

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, May 13, 2024

Monday, May 13, 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 Mar 11, 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. **DISCUSSION ITEMS**
 - A. Round 8 contracts draft - [Page 18](#)
8. **ACTION ITEMS/Staff Review Summary - [Page 27](#)**
 - A. Tractor purchase – [Page 29](#)
 - B. Budget – [Page 30](#)
 - C. Major Capital Project Plan – [Page 44](#)
 - D. Rowe Contract Amendment for Prime - Hawk- [Page 60](#)
9. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 62](#)
 - B. Park Managers - [Page 63](#)
 - C. Administrative Office - [Page 70](#)
 - D. Millage Coordinator Report - [Page 71](#)
10. **Board/Staff Comments**
11. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
12. **Correspondence and Citizen Comment – [Page 75](#)**
 - A. Lansing Fire Department training email
13. **Upcoming Meetings**

- A.** Date: June 10, 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.

Ingham County Parks & Recreation Commission Members: Chair Cherry Hamrick, Vice-Chair Stephanie Thomas, Secretary Steve James, Commissioner Simar Pawar, Commissioner Karla Ruest, 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
March 11, 2024

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

Board Members Present: Cherry Hamrick, Stephanie Thomas, Paul Pratt (5:37pm), Commissioner Pawar, Commissioner Ruest, Nathan Triplett, Nickolas Lentz (5:36pm), Matthew Ferguson (5:32pm), Steve James, Bret Marr

Absent:

Also Present: Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Coordinator Natalie Trotter, John Lazet (Vevay Township)

Call to Order: Cherry Hamrick called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:31pm

Minutes: **Moved by Ms. Thomas and Supported by Mr. Triplett** to approve the February 12, 2024 minutes of the regular meeting as written:
Yes-10; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

2024 Project Overview Report – Hawk Island

ACTION ITEMS

Laux – Hawk Island

Mr. Collins stated that Laux Construction will be starting construction on the east side of the lake at Hawk Island April 1st. Laux is doing both projects including the south side of the lake, however this resolution is approving a contract with Laux for the east side of Lake as of now.

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

MOVED BY Mr. Marr; SUPPORTED BY Commissioner Pawar

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 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.

City of Lansing request

Ms. Thomas stated that she strongly feels that the excess funds should be used to cover their overages versus going back and funding a project that was not approved.

Ms. Trotter stated that this was not an approved project in Round 7 and that the City of Lansing had a DNR Trust Fund grant for this project. Ms. Trotter also stated that if they do not get the millage match, they will lose the DNR money.

Ms. Thomas stated that it would be unfortunate for them, but that she personally believes that when they're continuously coming to us asking for millions of dollars to cover overages that we should not be taking additional funds and funding projects that haven't gone through the process of being approved.

Mr. Marr stated that last month Mr. Kaschinske talked about how this was involved with the US 127 reconstruction and that has opened up some new possibilities as far as closing some gaps in the trail. Mr. Marr stated that this is a positive thing.

Mr. Triplett asked the staff if there were any City of Lansing requests for supplemental funding that were currently pending.

Mr. Collins stated that he does not believe so and the last one was a couple of months ago.

Commissioner Ruest stated that she agrees with Stephanie in regards to the City of Lansing and that there are certain townships and cities that are coming back constantly asking for more money and that she has several townships that haven't gotten any money. Commissioner Ruest also stated that some of these other communities have been waiting for a long time for funding and if we move forward with the project that wasn't approved is a little concerning to her, however she wasn't here last month to hear that exclamation from the City of Lansing.

Commissioner Pawar stated that she didn't have anything to add at this time.

Ms. Hamrick stated that she would hate to see them move the money for the US127 project since this project is so large, however Ms. Hamrick feels quite conflicted.

Mr. Triplett asked what happens to any unused funds in an account after the reimbursement has been paid out after a completed project?

Mr. Collins confirmed with Deputy Controller Cypher and stated that the funds go back into the pot as well as communities have come back and asked for that money for different projects.

Conversation ensued.

Ms. Trotter stated that this is one reason why we're working on trying to get a more comprehensive plan for the millage because of these situations.

Mr. Triplett stated that makes complete sense and that he is strongly in support of it, however in the meantime not doing this treats what we have done differently. So far, we've resolved all of our ambiguities in favor of the local community, in favor of the applicant, and not against them because we don't have thorough policies to make those distinctions.

Mr. Pratt stated that he feels that it is worth it rather than having them forfeit their DNR grant. We're citizen advisors and we really want to be fair and follow rules. On the other hand, this board has been overruled by the Board of Commissioners because they're interested in spending the money.

Commissioner Pawar asked if this project was a previously submitted project and what year was it submitted.

Ms. Trotter stated that it was Round 7 and from her understanding from the City of Lansing letter is that the project originally came in at 1.2 million and now they got it down almost \$600,000. With the match, they cut it in 1/2 since round 7.

Commissioner Ruest asked that if this project wasn't funded in Round 7, did they apply again in Round 8?

Ms. Trotter stated that they did not, they applied for other projects in Round 8.

Commissioner Ruest stated that must be why it wasn't high on their priority to ask for it again.

Ms. Trotter stated that is correct and that she didn't know the reasoning as to why because she was hired in after the projects were decided.

Commissioner Pawar stated that she believes there was some talk that this project will be brought back but right now they were going to wait it out until other construction projects come up, however Commissioner Pawar unsure of the exact reasoning but remembers the talks.

Mr. Marr stated that he doesn't have a problem with this one because he feels it's sort of an incentive coming in under budget and feels like it is more of a reward for coming in under budget.

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

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

Nays: Hamrick, Thomas, Ruest

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 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:

Contract Title	Project #	Current Contract Amount	Amount Reallocated	Total Revised Contract Amount
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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.

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

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.

Meridian Township reallocation request

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

MOVED BY Mr. Marr; SUPPORTED BY Mr. Pratt

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 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:

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

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:

These Project listed below only extending date of Project			
Contract Title	Project #	Expired Date	Date to extended project
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.

Round 8 Applications

Commissioner Pawar asked if Natalie briefed Commissioner Ruest on Round 8.

Ms. Trotter stated that she met with Commissioner Ruest on Friday and went over her questions for Round 8.

Mr. Tripett gave a few suggestion on what information should be sent to the Board of Commissioners.

Ms. Trotter stated she would make the requested updates to the resolution.

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

MOVED BY Mr. Triplett; SUPPORTED BY Ms. Thomas

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:

Applicant	Project	Amount Requested	Grant Award Amount	Fund (Yes or No)	Strengths & Weaknesses
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
	TOTAL	\$9,854,700.00	\$2,002,000.00	16.88%		\$11,856,700.00		

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%

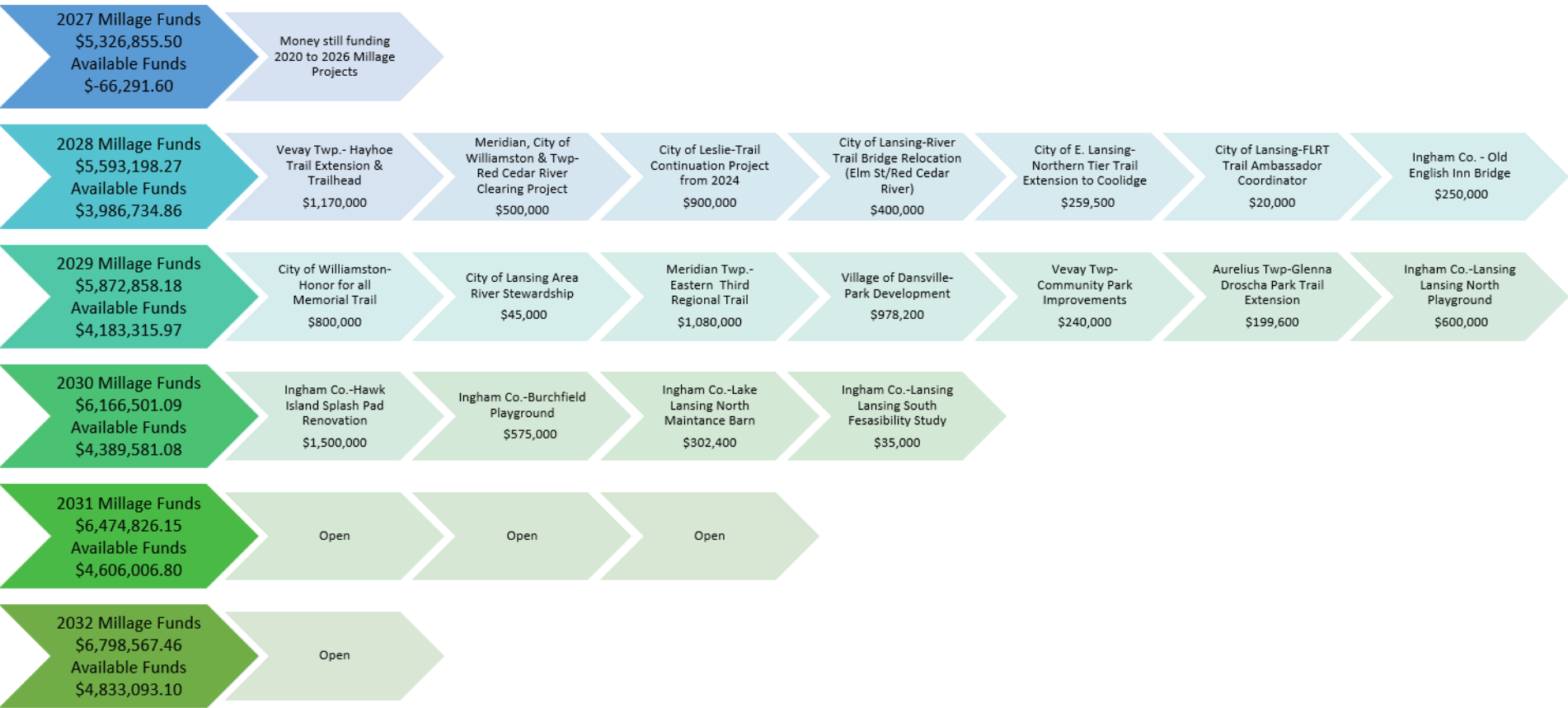
83.12%

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.

BOARD/STAFF COMMENTS

Mr. Marr asked if our parks were taking part in the upcoming solar eclipse.

Mr. Collins stated no, plans have been made for the solar eclipse for the Parks that day.

Ms. Trotter stated that she is planning a Stakeholder meeting about Comprehensive Report, Wayfinding and some other topics sometime in Mid-April.

Ms. Thomas wanted to express gratitude towards Brian and the entire Hawk Island staff. Her school event had an amazing time and that everything was seamless and ran smoothly.

Commissioner Pawar stated that she was at Hawk Island over the weekend with Commissioner Cahill and Commissioner Pena. She stated that the park was clean and nice to see people who were using the trails in every single capacity, from strollers to wheelchairs. Commissioner Pawar said it was good to see people taking pride in our parks.

Commissioner Pawar had a second comment in regards to Lake Lansing South Park. Commissioner Pawar stated that she would like to have the board to come up with a request or proposal for the south entrance at Lake Lansing & Marsh Road. Commissioner Pawar stated that it is in poor shape and tie rods are failing and has been for years and she would like to see it fixed.

Mr. Collins stated that this project at Lake Lansing South Park, was given to the Ingham County Friend's Group to take on. The Parks Department gave the Friend's group 3 different projects to take on at all 3 different parks which totaled \$200,000 between the 3 parks and it will cost about \$60,000 for the Lake Lansing Project.

Commissioner Pawar state that it does affect the community largely at the corner and that it is a very well visited corner. Any funding that could help would be greatly appreciated.

LIMITED PUBLIC COMMENT

John Bollmen stated how appreciative he is for the millage and how helpful it would be to keep making sure that these projects keep moving forward.

John Lazet stated his appreciation as well.

