

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 Tuesday, March 22, 2016.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
12:00pm
Tuesday, March 22, 2016
Human Services Building, 5303 S. Cedar
Entrance #3, Conference Room C
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. Committee to Choose the Chair of the Budget & Personnel Committee
 - B. [February Financial Report](#)
 - C. [2017 Fee Recommendations](#)
 - D. 2017 Budget Request – Process and Timeline
 - E. Revenue Management System Update
 - F. [McNamara Landing and Overlook Shelter Grant Budget Updates](#)
 - G. [Trails and Parks Task Force - Recommended Resolutions](#) Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding
 - H. [Task Force Draft Edits for the Trails and Parks Comprehensive Report](#)
 - I. [Draft Questions and Answers](#)
 - J. [Draft Timeline](#)
 - K. [Application Scoring Review and Process](#)
 - L. Staff Person - Trails And Parks Millage
5. ACTION ITEMS
 - A. [Motion](#) to Recommend Funding for the Lift at Hawk Island County Park
 - B. Motion to Enter Into a Contract With _____ for Improvements To 1.5 Miles of the Lansing River Trail and Parking Lots Located Within Hawk Island County Park (*Document Available at the Meeting*)
6. Limited Public Comment
7. 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. ¹

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

Ingham County Parks Budget Status
As of 2/29/16

	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -
Park Administration			
Revenue			
Passport Revenue	16,000	4,590	(11,410)
Misc Revenue	3,000		(3,000)
Rev trf in F101	674,251	170,006	(504,245)
Rev trf in (Cap Imp) F101	8,000	2,000	(6,000)
Total Revenue	701,251	176,596	(524,655)
Expenditures			
Personnel Services	360,646	48,738	311,908
Controllable Expenses	198,822	11,063	187,759
Non-Controllable Expenses	141,783	14,662	127,121
Capital Outlay	0	0	
Total Expenses	701,251	74,463	626,788
Net Cost Park Administration	0	102,133	(102,133)
Burchfield Park			
Revenue			
Shelter Fees	15,800	1,100	(14,700)
Disc Golf Fees	22,000	1,879	(20,121)
Pedal Boat Rental	5,000		(5,000)
Canoe/Kayak Rental	34,500		(34,500)
Ski Rental	7,000	859	(6,141)
Food Concessions	2,500	586	(1,914)
Parking Fees	44,665	1,814	(42,851)
Snow Tube Rental	4,000	134	(3,866)
Day Camp	15,000		(15,000)
Rev trf in F101	317,319	77,337	
Total Revenue	467,784	83,709	(384,075)
Expenditures			
Personnel Services	399,998	41,564	358,434
Controllable Expenses	57,786	3,656	54,130
Non-Controllable Expenses	10,000	1,641	8,359
Total Expenses	467,784	46,861	420,923
Net Cost Burchfield Park	0	36,848	(36,848)
Lake Lansing Parks			
Revenue			
Shelter Fees	20,550	1,825	(18,725)
Boat Rental	7,500		(7,500)
Boat Launch Fees	17,000		(17,000)
Food Concessions	13,650		(13,650)
LL House	9,600	1,600	(8,000)
Parking Fees	84,335		(84,335)
Inflateable Rental	1,000	625	(375)
Rev trf in F101	298,129	69,614	(228,515)
Total Revenue	451,764	73,664	(378,100)
Expenditures			
Personnel Services	374,507	34,517	339,990
Controllable Expenses	64,257	2,516	61,741
Non-Controllable Expenses	13,000	1,448	11,552
Total Expenses	451,764	38,481	413,283
Net Cost Lake Lansing Parks	0	35,183	(35,183)
Hawk Island Park			
Revenue			
Shelter Fees	30,150	3,770	(26,380)
Boat Rental Fees	13,000		(13,000)
Food Concessions	29,000	2,522	(26,478)
Parking Fees	176,000	19,322	(156,678)
Snow Hill Tubing Fees	50,000	33,791	(16,209)
Dog Park Revenue	10,000	1,190	(8,810)
Rev trf in F228	50,000	12,500	(37,500)
Rev trf in F101	276,442	74,578	(201,864)
Total Revenue	634,592	147,673	(486,919)
Expenditures			
Personnel Services	485,076	58,998	426,078
Controllable Expenses	100,722	3,661	97,061
Non-Controllable Expenses	48,794	5,658	43,136
Total Expenses	634,592	68,317	566,275
Net Cost Hawk Island Park	0	79,356	(79,356)
Net Change in Fund Balance	0	253,520	
Fund Balance, Beginning of Year			
Projected Fund Balance End of Year			

