

# AGENDA

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

*The packet is available on-line by going to [bc.ingham.org](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, March 11, 2024*

## Monday, March 11, 2024

### 5:30pm

## PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - A. Minutes of February 12, 2024 regular meeting will be considered - [Pg 3](#)
4. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
5. **APPROVE THE AGENDA**  
**Late Items / Changes/ Deletions**
6. **CONSIDERATION OF CONSENT AGENDA \*\* (See below)**
7. **ACTION ITEMS/Staff Review Summary - [Page 18](#)**
  - A. Laux – Hawk Island - [Page 20](#)
  - B. City of Lansing request – [Page 26](#)
  - C. Meridian Township reallocation request – [Page 33](#)
  - D. Round 8 Applications - [Page 41](#)
8. **ADMINISTRATIVE REPORTS**
  - A. Park Managers - [Page 48](#)
  - B. Administrative Office - [Page 54](#)
  - C. Millage Coordinator Report - [Page 55](#)
  - D. FLRT Trail Ambassador Report - [Page 56](#)
9. **Board/Staff Comments**
10. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
11. **Correspondence and Citizen Comment – [Page 58](#)**
  - A. Thank you email
  - B. Love's Legacy

**12. Upcoming Meetings**

**A.** Date: April 8, 2024; Time: 5:30pm  
Human Services Building Conference Room A  
5303 S. Cedar St.  
Lansing, MI 48911

**13. Adjournment**

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

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

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

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**February 12, 2024**

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

**Board Members Present:** Paul Pratt (Substitute Chair in absence of Chair and Vice-Chair), Commissioner Pawar, Nathan Triplett, Nickolas Lentz, Matthew Ferguson, Steve James (5:40pm)

**Absent:** Cherry Hamrick, Bret Marr, Commissioner Trubac, Stephanie Thomas,

**Also Present:** Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Coordinator Natalie Trotter, Angie Keas, Commissioner Schafer, John Lazett (Vevay Township), Beth Smith & Steve Lott (Alaiedon Township), Dan Opsommer (Meridian Township), Brett Kaschinske (City of Lansing), John Bollman

**Call to Order:** Paul Pratt called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:31pm

**Minutes:** **Moved by Commissioner Pawar and Supported by Mr. Triplett** to approve the January 8, 2024 minutes of the regular meeting as written:  
**Yes- 6; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

Commissioner Schafer stated that she has some concerns from constituents as well as concerns as a member of the Board of Commissioners. Commissioner Schafer asked the Park Commission to move the 8<sup>th</sup> round millage on, as Resolution #19-092 states to do. She asked to move it forward so the Board of Commission can discuss and do their due diligence that is needed in the 8<sup>th</sup> round of funding, whether they decide to fund or how to fund, it's important to move it forward. Commissioner Schafer stated that not only is it an obligation of the Park Commission to move forward, but because out of all of the funding, there are applications that have dual grants. These communities are looking to come together to form one project and in order to understand the scope of them all, she is urging to bring them forward.

Mr. Pratt stated that he believes that the Resolution #19-092 has been amended to states the upfront costs went from 50% to 25%, however everything that Commissioner Schafer discussed may have stayed the same. The Parks Department will look into.

**LATE ITEMS / CHANGES / DELETIONS**

None.

## **DISCUSSION ITEMS**

### ***Alaiedon Millage scope change***

Ms. Smith stated that the original proposal was an ADA trail next to the township cemetery, however, the roads in the cemetery are not in the best shape so they felt it was too high of risk to bring the equipment in to make the proposed limestone trail. LAP found an alternative of limestone and woodchips in which they are requesting the change in the scope of work.

Mr. Bollman stated that the base would be limestone with double ground woodchips on top.

Mr. Pratt stated that he would like to get on the next agenda for approval and a note from LAP stating that the changes are ADA compliant.

Mr. Lentz inquired if there was a window that this project needed to be done and if they needed freezing temperatures. Mr. Lentz also asked if it was something that could wait until next year.

Ms. Smith stated that they needed to get it done since the deadline falls in August.

Mr. Triplett stated that as long as the change in scope is compliant with ADA he has no problem moving it into a resolution.

Mr. James asked if there was going to be a cost difference.

Mr. Bollman stated there wasn't much of a cost difference since they are able to add more product.



**Alaiedon Township**

2021 W. Holt Road  
Mason, Michigan 48854

[www.alaiedontwp.com](http://www.alaiedontwp.com)



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

February 5, 2024

To: Ingham County Parks Commission

Re: Millage Project Scope Change (TR 105 Leek Cemetery Nature Trail and Improvements)

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

Sincerely

Steven Lott  
Alaiedon Township Supervisor

**Meridian Township millage fund request**

Mr. Opsommer discussed his proposal of reallocating money across several projects.

Mr. Triplett asked if the moving of money was between approved projects.

Mr. Opsommer confirmed that it was.

Mr. Triplett stated that he has no issues seeing this to be approved at our next Park Commission meeting. Mr. Triplett also stated since this doesn't draw down millage funds, he does not consider this request a supplemental request.

Mr. Ferguson concurred.



Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

P 517.853.4000  
F 517.853.4096

**Township Board:**

**Patricia Herring  
Jackson**  
*Township Supervisor*

**Deborah Guthrie**  
*Township Clerk*

**Phil Deschaine**  
*Township Treasurer*

**Scott Hendrickson**  
*Township Trustee*

**Kathy Ann Sundland**  
*Township Trustee*

**Marna Willson**  
*Township Trustee*

**Courtney Wisinski**  
*Township Trustee*

**Frank L. Walsh**  
*Township Manager*

01/23/2024

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

Dear Ms. Trotter:

Subject: Meridian Township Millage Reallocation Request

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

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

TR002 – Meridian Township Trail Rehabilitation

**Current Agreement: \$171,000**

**Final Cost: \$222,612.79**

**Adjustment: \$51,612.79 from TR049**

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

TR031 – MSU to Lake Lansing Connector Trail, Phase I

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

**Initial Project Estimate: \$3,000,000**

**Current Project Estimate: \$3,700,000**

**Current Adjustment: \$65,461.49 from TR049**

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

TR068 – MSU to Lake Lansing Connector Trail, Phase IIb

**Award Amount: \$125,000**

**Final Estimate: \$195,000**

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

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

TR049 – Okemos Road Pedestrian Boardwalk

**Current Agreement: \$1,086,000**

**Final Cost: \$955,115.61**

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

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

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

**Current Agreement: \$288,000**

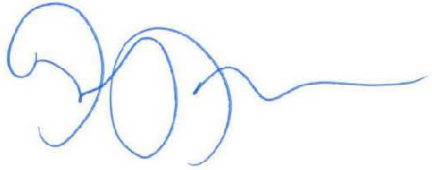
**Final Cost: \$222,810.11**

**Adjustment: \$65,189.89 to TR068**

Thankfully the concrete prices came in significantly lower than expected.

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

Sincerely,



**Nyal Nunn, CFM**

Senior Project Engineer/DPW

[nunn@meridian.mi.us](mailto:nunn@meridian.mi.us)

W 517.853.4468 | F 517.853.4095

5151 Marsh Road | Okemos, MI 48864

[meridian.mi.us](http://meridian.mi.us)

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

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

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

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### **City of Lansing millage fund request**

Mr. Kaschinske went over reallocations.

Natalie stated that Corporate Research Park Pathway was not approved by the Board of Commissioners in round 7 and is not a millage project.

Mr. Kaschinske agreed and stated they did get Trust Fund approval in the amount of \$300,000 and mentioned there is no TR number on that project as noted.

Mr. James asked if the City of Lansing would lose the project if we do not add the supplemental piece.

Mr. Kaschinske stated that they would need to come up with the additional \$283,000 or turn the money back in to the DNR and cancel the project.

Mr. Ferguson asked if this was associated with the US 27 project.