Adjournment:

There being no further business, the meeting was adjourned at 6:15pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator



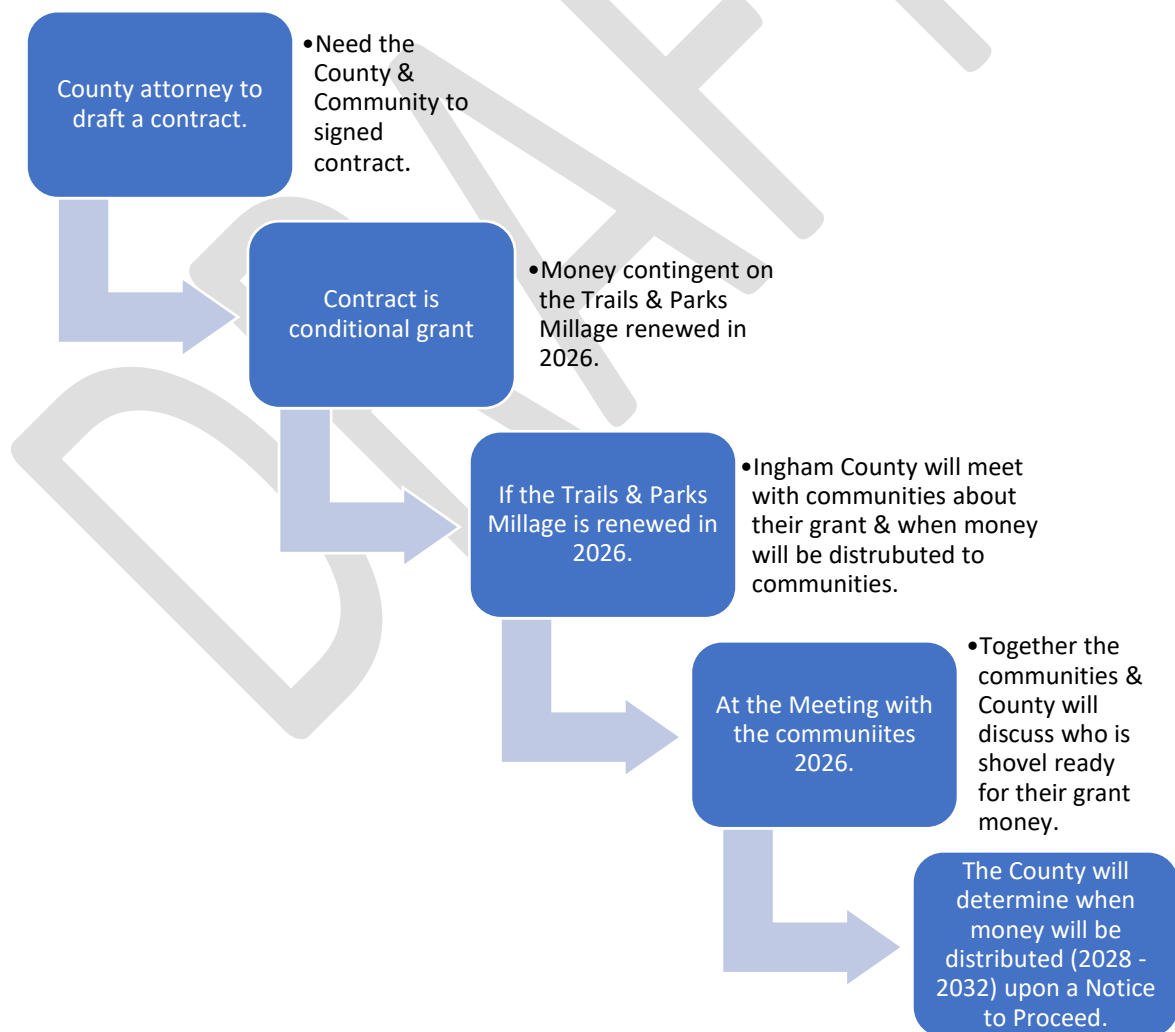
Ingham County Trails & Parks Millage Conditional 8 Round Grant Award Letter

The Ingham County Board of Commissioners approved the attached resolution #24-177 authorizing entering into contracts for the Trails and Parks Millage Applications at their April 16, 2024 meeting.

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). The total millage funds requested was \$9,854,700.

Congratulations, your project(s) titled ***City of William-Honor for All Memorial Trail*** was selected for approval. The next step is for the County attorney to draft a contract. We will be in contact with you once this has been completed. Due to the status of the Millage all approved projects have been awarded a conditional grant, conditional upon renewal of Trails & Parks Millage.

Listed below are the steps to your conditional grant:





Ingham County Trails & Parks Millage Conditional 8 Round Grant Award Letter

AWARD APPLICANT		
Agencies: City of Williamston		Contact Person: John Hanifan, Manager
Address: 161 E Grand River Ave. City: Williamston Zip Code: 48895		Phone #: 517-655-2774 E-mail:
PROJECT SUMMARY		
Project Title: Honor for All Memorial Trail		TR132
Total Millage Fund Request: \$1,109,600		Match Money: \$100,000
Conditions of Grant: <ul style="list-style-type: none"> Contract will be contingent on the Millage renewal in 2026. The 25% money for each approved project will not be available until after the renewal in 2026. Local Match money may be spent before the money is distributed beginning in 2028, but this is all contingent on the Millage renewal in 2026 (if millage is not renewed, Ingham County is not responsible to reimburse Match Money). 		
Do you plan on using your local Match Money before the Millage Renewal?		
Yes:	No:	If yes, how much Match Money:

CONDITIONAL GRANT AGREEMENT
BETWEEN
COUNTY OF INGHAM
AND
CITY OF WILLIAMSTON
FOR
HONOR FOR ALL MEMORIAL TRAIL
PROJECT #TR132

THIS AGREEMENT, made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) and the **CITY OF WILLIAMSTON**, Ingham County, Michigan, a municipal corporation, organized and existing under the laws of the State of Michigan (hereinafter referred to as the “City”).

WITNESSETH:

WHEREAS, the County Board of Commissioners in Resolution No. 24-177 approved an eighth round of applications that would provide Ingham County Trails and Parks Millage Grant Funds for various parks and trails projects, planning and engineering for future projects, and other special projects; and

WHEREAS, the City has submitted an application to the County requesting funds in the amount of \$800,000.00 for a project entitled Honor for All Memorial Trail (Project #TR132)(hereinafter referred to as the “Project”); and

WHEREAS, the County accepts the City’s application subject to the terms and conditions of this Agreement.

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

1. Design/Scope of Project. The services to be provided by the City and the City’s responsibilities under this Agreement shall be as set forth in the City’s application for Honor for All Memorial Trail (#TR132), a copy of which is attached to this Agreement labeled Exhibit A. The attached Exhibit A is incorporated by reference into this Agreement and made a part thereof.

The project shall include signage provided by the County referencing the millage funds during the construction phase, a permanent sign to remain on the site in perpetuity post-completion of the project, as well as wayfinding signage provided by the County, if applicable.

The contact person for overseeing this Project shall be the Ingham County Parks Department Director, or designee.

2. Agreement Term and Termination. The term of this Agreement shall commence on the date this Agreement is fully signed by the authorized representatives of both the County and City and continue for a period of three (3) years from and after the date of the County's issuance of a Notice to Proceed.

In the event the Project is not completed within the time provided due to delay from awaiting other funding sources, an extension may be requested and negotiated, and mutually agreed upon by both parties.

Notwithstanding any other provision in this Agreement to the contrary, either the County or the City may terminate this Agreement at any time upon thirty (30) days prior written notice to the other party. In the event this Agreement is terminated as authorized in this paragraph, the City shall refund to the County the total sum paid by the County for the Project.

3. Compensation and Method of Payment.

A. The total sum that the County shall pay the City under this Agreement for the City to apply towards the City's costs for the Project shall be EIGHT HUNDRED THOUSAND AND NO/100 DOLLARS (\$800,000.00). Said sum shall be paid as follows:

1. 25% upon the County's issuance of a Notice to Proceed (anticipated in 2029).
2. 50% when the City has completed 50% of the Project, confirmed by the City's Quarterly Report to the County.
3. 25% when the entire Project has been completed to the County's satisfaction, and following the submission of the City's Final Report.

B. In the event the Project is not completed due to termination by the City, any sums paid shall be refunded to the County; otherwise, the City shall be compensated for expenses incurred to the date of termination.

4. Funding. All funding is contingent upon the Ingham County Trails and Parks Millage being renewed in 2026, and the County's issuance of a Notice to Proceed. Any local match expenditures before the County's issuance of the Notice to Proceed are at the City's risk. The County makes no implied or explicit guarantee, offer or representation of future funding from the County beyond that authorized in this Agreement.

5. Records, Reports, and Information.

A. Financial Records. The City's accounting procedures and internal financial controls shall conform to generally accepted and required accounting practices for City governments. Such financial records pertaining to the Project shall be available for review by the County's Controller and Ingham County Parks Department Director, or designee.

- B. Quarterly Report. The City shall submit to the County's Controller and Parks Director a comprehensive report on a quarterly basis containing the progress made, including, but not limited to, invoices and financial statements, showing that the County is reimbursing based on actual costs incurred.
- C. Final Report. Within thirty (30) days of the Project's completion or termination of this Agreement, the City shall provide the County's Controller and the Parks Director with a comprehensive report including, but not limited to, invoices and financial statements, showing that the County is reimbursing based on actual costs incurred and confirming completion of the Project.
- D. General Operational Information. The City shall make such other written reports to the County as may be required from time to time by the County Board of Commissioners and/or County Controller and/or Parks Director. Such written reports shall not be limited to a description of all services which have been rendered pursuant to this Agreement since the last report on such matters. The reports shall be in a form and shall contain such other information as the County's Board of Commissioners and/or Controller and/or Parks Director may specify. The County's Board of Commissioners and/or Controller and/or Parks Director shall provide the City with reasonable prior notice as to what additional reports are required.
- E. Disclosure of Confidential Material. All reports, data, information, statements, forecasts, records and so forth assembled, constructed, or prepared pursuant to or as a consequence of this Agreement are subject to all Federal and Michigan laws and regulations governing the disclosure of public records, subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.

6. Eligible Costs of the County. Under this Agreement, a cost incurred or expenditure made by, or pursuant to this Agreement, shall be fully documented and shall be in conformance with any limitations or exclusions set by applicable Federal, State and local laws, rules and regulations.

7. Establishment and Maintenance of Records. The City shall establish and maintain all necessary records concerning any matter covered by this Agreement. Unless otherwise expressly authorized by the County's Controller, the City shall maintain all records related to this Agreement, including financial records and accounts, for a period of three (3) years after the termination of this Agreement. If any litigation, claim or audit is started before the expiration of the three (3) year period, the records shall be retained by the City until all litigation, claim or audit findings involving the records have been resolved.

8. Audits and Inspections. At any time during the City's normal business hours, the City shall do the following:

- A. Make available and permit the County's authorized representatives to audit, examine, copy all checks, payrolls, time records, invoices, contracts, vouchers, orders or other data, information and material concerning the Project unless disclosure of the information is prohibited by law.
- B. Allow the County's authorized representatives to review all such documents that are considered as back up to the operations performed by the City under this Agreement, regardless of funding source.

9. Conflict of Interest. Neither the County nor the City shall permit any person in their employ who has any conflicting interest to be responsible for performing any of the work to be performed on the Project or fulfilling any of the other terms, conditions and obligations of this Agreement. Both the City and the County shall establish safeguards to prevent their respective employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those whom they have family, business or other ties.

10. Lobbying and Political Activities. None of the money, compensation, reimbursement, funds, property or services, provided directly or indirectly, under, by or pursuant to this Agreement, shall be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or propaganda designed to support or defeat any legislation pending before Congress of the United States or the Michigan State Legislature, or any ordinance or resolution pending before the City's Council, or the County's Board of Commissioners.

11. Compliance with the law. In performing the services and activities required under this Agreement and in fulfilling the terms, conditions, obligations, covenants, agreements, and stipulations of this Agreement, the County and the City shall comply with all applicable Federal, State and local laws, including the Architectural Barrier Act of 1968 (Barrier Free Design Act) (42 USC §1151, as amended) and where applicable in relation to construction activities, the Davis-Bacon Act, as amended (40 USC §-5); the Copeland Anti Kick-Back Act (18 USC §874 as supplemented by the 29 CFR, Part 3) and Federal Fair Labor Standards provision as amended (52 Stat 1060); 29 USC §201 *et seq.*), Section 2 of the Act of June 13, 1934, as amended (40 USC §276c).

12. Civil Rights. The City and the County mutually agree to adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The City and County further agree that they shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms and conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, political affiliation or beliefs, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. A breach of this covenant shall be regarded as a material breach of this Agreement.

