

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, June 12, 2023

Monday, June 12, 2023

5:30pm

PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - A. Minutes of May 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 ITEMS**
 - A. Emergency Purchase – Hawk Island - [Page 8](#)
8. **DISCUSSION ITEM**
 - A. 2024 Budget Presentation - [Page 10](#)
 - B. QD corner Lake Lansing South sign concept - [Page 16](#)
 - C. Main Park entrance sign concept – [Page 17](#)
9. **PRESENTATION**
 - A. Holt to Mason Phase II - Spicer - [Page 18](#)
10. **ACTION ITEMS**
 - A. Adopt the Phase II Feasibility Study for the Holt to Mason Trail - [Page 51](#)
 - B. Contract Extension with Spicer Group, Inc. for Consulting Services-Pg 54
 - C. Hawk Island Radios – Mobile Communications America - [Page 64](#)
 - D. Honoring Zachary Shafer – [Page 66](#)
 - E. Library of Things – [Page 67](#)
11. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 71](#)
 - B. Park Managers - [Page 72](#)
 - C. Administrative Office - [Page 83](#)

- D. Financial Report - [Page 86](#)
- E. Millage Coordinator Report & Trail Videos - [Page 88](#)
- F. FLRT Trail Ambassador Report - [Page 91](#)

11. Board/Staff Comments

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

13. Correspondence and Citizen Comment

- A. Wild Ones - [Page 92](#)
- B. Facebook citizen comment - [Page 93](#)

14. Upcoming Meetings

- A. Date: ~~Monday, July 10, 2023; Time: 5:30pm~~ **Canceled**
Next Meeting Date: Monday, August 14, 2023; Time: 5:30pm
Human Services Building Conference Room C
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

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
May 8, 2023

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

Board Members Present: Cherry Hamrick, Commissioner Pawar, Paul Pratt, Nathan Triplett, Matthew Ferguson, Bret Marr, Commissioner Trubac, Steve James

Absent: Stephanie Thomas

Also Present: Director Tim Morgan, Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, Burchfield Park Manager Timothy Buckley, John Lazette, Tom Valli

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

Minutes: **Moved by Mr. Triplett and Supported by Mr. Pratt** to approve the April 10, 2023 minutes of the regular meeting as written:
Yes-9; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

ACTION ITEMS

Stewardship

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

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

Nays: None

Absent: Thomas

Adopted as part of the consent agenda.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

2024 Budget Request

Commissioner Pawar asked for Mr. Morgan to go over the background of the budget request.

Mr. Morgan went over capital improvement projects as listed in packet.

Commissioner Pawar inquired about the replacement of fencing at Lake Lansing South and the portion of fencing that was involved in an accident.

Mr. Morgan stated that the portion of fencing associated with the accident would be replaced through insurance.

Mr. Morgan went over the budget narrative and then added that departments just received the budget packet late Friday and haven't had time work together to come up with a plan on how we will be reducing controllable by 5-10%.

Mr. Morgan stated that our 2023 budget request had an increase in revenue lines by \$232,000 from the 2022 approved budget as this was to offset Parks reorganization asking for additional staffing. This increase was projected based on increased attendance due to COVID during and since. Parks did not receive any increased full time staffing with our 2023 request and the increased revenue was left in our revenue lines but nothing was added to any controllable line to offset the increases in usage for all controllable lines and inflation for everything in those lines caused by these increases in attendance. Mr. Morgan stated that 10% of \$494,038 or the Parks 2023 approved Controllable line that the Budget office is referencing comes to \$49,404. Parks staff suggests that the increase in revenue \$232,000 that the Parks saw no increase in Parks controllable line in 2023 budget more than offsets the \$20,911 shortfall in revenue as well as the 5-10% reduction \$49,404 in controllable lines for the 2024 budget. Total would be \$70,319. Mr. Morgan stated that the Parks Department did not receive its final deposit into our account from the County approved General Fund (\$263,694.24) end of year 2022.

Mr. Pratt stated that the parks needs to get with the Budget Department to see where that money went and he isn't sure how the parks can make a budget submission.

Mr. Morgan stated that he has asked about this and no one knows why the Parks have not received their final deposit in general fund dollars into the account at year end.

Mr. Ferguson asked if we could defer to the next park commission meeting since a lot of new information has come out.

Mr. Morgan stated unfortunately the budget is due by May 22, 2023.

Mr. Pratt urged the Park staff to talk to the Controller right away and to send a memo to the Park Commission keeping them informed. Mr. Pratt stated that the Park Commission should not be voting on this request.

Additional discussion ensued.

Commissioner Pawar asked for additional information to be sought.

Mr. Pratt moves to table supporting the 2024 budget request.

Mr. Morgan stated that he would keep the Park Commissioners updated and informed as the budget progressed.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 8, 2023

MOTION TO APPROVE THE 2024 BUDGET REQUEST

Motion to table the recommendation to support approval of the 2024 Budget Request

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

MOVED BY Mr. Pratt

SUPPORTED BY Mr. Ferguson

To table the recommendation to table the recommendation to support approval of the 2024 Budget Request

Yes-9; No-0. MOTION CARRIED.

DISCUSSION ITEMS

None.

BOARD/STAFF COMMENTS

Ms. Pawar inquired about Trails and Parks Millage Estimated Revenue by Municipality. Ms. Wallace stated that she will email out the updated sheet.

Ms. Hamrick stated that Commissioner Pawar and herself attend the Tri-County planning committee in which they discussed the connection of county trails to state trails. Commissioner Pawar stated that Tri-County will be sending out a survey and she encouraged people to take. Ms. Wallace will send out the link to the Park Commission.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:32pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: May 23, 2023
SUBJECT: Emergency Purchase for Hawk Island irrigation backflow preventer replacement
For the meeting agenda of June 6, 2023 County Services

This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing that was made prior to receiving approval from the County Services Committee.

Hawk Island's irrigation system backflow system failed and needed to be replaced. The quote received by Myers Plumbing and Heating, Inc. for the backflow preventer replacement was \$4,880.00.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Myers Plumbing and Heating, Inc. for a total cost of \$4,880.00.

Funds for this purchase are available in the Ingham County Parks fund balance.

The Controller, Purchasing Director along with myself approved this purchase.

Ingham County Parks 2024 Budget Request



CIP Request

2024 CIP Request			
Equipment			
Rank	Project Name	Cost	Park
1	Electric Zero Turn Mowers (2 total)	\$110,000	LL/HI
2	Canoe Van and Trailer	\$60,000	BUR
3	Pull Behind Trail Blower	\$11,000	HI
4	Tractor with Bucket	\$70,000	LL
5	Electric Utility Golf Cart	\$20,000	LL
Equipment Total		\$271,000	
Projects			
Rank	Project Name	Cost	Park
1	Concrete pad with firepits and tables-for river trail users and snow tubing users	\$50,000	HI
2	Pole Building for Trail Equipment	\$150,000	BUR
3	Fence Replacement	\$60,000	LLS
4	Lakeview shelter concrete retaining wall	\$25,000	LLS
5	Disc Golf Course Improvements	\$60,000	BUR
6	Concrete cornhole games with concrete pads (15 total)	\$50,000	ALL
7	Lighting study for changing to energy efficient outdoor lighting	\$80,000	ALL
8	Entrance Road Repaving	\$250,000	BUR
Projects Total		\$725,000	

Approved by Resolution

208 Park Funded:

- ▶ **Minimum Wage Increase: \$53,638**

\$14,542 Burchfield, \$19,832 Hawk Island, \$14,938 Lake Lansing, & \$4,326 Admin

Resolution 21-152 implemented yearly increases starting in 2022 for minimum wage employees. The impact will be \$1.00 per hour raise for all employees (going from starting of \$13 up to new \$14/hour) for 2024.

- ▶ **Vermont Systems 6th Year: \$23,580**

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

Millage Funded:

- ▶ **Millage Consulting: \$109,850**

Resolution 21-013 approved a contract with Spicer Group to provide consulting services for the trails and parks millage. This request is for funding the 4th year.

New Appropriations – Millage Funded: \$106,000

- ▶ **Non-Capital Equipment – Eco Friendly Options +\$25,000** for replacement of gas equipment with more Eco-Friendly options for electric back pack blowers, electric string trimmers, electric chainsaws, and electric push mowers.
- ▶ **Tree Hazard Removal / Tree Plantings +\$20,000** for clearing downed trees in parks/trails and to keep the Grand River clear of obstructions for our canoe/kayak livery. Planting new trees throughout the park system.
- ▶ **Maintenance Supplies +\$30,000** to add amenities to parks/trails: i.e viewers, bike facilities / parking, fix-it stations, drinking fountains, outdoor showers, interpretive signs, mile markers, landscaping, add tress, park amenities replacement; internal trails, add kayak/canoes.
- ▶ **Blueways Supplies +\$10,000** for supplies for blueways such as new life vests, paddles, and kayak/canoe trailers.
- ▶ **Millage Equipment Repair +\$20,000** for an annual maintenance allowance for park equipment involved in trail maintenance.
- ▶ **Millage Uniforms +\$1,000** for additional funding for covering the annual cost of uniforms for administrative office staff.

2024 CONTRACT FORM

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

DEPT	CONTRACTOR	REASON FOR CONTRACT	FUND	ORG	OBJECT	PROJ	BEGIN DATE	END DATE	2022 Actual	2023 Budget	2024 Budget				
												2024	2023	Difference	
PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	ALL	Annual	Annual	\$ 2,811.44	\$ 3,360	\$ 2,900.00				
PARKS	Comcast	Internet	208	75600	818000	HI	Annual	Annual	\$ 1,832.52	\$ 3,000	\$ 1,900.00	75200	\$ 5,900	\$ 5,060	\$ (840)
PARKS	MCA	HI Radios	208	75600	818000	HI	Annual	Annual	\$ 2,960.00	\$ 3,360	\$ 3,000.00	75300	\$ -	\$ -	\$ -
PARKS	Ingham County Health / State of Michigan	Food Licenses/P2 & Pool Fees & Day Camp	208	75200	818000	ALL	Annual	Annual	\$ 2,811.00	\$ 1,700	\$ 3,000.00	75500	\$ 10,000	\$ 13,360	\$ 3,360
PARKS	Meridian Township V1963	Watershed Agreement	208	75500	818000	LL	1/1/2008	12/31/27	\$ 10,000.00	\$ 13,360	\$ 10,000.00	75600	\$ 4,900	\$ 6,360	\$ 1,460
208 TOTAL OF 818000									\$ 20,415	\$ 24,780	\$ 20,800	\$ 20,800	\$ 24,780	\$ 3,980	



Controllable Expenses Reductions

- Parks controllable expense total: \$474,440
- Proposed Reduction: \$29,815.13

The Parks Department proposes 7.5% in cuts from all controllable lines aside from contractual & the POS system. This totals a reduction of \$29,815.13 or 6.3% from the total parks controllable expenses.

The Parks Department has seen about a half million more visitors annually since 2019 and the start of the Pandemic. Reducing the parks budget in a time of increased usage will provide for less in the way of materials, supplies, and services that we provide to the public and for our staff to do their jobs.



Questions?

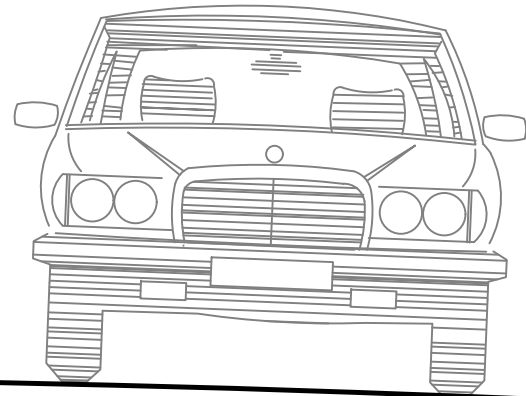


BY	MARK	REVISIONS	DATE
<p>THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.</p>			
<p>INGHAM COUNTY PARKS SIGNAGE DETAILS</p>			
<p>Spicer group</p>		<p>SAGINAW OFFICE 230 S. Washington Ave. Saginaw, MI 48607 Tel: 989-754-4717 Fax: 989-754-4440 www.SpicerGroup.com</p>	
DE. BY: SET	CH. BY: TMM	PROJECT NO. 131698SG2021	
DR. BY: SET	APP. BY: CAT		
STDS.		SHEET	OF
DATE SCALE	APRIL, 2023 AS SHOWN	FILE NO.	

BRUSHED ALUMINUM FINISH
with Raised Black Lettering



NATURAL STONE VENEER
Halquist Charcoal Weatheredge;
Ledge Collection



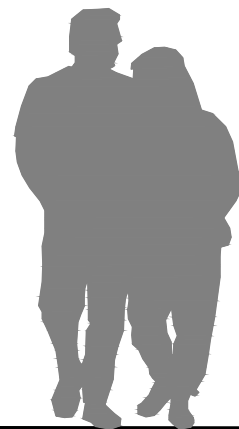
OPTION 1 - BRUSHED ALUMINUM FINISH

SCALE: 3/4" = 1'-0"

CORTEN METAL FINISH
with Raised White Lettering



NATURAL STONE VENEER
Halquist Charcoal;
Ledge Collection



OPTION 2 - CORTEN FINISH

SCALE: 3/4" = 1'-0"

NOTE:
SIGNAGE FABRICATOR TO INCLUDE SAMPLES
FOR ALL FINISH OPTIONS FOR THE SIGNAGE PANEL,
NATURAL STONE VENEER, ALUMINUM BLADE COLORS,
AND PARK EMBLEM.

BY	MARK	REVISIONS	DATE
<p>THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREIN IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.</p>			
<p>INGHAM COUNTY PARKS SIGNAGE FINISHES OPTIONS</p>			
		<p><small>SAVANNAH OFFICE 230 S. Washington Ave. Savannah, MI 48607 Tel. 909-754-4717 Fax. 909-754-4440 www.SpicerGroup.com</small></p>	
DE. BY:	SET	CH. BY:	TMM
DR. BY:	SET	APP. BY:	CAT
PROJECT NO.		131696SG2021	
STDS.		SHEET	OF
DATE	APRIL 2023	FILE NO.	
SCALE	AS SHOWN		

Feasibility Study: HOLT TO MASON TRAIL Phase 2

Delhi Township (Holt) to the City of Mason
Ingham County, Michigan



Prepared by:



230 S. Washington Ave.
Saginaw, MI 48607
www.spicergroup.com

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INTRODUCTION

EXECUTIVE SUMMARY

The purpose of this trail study is to investigate the feasibility of crossing over US-127 with a non-motorized trail that connects Holt (Delhi Township) to the City of Mason. Ingham County Parks is working to develop the extension of the Holt to Mason Trail from College Road in Delhi Township to Kerns Road in the City of Mason. This trail connection is identified as a top priority in the Ingham County Trails and Parks Comprehensive Report.

Trails play an important role in the health and wealth of a community. According to the Rails-to-Trails Conservancy, trails provide the following benefits:

- **HEALTH** – Trails and greenways help people of all ages and abilities to incorporate exercise into their daily routines by connecting them with places they want or need to go. These corridors are attractive, safe, accessible, and low- or no- cost places to cycle, walk, hike, jog, or skate.
- **TRANSPORTATION/LIVABILITY** - Greenways and trails can often function as viable transportation corridors and are a crucial element to a regional multi-modal transportation system. The ability to avoid congested streets and highways, and travel through natural areas by non-motorized means, is a large factor in a community’s “livability”.
- **CONSERVATION/ENVIRONMENT** - Linear greenspaces help preserve important natural landscapes, providing links between fragmented habitats while protecting plant and animal species and they allow humans to experience nature with minimal environmental impact.
- **ECONOMY / REVITALIZATION** -Trails improve the local economy’s quality of life and provide outdoor recreation benefits that play a role in companies’ decisions about where to expand or relocate. Trails also play a role in connecting disparate parts of the community, encouraging investment in blighted or vacated areas along with improving safety and accessibility.
- **HISTORIC PRESERVATION/COMMUNITY IDENTITY** – Trails become sources of community identity and pride; these effects are magnified when trails also highlight and provide access to historic and cultural resources.
- **RECREATION / ENTERTAINMENT** - Trails can provide challenging terrain and exciting views in remote, isolated parts of the natural environment.

Completing the trail connection from Holt (Delhi Township) to Mason (City) would allow trail users to travel from the City of Mason to the north, not only to Holt, but to Lansing, East Lansing, Michigan State University, Meridian Township, and the Lake Lansing Parks via the non-motorized trail systems in the County.



BACKGROUND

A feasibility study was completed in 2014 showing the route alternatives to connect Holt (Delhi Township) to the City of Mason with a non-motorized trail. This study evaluated multiple routes and determined the most feasible route for connecting Holt to Mason. In this study, the best, most feasible, route was found to extend southward along Cedar Street (M-36), and Hogsback Road, from Delhi Township to Howell Road in the City of Mason. At Howell Road the route turns east to cross over US-127 and finally connect with the City of Mason trail at Howell and Kerns Roads. Based on the 2014 study, both the City of Mason and Delhi Township worked towards making connections to the Howell Road cross-over at US-127.