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of February 29, 2016

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Life Jackets- Canoe Kayak Program 245-75299-73510G	5,000		2,749		2,251		Ordered
Disc Golf Store Inventory- BUR 245-75299-72601G	4,000				0		
Cross Country Ski Equip.- BUR 245-75299-72601G	4,000				0		
Snow Tubes- HI 245-75299-72601G	3,000				0		Waiting on Magic Carpet discussion.
Children's Cross Country Skis- LLN 245-75299-72601G	3,000				0	In Progress	Requested transfer to Cabana Project
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500				0		
Office Counter Space - ADA Compliance 245-75299-93100G	2,100			1,975	125	Complete	
Overlook Shelter Roof- BUR 245-75299-97600G	20,000				0		
Shoreline Stabilization- LL Boat Launch 245-75299-74300G	15,000				0		
Beach Roof House- HI 245-75299-97600G	20,000				0		Getting Quotes
Maintenance Building Roof- HI 245-75299-97600G	20,000				0		Getting Quotes
Security Cameras & Alarms- All Parks 245-75299-97600G	30,000				0		GF \$15K / MMRA Grant
208 FUND							
AED Defibrillator - 3 208-75200-73510G	4,500			4197	(4,197)	Complete	
Rescue Boat- LLS 208-75200-73500G	3,500				0		Getting Quotes
664 FUND							
Canoe Van- BUR 664-80000-97801G	30,000		29,989		(29,989)		Ordered
Zero Turn Mower- HI 664-75299-97800G	14,000				0		
INNOVATION TECHNOLOGY							
Parks- 4 Printer Replacements 664-75299-73500G	1,680				0	In Progress	
Parks- 2 CPU's and 1 Laptop 664-75299-73520G	2,950				0	In Progress	
CARRY FORWARD							
Path Repair - HI (2015) 245-75299-974000	10,000	70,000		0	70,000	In Progress	Carry Forward 2016 2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI (2015) 245-75299-97400G	10,000			0	10,000	In Progress	Carry Forward 2016
Roof White Restroom - LLN (2015) 208-75500-931000-5100G	8,000			0	8,000	In Progress	Carry Forward 2016
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-5100G	8,000			0	8,000	In Progress	Carry Forward 2016
Reforestation - LLS 245-75299-976000 (2015)	5,000			0	5,000	On Hold	Carry Forward 2016 (no grants in 2015)
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-8600G	7,000			0	7,000	On Hold	Carry Forward 2016
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-8600G	7,000			641	6,359	In Progress	Carry Forward 2016
Master Plan (2015) 208-75200-967000-86000	25,000			0	25,000	In Progress	Bids Received, recommendation made
Lake Lansing Dock (2014/508) 508-75200-93100G	6,925			1,759	5,166	In Progress	Carry Forward 2016
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-93100G	14,855			5,367	9,488	In Progress	Carry Forward 2016

* Status = In Progress, On Hold, Complete

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233 Fax (517) 244-7190

MEMO

DATE: March 15, 2016
TO: Jill Bauer
CC: Ingham County Parks Commission, Tim Morgan
FROM: Karen Fraser
RE: 2017 Fee Recommendations

Following are a few notes on why we opted to change some fees and not others.