13. Deprivation of Rights. It is expressly understood and agreed that nothing contained in this Agreement shall deprive the City of any rights that it may exercise by

virtue of the provisions of the City's Charter nor shall either the City or the County be deprived of any rights granted to it by law or the Constitution of the State of Michigan.

14. Liability.

- A. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the City in the performance of this Agreement shall be the responsibility of the City, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the City, any subcontractor, anyone directly or indirectly employed by the City, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the City or its employees by statutes or court decisions.
- B. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the City if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the City in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the City in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, the City or their employees, respectively, as provided by statute or court decisions.

15. Workers' Compensation Insurance. Both the County and the City shall carry Workers' Compensation Insurance coverage for their employees, as required by law, and shall require any contractors or sub-contractors working on the Project to do the same.

16. Living Wage Requirements. In the event the City has five (5) or more employees and the sum to be paid to the City under this Agreement when combined with the sums to be paid the City under any other Agreements the City has with the County during a twelve (12) month period that includes the term of the Agreement totals or exceeds FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) the City and all its subcontractor(s) shall comply with the County's policy on payment of living wages as set forth in the Ingham County Board of Commissioners' Resolution No. 03-168, a copy of which is labeled Exhibit B and attached to this Agreement. In the event that the City or its subcontractor(s) violates the County's Payment of Living Wage Policy, the County shall have the right to terminate this Agreement and/or the following remedies:

- A. If the City is found to be in violation of the Living Wage Policy, the City shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The City shall also pay the County \$100.00 per affected employee for each day the violation occurs beginning with the third day after the City receives notification of the violation. The County may withhold from payments to the City such amounts as are necessary to effectuate the above-stated payments or penalties.
- B. If the City is found to be in violation of the Living Wage Policy and is subsequently required to pay the \$100.00 penalty provided for above for more than three (3) incidents within a two (2) year period the City shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An incident for the purposes of this subsection is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.

Breach of this section shall be a material breach of this Agreement.

17. Compliance with Standards of Conduct for Ingham County Vendors.

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

18. Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

19. Agreement Modifications.

- A. All modifications to this Agreement must be mutually agreed upon by the City and the County, and incorporated into written amendments to this Agreement after approval by the City's Council and the County's Board of Commissioners, and signed by their duly authorized representatives.
- B. Any budgetary revisions or amendments to this Agreement shall have prior approval of the County's Controller and Board of Commissioners and shall be subject to the approval of the City.

20. Assignment and Subcontracting. The City may subcontract for the performance of the services or activities to be provided pursuant to this Agreement. Such assignment or subcontracting shall, however, not relieve the City of its responsibilities to the County in ensuring that such services and activities are performed in accordance with the terms and conditions of this Agreement and shall not relieve the City of its responsibilities to the County under this Agreement.

21. Purpose of Section Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

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

23. Severability. If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.

24. Certification of Authority to Sign Agreement. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY EXECUTED THIS INSTRUMENT IN THE SPACES SET FORTH BELOW:

COUNTY OF INGHAM

CITY OF WILLIAMSTON

By: _____
Ryan Sebolt, Chairperson
County Board of Commissioners

By: _____
Tammy Gilroy, Mayor

Date: _____

Date: _____

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

By: Timothy M. Perrone /2024

May 13th, Park Commission AGENDA STAFF REVIEW SUMMARY ACTION ITEMS:

The Director of Parks is recommending approval of all action items.

From the agenda for the following; ACTION ITEMS:

A. *Tractor Purchase*

Tractors within the Parks Department are essential for daily operations at each Park facility. The tractor utilized at Lake Lansing Park has required \$9,063.55 in repairs in 2023. Additional issues arose in 2024 with the estimated repairs totaling \$17,013.50. The current trade in value of the aforementioned tractor is \$9,000.

Resolution #24-054 approved the modification of existing CIP item 24P01 to amend the purchase of electric mowers in favor of gas-powered mowers. This change of scope created a remaining balance of \$59,583.97. It is the recommendation of Park Staff to trade the existing tractor and purchase a new tractor with the remaining funds in CIP 24P01.

B. *Budget*

See PowerPoint Presentation. Staff recommends this approach to the 2025 budget request.

The Park Department is proposing additional operating controllable costs as well as revenue offsets and adjustments. These adjustments are necessary due to the fact that the parks revenue lines were increased by \$232,000 in the 2023 budget due to increased attendance during COVID. COVID also spurred individuals to purchase kayaks which affected loss of revenue for canoe/kayak livery. The parks also demolished the rental house which also reduced revenue. Extremely mild winters has meant fewer days for winter sports also reducing overall revenue. Lastly parks discontinued renting pedal boats at Lake Lansing South in 2023. Due to all these reasons, we have not met the revenue projections as anticipated. Consequently, we're requesting these adjustments below to align our budget with actual revenue numbers. We have a deficit of \$146,931.00 and therefore requesting additional funds of \$146,931.00 to our controllable revenue/expenses.

The Budget Office is asking departments receiving General Fund dollars to review all chronically vacant positions for reductions and to reduce controllable expenses by 5-10%. The Parks Department proposes a 5% cut from all controllable lines aside from contractual & the POS system.

The Parks Department has seen an increase in visitation since the start of the pandemic. These reductions would result in the following ramifications: Reducing the parks budget would impede our ability to upkeep/maintain park grounds and facilities. All of which is tied to public safety either directly or indirectly. It would also push necessary repairs/replacements down the road and may end up costing the County more later. It also would 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.

C. *Major Capital Project Plan*

Staff have updated the Capital Project Plan. It shows the current approved and funded projects, followed by the Short-term (2025-2030) projects ranked 1-16 in priority, finally long-term projects that are 2031 and beyond that are not any in any particular order.

D. *Rowe Professional Services*

The Parks Department is requesting Rowe Professional to provide a proposal for additional design services to maximize grant funding by adding the following items to the above referenced project:

- Design six new accessible pedestal picnic pads along an existing sidewalk near the volleyball courts. This is outside the 100-year floodplain and will not require coordination with the existing Michigan Department of Environment, Great Lakes, and Energy (EGLE) permit.
- Complete additional topographic survey for work described above.

Their proposal fees include \$3,000 to topographic survey and an additional 8 hours in construction administration. We are requesting an additional \$10,000 time and materials (as needed).

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 13, 2024

Motion to Support the Resolution authorizing a tractor purchase for Lake Lansing 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 A TRACTOR PURCHASE FOR LAKE LANSING PARK

WHEREAS, tractors within the Parks Department are crucial for daily operations at each Park facility; and

WHEREAS, the tractor utilized at Lake Lansing Park has incurred significant repair costs, with \$9,063.55 in 2023 and an estimated \$17,013.50 in 2024; and

WHEREAS, Resolution #24-054 modified existing CIP item 24P01 to allocate funds towards the purchase of gas-powered mowers, resulting in a remaining balance of \$59,583.97; and

WHEREAS, the recommendation of the Park staff is to trade the existing tractor and utilize the remaining funds in CIP 24P01 to purchase a new tractor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the purchase of a tractor for Lake Lansing for a total amount not to exceed \$55,800.00.

BE IT FURTHER RESOLVED, that there is \$55,800.00 available in line item 664-75299-978010-24P01.

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 2025 Budget Request



Capital Improvement Request

Rank		PROJECTS	COST
1	Park upgrades	Lake Lansing South Pedestrian entrance upgrades and Marsh Rd fence and park sign replacement	\$ 200,000
1A		Disc Golf Course Upgrades and planting trees- Burchfield Park	\$ 60,000
2		Beach walkway and bank stablization at Lake Lansing Park South and sand for beaches/volleyball courts Lake Lansing and Hawk Island	\$ 100,000
3		Stewardship (management of invasive species) - Lake Lansing. Implementation of "new" plan.	\$ 15,000
4		Roof Replacement (metal) - Burchfield	\$ 100,000
5		Replace Playground - Lake Lansing South phase 2	\$ 275,000
6		Replace siding, trim and insulation on Lake Lansing maintenance building. Replace siding on tool room and 2 shelters	\$ 30,000
7		Park amenity improvements (redo firepits, drinking fountains, sidewalk repair, playground equipment, concrete cornhole for shelters) - All Parks	\$ 100,000
8		Snow park replacement of one of the snow making pumps and replacement pieces of magic carpet - Hawk Island	\$ 30,000
9		ADA Sidewalk and concrete pads for woodsong picnic area - Burchfield	\$ 50,000
10		Repave park entrance road -Burchfield Park	\$ 250,000

Rank		EQUIPMENT/VEHICLES	COST
1		Wood Chipper - All Parks/Trails	\$ 90,000
2		Dump Truck - Hawk Island	\$ 100,000
3		Mechanic Truck - All Parks	\$ 75,000
4		Skid Steer - All Parks/Trails	\$ 150,000
5		Industrial Power washer - Hawk Island	\$ 8,000

Approved by Resolution

208 Park Funded:

► **Minimum Wage Increase: \$51,458**

\$14,535 Burchfield, \$19,521 Hawk Island, \$15,234 Lake Lansing, & \$2,167 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 \$14 up to new \$15/hour) for 2025.

► **Vermont Systems 6th Year: \$21,597**

Resolution 24- 122 approved a contract with Vermont Systems for the POS system.

Millage Funded:

► **Millage Consulting: \$110,980**

Resolution 23-334 approved a contract with Spicer Group to provide consulting services for the trails and parks millage. This request is for funding the 5th year.



New Appropriations - Line Item Transfer Adjustments

The spreadsheets below show additional operating controllable costs as well as revenue offsets and adjustments. These adjustments are necessary due to the fact that the parks revenue lines were increased by \$232,000 in the 2023 budget due to increased attendance during COVID. COVID also spurred individuals to purchase kayaks which affected loss of revenue for canoe/kayak livery. The parks also demolished the rental house which also reduced revenue. Extremely mild winters has meant fewer days for winter sports also reducing overall revenue. Lastly parks discontinued renting pedal boats and inflatables at Lake Lansing South in 2023. Due to all these reasons, we have not met the revenue projections as anticipated. Consequently, we're requesting these adjustments below to align our budget with actual revenue numbers. We have a deficit of \$146,931.00 and therefore requesting additional funds of \$146,931.00 to our controllable revenue/expenses.

Line Item Transfer Adjustments for Admin

Revenue						
75200 Admin	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
665000 Interest Revenue	-	1,085.31	1,085.31	-	-	-
669145 Park Patron Pass	-	160.00	160.00	3,000.00	1,000.00	(2,000.00)
676020 Donations	-	-	-	-	-	-
688220 Misc Revenue	1,000.00	632.71	(367.29)	2,000.00	1,000.00	(1,000.00)
Revenue Total	1,000.00	1,878.02	878.02	5,000.00	2,000.00	(3,000.00)
Controllable Expenses						
75200 Admin	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
728000 Printing & Binding	11,478.00	5,307.68	6,170.32	7,863.00	5,500.00	2,363.00
729000 Postage	4,500.00	2,966.30	1,533.70	925.00	3,000.00	(2,075.00)
730000 Office Supplies	2,800.00	1,904.63	895.37	2,590.00	2,590.00	-
743000 Other Supplies	1,411.00	1,026.99	384.01	121.00	1,000.00	(879.00)
747000 Gas-Grease-Oil-Antifreeze	38,000.00	33,452.48	4,547.52	44,400.00	44,400.00	-
815000 Memberships & Subscriptions	3,500.00	3,847.68	(347.68)	3,237.50	3,800.00	(562.50)
818000 Contractual Services	5,060.00	5,819.19	(759.19)	5,900.00	5,900.00	-
PAZO1 POS System	23,580.00	21,667.09	1,912.91	23,580.00	23,580.00	-
861000 Local Travel	3,000.00	2,824.13	175.87	2,775.00	2,775.00	-
861100 In state Travel	3,100.00	1,183.90	1,916.10	2,867.50	2,867.50	-
890080 Administrative Fees	12,500.00	28,647.50	(16,147.50)	22,663.00	28,647.50	(5,984.50)
901000 Advertising	10,750.00	1,749.50	9,000.50	1,619.00	1,619.00	-
921050 Telephone	7,000.00	8,276.50	(1,276.50)	7,400.00	8,300.00	(900.00)
921060 Telephone - Long Distance	-	-	-	46.00	-	46.00
931100 Maint-Related Contractual	9,093.00	-	9,093.00	9,093.00	9,093.00	-
932000 Equipment Repair & Maint	50,470.00	71,052.81	(20,582.81)	46,685.00	50,000.00	(3,315.00)
957130 Other Taxes/Assessments	-	253.00	(253.00)	-	-	-
960000 Training	5,300.00	3,982.80	1,317.20	4,903.00	4,903.00	-
Controllable Expenses Total	191,542.00	193,962.18	(2,420.18)	186,668.00	197,975.00	(11,307.00)
Grand Total						(14,307.00)
Grand Total						(80,619.00)