Mr. Kaschinske stated that it was the nonnotarized crossing tied to the construction.

Mr. Triplett would like to see a resolution at the next meeting and is comfortable moving this forward to secure the City of Lansing's Trust Fund grant.

Mr. Ferguson agreed.

Mr. Triplett suggested to recommend the City of Lansing's reallocation and previous unfunded project be funded in the amount \$457,003.74 and put in a WHEREAS clause stating that the previous application was not selected for funding, now excess funds are available from Fenner Pathway Extension and the recommendation of the Parks Commission is to take to excess funds and direct those towards funding to the previously unfunded application.

Mr. Kaschinske stated that they have not gone out to bid for construction yet and that these numbers are based off engineering estimates, therefore he is stating where he is at as of January 31<sup>st</sup> 2023.

Mr. Pratt stated that there needs to be caveats put into the WHEREAS'S and would put in, contingent on successful bidding.

Mr. Triplett stated that he noticed that there is an excess of unallocated dollars for overage, so he urged the City of Lansing to be cautious about coming back for supplemental funds if they should need.

**Brett Kaschinske**  
Director



Andy Schor, Mayor

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

January 31, 2024

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

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

Dear Chairperson and Mr. Morgan:

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

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

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

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

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

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



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

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

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

Sincerely,



Brett Kaschinske, Director  
Department of Parks and Recreation

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



**Millage comprehensive planning next steps**

Commissioner Pawar stated that it is a fair concern that Commissioner Schafer brought up and that she agrees that the 8<sup>th</sup> round millage applications need to move to the next body and further guidance needs to be related to these communities by the committees as well as the communities be informed that there is going to be a comprehensive stakeholders meeting. Commissioner Pawar stated to move round 8 forward to the Board of Commissioners to decide how to respond to the round 8 requests so the communities who want to apply for supplemental grants are able to. Commissioner Pawar also stated to state in our request to the Board of Commissioners that usually these are the projects applied for and the scoring they received and the Park Commission recommends moving forward and to be funded, in this case, these are good projects and we understand this is where the millage funds are based on the information given to us, we feel they are still viable projects and the Board of Commissioners need to decide what the next steps are. Commissioner Pawar stated to bring back to the Park Commission for approval in March.

Mr. Triplett asked if on the resolution that will be prepared will include projects and scoring as well as the phasing that we have been discussing and the flow chart or are we leaving that off?

Commissioner Pawar stated all of it.

**ACTION ITEMS**

**Day camp to nature programming**

Angie Keas presented.

Commissioner Pawar asked about enrollment numbers last year and wondering about the need.

Tim Buckley stated that there is a need and there were about 200 kids last year.

Angie plans on staying this summer and has curriculum ready.

Mr. Pratt asked about the 4 within 14 days.

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

MOVED BY Commissioner Pawar

SUPPORTED BY Nickolas Lentz

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

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

**Vermont Systems, Inc. renewal**

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

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

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

**Policy for supplemental requests for Trails**

Mr. Opsommer asked if the intent of the policy be that the community doesn't sign the contract or the change order until the request has been reviewed and determined to be approved or denied by the Board of Commissioners or is the intent to wait and see how it goes.

Commissioner Pawar stated that communities are to let Parks Office know of the changes to be reported, to get the communities to bring to the millage office in timely fashion.

Mr. Opsommers asked that if they had a forecasted \$2 million for construction and they get bids in and it's \$2.2 million, they contact the Parks Department, they would have 30-90 days depending on the contract to sign that contract or go back out to bid and usually would be going back to bid at a less ideal time and getting higher bids. Mr. Opsommer would like to know if they would be signing the contract or is the intent that they don't sign the contract.

Commissioner Pawar stated that she could not comment without speaking with Deputy Director Cypher, but she feels that once the information is given to the Parks Department, the community will be given the next guidelines/steps, then will go to the Park Commission and committees to move forward in a timely fashion. Commissioner Pawar also stated that if a community is within their contingency, business moves along as usual and this policy does not apply, but if a community goes outside the contingency, they need to relay this information to the Parks Department within 30 days.

Mr. Pratt would like different scenarios spelled out in the resolutions. Mr. Pratt stated that we need to know right away, but we also need a decision flow chart as to how this will go. He stated once a community is into construction they do not have time to go through the committees, they will lose horrible amounts of money.

Mr. Opsommer recommends the communities notifying the county within 15 days instead of the 30 days written into the policy and then a process to go straight to the Board of Commissioners within 30 days or even 20 days if possible.

Commissioner Pawar stated that there are a lot of open projects and there needs to be guidelines and agrees with Mr. Pratt that there needs to be a flow chart and that the Controllers office needs to address how they will follow up with communities.

Conversation ensued.

Mr. Triplett agreed with Mr. Opsommer's recommendations.

Commissioner Pawar would like to move the policy forward with the changes discussed. Change notification to the Parks Department within 15 days, goes to the Board of Commissioners within 30 days and a flowchart of the next steps for the communities.

Mr. Opsommer also recommended to create a more streamline process to go straight to the Board of Commissioners within 15-20 days and to let the Board of Commissions decide how to create, expedite the

process for supplemental requests. Mr. Opsommer also asked if the intent of the policy is for supplemental requests or supplemental requests and reallocations.

Mr. Pratt stated supplemental.

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

MOVED BY Commission Pawar

SUPPORTED BY Mr. Ferguson

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

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, to be considered for supplemental funding, communities must notify Parks Department staff by submitting a request for additional funds within ~~30~~ 15 days of a proposed contract change, **less than 30 days to Ingham County Committee meetings for approval depending on meeting schedule**; and.

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

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

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



**Policy for Supplemental Requests for  
Trails and Parks Millage Projects**

## A. Purpose and Applicability

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

## B. Definitions

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

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

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

## C. Procedure

1. Any project expenses that exceed the approved contract budget are not the responsibility of the Ingham County Trails & Parks millage.
2. To be considered for supplemental funding, you must notify Parks Department staff by submitting a request for additional funds within ~~30~~ **15** days of a proposed contract change **and less than 30 days to Ingham County Committee meetings for approval depending on meeting schedule.**
3. Supplemental requests concerning project work that has already been completed without timely notice to the Parks Department are not eligible for the Trails and Park millage funding.
4. A supplemental request must include:
  - a. Contract amendment request.
  - b. Complete Ingham County Trails & Parks Millage Amendment Form submitted to [Millage@ingham.org](mailto:Millage@ingham.org).
  - c. Documentation to support the request. (i.e., bid amount at the time of bid opening, estimated construction increases from contractor).
5. If the original project has less than a 10% local match. A minimum local match of 10% of the supplemental amount must be provided by the local community of any request for additional funding or credit maybe given for existing local match. This local match requirement is subject to waiver by the Ingham County Board of Commissioners, upon request.

### **BOARD/STAFF COMMENTS**

Commissioner Pawar congratulated Brian on his commitment to the SLBA on top of everything else that he does. Commissioner Pawar asked what kind of restrictions do the Health Department put on concessions.

Commissioner Pawar also asked about the tricycles at Lake Lansing if they were added as new or replacements. Brian Collins stated that more than likely they were replacements.

### **LIMITED PUBLIC COMMENT**

#### **Adjournment:**

There being no further business, the meeting was adjourned at 7:17pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

## AGENDA STAFF REVIEW SUMMARY

### March 11, 2024 meeting of The Parks and Recreation Commission

The Deputy Parks Director is recommending approval of the following resolutions:

#### ACTION ITEMS:

*A. Resolution of Authorize a Contract with Laux Construction for Improvements to Hawk Island County Park*

This resolution authorizes a contract with Laux Construction for making improvements to Hawk Island County Park. The general scope of work includes, but is not limited to 1) removing existing boardwalk, 2) stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk, 3) fishing docks, 4) replacing the existing path with a 10-foot wide path extending to the docks, and 5) native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign. The project is not to exceed \$1,841,816.92. The resolution also authorizes a contingency not to exceed \$92,090.85 to cover any additional work items to be completed by staff in-house and/or expenditure by Laux Construction. Funding for this project is available in the Parks Department budget.