1. Return Check/Cancellation fees – we agree with your recommendation.
2. Cancellation fee – we agree with your recommendation.
3. Resident and Non-Resident Annual Fee – a one-dollar increase creates inefficiencies at the park entrances. This will require more change counting and lines to occur. Our market research reflects no park system charging an odd dollar amount. Fees are generally in \$5 increments. Our \$30 annual fee is in line with what other Counties are charging.
4. Shelters/Cabanas/Winter Sports Building – we recommend increasing all shelter fees by \$5 so that all shelter fees change at one time. This will make it easier for administration of the change and not cause some fees to rise this year and some next year.
5. Wedding Gazebo – we agree with your recommendation.
6. In Park Canoe/Kayay Rental – we agree with your recommendation.
7. Abandonment/Recovery – we would ask to leave this fee as is, given that it is rarely charged, perhaps one time annually. This fee was not intended to generate revenue, but to serve as a deterrent to canoers who were abandoning a canoe or kayak along the river. This has worked exceedingly well.
8. Late Fee - we would ask to leave this fee as is given that it is rarely charged, perhaps two times annually. This fee was not intended to generate revenue, but to serve as a deterrent to canoers who were arriving back in the park long after dark. This has worked exceedingly well.
9. Canoe/Kayak Trips – we agree with your recommendation to increase the Bunker Rd and Eaton Rapids Trips by one-dollar. We would also like to increase the McNamara trip to be consistent with changes.
10. Pedal & Rowboat Fees – we agree with your recommendation.
11. Boat Launch Daily – we agree with your recommendation.
12. Boat Launch Annual – a one-dollar increase creates inefficiencies at the park entrances. This will require more change counting and lines to occur. Our market research reflects no park system charging an odd dollar amount. Fees are generally in \$5 increments.
13. Cross Country Ski – we agree with all of the fee recommendations concerning skiing.
14. Day Camp – we agree with your recommendation to increase the non-resident and extended hour camp sessions. We would also like to increase the resident fee to be consistent with changes.
15. Disc Golf Annual – a one-dollar increase creates inefficiencies at the park entrances. This will require more change counting and lines to occur. Our market research reflects no park system charging an odd dollar amount. Fees are generally in \$5 increments. We agree with the

- recommendations for disc rental and daily fees.
16. Snow Tube Rental – Burchfield – we agree with this recommendation.
 17. Dog Park – we recommend a \$5 change to the Student, Senior, Veteran and Service Animal Owner fees. Please see attached review of revenues and expenses of the Soldan Dog Park. We agree that the regular pass would remain the same.
 18. Hawk Island Tubing Hill – we concur with your recommendation.
 19. Utility Vehicle/Golf Cart Rental - we would ask to leave this fee as is given that it is rarely charged, perhaps one time annually. This fee was not intended to generate revenue, but to serve as a deterrent to park visitors and event planners who were “borrowing” a vehicle for a few minutes and it resulted in an extended time that interfered with park work functions. This has worked very well.
 20. Game Rental – We are requesting larger increases than recommended. The Moonwalk includes 4 hours of seasonal wages to supervise, plus staff to set up and tear down the unit. The Slide takes 8 hours of seasonal wages for supervision, plus staff to set up and tear down the unit.
 21. Rental House – we concur with your recommendation.

New Fees

1. Nature Programs (per person) – we have had past requests for guided walks or tours and we are discussing development of a program. This will allow us to implement the program in a timely manner once established.
2. Passport Photos – picture fees can be set by Ingham County, while the processing fee is set by the State Department. \$15 is a competitive fee based on market research.
3. Snow Shoe Rental – We have had frequent requests for this program. We would like to have a fee set for this and develop the program. Based on market research this is an equitable fee.
4. Band Shell Rental – these fees are being collected by the Friends of Ingham County Parks. There is no BOC resolution declaring that Band Shell fees will be collected by the Friends of Ingham County Parks. In addition, this practice is not in keeping with our relationship with the Friends who financially support construction of facilities in the parks and following construction, that facility is then donated to the Parks.
5. Band Shell Equipment Rental – See Band Shell Rental above