Line Item Transfer Adjustments for Burchfield

Burchfield Revenue						
75300 Burchfield	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
600000 Shelter Fees	21,800.00	18,878.00	(2,922.00)	21,800.00	20,000.00	(1,800.00)
600100 Disc Golf Fees	36,000.00	32,087.00	(3,913.00)	36,000.00	32,000.00	(4,000.00)
610100 Boat Rental	2,000.00	8,036.50	6,036.50	2,000.00	2,000.00	-
610200 Canoe/Kayak Rental	37,500.00	19,854.00	(17,646.00)	25,000.00	20,000.00	(5,000.00)
630000 Ski Rental	7,000.00	3,096.00	(3,904.00)	7,000.00	2,000.00	(5,000.00)
641000 Food Concessions	2,500.00	1,542.75	(957.25)	5,500.00	1,000.00	(4,500.00)
641120 Snowshoe Rental	-	35.00	35.00	-	50.00	50.00
652000 Parking Fees	108,411.00	76,998.00	(31,413.00)	100,000.00	80,000.00	(20,000.00)
669140 Tube Rentals	4,000.00	3,069.00	(931.00)	4,000.00	2,000.00	(2,000.00)
671000 Day Camp	10,000.00	13,971.00	3,971.00	10,000.00	1,500.00	(8,500.00)
676020 Donations	-	100.00	100.00	-	-	-
Revenue Total	229,211.00	177,667.25	(51,543.75)	211,300.00	160,550.00	(50,750.00)
Controllable Expenses						
75300 Burchfield	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
726011 Concessions Supplies	2,000.00	1,473.44	526.56	4,625.00	4,625.00	-
734000 Non-Capital Equipment	1,500.00	1,117.89	382.11	1,388.00	1,388.00	-
740000 Maintenance Supplies	37,639.00	33,799.98	3,839.02	34,816.00	34,816.00	-
743000 Other Supplies	9,000.00	7,725.55	1,274.45	8,325.00	8,325.00	-
745000 Uniforms	-	-	-	1,850.00	1,850.00	-
746010 Clothing Allowance	200.00	300.00	(100.00)	185.00	300.00	(115.00)
921050 Telephone	450.00	1,104.06	(654.06)	416.00	416.00	-
931100 Maint-Related Contractual	16,315.00	16,617.83	(302.83)	18,154.00	18,154.00	-
942000 Equipment Rental	2,713.00	9,436.98	(6,723.98)	2,510.00	2,510.00	-
957120 Sales Tax	304.00	128.42	175.58	281.00	281.00	-
Controllable Expenses Total	70,121.00	71,704.15	(1,583.15)	72,550.00	72,665.00	(115.00)
Grand Total						(50,865.00)

Line Item Transfer Adjustments for Lake Lansing

Revenue						
75500 Lake Lansing	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
600000 Shelter Fees	38,550.00	25,053.00	(13,497.00)	38,550.00	30,000.00	(8,550.00)
600100 Disc Golf Fees	10,000.00	10,684.00	684.00	10,000.00	10,000.00	-
610100 Boat Rental	7,500.00	-	(7,500.00)	7,500.00	-	(7,500.00)
620000 Boat Launch Fees	17,000.00	13,433.00	(3,567.00)	17,000.00	15,000.00	(2,000.00)
630000 Ski Rental	6,000.00	1,480.50	(4,519.50)	6,000.00	-	(6,000.00)
641000 Food Concessions	24,650.00	26,573.90	1,923.90	30,339.00	30,339.00	-
641120 Snowshoe Rental	-	61.00	61.00	-	-	-
652000 Parking Fees	115,435.00	115,420.20	(14.80)	115,435.00	115,435.00	-
669130 Game Rental	1,000.00	-	(1,000.00)	1,000.00	-	(1,000.00)
676020 Donations	-	67.50	67.50	-	-	-
Revenue Total	220,135.00	192,773.10	(27,361.90)	225,824.00	200,774.00	(25,050.00)
Controllable Expenses						
75500 Lake Lansing	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
726011 Concessions	12,200.00	12,046.23	153.77	11,285.00	11,285.00	-
734000 Non-Capital Equipment	1,500.00	2,180.79	(680.79)	1,500.00	1,500.00	-
740000 Maintenance Supplies	34,650.00	34,152.11	497.89	34,816.00	34,816.00	-
743000 Other Supplies	6,300.00	5,543.11	756.89	8,325.00	8,325.00	-
745000 Uniforms	-	-	-	1,850.00	1,850.00	-
746010 Clothing Allowance	100.00	150.00	(50.00)	93.00	300.00	(207.00)
818000 Contractual Services	13,360.00	13,296.34	63.66	10,000.00	13,300.00	(3,300.00)
921050 Telephone	450.00	-	450.00	416.00	416.00	-
931100 Maint-Related Contractual	13,059.00	15,142.95	(2,083.95)	14,100.00	15,100.00	(1,000.00)
942000 Equipment Rental	2,713.00	1,718.20	994.80	2,510.00	2,510.00	-
957120 Sales Tax	1,170.00	1,643.66	(473.66)	1,082.00	1,800.00	(718.00)
957130 Other Taxes	-	(1,936.34)	1,936.34	-	-	-
Controllable Expenses Total	85,502.00	83,937.05	1,564.95	85,977.00	91,202.00	(5,225.00)
Grand Total						(30,275.00)

Line Item Transfer Adjustments for Hawk Island

Revenue						
75600 Hawk Island	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
600000 Shelter Fees	48,150.00	35,654.50	(12,495.50)	48,150.00	48,150.00	-
610100 Boat Rental	13,000.00	2,121.00	(10,879.00)	13,000.00	13,000.00	-
641000 Food Concessions	29,000.00	28,194.76	(805.24)	29,000.00	29,000.00	-
652000 Parking Fees	207,000.00	218,302.65	11,302.65	207,000.00	210,000.00	3,000.00
652100 HI Snow Hill Admissions	139,000.00	147,804.00	8,804.00	139,000.00	150,000.00	11,000.00
669141 Dog Park Revenue	16,000.00	17,276.50	1,276.50	16,000.00	17,000.00	1,000.00
676020 Donations	-	-	-	-	-	-
Revenue Total	452,150.00	449,353.41	(2,796.59)	452,150.00	467,150.00	15,000.00
Controllable Expenses						
75600 Hawk Island	2023 Budget	2023 Actual	Difference	2024 Budget	2025 Request	Difference
726011 Concessions	19,200.00	15,381.26	3,818.74	17,760.00	17,760.00	-
734000 Non-Capital Equipment	1,500.00	-	1,500.00	1,388.00	1,388.00	-
740000 Maintenance Supplies	57,155.00	56,507.87	647.13	52,869.00	52,869.00	-
743000 Other Supplies	10,320.00	10,317.32	2.68	9,546.00	9,546.00	-
743100 Small Tools	-	-	-	-	-	-
745000 Uniforms	-	-	-	3,238.00	3,238.00	-
746010 Clothing Allowance	300.00	300.00	-	278.00	450.00	(172.00)
818000 Contractual Services	6,360.00	4,497.06	1,862.94	4,900.00	4,900.00	-
931100 Maint-Related Contractual	17,760.00	12,759.10	5,000.90	18,860.00	18,860.00	-
942000 Equipment Rental	2,712.00	209.00	2,503.00	2,509.00	2,509.00	-
957120 Sales Tax	2,176.00	1,754.36	421.64	2,013.00	2,013.00	-
Controllable Expenses Total	117,483.00	101,725.97	15,757.03	113,361.00	113,533.00	(172.00)
Grand Total						14,828.00



New Appropriations-Ingham County Parks

► **ParkZapp Playground Safety Inspection Software: \$1,800**

Ingham County Parks needs new playground safety software to help simplify and standardize playground safety inspections at all three locations (Lake Lansing, Hawk Island, and Burchfield). Research was conducted by CPSI certified park staff and the recommendation was to replace Playground Guardian software with ParkZapp, by Zamorins Solutions. We propose adding this software to the 2025 budget requests as a contractual service to benefit all three parks.

New Appropriations – Millage Funded: \$305,000

- **Stewardship Maintenance-All Parks +\$30,000** Resolution #23-260 authorized a contract for developing a forest stewardship management plan. After completion of the plan, it is advised that the Ingham County Parks implement a yearly stewardship management plan to guide prescribed restoration and stewardship activities in a logical sequence, with feasible, sustainable and realistic measures and costs.
- **Internal Trail System & Entry Signage-Ingham County Parks +\$75,000** signage within our county parks trail systems and park entry sign to the county parks. Our current trail system is inaccurate or nonexistent resulting in patrons getting lost or unable to know distances of trails. The park entry signs need to be replaced due to age and signs falling apart.
- **Wayfinding-All Millage Projects +\$200,000** provide Communities with Wayfinding Signature throughout Ingham County Trail System. A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. These signs will include Maps, Trailhead signs, Trailblade Signs and Mile Marker Signs.

Trails & Parks Millage 2025 Budget Request

	LINE ITEM	2024 APPROVED	ADDITIONAL OR NEW REQUEST	2025 TOTAL REQUEST
Supplies	228-62800-726010	14,000	No increase	14,000
Printing	228-62800-728000	15,000	No increase	15,000
Postage	228-62800-729000	1,500	No increase	1,500
Non-Capital Equipment	228-62800-734000	25,000	No increase	25,000
Maintenance Supplies	228-62800-740000	30,000	No increase	30,000
Blueways Supplies	228-62800-743000	10,000	No increase	10,000
Uniforms	228-62800-745000	2,850	No increase	2,850
Consultants	228-62800-802000	109,850	Increase	110,980
Contractual Services	228-62800-818000	1,000	No increase	1,000
Travel (local) mileage	228-62800-861000	3,350	No increase	3,350
Travel Professional Development In State	228-62800-861100	3,500	No increase	3,500
Advertising	228-62800-901000	15,000	No increase	15,000
Cell phone	228-62800-921050	2,000	No increase	2,000
Tree Hazard Removal / Tree Plantings	228-62800-931100	20,000	No increase	20,000
Equipment Repair	228-62800-932000	25,000	No increase	25,000
Staff Development and Training	228-62800-960000	3,500	No increase	3,500
Signage (temp signs/permanent plaques)	228-75999-735100-TR051	7,500	No increase	7,500
Stewardship/Invasive species control	228-62800-	N/A	New	30,000
IC Parks Trail Entrance Signage	228-62800	N/A	New	75,000
County Wayfinding	228-62800	N/A	New	200,000
Total:				545,180

