

AGENDA

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

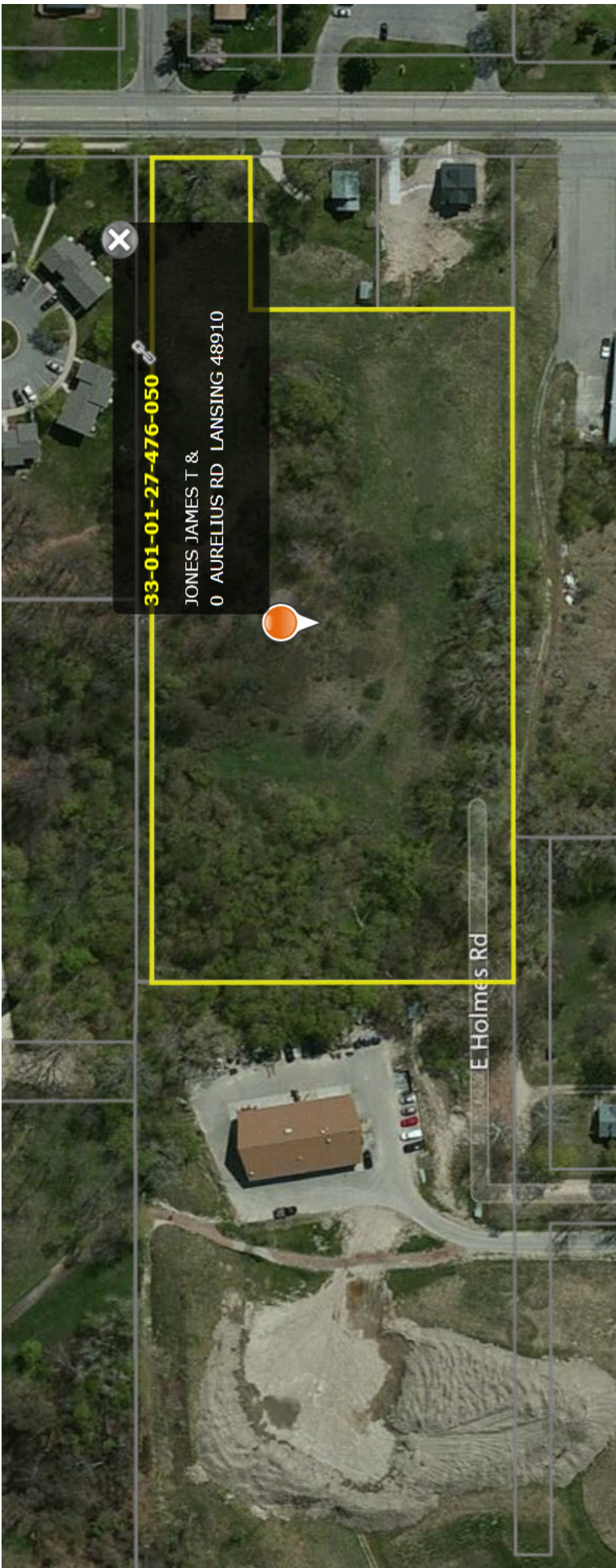
The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, July 18, 2016.

**A MEETING OF THE
PLANNING AND COMMUNITY OUTREACH COMMITTEE
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
6:00pm
Monday, July 18, 2016
Human Services Building
Conference Room B, Second Floor ~ 5303 S. Cedar, Building #3
Lansing, Michigan**

1. Call to Order
2. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
3. Late Items / Deletions
4. DISCUSSION ITEMS
 - A. [Parcel 33-01-01-27-476-050](#): Property Acquisition – Hawk Island Buffer
 - B. Master Plan Update: Next Meeting – Tentatively Scheduled for 9/19 at 5:00pm with Spicer Group at Human Services Building, Room B
 - C. [Lake Lansing South Rental House](#)
 - D. [Millage Signage](#)
 - E. [Ram Trail to Burchfield Park](#)
 - F. [The Friends of the Lansing Regional Trails](#) – Trail Ambassador Program
5. ACTION ITEMS
 - A. [Motion](#) to Recommend a Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program
 - B. Motion to Approve a Contract for Roofing Projects (*Document available at the meeting*)
6. [Review Park Commission Agenda](#)
7. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
8. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233.

A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING



To: Budget Committee

From: Karen Fraser

RE: Lake Lansing House – Financial Status Report

I reviewed the financial information for the last four years: 2012, 2013, 2014 and 2015. There were no major repairs done to the house in this time. Anticipating a similar maintenance schedule as the past 4 years, below is a revenue/cost projection. Future revenues are lower than past, as the rent has been reduced.

Annual Rental House Projection

Revenue @ \$800 per month	\$9,600
Controllable Expenses	1,277 (includes seasonal wages & maintenance supplies)
Non-Controllable Expenses	<u>3,592</u> (property taxes)
Net Revenue	\$4,731

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REDUCTION IN THE
RENTAL RATE AT 1621 LAKE LANSING ROAD, HASLETT, MICHIGAN**

RESOLUTION # 14 – 115

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, the current tenants have asked staff to evaluate rental house rates in the area to be more competitive in the rental house market; and

WHEREAS, park staff has identified similar rental house properties in the immediate area ranging from \$685.00 to \$775.00 per month; and

WHEREAS, the current rental house rate was set in 2006 at \$930.00 per month; and

WHEREAS, due to the lack of capital improvements, the house remained empty for six months and without this recommended change in fees staff feels the house will not be a viable and competitive rental property; and

WHEREAS, staff has recommended that a new rental house rate of \$800.00 per month (\$9,600.00/year) be set for the property located at 1621 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, this new rate will continue to include mowing and snow plowing services; and

WHEREAS, this new rate will become effective April 1, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a reduction in the rental rate of the house located within Lake Lansing Park-South (1621 Lake Lansing Road in Haslett, Michigan) to the rate of \$800.00 per month, effective April 1, 2014.

COUNTY SERVICES: Yeas: Holman, Crenshaw, Nolan, Koenig, Celentino, Maiville

Nays: None **Abstained:** Tsernoglou **Absent:** None **Approved 3/18/14**

FINANCE: Yeas: Koenig, Anthony, McGrain, Bahar-Cook, Schafer, Vickers

Nays: None **Absent:** Tennis **Approved 3/19/14**

RESIDENTIAL LEASE

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF A PROVISION IN THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

THIS LEASE, made this 1st day of September, 2013, by and between Ingham County Parks Department herein called the "Landlord", and Jim Dagg and Tracey Dolinar (Jointly and severally), herein called the "Tenant".

1. DESCRIPTION AND TERM:

For and in consideration of the prompt payment of the rent as hereinafter contained and made a part of this Lease, on the part of the Tenant, the Landlord hereby leases to the Tenant and the Tenant hereby hires and takes from the Landlord the premises located in the Township of Meridian County of Ingham, and State of Michigan, located and described by street address and city as 1608 Lake Lansing Road, Haslett, beginning on the 1st day of Sept, 2013, and continuing until 11:59 o'clock in the forenoon on the August day of 31, 2014.