2017 County Fees Analysis

County Services Committee					Current Fee	Budget Office	Dept Recom. Dif than Budget office			
Location of Service	Fee Description	2016 Cost	2017 Cost Increase Factor	2017 Cost	2016 Fee	2017 Calc. Fee	2017 Initial Prop. Fee	Units	Department Recommend.	Additional Revenue
Parks	Administrative/Office Fees									
Parks	Administrative -Returned Check Fee	\$32.57	0.3%	\$32.66	\$30.00	\$32.66	\$32.00	0	32.00	\$0
Parks	Cancellation Fee (for all park reservations - and day camp) *ask Jill	\$21.14	0.3%	\$21.20	\$20.00	\$21.20	\$21.00	21	21.00	\$21
Parks	Parking/Vehicle Entrance Fees ****									
Parks	Resident Daily	\$4.27	0.3%	\$4.28	\$3.00	\$3.21	\$3.00	40,000	3.00	\$0
Parks	Resident Annual	\$42.65	0.3%	\$42.78	\$30.00	\$32.09	\$31.00	4,000	30.00	\$0
Parks	Non-Resident Daily	\$5.29	0.3%	\$5.30	\$5.00	\$5.30	\$5.00	9,000	5.00	\$0
Parks	Non-Resident Annual	\$42.65	0.3%	\$42.78	\$40.00	\$42.78	\$41.00	100	40.00	\$0
Parks	Shelters									\$0
Parks	Winter Sports Building (100 Person Capacity)	\$97.70	0.3%	\$97.99	\$90.00	\$97.99	\$95.00	0	95.00	\$0
Parks	Winter Sports Building - reservation fee/non operational hrs	\$30.00	0.3%	\$30.09	\$30.00	\$30.09	\$30.00	0	30.00	\$0
Parks	Shelters - 60 Person Capacity ****									
Parks	Lake Lansing South Lakeview	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	70	80.00	\$350
Parks	Lake Lansing North Oak Knoll	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	24	80.00	\$120
Parks	Lake Lansing North Sandhill	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	37	80.00	\$185
Parks	Hawk Island Kestrel	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	143	80.00	\$715
Parks	Hawk Island 1/2 of Peregrine	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	25	80.00	\$125
Parks	Burchfield Deer Run	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	24	80.00	\$120
Parks	Burchfield Pine Knoll	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	28	80.00	\$140
Parks	Burchfield Southridge	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	35	80.00	\$175
Parks	Shelters - 120 Person Capacity ****									
Parks	Lake Lansing - North - 1/2 of Main	\$105.70	0.3%	\$106.02	\$100.00	\$106.02	\$105.00	11	105.00	\$55
Parks	Hawk Island Peregrine	\$132.13	0.3%	\$132.53	\$125.00	\$132.53	\$130.00	69	130.00	\$345
Parks	Burchfield 1/2 of North Bluff	\$105.70	0.3%	\$106.02	\$100.00	\$106.02	\$105.00	14	105.00	\$70
Parks	Burchfield 1/2 of Woodsong	\$105.70	0.3%	\$106.02	\$100.00	\$106.02	\$105.00	18	105.00	\$90
Parks	Shelters - 150 Person Capacity ****									
Parks	Lake Lansing - South - 1/2 of Main	\$105.70	0.3%	\$106.02	\$100.00	\$106.02	\$105.00	47	105.00	\$235
Parks	Shelters - 240 Person Capacity ****									
Parks	Lake Lansing - North - Main	\$184.98	0.3%	\$185.54	\$175.00	\$185.54	\$180.00	21	180.00	\$105
Parks	Burchfield - North Bluff	\$184.98	0.3%	\$185.54	\$175.00	\$185.54	\$180.00	20	180.00	\$100
Parks	Burchfield - Woodsong	\$184.98	0.3%	\$185.54	\$175.00	\$185.54	\$180.00	15	180.00	\$75
Parks	Shelters - 300 Person Capacity ****									
Parks	Lake Lansing - South - Main	\$184.98	0.3%	\$185.54	\$175.00	\$185.54	\$180.00	45	180.00	\$225
Parks	Burchfield - Overlook	\$184.98	0.3%	\$185.54	\$175.00	\$185.54	\$180.00	30	180.00	\$150
Parks	Shelters - 375 Person Capacity ****									
Parks	Hawk Island - Red Tail	\$264.26	0.3%	\$265.05	\$250.00	\$265.05	\$255.00	90	255.00	\$450
Parks	Cabanas - Steel Post w/ shade kite 50p capacity									
Parks	Hawk Island	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	100	80.00	\$500
Parks	Lake Lansing South	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	15	80.00	\$75
Parks	Burchfield	\$79.28	0.3%	\$79.52	\$75.00	\$79.52	\$75.00	0	80.00	\$0
Parks	Wedding Gazebo									
Parks	Lake Lansing Wedding Gazebo	\$264.26	0.3%	\$265.05	\$250.00	\$265.05	\$255.00	0	255.00	\$0
Parks	Boating Fees ****									
Parks	In-Park Canoe/Kayak - per hr	\$6.34	0.3%	\$6.36	\$6.00	\$6.36	\$6.00	2,262	6.00	\$0
Parks	Abandonment Recovery Fee	\$43.42	0.3%	\$43.55	\$40.00	\$43.55	\$41.00	0	40.00	\$0
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$21.71	0.3%	\$21.78	\$20.00	\$21.78	\$21.00	0	20.00	\$0
Parks	Canoe/Kayak Trips - McNamara	\$15.86	0.3%	\$15.90	\$15.00	\$15.90	\$15.00	146	16.00	\$146
Parks	Canoe/Kayak Trips - Bunker Rd	\$23.25	0.3%	\$23.32	\$22.00	\$23.32	\$23.00	64	23.00	\$64
Parks	Canoe/Kayak Trips - Eaton Rapids	\$29.60	0.3%	\$29.69	\$28.00	\$29.69	\$29.00	15	29.00	\$15
Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.43	0.3%	\$5.44	\$5.00	\$5.44	\$5.00	0	5.00	\$0
Parks	Pedal Boat - 1/2 hour	\$6.00	0.3%	\$6.02	\$6.00	\$6.02	\$6.00	0	6.00	\$0
Parks	Row Boat - 1st hour	\$7.40	0.3%	\$7.42	\$7.00	\$7.42	\$7.00	0	7.00	\$0
Parks	Row Boat - Hourly Thereafter	\$3.17	0.3%	\$3.18	\$3.00	\$3.18	\$3.00	0	3.00	\$0
Parks	Boat Launch - Daily	\$5.29	0.3%	\$5.30	\$5.00	\$5.30	\$5.00	2,559	5.00	\$0
Parks	Boat Launch - Annual	\$52.85	0.3%	\$53.01	\$50.00	\$53.01	\$51.00	119	50.00	\$0
Parks	Ski Rental (Burchfield only) ****									\$0
Parks	Moonlight Ski- Adult	\$10.57	0.3%	\$10.60	\$10.00	\$10.60	\$10.00	0	10.00	\$0