The City of Mason features the Hayhoe Riverwalk stretching from Kerns Road on the north end to Kipp Road on the south end. The trail was completed in phases starting in 2003 with the latest section along Howell and Kerns Road completed in 2019.

Delhi Township's Trail system includes the Sycamore Trail, the Valhalla Trail, the Holt Road Trailhead (at Esker Landing Park), and the Ram Trail. The Holt Road Trailhead is the north end of the Holt to Mason Trail. Delhi Township has funding to construct the connection of the Holt to Mason path, from the Holt Road Trailhead (Esker Landing Park) to College Road. This trail connection will be completed after road improvements are made to Cedar Street by the Ingham County Road Department, which are expected to take place in 2023.

With the City of Mason and Delhi Township completing their trail connections for the Holt to Mason Trail, it leaves a gap between College Road and Kerns Road. This final connection, outside of the jurisdiction of either Delhi Township or the City of Mason, includes crossing the US-127 corridor. Crossing US-127 is a significant challenge.

Based on the preferred route in the 2014 Feasibility Study (Phase 1 Study), Ingham County Parks was ready to move forward in seeking funding to develop this final connection. Through initial meetings with the Michigan Department of Transportation (MDOT) it was determined there was a need to complete a Phase 2 Feasibility Study for the connection from Delhi Township to the City of Mason; the recommendation was due to the length of time that had passed since the original study was completed, and also the change in some of the FHWA (Federal Highway Administration) standards.

This Phase 2 Feasibility Study was undertaken by Ingham County Parks to evaluate and identify the most feasible connection between Holt and Mason, primarily the crossing of the US-127 corridor.



PLANNING PROCESS

The recommendations included in this feasibility study were developed following an existing conditions inventory, a best practices review, multiple meetings, and an alternatives analysis. The goal of this study is to determine the feasibility of the final trail connection between Delhi Township and the City of Mason and determine the best alternative to cross the US-127 corridor.

The study examined the Phase 1 Feasibility Study, reviewed existing conditions along the corridors, conducted field review and measurements, evaluated constructability challenges, looked at available right-of-way (ROW), compared existing conditions to design guidelines, conducted meetings with the stakeholders, and evaluated and mapped the potential alternatives.

This feasibility study will consider the potential costs associated with each alternate route, the safety aspect of each alternate route, political factors, long term maintenance requirements, needed right-of-way, design difficulties, the constructability of each route, and other factors that will impact the completion of the linkage.

The major elements of the planning process included:

- Reviewing the 2014 Feasibility Study for the Holt to Mason Trail.
- Assembling and holding meetings with a group of project stakeholders to guide the study and assist with the development of the alternative trail routes. The list of stakeholders included:
 - Ingham County Parks Department
 - Ingham County Road Department
 - Ingham County Drain Commission
 - Michigan Department of Transportation
- Discussing the potential trail routes with the adjacent municipalities, organizations, and individuals, including:
 - Dart Container Corporation
 - City of Mason
 - Delhi Township
 - Adrian & Blissfield Railroad
 - George Hayhoe
- Gathering information to develop base maps for evaluating the alternative routes. Aerial photography, property owner information, utility maps, railroad right-of-way maps, road right-of-way maps, floodplain maps, wetland maps, and contour maps based on the aerials were all used.



- Evaluating the potential routes extensively on site. Detailed notes of each challenging area were taken as well as photographs. This information is summarized on the evaluation matrix and on the maps that were developed for each route.
- Developing estimates of cost for each feasible route.
- Developing a scoring matrix to determine the best route alternative. This scoring is based on ROW availability, road and highways crossings, railroad crossings, driveway crossings, utilities, easements (availability and costs), design engineering, permitting, length of the proposed route, ease of construction, timing and scheduling impacts, design criteria exceptions, residential, commercial and institutional accessibility, scenic route, traffic interaction/user safety, user perceived risk/safety, future linkages, amenities, air quality, intergovernmental cooperation, regional impact, and costs to engineer and construct.
- Developing a report to outline the findings of the study and the recommendations of the stakeholder group.

DESIGN STANDARDS

Design standards are intended to present sound guidelines that result in facilities that meet the needs of trail users. Sufficient flexibility is permitted to encourage designs that are sensitive to local context and incorporate the needs of all trail users. Design standards provide best management practices that involve engineering cost-effective solutions that balance safety, aesthetic, historic, cultural, and environmental resources.

The trail alternatives in this study will be designed according to meet or exceed the current American Association of State Highway and Transportation Officials (AASHTO) *Guide for the Development of Bicycle Facilities*, AASHTO LRFD (*Load and Resistance Factor Design*) *Bridge Design Specifications*, as well as the current Americans with Disabilities Act (ADA).

The proposed trail would be considered a shared-use path. Shared-use paths are physically separated from motor vehicle traffic by open space, a greenbelt, or barrier, and can be within an existing road right-of-way or within their own easement or right-of-way; they typically have a paved surface and may contain bridges or boardwalks. A shared-use path can be used by pedestrians, bicyclists, skaters, and other non-motorized users. Most shared-use paths are designed for two-way travel.

In general, the path width will be 10-feet wide with a two-foot minimum clear zone on each side of the path. The initial clearing limit is preferred to extend five feet each side of the path to accommodate vegetation growth. A vertical clearance minimum of eight feet will be maintained, with a preferred clearance of 10 feet to accommodate vegetation growth. The following graphic represents the standard trail section.



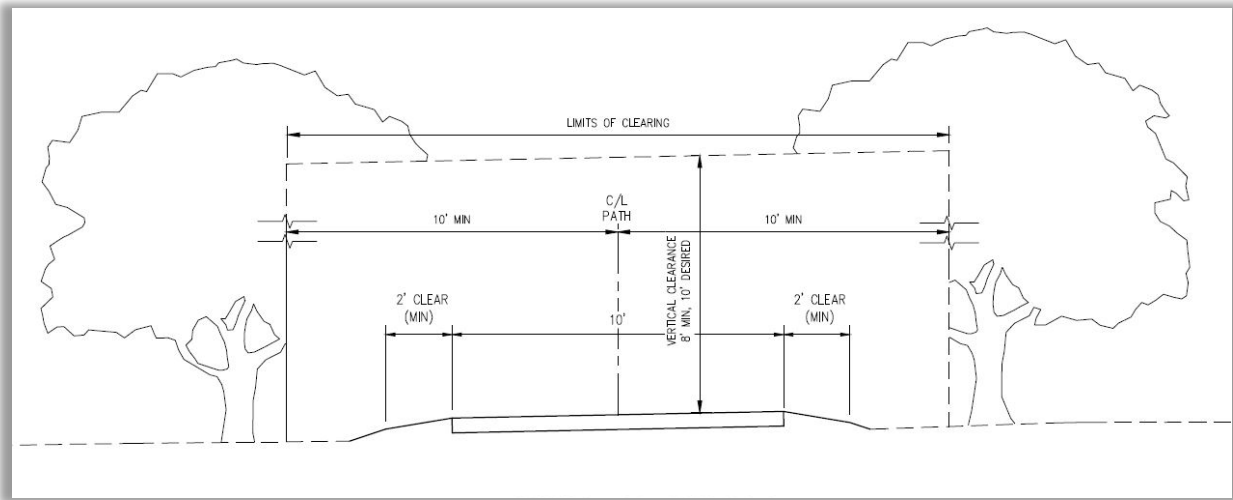


Figure 1. Typical Trail Section

Any required bridges or boardwalks will require a two-foot clear zone on either side of the travelled pathway width, resulting in a 14-foot wide distance between the railings. Bridges can be pre-manufactured structures or custom built. Boardwalks are typically built from wood or composite materials. Below is a typical section for a bridge or boardwalk, with railings.

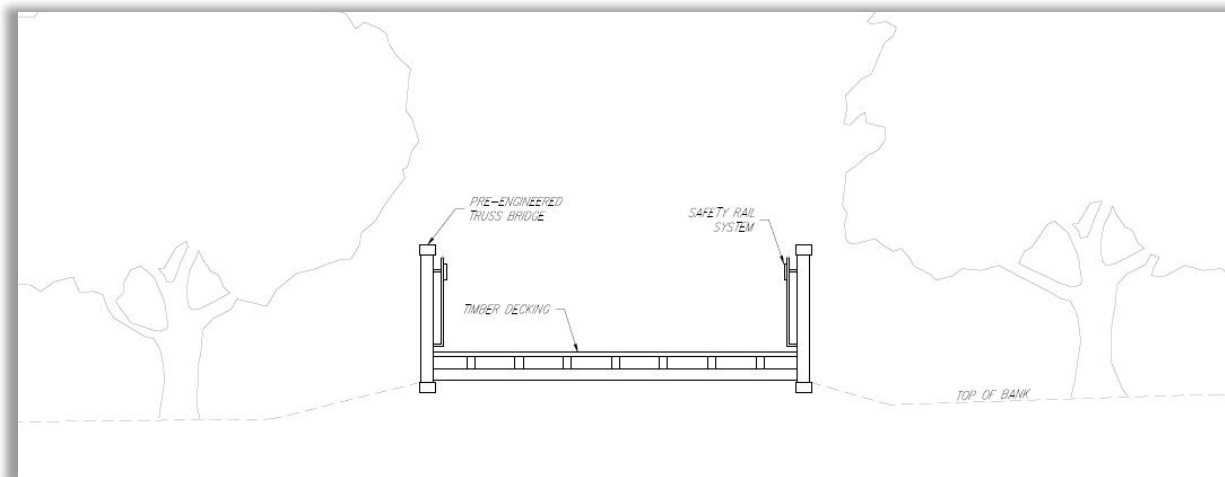


Figure 2. Typical Bridge Section

Longitudinal slopes will be 5% (1:20) or less to meet ADA requirements. The longitudinal slopes may be increased to 8.33% (1:12) if necessary, provided appropriately sized level landing areas are constructed as required; while this is the maximum slop permitted by ADA, it is recommended that the maximum slop in the design of the project be less than this to allow for construction tolerances without exceeding the maximum allowable. The pathway cross slope will be a maximum of 2%.



Slopes within the clear zone will be designed to be recoverable according to AASHTO criteria. Drainage must be considered during the design process to avoid stormwater ponding.

The pavement section will typically be 2.5-3.5 inches of asphalt over 6-8 inches of aggregate base material, for a total excavated cut of 8.5-11.5 inches. If excavation requires removal of a greater amount of soil, sand fill material will be used. If poor sub-soils are encountered, undercutting, or the use of geotextiles, may be necessary.

Sidewalk ramps with detectable warnings will be used at intersections, as required, and at any railroad crossings. Level landing areas will need to be designed for ramps that exceed the maximum slope requirements of the ADA criteria. MDOT standard details for sidewalk ramps will be utilized.

Regulatory signage, pedestrian crossing signals, and railroad crossing signage and signals will meet the requirements of the Michigan Manual of Uniform Traffic Control Devices (MMTUCD).

MDOT Standard Details for Construction will be used where applicable.



DESCRIPTION OF STUDIED TRAIL ROUTES

STUDY AREA

This study will identify the benefits and challenges associated with each of these routes leading to a preferred route selection. These routes are shown in Figure 1 and are identified by where they cross the US-127 corridor.

Initially, eleven different crossings over the US-127 corridor were evaluated. These included, from north to south, College Road, Willoughby Road, Holt Road, Sycamore Creek, Railroad, Harper Road, Howell Road, Cedar Street / M-36, Columbia Road, Sitts/South Road, and Kipp Road.

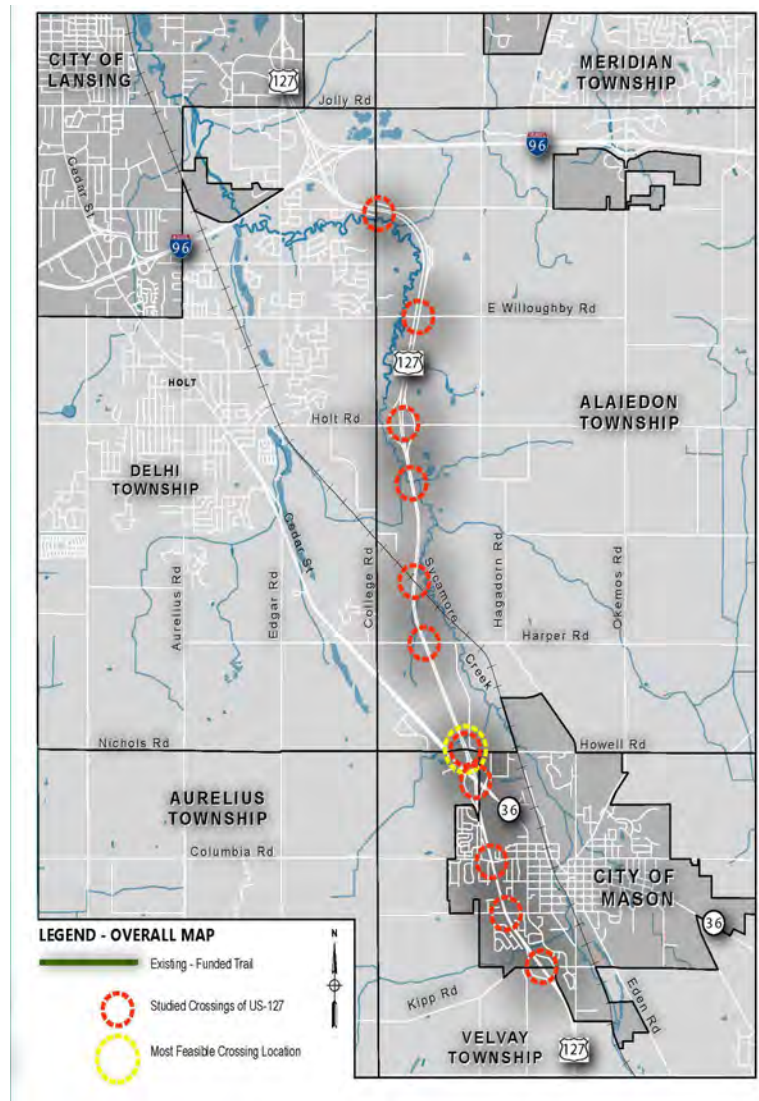
GENERAL ASSESSMENT

A scoring evaluation, rating each potential route on a scale of 1-5, was completed for each of the eleven studied routes. The three routes scoring the highest are expanded upon in this study. The other eight routes were eliminated and are not further discussed in this study. The complete scoring evaluation can be found in the appendix.

US-127 BRIDGES

Of the existing roadway bridges over US-127, none have adequate width to include a shared trail on the current structure. Howell Road has wider shoulders, however with the horizontal curvature of the bridge, and the amount and speed of traffic, safe use of these shoulders for non-motorized use would not be feasible. The only feasible method to utilize the roadway corridors over US-127 for non-motorized trail would be to either extend (widen) the existing bridges, or build a completely independent structure adjacent to the existing roadway overpass.

FIGURE 1. Map of the Studied US-127 Crossings for the Trail



NATURAL RESOURCES

The US-127 corridor closely follows the path of the Sycamore Creek. Along this corridor are areas rich with woodlands, wetlands, and wildlife. In evaluating at the potential routes, alternatives with more natural resources were scored lower due to the difficulty of managing the potential mitigation during construction.

PROPOSED TRAIL COMPATIBILITY

Through the process of this feasibility study, the proposed trail routes and uses also considered design standards, such as AASHTO (American Association of State Highway and Transportation Officials), MMUTCD (Michigan Manual on Uniform Traffic Control Devices), ADA (Americans with Disabilities Act), while also considering availability of land or right-of-way and other planning efforts by state, county, and local levels.

There are existing trailheads on Howell Road, just east of Kerns Road, and at Esker Landing Park, along Cedar Street near Holbrook Drive. These trailheads provide a purposefully design access to the trail system with amenities such as parking, signage, restrooms, seating, and trash receptacles.

RECOMMENDATION SUMMARY

While feasibility can be made for any of the studied crossing locations, it is recommended that the best, most feasible route is at Howell Road. This recommendation follows the recommendation of the previous feasibility study. It is the most direct route, considering the development of the trail system since the 2014 study, as well as other factors. The route when evaluated on the scoring matrix continues to hold the highest value.

The primary recommendation is a proposed bridge attached to the existing bridge structure on the south side of Howell Road. This would require a structural evaluation of the existing bridge to determine the bridge loading is sufficient on the existing structure. A secondary recommendation, if the primary recommendation is not feasible, would be a separated structure on the south side of Howell Road.