*B. Resolution Authorizing Funds Transfers for City of Lansing Millage Projects:*

This resolution authorizes line item transfers for various projects previously awarded to The City of Lansing through the Ingham County Parks and Trails Millage. It has been identified that projects indicated on the resolution are in need of reallocation from other Parks and Trails Millage approved City of Lansing projects. The City of Lansing is also requesting that \$283,067.99 remaining from previously approved TR028 millage project, be reallocated to develop the Corporate Research Park Pathway. The Corporate Research Park Pathway project was not approved in Round 7 of the Ingham County Parks and Trails Millage. Funding for these projects is available through existing City of Lansing millage funded projects.

*C. Resolution Authorizing Line Item Transfers for Meridian Township Projects for Trails and Parks Millage projects:*

This resolution authorizes line item transfers for various projects previously awarded to Meridian Township through the Ingham County Parks and Trails Millage. It has been identified that projects indicated on the resolution are in need of reallocation from other millage approved Meridian Township projects. Funding for these projects is available through existing Meridian Township millage funded projects. This resolution also allows for time extensions on nine existing Meridian Township millage funded projects.

*D. Ingham County Trails and Park Millage Eighth Round Applications*

This resolution forwards the Parks and Recreation Commission evaluations of Parks and Trails Millage Round 8 applications to the Ingham County Board of Commissioners.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 11, 2024

## **Motion to Support a Contract with Laux Construction for Hawk Island updates**

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:** Brian Collins, Parks Deputy Director

**DATE:** February 20, 2024

**SUBJECT:** Contract with Laux Construction

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

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### **BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Hawk Island County Park. The general scope of work includes, but is not limited to, 1) removing existing boardwalk 2) adding stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk 3) fishing docks 4) replacing the existing path with a 10-foot wide path extending to the docks 5) native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign. The evaluation committee recommends that the contract be awarded to Laux Construction.

### **ALTERNATIVES**

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not complete the project.

### **FINANCIAL IMPACT**

The bid was evaluated by the consultant (Rowe PSC) and within the budgeted amount, reviewed and accepted by the DNR and is in agreement with the Parks Department. It is the recommendation to award the contract to the local vendor Laux Construction for the base bid Sections 1 & 2 (\$1,748,374.52), in addition to Alternates #1 (\$46,721.20) & #2 (\$46,721.20) for a grand total not to exceed: \$1,841,816.92. Funding has been established as follows:

<b>FUNDING SOURCES</b>	
Trust Fund Grant #22-0077	300,000.00
Trust Fund Grant #21-0118	300,000.00
Land & Water Grant #26-01857	430,400.00
Millage TR084	923,500.00
Millage TR111	362,600.00
<b>TOTAL FUNDING</b>	<b>2,316,500.00</b>

<b>COSTS</b>	
Prime Commitment (Rowe)	-56,603.00
Construction	-1,841,816.92
Construction Contingency 5%	-92,090.85
Permit Fees (EGLE & COL)	-5,000.00
<b>TOTAL COSTS</b>	<b>-1,995,510.77</b>

<b>TOTAL REMAINING</b>	<b>320,989.23</b>
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**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission will review this resolution at their March 11, 2024 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Laux Construction.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: February 6, 2024

RE: Memorandum of Performance for RFP No. 13-24 Improvements to Hawk Island County Park - Rebid

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Hawk Island County Park, according to the specifications and scope of work prepared by the County's Prime Professional Rowe Professional Services Company.

The general scope of work includes, but is not limited to, removing the existing boardwalk, stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk, fishing docks and replacing the existing path with a 10-foot wide path extending to the docks. The project also includes native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	93	18
Vendors attending pre-bid/proposal meeting	5	2
Vendors responding	1	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Section 1: Site Work	Section 2: Floating Dock	Section 1 & 2  Lump Sum Cost	Alternate #1: Stair D	Alternate #2: Stair E	GRAND TOTAL	Alternate #5: Sitework
		Lump Sum Cost	Lump Sum Cost		20' Gangway/Fishing Extension	20' Gangway/Fishing Extension	SECTIONS 1 & 2 PLUS	Owner to supply and place native seeding and complete weed management to establish turf cover
					Add (+)	Add (+)	ALTERNATES 1 & 2	Deduct (-)
Laux Construction LLC	Yes, Holt MI	\$ 674,929.27	\$ 1,073,445.25	\$ 1,748,374.52	\$ 46,721.20	\$ 46,721.20	<b>\$1,841,816.92</b>	\$ 2,027.95

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION  
FOR IMPROVEMENTS TO HAWK ISLAND COUNTY PARK**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for making improvements to Hawk Island County Park; and

WHEREAS, this general scope of work includes, but is not limited to: 1) removing existing boardwalk 2) stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk 3) fishing docks 4) replacing the existing path with a 10-foot wide path extending to the docks 5) native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Laux Construction; and

WHEREAS, there are available funds in line item 228-62800-967000-TR084 and line item 228-62800-967000-TR111.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Laux Construction for the base bid Sections 1 & 2 (\$1,748,374.52), in addition to Alternates #1 (\$46,721.20) & #2 (\$46,721.20) for a grand total not to exceed: \$1,841,816.92 for improvements to Hawk Island County Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency not to exceed \$92,090.85 to cover any additional work items to be completed by staff in-house and/or expenditure by Laux Construction of which must be mutually agreed on in writing between the Parks Director (or designee) and Laux Construction before work on such work items is begun.

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 March 11, 2024

## **Motion to support the Resolution authorizing funds transfers for City of Lansing Millage Projects**

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:** Natalie Trotter, Trails & Parks Millage Coordinator  
**DATE:** March 19, 2024  
**SUBJECT:** Resolution Authorizing Funds Transfers for City of Lansing Millage Projects  
 For the meeting agenda of 4/1/24 Human Services and 4/3/24 Finance

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**BACKGROUND**

The Ingham County Board of Commissioners, through Resolutions #17-109, 18-110, 20-028, 20-456, & 22-521, had previously authorized contracts with City of Lansing for funding various projects. Specifically, the projects involved are TR041, TR028/TR071 and Corporate Research Park Pathway. However, it has been identified that TR041 & Corporate Research Park Pathway are over budget, necessitating the reallocation of funds from TR028/TR071 to cover the overages:

Contract Title	Project #	Current Contract Amount	Amount Reallocated	Total Revised Contract Amount
Fenner Pathway Extension	TR041	\$455,250.00	\$173,935.75 from TR028	\$629,185.75
US 127 Pathways/Bear Lake Pathway Resolution #22-521	TR028/TR071	\$1,453,066.00	Reallocate \$173,935.75 to TR041 & \$283,067.99 to Corporate Research Park Pathway	\$996,062.26
Corp. Research Park Pathway	Never approved Millage project		\$283,067.99 from TR028	\$283,067.99

The City of Lansing millage projects TR040, TR072, TR073, TR075, TR076, TR077 & TR109 have expired or about to expire and need contract extension:

These Project listed below only extending date of Project			
Contract Title	Project #	Expired Date	Date to extended project
21-LTE-RC Bridge	TR040	12/31/2023	12/31/24
Bridge 26	TR072	12/31/2023	12/31/24
Bridge 25	TR073	12/31/2023	12/31/24
Bridge 12	TR075	12/31/2023	12/31/24
Bridge 11	TR076	12/31/2023	12/31/24
Bridge 28	TR077	12/31/2023	12/31/24
River Trail, Overband & Crack Sealing	TR109	8/26/2024	12/31/24

**ALTERNATIVES**

The considered this request at their March 11, 2024 meeting and recommended this approach. The alternative would be not authorizing the allocations.