Location of Service	Fee Description	2016 Cost	2017 Cost Increase Factor	2017 Cost	2016 Fee	2017 Calc. Fee	2017 Initial Prop. Fee	Units	Department Recommend.	Additional Revenue
Parks	Moonlight Ski - Child (12 & under)	\$3.60	0.3%	\$3.61	\$3.00	\$3.61	\$3.00	0	3.00	\$0
Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****									
Parks	Cross Country Ski Rental- adult per hour	\$7.00	0.3%	\$7.02	\$7.00	\$7.02	\$7.00	0	7.00	\$0
Parks	Cross Country Ski Rental - child per hour	\$5.00	0.3%	\$5.02	\$5.00	\$5.02	\$5.00	0	5.00	\$0
Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child ****									
Parks	Skis per hour	\$3.17	0.3%	\$3.18	\$3.00	\$3.18	\$3.00	0	3.00	\$0
Parks	Boots per hour	\$3.17	0.3%	\$3.18	\$3.00	\$3.18	\$3.00	0	3.00	\$0
Parks	Poles per hour	\$3.17	0.3%	\$3.18	\$3.00	\$3.18	\$3.00	0	3.00	\$0
Parks	Day Camp ****									\$0
Parks	Resident Monday-Friday 9am-4pm	\$97.70	0.3%	\$97.99	\$90.00	\$97.99	\$91.00	0	95.00	\$0
Parks	Non-Resident Monday-Friday 9am-4pm	\$108.56	0.3%	\$108.88	\$100.00	\$108.88	\$105.00	117	105.00	\$585
Parks	Resident Mon-Fri 7:30am-5:30pm	\$130.27	0.3%	\$130.66	\$120.00	\$130.66	\$125.00	13	125.00	\$65
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$141.12	0.3%	\$141.55	\$130.00	\$141.55	\$135.00	0	135.00	\$0
Parks	Disc Golf ****									
Parks	Day Pass - 12 & Under (with an adult) F	\$0.00	0.3%	\$0.00	\$0.00	\$0.00	\$0.00	0	-	\$0
Parks	Day Pass (13 and older)	\$4.34	0.3%	\$4.36	\$4.00	\$4.36	\$4.00	0	4.00	\$0
Parks	Season Pass	\$43.42	0.3%	\$43.55	\$40.00	\$43.55	\$41.00	0	40.00	\$0
Parks	Equipment Rental per round of Disc Golf	\$1.09	0.3%	\$1.09	\$1.00	\$1.09	\$1.00	0	1.00	\$0
Parks	Equipment Replacement-lost,damaged,stolen Discs	\$10.86	0.3%	\$10.89	\$10.00	\$10.89	\$10.00	0	10.00	\$0
Parks	Dog Park (12 Month Pass) ****									\$0
Parks	Regular Pass	\$32.57	0.3%	\$32.66	\$30.00	\$32.66	\$31.00	0	30.00	\$0
Parks	Student (college ID)	\$16.28	0.3%	\$16.33	\$15.00	\$16.33	\$16.00	100	20.00	\$500
Parks	Senior (+60)	\$16.28	0.3%	\$16.33	\$15.00	\$16.33	\$16.00	100	20.00	\$500
Parks	Veteran	\$16.28	0.3%	\$16.33	\$15.00	\$16.33	\$16.00	75	20.00	\$375
Parks	Owner of Service Animal	\$16.28	0.3%	\$16.33	\$15.00	\$16.33	\$16.00	10	20.00	\$50
Parks	Daily Pass	\$5.43	0.3%	\$5.45	\$5.00	\$5.45	\$5.00	0	5.00	\$0
Parks	Replacement FOB	\$5.43	0.3%	\$5.44	\$5.00	\$5.44	\$5.00	0	5.00	\$0
Parks	Snow Tube Rental -Burchfield ****									
Parks	Burchfield - Tube Rental (2 hours)	\$2.17	0.3%	\$2.18	\$2.00	\$2.18	\$2.00	1,812	2.00	\$0
Parks	Hawk Island Snow Hill **** Rates									\$0
Parks	Per person (adults and children) (2 hours)	\$10.00	0.3%	\$10.03	\$10.00	\$10.03	\$10.00	0	10.00	\$0
Parks	Group Rate - (4 + people) (per person) (2 hours)	\$8.00	0.3%	\$8.02	\$8.00	\$8.02	\$8.00	0	8.00	\$0
Parks	Hawk Island Snow Tube **** Non-Operational Rates (Reservation Only)									
Parks	Non-operational hour reservation (2hours) + pp group rate of \$8.00	\$100.00	0.3%	\$100.30	\$100.00	\$100.30	\$100.00	0	100.00	\$0
Parks	Utility Vehicle/Golf Cart Rental									
Parks	1/2 day = up to 4 hours	\$52.85	0.3%	\$53.01	\$50.00	\$53.01	\$51.00	0	50.00	\$0
Parks	full day = up to 8 hours	\$105.70	0.3%	\$106.02	\$100.00	\$106.02	\$102.00	0	100.00	\$0
Parks	Game Rental (for 4 hours) ****									
Parks	Moonwalk	\$290.68	0.3%	\$291.56	\$275.00	\$291.56	\$280.00	3	300.00	\$75
Parks	Dunk Tank	\$237.83	0.3%	\$238.55	\$225.00	\$238.55	\$230.00	1	230.00	\$5
Parks	Giant Slide	\$422.81	0.3%	\$424.08	\$400.00	\$424.08	\$410.00	1	450.00	\$50
Parks	Rental House (4)	\$812.80	0.3%	\$815.24	\$800.00	\$815.24	\$800.00	0	800.00	\$0
Parks	Nature Program/Walk pp				0			10	5.00	\$50
Parks	Passport Pictures				10			550	15.00	\$2,750
Parks	Snow shoe rental				0			25	5.00	\$125
Parks	Band Shell Rental				*			6	100.00	\$600
Parks	Band Shell Equipment Rental				*					
Parks	PA, Chairs or Music Stands per item							2	50.00	\$100