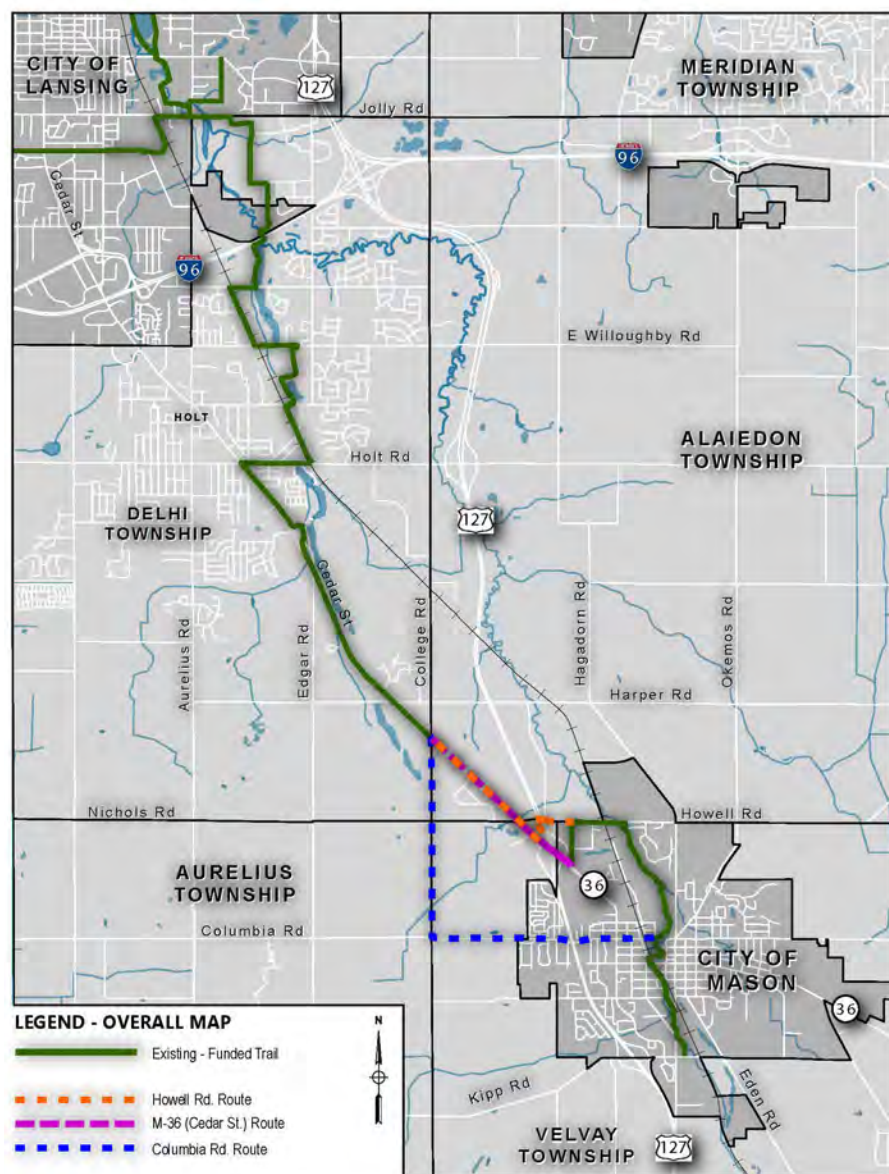


FEASIBLE ALTERNATIVES

The Feasible Alternatives in this study focus on the three highest scoring alternatives of the eleven that were evaluated. For this study, the primary focus was on the most feasible crossing of US-127. The routing proposed is highly conceptual and would need further analysis in later planning and design stages. The routing was determined through site visits, property ownership records, and numerous meetings with the stakeholders. The study conclusions are based on the technical evaluation of engineering, environmental and economic feasibility factors.

The feasible route alternatives include the following US-127 crossing locations, with a detailed description of the evaluation of each route to follow.

FIGURE 2. Map of the Three Feasible Routes



COSTS OF IMPLEMENTATION

Conceptual project costs are included in the appendix. The estimates include construction costs, professional service costs, and contingencies. Construction costs include the contractor’s cost to construct the project, with both labor and materials accounted for. Professional service costs include surveying, preparation of the construction plans, specifications and contract documents, and inspection, testing, and contract administration during construction. Contingencies are to cover uncertainties or unforeseen circumstances that arise during construction. These cost estimates are preliminary in nature and meant to provide a comparison between alternatives. More detailed estimates should be provided during the design process to establish the final project costs.

Please note that costs for securing additional right-of-way or easement are not included in the comparison estimates. Costs for this can vary greatly between communities and circumstances are extremely difficult to determine this early in the project process.

HOWELL ROAD ROUTE

The Howell Road route alternative directs the path southward along Cedar Street and Hogsback Road, from College Road, where it connects to Delhi Township’s trail system, to Howell Road; crossing Howell Road, the path will continue around the Dart Container building the US-127 exit ramp, where it will turn and head northward back up to Howell Road. At Howell Road, the proposed route will cross over US-127 on the south side and head east to the intersection of Kerns Road to connect with the City of Mason’s trail.

Howell Road, maintained by the Ingham County Road Department, was determined to be the best and most feasible route for the proposed trail and crossing over US-127. This recommendation follows that of the Phase 1 Feasibility Study; however, the routing in this study is slightly different.

FIGURE 3. Detailed Map, Howell Road Route

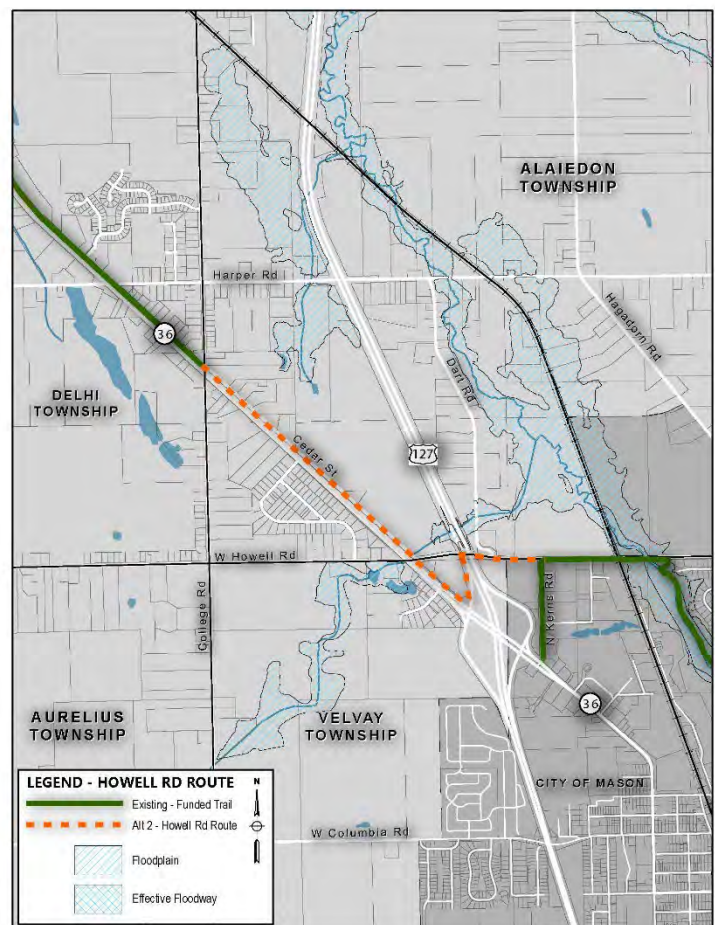


FIGURE 4. Photo looking east on the south side of the Howell Road bridge over US-127.



FIGURE 5. Photo looking southward at the Howell Road / Cedar Street intersection.



While having the highest score on the scoring matrix, this alternative provides the most direct route between the Delhi Township and City of Mason path systems. Delhi Township and the City of Mason developed their trail systems based on this preferred route from the Phase 1 Study, with the gap remaining between College Road (Delhi Township boundary) and Kerns Road (City of Mason boundary). Delhi Township is funded and will be constructing the trail along Cedar Street to College Road in conjunction with the Ingham County Road Department's redevelopment of Cedar Street in 2023.

Due to the heavy traffic and truck traffic at the Dart Container driveways, on both sides of Howell Road, it was determined the north and south sides of Howell Road create some safety concerns for trail users; for this reason, the alternative to circle around the southern-most Dart Container building was the best option. With Dart Container as one of our stakeholders, they were part of this decision.

Once in the US-127 limited access right-of-way, the trail will stay high on the bank and once at Howell Road will turn and utilize the proposed bridge structure over US-127. Once on the east side of US-127, the trail would stay on the south side of Howell Road to Kerns Road where it will cross and connect with the existing City of Mason path.

Dart Container also owns the property on the south side of Howell Road, east of US-127; they are amenable to giving an easement to use their property.

The bridge over US-127 could be cantilevered from the existing Howell Road bridge structure, however this would require MDOT evaluation to determine if this would be feasible due to the weight/impact to the existing bridge integrity. Due to this factor, the proposed bridge was estimated



as a separate structure which would require a separation from the existing Howell Road bridge structure of at least 60-feet for ease of bridge work on either structure in the future.

This connection would require 1.5 miles of new trail with one 311-foot long bridge. It does not require any drain, railroad, or river crossings, and it is not in the 100-year floodplain, nor are there any wetlands. There will be two crosswalks, one at Howell and Cedar, and the other at Howell and Kerns.

FIGURE 6. Detailed Map of the Howell Road Route

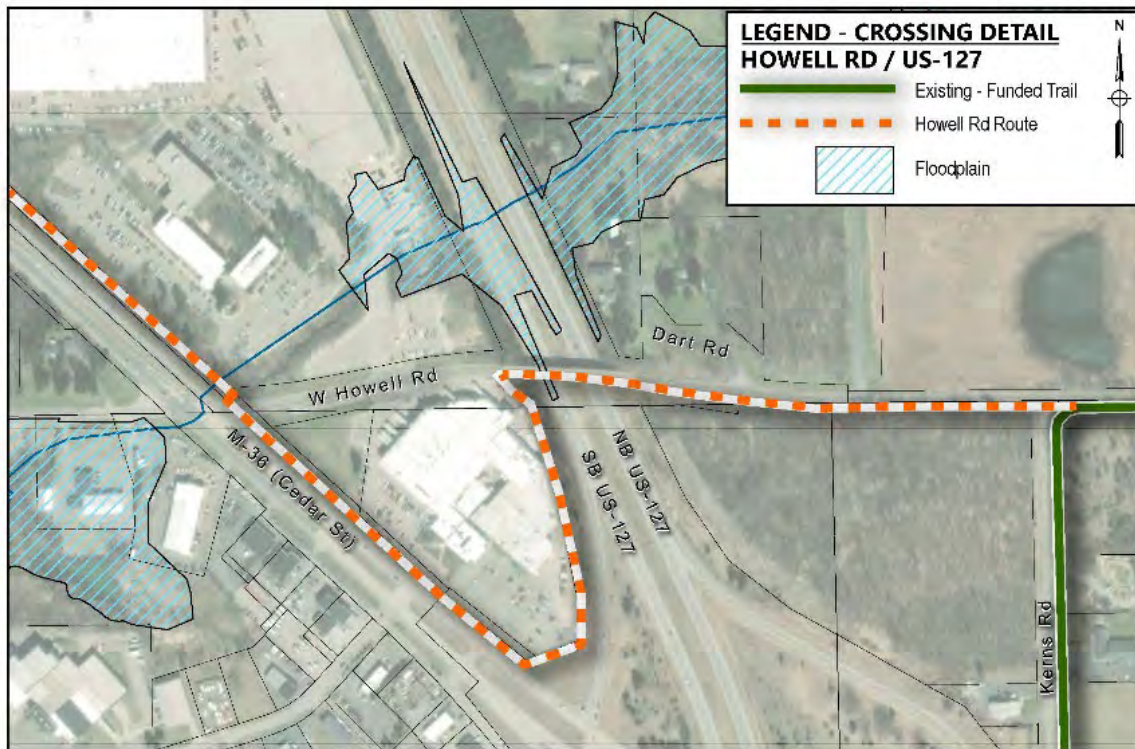


TABLE 1. Conceptual Cost Estimate, Howell Road Route

HOWELL ROAD ROUTE COST ESTIMATE	
Construction Cost	\$3,538,000
Professional Services	\$585,000
Contingencies / Inflation	\$825,000
TOTAL	\$4,948,000



CEDAR STREET (M-36) ROUTE

The Cedar Street (M-36) route alternative takes the trail from the same connection point in Delhi Township and follows the same route as the Howell Road route up to the US-127 interchange where this route continues south along Cedar Street to Kerns Road to connect with the City of Mason’s trail. This route requires the trail to cross over three highway entrance/exit ramps as well as a bridge crossing on the north side of the overpass.

While having the 2nd highest score on the scoring matrix, the score for the Cedar Street route is lower than that of the Howell Road route, and it is much more costly to develop.

Although this route follows much the same route as the most feasible route (Howell Road), up to US-127, this route requires a much longer bridge to cross US-127, approximately 400-feet long, which is about 100-feet more than the Howell Road route. This route also

FIGURE 7. Detailed Map, Cedar St. (M-36) Route

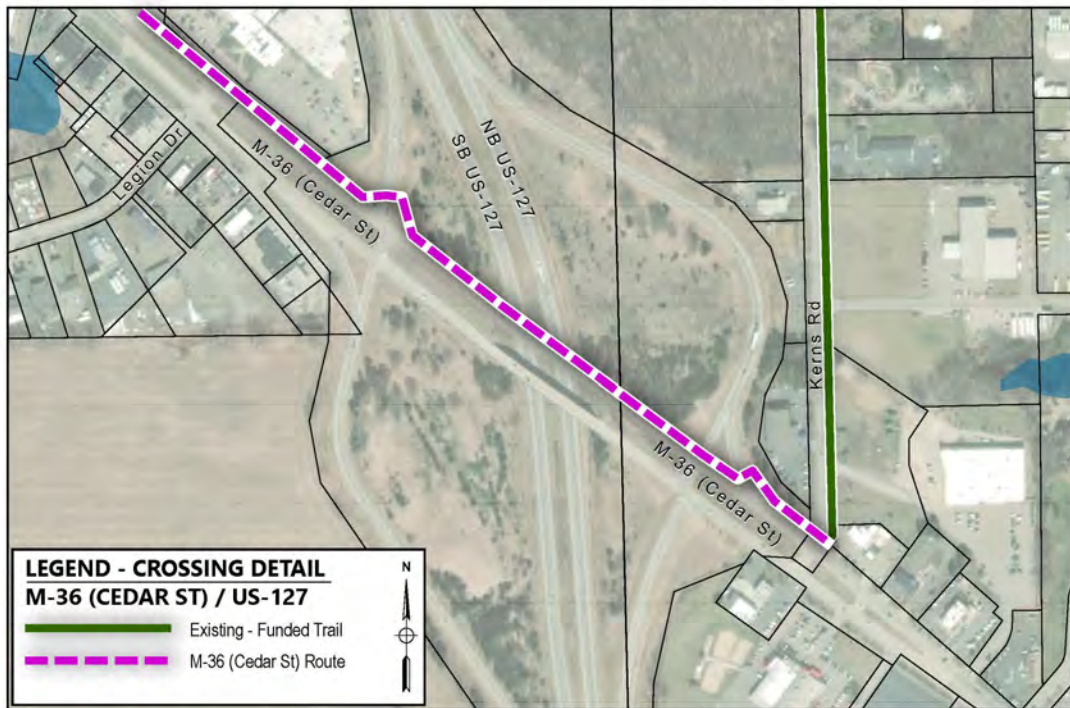
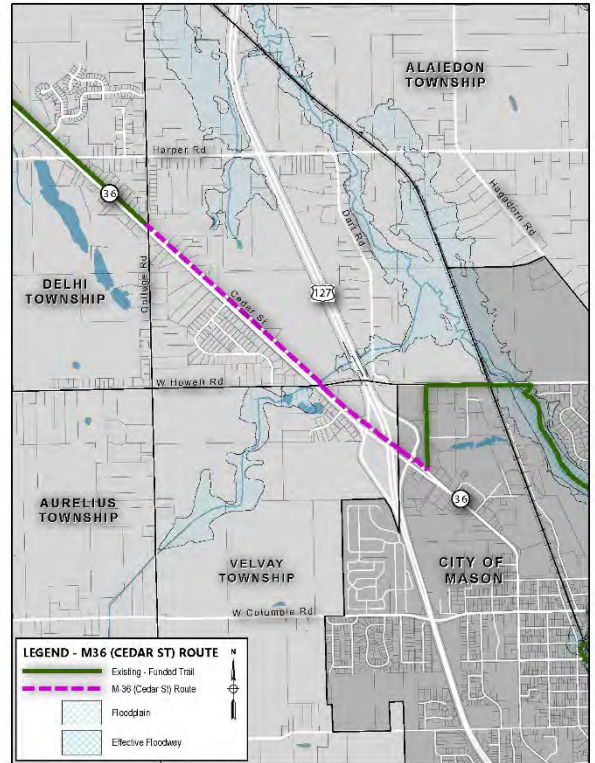


FIGURE 8. Detailed Map of the Cedar Street Route



requires the path to cross three entrance/exit ramps for US-127. After crossing the US-127 ramps, it would continue eastward to Kerns Road, where it would require a crosswalk to the east side of Kerns Road connect with the City of Mason’s trail system.