The Tenant agrees that no more than two (2) unrelated adults may reside on the premises without the prior written permission of the Landlord.

2. RENT:

The Tenant agrees to pay to the Landlord for rent of the premises for the term set forth in Paragraph 1, above, a total of eleven thousand one hundred sixty dollars (\$ 11,160), payable Nine hundred thirty Dollars (\$ 930) on the 1st day of September, 2013 and a like sum on or before the 1st day of each succeeding month, until the entire amount due hereunder is paid in full. The statement in this paragraph of a total amount due under this Lease does NOT constitute an authorization by the Tenant or a declaration of intention by the Landlord of a right to accelerate the balance due in the event of a default by the Tenant, except as otherwise provided or permitted by statute or court interpretation. In the event of default by the Tenant, the Tenant may not be liable for the total rental obligation stated herein because of the Landlord's obligation to minimize damages, and either party may have a court determine the actual amount owed, if any; but, neither shall this provision be construed as a waiver by the Landlord of the Tenant's reciprocal obligation to minimize damages. Rent adjustment, if any \$ 25/mo

3. LATE CHARGES FOR RENT:

In case any rent be due and unpaid or if default shall be made in covenants herein contained by the Lessee to be performed, then it shall be lawful for the said agent or the Lessor, its certain attorneys, representatives or assigns, to re-enter into, repossess the said premises and to remove and put out the said Lessee and every other occupant. If Lessee defaults in the payment of said rental and said rental remains unpaid after it shall become due, Lessee shall pay a "late charge" of \$ 4.50 per calendar day for each late day until payment is made to cover the extra expenses of Lessor or its agent involved in handling delinquent payments. Lessee agrees that in the event any rental payment is late, the foregoing provision for a late charge is not an election of remedies, and the Lessor reserves the right to pursue other remedies provided under the law, including eviction of the Lessee, but not limited to said eviction. This provision concerning the right to make a charge for a late payment should not be construed to be a grace period. Lessee agrees that acceptance by the Lessor of any rental payment after the due date, including payment of a late charge shall not be a waiver of Lessor's right to insist upon timely payments in the future.

4. SECURITY DEPOSIT:

The Tenant agrees to deposit with the Landlord the sum of four hundred fifty five dollars (\$ 455), as security for the faithful performance by the Tenant of all the covenants, conditions and agreements of this Lease. Said sum to be paid on or before the 1st day of September, 2013. Said Security Deposit shall be returned to the Tenant, as provided by 1972 PA 348(MCL 554.601, et seq.), less any amounts owed by Tenant to the Landlord, as allowed by 1972 PA 348 (MCL 554.601 et seq.), or any other statute, for any purpose whatsoever, including, but not limited to, unpaid rent, water and utility bills, cleaning costs, and/or damages as provided in this Lease and damages to the premises beyond ordinary wear and tear, occurring during the term of this lease.

The Security Deposit is not intended to be credited by the Tenant against the final rent installment due. Landlord agrees that, pursuant to 1972 PA 384(MCL 554.601, et seq.), the Security Deposit will be placed in the following regulated financial institution: PNC Bank located at: Lansing, Mi

NOTICE: YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL. OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

5. USE OF PREMISES:

While Tenant complies with all the provisions of the Lease, Tenant shall be entitled to the quiet use and enjoyment of the premises leased to Tenant under this Lease. The premises shall be used for residential purposes only as an apartment/house/townhouse. No activities shall be permitted upon the premises by the Tenant which are contrary to the laws of the State of Michigan, or of the United States of America, or contrary to the ordinances of Township of Meridian. Tenant shall not do, nor permit anything to be done on the premises, bring or keep anything thereon, which in any way decreases, obstructs, or interferes with the rights of other persons on the

property, or in any way injures or annoys them, or conflicts with any laws or ordinances or regulations relating to fires, or with any insurance policy provisions of the building, or any part thereof, or which conflicts with any of the rules and ordinances of the applicable departments of health.

Lawn care is the responsibility of the Lessor.

Lessee is responsible for snow removal. Parking for Lessee will be the concrete pad at the end of the drive, north of driveway. Parking along the east side of the drive is reserved for the landlord.

As a material condition of the Lease, the Lessee agrees that during the term of the Lease, no "controlled substances" as defined in the Michigan Public Health Code shall be present on the leased premises. Controlled substances shall be considered to be present on the leased premises if found on the premises or if in the possession of any person who is on the leased premises. Breach of this paragraph shall be considered a material breach of the Lease for which the Lessor may terminate this Lease, in its discretion, on thirty (30) days prior written notice to the Lessee.

Tenant further agrees to keep the premises in good condition, ordinary wear resulting from careful usage and damage by the elements without fault on the part of the Tenant alone excepted, and not to drive any nails or screws or their equivalent into the walls, ceiling, woodwork, or floors of said premises, not to attach any items on walls, ceilings, woodwork or floors with glue or other adhesive materials, or to make any changes in the internal structure of said building or any room therein without the previous written consent of the landlord.

6. WASTE AND OBLIGATIONS TO MAINTAIN PREMISES:

Tenant shall not suffer or commit any waste in or about said premises, nor the building of which they are a part and shall keep said premises together with the fixtures therein and appurtenances in a clean, sightly and sanitary condition and in good repair and free from vermin and rodents all at the expense of the Tenant and shall yield the same back to the Landlord upon termination of this Lease by expiration of the term or in any other manner, in the same condition, except as repaired or altered by the Landlord, as at the date of the execution of this Lease, loss by fire and reasonable wear and tear excepted. If, however, said premises shall not thus be kept by the Tenant, the Landlord may enter the same and put the same in good condition, and Tenant agrees to pay the Landlord, by way of damages, and in addition to the rent agreed herein the expense of the Landlord in so doing.

Tenant agrees to use all appliances and furniture furnished by the Landlord in a reasonable manner, to keep the same in good condition ordinary wear and tear resulting from careful usage and damage by the elements without fault on the part of the Tenant alone excepted.

The Tenant shall promptly repair all damages caused by his/her act or neglect of the premises, appliances, furniture or other property of the Landlord upon the demand of the Landlord. If the Tenant fails to repair any damage promptly, the Landlord may demand immediate payment for same, whether or not the Landlord has then repaired same, as damages. The enumeration of the Landlord's options herein shall in no way limit the Landlord's remedies under other provisions of this Lease or under law.

The Landlord shall repair damages to the structure or appliances not caused by Tenant's act or neglect and causing substantial interference with Tenant's quiet enjoyment of the premises. However, Landlord and Tenant agree that the Landlord shall not be responsible for loss of food, clothing, furniture or any of Tenant's other possessions in the event of appliance failure, water leak or water backup, or fire, and in no event shall Landlord be responsible for theft, vandalism or mysterious disappearance to the Tenant's property regardless of the state of security of the premises.