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

2025 Contract Form

DEPT	CONTRACTOR	REASON FOR CONTRACT	DISTRIBUTION NUMBER FUND • ORG • OBJECT • PROJ				BEGIN DATE	END DATE	2023 Actual	2024 Budget	2025 Request
PARKS	Miller's Ameri-can V433	Portable Restroom Rental	208	75300	931100	BUR	4/1/18	5/31/25	\$ 5,677.00	\$ 2,200	\$ 5,975.00
PARKS	Miller's Ameri-can V433	Portable Restroom Rental	208	75500	931100	LL	4/1/18	5/31/25	\$ 4,331.00	\$ 2,500	\$ 3,840.00
PARKS	Miller's Ameri-can V433	Portable Restroom Rental	208	75600	931100	HI	4/1/18	5/31/25	\$ 1,215.00	\$ 1,200	\$ 1,140.00
PARKS	Granger Waste V911	Dumpster Service	208	75300	931100	BUR	4/30/20	4/30/24	\$ 2,552.09	\$ 3,500	\$ 3,500.00
PARKS	Granger Waste V911	Dumpster Service	208	75500	931100	LL	4/30/20	4/30/24	\$ 4,497.50	\$ 4,500	\$ 4,500.00
PARKS	Granger Waste V911	Dumpster Service	208	75600	931100	HI	4/30/20	4/30/24	\$ 3,344.10	\$ 4,000	\$ 4,000.00
PARKS	Advance Dust Control/Dave Barr	Parking lot dust control- LL & BUR	208	75500	931100	LL	Annual	Annual	\$ 2,250.00	\$ 4,000	\$ 4,500.00
			208	75300	931100	BUR			\$ 2,495.00	\$ 4,000	\$ 4,500.00
PARKS	State of Michigan V28863, #109	Water tests	208	75300	931100	BUR	Annual	Annual	\$ 2,741.00	\$ 2,500	\$ 3,000.00
PARKS	State of Michigan V28863, #109	Water tests	208	75500	931100	LL	Annual	Annual	\$ 2,436.50	\$ 2,500	\$ 3,000.00
PARKS	State of Michigan V28863, #109	Water tests	208	75600	931100	HI	Annual	Annual	\$ 3,070.00	\$ 2,500	\$ 3,000.00
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	\$ 1,684.00	\$ 2,500	\$ 2,500.00
PARKS	TBD	HI Dock Install & Removal	208	75600	931100	HI	Annual	Annual	\$ -	\$ 2,500	
PARKS	Brown Drilling Company Inc	Burchfield Well Chlorination	208	75300	931100	BUR	Annual	Annual	\$ 368.74	\$ 500	\$ 500.00
PARKS	Brown Drilling Company 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	\$ 1,345.00	\$ 1,215	\$ 1,500.00
PARKS	PLM	Hawk Island Weed Treatment	208	75600	931100	HI	1/1/23	12/31/26	\$ 5,130.00	\$ 5,160	\$ 5,200.00
PARKS	Kassborher	HI Snow Groomer Preventative Maintenance Res #22-607	208	75600	931100	HI	1/1/23	12/31/26	\$ 2,917.45	\$ 3,500	\$ 3,500.00
PARKS	TBD	Burchfield Septic Pumping	208	75300	931100	BUR	Annual	Annual	\$ -	\$ 1,739	\$ 1,739.00

208 TOTAL 931100

\$ 46,624 \$ 60,207 \$ 65,587

DEPT	CONTRACTOR	REASON FOR CONTRACT	DISTRIBUTION NUMBER FUND • ORG • OBJECT • PROJ				BEGIN DATE	END DATE	2023 Actual	2024 Budget	2025 Request
PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	ALL	Annual	Annual	\$ 2,840.35	\$ 2,900	\$ 2,900.00
PARKS	Comcast	Internet	208	75600	818000	HI	Annual	Annual	\$ 1,160.06	\$ 1,900	\$ 1,900.00
PARKS	MCA	HI Radios	208	75600	818000	HI	Annual	Annual	\$ 3,256.00	\$ 3,000	\$ 3,800.00
PARKS	Ingham County Health / State of Michigan	Food Licenses/P2 & Pool Fees & Day Camp	208	75200	818000	ALL	Annual	Annual	\$ 3,059.84	\$ 3,000	\$ 3,000.00
PARKS	Meridian Township V1963	Watershed Agreement	208	75500	818000	LL	1/1/2008	12/31/27	\$ 10,000.00	\$ 10,000	\$ 10,000.00

208 TOTAL OF 818000

\$ 20,316 \$ 20,800 \$ 21,600

	2025	2024	Difference
75200	\$ 9,093	\$ 9,093	\$ -
75300	\$ 23,214	\$ 18,154	\$ (5,060)
75500	\$ 16,440	\$ 14,100	\$ (2,340)
75600	\$ 16,840	\$ 18,860	\$ 2,020
	\$ 65,587	\$ 60,207	\$ (5,380)

	2025	2024	Difference
75200	\$ 5,900	\$ 5,900	\$ -
75300	\$ -	\$ -	\$ -
75500	\$ 10,000	\$ 10,000	\$ -
75600	\$ 5,700	\$ 4,900	\$ (800)
	\$ 21,600	\$ 20,800	\$ (800)



Proposed 2025 Controllable Expenses Reductions

- **Parks controllable expense total: \$458,556**
- **Proposed Reduction 5%: \$22,928**

The Budget Office is asking departments receiving General Fund dollars to review all chronically vacant positions for reductions and to reduce controllable expenses by 5-10%. The Parks Department proposes a 5% cut from all controllable lines aside from contractual & the POS system.

The Parks Department has seen an increase in visitation since the start of the pandemic. These reductions would result in the following ramifications: Reducing the parks budget would impede our ability to upkeep/maintain park grounds and facilities. All of which is tied to public safety either directly or indirectly. It would also push necessary repairs/replacements down the road and may end up costing the County more later. It also would 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?

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 13, 2024

MOTION TO UPDATE THE MAJOR CAPITAL PROJECT ACTION PLAN

MOVED BY

SUPPORTED BY

To recommend the update to the Major Capital Project Action Program Items as presented.

The Ingham County Parks Major Capital Project Plan aligns with the Ingham County Strategic Plan (2024-2028)

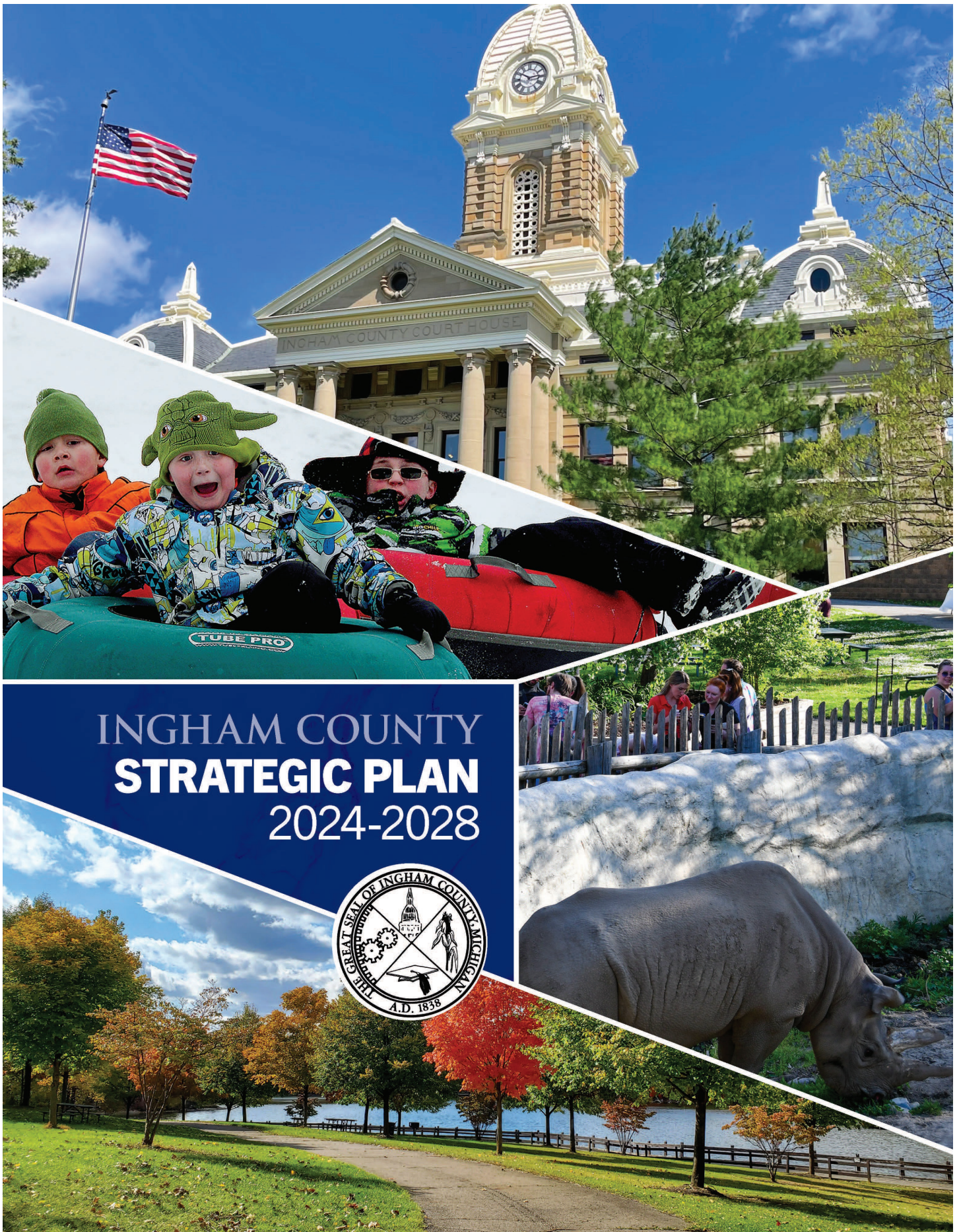
Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Anticipated Completion Date
Approved/Funded Projects							
HAWK ISLAND	Received Funding 2021 (DNR TF & LW)	Boardwalk Replacement, Phase 1 & 2, fishing pier & trail replacement	\$923,500 (Round 6)	DNR LW \$430,400 TF \$300,000	2021	\$1,653,900	2024
BURCHFIELD	Received Funding 2021 (DNR TF)	Cabin rentals at McNamara, accessible loop trail, well & pump house replacement	\$310,000 (Round 6) T&P \$200,000	DNR LW \$500,000	2021	\$1,010,000	2025/2026
LAKE LANSING NORTH	Received Funding 2022 (DNR LW)	Trail Loop & Boardwalk Replacement, Phase 2 (ADA accessible trail loop)	\$507,500 (Round 6)	DNR LW \$500,000	2022	\$1,007,500	2025/2026
LAKE LANSING NORTH	Received Funding 2022 (DNR TF)	MSU to Lake Lansing Trail, Internal Connector	\$315,000 (Round 7)	DNR TF \$300,000	2022	\$615,000	2025/2026
HAWK ISLAND	Received Funding 2022 (DNR TF)	Boardwalk Replacement, Phase 3, fishing pier, and trail replacement	\$362,600 (Round 7)	DNR TF \$300,000	2022	\$662,600	2024
BURCHFIELD	Received Funding 2023 (DNR TF)	Fishing pier, bridge over Peppermint Creek, ADA parking, amenities at Riverbend Natural Area	\$110,000 (Round 6) Increase request by \$20,000	DNR TF \$233,300 increase to \$300,000	2022 Re-Applied 2023	\$343,300 increase to a total of \$430,000	2025/2026
LAKE LANSING NORTH	Apply for DNR April 1 Round 8 apply match 2026/2027 Round 8 T&P Funded Apply for DNR Funding 2026/2027	Replace Playground	\$600,000 (Round 8)	DNR LW or TF \$400,000 - \$500,000	2026/2027	\$1,000,000	2029
MULTIPLE PARKS	Annual Request 2025 & beyond Budget Request	Add amenities to parks/trails (i.e viewers, bike facilities/parking, fix-it stations, drinking fountains, outdoor showers, interpretive signs, mile markers, kayaks, canoes & equipment, bag toss equipment, including but not limited to landscaping and tree plantings, rental umbrellas, cabanas and chairs, etc.)	TBD T&P Millage Budget Item	TBD CIP annually as needed	TBD	Per year, spread between parks as needed through the term end of millage	TBD
MULTIPLE PARKS	Light Study 2024 Funded CIP	Lighting Study	N/A	\$80,000	N/A	\$80,000	2024
BURCHFIELD	Round 8 T&P Funded	Boat Livery/Old English Inn; permanently removed this structure for safety of the livery trips (blueways)	\$250,000 (Round 8)	N/A	TBD 2023 Round 8	RFP 2027/2028	2029