\$10,606

* Fee previously collected by the Friends of Ingham County Parks

(4) Fee was lowered to \$800 effective April 1, 2014 per Reso 14-115

**** FEE EXCEPTIONS - Waiver of Fees: all school and non-profit groups Mon-Friday (PB#10-21), Big Brother/Sister (PB#04-25), Special Events (PB#11-53), Annual hardship pass -free to low income(PB#93-78)

Ingham County Parks-Burchfield Park Project BUDGET SHEET
Proposed McNamara Landing Accessible Canoe/Kayak Dock Project
Aurelius Twp.

Project Costs:

<u>Site Preparation:</u>	Cost Estimate	Notes
Remove Concrete Walkways to Portable Restroom	\$0.00	In-house/force account
Remove Curb Upright Barriers	\$0.00	In-house/force account
Remove Woody Vegetation	\$0.00	In-house/force account
Remove Existing Privy Structure	\$0.00	In-house/force account
Remove Top-soil and Grade for Parking Area	\$500.00	Contracted
Remove Soil and Form for Concrete Dock Gangway	<u>\$0.00</u>	In-house/force account
SUBTOTAL	\$500.00	

Site Amenities and ADA Walkways and Parking

Shoreline Stabilization With Rip-rap	\$1,500	In-house/force account
12 x 12 Concrete Pad for Dock Gangway & Sidewall	\$2,500	In-house/force account
ADA Parking and Accessible Walkways	\$17,500	Contracted
Canoe/Kayak Dock unit and installation	\$45,000	Contracted
Unisex Unit Precast Concrete ADA Toilet Building and Installation	\$55,000	Contracted
Parking Lot and Vault Aggregate	\$2,000	Contracted
Native Plantings and Landscaping	\$2,400	In-house/force account
Road and Park signage	<u>\$5,000</u>	In-house/Contracted
SUBTOTAL	\$130,900.00	