NOTICE: THE TENANT IS HEREBY ADVISED AND UNDERSTANDS THAT THE PERSONAL PROPERTY OF THE TENANT IS NOT INSURED BY THE LANDLORD FOR EITHER DAMAGE OR LOSS, AND THE LANDLORD ASSUMES NO LIABILITY FOR ANY SUCH DAMAGE OR LOSS. THE TENANT IS ADVISED THAT, IF INSURANCE COVERAGE IS DESIRED BY TENANT, THE TENANT SHOULD INQUIRE OF TENANT'S INSURANCE.

7. NOTICE OF REPAIRS:

In order that the Landlord may be able to effect repairs efficiently and economically, the Tenant agrees that any demand for repairs shall be in written form and that any such notice shall include all repairs deemed necessary by the Tenant at the time of notice. Failure of Tenant to include a repair in such notice shall constitute a waiver of demand for the prompt repair by the Landlord of the claimed repair. Such notice shall state in specific terms the repair demanded, and if more than one repair is included, such notice shall state the priority of importance to Tenant of the repairs listed. The Tenant shall be obligated to comply with those efforts in maintaining the operation of the structure or appliance as suggested by an instruction manual applicable thereto, and by common sense; and should upon arrival to make a repair demanded by Tenant, the Landlord or its agents find that Tenant has failed to comply herewith, or that Tenant has been improperly using such item thereby causing, or contributing to the cause of the failure, all charges attendant upon the effort to make repair, including parts and labor, shall be paid by Tenant, as damages therefor.

8. FIRE, WIND, AND FLOOD DAMAGE:

If the premises are partially damaged by fire or other causes, including acts of God and the elements, and which are not the responsibility of the Tenant, the same shall be repaired by the Landlord or any insurance company on Landlord's behalf, with all reasonable dispatch, and a proportionate reduction of rent shall be allowed

the Tenant for the time occupied in such repairs; except that, if the Tenant can use and occupy the premises without substantial inconvenience, there shall be no reduction of rent. In case the damage shall amount substantially to the destruction of the premises, then this Lease shall thereupon become null and void and the responsibilities of the Landlord and Tenant, each as to the other, with reference to the unexpired term, shall cease. If Landlord's repairs are not completed with all reasonable dispatch, Landlord shall have no liability to Tenant for any resulting delay in effecting such completion, other than a proportionate reduction of rent as provided herein.

9. CONDITION OF PREMISES:

The premises and all of the furnishings therein are accepted by the Tenant as in good condition; provided, however, that if Tenant shall find any item or part thereof which is not in good condition, or that any item set forth in the Inventory List attached hereto is incorrect in any particular, a written statement of any objections shall be delivered to the Landlord with seven (7) days after taking possession; otherwise it will be conclusively presumed that said Inventory List is correct in all particulars and the premises are all in good condition. The Inventory List is solely for the purpose of assessing damages and is not a warranty or promise by the Landlord that any item listed thereon but not found to be present will be provided or repaired by the Landlord.

Tenant agrees and admits that no representation as to condition or repair has been made by the Landlord or any agent of the Landlord, which is not herein expressed or endorsed hereon; and that no promise to decorate, alter, repair or improve either before or at the execution hereof, not contained herein, has been made by the Landlord or any agent of the Landlord.

10. ACCESS TO PREMISES BY LANDLORD:

Tenant is to permit the Landlord, or Landlord's agents, to enter said premises at all reasonable times, to make repairs or improvements thereon; for the purpose of examining or inspecting the same; to exhibit the premises to prospective buyers or tenants, governmental authorities or underwriters. The Tenant shall not alter any lock or install a new lock on any door of the premises without the written consent of the Landlord.

11. PETS:

Lessee shall not keep any animals or pets, nor shall they be allowed on said premises.

12. UTILITIES:

Lessee is to enter in his/her name the following utilities: Gas, electric, water and sewer, telephone, and cable (if desired) and is to pay the same at no expense to the agent or the lessor.

13. EVICTION:

In the event Tenant shall fail to timely pay rent or utility charges or in the event Tenant shall fail to comply with any of the other terms or covenants contained in this Lease, or in the event Tenant shall, in the use of these premises, violate any provisions of the law, ordinance, rule or regulation of any governmental authority, whether civil or criminal, the Landlord may declare this Lease terminated and may proceed to have the Tenant evicted from the premises as provided by Chapter 57 of 1961 PA 236, as amended (MCL 600.5701, et seq.).

14. SURRENDER AND HOLDING OVER OF PREMISES:

The Tenant shall, upon the termination or expiration of this Lease, surrender quiet and peaceable possession of the premises in the like good order as at the commencement of the Lease period. It is specifically agreed that Tenant shall be deemed to have surrendered possession only when all keys have been presented to the Landlord and all of Tenant's property has been removed from the premises, subject to Paragraph 15, below, pertaining to "Abandoned Property", and that Tenant may continue to be charged rent for such period prior to surrender of possession as herein provided.

Any continued occupancy of the premises after expiration of this Lease Agreement pursuant to Paragraph 1 above shall be on a month to month tenancy and on the same terms and conditions as contained in this Lease except that the Landlord shall give written notice prior to the expiration of any term created by the Lease or during its extension thereof, of its intention to change the terms and conditions of tenancy.

15. ABANDONED PROPERTY:

If the Tenant shall vacate or abandon the premises and leave any personal property on or about the premises or grounds, then such property shall be deemed abandoned by the Tenant and shall become the property of the Landlord without any liability to the Tenant therefor.

16. ASSIGNMENT:

Tenant may not assign Tenant's obligations and rights under this Lease to any other person or persons without the express written permission of the Landlord, which permission need only be given upon the proposed Assignee(s) providing the Landlord with a written application to rent on a form provided by the Landlord, the completion of such investigation of the proposed Assignee(s) by the Landlord as the Landlord may require, and the acceptance of the proposed Assignee(s) according to such standards as the Landlord may establish in connection with the rental of such premises. No assignment of the Landlord's obligations under this Lease shall in any way diminish the Tenant's rights and obligations hereunder.

17. NOTICES:

All notices required or permitted to be given to Landlord by law or by this Lease, shall be addressed to:

RENTAL PAYMENTS (Owner/Landlord): ~~Ingham County Parks Department~~
P.O. Box 178
MASON MI 48854
630 ½ North Cedar Street, P.O. Box 178
Mason, Michigan 48854
Telephone: (517) 676-2233

REPAIRS & EMERGENCIES (Other Party):

FAT WHITE
517-204-6352

~~Robert C. Moore~~
~~630 ½ North Cedar Street, P.O. Box 178~~
~~Mason, Michigan 48854~~
~~Telephone: (517) 676-2233~~

or to such other person or at such other location as the Landlord may, from time to time, designate in writing to Tenant.

All such notices required or permitted to be given to Tenant by law or by this Lease, during the term of this Lease, shall be addressed to Tenant at the address of the premises which are the subject of this Lease. This provision shall not be construed as relieving the Tenant from Tenant's obligations under Paragraph 4, above, pertaining to "Security Deposit", and, in particular, as provided in the "NOTICE" set forth within this Lease.

18. SEVERABILITY AND WAIVER:

Invalidation of any of the provisions of this Lease by judgment, court order, or statute, shall not affect any of the other provisions of this Lease, which shall remain in full force and effect.

