page 15](#)
 - B. Vermont Systems, Inc. renewal – [Page 16](#)
 - C. Policy for supplemental requests for Trails and Parks Millage projects-[Pg 21](#)
10. **ADMINISTRATIVE REPORTS**
 - A. Park Managers - [Page 25](#)
 - B. Administrative Office - [Page 29](#)
 - C. Financial Report - [Page 30](#)

- D. Millage Coordinator Report - [Page 32](#)
- E. FLRT Trail Ambassador Report - [Pg 56](#)

11. Board/Staff Comments

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

13. Correspondence and Citizen Comment – [Page 57](#)

- A. Cross country ski and ski skate email
- B. Kayak trailer email

14. Upcoming Meetings

- A. Date: March 11, 2024; 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.

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, Nickolas Lentz

**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.

**MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
January 8, 2024**

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, Nickolas Lentz, Matthew Ferguson, Bret Marr, Steve James

Absent: Commissioner Trubac

Also Present: Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Coordinator Natalie Trotter, Tanya Moore (Spicer Group) John Lazet (Vevay Township), Keith Creagh (Williamston Township), Travis Halsted (Village of Dansville), John Bollman (Rotary)

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

Election of 2024 Officers: **Moved by Mr. Pratt; Supported by Commissioner Pawar** that Cherry Hamrick be nominated to serve as the Chair of the Ingham County Parks & Recreation Commission. **Yes-9; No-0. MOTION CARRIED.**

Moved by Mr. Pratt; Supported by Commissioner Pawar that Stephanie Thomas be nominated to serve as Vice-Chair of the Ingham County Parks & Recreation Commission. **Yes-9; No-0. MOTION CARRIED.**

Moved by Mr. Pratt; Supported by Commissioner Pawar that Steve James be nominated to serve as Secretary of the Ingham County Parks & Recreation Commission. **Yes-9; No-0. MOTION CARRIED.**

Minutes: **Moved by Mr. Ferguson and Supported by Commissioner Pawar** to approve the December 11, 2023 minutes of the regular meeting as written: **Yes-9; No-0. MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #10B: Park Managers Reports

Moved by Mr. Marr and Supported by Mr. Lentz to approve late items. **Yes-9; No-0. MOTION CARRIED.**

DISCUSSION ITEMS

Zero Turn Mowers

Deputy Director Collins stated that this year's CIP item we requested two electric zero turn lawn mowers and after speaking with a lot of park professionals he is finding that the success rate of commercial battery mowers is just not there yet. Mr. Collins stated that the Parks Department is requesting to switch the request from 2 electric mowers to 3 gas powered zero turn mowers. Mr. Collins stated that no additional funds would be required.

Commissioner Pawar asked if this was a national issue.

Mr. Collins stated that it is more of a park or commercial setting where someone is mowing 6-8 hours per day as opposed to a back yard setting.

Commissioner Pawar asked if there is any talk of a game plan as to when they will be more advanced.

Mr. Collins stated that he spoke to many on the MMRMA committee that have demo units and they have found that if the grass is too long the battery life goes down and the replacement for batteries is about \$17,000-\$20,000.

Mr. Lentz asked about how many more mowers would be needed and if these would be replacing old units.

Mr. Collins stated that these would be replacing old units. Mr. Collins that the two are budgeted for Lake Lansing and Hawk Island, however Burchfields mower getting old as well. Mr. Collins stated with the budgeted \$110,000 we would be replacing all three.

Commissioner Pawar asked how the repair costs differentiate between gas and electric besides the battery.

Mr. Collins that he is unsure since the Parks have not owned a battery mower to date.

Commissioner Pawar inquired about the life of a non-electric mower.

Mr. Collins stated 4-5 years.

Trails and Parks Millage scoring review/discussion for next steps for round 8/Policy for supplemental requests for Trails and Parks Millage projects

Tanya Moore (Spicer Group) stated that she relooked at and corrected the scoring sheets from the last meeting.

Commissioner Pawar stated that she discussed with Jared Cypher, Tim Morgan and Natalie Trotter about having a process moving forward that should be a standard policy review on how the grant money is distributed. Commissioner Pawar would like to have the communities input on the comprehensive policy before putting down something for the supplemental policy.

Natalie Trotter stated that Tanya Moore and she are planning on meeting with stakeholders in February or March for the comprehensive plan and as discussed with Commissioner Pawar, Jared Cypher and Tim Morgan to develop a leadership group to move forward with the millage so we will have an updated, stronger plan moving forward.

Commissioner Pawar stated that she talked to Jared Cypher on the comprehensive portion not the policy portion. Commissioner Pawar stated that there should be no need for a supplement policy if the rules are clear in the beginning and that there should be a process set and followed. Chair Hamrick asked what the next steps are.

Natalie Trotter asked if the Park Commission was okay with creating a comprehensive policy with the input of the Park Commission, Board of Commissioners, Stakeholders and putting the policy on hold.

Mr. Triplett asked that due to all of the projects still going on the need for supplemental requests seems fairly high, what if a request is received during this process?

Commissioner Pawar stated that requests can still be sent in for review and can be discussed at a park commission meeting to see if everyone is in agreement. Ms. Pawar also stated that the comprehensive report is about round 8 and moving forward, not anything prior to. Ms. Pawar stated she would like to direct staff and Controller Cypher to come up with better wording to #4 of the policy in order to keep communities competitive.

Tanya Moore stated that maybe rewording #4 to say: if original project had less than a 10% match, a minimum of 10% would be required.

Commissioner Pawar recommends we update and move forward with the policy in regards to projects already underway.

ACTION ITEMS

Zero Turn Mowers

Motion to direct staff to forward a resolution for zero turn mowers with the recommendations from the Park Commission as discussed

MOVED BY Ms. Thomas, SUPPORTED BY Commissioner Pawar

BOARD/STAFF COMMENTS

None.

LIMITED PUBLIC COMMENT

John Bollman voiced his concerns. Stated that the process that has been made on the Red Cedar will be lost if they need to wait 2-3 years for additional funding. Mr. Bollman asking to consider 10% of the grant amount so they can continue moving forward.

Adjournment:

There being no further business, the meeting was adjourned at 6:10 pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

-----Original Message-----

From: CURTIS J. ARMBRUSTER <curtarmy@aol.com>

Sent: Thursday, January 11, 2024 2:58 PM

To: Becky Bennett <BBennett@ingham.org>

Subject: Lake Lansing SAD Advisory Committee

Ms. Bennett;

Please distribute to all Commissioners and to the Parks Department. Thank you.

To: Commissioners and Parks Department.

In as much as we have had extra involvement this year with the county and the county parks department, we thought we would like to extend thanks to the board and the individual departments and personnel that made it all happen. Special mention is appropriate to the parks department and Coe Emons and Simar Pawar. The driveway on Shaw was an instant success, and the cleaning station and shoreline demonstration area will prove worthwhile. There are more details in the Annual Report. The following is a copy of a posting we made on Facebook informing the lake residents of our Annual Report as well as our presence on the Meridian Township web site. Thanks for your support and contribution.

“ Lake Lansing Special Assessment District (SAD) Advisory Committee has posted its annual report.

For the newer property owners on and around Lake Lansing, this committee oversees the special assessment tax dollars to manage the water quality of the lake.

Our annual report is published every year and posted on our web site portion of Meridian Township's site.

This year we were able to treat and harvest the lake, complete the new south end driveway for convenient harvester access, construct a new natural shoreline demonstration area, and work with Ingham County Parks Department on a new boat cleaning station.

In addition to the 2023 Annual report, you can also find previous annual reports, committee meeting minutes, lake healthy practices and resources, newsletters, maps, lake level charts and more.

The 2023 Annual Report can be found here:

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.meridian.mi.us%2Fhome%2Fshowpublisheddocument%2F27502%2F638361707551030000&data=05%7C02%7CKBurkholder%40ingham.org%7C3ec6b46a7e8a47b9c0e408dc136af95b%7C6e7df000e4a49ce9057ccef394db0d8%7C0%7C0%7C638406597361531733%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=QHm%2BIMlzHtmoIJH738vvd%2FoDLEpeyQj2cPmf%2BzJxryE%3D&reserved=0>

Lake Lansing SAD Advisory Committee presence here:

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.meridian.mi.us%2Fgovernment%2Fboards-and-commissions%2Flake-lansing-advisory-committee&data=05%7C02%7CKBurkholder%40ingham.org%7C3ec6b46a7e8a47b9c0e408dc136af95b%7C6e7df000e4a49ce9057ccef394db0d8%7C0%7C0%7C638406597361538559%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=PJDL0wkFA292Ui6U5sOMA6icYTWh3S3ascxa9%2Bzffs%3D&reserved=0>

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

TO: Parks & Recreation Commission Members
DATE: January 9, 2024
RE: 2024 Park Commission Schedule

Commission meeting dates and times have been scheduled through the month of **December 2024**. Meetings to be held the second Monday of the month at 5:30pm (unless otherwise noted). Schedule and meeting locations are subject to change based upon conflicts with Board of Commissioners meetings.

