

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE
CHRIS TRUBAC, CHAIR
IRENE CAHILL
TODD TENNIS
BRYAN CRENSHAW
RYAN SEBOLT
DERRELL SLAUGHTER
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, FEBRUARY 28, 2022
AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

Agenda

Call to Order

Approval of the [February 14, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Potter Park Zoo Board – Interviews
2. Veterans Affairs Committee – Interviews
3. Probate Court – Use of [Elder Millage](#) for Probate Court Purposes (*Discussion*)
4. Capital Area Housing Partnership – Resolution to Authorize an Agreement with Capital Area Housing Partnership for a [Community Transition Plan](#) for Housing
5. Health Department
 - a. Resolution to Authorize an Agreement with Safe Passages dba [Advance Peace](#) for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool
 - b. Resolution to [Amend Resolution #21-589](#) with Michigan Primary Care Association for Vaccine Clinics`
 - c. Resolution to Authorize an Agreement with [Centering Healthcare Institute](#)
 - d. Resolution to [Amend Resolution #21-525](#) with the Michigan Department of Labor and Economic Opportunity
 - e. Resolution to [Amend Resolution #21-038](#) for Dental Service Agreements
6. Potter Park Zoo
 - a. Resolution to Authorize a Purchase Order to [Myers Plumbing & Heating](#)
 - b. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#)
7. Parks Department
 - a. Resolution to Authorize a Memorandum of Understanding with the [City of Eaton Rapids](#)
 - b. Resolution to Authorize Contracts with Various [Food Concession Vendors](#) for the Parks Department
 - c. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for [Burchfield](#) – Riverbend Natural Area

- d. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to [Hawk Island](#) County Park
 - e. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Hawk Island](#) County Park
 - f. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to [Lake Lansing Park North](#)
 - g. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Playground Equipment at [Lake Lansing Park North](#)
 - h. Resolution to Authorize the Application for a Michigan Natural Resources Trust Fund Grant for [Lake Lansing Park North](#)
 - i. Resolution to Authorize a Contract with [James Clark Tree Service](#) for Tree Felling and Tree Trimming Services at Lake Lansing County Park South and Lake Lansing County Park North
 - j. Resolution to Authorize an Amendment to the [City of Lansing](#) Trails and Parks Millage Agreements
 - k. Resolution to Authorize Contracts for Trails and Parks Millage [Applications](#)
 - l. Resolution to Authorize a Contract with [Spicer Group, Inc.](#) for Prime Professional Services for Various Projects
 - m. Resolution to Approve the [Reorganization](#) of the Ingham County Parks Department (*Discussion*)
8. Board Referral – Resolution No. 2022-001 from the [Leelanau County](#) Board of Commissioners Supporting the Community Mental Health Authority and Opposing Current State Legislation to Change the CMHA

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham 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 at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

HUMAN SERVICES COMMITTEE

February 14, 2022

Draft Minutes

Members Present: Cahill, Crenshaw, Sebolt, Naeyaert, Tennis and Slaughter

Members Absent: Trubac

Others Present: Jim Hudgins, Lindsey McKeever, Rick Terrill, Jared Cypher, Kylie Rhoades and others

The meeting was called to order by Vice Chairperson Cahill at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

Approval of the January 31, 2022 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE JANUARY 31, 2022 MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

Additions to the Agenda

3. Environmental Affairs Commission – Supplemental Information for Energy Audit Services Contract

Substitute –

4. Fairgrounds – Resolution to Authorize a Contract with Jared A. Beduhn Excavation and Landscaping

Limited Public Comment

None.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SEBOLT, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Community Agencies – Resolution to Authorize an Amendment to Resolution #21- 579 to Revise the Scope of Services for the 2022 Community Agency Agreement with Stockbridge Community Outreach
2. Elder Persons Millage – Resolution to Authorize a Contract with Tri-County Office on Aging for Elder Services Millage Eligible Services

5. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for F Y 2021-2022
 - b. Resolution to Convert Position #601398 (Disease Control Nurse) from .5 FTE to .75 FTE
 - c. Resolution Honoring Steven Spodney
6. Purchasing – Supplemental Information for Energy Audit Services Contract

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

3. Environmental Affairs Commission – Resolution to Authorize a Contract with Bureau Veritas Technical Assessments LLC for an Energy Audit of County Facilities

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Slaughter stated he had reviewed Bureau Veritas Technical Assessments LLC and noted they had focused on facility optimization. He further stated Ingham County had set a goal to have net-zero greenhouse gas emissions by 2040.

Commissioner Slaughter stated it did not appear to be a service they primarily focused on. He asked for further clarification on their ability to perform greenhouse gas assessments.

Rick Terrill, Facilities Director, stated their proposal was generic. He further stated he had contacted the Vice President of Bureau Veritas Technical Assessments LLC who had confirmed the reporting structure would include options and costs for eliminating greenhouse gas.

Mr. Terrill stated Bureau Veritas Technical Assessments LLC would look at both a level two and a level three. He further stated that he would contact the Vice President to further discuss the level three, as that level may not apply to some of the facilities listed in the resolution.

Commissioner Slaughter asked for clarification on what the levels referred to.

Mr. Terrill stated there were different levels of the energy audit that were requested. He further stated that level three was a more intense and included a more detailed cost analysis.

Mr. Terrill stated they would provide Ingham County with documentation for elimination of greenhouse gas emissions by location.

Commissioner Slaughter asked if the breakdown would help Ingham County meet the 2040 goal.

Mr. Terrill stated he communicated the importance of reaching the net-zero goal by 2040. He further stated the report would include options by priority, along with costs associated, by location to reduce or eliminate greenhouse gas emission.

Mr. Terrill stated he had spoken with the City of Ferndale, who had completed both an energy and facility audit. He stated Ferndale's manager of Department of Public Works had spoken very highly of Bureau Veritas Technical Assessments LLC.

Commissioner Slaughter stated the firm seemed knowledgeable about facility optimization. He further stated that he was concerned that the greenhouse gas emissions audit was not a central service that they provided as their website had not directly mentioned it.

Mr. Terrill stated that the Vice President of Operations had assured him that it was an intricate part of the report that would be provided to the Board of Commissioners.

Commissioner Tennis stated two vendors had submitted a bid. He further asked if Matrix Consulting Engineers Inc. had dropped out.

Mr. Terrill stated when they evaluated the Requests for Proposals, Matrix's proposal had not met the requirements. He further stated he had a great deal of experience with Matrix and, after a recent concern on a separate project, was not comfortable recommending them to complete the audit.

Commissioner Tennis stated he would have expected an explanation as to why they had not been recommended.

Commissioner Slaughter asked Jared Cypher, Deputy Controller, for a summary of the discussion that occurred at the Environmental Affairs Commission meeting.

Mr. Cypher stated the Environmental Affairs Commission members had felt Bureau Veritas had the experience and qualifications necessary to carry out the audit. He further stated they were impressed that they had completed audits locally in Ferndale and Detroit.

Vice Chairperson Cahill asked if Ingham County would complete the facility audit as well.

Mr. Terrill stated a facility audit would not be completed at this time.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

4. Fairgrounds – Resolution to Authorize a Contract with Jared A. Beduhn Excavation and Landscaping

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Tennis stated he did not see a breakdown of the bids. He further asked if the contract had been awarded to Jared A. Beduhn Excavation and Landscaping.

Jim Hudgins, Director of Purchasing, stated there were three bids and that they would have been reviewed. He further stated that he had not been involved in the process.

Mr. Terrill stated that he had not been involved with the bids either.

Commissioner Tennis stated he would have liked to review the bids to see what they entailed.

Mr. Cypher stated the project was bid out, however, he did not have the details available.

Commissioner Tennis asked for clarification on what had occurred.

Mr. Cypher stated a horse show last fall had not properly dragged the south end arena and as a result caused significant damage. He further stated Ingham County was in the middle of an insurance claim that would reimburse the cost of repair.

Mr. Cypher stated the repairs were time sensitive as it was imperative that the completed in time for the spring horse show season. He further stated he was unaware that it had not been reviewed by the Purchasing Department.

Commissioner Tennis asked if a breakdown would be provided prior to the next Board of Commissioners meeting.

Mr. Hudgins stated he would provide a breakdown of the bid.

Mr. Cypher stated he would distribute the breakdown to the Commissioners.

Lindsey McKeever, Fairgrounds Events Director, stated she had received three quotes for the labor and ultimately this was the lowest at \$14,000. She further stated that they were reviewing three quotes for the cost of materials.

Vice Chairperson Cahill asked for clarification on how large the impacted area was.

Ms. McKeever stated the amount of material needed for the blue clay was over 1200 tons and 575 tons of the 2NS Sand. She further stated it was for the south end riding arena, which was approximately 110 by 2020 feet.

Commissioner Crenshaw stated that Mr. Cypher had stated Ingham County had submitted an insurance claim. He further asked why the County had not required the individual responsible to cover the repair cost.

Mr. Cypher stated the County Attorney had sent a letter to the horse show's insurance company. He further stated it was not Ingham County's insurance company covering the cost of repairs.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:19 p.m.

FEBRUARY 28, 2022 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

4. Capital Area Housing Partnership – *Resolution to Authorize an Agreement with Capital Area Housing Partnership for a Community Transition Plan for Housing*

The 2022 budget originally included \$30,000 in American Rescue Plan (ARP) funds to support capacity building at Holy Cross Services' New Hope Day Shelter. Since then, Holy Cross initiated a major transition by relinquishing responsibility for administering most of its housing programs. This included:

- the work of the HUD designated Housing Assessment Resource Agency (HARA) for Ingham County;
 - The HARA is tasked with coordinating housing resources for those that are at risk of homelessness or those experiencing homelessness in Ingham County
- two permanent supportive housing programs;
- a rapid rehousing program for families;
- a transitional housing/rapid rehousing program for people experiencing substance use disorders; and
- the Ability Benefits Clinic, which assists people with applying for Social Security Benefits

Capital Area Housing Partnership and the Lansing Housing Commission absorbed about 27 staff and 6 programs, for a period of 90-days, to allow some time to appropriately plan for these changes.

This resolution authorizes \$30,000 of ARP funds to support a short-term transition plan.

5. Health Department

a. *Resolution to Authorize an Agreement with Safe Passages dba Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool*

This resolution authorizes a three-year Licensing Agreement for the LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025 for an amount not to exceed \$75,000. The LifeMAP Management App Data Collection tool is a critical part of the Advance Peace Fellowship used to ensure adherence to the Advance Peace approach and for measuring impact of the approach, as well a robust evaluation of both outputs and outcomes.

b. *Resolution to Amend Resolution #21-589 with Michigan Primary Care Association for Vaccine Clinics*

This resolution authorizes amending Resolution #21-589, by extending the terms of the agreement effective September 1, 2021 through March 31, 2022, in an amount not to exceed \$106,405.15. The purpose of this funding is to plan, develop, and maintain a public health workforce that helps to assure high immunization coverage levels, low incidence of vaccine-preventable diseases, and maintain or improve the ability to respond to public health threats. These vaccines will be provided to the public at no cost.

c. *Resolution to Authorize an Agreement with Centering Healthcare Institute*

This resolution authorizes an agreement with Centering Healthcare Institute in an amount not to exceed \$60,000 for services and products, effective April 1, 2022 through March 31, 2024. This agreement will allow up to 15 staff from the Ingham Community Health Center (CHC) Women's Health Center, ICHD Strong Start Healthy Start program (SSHS), and other perinatal care providers in Clinton, Eaton, and Ingham counties to participate in Centering Pregnancy training and technical assistance.

d. *Resolution to Amend Resolution #21-525 with the Michigan Department of Labor and Economic Opportunity*

This resolution authorizes amending Resolution #21-525 with the Michigan Department of Labor and Economic Opportunity (MDLEO), by increasing the agreement for the AmeriCorps grant award to an amount not to exceed \$173,382, effective October 1, 2021 through September 30, 2022.

e. *Resolution to Amend Resolution #21-038 for Dental Service Agreements*

This resolution authorizes extending the agreement for dental service contracts authorized by Resolution #21-038, effective January 1, 2022 through December 31, 2022, at a rate of \$83.75 per hour. Costs will be covered by billable services.

6. *Potter Park Zoo*

a. *Resolution to Authorize a Purchase Order to Myers Plumbing & Heating*

This resolution authorizes a purchase order to Myers Plumbing & Heating for the installation of a water heater at the Zoo otter building in an amount not to exceed \$6,150. Funds are available in the Zoo's 2022 budget.

b. *Resolution to Authorize an Agreement with Trane U.S. Inc.*

This resolution authorizes an agreement with Trane U.S. Inc. for the installation of HVAC controls in the Zoo Discovery Center in an amount not to exceed \$66,140. To cover the cost of this project, a transfer of \$31,640 from the Zoo fund balance to cover the shortfall is necessary. The Zoo fund balance is currently at \$984,064.

7. *Parks Department*

a. *Resolution to Authorize a Memorandum of Understanding with the City of Eaton Rapids*

This resolution authorizes a memorandum of understanding to cooperate with the City of Eaton Rapids in their efforts to create and operate a watercraft rental facility utilizing the Grand River, as well as addressing the increased usage of said landings by the general public in recent years.

b. *Resolution to Authorize Contracts with Various Food Concession Vendors for the Parks Department*

This resolution authorizes the Ingham County Parks Department to enter into contracts with private food concession vendors which will assist the Parks with facility improvements, programs, and events as well as provide extended services to Park visitors. Rent will be based on 10% of gross sales.

c. *Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area*

This resolution authorizes submission of a Trust Fund grant application for \$233,300 for park and accessibility improvements at Burchfield – Riverbend Natural Area, further resolves to make available its financial obligation amount of \$110,000 approved previously by Resolution #20-562 from the Trails and Parks Millage Fund Balance for a total of \$343,300.

d. *Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island County Park*

This resolution authorizes submission of a Land and Water Conservation Fund Application for \$331,300 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$327,700 from the Trails and Parks Millage and \$3,600 from the Parks 208 fund balance for a total of \$662,600.

e. *Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island County Park*

This resolution authorizes submission of a Trust Fund Application for \$300,000 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$362,600 from ARP funds for a total of \$662,600.

f. *Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing Park North*

This resolution authorizes submission of a Land and Water Conservation Fund Application for \$500,000 for park and accessibility improvements at Lake Lansing North, and further resolves to make available its financial obligation amount of \$500,000 from the Trails and Parks Millage (50%) for a total of \$1,000,000.

g. *Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Playground Equipment at Lake Lansing Park North*

This resolution authorizes submission of a Trust Fund Grant Application for \$245,000 for playground equipment at Lake Lansing Park North, further resolves to make available its financial obligation contingent on receiving in the amount of \$105,000 from the Parks 208 fund balance or ARP funding for a total of \$350,000.

h. *Resolution to Authorize the Application for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North*

This resolution authorizes submission of a Michigan Department of Natural Resources Trust Fund Grant for \$300,000 for park and accessibility improvements at Lake Lansing Park North, and further resolves to make available its financial obligation contingent on receiving the amount of \$315,000 (which includes \$15,000 for topographic survey) from the Trails and Parks Millage Fund Balance or \$315,000 from ARP funding for a total of \$615,000.

i. *Resolution to Authorize a Contract with James Clark Tree Service for Tree Felling and Tree Trimming Services at Lake Lansing County Park South and Lake Lansing County Park North*

This resolution authorizes a contract with James Clark Tree Service in an amount not to exceed \$9,600 for tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North. Funding for this agreement is available in the Parks budget.

j. *Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements*

This resolution amends agreements TR056, TR062, and TR065 to increase the budget by \$1,000,000 and reallocate funds as outlined in the below table:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate/Additional Amount Authorized	Total Revised Contract Amount
Bridge CL-13	TR065	\$259,660.12	-\$29,217.27 reallocate to TR056	\$230,442.85
Bridge CL-31	TR056	\$665,916.97	\$111,165.00 additional and reallocate \$29,217.27 from TR065 to TR056	\$806,299.24
Trail Connector-Cambridge to Frances Park	TR062	\$400,030.00	\$888,835.00 additional	\$1,288,865.00

k. Resolution to Authorize Contracts for Trails and Parks Millage Applications

This resolution authorizes \$2,499,346 in funding for round seven applications. Please see the cover memorandum included with the resolution for more details.

l. Resolution to Authorize a Contract with Spicer Group, Inc. for Prime Professional Services for Various Projects

This resolution approves entering into a contract with Spicer Group, Inc. for the base bid in the amount of \$89,900 to provide prime professional services for various projects at Lake Lansing Park South, Bunker Road Landing, and Lake Lansing Park North and authorizes a contingency for the overall all work not to exceed 15% of their base bid or \$13,485 for a total amount not to exceed \$103,385. Funding for this agreement is available in the Parks budget.

OTHER ITEMS:

1. Potter Park Zoo Board – Interviews

2. Veterans Affairs Committee – Interviews

3. Probate Court – Use of Elder Millage for Probate Court Purposes (Discussion)

7. Parks Department

m. Resolution to Approve the Reorganization of the Ingham County Parks Department (Discussion)

Agenda Item 3

TO: Board of Commissioners - Law & Courts and Human Services Committees

FROM: Morgan E. Cole, Probate Court Administrator/Register

DATE: February 15, 2022

SUBJECT: Discussion Item – Use of Elder Millage for Probate Court Purposes
For Working Sessions – February 24, 2022 and February 28, 2022

BACKGROUND

This discussion affects the Ingham County Probate Court (Probate Court) as well as the Tri-County Office on Aging (TCOA). The Probate Court seeks to use the Elder Millage to fund two (2) new full-time Senior Deputy Probate Registers (Senior DPRs) to bring the Probate Court to having a total of 17 full-time equivalent employees (FTEs).

On August 4, 2020, the Ingham County Elder Millage passed with the following language listed below. At that time, the Ingham County Elder Millage expected to raise an additional \$2,304,866 in the first year. The Elder Millage levied Ingham County property taxes by 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023).

INGHAM COUNTY BALLOT PROPOSALS

INGHAM COUNTY ELDER PERSONS MILLAGE

For the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,304,866 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

The Probate Court in Michigan is a constitutionally recognized element of our statewide one court of justice. As a constitutional body with statutorily defined jurisdiction, the Ingham County Probate Court provides adjudicative and other services as required by law. Major activities include the admission of wills, appointment of personal representatives, oversight of decedent estate administration, action on trust matters, appointment of guardians for minors, appointment of guardians for the legally incapacitated, appointment of guardians for the developmentally disabled, appointment of conservators for minors, appointment of conservators for adults, investigation of proposed guardianships and conservatorships, comprehensive periodic review of guardianships, and adjudication of petitions seeking mental health treatment. Presently, the Probate Court's employees 15 FTEs include: two (2) Probate Judges; one (1) Court Administrator/Probate Register; one (1) Chief Deputy Probate Register; two (2) Judicial Assistants; two (2) Court Officers/Research Clerks; two (2) Court Recorders; and five (5) Senior DPRs.

According to the United State Census Report – Ingham County has 292,406 residents of which 19% percent are age 60 and older. *See Attachment A – US Census Data Report from 2019.* This equates to a total of 55,556 Ingham County residents age 60 and older. In the past 20 years, i.e., January 1, 2000 to December 31, 2021, the Probate Court handled 21,786 cases for matters involving crisis services where the ward/decedent/respondent was age 60 or older. *See Attachment B – Case Management Statistic Report – dated February 10, 2022.* Out of the 21,787 cases, 7,761 cases remain open and serviced by the Probate Court. In fact, for the past three (3) years, around 40 percent of all new Probate Court filings, involve a ward/decedent/respondent who was an Ingham County resident age 60 or older at the time of filing. *See Attachment C – SCAO Annual Caseload Reports for 2019 to 2021 and See Attachment D - Case Management Statistic Report – dated February 7, 2022.*

Ingham County Probate Court NEW Caseload Filings Per Year

2019 Total Caseload – 2,250 cases
 2020 Total Caseload – 1,986 cases
 2021 Total Caseload – 2,296 cases

NEW Probate Court Crisis Filed Case Types Involving a Ward/Decedent Age 60 & Older – Per Year

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Conservator Cases (CA)	100	81	74
Developmental Disability Cases (DD)	3	4	4
Decedent Estate Cases (DE)	445	367	512
Adult Guardianship Cases (GA)	181	138	148
Limited Guardianship Cases (GL)	3	2	1
Mental Illness Cases (MI)	116	83	91
Small Estates Cases (PE)	81	87	88
Total Cases	929	762	918

Annual Percentage of NEW Crisis Filed Case Types Involving a Ward/Decedent Age 60 & Older

<u>2019</u>	<u>2020</u>	<u>2021</u>
41.28%	38.36%	39.98%

The Probate Court's Office operations are crippled if just one employee: takes time off; is promoted; is out on Family Medical Leave Act (FMLA); or there is a new trainee-employee. Any employee vacancy is debilitating to the Probate Court Office operations – especially those involving Ingham County residents age 60 and older. The result is: disruption of operations; inability to provide proactive community outreach programs; backlog critical case processing; and reduced implementation and improvement of elder care processes between the Probate Court and community leaders.

By way of example, Senior DPRs are responsible for an immense workload such as: a having a full docket caseload; providing customer service at the counter; docketing; electronic scanning; teaching fiduciary classes; using the Microfiche machine; answering phones; courtroom jury matters; processing mail and email and recording Court proceedings. Specifically, increasing counter staff– allows existing Probate Court Office staff, specifically the Senior DPRs, to adequately serve and address backlog for the existing 7,761 open cases along with the average annual increase of 900 new cases, involving Ingham County residents who are age 60 and older.

As to the use of the Elder Person Millage for various Probate Court purposes, the Probate Court's authorized use of the Elder Millage funds must fall within the following approved ballot language:

“for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County... ”

It is the Probate Court's position that it does provide services which constitute “critical services” that expand or create new programs and/or eliminate wait lists, which services include, but are not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly.

Expanding and creating community outreach programs that take proactive measures to assist the elderly would include having the Probate Court partake in elder law outreach initiatives with local law firms/financial planning firms/insurance firms/funeral homes and TCOA. Also, the Probate Court seeks to establish an “Ingham County Probate Day” – where filing of wills for safekeeping are waived – thus encouraging advanced estate planning. The Probate Court seeks to establish regular trainings on-site at Ingham County nursing facilities/elder care facilities/medical care facilities for the elderly and their families – by rotating commissioner districts throughout Ingham County. Also, the Probate Court seeks to establish fixed regular phone hours where the elderly or their families can speak immediately to a Probate Court staff member as technology such as email and websites can be difficult for elderly population. Additional staff would allow the Probate Court to be proactive in searching local obituaries and death records so that wills could be removed from safekeeping. This would increase public access and knowledge to our community.

Also, Michigan fails to have a family consent statute – which results in regular critical Probate Court involvement for those Ingham County residents age 60 and older, to assist in moving the elderly individual into a step-down care facility such as: Skilled Nursing Facilities (SKNF), Assisted Living Facilities and Hospice Facilities. It is imperative that Probate Court staff are immediately available to process emergency filings for: guardianships/conservatorships; Do-Not-Resuscitate (DNR) petitions; petitions to be appointed as funeral representative(s); and mental health petitions for residents age 60 or older - along with follow-up services for full guardianships. This continues to rise with geriatric psychiatry needs and medical conditions affecting elderly such as dementia and Alzheimer's disease. The Baby Boomers, who were born from 1946 to 1964, are quickly becoming the largest population group who need assistance under the Elder Millage. Further, isolation with COVID-19 for the elderly population has also increased mental health needs. The inadequate staffing cannot support the need in Ingham County – especially for those age 60 and older, which is cause for significant delays in excess of a month on some cases. To guard against such delays, the Probate Court would like to offer weekly appointments with staff – both remotely and in-person.

The Probate Court staff and administration seek to actively engage with community leaders to be proactive in seeking to guard against unnecessary Court involvement when an individual becomes incapacitated or deceased. Further, Probate Court staff need to engage with community leaders and regularly interact to assess different elderly needs. To further this notion, the Probate Court seeks to have individual staff liaisons for specific community leaders and the public - with regular meetings. Examples of Probate Court liaisons which would be possible with two (2) additional Senior DPRs would be: a TCOA Liaison; a Mental Health Liaison; a Guardianship Liaison; a Conservatorship Liaison; and Decedent Estate Liaison. Additional staff will allow the Probate Court to expand its access to the public level in engagement with all Ingham County residents – but more importantly – with those 60 years-old and older – who prefer telephonic or face-to-face contact.

While the Probate Court is a general fund department, additional funding opportunities through a Senior/Elder Millage is another tool to ensure additional staff while reducing the burden on the County's general fund. Other Michigan Counties which have an Elder Millage or Senior Millage that fund some of their Probate Court staffing and expenses are: Kalamazoo County; Genesee County; Kent County; St. Claire County; and Leelanau County. Millage funding in part makes logical sense as it will support the needs and wants as dictated by the constituents who vote for it.

Specifically, the Probate Court requests to increase the total number of Senior DPRs from five (5) to seven (7). Thus, two (2) additional FTEs as Senior DPRs would assist with the counter – so the five (5) existing Senior DPRs can enhance and provide critical and crisis services to Ingham County residents age 60 and older as indicated above.

Total personnel costs in 2022 for one (1) Senior DPR position is \$87,100 to \$99,311 as evidenced Budget Director, Michael Townsend's, January 24, 2022 email.

	UAW H LEVEL 1	UAW H LEVEL 5
SALARY	45,704	54,514
UNEMPLOYMENT	229	273
FICA	3,496	4,170
LIABILITY	624	744
HEALTH	19,002	19,002
RETIREE		
CHARGEBACK	3,586	3,586
RETIREE HEALTH		
TRUST	2,057	2,453
DENTAL	936	936
VISION	135	135
SEPARATION	800	954
LIFE	88	88
DISABILITY	59	71
RETIREMENT	9,927	11,840
RETIREMENT	457	545
TOTAL	87,100	99,311

FINANCIAL IMPACT

On August 4, 2020, the current Elder Millage passed and was expected to raise an additional \$2,304,866 in the first year. The Elder Millage levied Ingham County property taxes by 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023). The amount levied collected for 2022 and 2023 on this millage will no doubt increase dramatically as the housing market in Ingham County exploded over the past two years – thus, resulting in further revenue. Two (2) Senior DPRs positions would equate to an annual personnel cost of \$174,200.00 to \$198,622.00. The 2021 year end fund balance in the Elder Millage Fund was approximately \$1.7 million. Funding two (2) Senior DPRs positions for the next five (5) years would cost around \$1,000,000.00 – which equates to 59% of existing 2021 surplus fund balance. Also, the Probate Court would actively assist TCOA to the greatest extent possible in public outreach about the importance of this millage.

OTHER CONSIDERATIONS

Continue to award compensatory time and overtime. However, burn out of staff will continue. Fund these positions out of the general fund – rather than the Elder Millage. The County Attorney and Controller's Office were consulted on this request. The UAW is supportive of this request. *See Attachment E*. TCOA was consulted regarding this discussion item and is also in support of this request.

RECOMMENDATION

On behalf of the Ingham County Probate Court, I respectfully recommend approval to authorize the August 4, 2020, Elder Millage funds to support two (2) new FTE Senior DPRs positions for the reason stated above.

Attachment A

Ingham County, MI

County in Michigan, United States

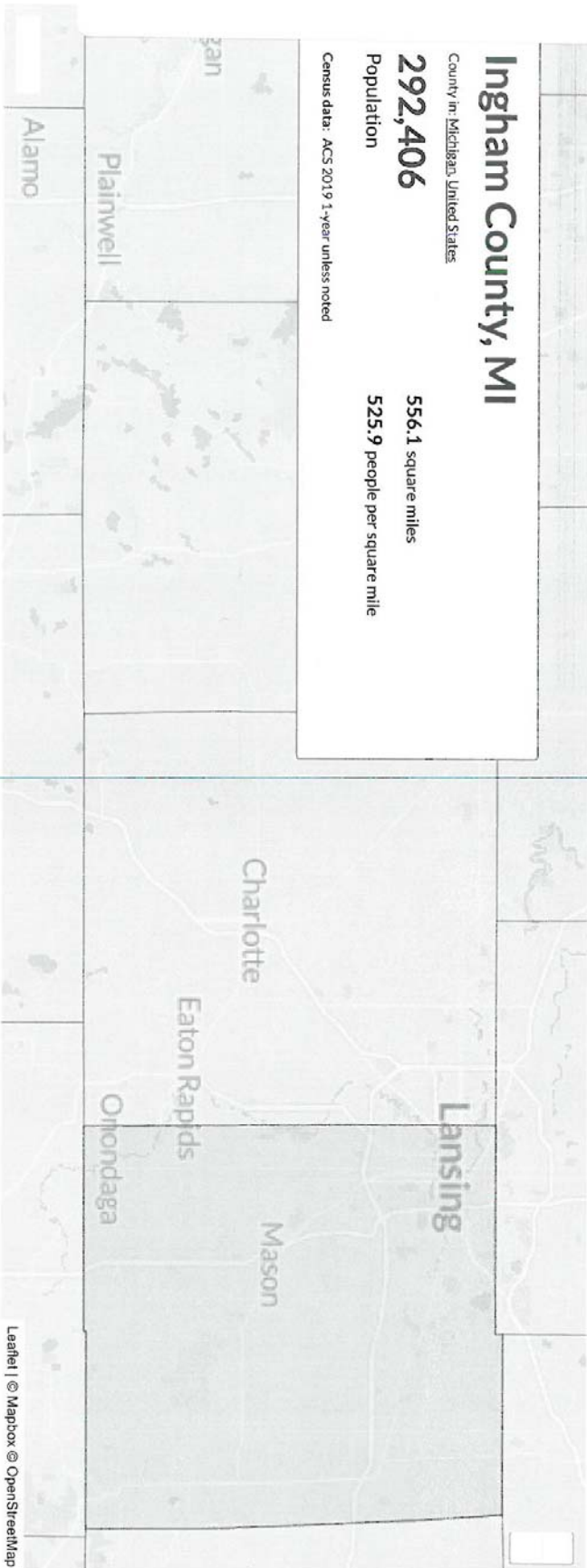
292,406

Population

556.1 square miles

525.9 people per square mile

Census data: ACS 2019 1-year unless noted



Find data for this place

Search by table or column name...

Hover for margins of error and contextual data.