One or more waivers of any covenant, condition, obligation, rule or regulation on the part of the Landlord shall not be construed as a waiver of further breach of the same.

19. CONSTRUCTION OF TERMS:

This Lease, including the Inventory List and any other documents appended hereto, contains each and every one of the agreements, covenants, oral or otherwise, to this Lease. Any modifications or additional provisions requested by the Tenant and agreed to by the Landlord shall be entered in writing on such document(s) and the absence of any such entry shall be construed as a conclusive presumption that no modification or additional provision has been agreed to. All such entries shall be made on all copies of such document(s) and the absence of any such entry from any copy shall not be construed as a charge upon any party whose copy has not been so endorsed.

This Lease shall be construed according to the law of the State of Michigan.

It is further expressly stipulated and agreed between the parties hereto that the use of the masculine, feminine or neutral terms of gender shall be construed as applying to the parties referred thereby regardless of gender, and that the use of the singular and plural shall be construed as applying to the parties referred thereby whether singular or plural. Except as otherwise limited herein, the covenants and agreements herein contained shall be binding upon and inure to the respective parties, their successors, heirs, executors, administrators and assigns, and may be exercised by the party or an attorney or agent of the party.

Nothing contained herein shall be construed as violating or intending to violate the provisions of 1978 PA 454 (MCL 554.632, et seq.); 1968 PA 295 (MCL 554.139); 1972 PA 348 (MCL 554.601, et seq.); 1976 PA 453 (MCL 37.2101, et seq.); 1976 PA 220 (MCL 37.1101); 1961 PA 236 (MCL 600.2918; 600.5701, et seq.); or 1976 PA 331 (MCL 445.901, et seq.).

Nothing contained herein shall be construed as exculpating the Landlord from liability for the Landlord's failure to perform, or negligent performance of a duty imposed by law; however, a party shall be released from all liability arising from loss, damage, or injury caused by fire or other casualty for which insurance is carried by the other party, under a policy which permits waiver of liability and waives the insurer's rights of subrogation, to the extent of any recovery by the insured party under the policy.

Nothing contained herein shall be construed as releasing either party from a duty to mitigate or minimize the damages to the other party. Should any provision of this Lease be prohibited by statute or declared unenforceable by a published decision of the supreme court of this state or the United States Supreme Court relating to the law of this state, not less than 90 days before the execution of this Lease, such provision shall be null and void and of no effect, and this Lease shall be read as if such provision were not included herein.

LESSEE ACKNOWLEDGES RECEIPT OF THE INVENTORY CHECKLIST. IF TENANT INTENDS TO VACATE AT ANY TIME AFTER THE COMMENCEMENT OF THIS AGREEMENT, A 30 DAY PRIOR WRITTEN NOTICE IS REQUIRED, OR LESSEE SHALL BE LIABLE FOR ONE (1) MORE MONTH'S RENT. A 30 DAY PRIOR WRITTEN NOTIFICATION MUST BE GIVEN TO INGHAM COUNTY PARKS DEPARTMENT, P. O. BOX 178, MASON, MICHIGAN 48854.

IN WITNESS WHEREOF, the parties hereunto set their hands as of the day and year first above written.

WITNESS

Pat Witte

INGHAM COUNTY PARKS DEPARTMENT

Pat Witte 8-17-13

Lessor

LESSEE

JAMES L DABBY

James L Dabby

Lessee

Tracey Dolinar

Tracey Dolinar

Lessee

s:\\forms\\houselea.se

**Funding for this trail improvement project is from the
Ingham County Trail and Park Millage.**

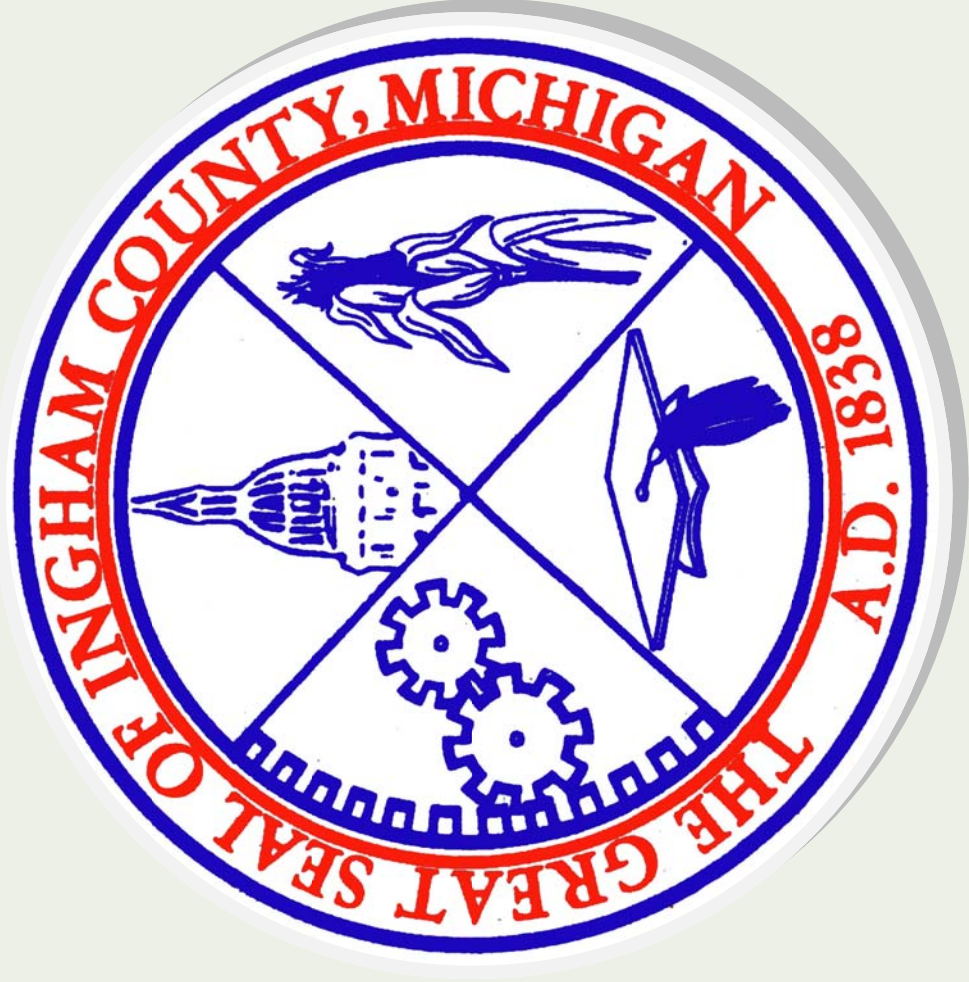


Ingham County Trails & Parks Millage Funding: \$419,663

Connecting communities for a better tomorrow!