**FINANCIAL IMPACT**

No financial impact to the millage, money is being reallocated between projects.

**STRATEGIC PLANNING IMPACT**

N/A

**OTHER CONSIDERATIONS**

Ingham County Parks Commission supports this resolution at the March 11, 2024 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing line item transfers for City of Lansing projects.



Brett Kaschinske  
Director



Andy Schor, Mayor

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

January 31, 2024

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

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

Dear Chairperson and Mr. Morgan:

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

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

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

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

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

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

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

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

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

Sincerely,



Brett Kaschinske, Director  
Department of Parks and Recreation

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING LINE ITEM TRANSFERS  
FOR CITY OF LANSING TRAILS AND PARKS MILLAGE PROJECTS**

WHEREAS, through Resolution #17-109, 18-110, 20-028, 20-456, and 22-521 the Ingham County Board of Commissioners authorized entering into contracts with City of Lansing to fund the below projects; and

WHEREAS, the City of Lansing millage project TR041 has exceeded its initial funds; and

WHEREAS, the Fenner Pathway Extension project, initially approved for \$455,250 in grant funding, now faces an estimated additional cost of \$173,935.75 due to updated construction and engineering estimates; and

WHEREAS, the Corporate Research Park Pathway project was not chosen for funding in Round 7; however, surplus funds have become available from the Fenner Pathway Extension; and

WHEREAS, upon the recommendation from the Park Commission, it is proposed to allocate these excess funds towards supporting the previously unfunded application.; and

WHEREAS, the City of Lansing has received funding totaling \$1,453,066 from the county for the Bear Lake Pathway (TR071) and the US127 Pathway, leaving a surplus of \$530,635.09 in county funds; and

WHEREAS, the City of Lansing has proposed utilizing the remaining funds from the Bear Lake Pathway and US127 Pathway projects to cover the shortfalls in both the Fenner Pathway Extension and Corporate Research Park Pathway projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreements, listed below, with the City of Lansing:

<b>Contract Title</b>	<b>Project #</b>	<b>Current Contract Amount</b>	<b>Amount Reallocated</b>	<b>Total Revised Contract Amount</b>
Fenner Pathway Extension	TR041	\$455,250.00	\$173,935.75 from TR028	\$629,185.75
US 127 Pathways/Bear Lake Pathway Resolution #22-521	TR028/TR071	\$1,453,066.00	Reallocate \$173,935.75 to TR041 & \$283,067.99 to Corporate Research Park Pathway	\$996,062.26
Corp. Research Park Pathway	Never approved Millage project		\$283,067.99 from TR028	\$283,067.99

BE IT FURTHER RESOLVED, that the City of Lansing requests approval to allocate the remaining county funds of \$530,635.09 to cover the additional required amount of \$173,935.75 for the Fenner Pathway Extension and \$283,067.99 for the Corporate Research Park Pathway, totaling \$457,003.74; and

BE IT FUTHER RESOLVED, the City of Lansing millage projects have expired or about to expire and need contract extension.

<b>These Project listed below only extending date of Project</b>			
<b>Contract Title</b>	<b>Project #</b>	<b>Expired Date</b>	<b>Date to extended project</b>
21-LTE-RC Bridge	TR040	12/31/2023	12/31/24
Bridge 26	TR072	12/31/2023	12/31/24
Bridge 25	TR073	12/31/2023	12/31/24
Bridge 12	TR075	12/31/2023	12/31/24
Bridge 11	TR076	12/31/2023	12/31/24
Bridge 28	TR077	12/31/2023	12/31/24
River Trail, Overband & Crack Sealing	TR109	8/26/2024	12/31/24

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

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

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 11, 2024

**Motion to support the Resolution authorizing line item transfers Meridian Township projects**

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:** March 19, 2024

**SUBJECT:** Resolution Authorizing Line Item Transfers for Meridian Township Projects

For the meeting agenda of 4/1/24 Human Services and 4/3/24 Finance

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**BACKGROUND**

The Ingham County Board of Commissioners, through Resolutions #16-238, 18-422, 19-215, and 20-456, had previously authorized contracts with Meridian Township for funding various projects. Specifically, the projects involved are TR002, TR031, TR049, TR068, and TR092 see table below and Exhibit A:

Contract Title	Project #	Current Contract Amount	New Amount Authorized	Total Revised Contract Amount
Trail Rehab	TR002	\$171,000.00	\$51,612.79 from TR049	\$222,612.79
MSU to Lake Lansing Trail, Phase I	TR031	\$1,650,000.00	\$65,461.49 from TR049	\$1,715,461.49
Okemos Rd Ped Boardwalk	TR049	\$1,077,000.00	Reallocate \$51,612.79 to TR002, \$4,810.11 to TR068 & \$65,461.49 to TR031	\$955,115.61
MSU to Lake Lansing Connector, Phase 2b	TR068	\$125,000.00	\$4,810.11 from TR049 & \$65,189.89 from TR092	\$195,000.00
MSU to Lake Lansing Connector, Phase 3, Shaw St.	TR092	\$288,000.00	Reallocate \$65,189.89 to TR068	\$222,810.11

The following Meridian Township contracts need to be extended:

<b>These Project listed below only extending date of Project</b>			
<b>Contract Title</b>	<b>Project #</b>	<b>Expired Date</b>	<b>Date to extended project</b>
Trail Rehab	TR002	12/31/21	12/31/24
MSU to Lake Lansing Trail, Phase I	TR031	12/31/23	12/31/24
Okemos Rd Ped Boardwalk	TR049	7/24/20	12/31/24
MSU to Lake Lansing, Phase 2	TR054	7/1/24	12/31/24
MSU to Lake Lansing Connector, Phase 2b	TR068	12/23/22	12/31/24
East Lansing NTT Connection	TR080	10/23/22	12/31/26
MSU to Lake Lansing Connector, Phase 3, Shaw St.	TR092	3/1/23	12/31/25
Regional Trail Map	TR093	2/5/23	12/31/25
MSU to LL Connector Trail, Phase III	TR102	7/28/24	12/31/26

Some discrepancies in the fund amounts requested for Projects TR002 and TR049 in Resolution #19-215, as noted in the email sent on November 18, 2019. For Project TR002, the fund amount initially requested as \$53,000 should be corrected to \$51,000. This adjustment is necessary due to Project TR025 having only \$51,000 available for transfer. Regarding Project TR049, the initially requested fund amount of \$111,000 in

should be corrected to \$102,000. This correction is essential as Project TR026 had only \$102,000 available for transfer (Exhibit B).

#### **ALTERNATIVES**

The Park Commission considered this request at their March 11, 2024 meeting and recommended this approach. The alternative would be not authorizing the allocations.

#### **FINANCIAL IMPACT**

No financial impact to the millage, money is being relocated between projects.

#### **STRATEGIC PLANNING IMPACT**

N/A

#### **OTHER CONSIDERATIONS**

Ingham County Parks Commission supports this resolution at the March 11, 2024 meeting.

#### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing line item transfers for Meridian Township projects.

Exhibit A: Letter from Meridian Twp.



Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

P 517.853.4000  
F 517.853.4096

**Township Board:**

Patricia Herring  
Jackson  
Township Supervisor

Deborah Guthrie  
Township Clerk

Phil Deschaine  
Township Treasurer

Scott Hendrickson  
Township Trustee

Kathy Ann Sundland  
Township Trustee

Peter Trezise  
Township Trustee

Marna Wilson  
Township Trustee

Frank L. Walsh  
Township Manager

3/1/2024

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

Dear Ms. Trotter:

Subject: Meridian Township Millage Reallocation Request

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

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

TR002 – Meridian Township Trail Rehabilitation

**Current Agreement: \$171,000**

**Final Cost: \$222,612.79**

**Adjustment: \$51,612.79 from TR049**

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

TR031 – MSU to Lake Lansing Connector Trail, Phase I

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

**Final Cost (ICP): \$1,715,461.49**

**Adjustment: \$65,461.49 from TR049**

The Township is requesting this reallocation for the following reasons. Since August 22, 2023, when we were asked to formally request the \$700,000 increase from the County for TR031, we have incurred some additional costs that we were not anticipating due to construction delays and final modifications to the trail design during construction.