Date	Time	Room/Shelter	Building/Park	City	Dept. Deadlines
Monday, January 8	5:30pm	Room A	Human Services Building	Lansing	Friday, December 29 by noon
Monday, February 12	5:30pm	Room A	Human Services Building	Lansing	Monday, February 5 by noon
Monday, March 11	5:30pm	Room A	Human Services Building	Lansing	Monday, March 4 by noon
Monday, April 8	5:30pm	Room A	Human Services Building	Lansing	Monday, April 1 by noon
Monday, May 13	5:30pm	Room A	Human Services Building	Lansing	Monday, May 6 by noon
Monday, June 10	5:30pm	Winter Sports Building	Burchfield	Holt	Monday, June 3 by noon
Monday, July 8	5:30pm	Main Shelter	Lake Lansing South	Haslett	Monday, July 1 by noon
Monday, August 12	5:30pm	Coopers Cabana	Hawk Island	Lansing	Monday, August 5 by noon
Monday, September 9	5:30pm	Room A	Human Services Building	Lansing	Friday, August 30 by noon
Monday, October 14	5:30pm	Room A	Hilliard Building	Mason	Monday, October 7 by noon
Monday, November 18 th	5:30pm	Room D&E	Human Services Building	Lansing	Friday, November 8th by noon
Monday, December 9	5:30pm	Room A	Human Services Building	Lansing	Monday, December 2 by noon

Alaiedon Township

2021 W. Holt Road
Mason, Michigan 48854

www.alaiedontwp.com



Steven Lott, Supervisor
David Leonard, Clerk
Scott Everett, Treasurer
Beth Smith, Trustee
Kurt Kranz, Trustee

February 5, 2024

To: Ingham County Parks Commission
Re: Millage Project Scope Change (TR 105 Leek Cemetery Nature Trail and Improvements)

In the Agreement between the County of Ingham and Alaiedon Township for the Leek Cemetery Nature Trail and Improvements all elements of the project were to be designed to meet ADA Standards. The Township engaged Lansing Architects and Planners Inc (LAP) for this project. The trail was designed to take advantage of the beautiful rolling topography of the wooded nature area and its views, avoid impacting wetlands and minimize the number of trees that would need to be cut all while meeting ADA Standards. Originally the trail was to be constructed as a fine limestone trail. The amount and weight of the limestone raised concerns about damage to the cemetery roadways since the construction equipment and materials would have to be transported over the cemetery blacktop causing significant damage to the roadways and possible damage to trees along and overhanging these roadways. To decrease this risk, the trail was designed with an 8-foot Limestone Fines trail base with an 8-foot woodchop trail that meets ADA Standards. Because of continued concerns about roadways damage due to the weight of the limestone and the warm weather which prevented the ground from freezing, the Township Board at the January 29 Workshop meeting requested that woodchips be used in place of the limestone chips for the trail construction. All other components of the trail design and construction would be unchanged.

Sincerely

Steven Lott
Alaiedon Township Supervisor



Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4000
F 517.853.4096

Township Board:

**Patricia Herring
Jackson**
Township Supervisor

Deborah Guthrie
Township Clerk

Phil Deschaine
Township Treasurer

Scott Hendrickson
Township Trustee

Kathy Ann Sundland
Township Trustee

Marna Wilson
Township Trustee

Courtney Wisinski
Township Trustee

Frank L. Walsh
Township Manager

01/23/2024

Ms. Natalie Trotter
Trails & Parks Millage Coordinator
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

Dear Ms. Trotter:

Subject: Meridian Township Millage Reallocation Request

Please accept this letter of explanation as an addendum to our Millage reallocation request spreadsheet.

In accordance with the attached spreadsheet, the amount and reasoning behind the reallocation for each project is detailed below.

TR002 – Meridian Township Trail Rehabilitation

Current Agreement: \$171,000

Final Cost: \$222,612.79

Adjustment: \$51,612.79 from TR049

The final trail overlay paving quantities were greater than estimated. Additionally, due to the paving raising the grade of the trail, restoration was necessary along the sides of the trails.

TR031 – MSU to Lake Lansing Connector Trail, Phase I

Current Agreement: \$1,650,000 (ICP)

Initial Project Estimate: \$3,000,000

Current Project Estimate: \$3,700,000

Current Adjustment: \$65,461.49 from TR049

The initial project estimate did not take into account the ROW acquisition process and costs required by MDOT. Moreover, the initial estimate was prior to the drastic cost increases brought on by the COVID-19 pandemic. Additionally, construction is underway, and we have already seen increased costs due to unfavorable site conditions.

TR068 – MSU to Lake Lansing Connector Trail, Phase IIb

Award Amount: \$125,000

Final Estimate: \$195,000

Adjustment: \$65,189.89 from TR092 & \$4,810.11 from TR049

Initial estimates for concrete and retaining wall items were low. Additional concrete trail replacement required due to cracked and broken conditions. Additional retaining wall necessary for user safety.

TR049 – Okemos Road Pedestrian Boardwalk

Current Agreement: \$1,086,000

Final Cost: \$955,115.61

Adjustment: \$51,612.79 to TR002; \$4,810.11 to TR068; \$65,461.49 to TR031

Thankfully the total boardwalk quantities came in lower than anticipated. Additionally, the boardwalk foundation (pilings) did not need to go as deep as expected, and were thus cheaper than the initial estimate.

TR092 – MSU to Lake Lansing Connector Trail, Phase III – Shaw Street

Current Agreement: \$288,000

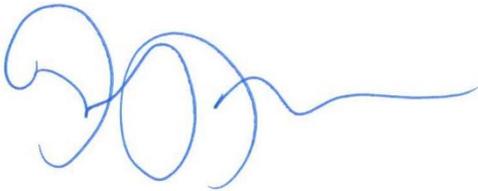
Final Cost: \$222,810.11

Adjustment: \$65,189.89 to TR068

Thankfully the concrete prices came in significantly lower than expected.

If there are any questions about our request or the work thus far completed, please feel free to reach out to me.

Sincerely,



Nyal Nunn, CFM

Senior Project Engineer/DPW

nunn@meridian.mi.us

W 517.853.4468 | F 517.853.4095

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

Project #	BOC Res.	Project Name	ICP Agmt	Final Estimate	Adjustment
TR002	16-257 & 19-215	Meridian Township Trail Rehabilitation 2016	\$171,000.00	\$222,612.79	\$51,612.79
TR031	17-109	MSU to Lake Lansing Connector Trail, Phase I	\$1,650,000.00	\$3,700,000.00	\$65,461.49
TR049	18-186	Okemos Road Pedestrian Boardwalk	\$1,077,000.00	\$955,115.61	-\$121,884.39
TR068	19-349	MSU to Lake Lansing Connector Trail, Phase IIb	\$125,000.00	\$195,000.00	\$70,000.00
TR092	20-562	MSU to Lake Lansing Connector Trail, Phase III - Shaw Street	\$288,000.00	\$222,810.11	-\$65,189.89

 - Reallocate TR049 (\$121,884.39) to: TR002 (\$51,612.79), TR068 (\$4,810.11) & TR031 (\$65,461.49)

 - Reallocate TR092 (\$65,189.89) to TR068 (\$65,189.89)

Brett Kaschinske
Director



Andy Schor, Mayor

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

January 31, 2024

Mr. Ryan Sebolt, Chairperson
Board of Commissioners
P. O. Box 391
Mason, MI 48854

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

Dear Chairperson and Mr. Morgan:

In 2018 the City of Lansing was approved for grant funding in the amount of \$455,250 as the county millage contribution toward the Fenner Pathway Extension (TR041) total projected project cost of \$910,500.