<http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>

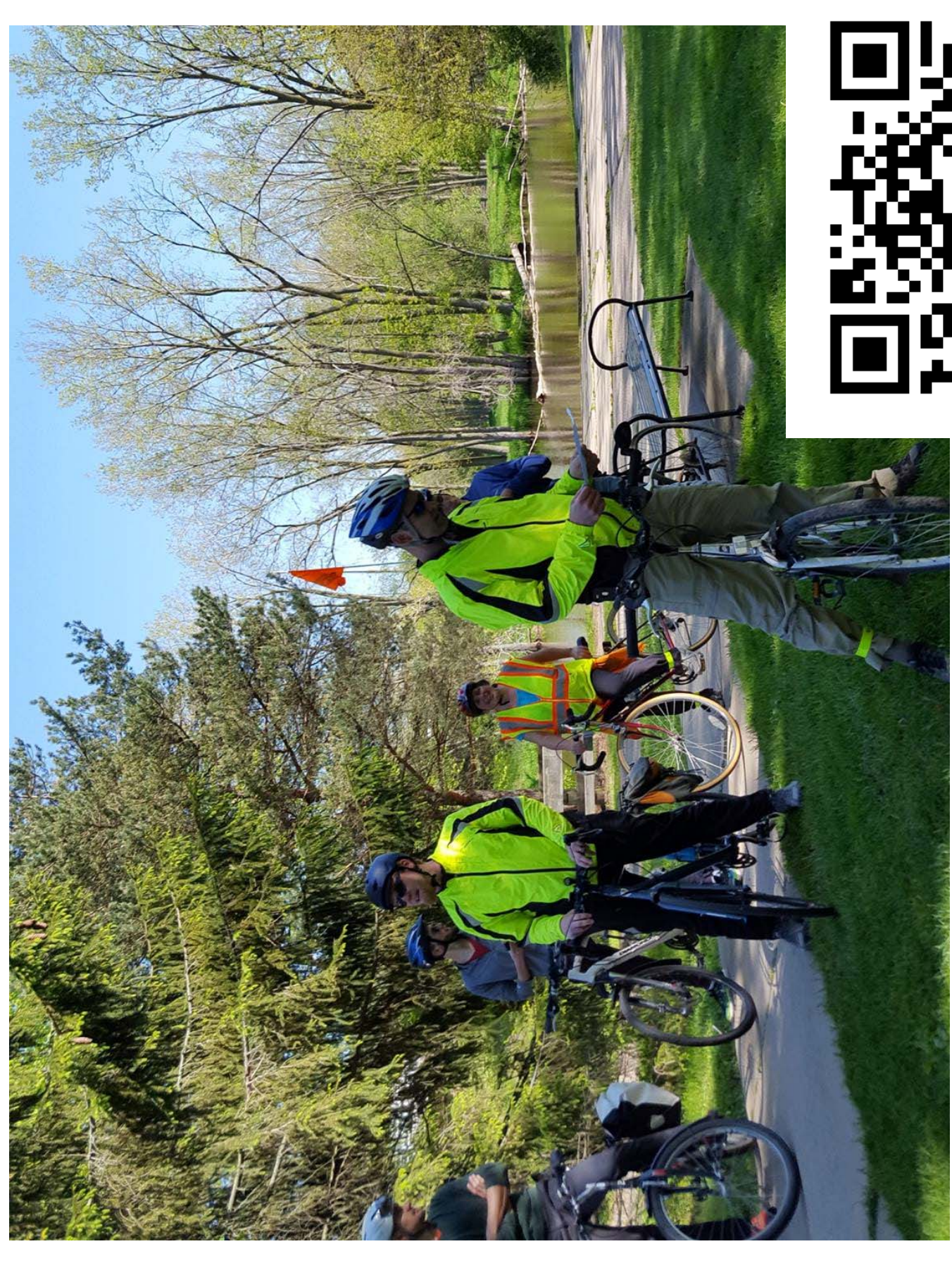
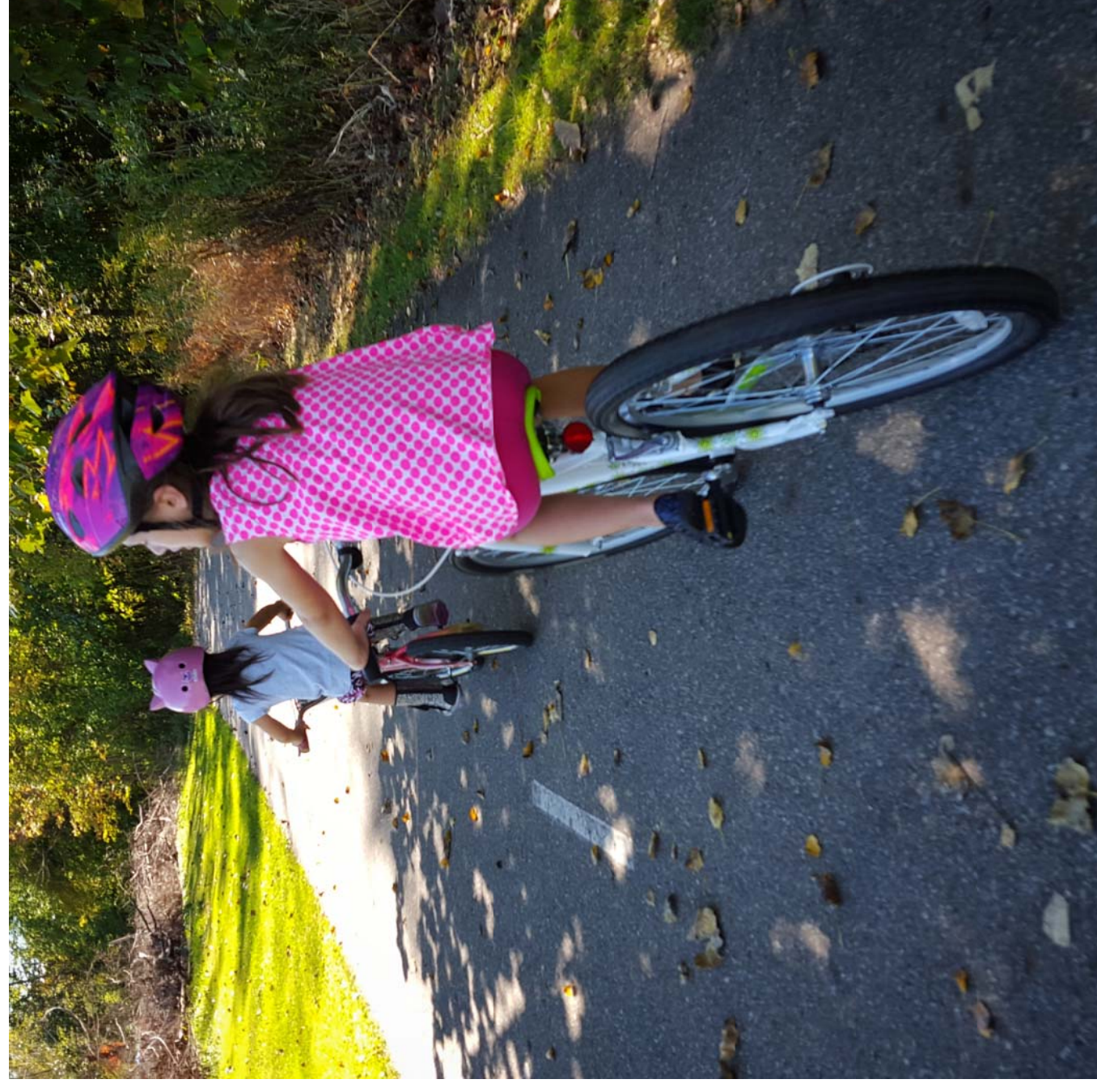




**Thank You for supporting the Ingham County
Trails and Parks Millage.**

***This Project: Ingham County Trails
and Parks Millage: \$419,663***

Connecting communities for a better tomorrow!