The construction delays were primarily caused by delays in permitting with EGLE for setting the bridge. This caused us to incur more construction inspection hours than anticipated. Secondly, we had to shift the trail in two sections due to utility conflicts with existing Consumers Energy guy wires that could not be resolved through alternative means.

TR068 – MSU to Lake Lansing Connector Trail, Phase IIb

**Award Amount: \$125,000**

**Final Estimate: \$195,000**

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

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



TR049 – Okemos Road Pedestrian Boardwalk

Current Agreement: \$1,077,000

Final Cost: \$955,115.61

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

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

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

Current Agreement: \$288,000

Final Cost: \$222,810.11

Adjustment: \$65,189.89 to TR068

Thankfully the concrete prices came in significantly lower than expected.

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

Sincerely,

**Dan Opsommer**

Deputy Township Manager

Director of Public Works & Engineering

[opsommer@meridian.mi.us](mailto:opsommer@meridian.mi.us)

W 517.853.4440 | F 517.853.4095

5151 Marsh Road | Okemos, MI 48864

[meridian.mi.us](http://meridian.mi.us)

Providing a safe and welcoming, sustainable, prime community.



**Wallace, Nicole**

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**From:** Buzzard, Melissa  
**Sent:** Monday, November 18, 2019 3:57 PM  
**To:** Nyal Nunn  
**Cc:** Younes Ishraidi; Wallace, Nicole  
**Subject:** Meridian Township Re-allocation Information

Hi Nyal,

Thanks so much for chatting and helping us straighten things out this afternoon. So, just to keep things straight, Resolution 19-215 adopted May 14, 2019 extended 10 Meridian projects to Dec. 31, 2019 as well as reallocated funds between projects due to some coming under budget, etc.

Meridian requested that the remainder of funds for TR025 be transferred to TR002 in the sum of \$53,000. Our balance for TR025 was \$51,000 due to the County paying out 25% of the original project in 2017 in the amount of \$17,000. This leaves \$2,000 in the hands of Meridian Township to be transferred to TR002.

Meridian requested the remainder of funds for TR026 be transferred to TR049 in the amount of \$111,000. Our balance was \$102,000 due to the County paying out 25% of the original project in 2017 in the amount of \$34,000. This leaves \$9,000 in the hands of Meridian Township to be transferred to TR049.

The County will be generating a short form to lengthen the contract of TR002.

Please let me know if you have any questions.

Best,

*Melissa Buzzard*

Trails & Parks Millage Program Coordinator  
Ingham Co. Parks Department  
121 E. Maple St.  
P.O. Box 178  
Mason, MI 48854  
Office #: 517-244-7195  
Cell #: 517-525-7114

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING LINE ITEM TRANSFERS  
FOR MERIDIAN TOWNSHIP TRAILS AND PARKS MILLAGE PROJECTS**

WHEREAS, through Resolution #16-238, 18-422, 19-215, and 20-456 the Ingham County Board of Commissioners authorized entering into contracts with Meridian Township to fund the below projects; and

WHEREAS, the Meridian Township millage projects TR002, TR031, and TR092 are exceeding their budget and reallocating funds from TR049 and TR092 to cover the overage; and

WHEREAS, the Meridian Township millage projects TR002, TR031, TR049, TR054, TR068, TR080, TR092, TR093 and TR102 have expired or about to expire; and

WHEREAS, the Meridian Township millage projects TR025, TR002, TR026 and TR049 need contract adjustments from Resolution #19-215 due to insignificant funds in fund transfers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreements, listed below, with Meridian Township:

<b>Contract Title</b>	<b>Project #</b>	<b>Current Contract Amount</b>	<b>New Amount Authorized</b>	<b>Total Revised Contract Amount</b>
Trail Rehab	TR002	\$171,000.00	\$51,612.79 from TR049	\$222,612.79
MSU to Lake Lansing Trail, Phase I	TR031	\$1,650,000.00	\$65,461.49 from TR049	\$1,715,461.49
Okemos Rd Ped Boardwalk	TR049	\$1,077,000.00	Reallocate \$51,612.79 to TR002, \$4,810.11 to TR068 & \$65,461.49 to TR031	\$955,115.61
MSU to Lake Lansing Connector, Phase 2b	TR068	\$125,000.00	\$4,810.11 from TR049 & \$65,189.89 from TR092	\$195,000.00
MSU to Lake Lansing Connector, Phase 3, Shaw St.	TR092	\$288,000.00	Reallocate \$65,189.89 to TR068	\$222,810.11

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreements TR002, TR031, TR049, TR054, TR068, TR080, TR092, TR093 and TR102 need to be extended to complete these projects see table below:

<b>These Project listed below only extending date of Project</b>			
<b>Contract Title</b>	<b>Project #</b>	<b>Expired Date</b>	<b>Date to extended project</b>
Trail Rehab	TR002	12/31/21	12/31/24
MSU to Lake Lansing Trail, Phase I	TR031	12/31/23	12/31/24
Okemos Rd Ped Boardwalk	TR049	7/24/20	12/31/24
MSU to Lake Lansing, Phase 2	TR054	7/1/24	12/31/24
MSU to Lake Lansing Connector, Phase 2b	TR068	12/23/22	12/31/24
East Lansing NTT Connection	TR080	10/23/22	12/31/26
MSU to Lake Lansing Connector, Phase 3, Shaw St.	TR092	3/1/23	12/31/25
Regional Trail Map	TR093	2/5/23	12/31/25
MSU to LL Connector Trail, Phase III	TR102	7/28/24	12/31/26

BE IT FURTHER RESOLVED, for Project TR002, the fund amount initially requested as \$53,000 should be corrected to \$51,000.

BE IT FURTHER RESOLVED, for Project TR049, the fund amount initially requested as \$111,000 should be corrected to \$102,000. This adjustment is necessary due to Project TR026 having only \$102,000 available for transfer.

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

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

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 11, 2024

## **Motion to authorize contracts for Trails and Parks Millage Round 8 applications**

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 CONTRACTS FOR TRAILS AND PARKS  
MILLAGE ROUND 8 APPLICATIONS**

WHEREAS, Board of Commissioners Resolution #22-608 approved an eighth round of applications and approved the scoring/ranking criteria for the Trails and Parks Program Millage Application; and

WHEREAS, following the directives of the Board of Commissioners, the Park Commission reviewed the 18 applications that were received from Aurelius Township (1), Village of Dansville (1), City of East Lansing (1), Ingham County (6), City of Lansing (3), City of Leslie (1), Meridian Township (1), Multi-jurisdictional (Meridian Township, Williamston Township, City of Williamston) (1), Vevay Township (2), and City of Williamston (1); and

WHEREAS, the Park Commission has diligently assessed and ranked Round 8 applications for the Board of Commissioners, considering approved scoring criteria, site visits, and consultant viability reports, as detailed in Exhibit A (viability reports), Exhibit B (Park Commission's scoring), and Exhibit C (Parks Department Recommendation Round 8 Distribute Funds); and

WHEREAS, the role of the Park Commission, as outlined in Board of Commissioner Resolution #19-092, is to receive, evaluate, and rate all proposals, forwarding them, along with primary strengths and weaknesses (see Table A) for each proposal, for consideration to the Board of Commissioners; and

WHEREAS, due to the financial impact of \$9,854,700 from the Trails and Parks Millage Fund Balance for Round 8 applications the Parks Commission and Park Director proposals to distribute funds out in 2028 contingent upon millage renewal, aligning with the current financial status of the millage; and

WHEREAS, alternatives are presented in Table A of this resolution, allowing the Board of Commissioners to adjust columns labeled "Fund (Yes or No)", "Grant Award Amount" and "Strengths and Weaknesses"; and

WHEREAS, the Park Commission recommends adopting the proposed strategy and spending plan for the remaining millage cycle, with funds distributed in 2028, contingent upon millage renewal in 2026, as outlined in Exhibit C; and

WHEREAS, the Park Commission acknowledges their advisory role in filling Table A, understanding the Board of Commissioners' authority to alter and adjust, making final decisions on the funding of each millage project; and

WHEREAS, after careful review and evaluation of the applications, the Park Commission submits the following ratings shown below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into contracts with the following entities designated within the below Table A, specifically the columns labeled "Fund (Yes or No)" and "Grant Award Amount," and “Strengths & Weaknesses” as indicated in the resolution.