This connection would require 1.6 miles of new trail with one 400-foot long bridge. It would require one drain crossing, numerous road crossings (11) and driveway crossings. There would not be any railroad, or river crossings, and it is not in the 100-year floodplain, nor are there any wetlands. There are also 3 highway entrance/exit ramps crossings.

TABLE 2. Conceptual Cost Estimate, Cedar Street (M-36) Route

CEDAR STREET (M-36) ROUTE COST ESTIMATE	
Construction Cost	\$4,400,000
Professional Services	\$705,000
Contingencies / Inflation	\$1,021,000
TOTAL	\$6,126,000



COLUMBIA ROAD ROUTE

The Columbia Road route alternative routes the trail south from the Delhi Township trail system along College Road, in the road right-of-way, to Columbia Road. The proposed route would continue east along Columbia Road, to US-127, where it would require a separate bridge structure to cross over the highway, then it would continue east to connect with the City of Mason’s trail.

In 2015, the City of Mason completed a feasibility study of the Columbia Street bridge with Wolverine Engineering; the study recommends a separated structure due to load ratings of the existing bridge being at capacity; while the load rating calculations only typically evaluate the superstructure of the bridge, the load rating factor may not mean the substructure cannot carry additional load. The City of Mason recently worked with the Michigan Department of Transportation (MDOT) to place curbing delineators on the south side of the existing bridge to separate pedestrian traffic crossing the bridge.

While having one of the higher scores on the scoring matrix, the score is much lower than that of the most feasible route. This route is not very direct and takes trail users quite a distance away from the main route of travel to Mason.

This route was not under consideration until the City of Mason shared that this was an important pedestrian connection with a large number of residents in the housing complexes on the west side of US-127 who use the bridge to get into the City of Mason. The route follows College Road with a 66-foot right-of-way, which can be very narrow to add a path, particularly with the drainage ditches on either side of the road. It can be costly to enclose drains for this distance.

FIGURE 9. Detailed Map, Columbia Road Route

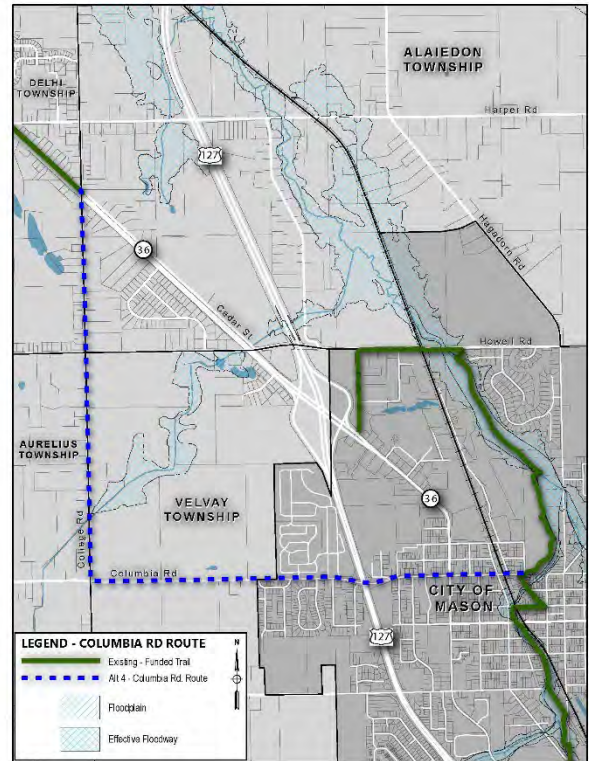


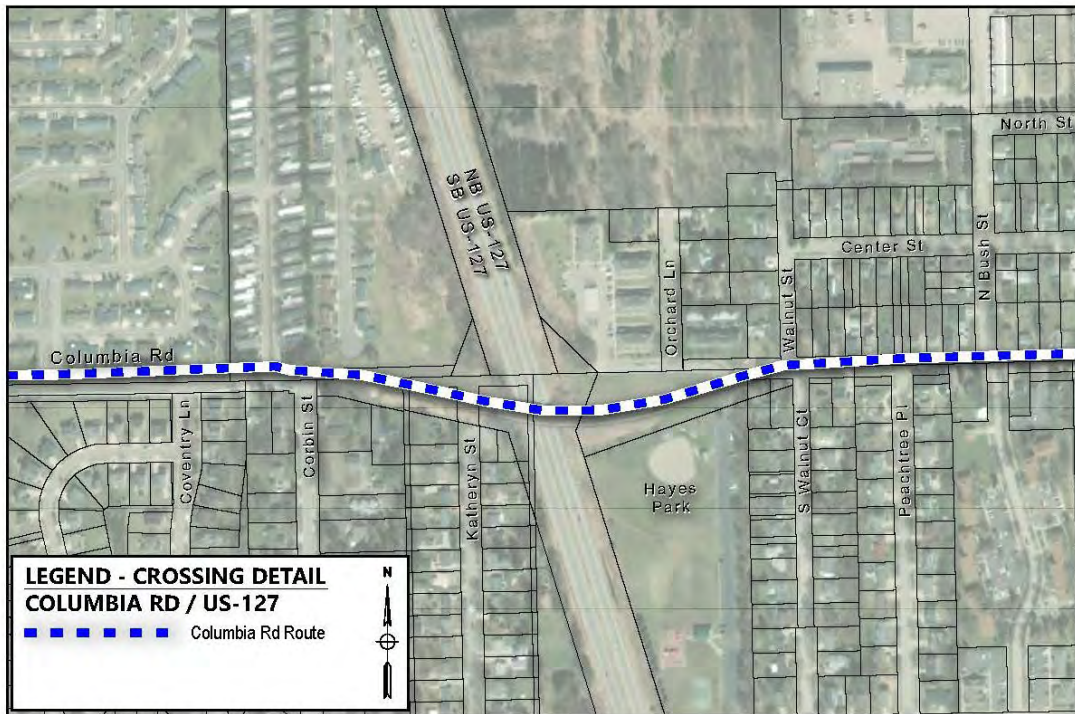
FIGURE 10. Photo looking north along College Road at the intersection of Columbia Road.



The Ingham County Road Department is currently evaluating the intersection of College and Columbia Roads for a potential safety improvement grant; it is in the very preliminary stages and any impacts to the intersection are unknown at this time.

Other alternatives would be to seek easements from private owners to place the path outside of the road right-of-way, but this can be difficult, especially through the large tracks of agricultural property.

FIGURE 11. Detailed Map of the Columbia Road Route



This connection would require 3.6 miles of new trail with one bridge. Although the existing road bridge is 176.5-feet long, the bridge study by Wolverine Engineering recommended a 225-foot long structure. This route also requires one drain crossing, numerous road crossings (11) and driveway crossings. There would not be any railroad, or river crossings, and it is not in the 100-year floodplain, nor are there any wetlands.

TABLE 3. Conceptual Cost Estimate, Columbia Road Route

COLUMBIA ROAD ROUTE COST ESTIMATE	
Construction Cost	\$4,770,000
Professional Services	\$880,000
Contingencies / Inflation	\$1,130,000
TOTAL	\$6,780,000



EVALUATION OF TRAIL ROUTES

Eleven routes crossing over US-127 were initially evaluated according to a set of selected criteria. Primary route selection criteria categories were established as:

- Overall Constructability
- Recreational Experience
- Political Factors
- Cost Considerations

Further description of these categories can be found below. Scoring was on a scale of 1 to 5 (with a score of 1 no meeting the requirements for the category, and a score of 5 fully meeting the category requirements) and was based on a combination of engineering calculations and professional judgement. The scores for each category were then tabulated to obtain a composite score for each of the eleven alternative routes. This allowed an empirical evaluation of each alternative, as each route's characteristics can vary dramatically. The general scoring for all eleven routes is in the appendix, with the detailed scoring breakdowns for only the top three alternatives.

During scoring, the US-127 crossing is essential for all of the studied routes, therefore the difficulty for this element, and its extensive approvals through the federal and state levels, was excluded from scoring, knowing that all routes would assume the same difficulty.

OVERALL CONSTRUCTABILITY

This rating category was broken down into several sub-categories all related to physically building the trail.

RIGHT OF WAY AVAILABILITY: Measurement of the right-of-way (ROW) that is currently available. Low scores mean there is currently insufficient ROW to build the trail. High scores indicate all the necessary ROW is currently secured for that section of trail.

CROSSING OF US-127: All routes in this study must cross US-127; Low scores require the route to cross over. High scores indicate the route can cross under US-127.

NUMBER OF ROAD CROSSINGS: Values are based on the number of road crossings (crosswalks) that are required. Low scores have a lot of road crossings. High scores have few to no road crossings.

CROSSING HIGHWAY RAMPS: Values are based on whether the proposed route requires crossing of highway entrance/exit ramps.



RAILROAD RIGHT-OR-WAY CROSSING: Values are based on whether the proposed route requires crossing of railroad tracks or are in the railroad ROW.

DRIVEWAY CROSSINGS: Values are based on number of driveway crossings that are required. Low scores have a lot of driveway crossings. High scores have few to no driveway crossings.

UTILITIES: Values are based on whether or not there is sufficient ROW with the existing utilities, and whether or not there would be utility conflicts. Low scores have a lot of utility conflicts. High scores have few to no conflicts.

EASEMENT AVAILABILITY: Values are based on the number of easements that will be required. If many easements will be necessary to build the path, a low score was given. High scores equated to no easements, or few easements being needed. In addition, the challenges in obtaining the easements were considered. For example, private property easements are typically more difficult and costly to obtain than an easement from a public entity. Difficult easements scored lower, while easier easements scored higher.

DESIGN ENGINEERING & PERMITTING: Scoring related to the amount of engineering and permitting necessary for the project, challenging or standard. Hydraulic studies for new bridge construction, studies for floodplain revisions, structural engineering for bridges and foundations, additional geotechnical engineering related to poor soil conditions, and design challenges for constructing a path in limited and congested urban spaces are all examples of activities that add complexity and cost to the trail design. Low scores were given if many services would be needed, higher scores mean less effort would be required. Permitting was scored based on the number and difficulty of permits that would be required. Railroads are notoriously slow and difficult to obtain permits from. Bridges over rivers will require significant permit effort and time from the Michigan Department of Environment, Great Lakes and Energy (EGLE). Low scores were given for segments with many or difficult permits, high scores for few permitting needs. As part of this scoring, sub-categories for tree removal, EGLE permitting, river crossings, drain crossings, threatened and endangered species, and design challenges were individually rated as well, as these particular items can add to the difficulty of a project.

LENGTH OF ROUTE FOR CONNECTIONS: Values in this category scored on whether the length of the proposed route was excessive, or repetitive or not. Low scores were given for those that seemed excessively, or unnecessarily, long or repetitive of nearby existing trail routes. High scores were received for trail segments that were not excessively long or repetitive.



EASE OF CONSTRUCTION: Measurement of the difficulty of physically constructing the trail. Open spaces and areas away from roadways make trail construction easy and result in high scores, while building the path next to busy roadways, or in environmentally sensitive areas, or in tight confines takes more time and effort, yielding lower scores. The more remote the area, the more difficult bridge, or trail, placement will be.

TIMING/SCHEDULE IMPACTS: If elements are associated with a path segment that have the potential for causing a project delay that segment was given a low score. Fewer possible delay elements resulted in a higher score. As previously mentioned, alternatives with railroad crossings can create long project delays during design, permitting and construction.

DESIGN CRITERIA EXCEPTIONS: If a trail segment has potential for or will likely need exceptions to standard design guidelines a low score was assigned. If a segment appeared to be able to meet all design criteria a high score was given. ROW limitations in some cases may not allow for a ten-foot wide trail, so a width reduction is very likely if that route is selected.

RECREATIONAL EXPERIENCE

This category was divided into criteria related to the trail users experience while using the facility.

RESIDENTIAL ACCESSIBILITY: Determination of how accessible the trail will be to residential properties. If the trail will be located within short walking distance of high-density residential neighborhoods, it resulted in a high score. Low scores were the result of the trail being relatively far away from direct residential access.

COMMERCIAL ACCESSIBILITY: Measurement of the proximity of commercial businesses near the trail. Trail alternatives that brought users close to commercial property scored high, alternatives that did not scored low.

INSTITUTIONAL ACCESSIBILITY: Similar to the two previous criteria, this analyzed the trail proximity to institutional facilities such as schools and parks.

SCENIC ROUTE: Measurement of the natural beauty of the path and opportunities to interact with nature. Alternatives through wooded or natural meadow areas were given higher scores, as were alternatives that provided extra recreational opportunities such as fishing or kayaking. Lower scores were assigned to segments that were near visually unappealing areas.

TRAFFIC INTERACTION/USER SAFETY: Analysis of the interaction between the trail user and vehicles. Segments where the user had potential interaction with high volumes of traffic were given lower scores, as were segments where the interaction wasn't typical, like a mid-block street crossing or a roundabout crossing. Commercial driveway traffic was a consideration as well. High scores were given to segments where there were little traffic interaction possibilities.



USER PERCEIVED RISK/SAFETY: Scoring related to how safe the user felt while using the trail segment and the proximity to other public areas. Low scores were given to areas where the user may feel increased risk due to the remoteness of the area or isolation due to the landscape. High scores were given to segments where there was a high likelihood of other people in the area. Isolated areas of a trail can be perceived as unsafe. This factor can be mitigated with security lighting or other measures, and generally this improves with increased overall usage of the path as users can police the trail themselves.

FUTURE LINKAGES: Measurement of the ability of a trail alternative to have linkages to future trails, either local or regional. High scores meant that there were trail expansion possibilities in the future, low scores meant there weren't many obvious chances for future growth.

FUTURE AMENITIES: Some alternatives have the benefit of nearby public lands that may be used to provide future amenities or could be the site of a future trailhead. High scores were given for segments that had future potential uses, low scores to segments that were isolated or didn't have future potential amenities.

AIR QUALITY: Measurement of the user's perception of air quality was based on traffic volume of adjacent roads and the proximity of farm fields. If the trail is close to a farm field or road with a high traffic volume, fumes emitted from motor vehicles or dust produced from farming will jeopardize air quality.

POLITICAL FACTORS

The Political Factors criteria was developed to compare different agencies viewpoints on the path and the impact of the trail on the region.

INTERGOVERNMENTAL COOPERATION: Values in this category consider the relationship among government agencies and how many agencies will be involved with a particular segment of trail. As most of the agencies that will be involved with this project are supportive, the analysis was based on the actual number of agencies that would need to be involved with any particular segment. More agencies simply increase the coordination effort and have an effect on the project schedule.

REGIONAL IMPACT/ATTRACTION: Measurement of the trail alternative's potential as a regional attraction.



COST CONSIDERATIONS

This category was evaluated based on the trail alternatives cost to construct the path, the cost of design and engineering, and the cost of easements.

COST TO CONSTRUCT: Values simply rated the cost to construct any segment of the trail alternative.

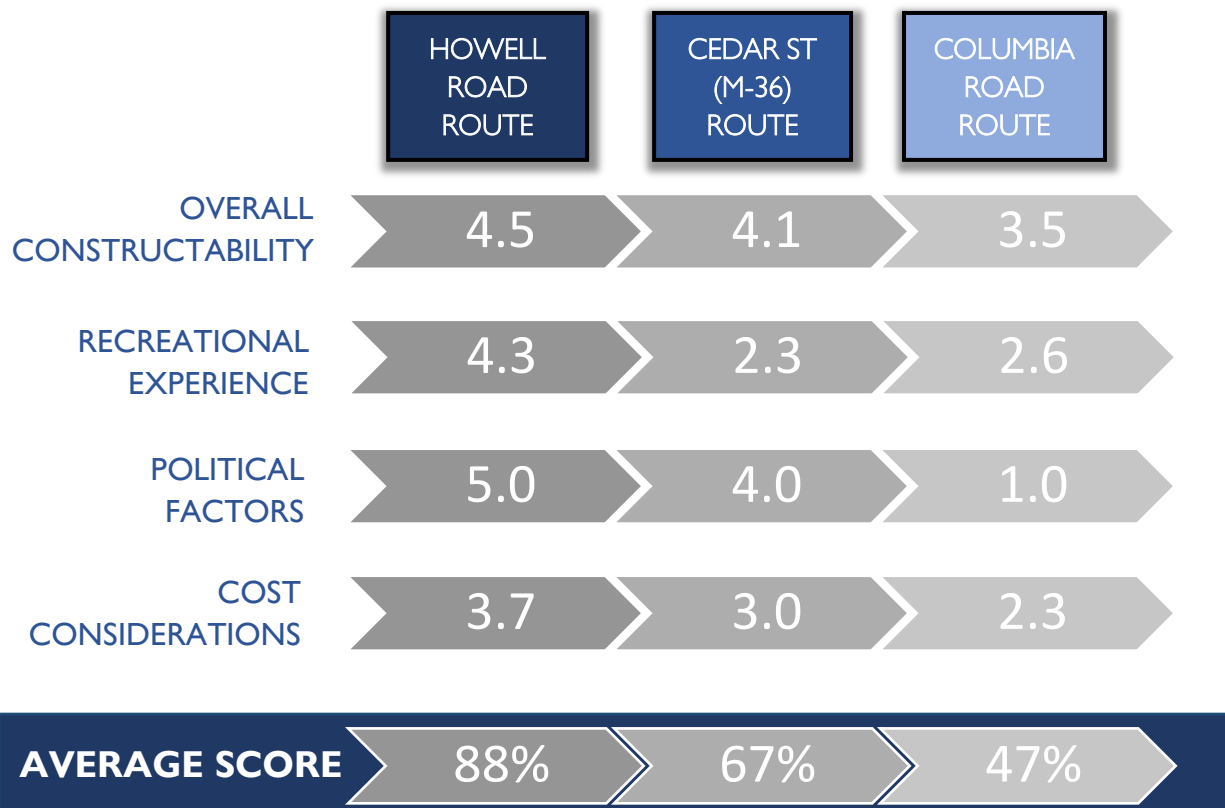
COST OF ENGINEERING: Values are based on the cost associated with studying, designing, and administering the alternative.