Other Miscellaneous Costs

Topo Survey	\$3,000.00
Permit Fees	\$1,200.00
MDNR Plaque	\$600.00
Professional Service Fees (15% total)	<u>\$15,000.00</u>
SUBTOTAL	\$19,800.00

ESTIMATED TOTAL \$151,200.00

Ingham County Local Match:

MNRTF	45,360	30%
LWF	75,600	50%

update 3/15/16

Overlook Shelter Area Accessibility Project

Category	Estimated Project Cost	Notes
Capital Items		
Handicap Accessible Restroom	\$55,000.00	(Installed by contractor)
Handicap Accessible Walkway/Parking	\$18,000.00	(Installed by contractor)
Shelter Replacement & Concrete	\$60,000.00	(In-house installation)
Electrical Wiring (shelter)	\$5,000.00	(Installed by contractor)
Crane/Equipment Rental (for shelter install)	\$2,500.00	(In-house)
Topo Survey	\$3,000.00	(contractor)
Prime Professional (15% Grant Total)	\$16,000.00	(contractor)
Capital Items Cost	\$159,500.00	
Funding Source		
Michigan DNR Passport Grant	\$45,000.00	
Ingham County 2016 CIP (approved)	\$20,000.00	
Ingham County Requested Additional	\$94,500.00	
Funding	\$159,500.00	



Updated 3-15-16

MEMO

Date: March 8, 2016
To: County Services and Finance Committees
From: Tim Morgan, Parks Director
Re: Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Adopting the Recommendations from the Trails & Parks Task Force in Addition to Calling for Applications for Funding for First Round Applications

Ingham County hired Mannik & Smith Group to complete a comprehensive report of Trails & Parks in the County and Mannik & Smith Group has completed their report. The Ingham County Trail and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners.

The Ingham County Trails and Parks Task Force also recommends allocating 8% of the Trails & Parks Millage collected for FY 2015 and 2016 to the Ingham County Parks Department to fund Capital Improvement Projects (CIP) subject to the recommendations of the Ingham County Parks Commission. The Parks Department will utilize \$120,000 of these monies as matching monies for Hawk Island Trail 1.5 mile resurfacing grant. The Parks Department will also utilize \$90,000 toward an application for McNamara Landing accessible launch and facilities (blue ways project on the Grand River).

The Trails and Parks Task force has directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.

In addition, the Trails and Parks Task Force is recommending the Ingham County Park Department bring their request for the remaining years of the millage for addressing the needs of the Parks Department annually, as part of the normal county budget process and procedures as a separate item as recommended by the Ingham County Park Commission. This would not supplant present Ingham County Parks Department funding in Capital Improvement Funds (CIP) or operating funds.

The Trails & Parks Task Force recommend that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.

The Trails & Parks Task Force also recommend all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

The Trails & Parks Task Force is also recommending that a second round of applications that would be available starting October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Please do not hesitate to contact me if you have questions regarding this issue.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT FROM MANNIK & SMITH

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group including the letter from Mannik & Smith and a response from staff that would be prepared.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

~~RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING APPROVING 8% OF THE TRAILS AND PARKS MILLAGE COLLECTED FOR FY 2015 AND FY 2016 BE ALLOCATED TO THE INGHAM COUNTY PARKS DEPARTMENT TO FUND CIP PROJECTS~~

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

~~THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.~~

~~THEREFORE BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.~~

~~BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.~~

~~BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.~~

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

PROPOSED

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

~~RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING DIRECTING STAFF TO DEVELOP A JOB DESCRIPTION FOR A STAFF PERSON WHO WOULD SPECIFICALLY WORK ON THE TRAILS AND PARKS MILLAGE~~

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

~~THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.~~

~~BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.~~

~~THEREFORE BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.~~

~~BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016~~

~~with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.~~

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

PROPOSED

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

~~RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING DECLARING THAT ALL 84 SEGMENTS OF EXISTING ASPHALT TRAILS IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #3 WITH A PAVEMENT SURFACE EVALUATION AND RATING SYSTEM (PASER) RATING BETWEEN 1-7 ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016~~

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

~~**THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.**~~

~~**BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.**~~

~~**BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.**~~

THEREFORE BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for ~~grant applications~~ millage funds effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000- with applications to be considered in the order received.