Demographics

Age

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

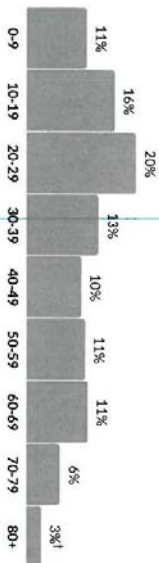
32.4

Median age

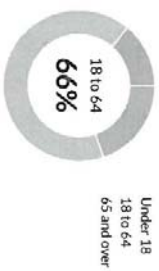
about 80 percent of the figure in Michigan: 39.8

about 80 percent of the figure in United States: 38.5

Population by age range



Population by age category



Show data / Embed

Show data / Embed

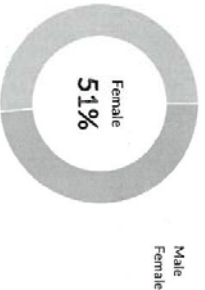
Sex

† Margin of error is at least 10 percent of the total

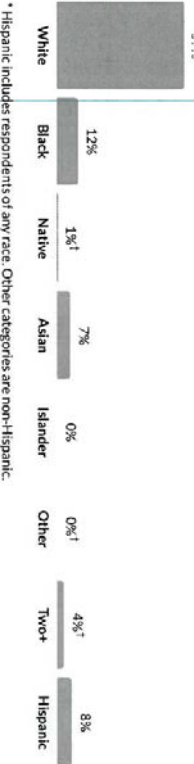
Race & Ethnicity

69%

value. Take care with this statistic.



Show data / Embed



* Hispanic includes respondents of any race. Other categories are non-Hispanic.

Show data / Embed

Economics

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Income

\$30,188

Per capita income

about 90 percent of the amount in Michigan: \$32,892
about 80 percent of the amount in United States: \$35,672

\$54,395

Median household income

about 90 percent of the amount in Michigan: \$59,584
about 80 percent of the amount in United States: \$65,712

Household income



Show data / Embed

Poverty

17.7%

Persons below poverty line

about 1.4 times the rate in Michigan: 13%
about 1.4 times the rate in United States: 12.3%



Show data / Embed



Show data / Embed

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Transportation to work

21 minutes

Mean travel time to work

about 80 percent of the figure in Michigan: 25.1
about three-quarters of the figure in United States: 27.6

Means of transportation to work



Drove alone Carpooled Public transit Bicycle Walked Other Worked at home

• Universe: Workers 16 years and over

Show data / Embed

Families

Households

114,534

Number of households

Michigan: 3,969,880

United States: 122,802,852

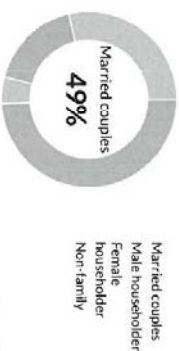
2.4

Persons per household

a little less than the figure in Michigan: 2.5

about 90 percent of the figure in United States: 2.6

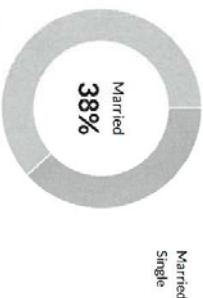
Population by household type



Show data / Embed

Marital status

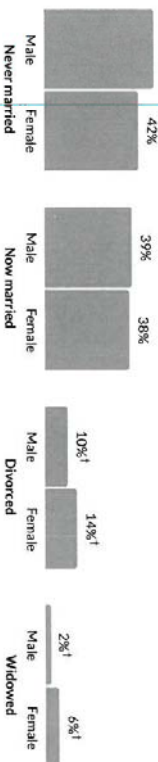
† Margin of error is at least 10 percent of the total value. Take care with this statistic.



• Universe: Population 15 years and over

Show data / Embed

Marital status, by sex



Show data / Embed

Fertility

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

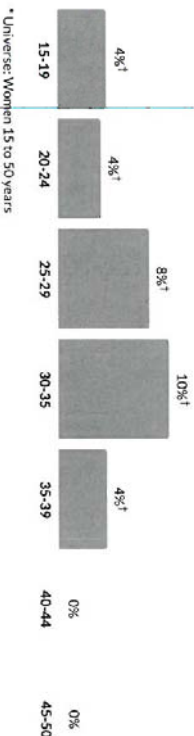
4.3%

Women 15-50 who gave birth during past year

about 80 percent of the rate in Michigan: 5.1%

about 90 percent of the rate in United States: 5%

Women who gave birth during past year, by age group



• Universe: Women 15 to 50 years

Show data / Embed

Housing

Units & Occupancy

124,347

Number of housing units

Michigan: 4,629,605

United States: 139,686,209

Occupied vs. Vacant



Ownership of occupied units



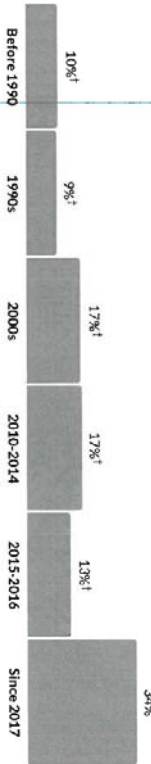
Types of structure



Single unit
Multi-unit
Mobile home
Boat, RV, van, etc.

Show data / Embed

Year moved in, by percentage of population



Show data / Embed

Value

\$146,600

Median value of owner-occupied housing units

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Value of owner-occupied housing units



Show data / Embed

Geographical mobility

21%

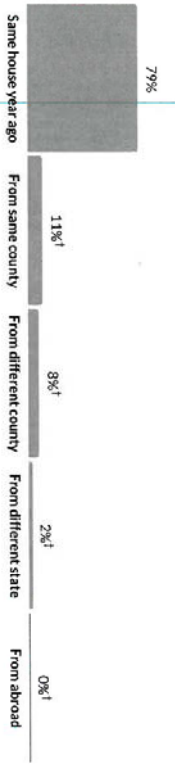
Moved since previous year

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

more than 1.5 times the rate in Michigan: 12.9%

about 1.5 times the rate in United States: 13.7%

Population migration since previous year



Show data / Embed

Social

Educational attainment

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

93.7%

High school grad or higher

a little higher than the rate in Michigan: 91.4%

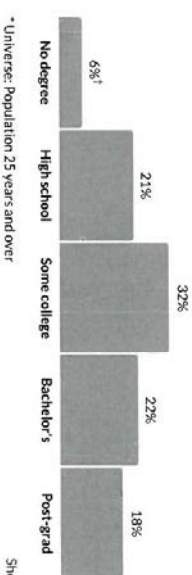
a little higher than the rate in United States: 88.6%

40.5%

Bachelor's degree or higher

about 1.4 times the rate in Michigan: 30%
about 25 percent higher than the rate in United States: 33.1%

Population by highest level of education



Language

N/A

Persons with language other than English spoken at home

* ACS 2019 5-year data

Language at home, children 5-17



Language at home, adults 18+



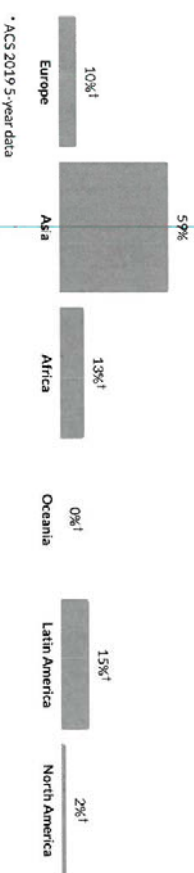
Place of birth

10.9%

Foreign-born population

about 1.5 times the rate in Michigan: 7%
about 80 percent of the rate in United States: 13.7%

Place of birth for foreign-born population



Veteran status

5.2%

Population with veteran status

Veterans by wartime service



12,143 Total veterans

11,180 Male

963 Female

† Margin of error is at least 10 percent of the total value. Take care with this statistic.

about 80 percent of the rate in Michigan:
6.6%
about three-quarters of the rate in United
States: 6.9%



Hover for margins of error and contextual data.

This profile displays data from more than one ACS release. Charts not derived from ACS 2019 1-year data are noted with an *.

Citation: U.S. Census Bureau (2019). *American Community Survey 1-year estimates*. Retrieved from [Census Reporter Profile page for Ingham County, MI](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/) <[http://censusreporter.org/profiles/05000US26065-ingham-county-mi/](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/)>

Citation: U.S. Census Bureau (2019). *American Community Survey 5-year estimates*. Retrieved from [Census Reporter Profile page for Ingham County, MI](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/) <[http://censusreporter.org/profiles/05000US26065-ingham-county-mi/](https://censusreporter.org/profiles/05000US26065-ingham-county-mi/)>

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Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2000 To 12-31-2021
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SUMMARY</p> <p>CA - CLOSED: 1,412 CA - OPEN: 528 CA - REOPENED: 5 CA TOTAL: 1,945</p> <p>DD - CLOSED: 97 DD - OPEN: 86 DD - REOPENED: 3 DD TOTAL: 186</p> <p>DE - CLOSED: 6,736 DE - OPEN: 2,334 DE - REOPENED: 63 DE TOTAL: 9,133</p> <p>GA - CLOSED: 2,676 GA - OPEN: 517 GA - REOPENED: 4 GA TOTAL: 3,197</p> <p>GL - CLOSED: 72 GL - OPEN: 11 GL - REOPENED: 1 GL TOTAL: 84</p> <p>MI - CLOSED: 762 MI - OPEN: 3,762 MI - REOPENED: 105 MI TOTAL: 4,629</p> <p>PE - CLOSED: 2,270 PE - OPEN: 330 PE - REOPENED: 12 PE TOTAL: 2,612</p> </div>							

	Estates, Trusts										Civil/Other										Guardianships, Conservators, Admissions, Mental Commitments									
	DA	DE	DH	PE	TT	TV	CZ	ML	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO	Total											
Beginning Pending	1	6	0	4	0	4	7	0	21	5	9	33	0	21	0	0	5	3	119											
New Filings	4	527	0	103	2	27	6	7	124	31	78	251	5	157	0	22	760	16	2120											
Reopened	0	10	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11											
Total Caseload	5	543	0	108	2	31	13	7	145	36	87	284	5	178	0	22	765	19	2250											
Jury Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Bench Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Uncontested/Dft/Settled	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3											
Petition Granted	2	529	0	106	1	15	0	6	95	29	76	178	3	129	0	13	240	12	1434											
Order Determining Testacy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Order Determining Heirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Petition Denied	0	1	0	0	0	0	0	0	3	0	0	6	0	10	0	0	0	0	20											
Transferred	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1											
Dismissed by Party	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1											
Dismissed by Court	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2											
Petition Withdrawn/Dis.	2	6	0	0	0	3	0	1	32	2	6	56	1	28	0	5	225	4	371											
Deferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Inactive Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300	0	300											
Other Disposition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Case Type Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0											
Total Dispositions	4	536	0	106	1	18	6	7	130	31	82	241	4	167	0	18	765	16	2132											
Ending Pending	1	7	0	2	1	13	7	0	15	5	5	43	1	11	0	4	0	3	118											
Estates and Trusts																														
Estate Cases Supervised by the Court During the Year	32																													
Total Number of Trust Registrations	2																													
Foreign Birth																														
Total number of motions filed with the court to establish delayed registration of foreign birth by court order																														
Other Mental Commitment Petitions Filed and Disposed																														
Total Petitions Filed for Second Order																														
Total Petitions Filed for Continuing Order																														
Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor																														
Total Petitions Granted for Second Order																														
Total Petitions Denied for Second Order																														
Total Petitions Granted for Continuing Order																														
Total Petitions Denied for Continuing Order																														
Assisted Outpatient Treatment Petitions Filed																														
Assisted Outpatient Treatment Petitions Granted																														
Assisted Outpatient Treatment Petitions Denied																														

Ingham County Probate Court

01/01/2020 through 12/31/2020

	Estates, Trusts										Civil/Other				Guardianships, Conservators, Admissions, Mental Commitments									
	DA	DE	DH	PE	TT	TV	CZ	ML	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO	Total					
Beginning Pending	1	8	0	0	1	13	6	0	15	6	6	41	1	13	0	4	9	3	127					
New Filings	1	419	0	110	6	23	5	7	101	26	59	206	8	87	0	12	769	4	1843					
Reopened	0	11	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16					
Total Caseload	2	438	0	115	7	36	11	7	116	32	65	247	9	100	0	16	778	7	1986					
Jury Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Bench Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Uncontested/Dflr/Settled	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3					
Petition Granted	2	422	0	115	5	20	0	7	69	29	47	150	5	66	0	12	269	6	1224					
Order Determining Testacy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Order Determining Heirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Petition Denied	0	0	0	0	0	1	0	0	1	0	0	1	0	3	0	0	1	0	7					
Transferred	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2					
Dismissed by Party	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3					
Dismissed by Court	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Petition Withdrawn/Dis.	0	3	0	0	2	7	0	0	29	0	6	61	3	17	0	3	262	0	393					
Deferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	246					
Inactive Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Other Disposition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Case Type Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Total Dispositions	2	425	0	115	7	28	6	7	99	29	53	214	8	86	0	15	778	6	1878					
Ending Pending	0	13	0	0	0	8	5	0	17	3	12	33	1	14	0	1	0	1	108					
Estates and Trusts																								
Estate Cases Supervised by the Court During the Year																								
Total Number of Trust Registrations																								
Total number of wills filed for safekeeping and delivered after death of testator																								
Foreign Birth																								
Total number of motions filed with the court to establish delayed registration of foreign birth by court order																								
Other Mental Commitment Petitions Filed and Disposed																								
Total Petitions Filed for Second Order																								
Total Petitions Filed for Continuing Order																								
Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor																								
Total Petitions Granted for Second Order																								
Total Petitions Denied for Second Order																								
Total Petitions Granted for Continuing Order																								
Total Petitions Denied for Continuing Order																								
Assisted Outpatient Treatment Petitions Filed																								
Assisted Outpatient Treatment Petitions Granted																								
Assisted Outpatient Treatment Petitions Denied																								

	Estates, Trusts							Civil/Other			Guardianships, Conservators, Admissions, Mental Commitments										Total
	DA	DE	DH	PE	TT	TV	CZ	ML	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO			
Beginning Pending	0	14	0	0	0	8	5	0	18	3	13	34	1	13	0	1	12	1	123		
New Filings	6	635	0	114	1	15	4	9	99	23	48	212	3	101	0	11	864	11	2156		
Reopened	0	12	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17		
Total Caseload	6	661	0	119	1	23	9	9	117	26	61	246	4	114	0	12	876	12	2296		
Jury Verdict	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Bench Verdict	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1		
Uncontested/Dlt/Settled	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1		
Petition Granted	4	648	0	119	1	14	0	6	73	24	50	166	3	83	0	11	274	10	1486		
Order Determining Testacy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Order Determining Heirs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Petition Denied	0	1	0	0	0	1	0	0	2	0	2	1	0	4	0	1	6	0	18		
Transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2		
Dismissed by Party	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1		
Dismissed by Court	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1		
Petition Withdrawn/Dis.	1	2	0	0	0	6	0	0	21	2	3	46	1	10	0	0	277	1	370		
Deferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	240	0	240		
Inactive Status	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Other Disposition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Case Type Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Dispositions	5	651	0	119	1	21	4	6	96	26	55	213	4	98	0	12	798	11	2120		
Ending Pending	1	10	0	0	0	2	5	3	21	0	6	33	0	16	0	0	78	1	176		
Estates and Trusts	Total number of wills filed for safekeeping and delivered after death of testator																				
Estate Cases Supervised by the Court During the Year	Foreign Birth																				
Total Number of Trust Registrations	Total number of motions filed with the court to establish delayed registration of foreign birth by court order																				
	Other Mental Commitment Petitions Filed and Disposed																				
Total Active Estate and Trust Cases	Total Petitions Filed for Second Order																				
	Total Petitions Filed for Continuing Order																				
Guardianships/Conservatorships	Total Number of Supplemental Petitions Presented to the Court for Court Ordered Examination on an Application for Hospitalization and Total Number of Petitions Presented to the Court for Court Ordered Transportation of a Minor																				
Total Adults with a Guardian	Total Petitions Granted for Second Order																				
Total Adults with a Conservator	Total Petitions Denied for Second Order																				
Total Minors with a Guardian	Total Petitions Granted for Continuing Order																				
Total Minors with a Conservator	Total Petitions Denied for Continuing Order																				
Total Dev. Disabled Persons w/ a Guardian	Assisted Outpatient Treatment Petitions Filed																				
	Assisted Outpatient Treatment Petitions Granted																				
	Assisted Outpatient Treatment Petitions Denied																				

Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2019 To 12-31-2019
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SUMMARY</p> <p>CA - CLOSED: 57 CA - OPEN: 43 CA TOTAL: 100</p> <p>DD - CLOSED: 1 DD - OPEN: 2 DD TOTAL: 3</p> <p>DE - CLOSED: 241 DE - OPEN: 204 DE TOTAL: 445</p> <p>GA - CLOSED: 134 GA - OPEN: 47 GA TOTAL: 181</p> <p>GL - CLOSED: 3 GL TOTAL: 3</p> <p>MI - CLOSED: 3 MI - OPEN: 113 MI TOTAL: 116</p> <p>PE - CLOSED: 73 PE - OPEN: 8 PE TOTAL: 81</p> <p>GRAND TOTAL: 929</p> </div>							

Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2020 To 12-31-2020
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div><div>SUMMARY</div><div><div>CA - CLOSED: 35</div><div>CA - OPEN: 46</div><div>CA TOTAL: 81</div><div>DD - CLOSED: 1</div><div>DD - OPEN: 3</div><div>DD TOTAL: 4</div><div>DE - CLOSED: 180</div><div>DE - OPEN: 187</div><div>DE TOTAL: 367</div><div>GA - CLOSED: 72</div><div>GA - OPEN: 66</div><div>GA TOTAL: 138</div><div>GL - CLOSED: 2</div><div>GL TOTAL: 2</div><div>MI - CLOSED: 2</div><div>MI - OPEN: 81</div><div>MI TOTAL: 83</div><div>PE - CLOSED: 71</div><div>PE - OPEN: 15</div><div>PE - REOPENED: 1</div><div>PE TOTAL: 87</div><div>GRAND TOTAL: 762</div></div></div>							

Ingham County Probate Court
WARDS, DECEDENTS, RESPONDENTS AGED 60 YEARS AND OLDER
 From 01-01-2021 To 12-22-2021
DE, PE, GL, GA, CA, DD, MI

CASE NUMBER	STATUS	FILE DATE	PARTY NAME	TYPE	DOB	DOD	AGE
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SUMMARY</p> <p>CA - CLOSED: 14 CA - OPEN: 60 CA TOTAL: 74</p> <p>DD - OPEN: 4 DD TOTAL: 4</p> <p>DE - CLOSED: 57 DE - OPEN: 455 DE TOTAL: 512</p> <p>GA - CLOSED: 31 GA - OPEN: 117 GA TOTAL: 148</p> <hr/> <p>GL - CLOSED: 1 GL TOTAL: 1</p> <p>MI - CLOSED: 1 MI - OPEN: 90 MI TOTAL: 91</p> <p>PE - CLOSED: 40 PE - OPEN: 47 PE - REOPENED: 1 PE TOTAL: 88</p> <p>GRAND TOTAL: 918</p> </div>							

Attachment E

From: [Bradley Prehn](#)
To: [Morgan Cole](#)
Subject: Re: Follow Up
Date: Tuesday, February 8, 2022 12:46:54 PM

Morgan,

The UAW is in support of Probate Court adding two Senior Deputy Probate Register positions at UAW pay grade G.

Thank you and have a nice day.

Brad Prehn
UAW Chairperson

From: Morgan Cole <MCole@ingham.org>
Sent: Tuesday, February 8, 2022 12:32 PM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Sue Graham <SGraham@ingham.org>
Subject: Follow Up

Dear Brad,

Thank you for speaking with me this morning. I am confirming the UAW's support of the Probate Court's upcoming discussion item and future resolution to the BOC regarding the use of the Elder Millage to fund two new UAW – Grade G positions, Senior Deputy Probate Registers.

Could you please confirm in writing my understanding?

Thank you,

Morgan E. Cole (P75166)
Court Administrator/Probate Register
Ingham County Probate Court
313 W. Kalamazoo St.
Lansing, MI 48933
P: (517) 483-6368
F: (517) 483-6150

Confidentiality Notice: This message, including any attachments, is intended solely for the use of the named recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure or distribution of this communication(s) is expressly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy any and all copies of the original message.

Agenda Item 4

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: February 17, 2022
SUBJECT: Authorization to Enter into an Agreement for a Community Transition Plan for Housing
For the meeting agendas of February 28 and March 2, 2022

BACKGROUND

The 2022 budget originally included \$30,000 in American Rescue Plan (ARP) funds to support capacity building at Holy Cross Services' New Hope Day Shelter. Since then, Holy Cross initiated a major transition by relinquishing responsibility for administering most of its housing programs. This included:

- the work of the HUD designated Housing Assessment Resource Agency (HARA) for Ingham County;
 - The HARA is tasked with coordinating housing resources for those that are at risk of homelessness or those experiencing homelessness in Ingham County
- two permanent supportive housing programs;
- a rapid rehousing program for families;
- a transitional housing/rapid rehousing program for people experiencing substance use disorders; and
- the Ability Benefits Clinic, which assists people with applying for Social Security Benefits

Capital Area Housing Partnership and the Lansing Housing Commission absorbed about 27 staff and 6 programs, for a period of 90-days, to allow some time to appropriately plan for these changes.

ALTERNATIVES

Ingham County could choose not to use ARP funds to support Capital Area Housing Partnership.

FINANCIAL IMPACT

The \$30,000 will be funded using American Rescue Plan (ARP) funds.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of meeting basic needs.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented I respectfully request approval of the attached Resolution to enter into an agreement with Capital Area Housing Partnership, effective January 1, 2022 through September 30, 2022 in an amount not to exceed \$30,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA HOUSING PARTNERSHIP FOR A COMMUNITY TRANSITION PLAN FOR HOUSING

WHEREAS, funding was included in the 2022 budget for an agreement with Holy Cross Services to continue supporting their work as a temporary overnight shelter and day shelter and other essential community services, effective October 1, 2021 through September 30, 2022 in an amount not to exceed \$60,000; and

WHEREAS, that amount included \$30,000 in American Rescue Plan (ARP) funds to support capacity building at Holy Cross Services' New Hope Day Shelter; and

WHEREAS, since then, Holy Cross initiated a major transition by relinquishing responsibility for administering most of its housing programs, including:

- the work of the HUD designated Housing Assessment Resource Agency (HARA) for Ingham County;
 - The HARA is tasked with coordinating housing resources for those that are at risk of homelessness or those experiencing homelessness in Ingham County
 - two permanent supportive housing programs;
 - a rapid rehousing program for families;
 - a transitional housing/rapid rehousing program for people experiencing substance use disorders; and
 - the Ability Benefits Clinic, which assists people with applying for Social Security Benefits
- ; and

WHEREAS, Capital Area Housing Partnership and the Lansing Housing Commission absorbed about 27 staff and 6 programs, for a period of 90-days, to allow some time to appropriately plan for these changes; and

WHEREAS, Capital Area Housing Partnership has submitted the attached proposal for a community transition plan for housing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Capital Area Housing Partnership for a community transition plan for housing as detailed in the attached proposal, effective January 1, 2022 through September 30, 2022 in an amount not to exceed \$30,000.

BE IT FURTHER RESOLVED, that the \$30,000 for this agreement will come from Ingham County's American Rescue Plan of 2021 allocation.

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

**Capital Area Housing Partnership (CAHP)
Community Transition Plan for Housing
Work Plan and Scope of Services**

1. Program Goals:

- a. To ensure the continuity of the housing search, location and placement work of the Ingham County Housing Assessment and Resource Agency (“HARA”) during the transition from the previously designated community agency, Holy Cross Services, to now Capital Area Housing Partnership (“CAHP”) for an interim period as the permanent agency host is determined by the county’s HUD designated Continuum of Care.
- b. Provide housing services and case management services to assist homeless persons, or persons at risk of immediate homelessness, in Ingham County, to stabilize housing using a Housing First approach.
- c. Addressing homelessness by strengthening equitable access to available housing resources through re-tooling the coordinated entry processes and accountable collaboration with other human service agencies in the community.

2. Program Objectives:

- a. Provide assessment and referrals to community resources for at least 150 different households enrolled in HARA services.
- b. Provide security deposits, application fees, and short to medium term rental assistance to at least 80% of households assessed in 2a (unduplicated count).
- c. Provide continued case management and transition stability services for 58 households already enrolled in the HARA program as of 12-31-21 when Holy Cross Services suspended program delivery.
- d. Provide consulting services to facilitate and assist the community review and re-engineer the HARA coordinated entry process and procedures.

3. Measurable Outcomes:

- a. Pursuant to 2a above, 150 households (100%) will receive a needs assessment and referrals for available community resources.
- b. Pursuant to 2b above at least 120 households (80%) will be enrolled and receive HARA services, based on eligibility requirements, including a housing plan and case management.
- c. Pursuant to 2c above, 58 households have been transitioned from the former HARA designated agency with continued case management and financial assistance services based on eligibility.
- d. Pursuant to 2b and 2c, 100% of enrolled households will have required data entered in detailed Homeless Management and Information System (“HMIS”) case records for clients receiving case-management services. This will include, at minimum, Client Profile data, Universal Data elements, appropriate assessments screens, identification of client needs, and services provided (Service Transactions), referrals made on behalf of clients, and case notes.
- e. S & D Consultants LLC (Consultant) has been identified as a qualified contractor to facilitate the transition of HARA services from the previously designated community agency. The Consultant will coordinate with the county’s HUD designated Continuum of Care Board of Directors to complete the following:
 - i. Facilitate discussion of the effectiveness and efficiency of the community’s current coordinated entry model.
 - ii. Review current practices.
 - iii. Provide recommend changes for Board consideration.
 - iv. Provide recommendations for an equitable process to identify a permanent partnership for these and other housing services relinquished by the former community designated agency.

4. Time of Performance

- a. On January 1, 2022, CAHP and the Contractor commenced performance of the services identified above.
- b. CAHP and the Contractor shall continue to perform such services and activities for a period of 90-120 days, not to exceed the current program year which ends September 30, 2022, unless otherwise terminated pursuant to the terms of this agreement or CAHP becomes the permanent agency as selected by the county's HUD designated Continuum of Care Board of Directors.

TO: Law & Courts, Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 10, 2021
SUBJECT: Resolution to Authorize LifeMAP Management App™ Licensing Agreement
For the meeting agendas of February 24, February 28, and March 2, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025 in an amount not to exceed \$75,000. Resolution #21-179 authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000, to establish a program that builds and sustains local community capacity to interrupt gun violence. The LifeMAP Management App Data Collection tool is a critical part of the Advance Peace Fellowship used to ensure adherence to the Advance Peace approach and for measuring impact of the approach, as well a robust evaluation of both outputs and outcomes. Resolution #22- 045, authorized the agreement with Advance Peace effective January 25, 2022 through January 24, 2024, as a two-year term agreement. Since the authorization of Resolution #22-045, Advance Peace has requested an additional year be added for a three-year term agreement.

Additionally, the LifeMAP Management App provides training and technical support, as well as the ability to export one (1), six (6), and twelve (12) month data reports. This local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County. A detailed outline of the resources offered by LifeMAP Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A.

ALTERNATIVES

Staff from ICHHD and evaluators from Michigan Public Health Institute (MPHI) have considered in-house development of data collection tools for local evaluation efforts. However, paying the licensing fee for the LifeMAP Management App™ is a more cost-effective approach.

FINANCIAL IMPACT

The cost for this three-year Licensing Agreement with LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, will be \$75,000. The payment of this agreement will come from funding sources noted above.

STRATEGIC PLANNING IMPACT

This activity supports the Ingham County Board of Commissioners Strategic Plan Update objective A.1.x: Continue work that targets violent offenders, high level drug dealers, gang activity and gun violence.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a three-year Licensing Agreement for the LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025 for an amount not to exceed \$75,000.

Introduced by the Law & Courts, Human Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFE PASSAGES DBA
ADVANCE PEACE FOR A LICENSING AGREEMENT FOR THE LIFEMAP MANAGEMENT
APP™ DATA COLLECTION TOOL**

WHEREAS, Ingham County Health Department (IHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025, in an amount not to exceed \$75,000; and

WHEREAS, Resolution #21-179, authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000 to establish a program that builds and sustains local community capacity to interrupt gun violence; and

WHEREAS, the LifeMAP Management App Data Collection tool is a critical part of the Advance Peace Fellowship used to ensure adherence to the Advance Peace approach and for measuring impact of the approach, as well a robust evaluation of both outputs and outcomes; and

WHEREAS, Resolution #22-045 authorized the agreement with Advance Peace effective January 25, 2022 through January 24, 2024, as a two-year term agreement; and

WHEREAS, since the authorization of Resolution #22-045, Advance Peace has requested an additional year be added for a three-year term agreement; and

WHEREAS, additionally, the LifeMAP Management App provides training and technical support, as well as the ability to export one (1), six (6), and twelve (12) month data reports; and

WHEREAS, this local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County; and

WHEREAS, a detailed outline of the resources offered by LifeMAP Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A; and

WHEREAS, the payment of this agreement will come from funding sources noted above; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025, in an amount not to exceed \$75,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2025, in an amount not to exceed \$75,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

Agenda Item 5b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 28, 2022
SUBJECT: Authorization to Amend Resolution #21-589 to Accept Federal Funds through MPCA for Vaccine Clinics
For the meeting agenda of February 28, 2022 and March 2, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-589 by extending the agreement effective September 1, 2021 through March 31, 2022, in an amount not to exceed \$106,405.15. Resolution #21-589 authorized acceptance of Federal funds, via Michigan Primary Care Association (MPCA) for vaccine clinics, in an amount not to exceed \$106,405.15. The purpose of this funding is to plan, develop, and maintain a public health workforce that helps to assure high immunization coverage levels, low incidence of vaccine-preventable diseases, and maintain or improve the ability to respond to public health threats. These vaccines will be provided to the public at no cost.

ALTERNATIVES

The alternative would be to decline the MPCA COVID Vaccine funding which could restrict ICHD's capacity to administer the COVID-19 vaccine to individuals who want and need it.