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Anticipated Completion Date
LAKE LANSING SOUTH	Round 8 T&P Funded	Feasibility study and cost estimate - Carousel Building Renovation, to explore park options (i.e. trike track & playground areas, splash pad, and refrigerated skating track area, etc.) Preliminary Design	\$35,000 (Round 8)	N/A	2023 Round 8	\$35,000	2029
LAKE LANSING NORTH	Round 8 T&P Funded	Develop Maintenance Barn RFP 2029	\$302,400 (Round 8)		2023 Round 8	\$302,400	2030
BURCHFIELD	Round 8 T&P Funded Apply 2028/ 2029 DNR Grants	Replace Playground with new universally accessible play area, boardwalk replacement, and bank stabilization. Add boat slips and ADA	\$575,000	DNR \$500,000 LW Apply 2028/2029	2023 Round 8	\$1,075,000	2030
HAWK ISLAND	Round 8 T&P Funded Apply 2028/ 2029 DNR Grants	Replace/Update Splash Pad amenities, features, shade. Build about ground pump house (eliminate pit) to store all mechanical; update utilities as needed and add shower tower (s).	\$1.5 million (Round 8)	DNR LW \$500,000 TF \$400,000	2023 Round 8	\$1,900,000- \$2,000,000	2030
LAKE LANSING BOAT LAUNCH	Round 7 T&P Funded	Run storm/water to new boat washing station (work with Meridian)	Round 7	Funded Boat Launch Phase 1	2022	\$10,000 Meridian Twp is lead \$10,000 in LLB Phase 1 funding	2024
INFORMATION TECHNOLOGY							
MULTIPLE PARKS	TOP	Provide Broadband Internet Service - Fiber High Speed Connectivity.	NA	IT Dept is lead	2025 Forward	TBD-IT oversight	TBD
MULTIPLE PARKS	TOP	Security Cameras strategically located throughout parks	NA	TBD	TBD	TBD-IT oversight	TBD
SHORT TERM (2025-2030)							
MULTIPLE PARKS	1 2025 CIP/Friends Request	Improve walk/entrance signage at Marsh & Lake Lansing/new fencing along March Rd. (QD Corner). Burchfield Improve Disc Golf Course & recreation amenities.	NA	\$150,000 \$60,000	NA	\$210,000	2025 If funded
LAKE LANSING SOUTH	2 2025 CIP Request	Phase 2, Replacement/rehab of community built playground	\$275,000 CIP	DNR TF \$400,000 Apply in 2025 if funded	2025 if funded	\$675,000	2027 If Funded

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Anticipated Completion Date
BURCHFIELD	3 Round 9 or Future CIP	Improve Mountain Bike courses and recreation amenities, bridges	\$43,500-2025 CIP	\$7,500	TBD DELMAC	\$50,000	TBD
MULTIPLE PARKS	4 Round 9 or Future CIP	Replace lighting at tubing and sledding hills and parking lots at Burchfield and Hawk Island	TBD	TBD	TBD	TBD	TBD
LAKE LANSING NORTH	5 Round 9 or Future CIP	Remaining Boardwalk Replacements	\$300,000	TBD	TBD	TBD	TBD
HAWK ISLAND	6 Round 9 or Future CIP	Red Tail Shelter Bathroom Refurbishment	\$300,000 (Round 9)	TBD	TBD	\$300,000	TBD
BUNKER RD CANOE LANDING	7 Round 9 and Beyond	Bunker Phase II: Development per Master Plan	\$400,000 (Round 9)	DNR \$400,000 TF or LW	TBD	\$800,000	TBD
LAKE LANSING SOUTH	8 Round 9 and Beyond	Upgrade Phase 3 playground and renovate trike track; consider alternatives to trikes; fix drainage issues; Renovate Hill restroom; and LED solar lighting in the parking lot and along loop trail	\$500,000 (Round 9) T&P	DNR LW \$500,000 TF \$400,000	TBD	\$900,000 - \$1,000,000	TBD
HAWK ISLAND	9 Round 9 and Beyond	Playground Renovation of Community Built Playground	\$500,000 (Round 9)	DNR LW \$500,000 TF \$400,000	TBD	\$900,000 - \$1,000,000	TBD
BURCHFIELD	10 Round 9 and Beyond	Multi-purpose conversion of Woodsong shelter to year round/winter sports ski rental building and pave lower parking lot	\$775,000 (Round 9)	DNR - LW \$500,000 TF \$400,000	TBD	\$1,175,000 - \$1,275,000	TBD
LAKE LANSING SOUTH	11 Round 9 and Beyond	Carousel Building Renovation - convert to public rental and expand maintenance building	\$775,000 (Round 9)	DNR LW \$500,000 TF \$400,000	TBD	\$1,175,000 - \$1,275,000	TBD
LAKE LANSING SOUTH	12 Round 9 and Beyond	New shelter/gazebo	\$500,000 (Round 9)	DNR LW \$500,000	TBD	\$1,000,000	TBD
LAKE LANSING SOUTH	13 Round 9 and Beyond	Phase 2 Boat Launch improvements: per park master plan; Joint application with Meridian Township	TBD	TBD	TBD	TBD	TBD
BURCHFIELD	14 Round 9 or Future CIP	Aquire McNamara & Bunker Landing from MDNR	TBD	TBD	TBD	TBD	Appraisal done in 2026 after Millage Renewal
HAWK ISLAND	15 Round 9 or Future CIP	Pave all asphalt in Park	TBD	TBD	TBD	TBD	TBD

Major Capital Project Plan							
Park	Priority	Project	Project Timeline				
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project	Anticipated Completion Date
BURCHFIELD	16 Round 9 or Future CIP	Inner trail loop connectors to existing facilities and around pond to all rental docks and ADA piers.	TBD	TBD	TBD	TBD	TBD
LONG-TERM PROJECTS (2031-Beyond) These are not in any particular order							
LAKE LANSING NORTH	Long-Term	New building (ski rentals, storage, pro-shop for disc golf sales and equipment rentals). Replace play area (phase 2), improve basketball, volleyball, pitcher mound (eliminate ballfield/backstop), cornhole, birdwatch viewers and signage	\$500,000	DNR LW \$500,000	TBD	\$1,000,000	TBD
BURCHFIELD	Long-term	Pave entrance & parking lot to beach restroom with ADA spaces, including winter sports building lot and park entrance.	TBD	TBD	TBD	TBD	TBD
LAKE LANSING SOUTH	Long-term	Boardwalk along shore through wetlands beach side walk to Pike St.	TBD	TBD	TBD	TBD	TBD
MULTIPLE PARKS	Long-term	Administrative Office transitional move from the Hillard building to Hawk Island Park; resurface east road & add 50-75 parking spaces	TBD	TBD	TBD	TBD	TBD
TBD	Long-term	Add a Zip line activity	TBD	TBD	TBD	TBD	TBD
MULTIPLE PARKS	Long-term	Investigate municipal hook ups for water and sewer and replace wells and septic.	TBD	TBD	TBD	TBD per park	TBD
MULTIPLE PARKS	Long-term	Replace well, pressure tanks, and irrigation lines throughout park	TBD	TBD	TBD	TBD per park	TBD
LAKE LANSING SOUTH	Long-term	Splash Pad/skating track area combo, refrigerated	TBD	TBD	TBD	TBD	TBD
BURCHFIELD	Long-term	Riverbend Natural Area – Install new Vault Toilet (CXT); New Well and Pump House	TBD	TBD	TBD	TBD	TBD
MULTIPLE PARKS	On-going /Opportunity	Acquire land in the south or outlying areas of County	TBD	TBD	TBD	TBD (based on fair market value)	TBD
TRAIL	Long-term	Stockbridge to Chelsea Trail Connection	TBD	TBD	TBD	TBD	TBD

Major Capital Project Plan						
Park	Priority	Project	Project Timeline			
			Millage / Match	Grant & Amount Requested	Grant App	Construct & Total Project
Notes and Terms:						
All cost are rough estimate of the total cost of improvements listed in the Five-Year Major Capital Plan. These estimates will need to be refined in order to ensure adequate funding.						
DNR-Department of Natural Resources						
LW-Land & Water Conservation Grant						
TF-Michigan Natural Resource Trust Grant						
T&P-Ingham County Trails & Parks Millage Grant						
RFP-Request for Proposal						
CIP-Capital Improvement Program						
ADA-Americans with Disabilities Act						
TBD-To be determine						



INGHAM COUNTY
STRATEGIC PLAN
2024-2028

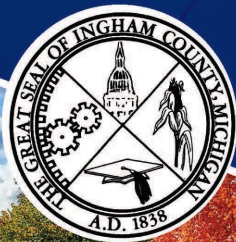


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GOALS

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STRATEGIC PLANNING TASK FORCE

Commissioner Thomas Morgan (Chair)

Commissioner Simar Pawar

Commissioner Monica Schafer

Commissioner Irene Cahill

Commissioner Randy Maiville

Commissioner Myles Johnson





MISSION STATEMENT

To improve the quality of life for Ingham County residents and work to ensure every person is treated with respect and dignity.

VISION STATEMENT

Ingham County inspires pride among our residents and creates opportunities for every person to realize their potential.

We lead by example.

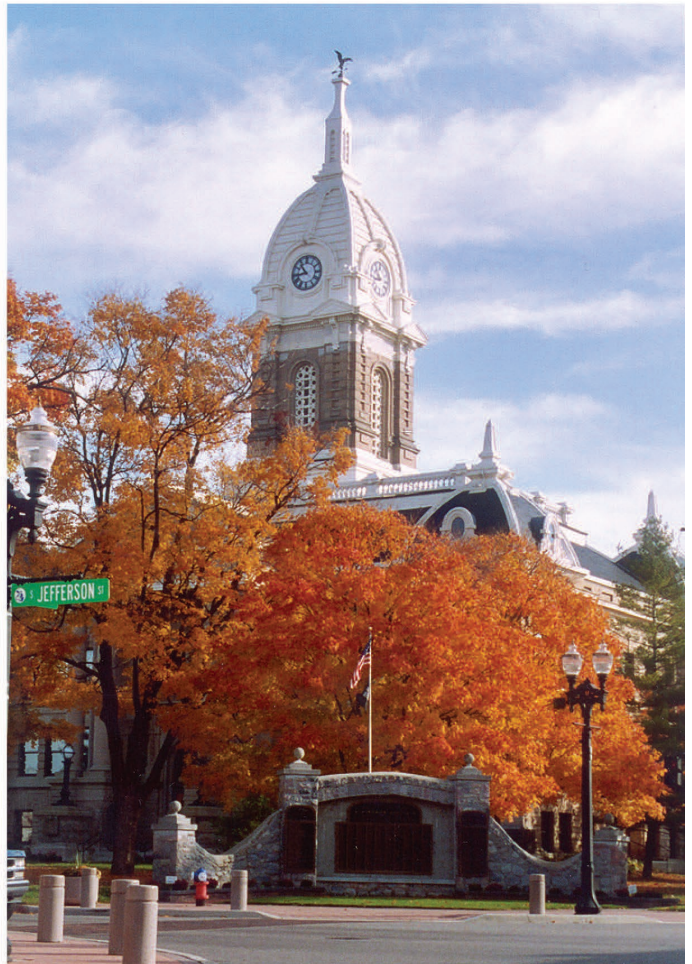
VALUES

- ▶ Provide high quality services in an efficient manner.
- ▶ Serve the public with honesty and integrity.
- ▶ Seek creative solutions.
- ▶ Embrace diversity and inclusion.



SERVICE TO RESIDENTS

- Implement a comprehensive approach to solicit resident feedback on their service experience in regard to the quality of the county's programs and services.
- Public health and health care services, programs, and functions will be integrated to improve health outcomes.
- Improve transportation and access addressed to underserved communities.
- Strengthen our local economy by partnering with other public, private, and non-profit entities to advance coordinated economic development activities.
- Support community efforts to address affordable housing needs.
- Increase the scope and access to high-quality, equitable, safe, patient-centered primary and specialized care at the Ingham Community Health Centers.
- Connect individuals and our community with the natural world through exhibits, educational programming and staff interactions by delivering affordable, unforgettable and inspiring guest experiences.
- Ensure that all our buildings fully meet ADA requirements, guaranteeing accessibility for everyone.



COMMUNITY ENGAGEMENT

- Enhance communication and outreach to the community by using all available communication methods and tailoring messaging to individual needs.
- Build collaborative partnerships that bring together and benefit our diverse communities, and strengthen our foundation of communication by carefully listening to stakeholders, leveraging partnerships, and creating experiences that will achieve our shared mission and goals.
- Promote the practice of public health and safety through collaboration and messaging.
- Increase, strengthen, support, and coordinate community partnerships, relationships, and collaborative efforts.



PUBLIC HEALTH AND SAFETY

- Provide crisis intervention training and mental health first aid for all applicable county departments and employees.
- Assess and develop a program to co-locate mental health crisis workers in Central Dispatch, public health, and other applicable departments, to divert appropriate mental health-related calls received with the goal of engaging the caller in addressing mental health issues in the mental health treatment system as opposed to the criminal justice system.
- Increase resilience and capacity to prepare for and respond to emergencies and incidents.
- Conduct a comprehensive risk analysis of critical public safety in the county and develop an action plan for the purpose of enhancing protection and resiliency.
- Reduce violence in Ingham County by supporting community engagement, fostering stronger neighborhoods and helping to coordinate violence prevention efforts.