ENG Engineering has provided an updated construction cost estimate for the pathway with an estimated construction cost of \$988,942 and engineering cost of \$95,493.75 for a total of \$1,084,435.75. Based on this information it is estimated the City of Lansing will require additional funds in the amount of \$173,935.75 for this project.

Please be advised this project will go out to bid soon, and once the bids are received and the project is completed, final costs could exceed the estimated additional amount of \$173,935.75.

The City of Lansing received funding in the amount of \$1,453,066 total from the county for the Bear Lake Pathway (TR071) and the phase 2 portion, US127 Pathway. Currently these projects are under budget leaving remaining county funds with the City of Lansing in the amount \$530,635.09.

This City had applied for a grant in 2022 for the Corporate Research Park Pathway with millage funding request of \$1,267,000. This project was proposed as a 2.6-mile trail beginning at Forest Road just east of US-127 and heading south parallel to US-127, east to Technology Boulevard to Collins Road and transition to a sidewalk and bike lane toward Dunkel Road.

Since the submission of the 2022 grant the project has been altered to reduce the length of the path by approximately 25%, eliminating a crossing, concrete no longer required with the reduced length, and relocation of utilities. The city has also obtained an easement for the pathway from Michigan State University, eliminating the need for land acquisition.

With the proposed changes ENG Engineering has provided an updated construction cost estimate for Corporate Research Park Pathway. The estimated construction cost is \$503,719.70 and an engineering cost of \$79,348.29 for a total project cost of \$583,067.99. The city has received \$300,000 from the Michigan Department of Natural Resources Trust Fund toward the development of this pathway.

The City of Lansing is asking to use the remaining funds from the Bear Lake Pathway and US127 Pathway projects (\$530,635.09) to fund the additional required amount of \$173,935.75 for the Fenner Pathway and \$283,067.99 required for the Corporate Research Park Pathway for a total county request in the amount of \$457,003.74.

If I may be of further assistance or answer any questions you may have, feel free to contact me at 517.483.4042 or brett.kaschinske@lansingmi.gov.

Sincerely,



Brett Kaschinske, Director
Department of Parks and Recreation

Cc: Natalie Trotter, Ingham County
Tanya Moore, Spicer Group

February 12th, Park Commission AGENDA STAFF REVIEW SUMMARY
ACTION ITEMS:

ACTION ITEMS:

A. Day camp to nature programming: The Parks Department recommends converting Nature Day Camp to nature education programming that reaches broader demographics and opens further community opportunities. The focus on nature programs will enhance the outdoor learning experience for young children as well as adults of all ages. This model promotes the educational component and the intentional connection with our local environment for our park patrons.

Tim Morgan, Brian Collins and Tim Buckley approve of this change.

B. Vermont Systems, Inc.: The current contract with Vermont Systems, Inc. which provides point of sales services for the Ingham County Parks and Ingham County Zoo will expire on April 9, 2024. A decision was made by the Ingham County Parks and Potter Park Zoo to renew the contract for an additional 2-year period as stated as an option in the current contract.

Brian Collins and Kelly Burkholder approve this renewal.

C. Policy for supplement requests for Trails and Parks Millage projects: This policy aims to outline the steps municipalities should follow when seeking additional funding.

Tim Morgan and Natalie Trotter approve this policy.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 12, 2024

A motion to support the conversion of Burchfield Park's Nature Day Camp to nature education programming.

MOVED BY

SUPPORTED BY

The Parks Department recommends converting Nature Day Camp to nature education programming that reaches broader demographics and opens further community opportunities. The focus on nature programs will enhance the outdoor learning experience for young children as well as adults of all ages. This model promotes the educational component and the intentional connection with our local environment for our park patrons.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 12, 2024

Motion to support a Resolution authorizing a 2-year renewal agreement with Vermont Systems, Inc. (Point of Sale System)

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 and Finance Committees
FROM: Tim Morgan, Parks Director & Cynthia Wagner, Zoo Director
DATE: February 20, 2024
SUBJECT: Resolution authorizing a 2-year renewal agreement with Vermont Systems, Inc. (Point of Sale System)

For the meeting agenda of March 4, 2024 Human Services, March 5, 2024 County Services, and March 6, 2024 Finance

BACKGROUND

The current contract with Vermont Systems, Inc. which provides point of sales services for the Ingham County Parks and Ingham County Zoo will expire on April 9, 2024. A decision was made by the Ingham County Parks and Potter Park Zoo to renew the contract for an additional 2-year period as stated as an option in the current contract.

ALTERNATIVES

The alternative is to seek proposals for a new point of sale vendor.

FINANCIAL IMPACT

Funding for years 6-7 have been included into the yearly budget process as listed below:

Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,758	\$6,600	\$6,239	\$21,597
Year 7	\$9,196	\$6,600	\$6,239	\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,163	\$6,900	\$480	\$15,543
Year 7	\$8,571	\$6,900	\$480	\$15,951

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of developing a performance-based measurement system for monitoring and reporting County service delivery and outcomes, specifically Section A. 3 (f) of the Action Plan - by developing a performance measurement system to track the success of County services.

This resolution supports the overarching long-term objective of ensuring employees provide complete and courteous responses to resident questions and inquiries, specifically Section A. 4 (b) of the Action Plan - Provide responsive customer service and public engagement.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 12, 2024 meeting. The Zoo Advisory Board supported this resolution at their February 14, 2024 meeting.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution to implement a 2-year renewal agreement with Vermont Systems, Inc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A 2-YEAR RENEWAL AGREEMENT WITH VERMONT SYSTEMS, INC.

WHEREAS, the current contract with Vermont Systems Inc. for the Ingham County Parks and the Ingham County Zoo will expire on April 29, 2024; and

WHEREAS, a decision was made to renew the contract for an additional 2-year period.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission and Potter Park Zoo Advisory Board recommend entering into a 2-year two-year renewal contract with Vermont Systems, Inc.

BE IT FURTHER RESOLVED, funding for years 6-7 have been included into the yearly budget process as listed below:

Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,758	\$6,600	\$6,239	\$21,597
Year 7	\$9,196	\$6,600	\$6,239	\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,163	\$6,900	\$480	\$15,543
Year 7	\$8,571	\$6,900	\$480	\$15,951

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a renewal agreement with Vermont Systems, Inc. in an amount of \$15,358 for year 6, and \$15,796 for year 7 for the Parks Department, and \$15,063 for year 6 and \$15,471 for year 7 for the Zoo as approved in the annual budget request.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for years 6-7 for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$6,239 annually for the Park's Department and \$480 annually for the Zoo as approved in the annual budget request.

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

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 12, 2024

Motion to Support a Policy for Supplemental Funding Requests for Trails and Parks Millage

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: February 20, 2024
SUBJECT: Policy for Supplemental Funding Requests for Trails and Parks Millage
For the meeting agenda of March 4, 2024 Human Services and March 6, 2024 Finance

BACKGROUND

The Deputy Controller of Ingham County suggested that the Parks Department develop a policy for submitting supplemental funding requests related to the Trails and Parks Millage. This policy aims to outline the steps municipalities should follow when seeking additional funding.

ALTERNATIVES

Without this policy in place, communities lack guidelines specifying the necessary steps to request additional funding from the County if the need arises.

FINANCIAL IMPACT

There is no financial impact to the Ingham County Parks to implement the policy.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 12, 2024 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Policy for Supplemental Funding Requests for Trails & Parks Millage.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A POLICY FOR SUPPLEMENTAL FUNDING REQUESTS FOR TRAILS AND PARKS MILLAGE

WHEREAS, the purpose of this policy is to address supplemental Trails and Parks Millage requests from communities for reimbursements exceeding approved contractual terms; and

WHEREAS, any project expenses exceeding the approved contract budget, need approval for additional funds; and

WHEREAS, to be considered for supplemental funding, communities must notify Parks Department staff by submitting a request for additional funds within 30 days of a proposed contract change; and.

WHEREAS, any supplemental requests concerning project work that has already been completed without timely notice to the Parks Department are not eligible for additional Trails and Parks millage funding.

WHEREAS, if the original project has less than a 10% local match, a minimum local match of 10% of the supplemental amount must be provided by the local community for any request for additional funding, or credit may be given for the existing local match. This local match requirement is subject to a waiver by the Ingham County Board of Commissioners, upon request.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached proposed Policy for Supplemental Funding Requests for Trails & Parks Millage.