**Table A:**

<b>Applicant</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Grant Award Amount</b>	<b>Fund (Yes or No)</b>	<b>Strengths &amp; Weaknesses</b>
Aurelius Township	Glenna Droscha Community Park (trail extension)	\$199,600.00			
Village of Dansville	Dansville Park Redevelopment	\$978,200.00			
City of East Lansing	Northern Tier Trail Extension to Coolidge Road	\$259,500.00			
Ingham County	Grand River Water Trail (Old English Inn Bridge)	\$250,000.00			
Ingham County	Lake Lansing Park North - Maintenance Barn	\$302,400.00			
Ingham County	Lake Lansing Park North - Playground	\$600,000.00			
Ingham County	Burchfield Park - Playground	\$575,000.00			
Ingham County	Hawk Island Park, Splash Pad Renovation	\$1,500,000.00			
Ingham County	Feasibility Study - LLS Carousel Bldg & Trike Track	\$35,000.00			
City of Lansing/FLRT	Trail Ambassador Coordinator	\$20,000.00			
City of Lansing	Area Rivers Stewardship	\$45,000.00			
City of Lansing	River Trail Bridge Relocation (Elm St/Red Cedar River)	\$400,000.00			
City of Leslie	Trail Continuation Project from 2024	\$900,000.00			
Meridian Township	Eastern Third Regional Trail, Phase I	\$1,080,000.00			
Meridian Twp, Williamstown Twp, City of Williamston	Red Cedar River Multi-Jurisdictional Clearing Project	\$500,000.00			
Vevay Township	Community Park Improvements	\$240,000.00			
Vevay Township	Hayhoe Trail Extension and Trailhead	\$1,170,000.00			
City of Williamston	Honor for All Memorial Trail	\$800,000.00			

BE IT FURTHER RESOLVED, the Parks Department Viability Table, Projects for per community and the fund request.

## Exhibit A: Viability Table

### PROJECT EVALUATION AND VIABILITY REPORT TRAILS AND PARKS MILLAGE REVIEW 2023 - ROUND 8

COMMUNITY	APPLICATION	GRANT AMOUNT REQUESTED	LOCAL MATCH	% Local Match	SOURCE OF LOCAL MATCH	TOTAL PROJECT COST	TYPE OF PROJECT	
Aurelius Township	Glenna Droscha Community Park (trail extension)	\$199,600.00	\$32,000.00	13.82%	Twp General Fund	\$231,600.00	Trail	New
Village of Dansville	Dansville Park Redevelopment	\$978,200.00	\$4,900.00	0.50%	DNR Grant?	\$983,100.00	Other	New
City of East Lansing	Northern Tier Trail Extension to Coolidge Road	\$259,500.00	\$590,000.00	69.45%	DNR grant; Donations	\$849,500.00	Trail	New
Ingham County	Grand River Water Trail (Old English Inn Bridge)	\$250,000.00	\$0.00	0.00%		\$250,000.00	Blueway	Rehab/Repair
Ingham County	Lake Lansing Park North - Maintenance Barn	\$302,400.00	\$0.00	0.00%		\$302,400.00	Other	New
Ingham County	Lake Lansing Park North - Playground	\$600,000.00	\$0.00	0.00%		\$600,000.00	Other	Rehab/Repair
Ingham County	Burchfield Park - Playground	\$575,000.00	\$0.00	0.00%		\$575,000.00	Other	Rehab/Repair
Ingham County	Hawk Island Park, Splash Pad Renovation	\$1,500,000.00	\$500,000.00	25.00%	LWCF 2024/25	\$2,000,000.00	Other	Rehab/Repair
Ingham County	Feasibility Study - LLS Carousel Building and Trike Track	\$35,000.00	\$0.00	0.00%		\$35,000.00	Planning & Eng.	N/A
City of Lansing/FLRT	Trail Ambassador Coordinator	\$20,000.00	\$7,500.00	27.27%	FLRT	\$27,500.00	Other	N/A
City of Lansing	Area Rivers Stewardship	\$45,000.00	\$0.00	0.00%	None	\$45,000.00	Blueway	Rehab/Repair
City of Lansing	River Trail Bridge Relocation (Elm St/Red Cedar River)	\$400,000.00	\$117,600.00	22.72%	Lansing Park Millage, others	\$517,600.00	Bridge	Rehab/Repair
City of Leslie	Trail Continuation Project from 2024	\$900,000.00	\$100,000.00	10.00%	City of Leslie	\$1,000,000.00	Trail	New
Meridian Township	Eastern Third Regional Trail, Phase I	\$1,080,000.00	\$120,000.00	10.00%	Meridian Twp; In-kind	\$1,200,000.00	Trail	New
Meridian Twp, Williamstown Twp, City of Williamston	Red Cedar River Multi-Jurisdictional Clearing Project	\$500,000.00	\$50,000.00	9.09%	Meridian Twp	\$550,000.00	Blueway	New
Vevay Township	Community Park Improvements	\$240,000.00	\$50,000.00	17.24%	Township, DNR grant	\$290,000.00	Other	Rehab/Repair
Vevay Township	Hayhoe Trail Extension and Trailhead	\$1,170,000.00	\$30,000.00	2.50%	Township, DNR grant?	\$1,200,000.00	Trail	New
City of Williamston	Honor for All Memorial Trail	\$800,000.00	\$400,000.00	33.33%	In kind, DNR grants?	\$1,200,000.00	Trail	New
<b>TOTAL</b>		<b>\$9,854,700.00</b>	<b>\$2,002,000.00</b>	<b>16.88%</b>		<b>\$11,856,700.00</b>		



BE IT FURTHER RESOLVED, the Park Commission Rating Exhibit B, scoring from highest to lowest of Trails & Parks Millage Grant Applications;