<http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>

Thank You, Ingham County residents, for supporting the Ingham County Trails and Parks Millage.

This Project: Ingham County Trails and Parks Millage: \$419,663



Connecting communities for a better tomorrow!

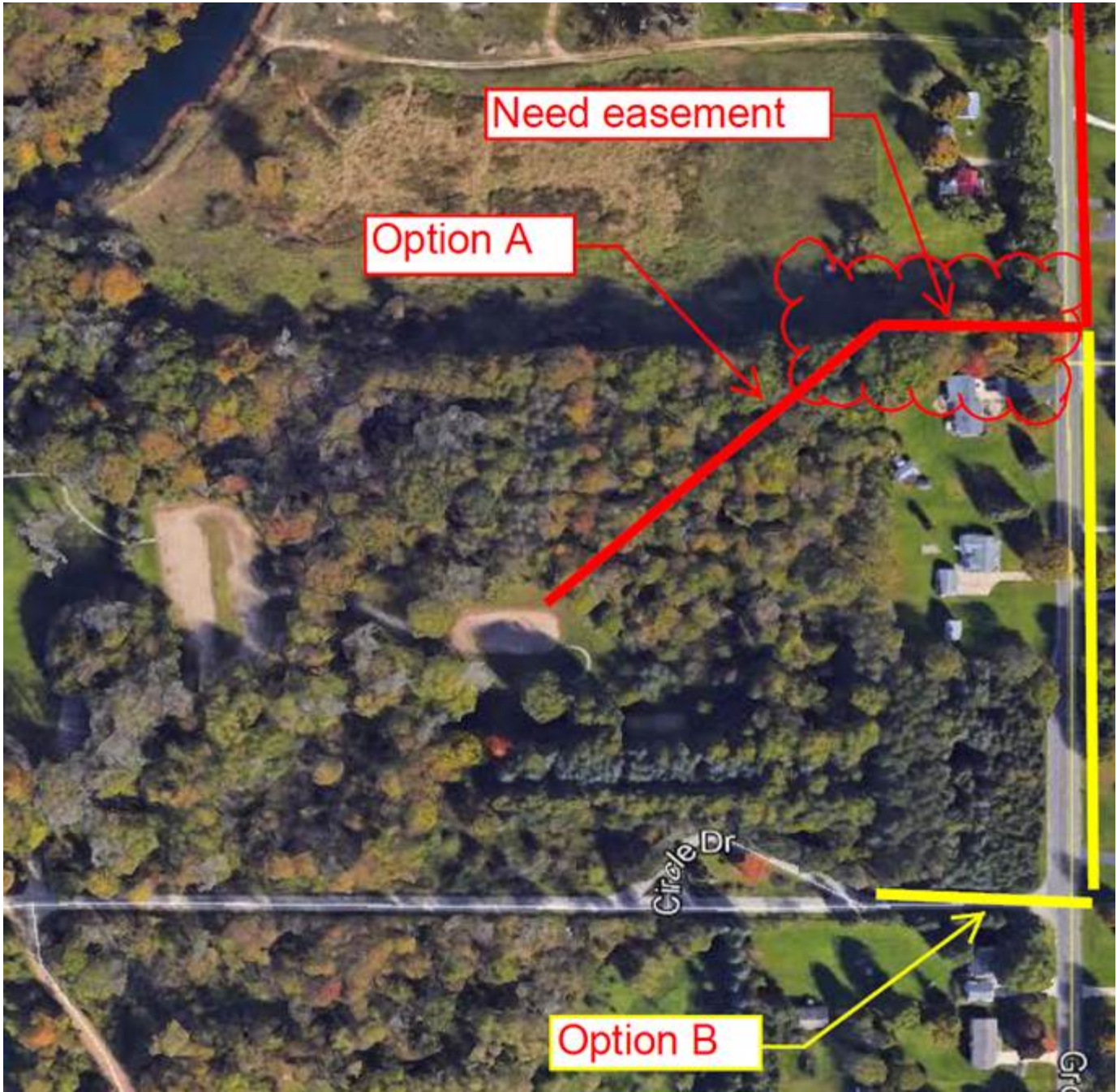


<http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>

From: Paulson, Kristen [<mailto:kpaulson@hrc-engr.com>]
Sent: Tuesday, July 12, 2016 2:05 PM
To: Morgan, Timothy
Subject: RE: Ram Trail to Burchfield Park

Tim,

Yes, we may need easements for the path adjacent to the roadway. However, in my email the specific easement I was referring to is bubbled in red below. This is to route the path west through a homeowner's property in order to connect to the back side of the park (bubbled in red below). Not sure that we will be "granted" this easement and it is not something we will push very hard if they are not agreeable. Feel free to call me if this isn't making sense. Sorry for the confusion.



Kristen Paulson, P.E.
Project Engineer
Hubbell, Roth & Clark, Inc.
<http://www.hrc-engr.com/>
Direct: (248) 454-6877
Cell: (248) 535-3313



From: Morgan, Timothy [<mailto:TMorgan@ingham.org>]
Sent: Tuesday, July 12, 2016 1:21 PM
To: Paulson, Kristen
Subject: RE: Ram Trail to Burchfield Park

Kristen,

Does this mean that the trail along the road would not require easement? ROW=Right of way?
Just and FYI- Our Park Manger said that the White Pines along the west side of Grovenberg Road could be cut back to accommodate trail on that side of the entrance if necessary...

More to come,

Tim

From: Paulson, Kristen [<mailto:kpaulson@hrc-engr.com>]
Sent: Tuesday, July 12, 2016 12:24 PM
To: Morgan, Timothy
Cc: 'Tracy Miller (tracy.miller@delhitownship.com)'
Subject: RE: Ram Trail to Burchfield Park

Tim,

I did want to clarify that there is no guarantee we will be able to get an easement to allow us to route the trail through the woods and connect to the park on the north side of the parking lot (Option A). We will hope for the best, but we need to be prepared for other options if the homeowner is not agreeable to the idea. Could you also please discuss at your meeting the trail entering at the park entrance (Option B). Should the trail end at the park entrance, or continue into the park (note ROW is an issue), or are there other ideas the county has in mind.