RECREATIONAL OPPORTUNITIES

- Enhance affordable recreational opportunities across the county by ensuring accessibility to recreational areas, fostering a welcoming environment for all and promoting environmental sustainability.
- Enhance existing recreational resources by linking neighborhoods and schools to parks, waterfronts, recreational centers and other facilities through a county wide network of non-motorized trails and blueways.
- Continue to add activities and educational programming to our parks and facilities that support physical and mental health.



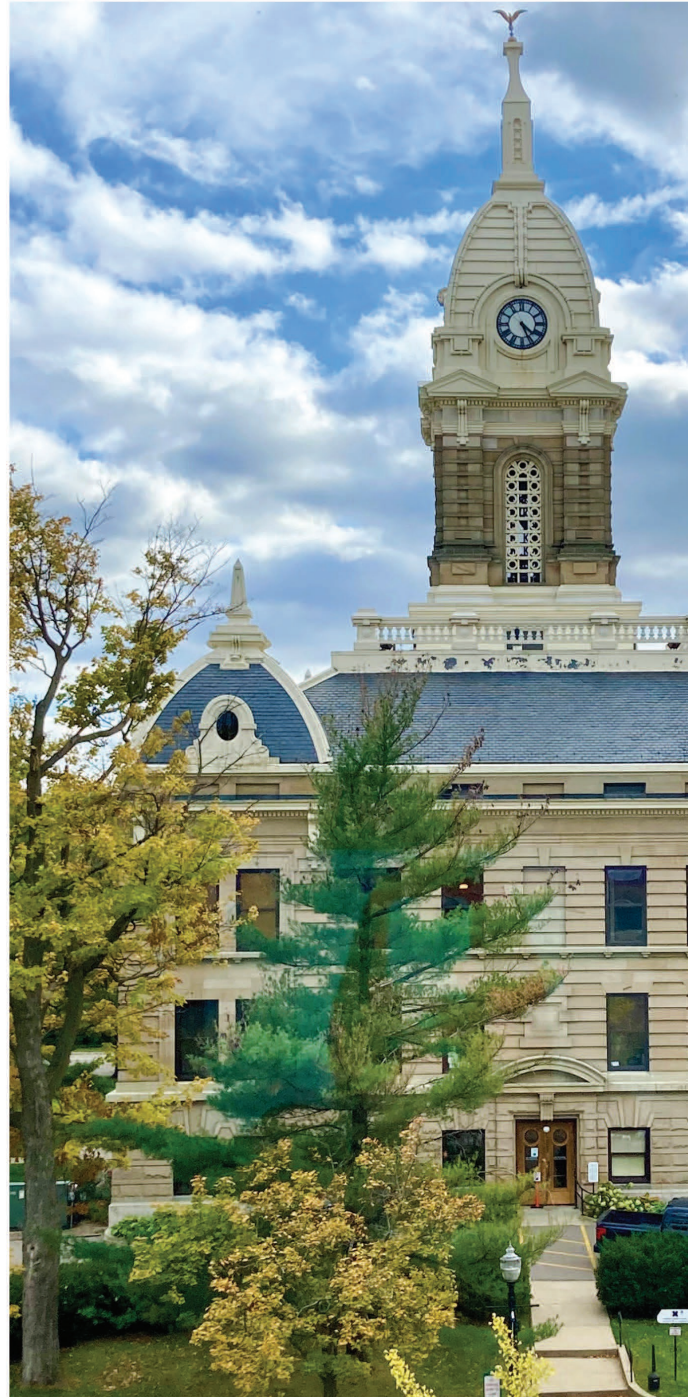
ROADS AND INFRASTRUCTURE

- Respond to stakeholder concerns in a timely manner and utilize an asset management plan to ensure roads and bridges are maintained in safe conditions.
- Improve communication with the public and other entities by coordinating projects to minimize disruption to the community.
- Ensure that buildings are well-maintained and provide safe access for everyone, and that they are welcoming and secure for all residents.
- Work with communities within the county to develop and maintain public trails linking parks and communities to one another.
- Support expansion of reliable broadband technology throughout the county.



GOOD GOVERNMENT

- Be open, transparent and accountable with the public we serve, including erring on the side of disclosure whenever possible.
- Become a destination employer that attracts and retains high-quality staff to serve our residents.
- Consider the public health impacts of every county decision.
- Promote and encourage the professional development of all employees. Require a minimum of 12 hours of professional development of all employees.
- Build awareness and urgency to develop environmentally sustainable practices in county government.





2023 BOARD OF COUNTY COMMISSIONERS

Ryan Sebolt, <i>Chairperson</i>	District 9
Chris Trubac, <i>Vice-Chairperson</i>	District 3
Randy Maiville, <i>Vice-Chairperson Pro-Tem</i>	District 1
Karla Ruest	District 2
Todd Tennis	District 4
Myles Johnson	District 5
Victor Celentino	District 6
Thomas Morgan	District 7
Robert Peña	District 8
Gabrielle Lawrence	District 10
Mark Grebner	District 11
Irene Cahill	District 12
Simar Pawar	District 13
Mark Polsdofer	District 14
Monica Schafer	District 15

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 13, 2024

A motion to support an amendment to the contract with Rowe Professional Services

MOVED BY

SUPPORTED BY

The Parks Department requested Rowe Professional Services to provide a proposal for additional design services to maximize grant funding by adding the following items to the above referenced project:

- Design six new accessible pedestal picnic pads along an existing sidewalk near the volleyball courts. This is outside the 100-year floodplain and will not require coordination with the existing Michigan Department of Environment, Great Lakes, and Energy (EGLE) permit.
- Complete additional topographic survey for work described above.

Their proposal fees include \$3,000 to topographic survey and an additional 8 hours in construction administration. We are requesting an additional \$10,000 time and materials (as needed).



April 29, 2024

Mr. Brian Collins, CPRE
Deputy Director, Ingham County Parks
121 E. Maple Street, Suite 102
Mason, Michigan 48854

RE: Hawk Island Park (113-20)
Additional Professional Services

Dear Mr. Collins:

At your request we are providing a proposal for additional design services to maximize grant funding by adding the following items to the above referenced project:

- Design six new accessible pedestal picnic pads along an existing sidewalk near the volleyball courts. This is outside the 100-year floodplain and will not require coordination with the existing Michigan Department of Environment, Great Lakes, and Energy (EGLE) permit.
- Complete additional topographic survey for work described above.

This assumes that Laux will provide cost estimates for this work and include this as a change order to the existing project. Ingham County Parks will coordinate any additional grant coordination for this change.

Our proposed fees include \$3,000 to topographic survey and an additional 8 hours in construction administration. We are requesting an additional **\$10,000** time and materials (as needed). Our adjusted fee limit is \$56,603. Our proposed limit would be **\$66,603**. Note the attached form for your signature of approval.

Thank you for your continued teamwork.

Sincerely,
ROWE Professional Services Company

Doug Schultz

Digitally signed by Doug Schultz
DN: cn=US,
email=D.Schultz@rowepsc.com,
cn=Doug Schultz
Date: 2024.04.29 15:44:31-04'00'

Doug Schultz, PLA
Senior Project Manager

Attachment

R:\Projects\20C0278\Docs\Proposal and Contract\Addtl sidewalk\Addtl services 4-29-24.docx

SINCE 1962

Flint, MI | Lapeer, MI | Farmington Hills, MI | Grand Rapids, MI | Mt. Pleasant, MI | Oscoda, MI | Grayling, MI | Myrtle Beach, SC

Directors Report

April 2nd-May 3rd, 2024 (May 13th, 2024- Park Commission meeting)

Vision: Great Parks of Ingham County Mission: The Ingham County Parks and Recreation Commission will provide quality outdoor recreation opportunities and facilities for all.

- Attended several BOC Committee and full meetings.
- Attended Hawk Island South End of Lake Improvements shovel kick-off event with Natalie Trotter, Brian Collins, Cristina Estrada, Deputy Controller Jared Cypher, Park Commissioners Cherry Hamrick, Nathan Triplett, and County Commissioners Bob Pena, Simar Pawar (also Park Commission), and Irene Cahill.
- Helped Kelly and Natalie with Resolutions and various Administrative documents.
- Worked with staff on the Parks 2025 Budget request, met with staff multiple times to discuss and go over CIP projects as well as contracts and general budget line items to update with current trends.
- Worked with staff on updating the current Parks Department Capital Action Plan/Program and incorporating the Counties newly adopted Strategic Plans. Natalie updated the document in a simpler document.
- Met with Natalie and County Attorney on how to formulate the round 8 community agreements. There is a draft in your Park Commission Packets.
- Met with Tim Buckley and MDNR representatives to discuss potential of acquiring the properties of McNamara Landing and Bunker Road Landing from the Department of Natural Resources that we presently lease. The MDNR was receptive and supported the idea of both. The next step would be to get an appraisal of each property. However, these appraisals though are only good for 2 years. Knowing that it might require monies and the current Trails and Parks millage needs to renew before we might pursue such acquisition, we will revisit this in 2026 if the Trails and Parks Millage renews as to obtaining appraisals and following up with the MDNR. They are aware of our plans as we let them know that we would be pursuing in the future.
- Met with Spicer and Natalie for monthly Trails and Parks Millage meeting on tasks and current park projects.
- Helped Friends with their 1st quarter meeting. Kelly and I put together their packet. They had to cancel their meeting due to quorum issues and are in the process of rescheduling.
- Continued working with staff on a multitude of current and ongoing grant projects throughout the parks.
- Attended Controller's Senior Staff meeting(s) as well as Deputy Controller Direct report meetings.
- Continued to help Natalie with past information about the Trails and Parks Millage, as well we were able to continue to get out and visit a lot of Trails and Parks Projects.
- Visited all County Parks weekly.
- Continue to catch up on emails as time allows.
- As I reflect on what has happened to me personally since the beginning of the year and how smooth of a transition that my staff made it for me while I was out for an extended time as Director of Parks, I could not be prouder of all our staff for the daily job they all do to make the Ingham County Parks Great! I am forever grateful for the ability to spend time serving my wife as her advocate and helping in her recovery. I feel fortunate to serve in this capacity as Director with such outstanding people. I would also thank the Park Commission, Controller's Office, and County Commissioners for your ongoing contributions to making the Parks Great! ☺



New Solar Charging Table

Lake Lansing South

May 2024

Hawk Island County Park/Deputy Director

DEPUTY DIRECTOR WORK

- Attended MMRMA Parks Advisory Committee.
- Worked up CIP requests for 2025 budget
- Worked with Director and other staff on 2025 budget recommendations.
- Continued working on 2024 CIP purchases. Zero Turn mowers are in our possession. We are waiting on two F150 electric trucks. They are done, Ford has not yet released them to us.
- Multiple meetings with Laux Construction, ROWE, and Landscape Architects and Planners for ongoing projects.
- Assist Laux with construction coordination.
- Attended South Lansing Business Association Board meeting and monthly membership meeting.
- Visited all parks. Received bids for seating area/tables next to tubing hill and River Trail.

PARK MANAGER/OPERATIONS WORK

- Seasonal Employee Hiring and training.
- Beach house water turned on and opened for summer season.
- Irrigation and drinking fountains on.
- Met with multiple special event coordinators onsite.
- Developed interpretive signage for project.
- Developed new shelter signs for installation when new shade shelters are installed and ready for rental.