FINANCIAL IMPACT

The amount of this Federal Funding is \$106,405.15 and ICHD's CHCs will receive 50% of the payment upon signing of this agreement. The remaining 50% of funding will be paid before the end date of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #21-589, by extending the agreement effective September 1, 2021 through March 31, 2022 in an amount not to exceed \$106,405.15.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #21-589 WITH MICHIGAN PRIMARY
CARE ASSOCIATION FOR VACCINE CLINICS**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-589 by extending the terms of the agreement effective September 1, 2021 through March 31, 2022, in an amount not to exceed \$106,405.15; and

WHEREAS, the purpose of this funding is to plan, develop, and maintain a public health workforce that helps to assure high immunization coverage levels, low incidence of vaccine-preventable diseases, and maintain or improve the ability to respond to public health threats; and

WHEREAS, vaccines will be provided to the public at no cost; and

WHEREAS, this federal funding is for an amount not to exceed \$106,405.15; and

WHEREAS, ICHD's CHCs will receive 50% of the payment upon signing of this agreement; and

WHEREAS, the remaining 50% of funding will be paid before the end date of the agreement; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes amending Resolution #21-589, by extending the terms of the agreement effective September 1, 2021 through March 31, 2022, in an amount not to exceed \$106,405.15.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-589, by extending the terms of the agreement effective September 1, 2021 through March 31, 2022, in an amount not to exceed \$106,405.15.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 8, 2022
SUBJECT: Resolution to Authorize Agreements with Centering Healthcare Institute

For the meeting dates of February 28 and March 2, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Centering Health Care Institute in an amount not to exceed \$60,000, effective April 1, 2022 through March 31, 2024. This agreement will allow up to 15 staff from the Ingham Community Health Center (ICHC) Women's Health Center, ICHD Strong Start Healthy Start program (SSHS), and other perinatal care providers in Clinton, Eaton, and Ingham counties to participate in Centering Pregnancy training and technical assistance. The products and services to be provided under this contract, will empower staff to improve their engagement with pregnant women during and after prenatal care, with the goal of improving maternal and child health outcomes. These services and products will build staff and administrative capacity as well as community capacity. All services provided by Centering Health Care Institute are designed with the purpose of providing racially equitable perinatal care, improving birth outcomes, reducing smoking during pregnancy, and increasing breastfeeding rates while decreasing infant mortality rates. This agreement will also allow staff and administrators from ICHC, ICHD and other perinatal care providers in Clinton, Eaton, and Ingham counties, to receive implementation support for system changes, support tools, and training for in-group facilitation, group care, and practice management.

ALTERNATIVES

While ICHD has explored other alternatives to improving the quality of perinatal care in Ingham, Clinton, and Eaton counties, replicating the Centering Pregnancy approach in these communities has been approved for funding by both the Michigan Department of Health and Human Services (MDHHS) and the U.S. Department of Health and Human Services.

FINANCIAL IMPACT

This agreement will be funded through a combination of funding from the MDHHS Master Agreement Region 7 Perinatal Quality Collaborative grant and SSHS funding from the U.S. Department of Health and Human Services.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Centering Healthcare Institute in an amount not to exceed \$60,000 for services and products, effective April 1, 2022 through March 31, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
CENTERING HEALTHCARE INSTITUTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter an agreement with Centering Health Care Institute in an amount not to exceed \$60,000, effective April 1, 2022 through March 31, 2024; and

WHEREAS, this agreement will allow up to 15 staff from the Ingham Community Health Center (CHC)- Women's Health Center, ICHD Strong Start Healthy Start program (SSHS), and other perinatal care providers in Clinton, Eaton, and Ingham counties to participate in Centering Pregnancy training and technical assistance; and

WHEREAS, these services and products will build staff and administrative capacity as well as community capacity; and

WHEREAS, all services provided by Centering Health Care Institute are designed with the purpose of providing racially equitable perinatal care, improving birth outcomes, reducing smoking during pregnancy, and increasing breastfeeding rates while decreasing infant mortality rates; and

WHEREAS, this agreement will also allow staff and administrators from CHCs, ICHD, and other perinatal care providers in Clinton, Eaton and Ingham counties to receive implementation support for system changes, support tools, and training for in-group facilitation, group care, and practice management; and

WHEREAS, this agreement will be funded through a combination of funding from the MDHHS Master Agreement Region 7 Perinatal Quality Collaborative grant and SSHS funding from the U.S. Department of Health and Human Services; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes ICHD to enter into an agreement with Centering Health Care Institute in an amount not to exceed \$60,000, effective April 1, 2022 and March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into an agreement with Centering Health Care institute in an amount not to exceed \$60,000, effective April 1, 2022 and March 31, 2024.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 2, 2022
SUBJECT: Authorization to Amend Agreement with Michigan Department of Labor and Economic Opportunity for AmeriCorps State Program to Accept Additional Funds

For the Meeting Agendas of February 28, 2022 and March 2, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #21-525 with Michigan Department of Labor and Economic Opportunity (MDLEO) by increasing the agreement to an amount not to exceed \$173,382, effective October 1, 2021 through September 30, 2022.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total increase of this amendment will be \$173,382.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending Resolution #21-525 with Michigan Department of Labor and Economic Opportunity (MDLEO), by increasing the agreement to an amount not to exceed \$173,382, effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #21-525 WITH THE MICHIGAN DEPARTMENT OF
LABOR AND ECONOMIC OPPORTUNITY**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #21-525 with Michigan Department of Labor and Economic Opportunity (MDLEO) by increasing the agreement for the AmeriCorps grant award, to an amount not to exceed \$173,382, effective October 1, 2021 through September 30, 2022; and

WHEREAS, all other terms of the agreement will remain the same; and

WHEREAS, the total cost of the amended agreement shall not exceed \$173,382; and

WHEREAS, and the Health Officer recommends that the Ingham County Board of Commissioner's authorizes amending Resolution #21-525 with Michigan Department of Labor and Economic Opportunity (MDLEO), by increasing the agreement to \$173,382 effective October 1, 2021 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-525 with Michigan Department of Labor and Economic Opportunity (MDLEO), by increasing the agreement to \$173,382 effective October 1, 2021 through September 30, 2022.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 4, 2022
SUBJECT: Resolution to Extend Dental Service Agreement Resolution #21-038

For the meeting agendas of February 28, 2022 and March 2, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-038 for providing dental services by extending the effective dates to January 1, 2022 through December 31, 2022, and to be renewed annually on an automatic basis. Through Resolution #21-038, ICHD entered into several dental service agreements with licensed Dentists at the rate of \$83.75 per hour, effective through December 31, 2021. ICHD's Community Health Centers (CHCs) provide dental services through both Forest and Cedar CHC locations. ICHD's CHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant. The rates of pay will remain the same at \$83.75 per hour, and will be covered by billable services.

ALTERNATIVES

ICHD's CHCs have not been able to successfully recruit dental providers for the vacant positions. Failure to extend this agreement would impact patient access to dental care, and impact quality of care to patients currently being seen at Forest and Cedar Dental CHC locations.

FINANCIAL IMPACT

The rates of pay will remain the same, \$83.75 per hour, and will be covered by billable services.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes extending the agreement for dental service contracts authorized by Resolution #21-038, effective January 1, 2022 through December 31, 2022, at a rate of \$83.75 per hour.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #21-038 FOR DENTAL SERVICE AGREEMENTS

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #21-038 for providing licensed dental services by extending the date effective January 1, 2022 through December 31, 2022, and to be renewed annually on an automatic basis; and

WHEREAS, through Resolution #21-038, ICHD entered into several dental service agreements with licensed Dentists at the rate of \$83.75 per hour, effective through December 31, 2021; and

WHEREAS, ICHD's CHCs provide dental services through both Forest and Cedar CHC locations; and

WHEREAS, ICHD's CHCs have not been able to successfully recruit contractual dentists through staff or contractual positions, and thus the 1.5 FTE dentist position remains vacant; and

WHEREAS, the rates of pay will remain the same, \$83.75 per hour, and will be covered by billable services; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer recommend amending Resolution #21-038, by extending the dates effective January 1, 2022 through December 31, 2022, and to renew annually on an automatic basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #21-038, by extending the dates effective January 1, 2022 through December 31, 2022, and to renew annually on an automatic basis.

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.

Agenda Item 6a

TO: Board of Commissioners Human Services and Finance Committees

FROM: Cynthia Wagner, Potter Park Zoo Director

DATE: February 15, 2022

SUBJECT: Resolution to Authorize a Purchase Order to Myers Plumbing & Heating for Hot Water Heater Replacement
For the meeting agendas of February 28 and March 2, 2022

BACKGROUND

Due to recent malfunctions that created a health and safety concern it was necessary to remove the Zoo otter building hot water heater from service. In an effort to replace the current atmospheric drafted unit with a new energy efficient one, proposals were requested from three vendors.

Myers Plumbing & Heating has submitted the lowest responsive and responsible proposal of \$6,150 for the replacement of the hot water heater.

ALTERNATIVES

The alternative would be put out a formal RFP, delaying the much-needed replacement for providing hot water to this animal care building.

FINANCIAL IMPACT

Myers Plumbing & Heating submitted the lowest bid of \$6,150 for installation of a hot water heater at the otter building. Funds are available for the total cost of \$6,150 in line item #25869200-932000-30000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
25869200-932000-30000	\$35,000	\$35,000	\$6,150	\$28,850

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

Replacing the current hot water heater with an energy efficient on demand heater will provide future energy cost savings.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a purchase order to Myers Plumbing & Heating for the installation of a water heater at the Zoo otter building in an amount not to exceed \$6,150.

Agenda Item 6a

TO: Cynthia Wagner, Director, Potter Park Zoo

FROM: James Hudgins, Director of Purchasing

DATE: February 11, 2022

RE: Memorandum of Performance for Packet No. 52-22 Otter Exhibit Hot Water Heater

The Purchasing Department can confirm that three written bids were sought and received from experienced and qualified vendors for the purpose of providing and installing a new on-demand water heater at the Potter Park Zoo Otter Exhibit. The awarded vendor is responsible for providing licensed labor, materials, installation and removal of old water heater in compliance with local and state code and obtaining necessary insurance and permits.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount
Myers Plumbing & Heating Inc.	No, Clinton County MI	\$6,150.00
John E. Green Company	Yes, East Lansing MI	\$6,950.00
T.H. Eifert Mechanical Contractors	Yes, Lansing MI	\$7,425.00

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO MYERS PLUMBING & HEATING

WHEREAS, the hot water heater at the Zoo otter building has failed, which requires it to be taken out of service; and

WHEREAS, it is the recommendation of the Zoo Director to issue a purchase order to Myers Plumbing & Heating who submitted the lowest responsive and responsible proposal of \$6,150 to replace the hot water heater at the Zoo otter building; and

WHEREAS, funds are available in the Zoo Fund line item #25869200-932000-30000, which has a balance of \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes issuing a purchase order to Myers Plumbing & Heating to replace the hot water heater at the Zoo otter building in an amount not to exceed \$6,150.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: February 15, 2022
SUBJECT: Agreement with Trane U.S. Inc. for Discovery Center HVAC Controls
For the meeting agendas of February 28 and March 2, 2022

BACKGROUND

The Potter Park Zoo Discovery Center was built in 2000. The HVAC control system installed at that time has failed leaving no way to adjust the temperatures within the facility. All attempts to repair the system have been unsuccessful. Temperatures in the building fluctuate drastically causing energy inefficiencies, unnecessary overuse of the system, and staff and guest discomfort.

A capital improvement project (CIP) in the amount of \$35,000 was requested and approved in the 2022 budget for the installation of a control system. Per the Ingham County Purchasing Policy, vendors on the Omnia contract do not require three quotes. Trane U.S. Inc. is on the Omnia contract and submitted a proposal for the installation of controls in the Discovery Center for three air handlers, a boiler, and the air conditioning unit in accordance with Omnia pricing.

ALTERNATIVES

An RFP could be sent out to solicit bids by vendors not using the Omnia pricing.

FINANCIAL IMPACT

Trane U.S. Inc. submitted a proposal of \$61,640 for the HVAC upgrades at the Zoo Discovery Center. A contingency of \$5,000 is requested for any unforeseen issues for a total cost of \$66,640. The approved 2022 CIP Discovery Center HVAC Controls Replacement line item #25869900 978000 funding falls short by \$31,640, including contingency.

A transfer of \$31,640 from the Zoo fund balance to cover the shortfall is necessary. The Zoo fund balance is currently at \$984,064.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board is in support of entering into an agreement with Trane U.S. Inc. for the installation of HVAC controls in the Discovery Building in an amount not to exceed \$66,640 and transferring \$31,640 from Zoo fund balance to cover the CIP shortfall.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Trane U.S. Inc. for the installation of HVAC controls in the Zoo Discovery Center in an amount not to exceed \$66,140.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC.

WHEREAS, the Potter Park Zoo Discovery Center was built in 2000; and

WHEREAS, the HVAC control system installed at that time has failed which has resulted in energy inefficiencies, unnecessary overuse of the system, and staff and guest discomfort; and

WHEREAS, a capital improvement project (CIP) in the amount of \$35,000 was requested and approved in the 2022 budget for the installation of a control system for the three air handlers, boiler, and air conditioning unit; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia contract do not require three quotes; and

WHEREAS, Trane U.S. Inc. is on the Omnia contract; and

WHEREAS, it is the recommendation of the Zoo Director to enter into an agreement with Trane U.S. Inc., who submitted a proposal of \$61,640 for the HVAC upgrades at the Zoo Discovery Center; and

WHEREAS, a contingency of \$5,000 is requested for any unforeseen issues; and

WHEREAS, the approved 2022 CIP Discovery Center HVAC Controls Replacement line item #25869900 978000 funding falls short by \$31,640, including contingency; and

WHEREAS, the Zoo Director is requesting a transfer of \$31,640 from the Zoo 258 fund balance to cover the shortfall; and

WHEREAS, the Zoo 258 fund balance is currently at \$984,000 and has sufficient funds to cover the additional \$31,640; and

WHEREAS, the Potter Park Zoo Advisory Board is in support of entering into an agreement with Trane U.S. Inc. for the installation of HVAC controls in the Discovery Building in an amount not to exceed \$66,640.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Trane U.S. Inc. in an amount not to exceed \$66,640 which includes a \$5,000 contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of \$31,640 from the Zoo 258 fund balance to line item #25869900 978000.

BE IT FURTHER RESOLVED, that any unused contingency from the Zoo 258 fund balance shall be deposited back into the Zoo 258 fund balance.

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 Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: City of Eaton Rapids MOU
For the meeting agenda of February 28, 2022 Human Services

BACKGROUND

The purpose of the Memorandum of Understanding (MOU) is to cooperate with the City of Eaton Rapids in their efforts to create and operate a watercraft rental facility utilizing the Grand River, as well as addressing the increased usage of said landings by the general public in recent years. See attached resolution for details.

ALTERNATIVES

Without the Memorandum of Understanding, Ingham County Parks would not have the relationships and assistance of the City of Eaton Rapids.

FINANCIAL IMPACT

There are no financial impacts.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

Ingham County Parks and the City of Eaton Rapids have agreed to the attached MOU. The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing a MOU with the City of Eaton Rapids.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF EATON RAPIDS**

WHEREAS, the City of Eaton Rapids and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding with the City of Eaton Rapids.

BE IT FURTHER RESOLVED, that the term of the Memorandum of Understanding shall be for ten years.

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.

MEMORANDUM OF UNDERSTANDING
Between
City of Eaton Rapids And
The County of Ingham acting on behalf of the Parks Department

This **MEMORANDUM OF UNDERSTANDING** (hereinafter referred to as “MOU”) is hereby made and entered into by and between the **CITY OF EATON RAPIDS** (hereinafter referred to as the “City”) and the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) acting on behalf of the Ingham County Parks Department.

1. PURPOSE:

The purpose of this MOU is to cooperate with the City of Eaton Rapids in their efforts to create and operate a watercraft rental facility utilizing the Grand River, as well as addressing the increased usage of said landings by the general public in recent years.

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

A. Ingham County Parks will:

1. Work with the City of Eaton Rapids to identify opportunities to promote non- motorized watercraft activities on the Grand River.
2. Provide the daily maintenance of boat landings that fall under the jurisdiction of the parks department to include Burchfield Park, McNamara Landing and Bunker road landing.
3. Provide restroom facilities and waste removal for those times the landings are in operation.
4. Cooperate with the City of Eaton Rapids when possible to improve Bunker Road Landing to provide greater capacity and accessibility.
5. Provide access to Bunker road and McNamara landings for use of the City of Eaton Rapids rental facility.

B. City of Eaton Rapids will:

1. Work together with the County on future Bunker Landing improvements. The City would, in general work cooperatively with the County to obtain all necessary plans and permits, and would also purpose and explore funding options for park improvements either through mutual grant opportunities, fundraising opportunities or in-kind services and materials donations toward the project.
2. The City will cooperate with the park staff or provide volunteers in efforts to monitor and clear the Grand River of debris and blockages from Eaton Rapids Landing to McNamara Landing making safe passage for recreational boaters utilizing this stretch of the river.
3. Offer input and assistance to the County in its efforts to pursue the removal of the Bridge that is behind the English Inn. if possible.
4. Utilize Bunker road and McNamara landings primarily as a pick-up point and allow limited parking for rental customers at the landings when County is given advance notification and mutually agrees to such arrangement.
5. While utilizing Bunker Road and McNamara landings for their livery the City must utilize the designated loading and unloading only zones and work cooperatively with Ingham County Park’s livery program to share these drop off spots and provide unloading and loading as quickly as possible working together so both programs run smoothly for the patrons of both programs.

6. Allow the use of Eaton Rapids landing for Ingham County Park's boat livery.
7. Provide the daily maintenance of boat landings that fall under the jurisdiction of the City to include Eaton Rapids Mill Pointe Park Landing.
8. Provide restroom facilities and waste removal for those times Mill Pointe Park Landing is in operation.

C. LIABILITY.

1. All liability to third parties, loss or damaged 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 of Eaton Rapids in the performance of this MOU shall be the responsibility of the City of Eaton Rapids 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 of Eaton Rapids, any volunteer, subcontractor, or anyone directly or indirectly employed by the City of Eaton Rapids. Nothing in this MOU shall be construed as a waiver of any governmental immunity by the City, its employees, or its agents.
2. 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 if the performance of this MOU shall be the responsibility of the County 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.
3. 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 of Eaton Rapids in fulfillment of their responsibilities under this MOU, such liability, loss or damage shall be borne by the County and the City of Eaton Rapids 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 or the City or their employees, respectively, as provided by statute or court decisions.

D. INSURANCE.

The City of Eaton Rapids shall maintain general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the County. The County shall maintain general liability insurance, workers' compensation insurance, automobile insurance, and professional liability insurance for the duration of this MOU and will provide a copy of the policy limits and certificates of insurance upon request of the City.

E. NON-DISCRIMINATION.

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

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

Breach of this section shall be regarded a material breach of this MOU. In the event City of Eaton Rapids is found not to be in compliance with this section, the County may terminate this MOU effective as of the date of delivery of written notification to the City of Eaton Rapids.

F. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. PARTICIPATION IN SIMILAR ACTIVITIES. This MOU shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
3. TERMINATION. Any of the parties writing, may terminate this MOU in whole, or in part at any time before the date of expiration.
4. PRINCIPAL CONTACTS. The principle contacts for this MOU are:

Ingham County Parks Contact	City of Eaton Rapids Contact
Contact: Tim Buckley, Burchfield Park Manager	
Phone: 517 676-2233	Phone:
E-Mail: tbuckley@ingham.org	E-mail
Ingham County Parks Administrative Contact	Eaton Rapids Administrative Contact
Contact Tim Morgan- Director of Parks	Contact
Phone: 517-676-2233	Phone
E-mail: tmorgan@ingham.org	E-mail

6. COMMENCEMENT/EXPIRATION DATE. This MOU is executed as of the date of last signature and is effective for a term of 10 years, at which time it will expire unless extended by mutual agreement of the parties.
7. 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.
8. AGREEMENT MODIFICATIONS. All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County's Board of Commissioners, and signed by their duly authorized representatives.
9. 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.
10. COMPLETE AGREEMENT. This Agreement 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.
11. SEVERABILITY. If any 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.

12. GOVERNING LAW. This Agreement shall be interpreted under the laws of the State of Michigan.
13. 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.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

COUNTY OF INGHAM

CITY OF EATON RAPIDS

By: _____
Bryan Crenshaw, Chairperson
Ingham County Board of Commissioners

By: _____
Paul Malewski
Mayor

By: _____
Laura Boomer
City Clerk

Date:	Date:
-------	-------

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

By: _____

**APPROVED AS TO FORM
FOR CITY OF EATON RAPIDS
THE HARKNESS LAW FIRM, PLLC**

By: _____

TO: Board of Commissioners Human Services and Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Ingham County Parks Food Concession Lease
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

Currently, Ingham County Parks Department does not have a resolution in place to allow food concession vendors to lease out space within Park property. The Parks Department has been approached in regard to allowing food concessions (food trucks/carts) to be sold at various events by outside vendors. A food concession vending lease would be an additional means to provide services for park visitors and generate revenue. Food trucks/carts would allow park users to access a larger variety of items offered as well as increase availability to outlying areas of the Parks. The Parks Department has collaborated with Legal and has developed a lease agreement contract to be used to make the agreement binding.

ALTERNATIVES

To not allow private food concession vendors to lease space within the Ingham County Parks property or seek approval on an individual basis from Ingham County Parks Department and Board of Commissioners.

FINANCIAL IMPACT

Anticipated revenue based on the amount of ten percent (10%) of the lessee's total gross receipts of sales during the term of the lease.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Ingham County Parks Department to approve of entering into leasing space for the purpose of selling food concessions.

2022 INGHAM COUNTY PARKS FOOD CONCESSION LEASE

THIS 2022 INGHAM COUNTY PARKS FOOD CONCESSION LEASE (hereinafter referred to as the "Lease"), made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, acting on behalf of the **INGHAM COUNTY PARKS COMMISSION**, whose mailing address is 121 East Maple Street, Mason, MI 48854, (hereinafter referred to as the "LESSOR") and _____, a

_____ A profit corporation
_____ A non-profit corporation
_____ A partnership
_____ A Limited Liability Company (L.L.C.)
_____ Doing business as _____
_____ A private individual
(Check Appropriate Title)

whose business address is:

ATTN:
Street Address:
City, State, Zip:
Phone/email:

(hereinafter referred to as the "LESSEE").

W I T N E S S E T H:

WHEREAS, the LESSEE desires to lease space at an **INGHAM COUNTY PARK** (hereinafter referred to as the "Premises") for the operation of a food concession (hereinafter referred to as the "Event"); and

WHEREAS, the LESSOR has such space available and agrees to lease said space to the LESSEE.

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

1. Lease Period and Termination. This Lease shall commence on the ____ day of _____ 202_ and shall terminate on the ____ day of _____ 202_ (hereinafter referred to as the "Term").

Notwithstanding any other provision in this Lease to the contrary, this Lease may be prematurely terminated as follows:

A. This Lease shall automatically terminate if the LESSEE fails to pay the balance of the rental due as stated in Section 2.

B. This Lease shall automatically terminate if the LESSEE fails to appear at the Premises and set up its food concession at the time specified in Section 4. If the LESSEE gives the LESSOR advance notice that he/she/it will be late in arriving at the Premises and/or setting up his/her/its food concession, the LESSOR, at its option, may waive termination of this Lease and give the LESSEE consent to set up his/her/its food concession at a later time approved by the LESSOR. If the LESSOR waives termination of this Lease and allows LESSEE to set up his/her/its food concession after the time specified in Section 4, the LESSEE shall pay the LESSOR the total sum specified in Section 2.

C. Either the LESSOR or the LESSEE may terminate this Lease upon not less than sixty (60) calendar days written notice to the other party, prior to the commencement date of this Lease.

D. If during the Lease, the LESSEE fails to comply with the terms and conditions of this Lease which failure constitutes a violation of Federal, State or local laws, rules or regulations, or threatens the health, safety or welfare of the LESSOR'S employees or members of the public or the property of the LESSOR or members of the public, the LESSOR may terminate this Lease effective immediately upon delivery of written notice of termination to the LESSEE stating the reason(s) for termination. In the event of such termination, the LESSEE shall forfeit all rental paid to the LESSOR. Such termination shall not be deemed to preclude the LESSOR from exercising any other remedies it may have at law or in equity.

2. **Area Leased and Rental to be Paid.** The space to be leased to the LESSEE and the rent to be paid to the LESSOR shall be as follows:

Hawk Island Park	_____
Burchfield Park	_____
Riverbend Natural Area	_____
McNamara Landing	_____
Bunker Road Landing	_____
Lake Lansing Park South	_____
Lake Lansing Park North	_____
Lake Lansing Boat Launch	_____

The LESSOR agrees to provide an area in the above marked park to the LESSEE in a location to set up for its food concession vending. The location of the Premises shall be designated by the LESSOR prior to set up by the LESSEE. In exchange for use of the Premises, the LESSEE agrees to pay rent based on the amount of ten percent (10%) of the LESSEE'S total gross receipts of sales during the Term of this Lease. The rent shall be paid in full to the LESSOR on or before the fifteenth (15th) day of the following month. The LESSEE shall submit with the payment a statement of the gross revenues received by the Vendor during the Term of this Lease.

3. **Access to Books, Documents, Papers, and Records, and Conduction of Audit.** During the term of this Lease and three (3) years after the Lease's termination, all books, documents, papers, and records, including, but not limited to, canceled checks, invoices, vouchers, purchase orders, and contracts of the LESSEE shall be open to inspection during regular working hours by the LESSOR through the Ingham County Controller or his designee, or an independent contractor retained by the LESSOR for performance of auditing services. Refusal to allow the LESSOR or its representatives access to said records shall constitute a material breach of this Lease and grounds for termination. In addition, the Ingham County Controller or his designee shall be entitled to conduct audits of all books and records pertaining to this Lease. In the event an audit or litigation regarding this Lease commences during the required record retention period, which may still be ongoing after the retention period, the LESSEE shall continue to retain its records regarding this Lease until the audit and/or litigation has been completed including the exhaustion of all appeals.

4. **Use of the Premises and Regulating Number of Food Concessions Selling A Given Type of Food or Beverage.** The LESSEE may use the Premises only for the operation of a food concession. The LESSEE shall sell only those foods and drinks listed in the attached **Exhibit "A"**, Statement of Use, which is incorporated by reference into this Lease and made a part hereof. The Premises may not be put to any use not authorized in **Exhibit "A"**, Statement of Use. No products other than those specified may be sold and no person other than the LESSEE and its employees, representatives, or agents may occupy the Premises without the prior written consent of the Ingham County Parks Department Director (hereinafter referred to as the "Director").

The LESSEE'S food concession shall be ready and open for business at all times on the dates and times below:

Date: _____	Start Time (serving) _____ am/pm	End Time: _____ am/pm
Date: _____	Start Time (serving) _____ am/pm	End Time: _____ am/pm

Date: _____ Start Time (serving) _____ am/pm End Time: _____ am/pm
Date: _____ Start Time (serving) _____ am/pm End Time: _____ am/pm

The LESSEE shall at all times keep its concession and the area immediately surrounding the concession in a sanitary, clean, neat, and tidy condition.

5. **Holding Tanks.** The LESSEE'S food concession shall be equipped with holding tanks. The LESSEE shall not hose any of his/her/its waste materials into the LESSOR'S drains. The LESSEE may not dump any waste materials into storm drains or on any grounds, structures, equipment, fixtures, or appliances of the Premises.

6. **Trash Clean-up and Disposal.** The LESSEE shall strictly control all food, litter, and waste generated by its operation in the immediate area of the food concession. Self-closing trash receptacles shall be used.

7. **Prohibiting Waste.** The LESSEE shall not permit waste to be committed to or upon the grounds, structures, equipment, fixtures, or appliances of the LESSOR, and at the termination of this Lease, the LESSEE shall cause the same to be returned to the LESSOR in as good condition as when received, reasonable use and wear thereof and damage by the elements excepted.

In the event any part of the Premises or the LESSOR'S property at the Premises is damaged, destroyed, or lost during the term of this Lease due to the acts, omissions, or negligence of the LESSEE, its officers, employees, volunteers, or agents, the LESSEE shall reimburse the LESSOR the full cost of repairing or replacing such damage, destruction, or loss.

8. **Utilities.** Utilities including water and electrical, shall be provided by the LESSOR.

9. **Noise Pollution.** The LESSEE shall only use a "quiet" electric inverter generator if needed unless prior written approval is received from the Director or his/her designee.

10. **Structure, Equipment, Fixtures, or Appliances within the Premises.** It is expressly understood and agreed that all structures, equipment, fixtures, or appliances and the like, belonging to and installed by the LESSOR within the Premises prior to or during the period of this Lease are to remain the property of the LESSOR. The LESSEE, to the extent authorized under this Lease, shall have the use of certain structures, equipment, fixtures, or appliances owned by the LESSOR and on the Premises.

It is further understood and agreed that any structure, equipment, fixtures, or appliances of the LESSEE installed in the Premises on or before the date and time required by this Lease, are to be and remain the property of the LESSEE. The LESSEE may not, however, install any structures on or attach any fixtures or appliances to the Premises without obtaining the prior written consent of the LESSOR. The LESSEE shall have the right to remove all of its structures, equipment, fixtures, or appliances from the Premises at any time within a reasonable time following the termination of this Lease, by lapse of time or otherwise, provided the LESSEE, at its own expense, repairs any damage to the Premises caused by the removal of such structures, equipment, fixtures, or appliances. For the purposes of this Lease, a reasonable time following the termination of this Lease shall be deemed to be within two (2) days from the date of termination. Any property belonging to the LESSEE still on the Premises after two (2) days from the date of termination of this Lease, shall be considered abandoned property, and shall be disposed of in any manner in which the LESSOR deems fit.

11. **Right of LESSOR to Enter the Premises.** The representatives of the LESSOR shall have the right to enter upon the Premises or any part thereof at any time for the purpose of examining the same to ensure the LESSEE is in compliance with the Lease, or to make such repairs or alterations as may be deemed necessary for the safety and preservation thereof.

12. **Compliance with the Law, County Policies, Rules and Regulations, Applicable Law and Venue.**

A. The LESSEE shall oversee the food concession and provide all the services to be performed under this Lease in complete compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

B. It is understood and agreed by and between the parties hereto that the Premises shall be utilized by the LESSEE solely for the uses authorized by this Lease. The LESSEE shall conduct its activities and its use of the Premises in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations, including, but not limited to, the Food Law of 2000, Act No. 92 of the Public Acts of 2000 (MCL 289.1101 *et seq*), as amended, and any rules and regulations adopted pursuant to such Act by the Michigan Department of Agriculture and Rural Development. All such laws, rules, and regulations are incorporated by reference into this Lease.

C. The LESSEE'S food concession units must comply with the Michigan Food Law of 2000 and the 1999 Federal Food Code, including application for a Food Establishment License prior to their operation on the Premises.

D. The LESSEE shall comply with the County of Ingham's Clean Air Policy (which includes prohibition of smoking in LESSOR'S buildings, including, but not limited to, buildings on the Premises), and other applicable policies, rules, and regulations of the LESSOR.