Thanks so much,

Kristen Paulson, P.E.
Project Engineer
Hubbell, Roth & Clark, Inc.
<http://www.hrc-engr.com/>
Direct: (248) 454-6877
Cell: (248) 535-3313



From: Morgan, Timothy [<mailto:TMorgan@ingham.org>]
Sent: Tuesday, July 12, 2016 10:22 AM

To: Paulson, Kristen
Cc: Tracy Miller ; Wallace, Nicole
Subject: RE: Ram Trail to Burchfield Park
Importance: High

Kristen,

We plan to run this through the Park Commission this month, next week planning meeting July 18th and the following week Park Commission meeting July 25th.
I will advise once they have provided feedback.

Thank you,

Tim

From: Paulson, Kristen [<mailto:kpaulson@hrc-engr.com>]
Sent: Monday, July 11, 2016 7:44 AM
To: Morgan, Timothy
Cc: Tracy Miller
Subject: RE: Ram Trail to Burchfield Park

Sounds good, thanks!

Kristen Paulson, P.E.
Project Engineer
Hubbell, Roth & Clark, Inc.
<http://www.hrc-engr.com/>
Direct: (248) 454-6877
Cell: (248) 535-3313



From: Morgan, Timothy [<mailto:TMorgan@ingham.org>]
Sent: Monday, July 11, 2016 7:25 AM
To: Paulson, Kristen
Cc: Tracy Miller
Subject: RE: Ram Trail to Burchfield Park

I have been on vacation and out of town last week so I am just getting to this.
I will review it this week and get back with you.
I will not be at the meeting today as I have interviews all morning last one starting at noon.
Please keep me/us in the loop.

Thank you,

Tim

From: Paulson, Kristen [<mailto:kpaulson@hrc-engr.com>]
Sent: Friday, July 08, 2016 10:48 AM
To: Morgan, Timothy
Subject: Ram Trail to Burchfield Park

Hi Tim,

AS Tracy mentioned in her email yesterday, I am working on a conceptual layout for a new phase of the Ram Trail connecting the existing Ram Trail near Holt High School to Burchfield Park. I am trying to determine the best way to connect to Burchfield Park and have attached an exhibit with two options.

It seems the best option would be Option A which would connect to the north end of the park through the woods. Tracy is hopeful that we may be able to attain an easement from the property owner who owns the parcel adjacent to Grovenburg Road in which the path would connect to the park.

The second option, Option B, would continue to the path along the east side of Grovenburg Road, then cross Grovenburg to the park entrance. It seems that it would be ideal to continue the path into the park since there are no sidewalks there today and pedestrians would be walking/riding bikes on the park road. Although, after driving the site yesterday it looks like there would not be enough ROW to fit a 10' path adjacent to the park road.

Again, I think Option A would be the most feasible path if we are able to obtain an easement. What are your thoughts/preferences in connecting the Ram Trail to the Park, and are there any other goals the County has in mind related to this project?

Thanks for your time,

Kristen Paulson, P.E.
Project Engineer
Hubbell, Roth & Clark, Inc.
<http://www.hrc-engr.com/>
555 Hulet Drive
P.O. Box 824
Bloomfield Hills, MI 48303-0824
Phone: (248) 454-6300
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www.hrc-engr.com

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FLRT Trail Ambassador Program

Keeping all of the Lansing Regional Trails maintained, safe, and fun is essential to the longevity and future growth of this grand treasure. For those of you who LOVE the trails, and wish to be a part of the elite team that will help to accomplish this, FLRT is pleased to announce the launch of the FLRT Trail Ambassador Program. Formally collaborating with Ingham County and the many communities that are home to the Lansing Regional Trails, the volunteer FLRT Trail Ambassadors will be the eyes, ears, and heart of the trails.





Aligned with the mission of the FLRT Trails group, the goals of the Trail Ambassador Program are to support and raise awareness for a safe, clean, and thoughtfully-expanded Lansing Regional Trail System. Objectives of the program include:

-  Preventive, light trail maintenance
-  Reporting trail maintenance issues
-  Assisting and educating trail users
-  Representing the FLRT Trails group on and off the trails
-  Administrative functions to help support FLRT's efforts
-  Modeling good trail etiquette
-  Having fun out on the trails

Trail Ambassador Roles:

While all Trail Ambassadors volunteer to help monitor and be stewards of the trails, Ambassadors will choose one of the following roles based on interest and skills:

Preventive Maintenance Ambassadors are regular trail users who will report back regarding any issues on the trail. They will:

-  Choose to focus on a segment (or two!) that they use most often
-  Perform light, preventive maintenance that help to prolong the life of the trail (examples include trimming brush, clearing vegetation that is creeping alongside or on the trail, repairing boards on a boardwalk section)
-  At times, all Ambassadors will be invited to help with rotating projects needing many hands elsewhere on the trail system
-  Have fun out on the trails and be the eyes, ears, and muscles in the group!

The Friends of the Lansing Regional Trails will support and raise awareness for safe, clean, and thoughtfully-expanded Lansing Regional Trail System



- Are you a trail enthusiast who is ready to serve our trails at a higher level? We are also seeking individuals interested in taking on the role of **Segment Leader** for each of the segments in the FLRT trail system.

Trail Program and Outreach Ambassadors are volunteers who have a specific skill set or knowledge base that would create awesome user experiences out on the trails, or love to talk up the trails in general. They will:

- Create or identify programs to promote on the trails, or partner with other organizations that are interested in developing programs to serve the users
- Volunteer to lead or work on a program
- Examples include nature, historical, or environmental education or recreation, safety, aesthetic, or athletic programs
- Conduct community outreach and represent FLRT out in the community or at various events
- Have fun out on the trails and be the creative ones in the group!

Project Ambassadors are volunteers who would prefer to focus on specific projects that will enhance the beauty of our trails. They might:

- Plant and adopt a garden bed
- Help construct benches or other handy projects

Administrative Ambassadors are volunteers who like details and prefer to keep track of things and help keep the administration of the Trail Ambassador Program running smoothly. They will:

- Help manage volunteer tracking, communications, and coordinating various efforts
- Have fun out on the trails and be the organized ones in the group!

Not quite sure how to do what needs to be done? Don't worry; all Ambassadors will attend a training session to learn the specifics of the program and their specific roles.

Join us by completing a Trail Ambassador registration form today!

The Friends of the Lansing Regional Trails will support and raise awareness for safe, clean, and thoughtfully-expanded Lansing Regional Trail System

PART TIME TRAIL VOLUNTEER COORDINATOR JOB DESCRIPTION draft 7-13-16

1. Point person for calls, texts, and emails about issues on the trail concerning things that relate to maintenance, such as trees down, weeds that need to be trimmed, etc.
 - a. Contact correct local authority about maintenance needed, or contact appropriate volunteer to take care of the problem
 - b. Follow up with person who submitted the problem by acknowledging the receipt of the communication and then when the problem is taken care of.
 - c. Follow up with local authorities to let them know what was done
 - d. Maintain a log of activity and report that each month to both FLRT and Ingham County Parks boards
2. Schedule volunteer training, meetings, and work sessions throughout the year.
3. Organize thank-you events for volunteers semi-annually.
4. Work with local authorities, FLRT, Ingham County Parks, and the trails millage consultant on signs, both directional and informational, and the implementation, placement, and appropriateness of signs on the trails.
5. Keep all local authorities up to data on volunteer work and events.
6. Work with local authorities on maintaining and improving bike paths and bike access to the trails.
7. Work with each municipality on the specific needs and interests of their trail section, including tools available, what their Parks or grounds staff do and don't do, how they want to be contacted, etc.
8. Keep in touch with section leaders and meet with them as needed for training or updates.
9. Plan and execute educational, recreational, and social events for the public and volunteers.
10. Attend Ingham County Parks meetings each month to update the Parks Commissioners and ask for input or concerns about work that needs to be done.
11. Promote the program within each community, by social media, attending meetings, and other avenues of reaching the public.
12. Contact each volunteer when they sign up.