Policy for Supplemental Requests for Trails and Parks Millage Projects

A. Purpose and Applicability

The purpose of this policy is to address supplemental Trails and Parks Millage requests from communities for reimbursements exceeding approved contractual terms.

B. Definitions

Supplemental request – Any additional request for funding not included in the original contract.

Bid Award – The time at which the advertised project is awarded to the lowest responsible bidder.

Completed – Project construction finished, ribbon cutting event or reimbursement request submitted to county.

C. Procedure

1. Any project expenses that exceed the approved contract budget are not the responsibility of the Ingham County Trails & Parks millage.
2. To be considered for supplemental funding, you must notify Parks Department staff by submitting a request for additional funds within 30 days of a proposed contract change.
3. Supplemental requests concerning project work that has already been completed without timely notice to the Parks Department are not eligible for the Trails and Park millage funding.
4. A supplemental request must include:
 - a. Contract amendment request.
 - b. Complete Ingham County Trails & Parks Millage Amendment Form submitted to Millage@ingham.org.
 - c. Documentation to support the request. (i.e., bid amount at the time of bid opening, estimated construction increases from contractor).
5. If the original project has less than a 10% local match. A minimum local match of 10% of the supplemental amount must be provided by the local community of any request for additional funding or credit maybe given for existing local match. This local match requirement is subject to waiver by the Ingham County Board of Commissioners, upon request.

February 2024

Hawk Island County Park/Deputy Director

- ✓ Managing of tubing hill reservations, general public sessions, snowmaking, and maintenance of tubing hill.
- ✓ Snow/Ice clearing on parking areas and River Trail.
- ✓ Hired and trained more seasonal Parks employees to work at Hawk Island snow tubing hill.
- ✓ Covered for Park Directors time off.
- ✓ Attended BOC Human Services Meeting
- ✓ Attended BOC Finance Meeting
- ✓ Attended South Lansing Business Association Meetings. Re-elected to Board and Treasurer Position.
- ✓ Attended MMRMA Park and Recreation Advisory board meeting.
- ✓ Met with Health Department to look over winter concessions possibilities.
- ✓ Attended Pre-bid meeting for Hawk Island boardwalk grant projects.
- ✓ Presented to Michigan Association of County Park and Recreation Officials on the Hawk Island tubing hill and upcoming grant projects.
- ✓ Met with EGLE staff and prime professionals regarding EGLE permit requirements.
- ✓ Worked on several 2024 CIP items.
- ✓ Designed interpretive signs for grant projects at Hawk Island.

Lake Lansing Park Report – January

Highlights:

Attended Staff and Manager Meetings

LLS project construction collaboration

Worked on Food Truck Resolution

Started researching and gathering quotes 2024/25 CIP and project items

Attended SAD meeting

Met with Tanya (Spicer) to review LLS and LLN grant project plans

Worked with Aengus McIntosh on Band Shell performance contracts and food truck vendors

Ordered Trikes

Hoping to get new building inspected within the week so we can open to the public

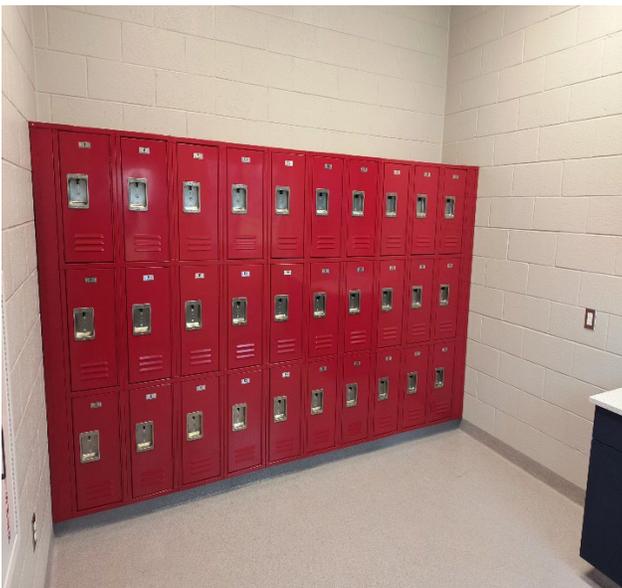
Staff:

Ski rental operational for one weekend

Boardwalk repairs

Inventory maintenance supplies for coming year

Construction Pics



New Road Signs Installed



Burchfield Park January/February Manager's Report

1. Boy Scout Presentation for troop 763 in Mason
2. Burchfield Park Ranger continued new addition work at boat house to extend storage space for life jackets and paddles
3. Assistant Manager completed WSB interior improvements - Repainting/Trim
4. Winter sports operations opened for 2 weeks during cold spell. Park staff used new snow grooming equipment to maintain ski trails
5. Continue seasonal employee training
6. Maintained Waverly Rd. bridge walkway in Lansing Twp.
7. Worked with Park Mechanic on park's fixed assets list
8. Coordinated and approved several special event applications for 2024
9. In 2023 UDisc recorded 7,515 rounds of disc golf played on Renegade's Trail and 1,824 UDisc players during the year. This number only reflect those that registered on UDisc
10. Worked with Day Camp Naturalist on nature education programming proposal
11. Repaired several broken fence railings from ice and flood damage along the river
12. Attended Staff Meeting – Jan. 23rd
13. Attended Aurelias Twp. Meeting to discuss cabin improvement project and zoning with Tanya from Spicer Group – Jan. 25th
14. Attended meeting with Consumers Energy at McNamara Landing to discuss electrical service – Jan. 25th

Special Events During January at Burchfield Park:

- Troop 2 Scouting Polar Bear Campout
- Midwinter Fantasy League Quidditch (Quad Ball) Tournament



New Grooming Equipment



Scout Winter Campout



Loaner Bikes Going in for Service



Grand River Flooding



Continue to Split Mountains of Wood



New Wall Upgrades at Winter Sports

January - Parks Office Monthly Report

Meetings/Trainings

Admin and full Staff Meeting

Millage meeting

Emergency Monitors meeting with Facilities

MACPRO meeting at Hawk Island

Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Modification to CIP – Zero turn mowers

Customer Service

1640 phone calls in January.

Website

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

Accounting/Budget/Payroll

The attached report includes everything I have received to date for 2023. Due to unforeseen circumstances such as the tornado damages at Burchfield Park, expenditures were higher than revenue collections for 2023. The budget office and financial services are still working to close out the 2023 budget so things could still shift slightly.