E. In the event the LESSEE breaches any of the restrictions set forth in this section, the LESSOR may, at its option, terminate this Lease effective immediately upon delivery of notice to the LESSEE and re-enter and repossess the Premises and retain the full sum paid by the LESSEE pursuant to Section 2 as of the effective date of termination.

F. This Lease shall be subject to and construed according to the laws of the State of Michigan. The LESSOR and LESSEE agree that the venue for the bringing of any legal or equitable action under this Lease shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Lease in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

13. Nondiscrimination. The LESSEE, as required by law, and/or the Ingham County Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status or political affiliation.

The LESSEE shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Act Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat. 355, as amended, and rules adopted thereunder.
- D. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USC §12101 *et seq*), as amended.

Breach of this Section shall be regarded as a material breach of this Lease.

14. Indemnification and Hold Harmless.

A. The LESSEE accepts both full and sole responsibility for all its activities on the Premises and for all claims, damages, losses, costs, expenses, or loss of profits it may incur or have brought or charged against it, including, but not limited to, court costs and attorney fees which arise therefrom.

B. The LESSEE accepts the Premises **AS IS**, and agrees, at its own expense, to protect, defend, indemnify, save, and hold harmless the LESSOR, the County of Ingham and their elected and appointed officers, employees, servants, and agents from all claims, damages, lawsuits, costs, and expenses, including, but not limited to, all costs from administrative proceedings, court cost and attorney fees which arise out of acts, omissions, or negligence of the LESSEE, its employees, agents, guests, invitees, or licensees. In the event of any such claims are made or a suit filed against the LESSOR, and/or the County of Ingham, the LESSOR shall give LESSEE written notice thereof.

C. It is expressly understood and agreed by the LESSEE that the LESSEE'S responsibility for protecting, defending, indemnifying, saving, and holding harmless the LESSOR, the County of Ingham and their elected and appointed officers, employees, servants, and agents under this Lease shall not be limited to the amount of insurance coverage obtained by the LESSEE, pursuant to the requirements set forth in Section 15.

15. Insurance and Waiver of Subrogation.

A. The LESSEE shall carry Workers' Disability Compensation Insurance, including Employer's Liability Coverage for its employees, as required by law.

B. The LESSEE shall be responsible for insuring all its property which it may use and/or leave at the Premises during the duration of this Lease. Neither the LESSOR nor the County of Ingham shall be responsible for any loss or damage to the LESSEE'S property.

C. The LESSEE shall maintain the following insurances covering its activities and/or utilization of the Premises by the LESSEE'S officers, employees, servants, agents, guests, invitees, and licensees.

1. Comprehensive General Liability Insurance (occurrence basis only) with the following coverage inclusions:
 - a) Broad form general liability endorsement or equivalent if not in policy proper.
 - b) Independent Contractor Coverage.
 - c) Contractual Liability Coverage.
 - d) Products and Completed Operations.
2. Motor Vehicle Liability Insurance with Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.
3. **The County of Ingham and their elected and/or appointed officers and employees shall be listed as an additional insured on insurance policies providing the insurance coverages required by this Section 15.**
4. The limits of liability for insurance coverages required in this Section 15, shall not be less than \$1,000,000.00 per occurrence and/or aggregate, combined single limit for personal injury, bodily injury, and property damage.

D. All insurance coverages shall be with insurance companies licensed and "admitted" to do business in the State of Michigan and who are acceptable to the LESSOR.

E. The LESSEE shall submit to the LESSOR documentation of such insurance coverage no later than _____, 202_. **FAILURE TO SUBMIT THE REQUIRED INSURANCE DOCUMENTATION TO THE LESSOR BY THIS DEADLINE SHALL CAUSE THE AUTOMATIC TERMINATION OF THIS LEASE.** The Certificate of Insurance evidencing the LESSEE'S possession of the insurance coverage required by this Lease shall require the insurer to notify the LESSOR in writing not less than thirty (30) days prior to any reduction or termination of said insurance coverage. Upon receipt of such notice, the LESSOR may terminate this Lease effective immediately, upon delivery of written notice to the LESSEE or an employee or representative of the LESSEE at the Premises.

F. To the extent permitted by law, the LESSEE hereby releases and discharges the LESSOR, the County of Ingham, and the LESSOR'S and County of Ingham's elected and appointed officers, employees, agents, volunteers, and others working on their behalf, of and from any liability whatsoever arising from loss, damage, or injury caused by fire or other casualty for which insurance (permitting waiver of liability and containing a waiver of subrogation) is carried by the LESSEE at the time of such loss, damage, or injury, to the extent of any recovery by the LESSEE under such insurance. The LESSEE agrees that its insurance policies shall contain a clause or endorsement to the effect that such release and discharge shall not adversely affect or impair such policies or prejudice the right of the LESSEE to recover under the policies.

16. Total Destruction of the Premises. In the event of the total destruction of the Premises by fire or otherwise, this Lease shall terminate, and the LESSEE shall be liable for rent only up to the time of destruction.

17. Partial Destruction of the Premises. In the event of a partial destruction, by fire or otherwise, of the Premises, such as to render it unsuitable for the intended use thereof, the LESSEE at its option, may terminate this Lease and shall be liable for rent due and owing only up to the time of such election. In the event the LESSEE does not elect to terminate this Lease in accordance with this Section, the LESSEE shall be liable only for rent for those portions of the Premises usable for its purposes.

18. Waiver. No failure or delay on the part of either of the parties to this Lease 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. Amendments. Modifications, amendments, or waivers of any provision of this Lease shall be made only by written mutual consent of the parties hereto.

20. Subletting or Assignment. The LESSEE may not sublet or assign this Lease.

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

22. Complete Lease. This Lease and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto. No other agreements, oral or otherwise, including, but not limited to, prior leases, regarding the subject matter of this Lease or any part thereof shall have any validity or bind any of the parties hereto.

23. Invalid/Unenforceable Provisions. If any clause or provision of this Lease is rendered invalid or unenforceable because of any Federal or State Statute or Regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Lease. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Lease, this Lease shall be considered to have terminated as of the date on which the provision was rendered invalid or unenforceable.

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

25. **No Preferential Rights.** This Lease does not grant the LESSEE any preferential, exclusive, or monopolistic right to operate a food concession in any of the LESSOR'S parks or buildings. The LESSEE, however, does have a sole right to provide concession operations at the Premises as specified in this Agreement.

26. **Certification of Authority to Sign the** Lease. The persons signing this Lease 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 Lease has been authorized by said parties.

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

LESSOR: COUNTY OF INGHAM

By: _____
Bryan Crenshaw, Chairperson
County Board of Commissioners

_____ Date

LESSEE:

By: _____
(Signature) _____ Date

Name _____
(Print or Type)

Title _____
(Print or Type)

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

By: Courtney A. Gabbara 12/16/2021

N:\Client\Ingham\Parks\Agreements\Food Concession\Draft IPC Food Truck Agreement 2022- cag
v2.docx

Exhibit A – Statement of Use

List all items for Sale:

Date of Event:_____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale:_____

Park Manager Approval:_____ Date:_____

Comments:_____

Date of Event:_____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale:_____

Park Manager Approval:_____ Date:_____

Comments:_____

Date of Event:_____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale:_____

Park Manager Approval:_____ Date:_____

Comments:_____

Date of Event:_____ Type of Equipment: Food Truck / Vending Cart (circle one)

Items for Sale:_____

Park Manager Approval:_____ Date:_____

Comments:_____

The LESSEE is allowed to set up one (1) hour prior to start time and must be tore down within one (1) hour after Park closing time.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH VARIOUS FOOD CONCESSION VENDORS
FOR THE PARKS DEPARTMENT**

WHEREAS, the Ingham County Parks provides recreational opportunities for constituents; and

WHEREAS, the community has shown interest in having food trucks/carts available at County Park functions;
and

WHEREAS, local businesses and organizations often wish to support the Ingham County Parks and its projects, programs, and events with funds generated from the sales of food concessions; and

WHEREAS, the Ingham County Parks is requesting to allow entering into contracts with various food concession vendors; and

WHEREAS, the Ingham County Parks may generate additional revenue and provide an extended range of services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Parks Department to enter into contracts with private food concession vendors which will assist the Parks with facility improvements, programs, and events as well as provide extended services to Park visitors.

BE IT FURTHER RESOLVED, vendors will agree to pay rent based on the amount of ten percent (10%) of the total gross receipts of sales during the term of their lease.

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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Reapply for a Michigan Natural Resources Trust Fund for Burchfield – Riverbend Natural Area
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Burchfield – Riverbend Natural Area. The Parks Department did not receive funding for this project request in the 2021 grant cycle.

The Parks Department is requesting to reapply for the 2022 grant cycle.

This grant application includes the following as detailed in the attached documents:

- Remove existing stairs / dock leading down to Grand River and bridge over the Peppermint Creek
- New Bridge over Peppermint Creek
- New stairs and dock at Grand River
- New fishing pier
- New 6-foot wide path
- New ADA accessible parking spaces
- Amenities: recycled bench, recycled picnic table, ADA grill, and interpretive sign

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with the grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$110,000 from the Trails and Parks Millage for a local match for a Michigan Natural Resources Trust Fund Grant generating \$233,300 for a total \$343,300 project cost.

Other funds, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$10,000. The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

Board of Commissioners Resolution #20-562 authorized \$110,000 total for this project previously. The parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2022 grant cycle.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

**PRELIMINARY ESTIMATE OF COST
BURCHFIELD -BRIDGE / RIVERBEND IMPROVEMENTS
INGHAM COUNTY, MI**

Trust Fund Grant	\$333,300.00
GRAND TOTAL	\$333,300.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$10,000.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$343,300.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$233,300	\$100,000	\$333,300
Match Percentage:	(70%)	(30%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$10,000</u>	<u>\$10,000</u>
PROJECT TOTALS:	\$233,300	\$110,000	\$343,300

Local Match / Funding Sources:

Ingham County T&P Grants:	\$100,000
Ingham County T&P Millage:	<u>\$10,000</u>

\$110,000 (previously committed for 2021 DNR grant)

**PRELIMINARY ESTIMATE OF COST
BURCHFIELD -BRIDGE / RIVERBEND IMPROVEMENTS
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$5,000.00	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$5,000.00	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$5,500.00	\$5,500.00
4.	1	Lump Sum	Site Clearing	\$4,500.00	\$4,500.00
5.	500	Sq. Ft.	Remove Existing Bridge/Stairs	\$5.00	\$2,500.00
6.	480	Sq. Ft.	Peppermint Creek Bridge/Boardwalk	\$140.00	\$67,200.00
7.	300	Sq. Ft.	Stair replacement w/ ramp access & dock	\$140.00	\$42,000.00
8.	300	Sq. Ft.	ADA Fishing Pier	\$140.00	\$42,000.00
9.	325	Sq. Yd.	Heavy Rip-Rap	\$100.00	\$32,500.00
10.	1	Each	Recycled Picnic Table, ADA	\$2,500.00	\$2,500.00
11.	1	Each	Recycled Bench, ADA	\$1,800.00	\$1,800.00
12.	1	Each	Grill, ADA	\$1,800.00	\$1,800.00
13.	1	Each	Interpretive Sign	\$3,500.00	\$3,500.00
14.	16	Ton	Pave ADA Parking Spaces (3)	\$150.00	\$2,400.00
15.	84	Sq. Yd.	2" Crushed Limestone, C.I.P.	\$15.00	\$1,260.00
16.	1	Lump Sum	Signage & Striping	\$2,500.00	\$2,500.00
17.	2,500	Sq. Ft.	Concrete Path	\$12.00	\$30,000.00
18.	1	Lump Sum	Site Restoration & Cleanup	\$6,000.00	\$6,000.00
19.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
20.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$5,000.00
SUBTOTAL					\$263,260.00
Contingency					\$26,640.00
Engineering (15%)					\$43,400.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$333,300.00



BURCHFIELD PARK IMPROVEMENTS



Ingham County Parks
<http://pk.ingham.org>



NOT TO SCALE

DATE: 2/17/2021
JOB # 126747SG2020

Spicer
group
www.spicergroup.com

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR BURCHFIELD – RIVERBEND NATURAL AREA

WHEREAS, the Parks and Recreation Commission supports the resubmission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Burchfield – Riverbend Natural Area; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount \$110,000 from the Trails and Parks Millage for a local match; and

WHEREAS, the Board of Commissioners Resolution #20-562 authorized \$110,000 for this project previously in line item 228-62800-967000-TR090; and

WHEREAS, the parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2022 grant cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund grant application for \$233,300 for park and accessibility improvements at Burchfield – Riverbend Natural Area, further resolves to make available its financial obligation amount of \$110,000 approved previously by Resolution #20-562 from the Trails and Parks Millage Fund Balance for a total of \$343,300.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Apply for a Michigan Natural Resources Land and Water Conservation Fund Grant for Hawk Island County Park
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Hawk Island County Park. The Michigan Department of Natural Resources (DNR) is accepting grant applications for this years' grant cycle through April 1, 2022. The Parks Department is requesting to apply for the 2022 grant cycle.

This project will replace 380 linear feet of the boardwalk at Hawk Island Park with a new floating boardwalk near the beach, the final phase of the boardwalk replacement around the lake. The existing docks are over 20 years old, are heaved, deteriorated beyond repair, and require replacement. The boardwalk is one of the most popular locations in the park and is used for fishing and wildlife viewing as well as walking and access to the lake. The boardwalk is fully accessible for people of all abilities with the demand for these facilities to be kept safe and up to date. This project extends the boardwalk replacements for Phase 1 and 2 that were funded in 2021.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$331,300 from the DNR Land and Water Conservation Fund grant and \$327,700 from the Ingham County Trails and Parks Millage Fund Balance and \$3,600 from the Parks 208 fund balance for a total project amount of \$662,600.

Ingham County Board of Commissioner Resolution #20-028 (5th round millage projects) approved planning and design monies to develop a phased approach to completing the needed repairs on the Hawk Island Board walk with future DNR Grant request and millage matching funding.

If the grant is awarded a new line item will need to be assigned.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.

Ingham County Parks and Recreation Commission

Engineer's Opinion of Costs

20c0278

Hawk Island Boardwalk Replacement

Lansing, MI

February 3, 2022

Phasing Options



ROWE PROFESSIONAL SERVICES COMPANY

540 South Saginaw Street Suite 200

Flint, MI 48502

Ph. (810) 341-7500

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Phase 3				
Misc Structure, Rem	280	LFT	\$ 65.00	\$ 18,200.00
Earthwork	1	LSUM	\$ 1,000.00	\$ 1,000.00
Floating Dock, FDS	380	Ft	\$ 1,000.00	\$ 380,000.00
Floating Dock, FDS Fishing Extensions	2	Ea	\$ 10,000.00	\$ 20,000.00
Silt Fence	100	Ft	\$ 3.00	\$ 300.00
Turbidity Curtain, Deep	30	lft	\$ 30.00	\$ 900.00
HMA, Path, 10' wide	215	Ft	\$ 55.00	\$ 11,825.00
Boardwalk Approach	2	Ea	\$ 9,000.00	\$ 18,000.00
Gangway, 20'x10' wide (3' water level variance)	2	Ea	\$ 15,000.00	\$ 30,000.00
Rip rap, Heavy	60	Syd	\$ 100.00	\$ 6,000.00
Turf Establishment	1	LSUM	\$ 1,500.00	\$ 1,500.00
Entrance Sign	1	LSUM	\$ 25,000.00	\$ 25,000.00
Electrical Service, Sign Lighting, allowance	1	LSUM	\$ 5,000.00	\$ 5,000.00
Subtotal:				\$517,725.00

By County				
Interpretive Sign	1	Ea	\$ 3,500.00	\$ 3,500.00
Recycle bin	1	Ea	\$ 500.00	\$ 500.00
Bldg permit	1	LSUM	\$ 3,025.00	\$ 3,025.00
Sesc permit	1	LSUM	\$ 250.00	\$ 250.00
EGLE permit	1	LSUM	\$ 500.00	\$ 500.00
MDNR sign (use existing)	1	LSUM	\$ -	\$ -
Subtotal:				\$7,775

Notes: Costs will vary with final design

\$50,000 Engineering fees included in Millage costs

Based on 2024 construction

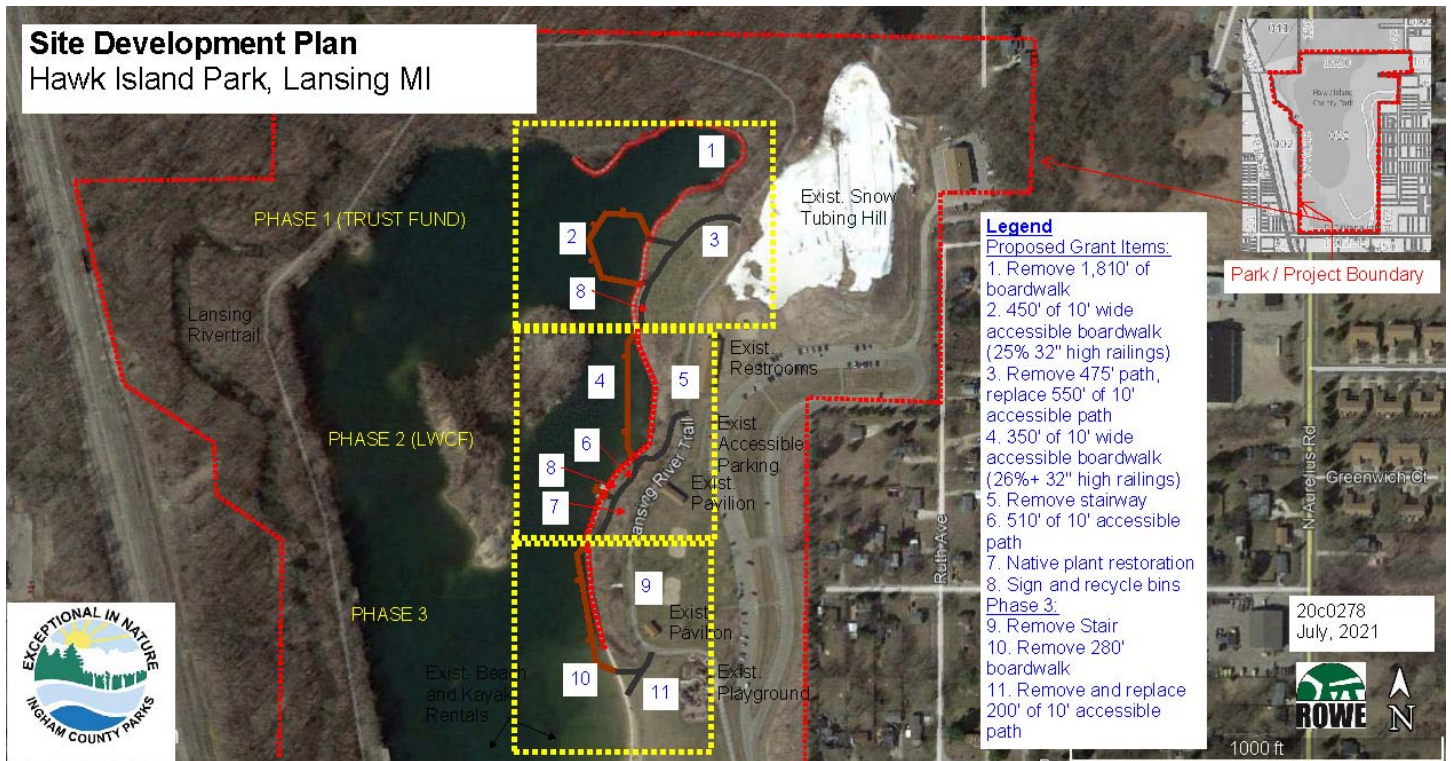
Construction \$525,500
Mobilization \$26,275
Contingency \$110,825
Total \$662,600

MNRTF (45.3%): \$300,000
Local Match (54.7%): \$362,600
ARP \$362,600

OR

LWCF (50%): \$331,300
Local Match (50%): \$331,300
Millage \$327,700
Parks 208 Fund Balance \$ 3,600

Site Development Plan Hawk Island Park, Lansing MI



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN APPLICATION FOR A LAND AND WATER
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS
TO HAWK ISLAND COUNTY PARK**

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Hawk Island County Park; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$331,300 matching funds from the Trails and Parks Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$331,300 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$327,700 from the Trails and Parks Millage and \$3,600 from the Parks 208 fund balance for a total of \$662,600.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Hawk Island County Park
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Hawk Island County Park. The Michigan Department of Natural Resources (DNR) is accepting grant applications for this years' grant cycle through April 1, 2022. The Parks Department is requesting to apply for the 2022 grant cycle.

This project will replace 380 linear feet of the boardwalk at Hawk Island Park with anew floating boardwalk near the beach, the final phase of the boardwalk replacement around the lake. The existing docks are over 20 years old, are heaved, deteriorated beyond repair, and require replacement. The boardwalk is one of the most popular locations in the park and is used for fishing and wildlife viewing, as well as walking and access to the lake. The boardwalk is fully accessible for people of all abilities with the demand for these facilities to be kept safe and up to date. This project extends the boardwalk replacements for Phase 1 and 2 that were funded in 2020.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$300,000 from the DNR Trust Fund grant and \$362,600 from contingent ARP funds for a total project amount of \$662,600.

Ingham County Board of Commissioner Resolution #20-028 (5th round millage projects) approved planning and design monies to develop a phased approach to completing the needed repairs on the Hawk Island Board walk with future DNR Grant request and millage matching funding.

If the grant is awarded a new line item will need to be assigned.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.

Ingham County Parks and Recreation Commission

Engineer's Opinion of Costs

20c0278

Hawk Island Boardwalk Replacement

Lansing, MI

February 3, 2022

Phasing Options



ROWE PROFESSIONAL SERVICES COMPANY

540 South Saginaw Street Suite 200

Flint, MI 48502

Ph. (810) 341-7500

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Phase 3				
Misc Structure, Rem	280	LFT	\$ 65.00	\$ 18,200.00
Earthwork	1	LSUM	\$ 1,000.00	\$ 1,000.00
Floating Dock, FDS	380	Ft	\$ 1,000.00	\$ 380,000.00
Floating Dock, FDS Fishing Extensions	2	Ea	\$ 10,000.00	\$ 20,000.00
Silt Fence	100	Ft	\$ 3.00	\$ 300.00
Turbidity Curtain, Deep	30	lft	\$ 30.00	\$ 900.00
HMA, Path, 10' wide	215	Ft	\$ 55.00	\$ 11,825.00
Boardwalk Approach	2	Ea	\$ 9,000.00	\$ 18,000.00
Gangway, 20'x10' wide (3' water level variance)	2	Ea	\$ 15,000.00	\$ 30,000.00
Rip rap, Heavy	60	Syd	\$ 100.00	\$ 6,000.00
Turf Establishment	1	LSUM	\$ 1,500.00	\$ 1,500.00
Entrance Sign	1	LSUM	\$ 25,000.00	\$ 25,000.00
Electrical Service, Sign Lighting, allowance	1	LSUM	\$ 5,000.00	\$ 5,000.00
Subtotal:				\$517,725.00

By County				
Interpretive Sign	1	Ea	\$ 3,500.00	\$ 3,500.00
Recycle bin	1	Ea	\$ 500.00	\$ 500.00
Bldg permit	1	LSUM	\$ 3,025.00	\$ 3,025.00
Sesc permit	1	LSUM	\$ 250.00	\$ 250.00
EGLE permit	1	LSUM	\$ 500.00	\$ 500.00
MDNR sign (use existing)	1	LSUM	\$ -	\$ -
Subtotal:				\$7,775

Notes: Costs will vary with final design

\$50,000 Engineering fees included in Millage costs

Based on 2024 construction

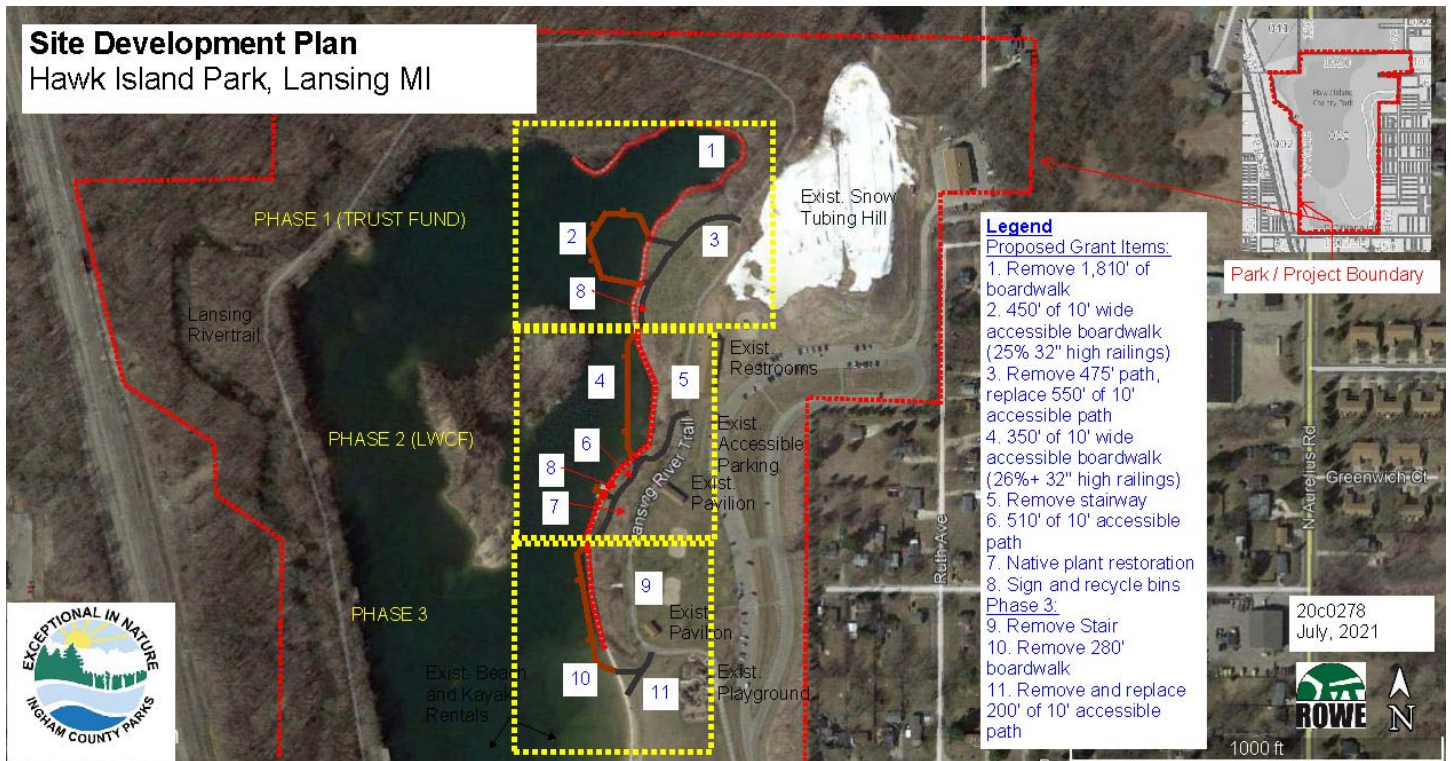
Construction	\$525,500
Mobilization	\$26,275
Contingency	\$110,825
Total	\$662,600

MNRTF (45.3%):	\$300,000
Local Match (54.7%):	\$362,600
ARP	\$362,600

OR

LWCF (50%):	\$331,300
Local Match (50%):	\$331,300
Millage	\$327,700
Parks 208 Fund Balance	\$ 3,600

Site Development Plan Hawk Island Park, Lansing MI



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO HAWK ISLAND COUNTY PARK

WHEREAS, the Parks and Recreation Commission supports the submission of a Michigan Natural Resources Trust Fund grant for park and accessibility improvements at Hawk Island County Park; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$362,600 matching funds contingent from American Rescue Plan (ARP) funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund Application for \$300,000 for park and accessibility improvements at Hawk Island, and further resolves to make available its financial obligation amount of \$362,600 from ARP funds for a total of \$662,600.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Reapply for a Michigan Natural Resources Land and Water Conservation Fund for Lake Lansing Park North
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing Park North. The Michigan Department of Natural Resources (DNR) is accepting grant applications for this years' grant cycle through April 1, 2022. The Parks Department did not receive funding for this project request in the 2021 grant cycle. The Parks Department is requesting to reapply for the 2022 grant cycle.

This project includes the following:

- Removal/Replacement of existing boardwalk
Widened to 8 feet
- Improvement of the path for Americans with Disabilities Act (ADA) accessibility with crushed stone surface, 8-feet wide
- Mile Markers, every 1/10 mile
- Amenities: bench, interpretive signs, bike racks

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The project funding is proposed to request \$500,000 from the DNR Land and Water Conservation Fund grant and \$500,000 from the Ingham County Trails and Parks Millage Fund Balance, for a total project amount of \$1,000,000.