### Exhibit B – Park Commission Rating

**PROJECT SCORING SUMMARY - SCORING ORDER**  
**TRAILS AND PARKS MILLAGE GRANT APPLICATION**  
**2023 ROUND (Round 8)**

Applicant	Project	Project Type		Match	Local Match Amount	Community Priority	Score	Amount Requested	\$\$ Cumulative
Vevay Township	Hayhoe Trail Extension and Trailhead	TRAIL	NEW	2.50%	\$30,000.00	2	44.00	\$1,170,000.00	\$1,170,000.00
Meridian Twp, Williamston Twp, City of Williamston	Red Cedar River Multi-jurisdictional Clearing Project	BLUEWAY	NEW	9.09%	\$50,000.00	2	41.50	\$500,000.00	\$1,670,000.00
City of Leslie	Trail Continuation Project from 2024	TRAIL	NEW	10.00%	\$100,000.00	1	40.00	\$900,000.00	\$2,570,000.00
City of Lansing	River Trail Bridge Relocation (Elm St/Red Cedar River)	TRAIL	REHAB/REPAIR	22.72%	\$117,600.00	2	39.50	\$400,000.00	\$2,970,000.00
City of East Lansing	Northern Tier Trail Extension to Coolidge Road	TRAIL	NEW	69.45%	\$590,000.00	1	38.83	\$259,500.00	\$3,229,500.00
City of Williamston	Honor for All Memorial Trail	TRAIL	NEW	33.33%	\$400,000.00	1	38.17	\$800,000.00	\$4,029,500.00
City of Lansing / FLRT	Trail Ambassador Coordinator	OTHER	N/A	27.27%	\$7,500.00	1	34.50	\$20,000.00	\$4,049,500.00
Ingham County	Grand River Water Trail (Old English Inn Bridge)	BLUEWAY	REHAB/REPAIR	0.00%	\$0.00	1	33.83	\$250,000.00	\$4,299,500.00
City of Lansing	Area Rivers Stewardship	BLUEWAY	REHAB/REPAIR	0.00%	\$0.00	1	32.83	\$45,000.00	\$4,344,500.00
Meridian Township	Eastern Third Regional Trail, Phase I	TRAIL	NEW	10.00%	\$120,000.00	1	31.17	\$1,080,000.00	\$5,424,500.00
Village of Dansville	Dansville Park Redevelopment	OTHER	NEW	0.50%	\$4,900.00	1	30.00	\$978,200.00	\$6,402,700.00
Vevay Township	Community Park Improvements	OTHER	REHAB/REPAIR	17.24%	\$50,000.00	1	29.83	\$240,000.00	\$6,642,700.00
Aurelius Township	Glenna Droscha Community Park (trail extension)	TRAIL	NEW	13.82%	\$32,000.00	1	28.17	\$199,600.00	\$6,842,300.00
Ingham County	Hawk Island Park - Splash Pad Renovation	OTHER	REHAB/REPAIR	25.00%	\$500,000.00	5	22.17	\$1,500,000.00	\$8,342,300.00
Ingham County	Lake Lansing Park North - Maintenance Barn	OTHER	NEW	0.00%	\$0.00	2	17.17	\$302,400.00	\$8,644,700.00
Ingham County	Lake Lansing Park North - Playground	OTHER	REHAB/REPAIR	0.00%	\$0.00	3	17.17	\$600,000.00	\$9,244,700.00
Ingham County	Burchfield Park - Playground	OTHER	REHAB/REPAIR	0.00%	\$0.00	4	17.17	\$575,000.00	\$9,819,700.00
Ingham County	Feasibility Study - LLS Carousel Bldg & Trike Track	OTHER	REHAB/REPAIR	0.00%	\$0.00	6	15.50	\$35,000.00	\$9,854,700.00
TOTALS:					\$2,002,000.00			\$9,854,700.00	

16.88%

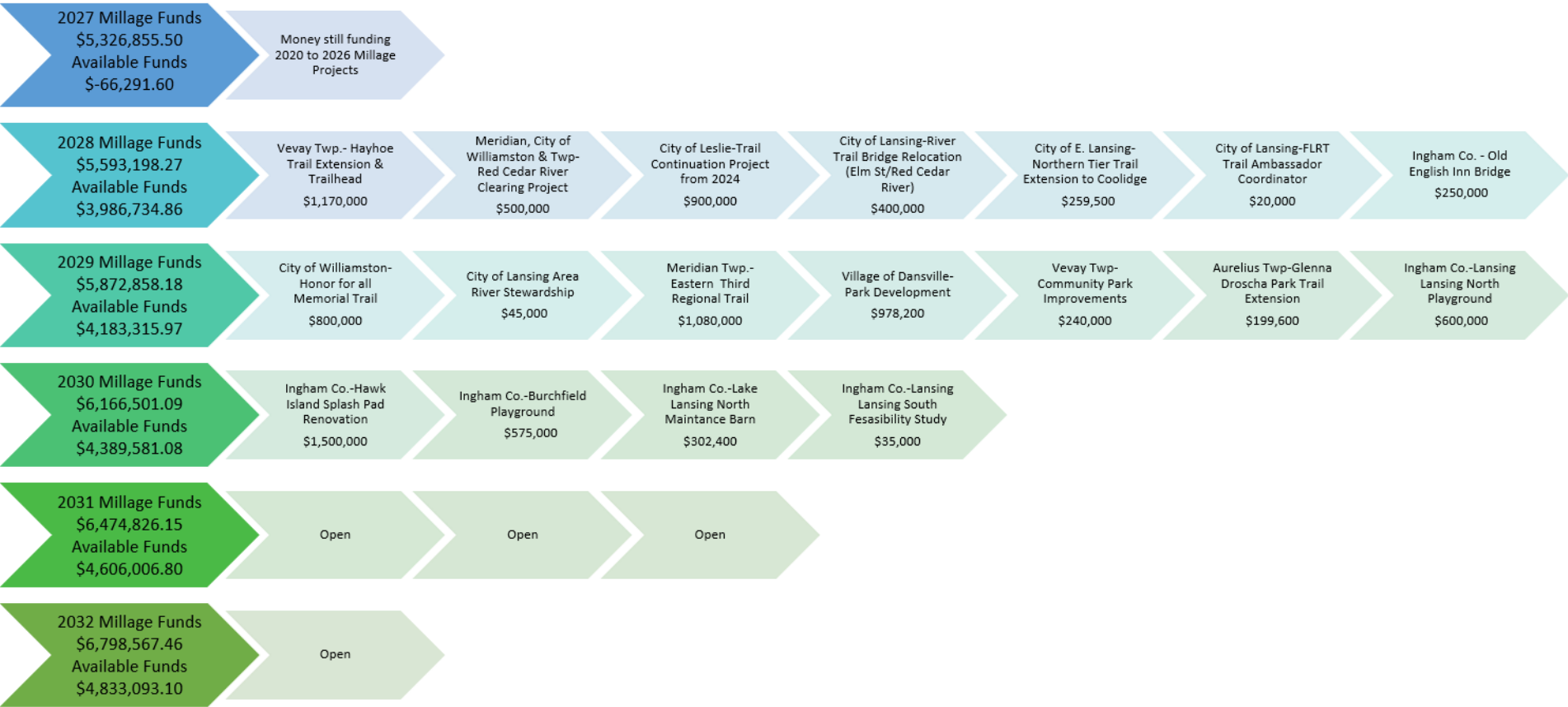
83.12%

Max. Score = 50.00

BE IT FURTHER RESOLVED, that the Board of Commissioners approves the proposed strategy and spending plan for the remaining duration of the millage cycle, with funds distributed in 2028 as outlined in Exhibit C;

Exhibit C – Parks Department Recommendation Round 8 Distribute Funds

Chart showing example of how Round 8 money will be funded from 2026 to 2032, after the Trails & Parks Millage is renewed in 2026. First available funds in 2028.



BE IT FURTHER RESOLVED, that collaborative efforts between the Park Commission, Board of Commissioners, and local communities in 2024 will be undertaken to develop a comprehensive plan for the upcoming Millage cycle.

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

BE IT FURTHER RESOLVED, that the 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.

# March 2024

## Hawk Island County Park/Deputy Director Report

- ✓ Worked with following groups involved in upcoming Hawk Island grant projects
  - Landscape Architects and Planners, Inc
  - Rowe Professional Services
  - Michigan Department of Natural Resources
  - Michigan Department of Environment, Great Lakes, and Energy
  - Laux construction and sub contractors
- ✓ Developed interpretive signs for upcoming Hawk Island projects.
- ✓ Worked with Park Managers to develop 2024 CIP requests.
- ✓ South Lansing Business Association Board Meeting and Monthly membership meeting.
- ✓ Worked with multiple Special Event coordinators for summer events
- ✓ Continued daily operation of Hawk Island snow tubing hill. Special Thank You to Cristina Estrada for coordinating most of the daily operations on the tubing hill and training new staff.
- ✓ Worked on 2024 CIP items
  - Trail blower
  - Electric charging stations (for new electric park vehicles)
- ✓ Worked with Human Resources to post for Parks Accountant position. Emma Wallace took a new position with the Health Department.
- ✓ Covered Director duties during Tim Morgan's extended absence.
- ✓ Meet with Ingham County Sustainability Manager to develop presentation for the Environmental Affairs Commission. Thank you to Tim Buckley for making the presentation to the group.
- ✓ Worked with office staff and attorneys on several resolutions.