-Emma Wallace, Account Clerk

2023 Parks Budget as of 12/31/23

Revenue				
208 Fund	Original	Actual	Available	Percent
600000 Shelter Fees	108,500.00	79,585.50	(28,914.50)	73.35
600100 Disc Golf Fees	46,000.00	42,546.00	(3,454.00)	92.49
610100 Boat Rental	22,500.00	10,157.50	(12,342.50)	45.14
610200 Canoe/Kayak Rental	37,500.00	19,854.00	(17,646.00)	52.94
620000 Boat Launch Fees	17,000.00	13,433.00	(3,567.00)	79.02
630000 Ski Rental	13,000.00	4,576.50	(8,423.50)	35.20
641000 Food Concessions	56,150.00	56,311.41	161.41	100.29
641120 Snowshoe Rental	-	96.00	96.00	-
652000 Parking Fees	430,846.00	407,195.85	(23,650.15)	94.51
652100 HI Snow Hill Admissions	139,000.00	146,946.00	7,946.00	105.72
665000 Interest Revenue	-	1,085.31	1,085.31	-
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	14,981.50	(1,018.50)	93.63
669145 Park Patron Pass	-	160.00	160.00	-
671000 Day Camp	10,000.00	13,971.00	3,971.00	139.71
676020 Donations	-	167.50	167.50	-
688220 Misc Revenue	1,000.00	632.71	(367.29)	63.27
Total Collected Revenue	902,496.00	814,768.78	(87,359.93)	
698010 Carry Over Surplus Used	395,604.00	-	(395,604.00)	-
699000 Revenue TSF IN - F101	1,960,594.00	1,960,594.00	-	100.00
699228 Revenue TSF IN - Millage 228	51,500.00	51,500.00	-	100.00
699500 Revenue TSF IN - CAP IMP	-	-	-	-
Revenue Total	3,310,194.00	2,826,862.78	483,331.22	
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	832,274.00	854,227.34	(21,953.34)	102.64
705000 Seasonal Wages	779,884.00	649,245.29	130,638.71	83.25
706000 FT Overtime	4,783.00	8,584.66	(3,801.66)	179.48
706100 On Call Payments	5,320.00	1,240.00	4,080.00	23.31
706700 Seasonal Overtime	1,787.00	1,186.47	600.53	66.39
708000 Meeting Fees	9,750.00	1,725.00	8,025.00	17.69
713000 Misc Fringes	-	-	-	-
714000 Unemployment	4,262.00	7,559.04	(3,297.04)	177.36
715000 Fica County Share	64,822.00	113,422.77	(48,600.77)	174.98
715050 Liability Insurance	2,207.00	8,736.70	(6,529.70)	395.86
716020 PHP Health Insurance	190,605.00	185,848.49	4,756.51	97.50
716030 Health Waiver	3,784.00	3,044.73	739.27	80.46
716035 Retiree Hlth Ins Chargeback	41,406.00	41,041.58	364.42	99.12
716040 Retiree Hlth Ins Trust Chg	38,350.00	38,417.15	(67.15)	100.18
716100 Dental Insurance	10,805.00	9,710.86	1,094.14	89.87
716200 Vision Insurance	1,555.00	1,396.86	158.14	89.83
716450 Separation Buyout Chgback	17,045.00	17,051.38	(6.38)	100.04
717000 Life Insurance	1,427.00	1,395.12	31.88	97.77
717100 Disability Insurance	1,158.00	750.90	407.10	64.84
718000 Retirement Program	195,248.00	185,120.21	10,127.79	94.81
718500 Retirement Defined Contr.	7,647.00	8,205.28	(558.28)	107.30
720000 Longevity	7,000.00	6,400.00	600.00	91.43
722000 Wkcmp Insurance	4,574.00	10,063.94	(5,489.94)	220.02
Personnel Services Total	2,225,693.00	2,154,373.77	71,319.23	
Controllable Expenses				
208 Fund	Original	Actual	Available	Percent
726010 Supplies	-	422.50	(422.50)	-
726011 Concessions	33,400.00	28,900.93	4,499.07	86.53
728000 Printing & Binding	11,478.00	5,196.68	6,281.32	45.28
729000 Postage	4,500.00	2,966.30	1,533.70	65.92
730000 Office Supplies	2,800.00	1,904.63	895.37	68.02

2023 Parks Budget as of 12/31/23

731000 Photo-Copying & Supplies	-	-	-	-
22P07 Winter Rental Equipment	37,346.00	36,979.47	366.53	-
734000 Non-Capital Equipment	9,037.00	7,835.65	1,201.35	86.71
740000 Maintenance Supplies	129,627.00	123,887.02	5,739.98	95.57
743000 Other Supplies	27,511.00	24,612.97	2,898.03	89.47
743100 Small Tools	-	-	-	-
745000 Uniforms	8,792.00	8,652.29	139.71	98.41
746010 Clothing Allowance	600.00	750.00	(150.00)	125.00
747000 Gas-Grease-Oil-Antifreeze	38,000.00	31,624.54	6,375.46	83.22
23P10 5-Year Stewardship Plan	43,000.00	20,000.00	23,000.00	46.51
802800 Med Services - Physicals	1,000.00	-	1,000.00	-
815000 Memberships & Subscriptions	3,500.00	3,847.68	(347.68)	109.93
818000 Contractual Services	25,530.00	65,030.19	(39,500.19)	254.72
PAZO1 POS System	28,782.00	21,667.09	7,114.91	75.28
861000 Local Travel	3,000.00	2,824.13	175.87	94.14
861100 In state Travel	3,100.00	1,183.90	1,916.10	38.19
890080 Administrative Fees	12,500.00	28,647.50	(16,147.50)	229.18
901000 Advertising	10,750.00	1,749.50	9,000.50	16.27
921050 Telephone	7,900.00	9,380.56	(1,480.56)	118.74
921060 Telephone - Long Distance	-	-	-	-
931100 Maint-Related Contractual	56,227.00	44,003.88	12,223.12	78.26
932000 Equipment Repair & Maint	50,470.00	70,801.39	(20,331.39)	140.28
942000 Equipment Rental	8,424.00	11,364.18	(2,940.18)	134.90
957120 Sales Tax	3,650.00	3,526.44	123.56	96.61
957130 Other Taxes	-	1,936.34	(1,936.34)	-
960000 Training	5,300.00	3,982.80	1,317.20	75.15
974000 LL Disc Golf Course	(28.00)	-	(28.00)	-
21P03 Burchfield Dirt School	30,713.00	2,612.00	28,101.00	-
22P03 LL Tree & Dead Branch Removal	2,700.00	2,100.00	600.00	-
22P08 Bunker Road Landing	104,898.00	6,697.50	98,200.50	-
22P15 Safety Enhancements	110,430.00	110,430.14	(0.14)	100.00
20P02 HI Fence/Gates/Gatehouse	7,529.00	7,502.48	26.52	-
22P02 Pine Knoll Shelter Roof	9,700.00	-	9,700.00	1.00
22P05 Dog Park Floating Dock	34,228.00	23,769.44	10,458.56	2.00
22P06 Hawk Island Snow Gun	3,650.00	3,628.31	21.69	3.00
Controllable Expenses Total	870,044.00	720,418.43	129,841.30	
Non-Controllable Expense				
208 Fund	Original	Actual	Available	Percent
915050 Liability Insurance	-	15,000.00	(15,000.00)	-
921000 Utilities	82,651.00	89,744.52	(7,093.52)	108.58
921070 Courier Service	1,804.00	1,804.28	(0.28)	100.02
921150 Telephone Allocation Costs	2,608.00	2,916.25	(308.25)	111.82
943000 IT Operations	40,764.00	48,693.62	(7,929.62)	119.45
943010 Equip Service Charge	42,000.00	21,011.28	20,988.72	50.03
943020 Equip Service Charge PC	4,678.00	1,770.60	2,907.40	37.85
943100 Network Maintenance	19,415.00	13,678.01	5,736.99	70.45
944000 Vehicle Service Charge	18,999.00	19,178.52	(179.52)	100.94
944100 Copier Service Charge	1,538.00	-	1,538.00	-
Non-Controllable Expense Total	214,457.00	213,797.08	659.92	
Total Revenue	3,310,194.00	2,826,862.78	(483,331.22)	
Total Expenses	3,310,194.00	3,088,589.28	221,604.72	
Difference	-	(261,726.50)		

208 Fund Balance as of 1.1.23

\$164,022.08

Projected Fund Balance as of 12.31.23

(\$97,704.42)

***Please note that this is a calculation for tracking purposes and does not reflect our actual fund balance.*

Trails & Parks Millage Coordinator Report

January 2024

For: Park & Recreation Commission Meeting

February 12, 2024

- Learning the Role of Trails & Parks Millage Coordinator Position
- Attended Human Services/Finance/Park Commission Meetings for January
- Meeting at the Spicer Office to meet with Tanya Moore
- Received Communities contracts to get BOC signature:
 - City of Mason
 - Meridian Twp.
 - City of Lansing
- Worked on Millage Reimbursements
 - City of Lansing
 - Leroy Twp.
 - Leslie Twp.
 - Meridian Twp.
- Communicated with communities about Millage Round 8 projects and the future plans of these projects.
- Updated Millage Policy document
- Working on learning Millage Projects and organizing Millage Projects folders
- Working on PASER Pictures.
- Responding to e-mails and answering phones.
- Staff meeting with management to discuss the availability for the future.
- Meeting at Hawk Island for the 50th Anniversary activities for the Parks, this has been put on hold.
- Review Park Commission Packets and meeting minutes.
- Worked on updating the reimbursement form and creating instruction for the reimbursement process.
- Created a tasks list of Millage Item's that need to be completed.
- Meet with Cherry & Kip from FLRT about how the County can help promote their non-profit.
- Attended staff meetings about scheduling and coverage in the parks.
- Attended MACPRO meeting at Hawk Island.
- Meet with Tim, Kelly & Jared about AI program for resolution.
- Meet with Simar Pawar about the future of the Millage and Policy.
- Worked on the audit table for accounting for Millage Projects.
- Sent out Quarterly Reports to all communities with open projects.
- Started working on idea's for Trails & Parks Millage Comprehensive Report.