Board of Commissioners Resolutions #20-562 and #21-167 previously committed the local match which includes the topographic survey in the amount of \$7,500 from the Trails and Parks Millage Fund Balance.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENTS
INGHAM COUNTY, MI**

Land & Water Conservation Fund Grant	<u>\$1,000,000.00</u>
GRAND TOTAL FOR ALL AREAS	\$1,000,000.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$7,500.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$1,007,500.00

	<u>Grant Funds</u>	<u>Trails & Parks Millage</u>	<u>Total Project Cost</u>
<u>LWCF GRANT:</u>	\$500,000	\$500,000	\$1,000,000
Match Percentage:	(50%)	(50%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$7,500</u>	<u>\$7,500</u>
PROJECT TOTALS:	\$500,000	\$507,500	\$1,007,500

Local Match / Funding Sources:

Ingham County T&P Grants: \$507,500 (*previously committed in 2021*)

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENTS
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<u>LAND & WATER CONSERVATION FUND GRANT</u>					
1.	1	Lump Sum	Permits	\$5,500.00	\$5,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$16,300.00	\$16,300.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	\$23,200.00	\$23,200.00
4.	6,060	Sq. Ft.	Remove Ex. Boardwalk	\$2.00	\$12,120.00
5.	3,200	Sq. Ft.	Boardwalk #2, complete replacement	\$60.00	\$192,000.00
6.	1,120	Sq. Ft.	Boardwalk #3, complete replacement	\$60.00	\$67,200.00
7.	1,600	Sq. Ft.	Boardwalk #4, complete replacement	\$60.00	\$96,000.00
8.	2,160	Sq. Ft.	Boardwalk #5, complete replacement	\$60.00	\$129,600.00
9.	6,800	Lin. Ft.	Crushed Stone Path, 8' wide	\$25.00	\$170,000.00
10.	4	Each	Recycled Plastic Bench	\$1,500.00	\$6,000.00
11.	2	Each	Interpretive Sign	\$2,000.00	\$4,000.00
12.	1	Each	Interpretive Sign, Kiosk	\$5,500.00	\$5,500.00
13.	19	Each	Mile Markers, Recycled Plastic	\$760.00	\$14,440.00
14.	1	Lump Sum	Landscaping (Native Plantings)	\$15,000.00	\$15,000.00
15.	1	Lump Sum	Site Restoration & Cleanup	\$21,000.00	\$21,000.00
16.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
17.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$12,400.00
SUBTOTAL					\$790,560.00
Contingency					\$79,040.00
Engineering (15%)					\$130,400.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$1,000,000.00

PROPOSED IMPROVEMENTS:

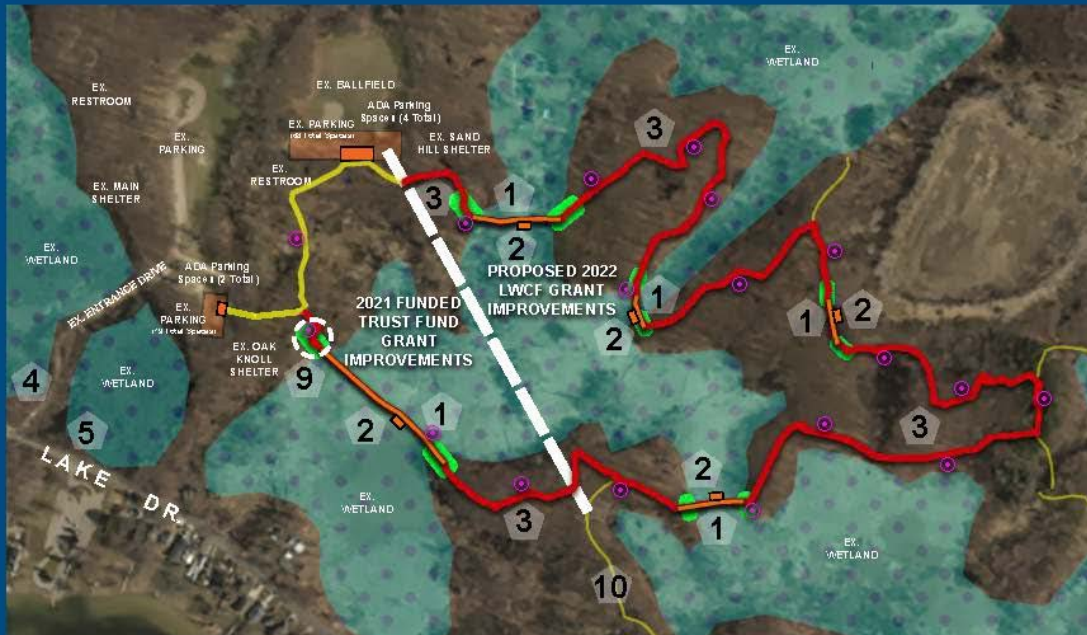
1. **PROPOSED BOARDWALK**
- REPLACE EXISTING BOARDWALK WITH 8' WIDE BOARDWALK ON HELICAL PIERS.
2. **PROPOSED BENCH & INTERPRETIVE SIGN**
- ON BOARDWALK BUMP OUT.
3. **PROPOSED CRUSHED STONE PATH**
- UNIVERSALLY ACCESSIBLE, 8' WIDE.

4. PROPOSED ELECTRIC ENTRANCE GATE.
5. PROPOSED ENTRANCE SIGN.
6. LANDSCAPING WITH NATIVE PLANTINGS.
7. MILE MARKERS.
8. CRUSHED STONE TEST PATH AREA INSTALLED IN 2021.
9. FUTURE CRUSHED STONE PATH CONNECTING TO MSU TO LAKE LANSING TRAIL

LAKE LANSING PARK NORTH BOARDWALK / TRAIL IMPROVEMENTS



Ingham County Parks
http://ic.parks.ingham.org



DATE: 2/6/2022
JOB # 1299345G/2022

Spicer
group
www.spicergroup.com

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN APPLICATION FOR A LAND AND WATER
CONSERVATION FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS
TO LAKE LANSING PARK NORTH**

WHEREAS, the Parks and Recreation Commission supports the resubmission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Board of Commissioners Resolutions #20-562 and #21-167 authorized a total of \$507,500 for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Land and Water Conservation Fund Application for \$500,000 for park and accessibility improvements at Lake Lansing North, and further resolves to make available its financial obligation amount of \$500,000 from the Trails and Parks Millage (50%) for a total of \$1,000,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$7,500 for a Topographic Survey from the Trails and Parks Millage Fund Balance.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Authorization to Apply for a Michigan Natural Resources Trust Fund Grant for Lake Lansing
Park North – Playground
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department has identified a need for playground improvements at Lake Lansing North. The Parks Department is requesting to apply for the 2022 grant cycle.

This grant application includes the following as detailed in the attached documents:

- Phase I, universal accessible playground equipment (Ages 2-5) (Ages 5-12)

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$105,000 contingent on ARP funds or from the Parks 208 fund balance for a local match, for a Michigan Natural Resources Trust Fund Grant generating \$245,000 for a total \$350,000 project cost.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

	<u>Grant Funds</u>	<u>Local Match</u>	<u>Total Project Cost</u>
<u>DNR GRANT:</u>	\$245,000	\$105,000	\$350,000
Match Percentage:	(70%)	(30%)	
<u>OTHER COSTS:</u>			
	\$0.00	\$0	\$0
PROJECT TOTALS:	\$245,000	\$105,000	\$350,000

Local Match / Funding Sources:

ARP or Parks Fund Balance:	\$105,000
	<u>\$105,000</u>

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH PLAYGROUND REPLACEMENT
WILLIAMS CHARTER TOWNSHIP
BAY COUNTY, MI**

Item No.	Est. Qty.	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Excavation and Rough Grading <i>(spoils remain on-site)</i>	\$13,500.00	\$13,500.00
2.	1	Lump Sum	Removal of Old Playground Equipment	\$2,500.00	\$2,500.00
3.	1	Lump Sum	Playground Equipment. installed	\$136,000.00	\$136,000.00
4.	250	Lin. Ft.	Concrete Edging around playground perimeter	\$40.00	\$10,000.00
5.	2	Each	Bench w/ back and (1) armrest	\$1,800.00	\$3,600.00
6.	2	Each	Bench w/o back	\$1,500.00	\$3,000.00
7.	180	Cu. Yds.	Safety Surface, Engineered Wood Fiber, 12" compacted <i>(includes approx. 20cy for rain gardens)</i>	\$40.00	\$7,200.00
8.	6,145	Sq. Ft.	Geotextile Fabric <i>(1 layer in play area & rain gardens)</i>	\$1.00	\$6,145.00
9.	409	Lin. Ft.	Drainage <i>(500LF 4" perf. Pipe w/ sock in pea-stone trenches)</i>	\$15.00	\$6,135.00
10.	2,500	Sq. Ft.	Safety Surface, Poured-In-Place Rubber	\$20.00	\$50,000.00
11.	280	Sq. Yds.	Crushed Limestone, 22A, C.I.P., 6" depth	\$15.00	\$4,200.00
12.	1,000	Sq. Ft.	Concrete Path, 6 ft wide, non-reinforced	\$12.00	\$12,000.00
13.	1	Lump Sum	Paved ADA Parking Spaces (2), HMA	\$5,000.00	\$5,000.00
14.	1	Lump Sum	Landscaping (Rain Gardens)	\$7,500.00	\$7,500.00
15.	1	Lump Sum	Site Restoration & Cleanup	\$5,300.00	\$5,300.00
16.	1	Lump Sum	Construction Staking & Material Testing	\$4,200.00	\$4,200.00
17.	1	Lump Sum	DNR Sign	\$400.00	\$400.00
				Sub-Total	\$276,680.00
				Contengencies	\$27,720.00
				Engineering (15%)	\$45,600.00
SUBTOTAL OF GRANT FUNDED PORTION OF PROJECT					\$350,000.00

2/10/2022

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Lake Lansing Park North

2/8/22

82929-1-4-1



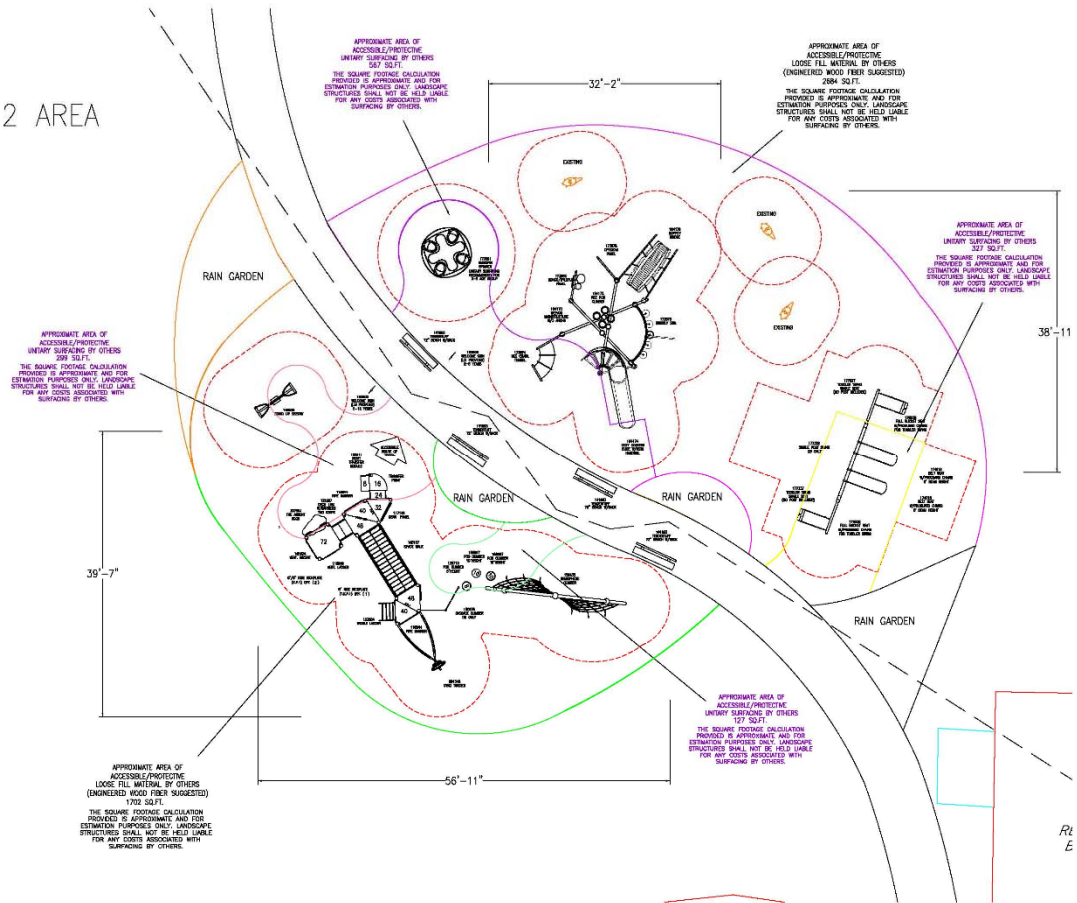
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5-12 AREA



Rt
E

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR PLAYGROUND EQUIPMENT AT LAKE LANSING PARK NORTH

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for playground equipment at Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount \$105,000 contingent on American Rescue Plan (ARP) funds or from the Parks 208 fund balance for a local match, for a Michigan Natural Resources Trust Fund Grant generating \$245,000, for a total \$350,000 project cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund Grant Application for \$245,000 for playground equipment at Lake Lansing Park North, further resolves to make available its financial obligation contingent on receiving in the amount of \$105,000 from the Parks 208 fund balance or ARP funding for a total of \$350,000.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Application to Apply for a Michigan Natural Resources Trust Fund Grant for Lake Lansing
North: Internal MSU to Lake Lansing Trail Connector
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department has identified a need for park and accessibility improvements at Lansing North: Internal MSU to Lake Lansing Trail Connector. The Parks Department is planning on requesting to apply for the 2022 grant cycle.

This project will improve approximately 4,900 linear feet of trail in Lake Lansing Park North with a crushed stone path to connect the existing trails in the park with the Americans with Disabilities Act (ADA) accessible route to the MSU to Lake Lansing Trail.

ALTERNATIVES

A public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$315,000 (which includes \$15,000 for topographic survey) from the Trails and Parks Millage or American Rescue Plan (ARP) funding for a local match, for a Michigan Natural Resources Trust Fund grant generating \$300,000 for a total \$615,000 project cost.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.

**PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - MSU to LAKE LANSING TRAIL CONNECTOR
INGHAM COUNTY, MI**

Project Total	\$600,000.00
<u>Non-Grant Funded Expenses</u>	
Topographical Survey	<u>\$15,000.00</u>
GRAND TOTAL FOR ENTIRE PROJECT	\$615,000.00

	<u>Grant Funds</u>	<u>Local Match</u>	<u>Total Project Cost</u>
<u>DNR GRANT:</u>	\$300,000	\$300,000	\$600,000
Match Percentage:	(50%)	(50%)	
<u>OTHER COSTS:</u>			
Topographical Survey	<u>\$0.00</u>	<u>\$15,000</u>	<u>\$15,000</u>
PROJECT TOTALS:	\$300,000	\$315,000	\$615,000

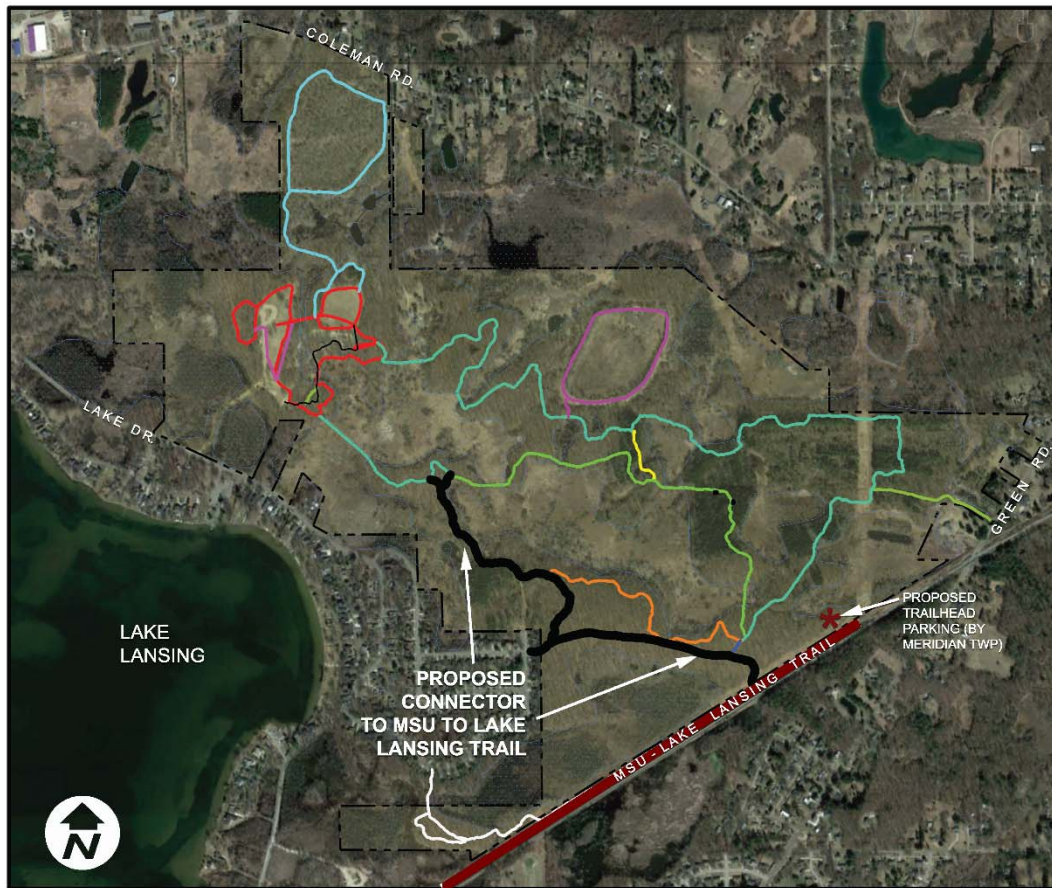
Local Match / Funding Sources:
ARP or Trails & Parks Millage: \$315,000

PRELIMINARY ESTIMATE OF COST
LAKE LANSING PARK NORTH - MSU to LAKE LANSING TRAIL CONNECTOR
INGHAM COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	\$5,500.00	\$5,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	\$10,200.00	\$10,200.00
3.	1,630	Cu. Yds.	Site Preparation/Excavation/Rough Grading	\$25.00	\$40,750.00
4.	540	Cu. Yds.	Embankment, 4" depth. C.I.P.	\$40.00	\$21,600.00
5.	5,500	Lin. Ft.	Crushed Stone Path, 8' wide, C.I.P.	\$50.00	\$275,000.00
6.	2	Each	Recycled Plastic Bench	\$1,800.00	\$3,600.00
7.	2	Each	Interpretive Sign, Low Profile	\$2,500.00	\$5,000.00
8.	2	Each	Interpretive Sign, Kiosk	\$7,500.00	\$15,000.00
9.	4	Each	Trailhead / Ethics Signage	\$1,000.00	\$4,000.00
10.	10	Each	Mile Markers, Recycled Plastic	\$800.00	\$8,000.00
11.	4	Each	Bike Rack	\$2,500.00	\$10,000.00
12.	1	Lump Sum	Landscaping (Native Plantings)	\$7,000.00	\$7,000.00
13.	1	Lump Sum	Site Restoration & Cleanup	\$12,700.00	\$12,700.00
14.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
15.	1	Lump Sum	Construction Staking & Material Testing	Allowance	\$12,700.00
SUBTOTAL					\$431,350.00
Contingency					\$90,450.00
Engineering (15%)					\$78,200.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$600,000.00

Exhibit C

TRAIL CONNECTOR Lake Lansing Park North to MSU-Lake Lansing Trail



JOB # 129934SG2021
DATE: JULY 22, 2021



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR LAKE LANSING PARK NORTH

WHEREAS, the Parks and Recreation Commission supports the submission of a Michigan Natural Resources Trust Fund grant for Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2022; and

WHEREAS, a public meeting was held on February 14, 2022 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount \$300,000 and \$15,000 for topographic study from the Trails and Parks Millage or American Rescue Plan (ARP) funds for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Department of Natural Resources Trust Fund Grant for \$300,000 for park and accessibility improvements at Lake Lansing Park North, and further resolves to make available its financial obligation contingent on receiving the amount of \$315,000 (which includes \$15,000 for topographic survey) from the Trails and Parks Millage Fund Balance or \$315,000 from ARP funding for a total of \$615,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commits \$15,000 for a Topographic Survey from the Trails and Parks Millage Fund Balance.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Contract with James Clark Tree Service
For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North.

Staff recommends that a contract be awarded to James Clark Tree Service.

ALTERNATIVES

Due to the age and condition of some trees within Lake Lansing County Park South and Lake Lansing County Park North it has become necessary to remove the hazardous trees. The alternative is to not complete the project.

FINANCIAL IMPACT

There are funds available in line item 208-75200-974000-22P03.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with James Clark Tree Service.

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 10, 2022

RE: Memorandum of Performance for RFP No. 15-22 Tree Felling and Trimming Services.

Per your request, the Purchasing Department sought proposals from experienced tree contractors to provide tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North.

Tree removal shall consist of trunk, limbs, canopy, and crown; the stump shall remain. Wood chips will be used for trail material.

The work to be done under this contract includes, but is not limited to, providing all labor, materials, supervision, equipment, fuel, insurance, services, incidentals, and related items necessary to complete the work in compliance with all local, State and Federal Safety Regulations. All work will be scheduled with the Parks Manager.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	37	17
Vendors responding	3	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Tree Felling Total Cost	Dead Branch Removals Total Cost	Total Bid
James Clark Tree Service	Yes, Holt MI	\$8,300.00	\$1,300.00	\$9,600.00
New Life Arboricultural Services	No, Grand Rapids MI	\$9,150.00	\$2,250.00	\$11,400.00
Wright Way Tree Company	No, Eaton Rapids MI	\$8,500.00	\$4,800.00	\$13,300.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JAMES CLARK TREE SERVICE
FOR TREE FELLING AND TREE TRIMMING SERVICES AT LAKE LANSING COUNTY PARK
SOUTH AND LAKE LANSING COUNTY PARK NORTH**

WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to James Clark Tree Service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a contract with James Clark Tree Service in an amount not to exceed \$9,600 for tree felling and tree trimming services for numerous trees and dead branches at Lake Lansing County Park South and Lake Lansing County Park North.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-974000-22P03 for the project.

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.

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: February 15, 2022

SUBJECT: Amendment to City of Lansing Millage Agreements

For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

The City of Lansing is requesting an increase in their budget of \$1,515,785 due to cost overruns for millage projects TR039 (Bridge 9), TR056 (Bridge 31), TR062 (Trail Connector-Cambridge to Frances Park), TR064 (Bridge 18), TR065 (Bridge 13), TR066 (Bridge 15) and TR067 (Bridge 14) and reallocating \$13,545.96 from project TR006 (Moores River Drive Trail Repair) to TR038 (Bank Stabilization - Washington Avenue) and reallocating \$29,217.27 from TR065 (Bridge 13), to TR056 (Bridge 31) due to unforeseen circumstances as detailed in Exhibit A. Staff reviewed and discussed the request with the City of Lansing and the City has agreed upon providing \$515,785 to reduce the request from the County to \$1,000,000, fully understanding the current status of available millage funds.

ALTERNATIVES

The Park Commission considered this request at their February 14th meeting and recommended this approach. The alternatives would be to fund the entire \$1,515,785 or not fund the request.

FINANCIAL IMPACT

The City of Lansing is requesting an amendment to Agreements TR006 and TR038 to reallocate \$13,545.96 from TR006 to TR038, an amendment to Agreements TR056 and TR062 to increase the budget by \$1,000,000, and an amendment to Agreement TR065 to reallocate \$29,217.27.

The City of Lansing will supply \$515,785.00 reducing the additional request from the County to \$1,000,000. The additional \$1,000,000 will be added to Agreements TR056 (\$111,165) and TR062 (\$888,835).

The reallocations have no additional impact on the Trails and Parks Millage fund balance.

Below is the millage status:

Total Millage Collected (2015-2021)	\$26,277,946
Total Millage Estimated to Collect (2022-2026)	\$20,017,620
TOTAL REVENUE (2015-2026)	\$46,295,566
 Total Expenditures to Date	 \$19,118,336
Total Committed Funds to Date	\$22,659,200
TOTAL EXPENDITURES / COMMITTED FUNDS	\$41,777,536
 REMAINING MILLAGE BALANCE	 \$4,518,030
 CURRENT FUND BALANCE	 \$6,247,012

For your reference a full detailed report of the trails and park millage project status is available online:
http://parks.ingham.org/trails_and_parks_millage/awards.php.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Exhibit A

Brett Kaschinske
Director



Andy Schor, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

December 8, 2021

Mr. Bryan Crenshaw, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

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

Ms. Nicole Wallace
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Crenshaw, Ms. Wallace and Mr. Morgan:

The City of Lansing is fortunate to have a highly utilized trail system and support of the county for projects through the trails and parks millage. The City has been entrusted with grant funds from Ingham County and I want to ensure you the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail.

We are pleased to report projects TR006 and TR029 are under budget, resulting in excess funds. Project TR038 is part of this group and is in need of additional funds. We are asking to re-allocate \$13,545.96 from project TR006 and TR029 to complete project TR038. Re-allocating these funds would result in a total excess amount of \$58,175.44 for the three projects.

This letter is also to request an increase in budget funding for the following bridge projects; TR065 (CL13), TR066 (CL15), TR067 (CL14), TR056 (CL31), TR064 (CL18) and TR039 (CL09), along with additional funds for the Cambridge Trail project TR062. The city is asking for supplemental funding to encompass the additional costs of the projects, which is estimated to be \$1,515,785.00.

At the deconstruction of several of the bridges, it was discovered the structural steel beams had deteriorated to the point sections of steel were missing. This issue was not visible at the time of inspection and only became visible when the top decking was removed. Also, bridges CL09 and CL15 required additional timber that was not outlined in the original estimates.

In addition, the Cambridge Pathway project has experienced unforeseen circumstances related to the location of the trail. The constraints of the trail and the proximity to the road required additional engineering and design work to encompass the slope of the embankment and longer sheet piling to enforce the bank along the river.

I understand the request for additional funds is substantial; however, I do believe the funds are being used appropriately. While the extra work was unforeseen, I do see it as a necessity to provide a secure trail to safeguard the public and avoid deterioration in the near future.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,

Brett Kaschinske, Director

"Equal Opportunity Employer"

City of Lansing River Trail Bridge Project: TR065, TR066, TR067, TR056, TR039 and TR064

- provide justification of additional costs:
 - \$227,500 is being requested for additional replacement of heavily corroded superstructure steel that was discovered during the construction phases on Bridges #14, #15 and #31. Removal of the existing deck boards during the design phase (or at the very beginning of the construction phase) would have been the only way the additional corroded steel could have been discovered. A 15% contingency was provided at each bridge anticipating finding additional deficient steel once the boards were removed. Unfortunately, the amount of steel required exceeded the contingency.
 - \$519,045 is being requested for additional timber decking required on multiple bridges. Insufficient quantities of timber decking were included in the contract documents for Bridges #9, 14, 15 and 31, and when combined with a very high unit bid price due to timber shortages, it resulted in the significant cost overage.
 - -\$119,595 in realized savings from quantities not used or items eliminated through cooperation between the City, consultant and contractor have resulted in a net increase of \$626,950.
- What efficiencies have you looked at to reduce costs of the project?
 - Efficiencies within this type of project were initially incorporated into the bid by allowing full closure of Pennsylvania Avenue as well as the River Trail Bridges to reduce construction time. Because of this, there were limited efficiencies to be gained after bid.
 - The contractor had additional crews working on multiple bridges to reduce construction time. However, conflicting projects impacted any potential savings that could have occurred on our inspection time.
 - Our consultant used lower-level staff wherever possible to reduce costs.
 - With regards to Cambridge the path was changed to move closer to the road to reduce the amount of sheet pile and help with ADA slope issues
- Please explain how are you working with the contractor to get the best pricing? Have you considered other alternatives to reduce costs of the project?
 - The City allowed the reuse of approximately 100 timber deck boards from Bridge #9 to be installed on Bridge #15 to reduce timber costs.
 - To reduce the overall steel repair costs, the City and their consultant negotiated a welded repair pay item instead of replacing entire beams whenever possible for a reduction of \$10 per pound.
 - Contractor claimed that it was not possible for them to install heavy riprap at bridge 14. Design team coordinated with City confirming use of largest plain riprap rock to reduce cost. River velocity in this area warranted this reduction in riprap size.
 - City negotiated to lower unit price by 12% for the additional timber decking required.
 - The City allowed alternate construction materials and bridge type (concrete decking) for Bridge #18 to reduce the cost of fabrication and installation.
 - The contractor proposed alternative sheeting to reduce costs on bridge 18.
- Are these costs necessary to complete the project?
 - Yes, superstructure members required to be replaced for safety reasons. Timber decking was required to replace the existing decking that was beyond its' service life.

Current allocations:

Project No.	Project Description	Current Budget	County allocation	City Commitment (match)	Revised Budget (or projected cost)	Additional Amount Requested from County
TR065	CL - Bridge 13	\$283,217.27	\$259,660.12	\$23,557.15	\$254,000.00	-\$29,217.27
TR066	CL - Bridge 15	\$710,450.97	\$616,693.51	\$93,757.46	\$765,300.00	\$23,437.97
TR067	CL - Bridge 14	\$405,118.27	\$377,599.24	\$27,519.03	\$496,600.00	\$100,654.38
TR056	CL - Bridge 31 Repair	\$767,705.27	\$665,916.97	\$101,788.30	\$959,000.00	\$191,294.73
TR039	CL-09-LTW-GR Bridge	\$681,756.87	\$636,756.87	\$45,000.00	\$902,000.00	\$242,481.54
TR-064	CL-Bridge 18	\$1,135,701.35	\$941,119.29	\$194,582.06	\$1,234,000.00	\$98,298.65
TR062	CL - Trail Connector-Cambridge to Frances Park	\$1,023,500.00	\$400,030.00	\$300,000.00	\$1,588,835.00	\$888,835.00
TOTAL		\$5,007,450.00	\$3,897,776.00	\$786,204.00	\$6,199,735.00	\$1,515,785.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING
TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, due to unforeseen circumstances the City of Lansing is requesting an additional \$1,515,785 for millage projects TR039, TR056, TR062, TR064, TR065, TR066, and TR067, reallocating \$13,545.96 from project TR006 to TR038, and reallocating \$29,217.27 from project TR065 to TR056; and

WHEREAS, the City of Lansing will supply \$515,785 reducing the additional request from the County to \$1,000,000; and

WHEREAS, the City of Lansing is requesting an amendment to Agreements TR006 and TR038 to reallocate \$13,545.96 from TR006 to TR038 as outlined in the below table:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate	Total Revised Contract Amount
CL - RTW - Moores River Dr Trail Repair	TR006	\$680,485.00	-\$13,545.96 reallocate to TR038	\$666,939.04
Bank Stabilization - Washington Avenue	TR038	\$285,257.00	Reallocate \$13,545.96 from TR006 to TR038	\$298,802.96

; and

WHEREAS, the City of Lansing is requesting an amendment to Agreement TR056, TR062, and TR065 to increase the budget by \$1,000,000 and reallocate funds as outlined in the below table:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate/Additional Amount Authorized	Total Revised Contract Amount
Bridge CL-13	TR065	\$259,660.12	-\$29,217.27 reallocate to TR056	\$230,442.85
Bridge CL-31	TR056	\$665,916.97	\$111,165.00 additional and reallocate \$29,217.27 from TR065 to TR056	\$806,299.24
Trail Connector-Cambridge to Frances Park	TR062	\$400,030.00	\$888,835.00 additional	\$1,288,865.00

; and

WHEREAS, Agreement TR056 needs to be extended to August 1, 2022 to complete the project.