COST OF EASEMENTS: Scoring is based on the relative costs for obtaining the necessary easements for a section of path. This can be impacted by not only the property values but also the actual number of easements needed.

TRAIL ALTERNATIVE COMPARISON

The overall scores for the evaluation criteria for each trail alternative are given below. These are the overall average scores for the criteria and the individual trail segments. Detailed evaluation scoring for each segment of pathway, corresponding to the map segments, is provided in Appendix B.

FIGURE 12. Score Evaluation Summary, Feasible Routes



MOST FEASIBLE TRAIL ROUTE

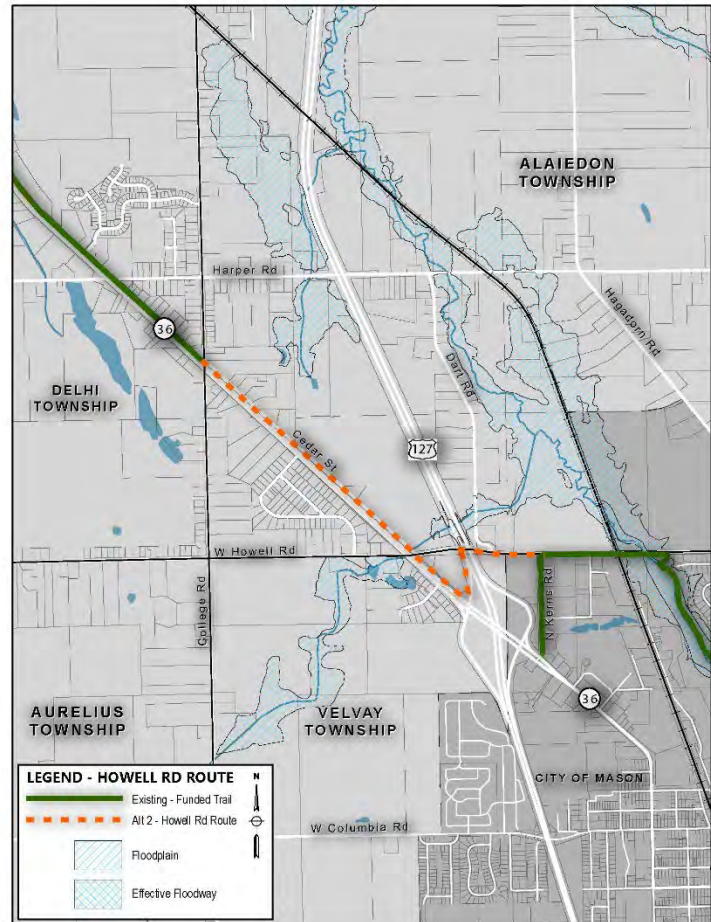
Based on the evaluation criteria, the Howell Road Route is the highest scoring alternative with an average score of 88%. The Cedar Street and the Columbia Road route were the next two highest scoring but are clearly much lower scoring.

The identification of the most feasible route is based on practical engineering and funding factors, and judgment about how to provide the most benefit to most citizens for the least dollars. The Howell Road Route is the most feasible route to connect non-motorized users from Holt to the City of Mason.

The Howell Road Route offers the following advantages:

- It is the most direct route between the two existing trail systems, that of Delhi Township in Holt, and that of the City of Mason’s Hayhoe Trail.
- The trail can largely be constructed in the right-of-way of Cedar Street and Hogsback Road, with easements from only one property owner. This makes construction much easier and less costly.
- The trail can be constructed away from the roadway in most areas, improving safety and enhancing the user experience.
- There are very few road or driveway crossings for large stretches of trail. This makes the trail much safer for the user.
- Dart Container is a willing partner for easements needed on their property.
- The trail can use the existing crosswalk at Howell and Cedar.

FIGURE 13. Detailed Map, Howell Road Route



- There are no wetlands, floodplain, or other environmentally sensitive areas to mitigate along this route.
- Due to the shorter route, the availability of right-of-way and easements, and relatively shorter bridge crossing, this alternative is less expensive than all the other alternatives.

Some of the challenges of posed by this route will include:

- The trail is not only proposed to cross over US-127, but also be located along the top of bank and parallel to the highway corridor. Approvals could lengthen the time it takes to get this constructed.
- Permits will be needed from MDOT for constructing the entire segment of trail. This adds a level of complexity to the project.
- Maintaining road drainage may be a challenge in some areas, but it will be critical to the roadway.
- Overhead utilities are present south of the Howell Road vehicular bridge which will have to be considered in the design; the project may require at least temporary relocation.
- The area between Dart Container and US-127 has a steep slope which may require some retaining wall and fencing or railing.



IMPLEMENTATION

The next steps for project implementation will start with review and approval of the Most Feasible Route in concept.

Once the approval is received for the Most Feasible Route, the next steps will be easement, or right-of-way acquisition, preliminary design, and obtaining project funding. Preliminary design will be necessary to identify the more precise easement needs, but discussions with the property owners should be held as early as possible in the process. Typically, the path owner is responsible for securing the needed easements and ROW, which in this case would be Ingham County Parks Department or their designee.

In most cases, one of the next steps would be to secure funding, however most of the project funding has already been secured through the Ingham County Trails and Parks Millage (\$1.25 million), and federal funding through Congresswoman Slotkin (\$2.75 million).

Once acquisition is complete and funding secured, more detailed design can be completed. Permitting should begin as early in the design process as possible to avoid project delays and redesign. The design approval process can vary according to the requirements of the funding agency. After final approval, the project can then be bid and constructed.



APPENDIX A

Evaluation Scoring



	Howell Road		M-36 (Cedar Street)		Columbia Road	
	Score	Avg	Score	Avg	Score	Avg
OVERALL CONSTRUCTABILITY		4.5		4.1		3.5
Right-of-Way Availability	5		4		2	
Crossing of US-127	1		1		1	
# of Road Crossings	5		3		1	
Crossing Highway Ramps	5		1		5	
Railroad Crossings/ROW	5		5		5	
Driveway Crossings	5		4		3	
Utilities	3		4		2	
Easement Availability	5		5		3	
Design Engineering and Permitting	4		3		3	
Tree Removal	5		5		5	
EGLE Permitting	5		5		5	
River Crossings	5		5		5	
Drain Crossings	5		5		4	
Threatened/Endanger Species	5		5		5	
Design Challenges	5		4		4	
Other Permitting (RR, ROW)	5		5		2	
Length of Route for connection	5		5		2	
Ease of Construction	5		4		3	
Timing / Schedule Impacts	5		3		5	
Design Criteria Exceptions	1		5		4	
RECREATIONAL EXPERIENCE		4.3		2.3		2.6
Residential Accessibility	3		1		4	
Commercial Accessibility	5		3		3	
Institutional Accessibility	5		4		2	
Scenic Route	4		2		2	
Traffic Interaction / User Safety	5		1		2	
User Perceived Risk / Safety	4		1		2	
Future Linkages	5		5		3	
Future Amenities	5		3		3	
Air Quality	3		1		2	
POLITICAL FACTORS		5.0		4.0		1.0
Intergovernmental Cooperation	5		4		1	
Regional Impact / Attraction	5		4		1	
COST CONSIDERATIONS		3.7		3.0		2.3
Cost to Construct	5		3		3	
Cost of Engineering	5		3		3	
Cost of Easements	1		3		1	
		4.4		3.3		2.3



	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	Avg Score	ESTIMATED COST
College Road	2.0													\$15,630,000
Willoughby Road	1.9													\$12,480,000
Holt Road	1.8													\$9,420,000
Sycamore Creek	1.3													\$9,420,000
Railroad	2.5													\$7,850,000
Harper Road	2.8													\$6,325,000
Howell Road	4.5													\$4,948,000
Cedar Street (M-36)	4.1													\$6,126,000
Columbia Road	3.5													\$6,780,000
Sitts (South) Road	3.0													\$7,767,500
Kipp Road	3.2													\$10,362,000
OVERALL CONSTRUCTABILITY														
RECREATIONAL EXPERIENCE														
POLITICAL FACTORS														
COST CONSIDERATIONS														
TOTAL AVG SCORE	1.5													



APPENDIX B

Conceptual Cost Estimates



**HOWELL ROAD ROUTE
PRELIMINARY ESTIMATE OF COST (CONCEPTUAL)
JUNE 2023**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1.5	Miles	Shared Use Path, 10' wide**	\$700,000.00	\$1,050,000.00
2.	300	Lin. Ft.	Pedestrian Bridge, 14' wide	\$8,000.00	\$2,400,000.00
Sub-Total - Construction Costs					\$3,538,000.00
Design Engineering					\$285,000.00
Construction Administration, Staking, and Inspection					\$300,000.00
Contingencies / Inflation					\$825,000.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$4,948,000.00

** Cost includes potential utility relocation.



**CEDAR STREET (M-36) ROUTE
PRELIMINARY ESTIMATE OF COST (CONCEPTUAL)
JUNE 2023**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1.6	Miles	Shared Use Path, 10' wide	\$750,000.00	\$1,200,000.00
2.	400	Lin. Ft.	Pedestrian Bridge, 14' wide	\$8,000.00	\$3,200,000.00
Sub-Total - Construction Costs					\$4,400,000.00
Design Engineering					\$355,000.00
Construction Administration, Staking, and Inspection					\$350,000.00
Contingencies / Inflation					\$1,021,000.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$6,126,000.00



**COLUMBIA ROAD ROUTE
PRELIMINARY ESTIMATE OF COST (CONCEPTUAL)
JUNE 2023**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	3.6	Miles	Shared Use Path, 10' wide	\$825,000.00	\$2,970,000.00
2.	225	Lin. Ft.	Pedestrian Bridge, 14' wide	\$8,000.00	\$1,800,000.00
Sub-Total - Construction Costs					\$4,770,000.00
Design Engineering					\$380,000.00
Construction Administration, Staking, and Inspection					\$500,000.00
Contingencies / Inflation					\$1,130,000.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$6,780,000.00



INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 12, 2023

Motion to Support the Resolution to Adopt the Phase II Feasibility Study: Holt to Mason Trail

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
FROM: Tim Morgan, Parks Director
DATE: July 3, 2023
SUBJECT: Adopt the Phase II Feasibility Study: Holt to Mason Trail
For the meeting agenda of July 17, 2023 Human Services

BACKGROUND

Board of Commissioners Resolution #21-102 authorized a contract with Spicer Group, Inc. to provide a Phase II Feasibility Study for the final phase of the Holt to Mason trail that will go along Cedar and Howell Roads from College Road to Kearns Road. This resolution asks the Board of Commissioners to adopt the study as presented. The study is available for review at <https://pk.ingham.org/>.

ALTERNATIVES

None. Adopting the study is necessary to move forward with this project.

FINANCIAL IMPACT

The study carries with it no commitment on the part of the Board of Commissioners to fund any particular recommendation contained within the study.

Board of Commissioners Resolution #20-564 previously authorized a commitment of \$1,250,000 for the final phase of the Holt to Mason trail project. The County was also awarded \$2,750,000 from Representative Elissa Slotkin’s Community Project Funding program per Board of Commissioners Resolution #23-177. After the study is adopted, staff will work with the Purchasing Department to solicit an RFP for the design of this project.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their June 12, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the resolution to adopt the Phase II Feasibility Study for the Holt to Mason Trail.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE PHASE II FEASIBILITY STUDY FOR THE
HOLT TO MASON TRAIL**

WHEREAS, to assist the Board of Commissioners in developing the Phase II Feasibility Study for the Holt to Mason Trail that will go along Cedar and Howell Roads from College Road to Kearns Road, Ingham County hired Spicer Group, Inc. to complete the study; and

WHEREAS, Spicer Group, Inc. has completed the study to the satisfaction of the Ingham County Parks and Recreation Commission; and

WHEREAS, the Ingham County Parks and Recreation Commission recommends approval of the Phase II Feasibility Study for the Holt to Mason Trail by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Board of Commissioners desires to implement the recommendations included in the study.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Phase II Feasibility Study for the Holt to Mason Trail prepared by Spicer Group, Inc.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 12, 2023

Motion to Support the Resolution to Extend the Contract with Spicer Group, Inc.

MOVED BY SUPPORTED BY

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 3, 2023
SUBJECT: Contract Extension with Spicer Group, Inc. for Consulting Services
 For the meeting agenda of July 17, 2023 Human Services and July 19, 2023 Finance

BACKGROUND

The Board of Commissioners passed Resolution #20-560 to authorize a three-year contract with Spicer Group Inc., for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of millage related items, with an option to renew the contract for an additional three-year period. Ingham County Parks staff and the Park Commission recommend renewing the contract with Spicer Group Inc. for an additional three years as detailed in Exhibit A.

ALTERNATIVES

Ingham County Park staff does not have the engineering expertise that the consultant is able to provide.

FINANCIAL IMPACT

Board of Commissioners Resolution #20-560 authorized \$322,557.00 for a three-year contract. This resolution extends the contract for an additional three years. The fourth, fifth, and sixth year cost will be included in the Parks Department’s future budget request for the appropriate amount each year of \$109,850.00 for 2024, \$110,980.00 for 2025 and \$112,000.00 for 2026, which includes Spicer Group’s attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$400.00 per meeting:

Budget Year	Yearly Amount	Meeting Fee	Total
2021	\$102,738.00	\$3,750.00	\$106,488.00
2022	\$103,765.38	\$3,750.00	\$107,515.38
2023	\$104,803.03	\$3,750.00	\$108,553.03
2024	\$105,850.00	\$4,000.00	\$109,850.00
2025	\$106,980.00	\$4,000.00	\$110,980.00
2026	\$108,000.00	\$4,000.00	\$112,000.00

The financial impact from this request will be an additional \$332,830.00 from the Trails and Parks Millage Fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1 (g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution unanimously with the passage of a motion at their June 12, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend the resolution authorizing an amendment to the contract with Spicer Group, Inc. be approved.



May 4, 2023

Tim Morgan, Director
Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI 48854

RE: Professional Consulting Services Contract Extension, Contract #153-20
Ingham County, MI

Tim,

At your request, we are providing you with our proposal to extend our contract for the Parks and Trails Professional Consulting Services, Packet #153-20.

Background

Spicer Group has been assisting Ingham County in administration tasks related to their Trails and Parks Millage. The Ingham County Trails and Parks millage generates approximately \$4 million dollars per year. With this millage, the County has successfully offered grant funding to communities within the County, to create and maintain a sustainable countywide system of recreation trails and adjacent parks.

Administering this program is a good deal of work. Ingham County would like to continue our assistance with the administration of this grant program regarding several specified tasks. Listed below are the 13 tasks we have been assisting the County with and an associated scope of work for each item.

Scope of Work / Fee

Our Scope of Work is divided into specific tasks, as follows:

TASK #1. EVALUATING APPLICATIONS – We will receive and review applications from the millage programs with oversight from the Director for Ingham County Parks and Trails and Parks Millage Coordinator. This review will include:

- **Validating cost estimates submitted with each application for completeness and accuracy.** Spicer will review the projects and their cost estimates submitted with each application. We will compare the estimates with current cost data for accuracy and assist the communities in providing the best estimates for their proposed projects.
- **Providing funding recommendations on project viability to the Parks Director, Park Commission and Board of Commissioners.** Based on the review of the projects and estimates, Spicer Group, with assistance and input from the County, will provide a Viability Report for each project. These reports will be distributed to each community prior to their presentation to the Park Commission so they can respond to any project concerns. Following the presentation, the Viability Reports will be finalized for the Park Commission who will use them when scoring the projects.
- **Compiling the scoring of the applications for the Park Commission.** Once the Park Commissioners have scored each application, Spicer Group will compile the scores into the scoring system developed by

the Park Commission. A scoring report will be developed showing each project's score, park commissioners' comments, and a summary of the project in alphabetical and scoring order.

Fee: Our anticipated fee for this task is based on an expected amount of 40 hours of effort per year. This equates to \$18,180 (broken down by year: year 4 - \$6,000, year 5 - \$6,060, year 6 - \$6,120).