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR 105	Grantee Alaiedon Township
Project Name Leek Cemetery Nature Trail and improvements	
1. Describe the work completed to date: Property surveyed, trail marked, bid process completed, plaza/pavilion designed. 5 year Parks Rec plan, community survey, input meeting, public hearing, plan developed and approved by township board.	
2. Describe the work yet to be completed: Select contractor for trail + plaza construction, complete construction. Submit 5 year parks rec plan to DNR	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain: Feb 1 submit 5 year Parks Rec Plan to DNR. Bid award Feb 12, 2024 Construction begin Feb weather permitting. Complete project before Summer.	
DETAILED SCHEDULE	
Current Contract Expiration Date: 07/26/2024	
Design / Permitting Phase Complete (date): Nov. 2023	
Bid Advertisement Date: 11/15/2023	
Bid Award Date: TBA - probably Feb. 12, 2024 Township Board Meeting	
Construction Start Date: Feb March 2024	
Construction Completion Date: (for planning projects give estimated date of completion) July August 2024	
Reimbursements anticipated:	
Date: April 2024 Amount: \$ 148,200	<input checked="" type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date: June 2024 Amount: \$ 74,100	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$ 18,690	Total Amount (all years): \$ 26,990
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Beth A Smith Alaiedon Township Trustee	
Grantee Representative Signature Beth A. Smith	Date 1/29/2024
Prime Professional Name / Title Robert Ford	
Prime Professional Signature Robert Ford	Date 1-29-2024

10/123



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR -070	Grantee Delhi Township
Project Name Holt to Mason Trail, Phase 2	
1. Describe the work completed to date: Shard Use Path installed along Cedar Street from Esker Landing to College Road, including sign installation.	
2. Describe the work yet to be completed: Bollard installation at drives and turf restoration.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contact Expiration Date:	May 31, 2024
Design / Permitting Phase Complete (date):	Dec 31, 2022
Bid Advertisement Date:	March 3, 2023
Bid Award Date:	May 30, 2023
Construction Start Date:	June 1, 2023
Construction Completion Date: <small>(for planning projects give estimated date of completion)</small>	May 31, 2024
Reimbursements anticipated:	
Date: 6/01/23	Amount: \$ 1,711,445⁰⁰ <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: 173 Current Year (Jan-Dec): \$ 26,360.95 Total Amount (all years): \$ 596,097.96 <small>total: 12/31/23</small>	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide: Anticipated Amount: \$ Anticipated Date of Request:	
CERTIFICATION	
Grantee Representative Name / Title Tracy Miller	
Grantee Representative Signature <i>[Signature]</i>	Date 1/24/24
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR 033	Grantee City of East Lansing
Project Name NTT Connection through White Park	
1. Describe the work completed to date: All project scope items have been completed.	
2. Describe the work yet to be completed: Staff are preparing the final report and reimbursement.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contract Expiration Date: 12/31/2023	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 2/28/2024 Amount: \$ 417,250 <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final	
Date: Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final	
4. List the total expenditures that have been incurred to date for this project:	
2023 Current Year (Jan-Dec): \$ 379,999.97	Total Amount (all years): \$ 1,183,390.65
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Cathy DeShambo, Director of Parks, Recreation and Arts	
Grantee Representative Signature <i>Cathy DeShambo</i>	Date 01/19/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR 057	Grantee City of East Lansing
Project Name NTT Ped Connection at Riveria Dr.	
1. Describe the work completed to date: All project scope items have been completed.	
2. Describe the work yet to be completed: Staff are preparing the final report and reimbursement.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contract Expiration Date: 12/31/2023	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 2/28/2024	Amount: \$ -37,629.82 <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: 2023 Current Year (Jan-Dec): \$ 3,322.78 Total Amount (all years): \$ 247,768.18	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide: Anticipated Amount: \$ Anticipated Date of Request:	
CERTIFICATION	
Grantee Representative Name / Title Cathy DeShambo, Director of Parks, Recreation and Arts	
Grantee Representative Signature <i>Cathy DeShambo</i>	Date 01/19/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR 058	Grantee City of East Lansing
Project Name NTT Ped Connection at Colorado Dr.	
1. Describe the work completed to date: All project scope items have been completed.	
2. Describe the work yet to be completed: Staff are preparing the final report and reimbursement.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contact Expiration Date: 12/31/2023	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 2/28/2024	Amount: \$ 34,905.96 <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: 2023 Current Year (Jan-Dec): \$ 0 Total Amount (all years): \$ 180,747.96	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide: Anticipated Amount: \$ Anticipated Date of Request:	
CERTIFICATION	
Grantee Representative Name / Title Cathy DeShambo, Director of Parks, Recreation and Arts	
Grantee Representative Signature <i>Cathy DeShambo</i>	Date 01/19/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



Trails and Parks Millage QUARTERLY REPORT



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR-041	Grantee City of Lansing
Project Name Fenner Pathway Extension	
1. Describe the work completed to date: 90 percent plans are under review	
2. Describe the work yet to be completed: Compile Bid set, Bid and Construct	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contact Expiration Date: Fall 2024	
Design / Permitting Phase Complete (date): Winter 2024	
Bid Advertisement Date: March 2024	
Bid Award Date: April 2024	
Construction Start Date: June 2024	
Construction Completion Date: <i>(for planning projects give estimated date of completion) Fall 2024</i>	
Reimbursements anticipated:	
Date:	Amount: \$0, costs are not 50% yet <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$ 47,838.58	Total Amount (all years):\$ 47,838.58 excluding Arch Study
5. Do you anticipate a request to the County for additional funding on this project? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$ 173,935.75 from Bear Lake	Anticipated Date of Request: Pre Bid request
CERTIFICATION	
Grantee Representative Name / Title Mitchell Whisler/ Assistant City Engineer	
Grantee Representative Signature <i>Mitch Whisler</i>	Date 2/5/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR-109	Grantee City of Lansing
Project Name Overband Crack Sealing	
1. Describe the work completed to date: Bid Package has been put together.	
2. Describe the work yet to be completed: Project is going out to bid spring 2024	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE	
Current Contact Expiration Date:	12/31/2024
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	Spring 2024
Bid Award Date:	Spring 2024
Construction Start Date:	Summer 2024
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i>	Fall 2024
Reimbursements anticipated:	
Date: 12/31/2024 Amount: \$ 75,000	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date: Amount: \$	<input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$ 0.0	Total Amount (all years): \$ 0.0
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Greg Satterfield/Landscape Architect	
Grantee Representative Signature 	Date 2/5/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



Trails and Parks Millage QUARTERLY REPORT



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR 099	Grantee Lansing Charter Township
Project Name Waverly Road Shared Use Pathway, Phase II - Feasibility Study	
1. Describe the work completed to date: Our prime professional, Moore + Bruggink, has completed the draft feasibility study which includes alignment options, construction estimates, the recommendation and supporting documents.	
2. Describe the work yet to be completed: Our prime professional has completed the draft feasibility report for Township review. We will schedule an internal presentation and then allow for any revisions. Upon completion of the feasibility report, we will then make a short presentation to the Ingham County Board of Commissioners.	
3. Will the work be completed by the end of the project period? <u>Provide a detailed schedule for completion in the spaces below for each task.</u> Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contract Expiration Date: 10/24/2024	
Design / Permitting Phase Complete (date): <small>To be determined. This is a large project with multiple steps. The design phase will be next and the timing will be based upon additional funding, yet to be secured.</small>	
Bid Advertisement Date: Initially - 7/20/21. Opportunity to rebid due to an extended time frame, 12/6/22.	
Bid Award Date: Bid was awarded to Moore + Bruggink on 1/27/23	
Construction Start Date: To be determined in a future phase.	
Construction Completion Date: <small>(for planning projects give estimated date of completion)</small> To be determined in a future phase.	
Reimbursements anticipated:	
Date: 10/10/23 Amount: \$ 1,427.42 <input checked="" type="checkbox"/> Partial, or <input type="checkbox"/> Final	
Date: 11/13/23 Amount: \$ 2,677.42 <input type="checkbox"/> Partial, or <input type="checkbox"/> Final	
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$ 8,176.09	Total Amount (all years): \$ 8,176.09
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Margaret Sanders, Township Supervisor	
Grantee Representative Signature <i>Margaret Sanders</i>	Date 1/29/24
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Spicer Group at tanyam@spicergroup.com.