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 to Reallocate/Additional Amount Authorized	Total Revised Contract Amount
CL - RTW - Moores River Dr Trail Repair	TR006	\$680,485.00	-\$13,545.96 reallocate to TR038	\$666,939.04
Bank Stabilization - Washington Avenue	TR038	\$285,257.00	Reallocate \$13,545.96 from TR006 to TR038	\$298,802.96
Bridge CL-13	TR065	\$259,660.12	-\$29,217.27 reallocate to TR056	\$230,442.85
Bridge CL-31	TR056	\$665,916.97	\$111,165.00 additional and reallocate \$29,217.27 from TR065 to TR056	\$806,299.24
Trail Connector-Cambridge to Frances Park	TR062	\$400,030.00	\$888,835.00 additional	\$1,288,865.00

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR056 to August 1, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to reallocate \$13,545.96 from line item 228-62800-967000-TR006 to line item 228-62800-967000-TR038.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$111,165 from the Trails and Parks Millage fund balance for the TR056 project and the Controller/Administrator is authorized to reallocate \$29,217.27 from line item 228-62800-967000-TR065 to line item 228-62800-967000-TR056.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$888,835 from the Trails and Parks Millage fund balance for the TR062 project.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Ingham County Trails and Park Millage Seventh Round Applications

For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

Board of Commissioners Resolution #21-101 approved a seventh round of applications and approved the scoring/ranking criteria for the Trails and Parks Program Application. Following the directives of the Board of Commissioners, the Park Commission reviewed the 22 applications that were received from Alaiedon Township (1), City of Lansing (5), City of Leslie (3), Ingham County (3), Charter Township of Lansing (1), Leroy Township (1), Leslie Township (1), City of Mason (3), Meridian Township (1), Village of Stockbridge (1), Vevay Township (1), and City of Williamston (1) as summarized below:

% AMOUNT OF MILLAGE RECEIVED TO DATE, TOTAL # OF PROJECTS AWARDED BY COMMUNITY, # OF OPEN/CLOSED PROJECTS - SORT BY # OF OPEN PROJECTS
 TRAILS AND PARKS MILLAGE GRANT APPLICATION
 2021 ROUND (Round 7)

Community	Application	Amount Requested	% / Amount of Millage Received to Date	Total # of Projects awarded Millage Funds	# of Open Projects	of Closed Projects
Alaiedon Township	Leek Cemetery Nature Trail and Improvements	\$296,400.00	0.00%	0	0	0
Vevay Township	Vevay Township Community Park and 5-Year Recreation Master Plan	\$81,500.00	0.00%	0	0	0
City of Leslie	Leslie Shared Use Path - Hull Rd to S. Cameo Dr.	\$313,796.00	0.02%	1	0	1
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	\$486,600.00	0.02%	1	0	1
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960.00	0.02%	1	0	1
Leroy Township	Simmons Memorial Park	\$21,600.00	0.19%	1	0	1
Lansing Township	Waverly Road Shared Use Pathway, Phase II - Feasibility Study	\$18,750.00	1.31%	1	0	1
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	\$395,600.00	3.08%	1	0	1
City of Mason	Hayhoe Riverwalk Trail – Repair	\$337,000.00	3.81%	5	0	5
City of Mason	Columbia Street Bridge- Protected Walkway Construction	\$162,000.00	3.81%	5	0	5
City of Mason	Jefferson Trailhead / Community Garden - Improvements	\$204,000.00	3.81%	5	0	5
City of Lansing/FLRT	Trail Ambassador Coordinator	\$20,000.00	0.32%	3	1	2
Leslie Township	Leslie Township Grounds Lighting and Recreational Improvements	\$300,000.00	0.79%	2	1	1
City of Williamston	Memorial Park Trail Planning & Engineering	\$40,700.00	0.44%	1	1	0
*Meridian Township	MSU to Lake Lansing Connector Trail, Phase III *	\$225,000.00	15.69%	14	4	10
Ingham County	Hawk Island Boardwalk Replacement, Phase 3	\$327,700.00	13.66%	11	11	0**
Ingham County	Lake Lansing North - Boardwalk Replacement, Phase 3	\$471,400.00	13.66%	11	11	0**
Ingham County	Lake Lansing North - MSU to Lake Lansing Trail Connector	\$315,000.00	13.66%	11	11	0**
City of Lansing	Rivertrail Bank Stabilization - Mt. Hope Cemetery	\$220,000.00	50.90%	33	23	10
City of Lansing	Overband and Crack Sealing of Lansing River Trail	\$75,000.00	50.90%	33	23	10
City of Lansing	Corporate Research Park Pathway	\$1,267,000.00	50.90%	33	23	10
City of Lansing	Montgomery Drain - Ranney Park & Red Cedar Park Pathways	\$3,500,000.00	50.90%	33	23	10

*Meridian Township application total request \$1,725,000.00, Res 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00

**McNamara Landing, Overlook Shelter, Hawk Paving, Boat Dock Lake Lansing South, ADA improvements at Lake Lansing North. These projects were completed and closed out prior to Parks Department participating in the millage round applications. Burchfield Park ADA improvements will be closed out by the end of the year. Lake Lansing South EZ dock and parking is in progress.

The Park Commission scored and ranked these applications for approval for the Board of Commissioners based off of the approved scoring criteria, site visits, and consultant viability reports. The viability reports are included in Exhibit A and the Park Commission's scoring is included in Exhibit B. The applications are available online:

https://inghamcnty-my.sharepoint.com/:f/g/personal/nwallace_ingham_org/EnUod7YrsfFOnJo-QfUWEuIBKmFaRa6CUXKVpcZP1_LlFw?e=tmVHhG

FINANCIAL IMPACT

The total amount requested for round seven applications is \$11,131,006, of which \$1,500,000* is already committed for Meridian Township's project, for a total request of \$9,631,006 from the Trails and Parks Millage Fund Balance.

*Meridian Township's total application request is \$1,725,000. Board of Commissioner Resolution #20-563 already approved a commitment of \$1,500,000 for Meridian Township's 7th round application request of \$1,725,000, so their request will only impact the Trails and Parks Millage fund balance for an additional \$225,000.

Ingham County has a limited amount of unallocated American Rescue Plan (ARP) funding remaining available. Ingham County Parks Department has applied for three millage grants this round, and is now requesting ARP funding instead of millage funding to use as a local match for Michigan Natural Resources Trust Fund grant applications. The total amount requested for Ingham County Parks Department's millage applications is \$1,114,100 as detailed below:

- \$315,000 - Lake Lansing Park North - MSU-LL Trail Connector
- \$327,700 - Hawk Island Boardwalk Replacement Phase 3
- \$471,400 - Lake Lansing Park North Boardwalk Replacement Phase 3

We will submit these projects to the Controller's office for consideration of the Board of Commissioners. If Ingham County ARP funding is not available for Ingham County Parks Department applications, we will look into potential ARP funding through the state for local parks and recreation projects or re-apply for millage funds at a later date.

The Controller's office recommended identifying +/- \$3 million in projects, prioritizing jurisdictions that have not received funding, and reducing the upfront payments for the grants from 50% to 25%. Board of Commissioner Resolution #19-092 authorized disbursing 50% of each grant up front to the communities. This resolution authorizes reducing the amount from 50% to 25% for grants going forward.

Due to the limited pool of dollars left for the life of the millage through 2026, the eighth and final round in this millage cycle for millage applications for communities is anticipated to be held prior to the next renewal in 2026 contingent on the millage renewing. The application forms and scoring criteria will be reviewed and approved by the Board of Commissioners prior to the eighth round.

Below is the millage status:

Total Millage Collected (2015-2021)	\$26,277,946
Total Millage Estimated to Collect (2022-2026)	\$20,017,620
TOTAL REVENUE (2015-2026)	\$46,295,566
Total Expenditures to Date	\$19,118,336
Total Committed Funds to Date	\$22,659,200
TOTAL EXPENDITURES/COMMITTED FUNDS	\$41,777,536
REMAINING MILLAGE BALANCE	\$4,518,030
CURRENT FUND BALANCE	\$6,247,012

For your reference a full detailed report of the trails and park millage project status is available online: http://parks.ingham.org/trails_and_parks_millage/awards.php.

ALTERNATIVES

The alternative would be for the Board of Commissioners to fund more or less than the proposed \$2,499,346. Resolution #19-092 stated that the decision whether to fund a given project is reserved to the Board of Commissioners. Table A in the resolution has two columns that the Board of Commissioners can adjust if they choose by editing the columns labeled “Fund (Yes or No)” and “Grant Award Amount.”

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission received, evaluated, and rated all proposals as shown in Exhibit B which was supported with the passage of a motion at the February 14, 2022 meeting.

RECOMMENDATION

The Park Commission understands their role to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners. Based on the Park Commission’s rating, they suggest \$2,499,346 in funding for round seven applications. The Park Commission has filled in Table A in the resolution on an advisory basis only. They have suggested this option fully understanding that the Board of Commissioners can alter and adjust Table A and makes all final decisions on the funding of each round of millage projects. Based on the information presented, I respectfully recommend approval of the attached resolution.

Exhibit A: Viability Reports

PROJECT EVALUATION AND VIABILITY REPORT TRAILS AND PARKS MILLAGE REVIEW 2021 - ROUND 7

PROJECT: Leek Cemetery Nature Trail and Improvements
COMMUNITY: Alaiedon Township

TYPE of Application: SMALL GRANT **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	0.00%
	\$ Amount:	\$0.00

# of Projects awarded Millage Funds:	Total #:	0
	# of Open Projects:	0
	# of Closed Projects:	0
Amount of Local Match tied to all past T&P grants received:		\$0.00
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		0
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$0.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$296,400.00	
Applicant Funds/Match:	\$15,000.00	% Match: 4.8%
Total Project Cost:	\$311,400.00	Match Source: <u>Township</u>
Construction Cost:	\$228,000.00	
Design Engineering:	\$34,200.00	
Construction Engineering:	\$0.00	
Other Costs:	\$0.00	
Contingency Amount / Percent:	<u>\$22,800.00</u> / <u>10.00%</u>	

PROJECT DETAILS:

- Project includes phase 1 of crushed limestone trail, pavilion, entry arch, benches, and interpretive/wayfinding signs
- Paved ADA parking spaces will be added near the trail entrance (at the back of the cemetery)
- Project also includes Planning & Engineering for the Township 5-Yr Recreation Plan
- Prime Professional - LAP, Inc.

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	2,000	6'	Crushed Limestone
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

The application amendment removed the costs for wetland determination, and plans for wet/low area crossings - it appears there a majority of the parcel for the trail loop is wetland. How will this be addressed?

The 1st page of application requests \$296,400, but the Budget page only adds up to \$285,000, needs correcting

12/15/2021

Q:\Proj2021\129934SG2021 - Ingham County Parks and Trails Consult 2021\01_Evaluate Applications\ViabilityReports\Round-7_Viability



**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Hawk Island Boardwalk Replacement, Phase 3
COMMUNITY: Ingham County
TYPE of Application: BOARDWALK **PRIORITY:** 1
(if multiple projects)
REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>13.66%</u>
	\$ Amount:	<u>\$3,588,700.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>11</u>
	# of Open Projects:	<u>11</u>
	# of Closed Projects:	<u>0</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$2,271,700.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>8</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$2,142,100.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$327,700.00</u>	
Applicant Funds/Match:	<u>\$327,700.00</u>	% Match: <u>50.0%</u>
Total Project Cost:	<u>\$655,400.00</u>	Match Source: <u>DNR grant</u>
Construction Cost:	<u>\$499,037.00</u>	
Design Engineering:	<u>\$0.00</u>	
Construction Engineering:	<u>\$0.00</u>	
Other Costs:	<u>\$33,775.00</u>	
Contingency Amount / Percent:	<u>\$122,588</u> / <u>24.56%</u>	

PROJECT DETAILS:

- Multi-year plan to replace boardwalks
 - Prime Professional: Rowe
 - Boardwalks w/ Fishing Extensions
 - Project also includes: Interpretive Sign, Recycle Bin, and asphalt path

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>215</u>	<u>10</u>	<u>Asphalt</u>
Bridge Length:			
Boardwalk:	<u>380</u>	<u>10'</u>	<u>Floating</u>

Is the Project Viable? YES

COMMENTS / CONCERNS:

DNR Grant Application to be submitted 4/1/22

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Lake Lansing Park North - Boardwalk Replacement, Phase 2
COMMUNITY: Ingham County
TYPE of Application: BOARDWALK **PRIORITY:** 2
(if multiple projects)
REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	13.66%
	\$ Amount:	\$3,588,700.00

# of Projects awarded Millage Funds:	Total #:	11
	# of Open Projects:	11
	# of Closed Projects:	0
Amount of Local Match tied to all past T&P grants received:		\$2,271,700.00
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		8
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$2,142,100.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$471,400.00	
Applicant Funds/Match:	\$0.00	% Match: 0.0%
Total Project Cost:	\$471,400.00	Match Source:
Construction Cost:	\$338,120.00	
Design Engineering:	\$31,800.00	
Construction Engineering:	\$27,700.00	
Other Costs:	\$22,000.00	
Contingency Amount / Percent:	\$51,780 / 15.31%	

PROJECT DETAILS:

- Multi-year plan to replace boardwalks
 - Prime Professional: TBD
 - Boardwalks are 30+/- years old, badly deteriorated
 - Includes interpretive sign and bench

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:	400	8'	Helical Pier/Wood

Is the Project Viable? YES

COMMENTS / CONCERNS:

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Lake Lansing Park North - MSU to Lake Lansing Trail Connector
COMMUNITY: Ingham County
TYPE of Application: TRAIL **PRIORITY:** 3
(if multiple projects)
REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	13.66%
	\$ Amount:	\$3,588,700.00

# of Projects awarded Millage Funds:	Total #:	11
	# of Open Projects:	11
	# of Closed Projects:	0
Amount of Local Match tied to all past T&P grants received:		\$2,271,700.00
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		8
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$2,142,100.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$315,000.00	
Applicant Funds/Match:	\$300,000.00	% Match: 48.8%
Total Project Cost:	\$615,000.00	Match Source: DNR grant
Construction Cost:	\$393,850.00	
Design Engineering:	\$48,900.00	
Construction Engineering:	\$29,300.00	
Other Costs:	\$52,500.00	
Contingency Amount / Percent:	\$90,450 / 22.97%	

PROJECT DETAILS:

- Connects the regional MSU-LL Trail to LLN; LLN is trailhead
- Prime Professional: TBD
- Conservation Easement limits type of pavement
- Includes Signage-Interpretive (2), Kiosks (2), Trailhead (4), Mile Markers (10), Bike Racks, & Benches

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	5,500	8'	Crushed Limestone
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

DNR Grant Application to be submitted 4/1/22

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: River Trail Bank Stabilization - Mt. Hope Cemetery
COMMUNITY: City of Lansing

TYPE of Application: TRAIL **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	50.90%
	\$ Amount:	\$13,374,989.30

# of Projects awarded Millage Funds:	Total #:	33
	# of Open Projects:	23
	# of Closed Projects:	10
Amount of Local Match tied to all past T&P grants received:		\$3,806,753.31
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		6
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$1,963,973.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$170,000.00	
Applicant Funds/Match:	\$50,000.00	% Match: 22.7%
Total Project Cost:	\$220,000.00	Match Source:
Construction Cost:	\$169,000.00	
Design Engineering:	\$15,000.00	
Construction Engineering:	\$15,000.00	
Other Costs:	\$1,000.00	
Contingency Amount / Percent:	\$20,000 / 11.83%	

PROJECT DETAILS:

- Project includes repair of failing sheet pile wall & trail, where trail is falling into Sycamore Creek
- Project includes survey, soil borings, engineering and permitting)
- Prime Professional - TBD

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

Application should be updated to show local match amount in Letter from Mayor.

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: River Trail - Overband & Crack Sealing
COMMUNITY: City of Lansing

TYPE of Application: TRAIL **PRIORITY:** 2
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	50.90%
	\$ Amount:	\$13,374,989.30

# of Projects awarded Millage Funds:	Total #:	33
	# of Open Projects:	23
	# of Closed Projects:	10
Amount of Local Match tied to all past T&P grants received:		\$3,806,753.31
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		6
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$1,963,973.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$60,000.00	
Applicant Funds/Match:	\$15,000.00	% Match: 20.0%
Total Project Cost:	\$75,000.00	Match Source:
Construction Cost:	\$65,000.00	
Design Engineering:	\$0.00	
Construction Engineering:	\$10,000.00	
Other Costs:	\$0.00	
Contingency Amount / Percent:	\$0 /	0.00%

PROJECT DETAILS:

- Project includes preventative maintenance of crack sealing; approximately 9.8 of the 17 miles of trail
- Project includes survey, soil borings, engineering and permitting)
- Prime Professional - TBD

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

Application should be updated to show local match amount in Letter from Mayor.

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Corporate Research Park Pathway
COMMUNITY: City of Lansing
TYPE of Application: TRAIL **PRIORITY:** 3
(if multiple projects)
REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	50.90%
	\$ Amount:	\$13,374,989.30

# of Projects awarded Millage Funds:	Total #:	33
	# of Open Projects:	23
	# of Closed Projects:	10
Amount of Local Match tied to all past T&P grants received:		\$3,806,753.31
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		6
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$1,963,973.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$867,000.00	
Applicant Funds/Match:	\$400,000.00	% Match: 31.6%
Total Project Cost:	\$1,267,000.00	Match Source: Lansing Park Millage,
Construction Cost:	\$845,000.00	DNR Trust Fund grant
Design Engineering:	\$105,000.00	
Construction Engineering:	\$105,000.00	
Other Costs:	\$1,000.00	
Contingency Amount / Percent:	\$211,000 /	24.97%

PROJECT DETAILS:

- Pathway between Forest Rd and Dunkel Road provides connection from River Trail to Dunkel and Collins Road (sidewalks) and the Forest Road Pathway
- Prime Professional - TBD
- Meet ADA, AASHTO and MMUTCD standards
- Included in City's Transportation Plan and Recreation Plan

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	1.3 mile	10'	Asphalt
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

The application page for the Budget does not have the "applicant funds" section filled out.
 Application should be updated to show local match amount in Letter from Mayor.

12/15/2021

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PROJECT EVALUATION AND VIABILITY REPORT

TRAILS AND PARKS MILLAGE REVIEW

2021 - ROUND 7

PROJECT: Montgomery Drain - Ranney & Red Cedar Park Pathways
COMMUNITY: City of Lansing

TYPE of Application: TRAIL **PRIORITY:** 4
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>50.90%</u>
	\$ Amount:	<u>\$13,374,989.30</u>

# of Projects awarded Millage Funds:	Total #:	<u>33</u>
	# of Open Projects:	<u>23</u>
	# of Closed Projects:	<u>10</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$3,806,753.31</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>6</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$1,963,973.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$3,465,000.00</u>	
Applicant Funds/Match:	<u>\$35,000.00</u>	% Match: <u>1.0%</u>
Total Project Cost:	<u>\$3,500,000.00</u>	Match Source: _____
Construction Cost:	<u>\$2,750,000.00</u>	_____
Design Engineering:	<u>\$196,000.00</u>	_____
Construction Engineering:	<u>\$224,000.00</u>	
Other Costs:	<u>\$50,000.00</u>	
Contingency Amount / Percent:	<u>\$280,000</u> / <u>10.18%</u>	

PROJECT DETAILS:

- Pathway connecting Ranney & Red Cedar parks, Michigan Ave, Grand River Ave & River Trail
- Connects Lansing and East Lansing
- Prime Professional - GEI Consultants / Wade Trim / LSG Engineers-Surveyors
- Meet ADA, AASHTO standards
- Project is shovel ready (design & permitting (EGLE) already completed)

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>1.3 mile</u>	<u>10'</u>	<u>Asphalt</u>
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

The application page for the Budget, "applicant funds" section does not add correctly; this should only include local match funds being applied to the project and funds requested; application states local match shown was awarded in 2016 and already spent-not being applied towards project.
 Application should be updated to show local match amount in Letter from Mayor.

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Trail Ambassador Coordinator
COMMUNITY: City of Lansing / FLRT

TYPE of Application: OTHER **PRIORITY:** 5
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	0.19%
	\$ Amount:	\$50,000.00

# of Projects awarded Millage Funds:	Total #:	3
	# of Open Projects:	1
	# of Closed Projects:	2
Amount of Local Match tied to all past T&P grants received:		\$25,000.00
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		0
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		\$0.00

PROJECT FUNDING SOURCES:

Millage Funds Requested:	\$20,000.00	
Applicant Funds/Match:	\$5,000.00	% Match: 20.0%
Total Project Cost:	\$25,000.00	Match Source: FLRT
Construction Cost:	\$0.00	
Design Engineering:	\$0.00	
Construction Engineering:	\$0.00	
Other Costs:	\$0.00	
Contingency Amount / Percent:	\$0 /	0.00%

PROJECT DETAILS:

- Continue funding for part-time trail ambassador coordinator position

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Waverly Rd Shared Use Pathway, Phase II - Feasibility Study
COMMUNITY: Lansing Township
TYPE of Application: PLANNING & ENGINEERING **PRIORITY:** 1
(if multiple projects)
REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>1.31%</u>
	\$ Amount:	<u>\$344,750.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>1</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>1</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$485,250.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>1</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$485,250.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$18,750.00</u>	
Applicant Funds/Match:	<u>\$0.00</u>	% Match: <u>0.0%</u>
Total Project Cost:	<u>\$18,750.00</u>	Match Source: _____
Construction Cost:	<u>\$0.00</u>	_____
Design Engineering:	<u>\$2,250.00</u>	_____
Construction Engineering:	<u>\$0.00</u>	
Other Costs:	<u>\$15,000.00</u>	
Contingency Amount / Percent:	<u>\$1,500</u> / <u>8.00%</u>	

PROJECT DETAILS:

- Project includes feasibility study to evaluate the trail connection along Waverly Road from Old Lansing Road to the Grand River to make the connection to the Lansing River Trail at Moores River Drive.

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Simmons Memorial Park
COMMUNITY: Leroy Township

TYPE of Application: SMALL GRANT **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>0.19%</u>
	\$ Amount:	<u>\$50,000.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>1</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>1</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$16,512.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$21,600.00</u>	
Applicant Funds/Match:	<u>\$22,000.00</u>	% Match: <u>50.5%</u>
Total Project Cost:	<u>\$43,600.00</u>	Match Source: <u>Township</u>
Construction Cost:	<u>\$40,000.00</u>	
Design Engineering:	<u>?</u>	
Construction Engineering:	<u>?</u>	
Other Costs:	<u>?</u>	
Contingency Amount / Percent:	<u>\$3,600 / 9.00%</u>	

PROJECT DETAILS:

- Project includes a new basketball court, connecting paths, ADA parking improvements, new trees, benches, play area safety surfacing replenishment

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

The project estimate seems low

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PROJECT EVALUATION AND VIABILITY REPORT

TRAILS AND PARKS MILLAGE REVIEW

2021 - ROUND 7

PROJECT: Leslie Shared Use Path - Hull Rd to S Cameo Dr
COMMUNITY: City of Leslie

TYPE of Application: TRAIL **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>0.02%</u>
	\$ Amount:	<u>\$4,000.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>1</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>1</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$1,000.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$313,796.00</u>	
Applicant Funds/Match:	<u>\$4,304.00</u>	% Match: <u>1.4%</u>
Total Project Cost:	<u>\$318,100.00</u>	Match Source: <u>City</u>
Construction Cost:	<u>\$197,300.00</u>	
Design Engineering:	<u>\$15,800.00</u>	
Construction Engineering:	<u>\$15,800.00</u>	
Other Costs:	<u>\$60,000.00</u>	
Contingency Amount / Percent:	<u>\$29,200</u> / <u>14.80%</u>	

PROJECT DETAILS:

- New path creates loop to Hull Rd Path; there is a worn foot path; also lighting is included
- Allows kids to walk safely from middle school to high school
- Meet ADA, AASHTO standards
- Prime

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>1600 LF</u>	<u>10'</u>	<u>Asphalt</u>
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

The requested amount on page 1 does not match the amount on the Estimated Costs Budget page do not equate correctly. I correctly. I believe the request for funds should be \$313,796, since the local match is \$4,304?

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Leslie Shared Use Path - Middle School to Russell Park
COMMUNITY: City of Leslie

TYPE of Application: TRAIL **PRIORITY:** 2
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>0.02%</u>
	\$ Amount:	<u>\$4,000.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>1</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>1</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$1,000.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$486,600.00</u>	
Applicant Funds/Match:	<u>\$8,251.00</u>	% Match: <u>1.7%</u>
Total Project Cost:	<u>\$494,851.00</u>	Match Source: <u>City</u>
Construction Cost:	<u>\$378,014.00</u>	
Design Engineering:	<u>\$30,242.00</u>	
Construction Engineering:	<u>\$30,242.00</u>	
Other Costs:	<u>\$0.00</u>	
Contingency Amount / Percent:	<u>\$56,504</u> / <u>14.95%</u>	

PROJECT DETAILS:

- New path to connect Middle School path to the Russell Park path
- Meet ADA, AASHTO standards
- Prime Professional - Wightman

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>3200 LF</u>	<u>10'</u>	<u>Asphalt</u>
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

The amounts on the Estimated Costs Budget page do not equate correctly, and section of the "Applicant Funds" are not filled out on the application.
All numbers should be rounded to the nearest 100 (i.e. 15,782 should be 15,800)
2 of the 3 City applications list this as "High School" to Russell Park (on page 2 of application), this one says Middle School to Russell Park

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Leslie Shared Use Path - Russell Park to Woodlawn Cemetery
COMMUNITY: City of Leslie

TYPE of Application: TRAIL **PRIORITY:** 3
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>0.02%</u>
	\$ Amount:	<u>\$4,000.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>1</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>1</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$1,000.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$551,960.00</u>	
Applicant Funds/Match:	<u>\$19,040.00</u>	% Match: <u>3.3%</u>
Total Project Cost:	<u>\$571,000.00</u>	Match Source: <u>City, Twp</u>
Construction Cost:	<u>\$436,127.00</u>	
Design Engineering:	<u>\$34,890.00</u>	
Construction Engineering:	<u>\$34,890.00</u>	
Other Costs:	<u>\$0.00</u>	
Contingency Amount / Percent:	<u>\$65,093 / 14.93%</u>	

PROJECT DETAILS:

- New path to connect Russell Park to Leslie Township Park
- Meet ADA, AASHTO standards (except boardwalk)
- Prime Professional - Wightman

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>2820 LF</u>	<u>10'</u>	<u>Asphalt</u>
Bridge Length:			
Boardwalk:	<u>100</u>	<u>10'</u>	

Is the Project Viable? YES

COMMENTS / CONCERNS:

- The amounts on the Estimated Costs Budget page do not equate correctly, and section of the "Applicant Funds" are not filled out on the application.
- All numbers should be rounded to the nearest 100 (i.e. 30,242 should be 30,200)
- EGLE permitting may be required
- 10- ft. wide boardwalk does not meet AASHTO standard

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PROJECT EVALUATION AND VIABILITY REPORT

TRAILS AND PARKS MILLAGE REVIEW

2021 - ROUND 7

PROJECT: Leslie Township Grounds Lighting and Recreational Improvements
COMMUNITY: Leslie Township

TYPE of Application: SMALL GRANT **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%: <u>0.79%</u>
	\$ Amount: <u>\$208,238.00</u>

# of Projects awarded Millage Funds:	Total #: <u>2</u>
	# of Open Projects: <u>1</u>
	# of Closed Projects: <u>1</u>
Amount of Local Match tied to all past T&P grants received:	<u>\$19,249.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):	<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):	<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$300,000.00</u>	
Applicant Funds/Match:	<u>\$0.00</u>	% Match: <u>0.0%</u>
Total Project Cost:	<u>\$300,000.00</u>	Match Source: _____
Construction Cost:	<u>\$274,600.00</u>	_____
Design Engineering:	<u>\$7,200.00</u>	_____
Construction Engineering:	<u>\$5,080.00</u>	
Other Costs:	<u>\$600.00</u>	
Contingency Amount / Percent:	<u>\$12,520 / 4.56%</u>	

PROJECT DETAILS:

- New solar LED lighting, picnic tables, benches, exercise stations, playground equipment, and a bike rack around the
1/3-mile walking path
 - Prime Professional - TBD

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

All numbers should be rounded to the nearest 100 (i.e. 5,080.23 should be 5,100)

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PROJECT EVALUATION AND VIABILITY REPORT

TRAILS AND PARKS MILLAGE REVIEW

2021 - ROUND 7

PROJECT: Hayhoe Riverwalk Trail - Repair
COMMUNITY: City of Mason

TYPE of Application: TRAIL **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>3.81%</u>
	\$ Amount:	<u>\$1,001,141.60</u>

# of Projects awarded Millage Funds:	Total #:	<u>5</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>5</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$328,372.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$337,000.00</u>	
Applicant Funds/Match:	<u>\$38,525.00</u>	% Match: <u>10.3%</u>
Total Project Cost:	<u>\$375,525.00</u>	Match Source: <u>Raynor Bond Fund</u>
Construction Cost:	<u>\$300,420.00</u>	
Design Engineering:	<u>\$0.00</u>	
Construction Engineering:	<u>\$45,063.00</u>	
Other Costs:	<u>\$0.00</u>	
Contingency Amount / Percent:	<u>\$30,042 / 10.00%</u>	

PROJECT DETAILS:

- Repair of trail surface (cold milling) from Kipp Rd. to Howell Rd. with overlay of new asphalt, drainage improvements
 - Prime Professional - Wolverine

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>10,000 LF</u>	<u>10'</u>	<u>Asphalt</u>
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

All numbers should be rounded to the nearest 100 (i.e. 5,080.23 should be 5,100)

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Columbia St Bridge - Protected Walkway Construction
COMMUNITY: City of Mason

TYPE of Application: TRAIL **PRIORITY:** 2
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>3.81%</u>
	\$ Amount:	<u>\$1,001,141.60</u>

# of Projects awarded Millage Funds:	Total #:	<u>5</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>5</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$328,372.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$162,000.00</u>	
Applicant Funds/Match:	<u>\$18,462.50</u>	% Match: <u>10.2%</u>
Total Project Cost:	<u>\$180,462.50</u>	Match Source: <u>Major Street Fund</u>
Construction Cost:	<u>\$144,370.00</u>	
Design Engineering:	<u>\$0.00</u>	
Construction Engineering:	<u>\$21,655.50</u>	
Other Costs:	<u>\$0.00</u>	
Contingency Amount / Percent:	<u>\$14,437</u> / <u>10.00%</u>	

PROJECT DETAILS:

- Project creates a marked pedestrian pathway over US-127 on the Columbia St. bridge, with raised curb and delineator markers, over US-127 on the Columbia St. bridge and constructs sidewalk connectors on both sides of the bridge to existing sidewalks
- Prime Professional: Wolverine

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>900 LF</u>	<u>5'</u>	<u>Concrete</u>
Bridge Length:	<u>200 LF</u>	<u>5.38'</u>	<u>Existing Bridge surface</u>
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

All numbers should be rounded to the nearest 100 (i.e. 5,080.23 should be 5,100)
City has worked with MDOT on the design alternatives for safely and efficiently moving pedestrians across the bridge

12/15/2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Jefferson Trailhead / Community Garden Improvements
COMMUNITY: City of Mason

TYPE of Application: TRAIL **PRIORITY:** 3
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>3.81%</u>
	\$ Amount:	<u>\$1,001,141.60</u>

# of Projects awarded Millage Funds:	Total #:	<u>5</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>5</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$328,372.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$204,000.00</u>	
Applicant Funds/Match:	<u>\$23,187.50</u>	% Match: <u>10.2%</u>
Total Project Cost:	<u>\$227,187.50</u>	Match Source: <u>Raynor Bond Fund</u>
Construction Cost:	<u>\$181,750.00</u>	
Design Engineering:	<u>\$0.00</u>	
Construction Engineering:	<u>\$27,262.50</u>	
Other Costs:	<u>\$0.00</u>	
Contingency Amount / Percent:	<u>\$18,175</u> / <u>10.00%</u>	

PROJECT DETAILS:

- Project includes expansion of the existing parking lot, a new ADA restroom (vault), and a drinking fountain and interpretive sign

- Prime Professional: Wolverine

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>900 LF</u>	<u>5'</u>	<u>Concrete</u>
Bridge Length:	<u>200 LF</u>	<u>5.38'</u>	<u>Existing Bridge surface</u>
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

All numbers should be rounded to the nearest 100 (i.e. 5,080.23 should be 5,100)

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: MSU to Lake Lansing Trail Connector, Phase 3
COMMUNITY: Meridian Township

TYPE of Application: TRAIL **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%: <u>15.69%</u>
	\$ Amount: <u>\$4,122,000.00</u>

# of Projects awarded Millage Funds:	Total #: <u>14</u>
	# of Open Projects: <u>4</u>
	# of Closed Projects: <u>10</u>
Amount of Local Match tied to all past T&P grants received:	<u>\$3,363,000.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):	<u>1</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):	<u>\$1,700,000.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$1,725,000.00</u>	
Applicant Funds/Match:	<u>\$575,000.00</u>	% Match: <u>25.0%</u>
Total Project Cost:	<u>\$2,300,000.00</u>	Match Source: <u>Township, DNR Trust Fund</u>
Construction Cost:	<u>\$2,025,000.00</u>	
Design Engineering:	<u>\$25,000.00</u>	
Construction Engineering:	<u>\$10,000.00</u>	
Other Costs:	<u>\$15,000.00</u>	
Contingency Amount / Percent:	<u>\$225,000</u> / <u>11.11%</u>	

PROJECT DETAILS:

- Project includes final connection to Lake Lansing Parks (south & north), and develops a trailhead at Green Road
- Rapid Flash Beacons will be installed at Haslett Road and Lake Drive
- \$1,500,000 was committed to this project, per resolution 20-563 on 12/8/20

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>2.6 miles</u>	<u>10'</u>	<u>Concrete</u>
Bridge Length:			
Boardwalk:	<u>500 LF</u>	<u>14'</u>	<u>Wood</u>

Is the Project Viable? YES

COMMENTS / CONCERNS:

Project requires license with Consumers Energy (modify existing agreement) and EGLE permitting for wetlands
DNR grant applied for April 1, 2021

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Greater Stockbridge Connectivity & Wellness Park Enhancements
COMMUNITY: Village of Stockbridge

TYPE of Application: TRAIL **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%: <u>3.08%</u>
	\$ Amount: <u>\$809,980.00</u>

# of Projects awarded Millage Funds:	Total #: <u>1</u>
	# of Open Projects: <u>0</u>
	# of Closed Projects: <u>1</u>
Amount of Local Match tied to all past T&P grants received:	<u>\$519,758.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):	<u>1</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):	<u>\$519,758.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$395,600.00</u>	
Applicant Funds/Match:	<u>\$45,000.00</u>	% Match: <u>10.2%</u>
Total Project Cost:	<u>\$440,600.00</u>	Match Source: <u>Village, Lions Club,</u>
Construction Cost:	<u>\$352,000.00</u>	<u>5 Healthy Towns Foundation/Stockbridge</u>
Design Engineering:	<u>\$23,500.00</u>	<u>Wellness, Greenfields Outdoor</u>
Construction Engineering:	<u>\$26,600.00</u>	
Other Costs:	<u>\$5,000.00</u>	
Contingency Amount / Percent:	<u>\$33,500 / 9.52%</u>	

PROJECT DETAILS:

- Project includes a path to connect Veterans Park to the Lakelands Trail, the Jr/Sr High School and Beckwith Nature Preserve, the Lake-Lake Trail and the Iron Belle Trail; also included is an outdoor gym, skatepark updates, a sand volleyball court, restroom renovations, a bike repair station and a bike rack

- Meet ADA & AASHTO

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:	<u>1500 LF</u>	<u>8'</u>	<u>Asphalt Millings</u>
Bridge Length:			
Boardwalk:	<u>500 LF</u>	<u>14'</u>	<u>Wood</u>

Is the Project Viable? YES

COMMENTS / CONCERNS:

Road crossing - will be done with Safe Routes to School grant

12/15/2021

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PROJECT EVALUATION AND VIABILITY REPORT

TRAILS AND PARKS MILLAGE REVIEW

2021 - ROUND 7

PROJECT: Community Park & 5-Yr Recreation Plan

COMMUNITY: Vevay Township

TYPE of Application: PLANNING & ENGINEERING **PRIORITY:** 1
(if multiple projects)

REVIEWER: SPICER GROUP, TANYA MOORE

DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>0.00%</u>
	\$ Amount:	<u>\$0.00</u>

# of Projects awarded Millage Funds:	Total #:	<u>0</u>
	# of Open Projects:	<u>0</u>
	# of Closed Projects:	<u>0</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$0.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$81,500.00</u>	
Applicant Funds/Match:	<u>\$3,000.00</u>	% Match: <u>3.6%</u>
Total Project Cost:	<u>\$84,500.00</u>	Match Source: <u>Township</u>
Construction Cost:	<u>\$206,830.77</u>	
Design Engineering:	<u>\$33,461.54</u>	
Construction Engineering:	<u>\$0.00</u>	
Other Costs:	<u>\$26,500.00</u>	
Contingency Amount / Percent:	<u>\$22,308</u> / <u>10.79%</u>	

PROJECT DETAILS:

- Project includes updating the 5-Yr Recreation Plan, and design and preliminary engineering for regional trail connectivity, and park improvements, and DNR grant writing

- Prime Professional - LAP, Inc.

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

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**PROJECT EVALUATION AND VIABILITY REPORT
TRAILS AND PARKS MILLAGE REVIEW
2021 - ROUND 7**

PROJECT: Memorial Park Trail Planning & Engineering
COMMUNITY: City of Williamston
TYPE of Application: PLANNING & ENGINEERING **PRIORITY:** 1
(if multiple projects)
REVIEWER: SPICER GROUP, TANYA MOORE
DATE: September 22, 2021

% / Amount of Millage Received to Date:	%:	<u>0.44%</u>
	\$ Amount:	<u>\$114,969.40</u>

# of Projects awarded Millage Funds:	Total #:	<u>1</u>
	# of Open Projects:	<u>1</u>
	# of Closed Projects:	<u>0</u>
Amount of Local Match tied to all past T&P grants received:		<u>\$15,000.00</u>
# of Projects tied to Other Grant(s) (DNR, MDOT, etc.):		<u>0</u>
Amount of Projects Grants received/applied for (DNR, MDOT, etc.):		<u>\$0.00</u>

PROJECT FUNDING SOURCES:

Millage Funds Requested:	<u>\$40,700.00</u>	
Applicant Funds/Match:	<u>\$0.00</u>	% Match: <u>0.0%</u>
Total Project Cost:	<u>\$40,700.00</u>	Match Source: _____
Construction Cost:		_____
Design Engineering:	<u>\$32,000.00</u>	_____
Construction Engineering:	<u>\$0.00</u>	
Other Costs:	<u>\$5,000.00</u>	
Contingency Amount / Percent:	<u>\$3,700</u> / <u>9.09%</u>	

PROJECT DETAILS:

- Prime Professional - LAP, Inc.

Total Trail Dimensions:	LENGTH	WIDTH	SURFACE TYPE
Paved Trail Length:			
Bridge Length:			
Boardwalk:			

Is the Project Viable? YES

COMMENTS / CONCERNS:

12/15/2021

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Exhibit B – Park Commission Rating

PROJECT SCORING SUMMARY - SCORING ORDER TRAILS AND PARKS MILLAGE GRANT APPLICATION 2021 ROUND (Round 7)

Applicant	Project	Project Type	Match %	Local Match Amount	Community Priority	Score	Amount Requested	\$\$ Cumulative
City of Mason	Jefferson Trailhead / Community Garden Improvements	TRAIL	10.2%	\$23,187.50	3	44.20	\$204,000.00	\$204,000.00
City of Lansing / FLRT	Trail Ambassador Coordinator	OTHER	20%	\$5,000.00	1	43.80	\$20,000.00	\$224,000.00
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	PLAN. & ENG.	3.6%	\$3,000.00	1	41.40	\$81,500.00	\$305,500.00
Leslie Township	Township Grounds Lighting & Recreational Improvements	SMALL GRANT	0%	\$0.00	1	40.00	\$300,000.00	\$605,500.00
City of Mason	Columbia Street Bridge - Protected Walkway Construction	TRAIL	10.2%	\$18,462.50	2	38.00	\$162,000.00	\$767,500.00
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	PLAN. & ENG.	0%	\$0.00	1	35.60	\$18,750.00	\$786,250.00
City of Williamston	Memorial Park Trail Planning & Engineering	PLAN. & ENG.	0%	\$0.00	1	35.60	\$40,700.00	\$826,950.00
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	TRAIL	48.8%	\$300,000.00	3	33.80	\$315,000.00	\$1,141,950.00
Ingham County	Hawk Island Boardwalk Replacement Phase 3	BOARDWALK	50%	\$327,700.00	1	33.60	\$327,700.00	\$1,469,650.00
Leroy Township	Simmons Memorial Park	SMALL GRANT	50.5%	\$22,000.00	1	33.60	\$21,600.00	\$1,491,250.00
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III *	TRAIL	25%	\$575,000.00	1	33.60	\$225,000.00	\$1,716,250.00
City of Mason	Hayhoe Riverwalk Trail - Repair	TRAIL	10.3%	\$38,525.00	1	33.00	\$337,000.00	\$2,053,250.00
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	TRAIL	1.4%	\$4,304.00	1	31.80	\$313,796.00	\$2,367,046.00
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	SMALL GRANT	4.8%	\$15,000.00	1	31.20	\$296,400.00	\$2,663,446.00
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	TRAIL	1.7%	\$8,251.00	2	31.00	\$486,600.00	\$3,150,046.00
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	TRAIL	25%	\$45,000.00	1	30.80	\$395,600.00	\$3,545,646.00
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	TRAIL	3.3%	\$19,040.00	3	30.60	\$551,960.00	\$4,097,606.00
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	TRAIL	22.7%	\$50,000.00	1	29.60	\$170,000.00	\$4,267,606.00
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	BOARDWALK	0%	\$0.00	2	28.60	\$471,400.00	\$4,739,006.00
City of Lansing	River Trail - Overband & Crack Sealing	TRAIL	20%	\$15,000.00	2	28.20	\$60,000.00	\$4,799,006.00
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	TRAIL	0%	\$35,000.00	4	23.80	\$3,465,000.00	\$8,264,006.00
City of Lansing	Corporate Research Park Pathway	TRAIL	31.6%	\$400,000.00	3	12.00	\$867,000.00	\$9,131,006.00

TOTALS: \$1,904,470.00

\$9,131,006.00

17.26%

82.74%

Max. Score = 50.00

2021 Contoller Recommended Amount Available = \$3,000,000.00

* Meridian Township application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00

1/26/2022

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PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LEEK CEMETERY NATURE TRAIL & IMPROVEMENTS
Community: ALAJEDON TOWNSHIP

FINAL SCORE: **31.20**

Type of Application: SMALL GRANT

PRIORITY: 1
(if multiple projects)

Local Match Amount: 4.8%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	0.00	5.00	2.00	10.00	10.00	
Max		0.00	0.00	5.00	10.00	10.00	10.00	
Mean		0.00	0.00	5.00	6.20	10.00	10.00	31.20
Total		0.00	0.00	25.00	31.00	50.00	50.00	156.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$15,000 local	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen any money from the millage.
- * I like the nature trail part and hope they are able to acquire more land to expand it in the future.
- * They have received no funding so far.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: HAWK ISLAND BOARDWALK REPLACEMENT, PHASE 3
 Community: INGHAM COUNTY

FINAL SCORE: **33.60**

Type of Application: BOARDWALK

PRIORITY: 1
(if multiple projects)

Local Match Amount: 50%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	4.00	6.00	0.00	
Max		5.00	10.00	5.00	10.00	6.00	0.00	
Mean		5.00	10.00	5.00	7.60	6.00	0.00	33.60
Total		25.00	50.00	25.00	38.00	30.00	0.00	168.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$327,700 DNR	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LAKE LANSING PARK NORTH - BOARDWALK REPLACEMENT, PHASE 3
Community: INGHAM COUNTY

FINAL SCORE: **28.60**

Type of Application: BOARDWALK

PRIORITY: 2
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	0.00	4.00	6.00	0.00	
Max		5.00	10.00	0.00	10.00	6.00	0.00	
Mean		5.00	10.00	0.00	7.60	6.00	0.00	28.60
Total		25.00	50.00	0.00	38.00	30.00	0.00	143.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	No	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * Priority project according to our master plan – maintaining.
- * This is a necessary maintenance spot and good that no down payment is due up front.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LAKE LANSING PARK NORTH - MSU to Lake Lansing Trail Connector
Community: INGHAM COUNTY

FINAL SCORE: **33.80**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 48.8%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	4.00	6.00	0.00	
Max		5.00	10.00	5.00	10.00	6.00	0.00	
Mean		5.00	10.00	5.00	7.80	6.00	0.00	33.80
Total		25.00	50.00	25.00	39.00	30.00	0.00	169.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$300,000 DNR	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * Priority project according to our master plan – maintaining.
- * Good connector, and not money due up front.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: RIVER TRAIL BANK STABILIZATION - MT. HOPE CEMETERY
Community: CITY OF LANSING

FINAL SCORE: **29.60**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 22.7%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	2.00	2.00	0.00	
Max		5.00	10.00	5.00	10.00	2.00	0.00	
Mean		5.00	10.00	5.00	7.60	2.00	0.00	29.60
Total		25.00	50.00	25.00	38.00	10.00	0.00	148.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$50,000 City	Score 0-5 = 3 pts 6-10 = 7 pts 11-14 = 10 pts	>1-10% = 8 pts >10-20% = 6 pts >20-30% = 4 pts >30% = 2 pts	Yes		

SCORING NOTES:

- * This is a necessary project, but I would like to see Lansing put in 50% of the cost for this project.
- * This should be given a higher score.
- * Priority project according to our master plan – maintaining.
- * Maintenance is not as exciting as new trails, but it is necessary to keep the current trails open and accessible to everyone.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: OVERBAND & CRACK SEALING OF LANSING RIVER TRAIL
Community: CITY OF LANSING

FINAL SCORE: **28.20**

Type of Application: TRAIL

PRIORITY: 2
(if multiple projects)

Local Match Amount: 20%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	0.00	2.00	0.00	
Max		5.00	10.00	5.00	10.00	2.00	0.00	
Mean		5.00	10.00	5.00	6.20	2.00	0.00	28.20
Total		25.00	50.00	25.00	31.00	10.00	0.00	141.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$15,000 City	Score 0-5 = 3 pts 6-10 = 7 pts 11-14 = 10 pts	>1-10% = 8 pts >10-20% = 6 pts >20-30% = 4 pts >30% = 2 pts	Yes		

SCORING NOTES:

- * This should be given a higher score.
- * Priority project according to our master plan – maintaining.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: CORPORATE RESEARCH PARK PATHWAY
Community: CITY OF LANSING

FINAL SCORE: **12.00**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 31.6%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	0.00	5.00	2.00	2.00	0.00	
Max		0.00	0.00	5.00	8.00	2.00	0.00	
Mean		0.00	0.00	5.00	5.00	2.00	0.00	12.00
Total		0.00	0.00	25.00	25.00	10.00	0.00	60.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$400,000	Score	>1-10% = 8 pts	Yes		
			City, DNR TF	0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * This would be a good future project. There are more important projects that need to be funded first.
- * This should be given a higher score.
- * I think we can wait on this one - I also think the "corporate" part of "Corporate Research Park" can bring more to this project.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: MONTGOMERY DRAIN - RANNEY PARK & RED CEDAR PATHWAYS
Community: CITY OF LANSING

FINAL SCORE: **23.80**

Type of Application: TRAIL

PRIORITY: 4
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	2.00	0.00	
Max		0.00	10.00	5.00	10.00	2.00	0.00	
Mean		0.00	10.00	5.00	6.80	2.00	0.00	23.80
Total		0.00	50.00	25.00	34.00	10.00	0.00	119.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$35,000 City	Score 0-5 = 3 pts 6-10 = 7 pts 11-14 = 10 pts	>1-10% = 8 pts >10-20% = 6 pts >20-30% = 4 pts >30% = 2 pts	Yes		

SCORING NOTES:

- * This would be a good future project. There are more important projects that need to be funded first.
- * It's very expensive and the trail plan seems overly complicated.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: TRAIL AMBASSADOR COORDINATOR
Community: CITY OF LANSING / FLRT

FINAL SCORE: **43.80**

Type of Application: OTHER

PRIORITY: 1
(if multiple projects)

Local Match Amount: 20%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	0.00	10.00	10.00	
Max		5.00	10.00	5.00	10.00	10.00	10.00	
Mean		5.00	10.00	5.00	3.80	10.00	10.00	43.80
Total		25.00	50.00	25.00	19.00	50.00	50.00	219.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$5,000 FLRT	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * When this position was created it was originally designed to only be funded by millage money for the first 2-3 years, to help get the position up and running, and the position was supposed to be self-supporting after that time. It's now many years past the original time frame and it's time to stop funding the position from millage money. I suggest the sign advertisement duties be rolled into the County's Millage Coordinator position. The rest of the duties should be the responsibility of the individual communities that own the trails.
- * This is an important funding item because it benefits the entire county! The Friends Ambassador continually works on promotion of the trails all around the county, and works with all municipalities to improve and enhance their trails and parks. The ambassador also works directly with Nicole and Tim as well as all area civic groups with an interest in the trail system. The Friends lobbied for the millage renewal, and have put on many and varied events on different parts of the trail to raise awareness of the system.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: WAVERLY RD SHARED USE PATHWAY, PHASE II - FEASIBILITY STUDY
Community: LANSING TOWNSHIP

FINAL SCORE: **35.60**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 1
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	0.00	3.00	8.00	10.00	
Max		0.00	10.00	0.00	10.00	8.00	10.00	
Mean		0.00	10.00	0.00	7.60	8.00	10.00	35.60
Total		0.00	50.00	0.00	38.00	40.00	50.00	178.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	No	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * I LOVE this idea - but I have a hard time funding a study. I'd rather fund the project. I don't think millage \$\$ should be spent this way.
- * Important to keep the west side of the county in the funding and planning mix.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: SIMMONS MEMORIAL PARK
Community: LEROY TOWNSHIP

FINAL SCORE: **33.60**

Type of Application: SMALL GRANT

PRIORITY: 1
(if multiple projects)

Local Match Amount: 50.5%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	0.00	5.00	7.00	10.00	10.00	
Max		0.00	0.00	5.00	10.00	10.00	10.00	
Mean		0.00	0.00	5.00	8.60	10.00	10.00	33.60
Total		0.00	0.00	25.00	43.00	50.00	50.00	168.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$21,600 Twp	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * This looks like it has a ton of potential to be a really nice park if they keep plugging away at it!

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE SHARED USE PATH - HULL RD. TO S. CAMEO DR.
Community: CITY OF LESLIE

FINAL SCORE: **31.80**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 1.4%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	0.00	
Max		0.00	10.00	5.00	10.00	10.00	0.00	
Mean		0.00	10.00	5.00	6.80	10.00	0.00	31.80
Total		0.00	50.00	25.00	34.00	50.00	0.00	159.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$4,304 City	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * I like connecting this to the trail and following existing paths.
- * Important to keep funding out-county projects.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE SHARED USE PATH - MIDDLE SCHOOL TO RUSSELL PARK
Community: CITY OF LESLIE

FINAL SCORE: **31.00**

Type of Application: TRAIL

PRIORITY: 2
(if multiple projects)

Local Match Amount: 1.7%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	0.00	
Max		0.00	10.00	5.00	8.00	10.00	0.00	
Mean		0.00	10.00	5.00	6.00	10.00	0.00	31.00
Total		0.00	50.00	25.00	30.00	50.00	0.00	155.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$8,251 City	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * I like connecting this to the trail and following existing paths.
- * This project should be applied for at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE SHARED USE PATH - RUSSELL PARK TO WOODLAWN CEMETERY
Community: CITY OF LESLIE

FINAL SCORE: **30.60**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 3.3%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	0.00	
Max		0.00	10.00	5.00	8.00	10.00	0.00	
Mean		0.00	10.00	5.00	5.60	10.00	0.00	30.60
Total		0.00	50.00	25.00	28.00	50.00	0.00	153.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$19,040	Score	>1-10% = 8 pts	Yes		
			City/Twp	0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good project. Should be quick to complete and a good use of money for a community that has not seen much money from the millage.
- * I like connecting this to the trail and following existing paths.
- * This project should be applied for at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: LESLIE TWP GROUNDS LIGHTING AND RECREATIONAL IMPROVEMENTS
Community: CITY OF LESLIE

FINAL SCORE: **40.00**

Type of Application: SMALL GRANT

PRIORITY: 1
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	0.00	10.00	10.00	
Max		0.00	10.00	5.00	10.00	10.00	10.00	
Mean		0.00	10.00	5.00	5.00	10.00	10.00	40.00
Total		0.00	50.00	25.00	25.00	50.00	50.00	200.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	\$19,040	Score	>1-10% = 8 pts	Yes	
				City/Twp	0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Not sure this is within the intended scope of the millage.
- * This looks like it has a ton of potential to be a really nice park if they keep plugging away at it!
- * Decent project but can be applied for at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: HAYHOE RIVERWALK TRAIL - REPAIR
Community: CITY OF MASON

FINAL SCORE: **33.00**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 10.3%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	0.00	8.00	0.00	
Max		5.00	10.00	5.00	10.00	8.00	0.00	
Mean		5.00	10.00	5.00	5.00	8.00	0.00	33.00
Total		25.00	50.00	25.00	25.00	40.00	0.00	165.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$38,525 City	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Maintenance is important.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: COLUMBIA STREET BRIDGE - PROTECTED WALKWAY CONSTRUCTION
Community: CITY OF MASON

FINAL SCORE: **38.00**

Type of Application: TRAIL

PRIORITY: 2
(if multiple projects)

Local Match Amount: 10.2%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	0.00	8.00	10.00	
Max		0.00	10.00	5.00	10.00	8.00	10.00	
Mean		0.00	10.00	5.00	5.00	8.00	10.00	38.00
Total		0.00	50.00	25.00	25.00	40.00	50.00	190.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$18,462.50 City	Score 0-5 = 3 pts 6-10 = 7 pts 11-14 = 10 pts	>1-10% = 8 pts >10-20% = 6 pts >20-30% = 4 pts >30% = 2 pts	Yes		

SCORING NOTES:

- * Project is outside of the scope of the millage. It is not creating or connecting trails, it is connecting two sidewalks, which is the responsibility of the City of Mason.
- * I think this is needed, but I struggle with the connection to the millage. I think there are other options here if we look for them.
- * Good project but can apply again at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: JEFFERSON TRAILHEAD / COMMUNITY GARDEN IMPROVEMENTS
Community: CITY OF MASON

FINAL SCORE: **44.20**

Type of Application: TRAIL

PRIORITY: 3
(if multiple projects)

Local Match Amount: 10.2%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	2.00	8.00	10.00	
Max		5.00	10.00	5.00	9.00	8.00	10.00	
Mean		5.00	10.00	5.00	6.20	8.00	10.00	44.20
Total		25.00	50.00	25.00	31.00	40.00	50.00	221.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$23,187.50 City	Score 0-5 = 3 pts 6-10 = 7 pts 11-14 = 10 pts	>1-10% = 8 pts >10-20% = 6 pts >20-30% = 4 pts >30% = 2 pts	Yes		

SCORING NOTES:

- * Good Project.
- * Good project but can apply again at a later date.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: MSU TO LAKE LANSING CONNECTOR TRAIL, PHASE III
Community: MERIDIAN TOWNSHIP

FINAL SCORE: **33.60**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 25%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		5.00	10.00	5.00	2.00	6.00	0.00	
Max		5.00	10.00	5.00	10.00	6.00	0.00	
Mean		5.00	10.00	5.00	7.60	6.00	0.00	33.60
Total		25.00	50.00	25.00	38.00	30.00	0.00	168.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$575,000.00	Score	>1-10% = 8 pts	Yes		
			Twp / DNR	0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * I like the accessibility, but I wonder how often it would get used.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: GREATER STOCKBRIDGE CONNECTIVITY & WELLNESS PARK ENHANCEMENTS
Community: VILLAGE OF STOCKBRIDGE

FINAL SCORE: **30.80**

Type of Application: TRAIL

PRIORITY: 1
(if multiple projects)

Local Match Amount: 25%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	8.00	0.00	
Max		0.00	10.00	5.00	10.00	8.00	0.00	
Mean		0.00	10.00	5.00	7.80	8.00	0.00	30.80
Total		0.00	50.00	25.00	39.00	40.00	0.00	154.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$45,000.00	Score	>1-10% = 8 pts	Yes		
			Donations	0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Good Project. Should be funded with future rounds of millage money.
- * This sounds like a great partnership!

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: VEVAY TOWNSHIP COMMUNITY PARK & 5-YR RECREATION PLAN
Community: VEVAY TOWNSHIP

FINAL SCORE: **41.40**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 1
(if multiple projects)

Local Match Amount: 3.6%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	5.00	2.00	10.00	10.00	
Max		0.00	10.00	5.00	10.00	10.00	10.00	
Mean		0.00	10.00	5.00	6.40	10.00	10.00	41.40
Total		0.00	50.00	25.00	32.00	50.00	50.00	207.00
	No	No	Yes	Park Comm	0-1% = 10 pts	No		
	Yes	Yes	\$3,000.00 Twp	Score	>1-10% = 8 pts	Yes		
				0-5 = 3 pts	>10-20% = 6 pts			
				6-10 = 7 pts	>20-30% = 4 pts			
				11-14 = 10 pts	>30% = 2 pts			

SCORING NOTES:

- * Fund It. Low cost, good use of the money.
- * I think this is needed, but I have a hard time funding plans.