TASK #2. GIS MAPPING – Develop maps of existing trails and planned trails within the boundaries of the existing County Parks, as needed. Spicer Group will produce GIS documents and printable copies for each of the four County Parks including Lake Lansing North and South, Burchfield, and Hawk Island.

Fee: Our anticipated fee for this task is based on an expected amount of 58 hours of effort per year. This equates to \$21,982 (broken down by year: year 4 - \$7,250, year 5 - \$7,337, year 6 - \$7,395).

TASK #3. OVERSEE PROJECTS – All projects awarded millage grants will be monitored from inception to completion to ensure conformance to standards, plans and specifications. Once the projects are awarded, it will be necessary to review the progress of each project on-site to ensure they are moving forward.

Fee: Our anticipated fee for this task is based on an expected amount of 180 hours of effort per year. This equates to \$81,810 (broken down by year: year 4 - \$27,000, year 5 - \$27,270, year 6 - \$27,540).

TASK #4. PERFORM A "PROJECT AUDIT" – Once a project completes construction, Spicer Group will complete a final inspection of the project to oversee the work of the Contractor and ensure compliance with the contract, including inspection of the work for conformance to standards, specifications, and guidelines.

Fee: Our anticipated fee for this task is based on an expected amount of 48 hours of effort per year. This equates to \$21,816 (broken down by year: year 4 - \$7,200, year 5 - \$7,272, year 6 - \$7,344).

TASK #5. TRACK ALL FINANCIAL ASPECTS – Spicer Group will continue to track projects through the developed Millage Management Excel spreadsheet developed over the past four years. This will be updated monthly, or as requested, and provided regularly to the County. To provide these updates, Spicer Group will:

- Request MUNIS reports from Ingham County Finance office on expenditures, quarterly, or as needed.
- Work with park staff to update projects and funding.
- Regularly review County resolutions and update information in the spreadsheet.
- Provide regular reports to each community so they can update their project status.
- Gather project status data from each community.

Fee: Our anticipated fee for this task is based on an expected amount of 124 hours of effort per year. This equates to \$56,358 (broken down by year: year 4 - \$18,600, year 5 - \$18,786, year 6 - \$18,972).

TASK #6. FIELD ENGINEERING STUDIES – A variety of engineering field studies pertaining to bridge evaluation according to MDOT standards will be conducted, as needed.

Fee: Our anticipated fee for this task is based on an expected amount of 28 hours of effort per year. This equates to \$10,612 (broken down by year: year 4 - \$3,500, year 5 - \$3,542, year 6 - \$3,570).

TASK #7. CONDUCT PASER RATINGS – A variety of engineering field studies pertaining to Pavement Surface Evaluation and Rating (PASER) ratings and pavement thickness will be conducted, as needed.

Fee: Our anticipated fee for this task is based on an expected amount of 32 hours of effort per year. This equates to \$14,544 (broken down by year: year 4 - \$4,800, year 5 - \$4,848, year 6 – \$4,896).

TASK #8. WAYFINDING – Spicer Group will assist the County in the implementation of future phases of the Trails Wayfinding Sign program.

- We will work with the participating communities to identify the signage needs, compile the information, coordinate the sign development with the sign contractor, assist with specifications and
- drawings for installation, assist with any needed estimates, and work with the County to oversee the installation of all signs.
- Once the signs are installed, Spicer Group will GPS the location of each sign and add it to the County’s GIS system. This data will be shared with Ingham County 911 to utilize on the trail systems when they are trying to locate victims.

Fee: Our anticipated fee for this task is based on an expected amount of 90 hours of effort per year. This equates to \$40,905 (broken down by year: year 4 - \$13,500, year 5 - \$13,635, year 6 – \$13,770).

TASK #9. GRANT APPLICATIONS AND RFP DEVELOPMENT – Assist the County with:

- Prepare the design and cost estimates for projects proposed in the County Parks Capital Action Plan, and as directed by the Parks Director and/or Trails Coordinator.
- Prepare grant applications for each project through the determined grant program (i.e. DNR, County, or other public or private grant agency).
 - Pre-score the DNR application to determine the best grant program to target.
 - Develop the application on MiGrants online grant application.
 - Determine the local match amount.
 - Prepare the location map, legal boundary map.
 - Prepare a conceptual site plan showing the proposed improvements in relationship to the existing facilities.
 - Develop a preliminary floor plan of any proposed building improvements, where required.
 - Review and complete the environmental checklist and SHPO submittals for any Land and Water Conservation Fund grants. These are not required to be submitted when the application is submitted.
 - Write the supporting grant narrative text.
 - Produce photographs of the site showing the existing conditions and proposed improvement locations.
 - Produce the Notice of Intent Form and Transmittal Letter to the regional planning agency.
 - Compile the requirements for the grant applications and upload them to the online application.
 - Assist the County in submitting the grant application to the MDNR.
- County Responsibilities would include:
 - Assist and provide information for the application form as needed (i.e., property deeds, plat map information, property descriptions, etc.)
 - Obtain attorney signature on documentation of site control form.
 - Advertise and host a public meeting.

- Obtain documentation from people with disabilities or a disability group regarding the project.
- Obtain letters of support for the project.
- Produce approved public meeting minutes.
- Certify a resolution from the Board of Commissioners.
- Review and submit the application.
- Assist the County in developing an RFP to aid the County in soliciting proposals for prime professional services for the design, grant administration, bidding, and construction administration of each grant project. The RFP would, at a minimum, meet all requirements of the MDNR grant for prime professional and the requirements of the County Purchasing Department.

Fee: Our anticipated fee for this task is based on an expected amount of 68 hours of effort per year. This equates to \$25,772 (broken down by year: year 4 - \$8,500, year 5 - \$8,602, year 6 – \$8,670).

TASK #10. UPDATE COMPREHENSIVE REPORT MAPS – Work with the County and stakeholders to update the maps in the Comprehensive Report developed in 2015/16. There are many projects that have been completed with the Trails and Parks Millage funds and these projects have quickly outdated the 2015/16 maps.

- Spicer Group will develop updated maps showing clear detail of critical connections in the
- entire County Trails systems, identify missing links, and recommend priorities in the regional system for connecting communities.
- Verify on-road bike lanes within the current plans/maps and the status of the widths of those identified bike lanes.
- Coordinate with the Ingham County Road Department and park staff.

Fee: Our anticipated fee for this task is based on an expected amount of 32 hours of effort per year. This equates to \$14,544 (broken down by year: year 4 - \$4,800, year 5 - \$4,848, year 6 – \$4,896).

TASK #11. PRIORITY TRAILS - Provide costs and designs for the priority trails outlined in the Trails and Parks Comprehensive Report.

- Drive and study the routes to determine the proposed routes and any challenges that will have to be overcome.
- Develop a conceptual plan showing the proposed route and any potential phasing.
- Prepare preliminary estimates of costs broken down by phases.
- Work with the Trails Coordinator, park staff, Park Commission, and Board of Commissioners to apply for grant funds to complete these important linkages, including:
 - Holt to Mason Trail (from College Road to the Hayhoe Trail)
 - Ram 2 Burchfield Trail
 - MSU to Lake Lansing, Phase 3
- Communicate with MDOT and DART manufacturing, as well as all local entities, stakeholders and communities.

Fee: Our anticipated fee for this task is based on an expected amount of 24 hours of effort per year. This equates to \$10,908 (broken down by year: year 4 - \$3,600, year 5 - \$3,636, year 6 – \$3,672).

TASK #12. REPORTING OF CONSULTANT’S TIME – Spicer Group will track and provide detailed reports regularly showing the amount of time spent on each task.

Fee: Our anticipated fee for this task is based on an expected amount of 11 hours of effort per year. This equates to \$3,399 (broken down by year: year 4 - \$1,100, year 5 - \$1,144, year 6 - \$1,155).

TASK #13. MEETINGS – Spicer Group will attend meetings with the Park Commission, Board of Commissioners, or other agencies, as needed.

Fee: Our anticipated fee for this task is based on an expectation of attending 10 meetings per year, which equates to \$12,000.

Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

Fee Schedule

Our proposed fee to complete these services can be found **above** and on the **attached spreadsheet**. When we add up the anticipated task efforts for:

- Year 4, the total estimated hourly fee is in the amount of **\$105,850**.
- Year 5, the total estimated hourly fee is in the amount of **\$106,980**.
- Year 6, the total estimated hourly fee is in the amount of **\$108,000**.

If, or when, we approach that number, we would let the park staff know that we are within say 15% of the upper limit. At that time the County could determine to either limit additional work or utilize additional dollars.

It is also our understanding that the Ingham County Park Staff will be responsible for communication with the Park Commission and Board of Commissioners, however if our attendance is required at one of these meetings, our fee for this will be in addition to the amount above, at a rate of **\$400 per meeting**.

Once we have done this work for a year or two, I think both parties will have a better understanding of what work is involved and the level of assistance needed.

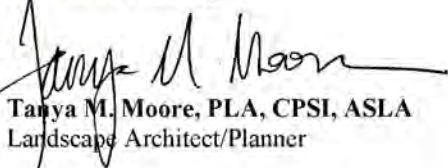
May 4, 2023
Page 6 of 6

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Cynthia A. Todd, PLA
Director of Planning



Tanya M. Moore, PLA, CPSI, ASLA
Landscape Architect/Planner

SPICER GROUP, INC.

230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

Cc: SGI File 129934SG2023
KEF, Acctg.

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Scope Item Descriptions in RFP	YEAR 4	YEAR 4	YEAR 4	YEAR 5	YEAR 5	YEAR 5	YEAR 6	YEAR 6	YEAR 6
	Estimated Hours	Rate/Hour	Total Not-to Exceed	Estimated Hours	Rate/Hour	Total Not-to Exceed	Estimated Hours	Rate/Hour	Total Not-to Exceed
1. Evaluate Applications	40	\$150.00	\$6,000.00	40	\$151.50	\$6,060.00	40	\$153.00	\$6,120.00
2. GIS Mapping	58	\$125.00	\$7,250.00	58	\$126.50	\$7,337.00	58	\$127.50	\$7,395.00
3. Oversee & Follow up on awarded projects & monitor ongoing projects	180	\$150.00	\$27,000.00	180	\$151.50	\$27,270.00	180	\$153.00	\$27,540.00
4. Project Audit Post Completion	48	\$150.00	\$7,200.00	48	\$151.50	\$7,272.00	48	\$153.00	\$7,344.00
5. Track Financial Aspects	124	\$150.00	\$18,600.00	124	\$151.50	\$18,786.00	124	\$153.00	\$18,972.00
6. Field Engineering Studies (Bridges)	28	\$125.00	\$3,500.00	28	\$126.50	\$3,542.00	28	\$127.50	\$3,570.00
7. Conduct PASER Ratings	32	\$150.00	\$4,800.00	32	\$151.50	\$4,848.00	32	\$153.00	\$4,896.00
8. Wayfinding	90	\$150.00	\$13,500.00	90	\$151.50	\$13,635.00	90	\$153.00	\$13,770.00
9. Grant Applications and RFP Development	68 (2 grant app.)	\$125.00	\$8,500.00	68 (2 grant app.)	\$126.50	\$8,602.00	68 (2 grant app.)	\$127.50	\$8,670.00
10. Update Comprehensive Report Maps	32	\$150.00	\$4,800.00	32	\$151.50	\$4,848.00	32	\$153.00	\$4,896.00
11. Priority Trails Studies	24	\$150.00	\$3,600.00	24	\$151.50	\$3,636.00	24	\$153.00	\$3,672.00
12. Reporting of Consultant's Time	11	\$100.00	\$1,100.00	11	\$104.00	\$1,144.00	11	\$105.00	\$1,155.00
OVERALL TOTALS	735		\$105,850.00	735		\$106,980.00	735		\$108,000.00
13. Attendance at Park Commission, BOC, and other meetings	10 Each	\$400.00	\$4,000.00	10	\$400.00	\$4,000.00	10	\$400.00	\$4,000.00

NOTE: We anticipate an annual increase of 1% to the rate of inflation, whichever is greater.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT EXTENSION WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES TO AND ASSIST THE INGHAM COUNTY PARKS STAFF WITH THE DELIVERY OF CERTAIN MILLAGE RELATED ITEMS

WHEREAS, through Resolution #20-560 the Ingham County Board of Commissioners authorized entering into a three-year contract with Spicer Group Inc., a consultant with various personnel with very diverse skill sets to assist County staff with the Trails and Park Millage for a first-year cost of \$106,488.00, second-year cost of \$107,515.38, and third-year cost of \$108,553.03; and

WHEREAS, the Board of Commissioners approved an option to renew the contract for an additional three-year period; and

WHEREAS, the Parks Department would like to exercise a three-year contract extension with Spicer Group Inc.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes extending the contract with Spicer Group, Inc., for an additional three years for an estimated fourth-year cost of \$105,850.00, an estimated fifth-year cost of \$106,980.00 and an estimated sixth-year cost of \$108,000.00 from the Trails and Parks Millage fund to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, that the Board of Commissioners also authorizes Spicer Group’s attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$400.00 per meeting, for a three-year total of \$12,000.00 for a total contract amount not to exceed \$332,830.00.

BE IT FURTHER RESOLVED, that the fourth, fifth, and sixth year cost will be included in the Parks Department’s future budget request for the appropriate amount each year:

Budget Year	Yearly Amount	Meeting Fee	Total
2024	\$105,850.00	\$4,000.00	\$109,850.00
2025	\$106,980.00	\$4,000.00	\$110,980.00
2026	\$108,000.00	\$4,000.00	\$112,000.00

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 June 12, 2023

Motion to support a resolution to authorize an agreement with Mobile Communications America for radios at Hawk Island County Park

MOVED BY

SUPPORTED BY

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOBILE COMMUNICATIONS
AMERICA
FOR RADIOS AT HAWK ISLAND COUNTY PARK**

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. The radios provide an immediate solution for park staff to communicate; and

WHEREAS, these radios provide group talking that is not possible with cell phones for security, safety, and maintenance; and

WHEREAS, Mobile Communications America cost for radios at Hawk Island County Park will be fixed at a cost of \$2,820 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a three-year agreement with an option to renew for two additional years with Mobile Communications America for radios at Hawk Island County Park for a cost of \$2,820 per year.

BE IT FURTHER RESOLVED, that funds are available in line item 208-75600-81800.

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 AND RECREATION COMMISSION

Meeting of June 12, 2023
RESOLUTION #

RESOLUTION TO RECOGNIZE ZACH SHAFER FOR ALL HIS EFFORTS TOWARDS THE NEW TADPOLE BEACH DISC GOLF COURSE AT LAKE LANSING PARK – NORTH

WHEREAS, Ingham County Park Staff provides exceptional services to the residents of Ingham County. Excellently maintaining park grounds, servicing all park equipment, and providing opportunities and services are all part of the great work done by Park staff. The opening of Tadpole Beach disc golf course is a shining example of the Park's staff dedication to the residents of Ingham County; and

WHEREAS, Zach Shafer, a Full-Time Park Ranger for the Ingham County Parks Department and avid disc golfer presented his idea for a new disc golf course at Lake Lansing County Park – North to Park Management, the Park Commission, and Board of Commissioners for approval. Zach designed, budgeted, procured equipment, constructed, and implemented all facets of the project; and

WHEREAS, it takes dedicated, passionate and hardworking staff to make ideas like this become a reality. Zach and other Park staff put their hearts and souls into this project and accomplished high reaching goals in a short time frame while still making sure the rest of the park needs were being met; and

WHEREAS, throughout the construction phase, Zach coordinated all of the work – even working on weekends if he had volunteers coming in to help. His design, and hard work carved a beautiful course through an underutilized area of the Park and changed the landscape to be a more useful and inviting area of activity for park users; and

WHEREAS, Tadpole Beach Disc Golf Course and its associated programming aligns with the mission of the Ingham County Parks Commission and Ingham County Parks Department: to provide quality outdoor recreation opportunities for all segments of our population. It also supports an important objective of Ingham County's Strategic Plan: to make facilities and services user-friendly, and to improve existing parklands; and

WHEREAS, projects such as this become a reality due to the great accomplishments that can be attained when creativity is encouraged by the leadership of people like Mr. Shafer. His love for the sport, passion to create opportunities for others, and his dedication to service are commendable.

THEREFORE BE IT RESOLVED, that Zach Shafer be recognized for his hard work and dedication for the implementation of the Tadpole Beach Disc Golf Course project.

BE IT FURTHER RESOLVED, that this resolution be presented to Mr. Shafer as a token of this Commissions' appreciation for his service to the citizens of Ingham County and the Ingham County Parks Department.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of June 12, 2023

Motion to support a resolution to authorize the Ingham County Parks to participate in the Capital Area District Libraries Library of Things

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY PARKS TO PARTICIPATE IN THE
CAPITAL AREA DISTRICT LIBRARIES LIBRARY OF THINGS**

WHEREAS, the Library of Things service at Capital Area District Libraries supports lifelong learning and creativity; and

WHEREAS, Library of Things allows adult cardholders to borrow these practical, hands-on items to learn new skills, explore areas of interest, or help with everyday tasks; and

WHEREAS, park staff wish to partner with the Capital Area District Libraries to encourage individuals to learn and explore the Ingham County Parks; and

WHEREAS, park staff has worked with the Capital District Libraries to develop a Library Park Pass to be offered for check out at the Capital Area District Libraries.