GRANT INFORMATION	
Grant Number TR104	Grantee: City of Leslie
Project Name Leslie Shared Use Path – Hall Rd to S. Cameo Dr.	
1. Describe the work completed to date: Completion of bidding doc's (plans, spec's, contract doc's permitting 90% complete - awaiting final approvals from ICDC	
2. Describe the work yet to be completed: ICDC/ICRD unit coordtion meeting, permitting compleation, Easement aquisition bidding and contract award, construction	
3. Will the work be completed by the end of the project period? <u>Provide a detailed schedule for completion in the spaces below for each task.</u> Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, please explain: project delays due to ICRD / ICDC expected project completion by 11/15/2024	
DETAILED SCHEDULE:	
Current Contract Expiration Date: 7/26/2024	
Design / Permitting Phase Complete (date): 11/1/2023	
Bid Advertisement Date: 4/1/2024	
Bid Award Date: 5/1/2024	
Construction Start Date: 5/15/2024	
Construction Completion Date: 11/15/2024	
Reimbursements anticipated:	
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: \$ 60,816.00	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount \$	Anticipated Date of Request
CERTIFICATION	
Grantee Representative Name / Title Ron Bogart City manager	
Grantee Representative Signature <i>Ron Bogart</i>	Date 1/29/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Spicer Group at tanyam@spicergroup.com.

GRANT INFORMATION	
Grant Number TR 104 106	Grantee: City of Leslie
Project Name Leslie Shared Use Path – Middle School to Russell Park	
1. Describe the work completed to date: completion of bidding doc's (plans, spec's, contract doc's) permitting 90% complete awaiting final approval from ICDC	
2. Describe the work yet to be completed: ICDC/ICRD unit coordtion meeting, permitting compleation, Easement aquisition bidding and contract award, construction	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, please explain: project delays due to ICRD / ICDC expected project completion by 11/15/2024	
DETAILED SCHEDULE	
Current Contact Expiration Date: 7/26/2024	
Design / Permitting Phase Complete (date): 11/1/23	
Bid Advertisement Date: 4/1/24	
Bid Award Date: 5/1/2024	
Construction Start Date: 5/15/24	
Construction Completion Date: 11/15/24	
Reimbursements anticipated:	
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: \$ 60,816.00	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide:	
Anticipated Amount \$	Anticipated Date of Request
CERTIFICATION	
Grantee Representative Name / Title Ron Bogart Leslie City Manager	
Grantee Representative Signature <i>Ron Bogart</i>	Date 1/29/2024
Prime Professional Name / Title	
Prime Professional Signature	Date



Trails and Parks Millage QUARTERLY REPORT



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Spicer Group at tanyam@spicergroup.com.

GRANT INFORMATION	
Grant Number TR101	Grantee: Leroy Township
Project Name Simmons Memorial Park	
1. Describe the work completed to date: Basketball court + Hoops connect pathway across parking lot Paved from parking lot to road	
2. Describe the work yet to be completed: I think we have used all the grant money our match was the basketball court	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE	
Current Contract Expiration Date:	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date:	
Reimbursements anticipated:	
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: \$ \$ 43,798.00	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide:	
Anticipated Amount \$	Anticipated Date of Request
CERTIFICATION	
Grantee Representative Name / Title Heidi Beam Treasurer	
Grantee Representative Signature Heidi Beam	Date 9/20/23
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR002	Grantee Meridian Township
Project Name Trail Rehabilitation	
1. Describe the work completed to date: All work completed (crack filling; overlay; spot replacement).	
2. Describe the work yet to be completed: None.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contract Expiration Date: 12/31/21	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: 9/14/21 <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date:	Amount: \$58,250.45 <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$	Total Amount (all years): \$222,612.79
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.29 11:34:21 -05'00'
Date	
Prime Professional Name / Title Younes Ishraidi, P.E., Township Engineer / Deputy Director of Public Works & Engineering	
Prime Professional Signature	Date



Trails and Parks Millage QUARTERLY REPORT



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR054	Grantee Meridian Township
Project Name MSU to Lake Lansing Connector Trail, Phase II	
1. Describe the work completed to date: Tree removal; curb and paving work along Campus Hill Drive. Partial trail grading and partial compensating cut.	
2. Describe the work yet to be completed: Remaining floodplain compensating cut; remaining off-road grading; off-road trail paving.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, please explain: <div style="border: 1px solid black; padding: 5px; margin-left: 20px; width: 60%;"> EGLE permit for off-road portion of trail was not issued until the end of August (applied for preceding December), thus delaying the contractors start. Likely will not be able to complete all of the paving before the end of the season. Work was able to start before the end of 2023, but the paving will not be completed until after the asphalt plants open in 2024. </div>	
DETAILED SCHEDULE:	
Current Contract Expiration Date: 12/31/23	
Design / Permitting Phase Complete (date): Permitting Aug '23 (see above).	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date: May '23 (for Campus Hill Drive).	
Construction Completion Date: 6/1/24 (for off-road paving). <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 7/1/24 Amount: \$	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date: Amount: \$	<input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$226,285.13	Total Amount (all years): \$226,285.13
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.29 11:35:10 -05'00'
Date	
Prime Professional Name / Title Younes Ishraidi, P.E., Township Engineer / Deputy Director of Public Works & Engineering	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR068	Grantee Meridian Township
Project Name MSU to Lake Lansing Connector Trail, Phase IIb	
1. Describe the work completed to date: All work is completed.	
2. Describe the work yet to be completed: Waiting on final construction documentation (asphalt tickets) from contractor.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contact Expiration Date: 10/23/22	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 6/1/24 Amount: \$132,500	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date: Amount: \$	<input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$	Total Amount (all years): \$191,141.79
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.29 11:34:36 -05'00'
Date	
Prime Professional Name / Title Younes Ishraidi, P.E., Township Engineer / Deputy Director of Public Works & Engineering	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR080	Grantee Meridian Township
Project Name East Lansing - Meridian Township Northern Tier Trail Connection	
1. Describe the work completed to date: Construction plan design.	
2. Describe the work yet to be completed: Easement procurement; bidding; construction.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, please explain: Significant amounts of time have been required to shepherd MSU to Lake Lansing Connector Trail, Phase I (TR031) through to completion, as well as other previously approved millage projects. Still working to make progress on easement acquisition for TR080.	
DETAILED SCHEDULE:	
Current Contact Expiration Date: 10/23/22	
Design / Permitting Phase Complete (date): 5/1/24	
Bid Advertisement Date: 6/1/24	
Bid Award Date: 7/1/24	
Construction Start Date: 7/15/24	
Construction Completion Date: 10/1/24 <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 12/1/24 Amount: \$	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date: Amount: \$	<input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project: Current Year (Jan-Dec): \$ Total Amount (all years): \$0	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide: Anticipated Amount: \$ Anticipated Date of Request:	
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.29 11:35:27 -05'00'
Date	
Prime Professional Name / Title Younes Ishraidi, P.E., Township Engineer / Deputy Director of Public Works & Engineering	
Prime Professional Signature	Date



Trails and Parks Millage QUARTERLY REPORT



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR080⁹²	Grantee Meridian Township
Project Name MSU to Lake Lansing Connector Trail, Phase III - Shaw Street	
1. Describe the work completed to date: All work completed.	
2. Describe the work yet to be completed: Just final reimbursement remaining.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contact Expiration Date:	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 2/1/24 Amount: \$78,810.11 <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final	
Date: Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final	
4. List the total expenditures that have been incurred to date for this project: Current Year (Jan-Dec): \$ Total Amount (all years): \$222,810.11	
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide: Anticipated Amount: \$ Anticipated Date of Request:	
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.29 11:34:55 -05'00'
Date	
Prime Professional Name / Title Younes Ishraidi, P.E., Township Engineer / Deputy Director of Public Works & Engineering	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR093	Grantee Meridian Township
Project Name Regional Trails Map	
1. Describe the work completed to date: Map design.	
2. Describe the work yet to be completed: Minor edits to map; printing.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date.	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	The map consultant created a rough draft then ceased corresponding. Township Parks and Engineering staff have been working to complete the final map.
DETAILED SCHEDULE:	
Current Contract Expiration Date:	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: 5/1/24 <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 6/1/25 4 Amount: \$5,000	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date: Amount: \$	<input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$	Total Amount (all years): \$0
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer for Courtney Wisinski, Director of Parks & Recreation	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.30 13:13:46 -05'00'
Date	
Prime Professional Name / Title	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR102	Grantee Meridian Township
Project Name MSU to Lake Lansing Connector Trail, Phase III	
1. Describe the work completed to date: Preliminary design.	
2. Describe the work yet to be completed: Construction plan design, bidding, construction.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE	
Current Contract Expiration Date: 7/26/24	
Design / Permitting Phase Complete (date): 9/1/24	
Bid Advertisement Date: 12/1/24	
Bid Award Date: 1/1/25	
Construction Start Date: 4/1/25	
Construction Completion Date: 10/1/25 <i>(for planning projects give estimated date of completion)</i>	
Reimbursements anticipated:	
Date: 11/1/25 Amount: \$	<input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
Date: Amount: \$	<input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$	Total Amount (all years): \$0
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title Nyal Nunn, Senior Project Engineer	
Grantee Representative Signature Nyal Nunn	Digitally signed by Nyal Nunn Date: 2024.01.29 11:33:45 -05'00'
Date	
Prime Professional Name / Title Younes Ishraidi, P.E., Township Engineer / Deputy Director of Public Works & Engineering	
Prime Professional Signature	Date



INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR 107	Grantee Village of Stockbridge
Project Name Village of Stockbridge Veterans Park Project	
1. Describe the work completed to date: See attached.	
2. Describe the work yet to be completed: See attached.	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contract Expiration Date: July 26, 2024	
Design / Permitting Phase Complete (date): March 31, 2024	
Bid Advertisement Date: April 15, 2024	
Bid Award Date: April 30, 2024	
Construction Start Date: June 1, 2024	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i> September 1, 2024	
Reimbursements anticipated:	
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$ 192,000	Total Amount (all years): \$ 192,000
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input type="checkbox"/> NO, If yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request: Unknown
CERTIFICATION	
Grantee Representative Name / Title Molly Howlett, Council Trustee	
Grantee Representative Signature <i>Molly Howlett</i>	Date February 2, 2024
Prime Professional Name / Title	
Prime Professional Signature	Date

Village of Stockbridge

2023 4th Quarter Report

Greater Stockbridge Connectivity and Wellness Park Enhancements

1. The following projects were completed in 2023:

- **Complete volleyball court renovation: the volleyball pit was completely dug out, lined, new sand installed, new poles and a new net were purchased**
- **Restroom upgrades have been completed: new fixtures (toilets, urinal, sinks, faucets); baby changing stations; toilet paper, paper towel and soap dispensers; new lights both inside and out; and the building was completely repainted inside and out.**
- **Outdoor gym addition: a concrete pad was laid and 12 different pieces of outdoor exercise equipment were installed.**
- **The skateboard park has all new ramps.**
- **A bike repair station and bike rack were installed.**
- **Additional benches were purchased.**

2. Yet to be completed in 2024:

- **New door handles and appropriate locks for the restroom doors.**
- **ADA compliant picnic table purchased.**
- **Trail connector from the park to the junior/senior high school.**

Village of Stockbridge

2023 4th Quarter Report

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INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a detailed schedule for project completion to Ingham County at: Millage@ingham.org.

GRANT INFORMATION	
Grant Number TR-100	Grantee City of Williamston
Project Name Memorial Park Planning and Engineering	
1. Describe the work completed to date: Preliminary design.	
2. Describe the work yet to be completed: Easement Acquisitions. Final Design	
3. Will the work be completed by the end of the project period? Provide a detailed schedule for completion in the spaces below for each task. Check your project contract for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please explain:	
DETAILED SCHEDULE:	
Current Contact Expiration Date: 7/26/2024	
Design / Permitting Phase Complete (date):	
Bid Advertisement Date:	
Bid Award Date:	
Construction Start Date:	
Construction Completion Date: <i>(for planning projects give estimated date of completion)</i> 06/30/2024	
Reimbursements anticipated:	
Date:	Amount: \$ <input type="checkbox"/> Partial, or <input type="checkbox"/> Final
Date: 06/30/2024	Amount: \$ 23,799 <input type="checkbox"/> Partial, or <input checked="" type="checkbox"/> Final
4. List the total expenditures that have been incurred to date for this project:	
Current Year (Jan-Dec): \$ 16,901	Total Amount (all years): \$ 16,901
5. Do you anticipate a request to the County for additional funding on this project? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if yes, please provide:	
Anticipated Amount: \$	Anticipated Date of Request:
CERTIFICATION	
Grantee Representative Name / Title John P Hanifan City Manager	
Grantee Representative Signature <i>John P. Hanifan</i>	Date 01/24/2024
Prime Professional Name / Title Bob Ford, LAP	
Prime Professional Signature <i>Robert Ford</i>	Date 1-28/24



FLRT Trail Ambassador Program Coordinator Monthly Report February 2024

Please direct questions to Lauren at TA@LansingTrails.org

- Trail Town 10K (Saturday, June 29, 2024)
 - Met with planning team
 - Opened registration:
<https://runsignup.com/Race/MI/Lansing/TrailTown10K>
- Identified new sponsor sign vendor, ordered 1 new sponsor signage
- Various administrative tasks (emails, website updates, etc.)
- Met with Tri-County Regional Planning Commission on updates to interactive trail map
- Met with Choose Lansing and TCRPC on Pure Michigan Trail Town application
- Prepared and submitted City of Lansing Pure Michigan Trail Town application
- Continued implementation tasks on new CRM membership database
- Followed up with current trail sponsors for renewal
- Communicated with new Parks & Trails Millage Coordinator on trail sponsorship signage issues
- Met with FLRT board on strategic planning topics
- Monitored trail activity updates
- Drafted and sent eNewsletter

Sponsorship Stats

Community Name	Mile Markers (Reserved/Avail.)	Trailblades (Reserved/Avail.)	Trailheads (Reserved/Avail.)
City of Lansing	14 / 55	12 / 33	1 / 8
City of East Lansing	0 / 16	1 / 16	0 / 5
City of Mason	0 / 0	0 / 0	0 / 0
Meridian Township	1 / 22	1 / 13	0 / 10

From: Kelly Burkholder <KBurkholder@ingham.org>
Sent: Friday, January 12, 2024 10:15 AM
To: Timothy Morgan <TMorgan@ingham.org>; Brian Collins <BCollins@ingham.org>; Coe Emens <CEmens@ingham.org>; Timothy Buckley <TBuckley@ingham.org>
Subject: Phone Call

Good morning,

I just got a phone call from a gentleman who cross country ski's and ski skates at Burchfield and Lake Lansing and every year he is impressed with how well staff gets trails groomed and ready for skiers. He understands how hard it is to take care of all of the other duties like snow removal as well as groom trails. He wanted me to pass on a sincere thank you for all of your hard work!

Kelly Burkholder
Administrative Office Coordinator
Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7185
kburkholder@ingham.org
www.inghamcountyparks.org



From: Brian Shipman <bjshipman68@gmail.com>

Sent: Thursday, February 1, 2024 1:54 PM

To: Timothy Buckley <TBuckley@ingham.org>

Cc: Kelly Burkholder <KBurkholder@ingham.org>; Christopher Wascher <CWascher@ingham.org>; Kimberly Nguyen <KNguyen@ingham.org>; Bryan Rohroff <BRohroff@ingham.org>; Timothy Morgan <TMorgan@ingham.org>

Subject: Re: Kayak Trailer Question

Thank you very much for the information and response. I did notice those two lanes but wanted to be clear I understood what they were. We enjoy the improvements and look forward to using the landing for family outings this summer.

On Thu, Feb 1, 2024, 12:52 PM Timothy Buckley <TBuckley@ingham.org> wrote:

Good afternoon, Brian,

I'm the park manager at Burchfield and I was forwarded your question about kayak trailer parking at McNamara Landing. Yes, vehicles with trailers are allowed. The new parking lot improvements include two parking bays made for vehicles with trailers, so there is limited availability on a first come-first serve basis. They are conveniently located near the steps leading to the launch and both are marked to allow you to pull-through and park.

Overall, we believe the site upgrades have improved accessibility to the facilities and natural resources, including the Grand River.

Thanks for the question! Feel free to reach out if you have any other questions or concerns. My email is the best way to contact me.

Have a great day!

Best 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

From: Brian Shipman <bjshipman68@gmail.com>

Sent: Wednesday, January 31, 2024 8:23 PM

To: parks <parks@ingham.org>

Subject: McNamara Landing

Hello,

Are vehicles with attached kayak trailers allowed to park in the new lot?

Thank you