13. Monthly newsletter to all volunteers, Parks departments, heads of communities.
14. Research and implement innovative uses of the trail, programs for the public, and events for the volunteers.
15. Attend local and state training, events, and meetings as appropriate.
16. Review and maintain volunteer applications as submitted online or on paper.
17. Other duties as deemed appropriate and as needed.

Move

To Recommend a Memorandum of Understanding with Ingham County Parks and The Friends of the Lansing Regional Trails for the Ambassador Program



MEMORANDUM OF UNDERSTANDING

By and Between

2016 – 2021

Friends of the Lansing Regional Trails

Ambassador Program

&

Ingham County Parks

June 1, 2016

MEMORANDUM OF UNDERSTANDING

between

Friends of the Lansing Regional Trails (FLRT) Ambassador Program

and

Ingham County Parks

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Friends of the Lansing Regional Trails Ambassador Program hereinafter referred to as FLRT, and Ingham County Parks.

PURPOSE:

The purpose of this MOU is to initiate frameworks of a high degree of cooperation between FLRT and Ingham County Parks. This institutes a beginning for mutually beneficial programs, projects, and trails and river activities at the county park level. These programs, projects, and activities comprise part of the Ingham County Parks multiple use mission and service the public.

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Ingham County Parks' benefits include an active partnership with FLRT to plan, build, maintain and promote designated trails and waterways in Ingham County .

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks SHALL:

1. Work with FLRT to identify opportunities (trail projects, education, and assistance) and jointly pursue such projects with the Ambassador Program.
2. Make Ingham County Parks trails and rivers available for related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Provide to the public the appropriate rules and regulations pertaining to recreation on county property.
4. Under the supervision of park staff and when prior authorization has been granted, hand tools will be made available for volunteers working on trail maintenance. Such tools include but are not limited to: shovels, folding hand-saws, loppers, wheel.barrows, hand trimmers, etc.
5. Be receptive to expanded use of trails and rivers, including but not limited to: snow trails, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.

6. Promote awareness and trail and river access throughout the Ingham County Parks trail system through social media and other channels.

C. FLRT SHALL:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the trail and river community and the Ingham County Parks.
2. Provide technical assistance with projects, educational activities, grant applications, and trail and river activities and management.
3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.
4. Advocate that to the best possible extent, utilize best-practices of trail development and management with a focus on user safety, environmental protection and trail system financial and environmental sustainability.
5. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc. on all trails.
6. Organize volunteer trail maintenance events to assist in maintenance of the trails within the confined resources of FLRT.
7. Perform regular inspection of all built trail structures that are specific to the rivers and trails. This will be completed using a comprehensive checklist/worksheet to ensure that all structures are in good condition. Needed repairs will be made as soon as is reasonable; whenever they are discovered or reported by trail users or park personnel. FLRT and Ingham County Parks to coordinate when necessary on larger trail maintenance projects.
8. Obtain Ingham County Parks approval prior to implementation of any new trail development and other major maintenance beyond basic trail care.
9. Encourage safe and courteous trail use.
10. Promote awareness and access throughout the Ingham County Parks trail system through social media and other channels.
11. Help identify and advocate current trends as part of the 5 year master plan public input and stake holder process including but not limited to: approved/authorized uses, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
12. Provide available hand tools for use by volunteers for trail maintenance.
13. Will maintain proper general liability insurance as required by Ingham County Parks.

D. 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. MODIFICATION. Modifications within the scope of the instrument 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. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument 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.
4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.
5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

Ingham County Parks Contact	FLRT Contact
Contact: Tim Morgan	Contact: Cherry Hamrick
Phone: 517-676-2233	Phone: 517-490-2578
E-mail: tmorgan@ingham.org	E-mail: toadhall3727@gmail.com
Ingham County Parks Administrative Contact	FLRT Administrative Contact

6. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
7. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2021 at which time it will expire unless extended.

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

Tim Morgan – Director
Ingham County Parks

Tony Beyers, President
Friends of the Lansing Regional Trails

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

AGENDA

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

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, July 25, 2016

Monday, July 25, 2016

6:00pm

PARKS & RECREATION COMMISSION MEETING

**Red Tail Shelter
 Hawk Island
 1601 East Cavanaugh
 Lansing, Michigan**

**NOTE
 CHANGE IN
 LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 Minutes of June 27, 2016 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
 Late Items / Changes/ Deletions
6. **PRESENTATION – ERIC SCHERTZING – POSSIBLE LAND ACQUISITION**
 Parcel 33-01-01-27-476-050 Next to Hawk Island
7. **ADMINISTRATIVE REPORTS**
 - A. Director/Administrative Office
 - B. Park Managers
8. **OLD BUSINESS**
 - A.
9. **NEW BUSINESS**
 - A.
10. **REPORTS OF STANDING COMMITTEES**
 - A. Planning & Community Outreach Committee - Ms. Hamrick
 - B. Budget & Personnel Committee - Mr. Czarnecki
 - i. Financial Report
11. **ACTION ITEMS**
 - A. Motion to Approve a Contract for Roofing Projects
 - B. Motion to Recommend a Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program
 - C. Resolution to Enter into an Agreement with _____ for the Trails & Parks Millage Consultant
12. **Correspondence & Citizen Comment**
13. **Board/Staff Comments**

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

15. Upcoming Meetings

A. No August Meetings

- B.** Date: Monday, September 19, 2016; Time: 5:00pm
Master Plan Update Meeting
Date: Monday, September 19, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
Date: Tuesday, September 20, 2016; Time 12:00pm
Budget & Personnel Committee Meeting
Date: Monday, September 26, 2016; Time: 6:00pm
Parks & Recreation Commission Meeting

16. Informational Items – *Distributed at Commission Meeting*

- A.** County Services, Finance Committee, and Board of Commissioner Meeting Minutes
(Items pertaining to the Parks Department)
B. Newspaper Articles

17. Adjournment

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

Ingham County Parks & Recreation Commission Members: Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Ryan Earl, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas
Ingham County Park Staff: Director Tim Morgan, Burchfield County Park Assistant Manager I Tim Buckley, Hawk Island County Park Manager II Brian Collins, Hawk Island County Park Assistant Park Manager II Coe Emens III, Financial Coordinator Karen Fraser, Burchfield County Park Manager II Jeff Gehl, Accounting Clerk Raelyn Kateley, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing Park Manager II Pat Witte