BE IT FURTHER RESOLVED, the Board of Commissioners approves the Ingham County Parks Department to participate in the Capital Area District Libraries Library of Things.

Ingham County Park Passes

- Pass covers parking and entry at all Ingham County parks
- Includes a 30-minute pedal boat rental (pedal boat holds up to 4 people) at Hawk Island or Burchfield Park (Memorial Day – Labor Day, Staff Dependent)
- Includes a Disc Golf Day Pass and a one round equipment rental for up to 4 people (Disc Golf is available at Burchfield Park and Lake Lansing North)
- Start with a total of 42 passes
- Checkout for 1 weeks
- CADL will create passes
- Use DVD cases, same as Zoo Passes – Ingham County Parks to supply information they would like included in the DVD case, feel free to include marketing materials about park events



ENTRY FOR 1 HOUSEHOLD + PARKING AT ALL INGHAM COUNTY PARKS

Visit pk.ingham.org for park hours and individual park details

Hawk Island and Burchfield Park Additions

- 30 minute pedal boat rental (pedal boat holds up to 4 people)
(Memorial Day—Labor Day, Staff Dependent)

Burchfield Park and Lake Lansing North Additions

- Disc Golf Day Pass and a one round equipment rental for up to 4 people

RETURN: 7 Days After Checkout to any CADL branch
Questions or Concerns, please contact 517-676-2233

Directors Report 2023
May 1st-May 31st 2023 (June 12th, 2023- Park Commission meeting)

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

- Attended several BOC Committee meetings.
- Worked on 2023 Budget Request with Staff sent to Budget office and Cc: Park Commission.
- Rode on Hayhoe trails with Commissioner Pena.
- Met with Friends Leadership and Ingham County Community Foundation to discuss board recruitment and planning. Held a quarterly Friends meeting.
- Had several Admin. Meetings with staff.
- Met with Spicer for monthly Trails and Parks Millage meeting to discuss ongoing projects.
- Worked with staff on a multitude of current and ongoing grant projects throughout the parks.
- Attended the Disc Golf Ribbon cutting at Lake Lansing North.
- Out in the Parks on several occasions, staff does such an outstanding job on every level!
- Attended two Hesse/Earl kids fishing programs, one at Hawk and the other at Motz County Park in Clinton County.
- Attended Sherriff Dept Active Shooter training.
- Attended a meeting with Nicole and Tanya on Leslie's current Trails projects. They should be bidding them out soon.
- Attended Deputy Controller's Direct Report meeting.
- Attended a MACPRO (Michigan Association of County Parks Recreation Organization) zoom meeting.
- Attended a NACPRO (National Association of County Parks Recreation Organization) zoom meeting.
- Attended the Ribbon cutting for Kruger Landing Canoe/Kayak E-Z dock launch on the Red Cedar River.
- Worked on 100's of emails and administrative items we have lots happening in the parks! Lots more about to happen as well as another Summer season that kicked off with thousands visiting our Parks Memorial Day weekend. The managers and all that worked are to be commended handling all the visitors! Post-Covid has not slowed down the pre-Covid increase in usage of our County Parks and shows the need for additional support staff and budget as we move into the post-Covid "New Normal"! Our staff ALL DO Outstanding work to make sure we continue to provide the best services with the limited staff that we have, I commend every one of our Ingham County Staff members at the Job they all do!
- As I write this, trees are in full bloom and the Cotton Woods are starting their late spring snowing tradition seed distribution along with the maples with their helicopters in flight!



Cottonwood Seeds taking flight!



Maple Seeds/Helicopters



- Seasonal employee hiring and training
- Opened beach, concessions, boat rental.
- Attended multiple meetings with contractors, vendors, and purchasing department.
- Meyers mechanical performed annual backflow prevention tests. There was one that failed, and the replacement has been ordered.
- Attended BOC meetings.
- Weed Treatment in lake.
- Attended South Lansing Business Association annual awards banquet and participated in the annual Clean Up event on South Cedar Street.
- The first two weeks of summer has seen extraordinary attendance. The weather, coupled with low staff volume was a challenge for day to day operations.
- **Over 12,000 visits Memorial Day weekend.**



Splash Pad



Cars lined up to get into Park. 3 employees were collecting revenue at gatehouse

Burchfield Park May/June Manager's Report

- Attended McNamara Cabins/Trail grant project update with Spicer Group-May 3rd
- Attended Friends of Ingham County Parks meeting by zoom-May 10th
- Attended new LLN park disc golf course ribbon cutting ceremony in afternoon-May 11th
- Attended Tri-County Regional Planning Comm. meeting by zoom-May 24th
- Attended 906 Adventure Team meeting to coordinate summer youth cycling events at Dirt School this summer
- Attended Autism Training with lead naturalist Alayna June 6th
- Both Chris and I Attended HR Supervisor Training June 6th
- Hosted John Hesse/Bill Earl Follow-up Fishing Program at Burchfield's Bigfoot Lake.
- Annual Environmental Health Inspection for day camp
- Installed swim beach ropes, buoys, and signage
- DEQ quarterly well water samples
- Hosted new employee training day-May 21st
- Chloride solution applied to park roads and parking lots for dust control
- County electrician wired new McNamara gatehouse and POS installed and tested
- River blockages were cleared in several locations from Bunker Rd. to Burchfield by park staff to keep river safe for paddlers
- Scheduled Aux. Coast Guard canoe and kayak inspections for Burchfield-May 26th
- Canoe and kayak livery officially opened Memorial Day weekend
- **Record numbers of vehicles at Bunker and McNamara Landing-Over Capacity!**
- Hosted another spring disc golf spring tournament on Renegade Trails
- Continue with day camp naturalist interviews and training. First week of Day Camp starts June 12th
- Burchfield pond was treated for aquatic weeds prior to swimming season
- Bug Man Pest Control service sprayed lower park and disc golf courses for mosquitos, ticks, and deer flies
- Concrete pad prep work at boathouse
- Worked with Simpson family on Collin Simpson Scholarship sign
- Planted flowers and shrubs in several park flowerbeds
- Hosted three volunteer days at Burchfield
- Playground feature install and repairs
- Reviewed 5-year stewardship plan RFPs with selection justification memo
- Ordered additional loaner bikes from Spin Cycle
- Several park projects currently ongoing- including new sidewalks and signage replacement



Swimming Beach Install



Improved Flowerbeds



Max Capacity at Bunker Rd



Holiday In-Park Kayak Rentals at Burchfield



New and Former Staff on Training Day 2023



Concrete Pad Prep Work



New McNamara Gatehouse



Mosquito Spraying Service

Collin Simpson Summer Camp Scholarship Fund



Collin Simpson was a lifelong area resident and graduate of Mason High School. Collin and his family lived a short distance from Burchfield Park and embraced the activities the park provided. We hope you build cherished memories at Burchfield Park as we did, and visit often.

Lake Lansing Park Report – May/June

Highlights:

Attended Staff and Manager Meetings

LLS project construction collaboration

Attended Friends of Ingham County Parks meeting via Zoom

Attended Tadpole Beach Disc Golf Course Ribbon Cutting ceremony

Attended Budget discussion with Tim M and other Park staff

Helped load pedal boats and scooters sold in County auction

Worked with Burchfield staff to load gate house from Riverbend and bring to Boat Launch

Worked with FD Hayes to get new gate house electrically wired (half completed)

Picked up flowers for HBA and Park and planted

Roads Chlorided

Met with Meridian Twp regarding Juneteenth celebration

Started beach water sampling

Met with Boat Launch Neighbor to discuss possible electrical easement

Submitted ROW application to Road Department for Boat Launch ditch work

Attended construction project progress meeting with ROWE, Laux, and Tim Morgan (schedule attached) Met with Tim Morgan to discuss LLN deteriorating playground alternatives, (see photo pg 77)

Monitored Natural Shoreline Demonstration Project installation (complete)

Attended first Bandshell concert (Don Middlebrook and the Pearl Divers)

Coordinated Marsh Rd. fence repair

Discussed Volunteer of the Year with Park staff

Natural Shoreline project



Playground section removal



Marsh Rd. fence repair



Flowers



LLS Construction Pics



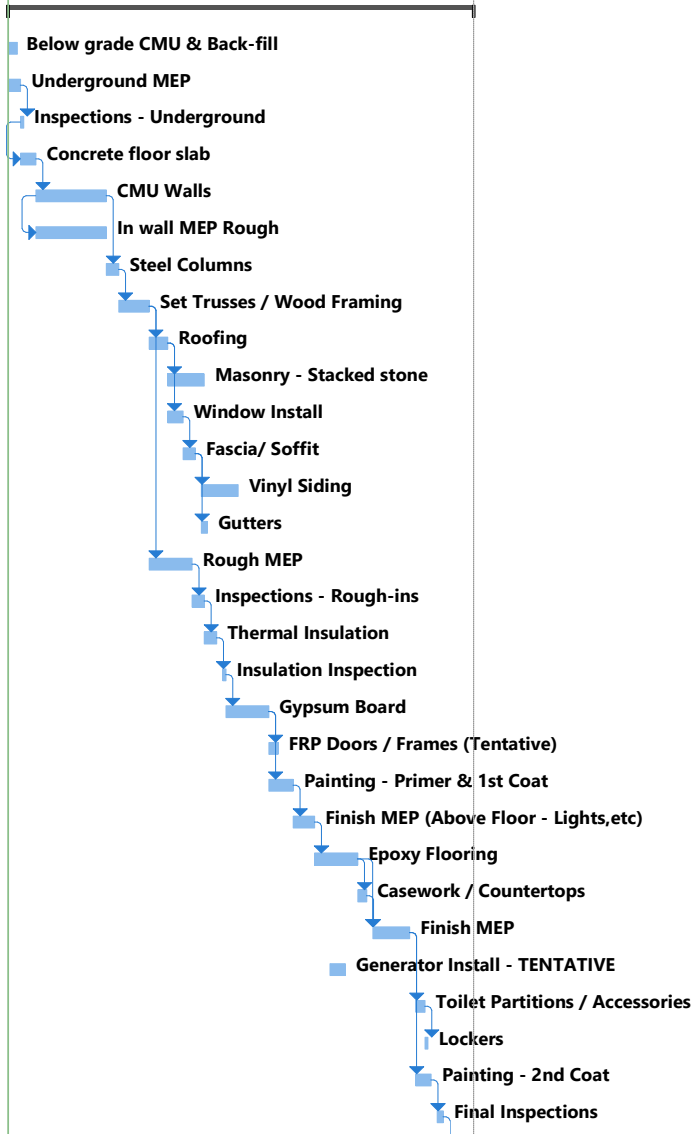


Boat Launch Construction Pics

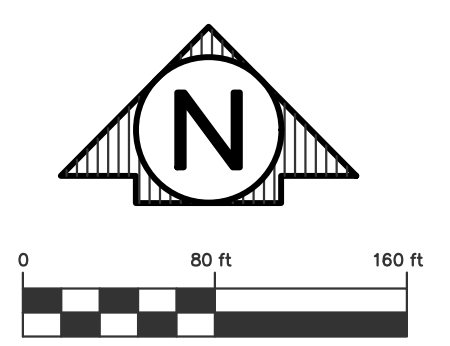
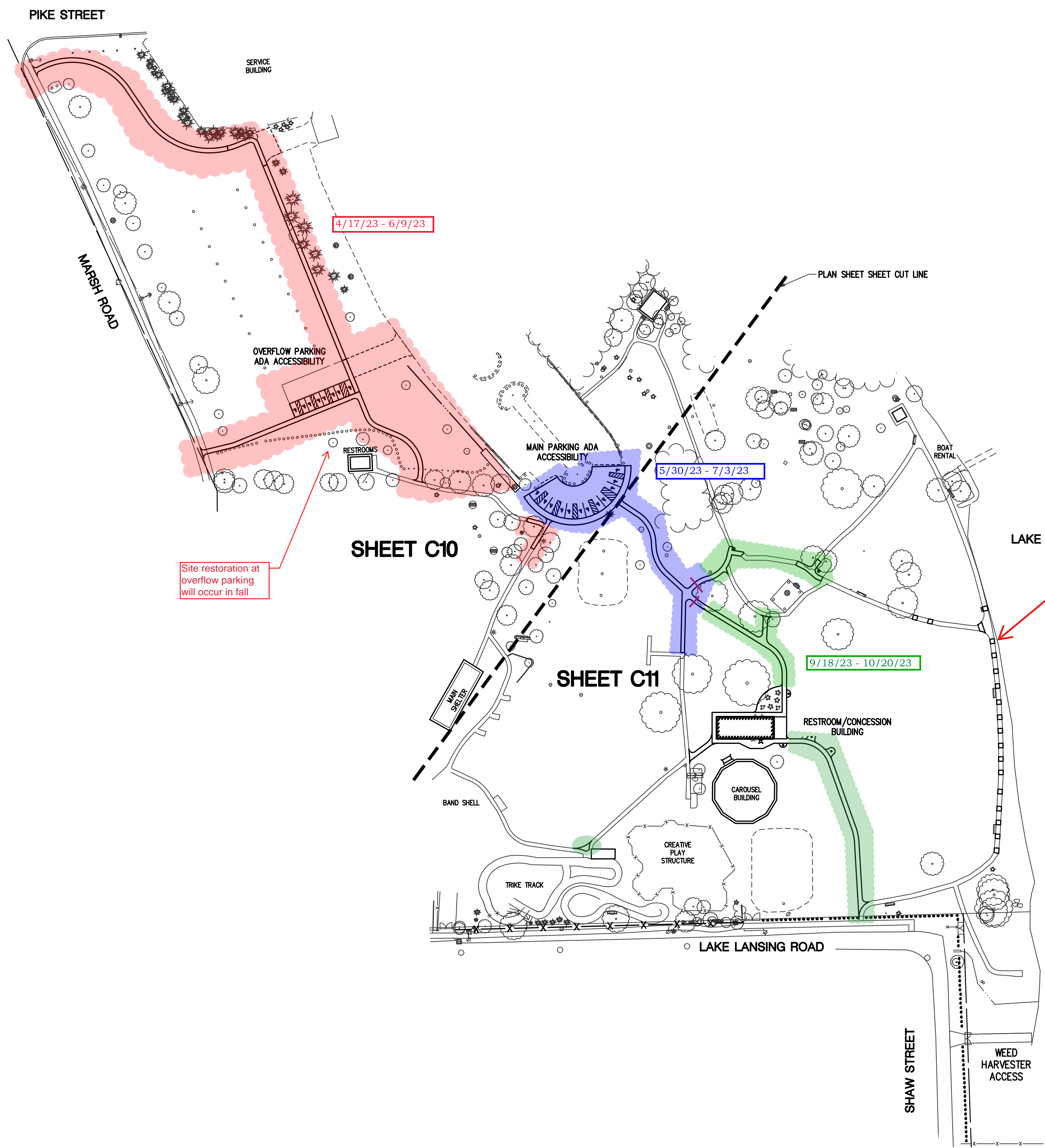


Ingham County
Lake Lansing South - Project Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	Timeline											
						Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	Mar '24
1		Restroom Building	108 days	Mon 6/5/23	Fri 11/3/23												
2		Below grade CMU & Back-fill	3 days	Mon 6/5/23	Wed 6/7/23												
3		Underground MEP	4 days	Mon 6/5/23	Thu 6/8/23												
4		Inspections - Underground	1 day	Fri 6/9/23	Fri 6/9/23												
5		Concrete floor slab	3 days	Fri 6/9/23	Tue 6/13/23												
6		CMU Walls	16 days	Wed 6/14/23	Thu 7/6/23												
7		In wall MEP Rough	16 days	Wed 6/14/23	Thu 7/6/23												
8		Steel Columns	2 days	Fri 7/7/23	Mon 7/10/23												
9		Set Trusses / Wood Framing	8 days	Tue 7/11/23	Thu 7/20/23												
10		Roofing	4 days	Fri 7/21/23	Wed 7/26/23												
11		Masonry - Stacked stone	8 days	Thu 7/27/23	Mon 8/7/23												
12		Window Install	3 days	Thu 7/27/23	Mon 7/31/23												
13		Fascia/ Soffit	4 days	Tue 8/1/23	Fri 8/4/23												
14		Vinyl Siding	10 days	Mon 8/7/23	Fri 8/18/23												
15		Gutters	2 days	Mon 8/7/23	Tue 8/8/23												
16		Rough MEP	10 days	Fri 7/21/23	Thu 8/3/23												
17		Inspections - Rough-ins	2 days	Fri 8/4/23	Mon 8/7/23												
18		Thermal Insulation	4 days	Tue 8/8/23	Fri 8/11/23												
19		Insulation Inspection	1 day	Mon 8/14/23	Mon 8/14/23												
20		Gypsum Board	10 days	Tue 8/15/23	Mon 8/28/23												
21		FRP Doors / Frames (Tentative)	3 days	Tue 8/29/23	Thu 8/31/23												
22		Painting - Primer & 1st Coat	5 days	Tue 8/29/23	Tue 9/5/23												
23		Finish MEP (Above Floor - Lights, etc)	5 days	Wed 9/6/23	Tue 9/12/23												
24		Epoxy Flooring	10 days	Wed 9/13/23	Tue 9/26/23												
25		Casework / Countertops	3 days	Wed 9/27/23	Fri 9/29/23												
26		Finish MEP	10 days	Mon 10/2/23	Fri 10/13/23												
27		Generator Install - TENTATIVE	5 days	Mon 9/18/23	Fri 9/22/23												
28		Toilet Partitions / Accessories	3 days	Mon 10/16/23	Wed 10/18/23												
29		Lockers	1 day	Thu 10/19/23	Thu 10/19/23												
30		Painting - 2nd Coat	5 days	Mon 10/16/23	Fri 10/20/23												
31		Final Inspections	2 days	Mon 10/23/23	Tue 10/24/23												



Project: Schedule - IC Lake Lans Date: 6/5/23	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Milestone		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			



PLAN SUBMITTALS AND CHANGES	
BIDDING DOCUMENTS	
DATE	DESCRIPTION
10/10/22	ISSUED FOR BIDS

REV: _____
 SHT# **C9**
 JOB No: 21C0094

PLAN DATE: SEPTEMBER 2022
 PROJECT MGR: DRS
 REVIEWER: JAM
 SCALE: 1"=80'

ROWE PROFESSIONAL SERVICES COMPANY
 The Rowe Building
 540 S. Saginaw St., Suite 200
 Flint, MI 48502
 O: (810) 341-7500
 F: (810) 341-7573
 www.rowepsc.com

PREPARED FOR
INGHAM COUNTY PARKS
LAKE LANSING PARK SOUTH IMPROVEMENTS
 OVERALL SITE PLAN SHEET

R:\Projects\21C0094\Orig\Construction Drawings\09-21C0094-SITE.dwg PLOTTED: 3/6/2023 8:29 PM

May - Parks Office Monthly Report

Meetings/Trainings

Admin and full Staff Meeting
Lake Lansing North Ribbon Cutting
Budget Meetings
Input Budget
Friends meeting

Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Hawk Island Emergency Purchase
- Stewardship Plan

Customer Service

2,260 phone calls in April. Most weekend shelters are booked through the summer.