Lake Lansing Park Report – March-May

Highlights:

Attended Staff and Manager Meetings

LLS project construction collaboration

Worked on Band Shell Sponsorships

Clark tree removed 3 hazard trees out of LLS

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

Scheduled water turn-on's, well flushes, and flush valve replacements

Worked on 2025 CIP requests

Met with Meridian Twp. Parks Director and Stewardship Director to discuss a cooperative invasives control effort in 2025

Started interviewing summer staff and Marketing Intern candidates

Coordinated with Electrical companies for installation of truck chargers and lights in equipment storage areas

Staff:

Removed another section of the LLS playground due to safety concerns

Set up all new battery powered landscaping equipment

Replaced 40+ upright posts at LLN

Finished clearing the Green Rd access trail at LLN

Started taking down winter sports

Opening bathrooms and fixing plumbing

Organizing and coordinating volunteer groups

Hazard Tree Removal (LLS)



Playground condition LLS



New Building signage



Interpretive signage



Volunteers picking Garlic Mustard



Burchfield Park April/May Manager's Report

1. Attended McNamara/Bunker Rd. state land lease purchase inquiry meeting with MDNR staff and Tim Morgan – 4/8
2. Hosted two Disc Golf events this spring. Both Spartan Strong and Burchfield in Bloom Tournaments were held early season at the park
3. Renewed Health Dept. Food License for winter/summer concessions
4. Worked with various vendors to schedule contractual services, including, Pepsi, Bug Guy for mosquito control spraying, Brown Well Drilling for well chlorination and startup, Chloride Solutions for dust control, Michigan Septic for vault pumping, KJP roofing, etc.
5. Burchfield park handed out 100 free pairs of glasses to park visitors for solar eclipse event. Ian Londo from Lake Lansing suggested this and it was a big hit among park patrons
6. Worked with Purchasing Dept. on spring auction items
7. Attended budget staff meeting at Lake Lansing Park South – 4/17
8. Solicited bids for tree trimming services and Ford EV charging station installation
9. Assistant manager renewed his playground safety inspection certification, also known as CPSI
10. Assistant manager researched new playground safety inspection software for the parks dept.
11. Opened seasonal bathrooms after startup procedures were completed and performed required water sampling/testing before opening
12. Purchased newer used canoe/kayak trailer with CIP funds
13. EZ Docks were installed at both McNamara Landing and Burchfield Park
14. During Earth Week the park staff planted 100 Dahlia bulbs and hosted the annual Mason Senior Class Volunteer Workday
15. New zero turn mower was delivered and older mower was transferred to Fairgrounds

16. Assisted MMMBA with final mountain bike trail inspection before spring opening. Park staff cleared several downed trees over the course of a few weeks to prep trails and MMMBA volunteers made repairs to bridges and bike features
17. Partnered with Eaton County Conservation District and Michigan Waterway Stewards to provide watercraft for a Red Cedar invasive plant species monitoring
18. Purchased battery-powered equipment
19. Reviewed/edited Park Emergency Plans with Management Intern to provide updated plans for employee training
20. Continue to interview and hire summer help. Orientation will begin May 11th
21. Opening canoe/Kayak rentals on May 18th
22. Park naturalists Angie Keas and Alayna Himebaugh attended two big community events at the Potter Park Zoo to share nature programming with area youth and to promote the new Burchfield summer ECO sessions. Their summary is attached...

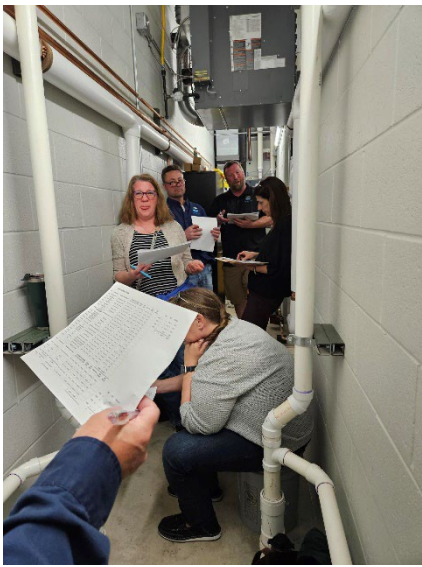


“A turning of the page in Nature’s book, and the story of spring begins.”

-Laura Jaworski



Free Solar Eclipse Glasses



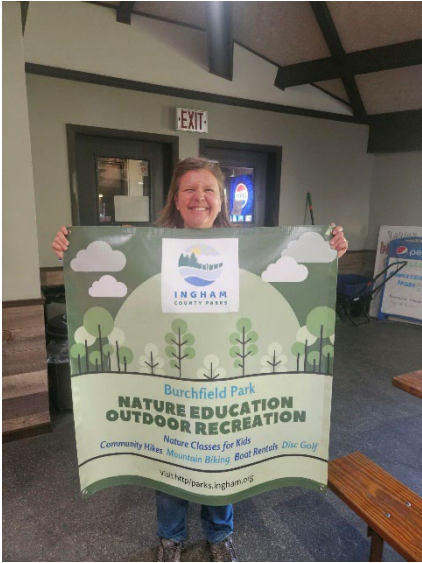
Tornado Drill at LL



Zero Turn Mower Purchase



Mason Senior Workday



New Promotional ECO Banner



Trail Clearing Work



CIP Canoe and Kayak Trailer



New Battery Powered Equipment

Potter Park Zoo Arbor Day Event

Burchfield Park took part in Potter Park Zoo's Arbor Day on Friday, April 26th celebration for second graders throughout the Lansing school district. Students listened to presenters at different stations throughout the zoo, watched new trees be planted, and enjoyed a pizza lunch. Thirteen area classrooms participated in the event.

I presented an interactive 20-minute lesson on the life cycle of trees to four classes of 25 moving, touching, talking, energetic children. All 13 classrooms took home promotional fliers for Burchfield's summer programming. I tried out Summer 2024's new curriculum and the kids loved it.

Two interesting notes:

1. I had kids hug a big tree next to my station. Most kids were surprised by how rough the bark was as they had never hugged a tree.
2. None of the teachers or teaching assistants who visited my station had ever visited Burchfield Park.

Potter Park Zoo Party for the Planet Event

Alayna Himebaugh represented Burchfield Park at Potter Park Zoo's Party for the Planet on April 27th, 2024. She manned a face-painting booth and passed out informational fliers about summer programming. She estimates that 40 families stopped by the booth and took home a flier.

She created a lot of zoo animal faces on happy little kids.

Angie Keas
Head Naturalist/Management Intern

March/April - Parks Office Monthly Report

Meetings/Trainings

Admin and full Staff Meeting

MUNIS training

MSU Open Meetings Act Webinars – Cherry and Steph also took the classes

Interviews for the Financial & Account Clerk position

Budget planning meetings

Strategic Planning document meeting with Tim

Action Plan meetings with Tim

Friends Meeting

Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Millage – Meridian Township Line Item Transfers
- Millage – City of Lansing Funds Transfer
- Millage – Round 8 Applications

Customer Service

486 phone calls in March. 361 phone calls in April.

Website

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

Julie Hatto (Parks Financial and Account Clerk) started on April 8th. We are so happy to have her join the Ingham County Parks team.

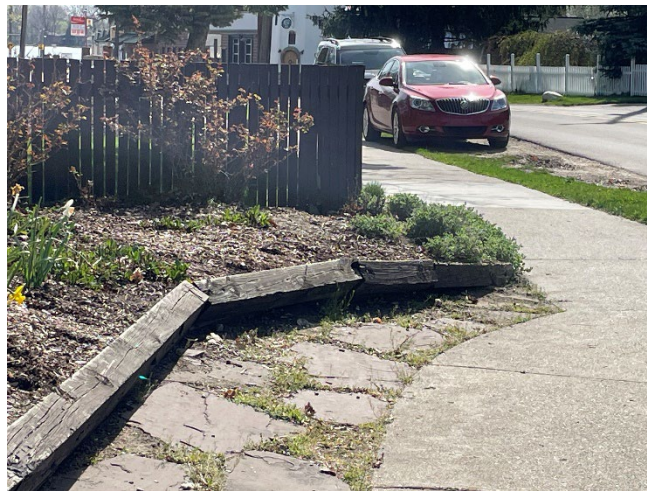
Trails & Parks Millage Coordinator Report

April 2024

For: Park & Recreation Commission Meeting

May 13, 2024

- Continue to learn the Role of Trails & Parks Millage Coordinator Position
- Attended Park Commission Meetings for April
- Attended Human Services & Finance Committee meetings
- Attended the BOC meeting
- Meeting at the Spicer Office to meet with Tanya Moore
- Worked on Millage Reimbursements
 - City of Lansing
 - Leroy Twp.
 - Meridian Twp.
- Meet with the Attorney about Round 8 Application.
- Responding to e-mails and answering phones.
- Review Park Commission Packets and meeting minutes.
- Started working on idea's for Trails & Parks Millage Comprehensive Report.
- Communication with communities about the millage project
- Continue to learn about Munis Program
- Work on Millage Financial Tables for County Park Projects
- Meet with George Hayhoe-talked with him about trails in Mason
- Worked on Short Form to extended the Spicer Group contract for Trails & Parks Millage Comprehensive Report.
- Attended Groudbreaking Ceremony at Hawk Island
- Learning to use ArcGIS online
- Attend a zoom meeting for Middle Grand Advisory Meeting
- Working on Short Forms for 4 Spicer Group Projects
- Working with the Attorney on Lake Lansing Park Spicer Group Contract.
- Work with LAUX Construction about Hawk Island Groundbreaking Event, which also included Press Release.
- Reviewing resolutions for all Ingham County Parks Millage Projects.
- Rode my bike on the Inter Urban Trail
- Meet with Simar Pawar at Lake Lansing and talked about the QD corner
- Rode bikes with Bob Pena
- Attended staff meetings at Hawk Island, Burchfield & Lake Lansing
- Helped at Senior Work Day at Burchfield Park
- Visited Alaiedon Twp Project.







Ingham County Parks
MICHIGAN

HAWK ISLAND

Groundbreaking Ceremony

◆◆◆

LAUX Construction cordially invites
you to a celebratory groundbreaking
at Hawk Island Park.

Greetings, photo ops and refreshments.

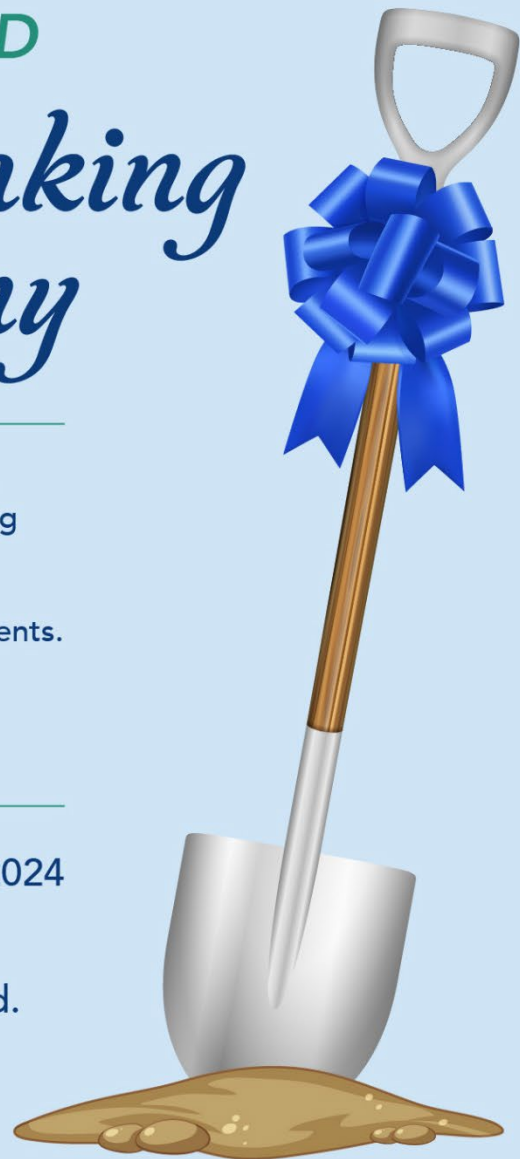
We look forward to sharing this
milestone with you!

◆◆◆

WHEN: Wednesday, April 3rd, 2024

TIME: 10:00am - 11:00am

ADDRESS: 1601 E. Cavanaugh Rd.
Lansing, MI 48910



From: Villegas, Hendry <Hendry.Villegas@lansingmi.gov>

Sent: Thursday, March 14, 2024 3:56:47 PM

To: Brian Collins <BCollins@ingham.org>

Subject: LFD ice water training

Hi Brian,

I just wanted to express my sincere gratitude to you and your staff regarding assisting our department with our annual ice water rescue training. I know that every day can be stressful enough without taking on anything else last minute and everyone's willingness to assist us was un-waivered. The combined efforts from all your staff truly made this training a success. Please pass our thanks on to them, and we look forward to seeing you all again this summer.

Sincerely,

Hendry Villegas

Training Captain

Fire – Training Division

120 E. Shiawassee Ave. | Lansing, MI 48933

O: 517-483-4824 | C: 517-243-9922 | E: Hendry.Villegas@lansingmi.gov

[Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