PROJECT SCORING SUMMARY
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Project: MEMORIAL PARK TRAIL PLANNING & ENGINEERING
 Community: CITY OF WILLIAMSTON

FINAL SCORE: **35.60**

Type of Application: PLANNING & ENGINEERING

PRIORITY: 1
(if multiple projects)

Local Match Amount: 0%

		Q1. (Table 18) 0=no, 5=yes	Q2. Connectivity (Fig. 24) 0=no, 10=yes	Q3. Other Funding 0=no, 5=yes	Q4. Part 1 Project Rating 10 point max.	Q4. Part 2 Project Rating Equitable Distribution 10 point max.	Q5. Small Grant Request (\$300k or <) 0=no, 10=yes	TOTALS
n = 5								
Min		0.00	10.00	0.00	2.00	10.00	10.00	
Max		0.00	10.00	0.00	10.00	10.00	10.00	
Mean		0.00	10.00	0.00	5.60	10.00	10.00	35.60
Total		0.00	50.00	0.00	28.00	50.00	50.00	178.00
		No	No	Yes	Park Comm	0-1% = 10 pts	No	
		Yes	Yes	No	Score	>1-10% = 8 pts	Yes	
					0-5 = 3 pts	>10-20% = 6 pts		
					6-10 = 7 pts	>20-30% = 4 pts		
					11-14 = 10 pts	>30% = 2 pts		

SCORING NOTES:

- * Fund It. Low cost, good use of the money.
- * I really like this park and I hope it gets built, but again, I don't like funding planning as much as projects.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR TRAILS AND PARKS
MILLAGE APPLICATIONS**

WHEREAS, Board of Commissioners Resolution #21-101 approved a seventh round of applications; and

WHEREAS, 22 applications were received from Alaiedon Township (1), City of Lansing (5), City of Leslie (3), Ingham County (3), Charter Township of Lansing (1), Leroy Township (1), Leslie Township (1), City of Mason (3), Meridian Township (1), Village of Stockbridge (1), Vevay Township (1), and City of Williamston (1); and

WHEREAS, the Controller's office recommended identifying +/- \$3 million in projects, prioritizing jurisdictions that have not received funding, and reducing the upfront payments for the grants from 50% to 25%; and

WHEREAS, Board of Commissioner Resolution #19-092 authorized disbursing 50% of each grant up front the communities; and

WHEREAS, this resolution authorizes reducing the amount from 50% to 25% for grants going forward; and

WHEREAS, the City of Lansing is requesting an additional \$1,515,785.00 for millage projects TR039, TR056, TR062, TR064, TR065, TR066, and TR067, reallocating \$13,545.96 from project TR006 to TR038, and reallocating \$29,217.27 from project TR065 to TR056; and

WHEREAS, after meeting with representatives from the City of Lansing, staff recommended \$1,000,000 toward the cost overruns for the City of Lansing and up to \$2.5 million for the 7th round millage projects which would leave \$1,000,000 in undesignated funds for potential future cost overruns of current contracts with communities; and

WHEREAS, the Park Commission supports funding \$1,000,000 of the \$1,515,785 request for the City of Lansing overages and the City will supply \$515,785; and

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

PROJECT SCORING SUMMARY - SCORING ORDER
TRAILS AND PARKS MILLAGE GRANT APPLICATION
2021 ROUND (Round 7)

Applicant	Project	Project Type	Match %	Local Match Amount	Community Priority	Score	Amount Requested	\$\$ Cumulative
City of Mason	Jefferson Trailhead / Community Garden Improvements	TRAIL	10.2%	\$23,187.50	3	44.20	\$204,000.00	\$204,000.00
City of Lansing / FLRT	Trail Ambassador Coordinator	OTHER	20%	\$5,000.00	1	43.80	\$20,000.00	\$224,000.00
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	PLAN. & ENG.	3.6%	\$3,000.00	1	41.40	\$81,500.00	\$305,500.00
Leslie Township	Township Grounds Lighting & Recreational Improvements	SMALL GRANT	0%	\$0.00	1	40.00	\$300,000.00	\$605,500.00
City of Mason	Columbia Street Bridge - Protected Walkway Construction	TRAIL	10.2%	\$18,462.50	2	38.00	\$162,000.00	\$767,500.00
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	PLAN. & ENG.	0%	\$0.00	1	35.60	\$18,750.00	\$786,250.00
City of Williamston	Memorial Park Trail Planning & Engineering	PLAN. & ENG.	0%	\$0.00	1	35.60	\$40,700.00	\$826,950.00
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	TRAIL	48.8%	\$300,000.00	3	33.80	\$315,000.00	\$1,141,950.00
Ingham County	Hawk Island Boardwalk Replacement Phase 3	BOARDWALK	50%	\$327,700.00	1	33.60	\$327,700.00	\$1,469,650.00
Leroy Township	Simmons Memorial Park	SMALL GRANT	50.5%	\$22,000.00	1	33.60	\$21,600.00	\$1,491,250.00
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III *	TRAIL	25%	\$575,000.00	1	33.60	\$225,000.00	\$1,716,250.00
City of Mason	Hayhoe Riverwalk Trail - Repair	TRAIL	10.3%	\$38,525.00	1	33.00	\$337,000.00	\$2,053,250.00
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	TRAIL	1.4%	\$4,304.00	1	31.80	\$313,796.00	\$2,367,046.00
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	SMALL GRANT	4.8%	\$15,000.00	1	31.20	\$296,400.00	\$2,663,446.00
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	TRAIL	1.7%	\$8,251.00	2	31.00	\$486,600.00	\$3,150,046.00
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	TRAIL	25%	\$45,000.00	1	30.80	\$395,600.00	\$3,545,646.00
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	TRAIL	3.3%	\$19,040.00	3	30.60	\$551,960.00	\$4,097,606.00
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	TRAIL	22.7%	\$50,000.00	1	29.60	\$170,000.00	\$4,267,606.00
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	BOARDWALK	0%	\$0.00	2	28.60	\$471,400.00	\$4,739,006.00
City of Lansing	River Trail - Overband & Crack Sealing	TRAIL	20%	\$15,000.00	2	28.20	\$60,000.00	\$4,799,006.00
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	TRAIL	0%	\$35,000.00	4	23.80	\$3,465,000.00	\$8,264,006.00
City of Lansing	Corporate Research Park Pathway	TRAIL	31.6%	\$400,000.00	3	12.00	\$867,000.00	\$9,131,006.00

TOTALS: \$1,904,470.00

\$9,131,006.00

17.26%

82.74%

Max. Score = 50.00

2021 Controller Recommended Amount Available = \$3,000,000.00

* Meridian Township application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00

1/26/2022

Q:\Prop\2021\1299496\2021 - Ingham County Parks and Trails Consult\2021\01_Evaluate Applications\Scoring\GrantScoring_Round7



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.

Table A:

Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount	\$ Cumulative
City of Mason	Jefferson Trailhead / Community Garden Improvements	\$204,000.00	Yes	\$204,000.00	\$204,000.00
City of Lansing / FLRT	Trail Ambassador Coordinator	\$20,000.00	No	---	\$204,000.00
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	\$81,500.00	Yes	\$81,500.00	\$285,500.00
Leslie Township	Township Grounds Lighting & Recreational Improvements	\$300,000.00	Yes	\$300,000.00	\$585,500.00
City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000.00	No	---	\$585,500.00
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	\$18,750.00	Yes	\$18,750.00	\$604,250.00
City of Williamston	Memorial Park Trail Planning & Engineering	\$40,700.00	Yes	\$40,700.00	\$644,950.00
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	\$315,000.00	No	---	\$644,950.00
Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700.00	No	---	\$644,950.00
Leroy Township	Simmons Memorial Park	\$21,600.00	Yes	\$21,600.00	\$666,550.00
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III (*Application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00)	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)	Yes	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)	\$891,550.00
City of Mason	Hayhoe Riverwalk Trail - Repair	\$337,000.00	Yes	\$337,000.00	\$1,228,550.00
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	\$313,796.00	Yes	\$313,796.00	\$1,542,346.00
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	\$296,400.00	Yes	\$296,400.00	\$1,838,746.00
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	\$486,600.00	Yes-Partial	\$265,000.00	\$2,103,746.00
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	\$395,600.00	Yes	\$395,600.00	\$2,499,346.00
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960.00	No	---	\$2,499,346.00
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	\$170,000.00	No	---	\$2,499,346.00
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400.00	No	---	\$2,499,346.00
City of Lansing	River Trail - Overband & Crack Sealing	\$60,000.00	No	---	\$2,499,346.00
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000.00	No	---	\$2,499,346.00
City of Lansing	Corporate Research Park Pathway	\$867,000.00	No	---	\$2,499,346.00

BE IT FURTHER RESOLVED, that the 70% limitation on allocation of projected future millage revenue imposed by Resolution 17-275 is hereby waived.

BE IT FURTHER RESOLVED, that upon adoption of this resolution, Board of Commissioner Resolution #19-092 is amended so that 25% of each grant will be disbursed up front to the communities for their trails and parks projects starting with projects awarded after the adoption of this resolution.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, that granting of millage dollars to municipalities may be subject to the acquisition of local or grant match funding awarded when included in the original proposal.

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 eighth and final round in this millage cycle for millage applications for communities is anticipated to be held prior to the next renewal in 2026 contingent on the millage renewing. The application forms and scoring criteria will be reviewed and approved by the Board of Commissioners prior to the eighth round.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Contract with Spicer Group Inc.

For the meeting agenda of February 28, 2022 Human Services and March 2, 2022 Finance

BACKGROUND

Proposals were solicited from qualified and experienced engineering firms to serve as the prime professional for three park projects: one at Lake Lansing Park South, one at Bunker Road Landing, and Lake Lansing Park North. After review, the evaluation committee recommends entering into a contract with Spicer Group Inc. for the three projects.

ALTERNATIVES

These projects would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not do the projects.

FINANCIAL IMPACT

Board of Commissioner Resolution #20-039 and #20-040 approved funding for various projects below. See the table attached for details.

Project (Grant #)	Board of Commissioner Resolution # authorizing funding	Line Item Project #	Total Project Amount	Requested Amount for Prime Prof. Services	15% Contingency	Total Contract Amount
TF20-0039	21-380	228-75999- 974000-9P14	\$635,200	\$38,300	\$5,745	\$44,045
TF20-0040	21-379	208-75200- 974000	\$112,000	\$20,800	\$3,120	\$23,920
LLN – Maintenance Barn	2020 CIP approved	228-75999- 976000- 20P12	\$75,000	\$30,800	\$4,620	\$35,420
		TOTAL	\$822,200	\$89,900	\$13,485	\$103,385

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: January 12, 2022

RE: Memorandum of Performance for RFP No. 1-22 Prime Professional Consulting Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to provide prime professional services for three park projects: one project at Lake Lansing Park South, one at Bunker Road Landing, and the last one at Lake Lansing Park North. The services may be awarded in whole, or in part, as deemed in the best interest of the County.

The scope of work includes, but is not limited to, providing topographical surveying, plan design including estimates, permit applications, bidding consultation, along with grant and construction administration. The awarded vendor(s) will deliver plans, specifications, bidding documents, cost estimates and schedules; plus, all files for the project(s) in their original format (Word, Excel, AutoCAD, GIS, etc.) to Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	116	37
Vendors responding	7	4

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Lake Lansing Park South Total	Bunker Road Landing Total	Lake Lansing Park North – Maintenance Barn Total	All Parks Total
Rowe Professional Services Company	No, Flint MI	\$25,200.00	\$23,300.00	\$41,400.00	\$89,900.00
Spicer Group Inc.	Yes, Lansing MI	\$38,500.00	\$20,800.00	\$31,000.00	\$90,300.00
Landscape Architects & Planners, Inc.	Yes, Lansing MI	\$43,485.00	\$21,555.00	\$26,693.75	\$91,733.75
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$65,325.00	\$11,675.00	\$37,317.50	\$114,317.50
Straub Pettitt Yaste Architects	No, Clawson MI	\$54,350.00	\$54,350.00	\$29,600.00	\$138,300.00
Viridis Design Group	No, Kalamazoo MI	\$66,480.00	\$42,200.00	\$29,300.00	\$137,980.00
Eng. Engineering & Surveying	Yes, Lansing MI	\$59,866.60	\$55,971.60	\$35,625.00	\$151,463.20

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SPICER GROUP, INC. FOR
PRIME PROFESSIONAL SERVICES FOR VARIOUS PROJECTS**

WHEREAS, proposals were solicited from qualified and experienced engineering firms to serve as the prime professional for three park projects: one at Lake Lansing Park South, one at Bunker Road Landing, and Lake Lansing Park North; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. for projects at Lake Lansing Park South, Bunker Road Landing, and Lake Lansing Park North; and

WHEREAS, Spicer Group Inc, a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Spicer Group, Inc. for the base bid in the amount of \$89,900 to provide prime professional services for various projects at Lake Lansing Park South, Bunker Road Landing, and Lake Lansing Park North and authorizes a contingency for the overall all work not to exceed 15% of their base bid or \$13,485 for a total amount not to exceed \$103,385.

BE IT FURTHER RESOLVED, that there are funds available in line items as specified below:

Project (Grant #)	Line Item Project #	Requested Amount for Prime Prof. Services	15% Contingency	Total Contract Amount
TF20-0039 Lake Lansing South	228-75999-974000-9P14	\$38,300.00	\$5,745	\$44,045
TF20-0040 Bunker Road Landing	208-75200-974000	\$20,800.00	\$3,120	\$23,920
Lake Lansing Park North- Maintenance Barn	228-75999-976000-20P12	\$30,800.00	\$4,620	\$35,420

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.

TO: Board of Commissioners Human Services and County Services Committees
FROM: Tim Morgan, Parks Director
DATE: February 15, 2022
SUBJECT: Ingham County Parks Reorganization
For the meeting agendas of February 28 and March 1

BACKGROUND

Reorganization of the Parks Department has been identified in order to effectively provide customer service due to the increased numbers visiting Ingham County Parks. The Parks Department submitted the reorganization request to the Human Resources Department on November 24, 2020. The job descriptions for these roles have not been amended for a number of years. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

Attendance look back

2017: 1,313,124
2018: 1,308,551
2019: 1,265,017
2020: 1,486,472
2021: 2,306,976

Fund balance look back

<u>2015</u>	
Start	\$ 66,737.07
Finish	\$ 232,618.84
Difference	\$ 165,881.77
<u>2016</u>	
Start	\$ 232,618.84
Finish	\$ 414,047.14
Difference	\$ 181,428.30
<u>2017</u>	
Start	\$ 414,047.14
Finish	\$ 410,121.11
Difference	\$ (3,926.03)
<u>2018</u>	
Start	\$ 410,121.11
Finish	\$ 455,837.99
Difference	\$ 45,716.88
<u>2019</u>	

Start	\$ 455,837.99
Finish	\$ 476,355.07
Difference	\$ 20,517.08
<u>2020</u>	
Start	\$ 476,355.70
Finish	\$ 584,033.76
Difference	\$ 107,678.06

6 Year Average \$86,216.01

After interviewing the current occupants of these positions, updated draft job descriptions were created. After speaking with Ingham County Human Resources, it was determined that the updating of several job descriptions and position gradings would be best accomplished via reorganization. Director Morgan worked with Human Resources, including Director Graham, to re-point and regrade the positions after the job descriptions were updated and modernized. The results of that re-pointing are below.

The reorganization is proposed to consist of:

Immediate request (started with Human Resources request on November 24, 2020)

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Convert the Park Manager III (MC 11) position into Deputy Director reclassification (MC 12)

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization and the Parks Department will remain status quo.

FINANCIAL IMPACT

The Human Resources results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below.

Current Position	MC 4 Step 5 Total Cost	MC 6 Step 5 Total Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded-\$5,676.65
TOTAL	\$99,514.12	\$110,867.41	\$11,353.29
Current Position	MC 7 Step 5 Total Cost	MC 8 Step 5 Total Cost	Difference
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
TOTAL	\$118,110.31	\$127,004.68	\$8,894.37

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 11 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
TOTAL	\$156,741.92	\$166,532.49	\$9,790.57

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

STRATEGIC PLANNING IMPACT

Our goal is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The Controller's Office directed the Parks Department to address their reorganization in a two-step process. Step one is the reclassifications and conversion reclassification as step one that is presented in this resolution. Step two would be for the Parks Department to bring forward as part of the 2023 budget request consideration for adding new positions that were identified as part of this reorganization process due to the overwhelming increase in part usage and attendance over the past two years.

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Parks Department.

TO: Tim Morgan, Director Ingham County Parks

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: February 9, 2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. Position number 759002 is currently a Park Manager III. The Parks Department would like to convert this position into a newly created job description, Parks Deputy Director. After analysis, the salary would be MC 12. I have attached a copy of the job description.
2. Position number 759008 and 759009 are currently a Park Manager II. The Parks Department would like to convert these positions into an updated job description, Park Manager III. After analysis, the salary would be a MC 11. I have attached a copy of the job description.
3. Position number 759014 is currently an Account Clerk, Parks. The Parks Department has updated the job description to accurately reflect the duties that are being performed and re-titled this position to Financial and Account Clerk, Parks. After analysis, the salary would be a MC 06. I have attached a copy of the job description.
4. Position number 759012 is currently an Administrative Office Coordinator. The Parks Department has updated the job description to reflect the duties that are being performed. After analysis, the salary would be a MC 08. I have attached a copy of the job description.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

INGHAM COUNTY JOB DESCRIPTION

FINANCIAL & ACCOUNT CLERK, PARKS

General Summary:

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Responds to inquiries from employees and the public regarding Parks Department information.

Essential Functions:

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies.
2. Serves as Site Coordinator for P-Card processing. Collects each employee's monthly p-card statement with receipts. Assures that each charge is tax exempt and approved. Fills out p-card spreadsheet with vendor and account numbers for financial services.
3. Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.
4. Accounts for all monies received by the department including revenue, donations and reimbursements.
5. Enters cash receipts for revenues, balances daily receipts and prepares deposits to take to bank. Runs accounting and bookkeeping reports as requested. Prepares journal entries to reclass revenue as needed.
6. Performs monthly bank reconciliations, balancing bank statement to general ledger. Identifies and performs corrective actions required to balance bank general ledger. Prepares journal entry to book bank fees and interest payments.
7. Prepares monthly cash transmittal to transfer parks account balance for treasurer's office.
8. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data. Enters SAR in preparation of new employee.
9. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused or insufficient to cover requested time. Runs time and attendance reports as requested.

10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.
12. Assists supervisor in selecting, interviewing and training new office employees. Acts as supervisor and assumes duties of Administrative Office Coordinator in their absence.
13. Works with the Director and Supervisor to review budget reports. Drafts contract list for preparation of annual budget request. Enters annual budget request in financial software.
14. Develops and prepares annual and monthly financial report for management and the park commission for the entire 208 fund, 228 fund and CIP projects. Oversees expenditures and advises management when accounts need attention. Works closely with Director to identify alternate funding sources. Prepares journal entries when expenditures need to be reclassified.
15. Tracks fund balance and estimates how operating budget may affect it throughout the year.
16. Responds to inquiries regarding department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquiries to appropriate staff as necessary. Maintains and updates related records.
17. Enters Park and Millage contracts into MUNIS. Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.
18. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
19. Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.
20. Processes dog FOB's applications. Keeps records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold. Reconciles animal control journal entry payments in general ledger to applications received.
21. Assists other office staff such as providing guidance and direction to full-time and seasonal staff as needed.
22. Compiles and submits grant reimbursement requests. This includes keeping detailed records of invoices throughout the entire length of each project and then uploading the necessary documents when the project is finished in order to receive the reimbursement. Assistance with tracking DNR grant funds throughout term of project.

23. Responsible for the administration of the Revenue Management System. Provides initial and on-going training and help for departmental users of the system. Responsible for making templates, creating profiles and running reports.
24. Provides technical support for the POS System, including: system functionality, hardware issues and general troubleshooting.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Accounting, Bookkeeping, Business or related field is required

Experience: A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.

- This position's physical requirements require continuous stamina in sitting, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

December 2021
MC 6

INGHAM COUNTY JOB DESCRIPTION

ADMINISTRATIVE OFFICE COORDINATOR, PARKS

General Summary:

Under the supervision of the Director of Parks, provides managerial and administrative tasks while assisting with the monitoring of departmental and Park Commission processes and projects. Responsible for supervising full-time and seasonal staff. Serves as the departmental communication liaison and prioritizes incoming request. Composes correspondence and reports for the Director's signature. Assists with ensuring appropriate actions and deadlines are met. Schedules meetings and helps manage administrative calendars. Compiles data into summary reports and documents. Processes confidential information and serves on interview panels for new employees. Reviews and maintains competitive vendor contracts.

Essential Functions:

1. Supervises and directs full-time and seasonal employees engaged in administrative support of all park operations. Participates in the employment process, schedules work, orients and trains and is responsible for employee discipline, as warranted. Advises and discusses performance problems of staff with Parks Director. Processes confidential paperwork for staff regarding personnel issues. Helps evaluate current processes and makes recommendations to update and improve policies and procedures.
2. Responsible for the administration of the Revenue Management System. Provide initial and on-going training and help for departmental users of the system. Responsible for making templates, taking reservations and running reports.
3. Oversees administrative budget and assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources. Provides financial analysis to the Department Head in preparation for strategic planning. Oversees and prepares journal entries to adjust the general ledger as needed.
4. Supervises and manages Special Events and Day Camps. Maintaining a working relationship with customers and/or vendors. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner. Post events to the Parks website.
5. Provides administrative support to the department and the Parks Commission including setting-up and composing correspondences, writing resolutions, processing reports, develops and prepares the annual report, surveys, Board of Commission and Park Commission packets, and other documents. Proofreads and edits documents. Upon approval from the Director submits resolution in a timely manner.
6. Assists in the coordination of preparation of grant applications. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks. Works with County legal to request contracts to be drafted. Assists in gathering information and responsible for writing the resolution to authorize contracts. Works with Budget to set up the accounts.

7. Responsible for data collection for grants, reports, charts, strategic planning and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and charts. Monitors publication on topic related to departmental activity and composes summary updated for staff review.
8. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems. Serves as the Department Head's communication liaison to other Department Heads, vendors, the Controller's Office and the Board of Commissioners.
9. Responsible for the Parks Department website, adds, deletes and changes information as necessary. Works with the IT Department on the website. Trains and assist Park Managers on editing materials.
10. Schedules internal and external meetings. Assists with the meeting logistics regarding room, set-up, agendas, travel arrangements, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the Department Head to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Department Head or other staff when scheduling conflicts occur.
11. Performs various accounting functions. Verifies invoices and processes payments. Receipts payments and reconciles various statements. Responsible for tracking and checking out change funds to field staff and administrative staff. Tracks departmental expenditures.
12. Organizes and processes inventories for supplies, furnishings, brochures, forms, and equipment. Serves as the liaison for internal and external vendors. Maintains records and receipts on office purchases and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
13. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation and the development of operating procedures.
14. Oversees all reservations of rentals such as livery operations, inflatables, shelters, cross country skiing, snow tubing hills, annual passes, park patron and gift certificates.
15. Accounts for all monies collected and maintains records such as equipment and material inventory, employee attendance, car counts, Soldan's Dog Park key fob sales.
16. Serve as the point-of-sale administrator for the administrative office. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports and ability to trouble shoot and diagnose some hardware and software technical issues.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required.

Experience: A minimum of 3 years of experience in an administrative support role is required.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, reach, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying and pinching.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

INGHAM COUNTY JOB DESCRIPTION

PARK MANAGER III

General Summary:

Under the supervision of the Director of Parks and Deputy Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Supervising Winter Sports Manager for all tube/snow hill operations.

Essential Functions:

1. Responsible for the management of a metropolitan park complex. On a temporary basis, may be required to manage multiple park complexes.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
4. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
5. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
6. Responsible for working with local police jurisdictions for the enforcement of park rules and regulations, as well as assistance with any investigations or training within the Ingham County Parks.
7. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
8. Operates and maintains picnic shelters, including reservations. Oversees the operation of department-operated rentals such as paddle boats, livery operations, disc golf equipment, inflatable games, public boat launch, Community Band Shell, and food concessions.
9. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
10. Serve as Coordinator for Community Band Shell, including scouting and researching talent groups, contracting stage talent, band coordination, solicit sponsorship funding, develop performance policies and guidelines, and develop marketing plan for entire concert series.
11. Research, prepare, write and submit grant proposals for Ingham County Parks Properties and Friends of Ingham County Parks for the purpose of expanding facilities and programs. Identify community resources and matching funds for networking and collaboration. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks.

12. Serve as an Environmental Stewardship Coordinator at one of the three parks. Responsible for overseeing stewardship efforts using best land management practices. Works with various vendors, consultants, volunteers, and community organizations in reaching stewardship goals. Securing funding to support environmental mapping, treatments, removal, planning, and education for invasive plant removal and management.
13. Coordinate Special Events, including permitting, staffing, EMS/Law Enforcement, and traffic controls. Events include: community festivals, 5 K and marathon races, biathlon/triathlons, fund raising concerts, company picnics, and fishing tournaments.
14. Represent and serve as Liaison for Ingham County Parks to a variety of groups including: Lake Lansing Watershed Advisory Board, Lake Lansing Property Owners Association, Friends of Ingham County Parks' Stewardship and Band Shell Committees, Meridian Township Land Preservation Board, Community groups, clubs and organizations and various State of Michigan Departments.
15. Serve as the point-of-sale administrator at one of the three parks. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports, and ability to trouble shoot and diagnose some hardware and software technical issues.
16. Act as the Day Camp Director overseeing the safe operations of the summer Nature Day Camp at Burchfield County Park. Responsible for hiring and training naturalist and assisting in creation and implementing educational programming. Maintains appropriate records, licensing, certifications, updates to policy and procedures, and any required State and County inspections.
17. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

Ability to obtain a State License as a Pesticide Applicator is required within six months of hire date. A valid Motor Vehicle Operator's License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

January 12, 2021
MCF 11

**INGHAM COUNTY
JOB DESCRIPTION**

PARKS DEPUTY DIRECTOR

General Summary:

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Assists the Director of Parks with the planning and implementation of capital improvement projects and purchases. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. Serve as Supervising Winter Sports Manager for all tube/snow hill operations. Serves as the acting Director of Parks in their absence.

Essential Functions:

1. Serves as Acting Parks Director in the absence of the Parks Director.
2. Assisting the Parks Director with formulating the Parks Department annual budget, development and implementation of the Parks Master Plan including the Trails and Parks Comprehensive report.
3. Serves as internal and external Parks Department liaison to groups as assigned.
4. Attend Board of Commissioners, Parks Commission, Friend of Ingham County Parks meetings, and departmental events as requested.
5. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
6. Assists the Parks Director in the supervision of all full time Parks staff.
7. Responsible for the management of a metropolitan park complex with assistance from Assistant Park Manager.
8. Serves as lead, with the assistance of other staff, on the park wide point of sale system.
9. Maintains frequent contact with all park staff, officials, and organizations, which have a significant impact on park operations and Master Plan implementation.
10. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
11. Operates and supervises all snow making equipment; snowmaking is a 24/7 operation starting Mid-November to March, and facilities and staffing to provide and maintain snow and all facilities operations (magic carpet, tubes, etc.) of the tube/snow hill throughout the annual season.
12. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.

13. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
14. Assists park police in the enforcement of rules and regulations on during the summer months.
15. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
16. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as boat rentals and food concessions.
17. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
18. Assists the Director with the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

A valid Motor Vehicle Operator's License.

Ability to obtain and maintain either Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) within 1 year of hire.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY
PARKS DEPARTMENT**

WHEREAS, reorganization of the Parks Department has been identified as desirable in order to expand upon and enhance the efficient delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources, and the needs of County residents; and

WHEREAS, a reorganization started November 24, 2020 is proposed to consist of:

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Covert the Park Manager III (MC 11) position into Deputy Director reclassification (MC 12)

; and

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and accurate job descriptions and reasonable compensation play a key factor in both; and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and repointed; and

WHEREAS, the Park Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Parks Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759014	Account Clerk	Move from MC 4 to MC 6 and update the current job description, and change the title to Financial & Account Clerk (50% millage funded position and 50% general funded)
759012	Administrative Office Coordinator	Move from MC 7 to MC 8, update the current job description
759002	Park Manager III	Move from MC 11 to MC 12, update the current job description, and change the title to Deputy Director
759008	Park Manager II	Move from MC 10 to MC 11 and update the current job description, and change the title to Park Manager III
759009	Park Manager II	Move from MC 10 to MC 11 and update the current job description, and change the title to Park Manager III

The financial impact associated with the proposed reorganization is as follows:

Current Position	Current Max. Cost	Future Max Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage - \$5,676.65
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$668,161.03	\$717,888.42	\$49,727.27

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.



County of Leelanau

Leelanau County Board of Commissioners
Regular Session – Tuesday, January 18, 2022

MICHELLE L. CROCKER
Leelanau County Clerk
Clerk of the Circuit Court

MOTION BY WESSELL THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE LEELANAU COUNTY RESOLUTION #2022-001 – A RESOLUTION SUPPORTING THE COMMUNITY MENTAL HEALTH AUTHORITY AND OPPOSING CURRENT STATE LEGISLATION TO CHANGE THE CMHA (COMMUNITY MENTAL HEALTH AUTHORITY). SECONDED BY SOUTAS-LITTLE.

Discussion ensued.

ROLL CALL: Wessell – YES; Allgaier – YES; Bunek – YES; Lautner – YES; Robbins – YES; Rushton – YES; Soutas-Little – YES.

AYES – 7 NO – 0

MOTION CARRIED.

Leelanau County Resolution No. 2022-001 A Resolution Supporting the Community Mental Health Authority and Opposing Current State Legislation to Change the CMHA

WHEREAS, Northern Lakes Community Mental Health Authority has served for more than 50 years as the public mental health service provider for this community, serving approximately 172 residents yearly in Leelanau County; and

WHEREAS, Northern Lakes Community Mental Health Authority was created by the Leelanau County Board of Commissioners as duly authorized under the Community Mental Health Act of 1963; and

WHEREAS, every year, thousands of individuals and their families in this community depend on the public behavioral health system for daily and life-long supports and services; and

WHEREAS, Leelanau County opposes any behavioral health redesign that harms the state and county partnership for community mental health and related Medicaid safety net services, or seeks to privatize Medicaid behavioral health services; and

WHEREAS, recent proposals in the Michigan House and Senate fundamentally change the public behavioral health system and will harm those served by the system. The Leelanau County Board opposes these proposals because:

- Local public oversight, local governance, local operations, and local accountability would be ended;
- Beneficiaries would stand to lose access to services, supports, and input into the design and operation of their services and support system. Many of our residents would be left out of the redesign proposals completely;
- The Senate proposal specifically incentivizes and prioritizes profits to private companies at the expense of the public and the people served by our public behavioral health system; and

WHEREAS, instead of damaging our public behavioral health system through pursuit of these proposals, recent innovations by the Public Health system should be supported. The Leelanau County Board supports, and asks our Legislative and Executive Branch leaders to support:

- Certified Community Behavioral Health Clinics (CCBHCs)
- Behavioral Health Homes
- Opioid Health Homes, and

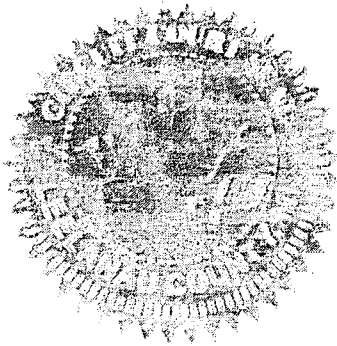
WHEREAS, the public behavioral health system is the safety net system for our state's most vulnerable and needy people. We believe strongly that the public safety net behavioral health system must remain public in governance, public in accountability, funding, and operation. We believe strongly that Leelanau County must have direct in-person access to their board member representatives in the community and to the whole board of directors through participation in local public board meetings under the Open Meetings Act. Recent state legislation by the Senate and House eliminates these key features of the behavioral health system. We stand united in opposing these proposals; and

WHEREAS, the House and Senate proposals as they currently stand shifts the responsibility for managing public services from local involvement and oversight to either a privatized plan or to a state-run plan. The premise of these proposals seems to be that privatization (Senate) and state-centralization are better than local access, local control, local accountability, collaborative and regional/local management, and local oversight. These are just a few of the beneficial features of the current public behavioral health system that the House and Senate proposals ignore, and for these reasons we stand united in opposition to them; and

WHEREAS, having come through a recent pandemic, and currently dealing with further results of the pandemic, this is no time for a major upheaval of the public behavioral health system that so many thousands of persons, their families, and our entire community relies on for support. The public behavioral health safety net has ensured continued services and supports for all these people in our community throughout the pandemic period.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the County of Leelanau, that we request that our policy making representatives support, improve, and strengthen the public behavioral health safety net system, and that you support improvements in the delivery of publicly governed, publicly accountable, publicly operated regional, and community-based systems, invest in and expand initiatives that are proven to improve citizen access, beneficiary engagement, individual and population health, behavioral wellbeing, quality of life, and community betterment, such as those mentioned above. These are among the accomplishments of the public system that would be destroyed by pursuing these new legislative proposals.

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the Governor Gretchen Whitmer, State Senator Curt VanderWall, State Representative Jack O'Malley, the Michigan Association of Counties (MAC), and the other 82 Michigan counties.



State of Michigan
County of Leelanau

I, Michelle L. Crocker, Clerk of said County and Clerk of Circuit Court for said County, the same being a Court of record having a seal, do hereby certify that the above is a true copy of the Record now remaining in my office and of the whole thereof. In Testimony whereof, I have hereto set my hand and affixed the seal of the Circuit Court the 19th day of January, 2022.


Michelle L. Crocker, Leelanau County Clerk