Website

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

Accounting/Budget/Payroll

The attached report includes p-card purchases & revenue through April and invoices & payroll through May. So far, I would say we are on track to meet our projected numbers for revenue and expenses for 2023. Hawk Island has already met the snow tubing hill revenue projection for 2023 which is fantastic! As we progress through the summer season we will have a better idea on how things are looking.

-Emma Wallace, Account Clerk

Tadpole Beach Ribbon Cutting





2023 Parks Budget as of 5/31/23

Revenue				
208 Fund	Original	Actual	Available	Percent
600000 Shelter Fees	108,500.00	38,958.00	(69,542.00)	35.91
600100 Disc Golf Fees	46,000.00	11,559.00	(34,441.00)	25.13
610100 Boat Rental	22,500.00	-	(22,500.00)	-
610200 Canoe/Kayak Rental	37,500.00	468.00	(37,032.00)	1.25
620000 Boat Launch Fees	17,000.00	116.00	(16,884.00)	0.68
630000 Ski Rental	13,000.00	4,576.50	(8,423.50)	35.20
641000 Food Concessions	56,150.00	6,186.75	(49,963.25)	11.02
641120 Snowshoe Rental	-	96.00	96.00	-
652000 Parking Fees	430,846.00	92,915.25	(337,930.75)	21.57
652100 HI Snow Hill Admissions	139,000.00	146,517.00	7,517.00	105.41
665000 Interest Revenue	-	30.06	30.06	-
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	2,689.00	(13,311.00)	16.81
669145 Park Patron Pass	-	84.00	84.00	-
671000 Day Camp	10,000.00	-	(10,000.00)	-
676020 Donations	-	156.00	156.00	-
688220 Misc Revenue	1,000.00	247.50	(752.50)	24.75
Total Collected Revenue	902,496.00	307,668.06	(594,075.44)	
698010 Carry Over Surplus Used	-	-	-	-
699000 Revenue TSF IN - F101	1,960,594.00	980,297.00	(980,297.00)	50.00
699228 Revenue TSF IN - Millage 228	51,500.00	25,750.00	(25,750.00)	50.00
699500 Revenue TSF IN - CAP IMP	-	-	-	-
Revenue Total	2,914,590.00	1,313,715.06	1,600,874.94	
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	846,571.00	322,835.62	523,735.38	38.13
705000 Seasonal Wages	779,884.00	159,993.38	619,890.62	20.52
706000 FT Overtime	4,783.00	2,858.54	1,924.46	59.76
706100 On Call Payments	5,320.00	520.00	4,800.00	9.77
706700 Seasonal Overtime	1,787.00	99.56	1,687.44	5.57
708000 Meeting Fees	9,750.00	(1,050.00)	10,800.00	(10.77)
713000 Misc Fringes	(28,594.00)	-	(28,594.00)	-
714000 Unemployment	4,262.00	2,438.56	1,823.44	57.22
715000 Fica County Share	64,822.00	36,075.09	28,746.91	55.65
715050 Liability Insurance	2,207.00	1,999.01	207.99	90.58
716020 PHP Health Insurance	190,605.00	77,253.66	113,351.34	40.53
716030 Health Waiver	3,784.00	1,084.73	2,699.27	28.67
716035 Retiree Hlth Ins Chargeback	41,406.00	17,108.95	24,297.05	41.32
716040 Retiree Hlth Ins Trust Chg	38,350.00	16,186.53	22,163.47	42.21
716100 Dental Insurance	10,805.00	3,469.02	7,335.98	32.11
716200 Vision Insurance	1,555.00	499.01	1,055.99	32.09
716450 Separation Buyout Chgback	17,045.00	7,171.29	9,873.71	42.07
717000 Life Insurance	1,427.00	498.51	928.49	34.93
717100 Disability Insurance	1,158.00	265.04	892.96	22.89
718000 Retirement Program	209,545.00	69,946.53	139,598.47	33.38
718500 Retirement Defined Contr.	7,647.00	3,118.93	4,528.07	40.79
720000 Longevity	7,000.00	-	7,000.00	-
722000 Wkcpmp Insurance	4,574.00	3,292.49	1,281.51	71.98
Personnel Services Total	2,225,693.00	725,664.45	1,500,028.55	
Controllable Expenses				
208 Fund	Original	Actual	Available	Percent
726011 Concessions	33,400.00	3,120.31	30,279.69	9.34
728000 Printing & Binding	11,478.00	1,303.12	10,174.88	11.35
729000 Postage	4,500.00	543.00	3,957.00	12.07
730000 Office Supplies	2,800.00	516.33	2,283.67	18.44
731000 Photo-Copying & Supplies	-	-	-	-

2023 Parks Budget as of 5/31/23

22P07 Winter Rental Equipment	37,345.60	-	37,345.60	-
734000 Non-Capital Equipment	4,500.00	995.78	3,504.22	22.13
740000 Maintenance Supplies	137,894.00	68,320.01	69,573.99	49.55
743000 Other Supplies	27,476.55	5,814.32	21,662.23	21.16
743100 Small Tools	-	-	-	-
745000 Uniforms	8,792.00	6,086.03	2,705.97	69.22
746010 Clothing Allowance	600.00	750.00	(150.00)	125.00
747000 Gas-Grease-Oil-Antifreeze	38,000.00	8,451.43	29,548.57	22.24
802800 Med Services - Physicals	1,000.00	-	1,000.00	-
815000 Memberships & Subscriptions	3,500.00	442.55	3,057.45	12.64
818000 Contractual Services	24,780.00	15,643.00	9,137.00	63.13
PAZO1 POS System	23,580.00	4,361.18	19,218.82	18.50
861000 Local Travel	3,000.00	1,446.83	1,553.17	48.23
861100 In state Travel	3,100.00	87.12	3,012.88	2.81
890080 Administrative Fees	12,500.00	6,684.23	5,815.77	53.47
901000 Advertising	10,750.00	1,249.50	9,500.50	11.62
921050 Telephone	7,900.00	3,204.37	4,695.63	40.56
921060 Telephone - Long Distance	-	-	-	-
931100 Maint-Related Contractual	59,135.54	12,997.23	46,138.31	21.98
932000 Equipment Repair & Maint	50,470.00	30,453.02	20,016.98	60.34
942000 Equipment Rental	8,138.00	286.00	7,852.00	3.51
957120 Sales Tax	3,650.00	420.45	3,229.55	11.52
957130 Other Taxes	-	1,936.34	(1,936.34)	-
960000 Training	5,300.00	2,703.95	2,596.05	51.02
974000 LL Disc Golf Course	-	2,869.78	(2,869.78)	-
22P03 LL Tree & Dead Branch Removal	-	2,100.00	(2,100.00)	-
22P08 Bunker Road Landing	-	6,439.00	(6,439.00)	-
22P15 Safety Enhancements	7,793.79	8,536.54	(742.75)	109.53
20P02 HI Fence/Gates/Gatehouse	-	6,210.00	(6,210.00)	-
Controllable Expenses Total	531,383.48	203,971.42	327,412.06	
Non-Controllable Expense				
208 Fund	Original	Actual	Available	Percent
915050 Liability Insurance	-	-	-	-
921000 Utilities	82,651.00	34,321.89	48,329.11	41.53
921070 Courier Service	1,804.00	-	1,804.00	-
921150 Telephone Allocation Costs	2,608.00	921.22	1,686.78	35.32
943000 IT Operations	40,764.00	16,058.12	24,705.88	39.39
943010 Equip Service Charge	42,000.00	21,011.28	20,988.72	50.03
943020 Equip Service Charge PC	4,678.00	988.66	3,689.34	21.13
943100 Network Maintenance	19,415.00	14,359.92	5,055.08	73.96
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	106,839.61	107,617.39	
Total Revenue	2,914,590.00	1,313,715.06	(1,600,874.94)	
Total Expenses	2,971,533.48	1,036,475.48	1,935,058.00	
Difference	(56,943.48)	277,239.58		

208 Fund Balance as of 1.1.23

\$164,022.08

Projected Fund Balance as of 4.25.23

\$441,261.66

Trails & Parks Millage Program Coordinator Report

May 2023

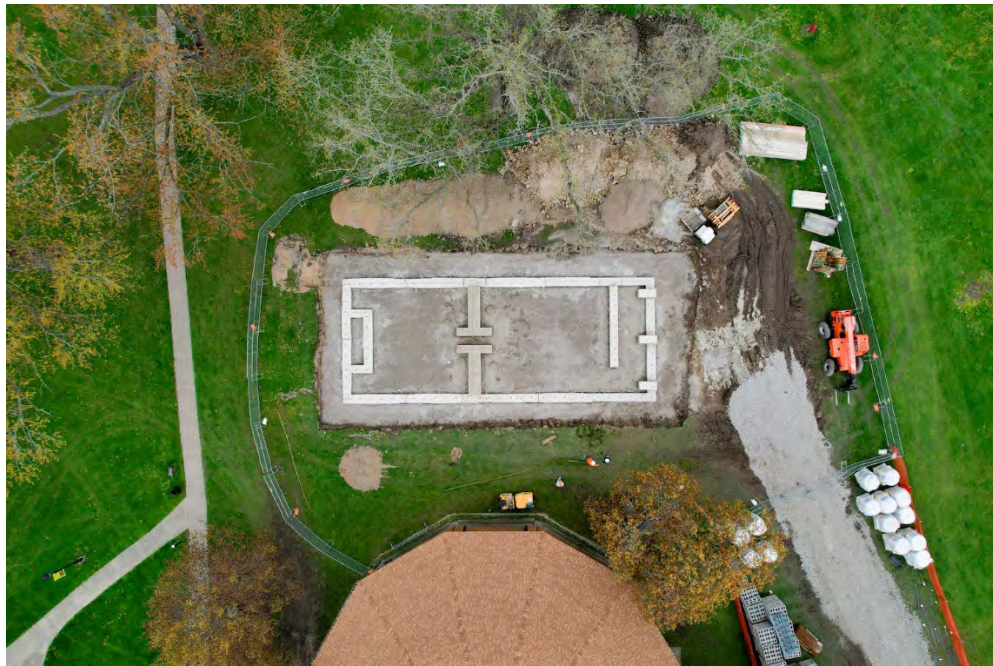
For: Park & Recreation Commission Meeting

June 12, 2023

- Continued to work on amendments for ongoing millage projects
- Continued to work with the County attorney on contracts and amendments
- Worked with staff on social media updates
- Website updates
- Millage update meeting with Tim Morgan, Brian Collins and Tanya Moore
- Worked on the 2024 trails and parks millage budget request
- Attended 2024 budget request meetings with staff
- Prepared PowerPoint presentation for 2024 budget request
- Attended admin meetings
- Attended staff meeting
- Attended Sheriff's office training session: AVI preparedness training (Run, Hide, Fight)
- Coordinated finalizing wayfinding sign corrections
- Meeting with Tim Buckley, Chris Wascher, and Tanya Moore to discuss McNamara Cabins/Trail Project
- Working with Amanda Hathaway Frattarelli from Tri-County Regional Planning Commission to order wayfinding signs for Red Cedar River
- Meeting with Tim Morgan, Tanya Moore, and City of Leslie employees Alan Smaka and Ron Bogart, and Jeremy Schrot to discuss projects for TR104 Shared Use Path - Hull Rd to S Cameo Dr. and TR106 Shared Use Path - Middle School to Russell Park, and discuss joint project with the Township for TR091 Leslie High School, Township, City Hull Road Walking Path
- Prepared PowerPoint presentation for upcoming meeting for Capital Area Municipal Clerks Association
- Ordered new supply of permanent millage plaques
- Started review of Round 8 millage applications
- Edited GoPro videos
- Began scheduling site visits for round 8 millage applications
- Ribbon cutting for new kayak/canoe launch at Kruger Landing:



- Project TR061 Lake Lansing South Improvements Grants construction ongoing:



- Project TR028 Bear Lake Pathway under construction on short section:



- Added photos to millage webpage-
Project TR107 Greater Stockbridge Connectivity & Wellness Park Enhancements: accessible outdoor gym





FLRT Trail Ambassador Program Coordinator Monthly Report May 2023

Please direct questions to Lauren at TA@LansingTrails.org

- Trail Town 10K (Saturday, June 3, 2023)
 - 127 participants
- Various administrative tasks (emails, website updates, etc.)
- Promoted forager trail project through social media and enewsletter
- 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

June 1, 2023

Ingham County Parks and Recreation Commission
 Ingham County Courthouse
 P.O. Box 319, Mason, MI 48854

Dear Chairman Sebolt and County Board Members,

We are again writing on behalf of the Red Cedar Chapter of Wild Ones to urge your support for invasive species management at Lake Lansing Park North and Burchfield Park. Wild Ones is a not-for-profit environmental education and advocacy organization promoting environmentally sound landscaping practices to preserve biodiversity through the preservation, restoration and establishment of native plant communities. Our Red Cedar Chapter was established in 2001 and has approximately 90 members.

There has been an unfortunate resurgence of invasive plants at Lake Lansing Park North. Since management work was curtailed a few years ago, Asian honeysuckle, common buckthorn, phragmites, and other invasives have become dominant in multiple areas. From an ecological standpoint, these invasives are, in effect, reducing the size of the park. Invasives outcompete native plants for light and nutrients and prevent native plant regeneration. The butterflies, moths, bees, wasps, beetles, and other insects are adapted to and dependent on native plants for various stages of their life cycle find poor feeding grounds. Some insect species, like the monarch butterfly, are specifically dependent on a particular genus or species of native plant and find nothing in those areas.

Insects are key in transferring energy from plants to other animals. Birds, especially our nesting songbirds, need lots of insects to feed their young. Without enough native plants to sustain beneficial insects, the entire food web collapses.

Local parks and natural areas enjoy widespread public support. Citizens want public lands filled with the enchantment of beautiful native wildflowers, birds, bees and butterflies. We urge you to ensure adequate funding to plan and execute a vigorous invasive species management plan. An effective program should reduce invasives to the level where they can be thereafter managed with modest routine patrol and control measures. Actions to restore a diversity of native plants and control deer populations should also be considered.

Thank you for your attention to the health of our parks.

Sincerely,



Wild Ones Red Cedar Chapter Executive Board
 Peri Bianchi, President

I'm not talking "Hardship!" I'm saying Veterans especially disabled Veterans should be allowed in free. I can enter any state and or federal park free. My thinking is that you do not Honor Veterans!

Thank you for your input. We will take your recommendation to the park commission. Their next meeting is [June 12th at 5:30pm](#) if you would like to join. The address is 5303 S. Cedar St. Lansing, MI 48910, Room A. All park commission meetings offer two opportunities for public input. If you provide your address, we would be happy to send you an annual pass. Thank you for your service.

Create appointment

Sent by Kelly Parks