Hawk Island  
September 7, 1955





HAWK ISLAND  
August 1, 2023

## **Lake Lansing Park Report – February**

### **Highlights:**

Attended Staff and Manager Meetings

LLS project construction collaboration

Attended SAD meeting

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

New building inspected and restroom portion open to the public under temporary occupation

Met with Dyer well drilling to look at addressing leak in LLN White bathroom

Clark tree removed 4 hazard trees out of LLN Snell area

Worked with Meridian Township on Boat Launch sewer/lift station project

Solicited bids to remove hazard trees at LLS

Met with Plumbing contractors to look at flush valve replacement in the Hill bathroom LLS

Attended Hesse/Earl fishing event meeting

Ordered grills

Worked with Brian regarding tractor and mower purchase

### **Staff:**

Clearing the old spoils road to increase access to the back of LLN

Repaired/repaint picnic tables (20+)

Work on signage

New bathroom setup

Clear trees and trails

Bid and purchase battery powered maintenance equipment

Work on Spring auction items for Purchasing



### Hazard Tree Removal (LLN)



### Meridian Boat Launch Project



### Road Dept. Tree Clearing along Lake Drive at the LLN entrance





## **Burchfield Park February/March Manager's Report**

1. Continue working with Naturalist on new outdoor education programming and training procedures for future ECO staff/volunteers
2. Scheduled annual fire extinguisher service with Delau Fire and Safety
3. Send "Thank You" letter to Love's Legacy group for generous Friends donation on behalf of Ingham County Parks Dept.
4. Met with Spicer Group to discuss zoning in Aurelius Twp. for future McNamara Improvements
5. Attended Environmental Affairs Committee
6. Assistant manager worked on kayak and canoe CIP procurement
7. Scheduled vault toilet septic maintenance
8. Received three bids to install new 80-amp chargers at Burchfield and Lake Lansing parks
9. Continue revising emergency plans for Burchfield
10. Reviewed and approved disc golf tournament and scouting events for 2024
11. Scheduled May mosquito control services with local vendor
12. Worked with donor on bench and memorial tree locations along Grand River
13. Started spring seasonal hiring early due to high turnover this year
14. Attended MSU extension pesticide applicator training with assistant manager
15. Naturalist attended 4-H working with youth volunteer training
16. Start Burchfield spring auction list for purchasing
17. Various ongoing projects include: remove deteriorated wooden parking barriers from lower lot, started siding on boathouse, maintenance yard cleanup, add property barriers along Kingman to prevent off road access, stack split firewood, rake gravel from turf, prep privacy fence for painting...

## **February - Parks Office Monthly Report**

### Meetings/Trainings

Admin and full Staff Meeting

Hess-Earl Youth Fishing Planning

### Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Millage – Policy for additional funds
- Vermont Systems
- Laux Construction

### Customer Service

1106 phone calls in February.

### Website

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

## Trails & Parks Millage Coordinator Report

February 2024

For: Park & Recreation Commission Meeting

March 11, 2024

- Continue to learn the Role of Trails & Parks Millage Coordinator Position
- Attended Park Commission Meetings for February
- Meeting at the Spicer Office to meet with Tanya Moore
- Working on Resolutions for funding allocations:
  - Meridian Twp.
  - City of Lansing
  - Working with both communities to make sure all information is correct.
- Worked on Millage Reimbursements
  - City of Lansing
  - Leroy Twp.
  - Meridian Twp.
- Worked on a Resolution to move Round 8 to Board of Comm.
- Organizing Millage Projects on S Drive.
- Responding to e-mails and answering phones.
- Review Park Commission Packets and meeting minutes.
- Created a tasks list of Millage Item's that need to be completed.
- Started working on idea's for Trails & Parks Millage Comprehensive Report.
- Created an outline for Stakeholder meeting which will be in April 2024.
- Worked at Hawk Island from Monday March 26 to March 28 for Brian.
  - Learned tasks about the sledding hill
  - Help put on fencing
  - Helped during sessions checking people in
  - Help where needed
  - Brian showed me around Hawk Island before he left for vacation
- Communication with communities about the millage project
- Continue to learn about Munis Program
- Worked with Budgeting Department about some Millage Projects



## FLRT Trail Ambassador Program Coordinator Monthly Report March 2024

*Please direct questions to Lauren at [TA@LansingTrails.org](mailto:TA@LansingTrails.org)*

- Trail Town 10K (Saturday, June 29, 2024)
  - Met with planning team – topics discussed included partnering with other races to generate broad support, promotional efforts, updating marketing materials
  - Registration now open:  
<https://runsignup.com/Race/MI/Lansing/TrailTown10K>
- Various administrative tasks (emails, website updates, etc.)
- Continued implementation tasks on new CRM membership database
- Followed up with current trail sponsors for renewal
- Met with FLRT board on strategic planning and communications topics
- Coordinated FLRT booth at Quiet Adventures Symposium, March 2, 2024
- Monitored trail activity updates
- Drafted and sent eNewsletter

### Sponsorship Stats

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

**From:** Jean Aldrich-Simmons <[jean@southlansing.org](mailto:jean@southlansing.org)>

**Sent:** Wednesday, February 21, 2024 9:25 AM

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

**Subject:** Big Thank You

Yes it was 50 degrees at 6 oclock - but wow the tubing was perfect! And Brian, your evening staff in the warming house and on the hill were perfect, very helpful, friendly, and welcoming! They even had to help me the first two times keep my balance on that darn ride up the hill! It played some tricks with my brain, but then I got the hang of it. And my 4 yo granddaughter, Lona, became a tubing expert her first time she kept asking to go by herself but her mommy and I ruled against that this year!

I loved the 6 pm time slot, it was perfect!

--

Jean Aldrich-Simmons,  
Horticulturist, Program Coordinator  
South Lansing Community Development Association  
5815 Wise Rd Lansing, MI 48911  
(517) 582-3388 cell  
[jean@southlansing.org](mailto:jean@southlansing.org)

*SLCDA Programs include: South Lansing Urban Gardens, South Lansing Farmers Market, Hawk Island Triathlon, South Lansing Food Pantry*



# Burchfield Park

**Tim Buckley**

—

**Park Manager III**

881 Grovenburg Rd.

Holt, MI 48842

[tbuckley@ingham.org](mailto:tbuckley@ingham.org)

February 21, 2024

Dear members of Love's Legacy,

My name is Tim Buckley, and I am the Park Manager for Ingham County Parks at Burchfield; I'm writing today to extend my sincere thanks for supporting our children's summer camp program. It is my understanding that I have you all to thank for the generous donations made towards the Collin Simpson Summer Camp Scholarship Fund.

As part of our mission, our naturalists strive to share quality outdoor experiences with area youth at our summer camp. Your kind donations will support this endeavor and help us ensure an abiding joy in and a deep care for the natural world and all its inhabitants is passed on to those who come after us. We thank you from the heart for joining us in that mission.

This past year alone, the scholarship that you helped fund gave seven children (who would not have otherwise been able to attend) the chance to spend a week with us at camp making memories and exploring the great outdoors. This was our first year to offer a scholarship, and due in no small part to donors like yourself, we hope to carry this new tradition into the future.

Thank you once again for your thoughtful support and consideration.

Sincerely,

**Tim Buckley**



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## Ingham County Parks & Recreation Commission

121 E. Maple St., PO Box 178, Mason, MI 48854

Phone: (517) 676-2233 Fax: (517) 244-7190

[www.inghamcountyparks.org](http://www.inghamcountyparks.org) email: [parks@ingham.org](mailto:parks@ingham.org)