~~**BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total**~~

~~Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.~~

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

PROPOSED

Table 3. Existing Trail Pavement Assessment

ID	Trail Name	From	To	Segment Length (mi)	Pavement Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)							Estimated Base Repair Cost	Estimated Construction Cost		
											No Work	Overband Crack Fill (90 Intervals Plus)	Overband Crack Fill (75 Intervals Average)	Overband Crack Fill (6 Intervals Average)	Route Wide Cracks & Crack Fill	Single Course Micro-surface	1-1/2" HMA Overlay			3" Mill & Resurface (Re-construct)	
1	Hayhoe Riverwalk	Kippe Road	Jefferson Street	0.225	8	Asphalt	8	5	5	5	\$0	\$500	\$1,700	\$3,500	\$6,000	\$15,000	\$40,000	\$100,000	\$0	\$7,128	\$9,268
2	Hayhoe Riverwalk	Jefferson Street	Elm Street	0.513	8	Asphalt	8	5	5	5	\$0	\$257							\$257	\$13,546	\$17,610
3	Hayhoe Riverwalk	Elm Street	Ash Street	0.183	8	Asphalt	8	5	5	5		\$91							\$91	\$4,623	\$6,270
4	Hayhoe Riverwalk	Ash Street	Maple Street	0.077	8	Asphalt	8	5	5	5		\$39							\$39	\$2,033	\$2,643
5	Hayhoe Riverwalk	Maple Street	East Street	0.334	6	Concrete	8	5	5	5	\$0								\$0	\$17,609	\$22,891
6	Hayhoe Riverwalk	East Street	North End of Cemetery	0.538	11	Asphalt	8	5	5	5	\$0								\$0	\$0	\$0
7	Hayhoe Riverwalk	North End of Cemetery	Howell Road	0.730	8	Asphalt	8	5	5	5	\$0								\$0	\$19,261	\$25,040
8	Meridian Interurban Pathway	Marsh Road	Intersecting Trail to North	0.460	11	Asphalt	8	4	5	5		\$316							\$316	\$316	\$411
9	Meridian Interurban Pathway	Intersecting Trail to North	Okemos Road	0.617	11	Asphalt	8	4	5	5		\$424							\$424	\$424	\$562
10	Meridian Interurban Pathway	Okemos Road	Burcham Drive	0.750	11	Asphalt	8	4	5	5		\$516							\$516	\$516	\$671
11	Connector to Raby Road Extension	Interurban Pathway	Raby Road Extension	0.226	8	Asphalt	9	5	5	5	\$0								\$0	\$5,966	\$7,756
12	Raby Road Extension	Connector to Raby Road Extension	Raby Road	0.117	8	Asphalt	6	5	5	5		\$411							\$411	\$3,099	\$4,029
13	McCormick Park Trail	Beginning	Punam Street	0.111	6	Timber					\$0								\$0	\$5,850	\$7,605
14	McCormick Park Trail	Punam Street	Cedar Street	0.208	10	Asphalt	8	5	5	5		\$130							\$130	\$130	\$169
15	Red Cedar River Bridge	South Approach	North Approach	0.043	6	Timber					\$0								\$0	\$2,276	\$2,968
16	Off-Road Pathway System	Okemos Road	West Portion	0.561	8	Asphalt	5	4	4	5					\$3,365				\$3,365	\$14,808	\$19,250
17	Off-Road Pathway System, West Portion	Hullett Road	Sunwind Drive	0.701	8	Asphalt	7	4	4	5					\$4,208				\$4,208	\$18,517	\$24,072
18	Okemos Preserve Private Path	Off-Road Pathway System	End of North Half	0.142	5.5	Asphalt	8	5	5	5		\$49							\$49	\$3,447	\$10,981
19	Okemos Preserve Private Path	Beginning of South Half	Off-Road Pathway System	0.197	5.5	Asphalt	5	3	5	5							\$5,426		\$5,426	\$11,720	\$15,236
20	Hatrick Park	Hullett Road	End	0.405	8	Asphalt	6	5	5	5					\$2,429				\$2,429	\$10,689	\$13,896
21	Nancy Moore Park	Maintenance Yard	Central Park South	0.327	8.5	Asphalt	5	4	5	5									\$13,893	\$6,473	\$8,414
22	Nancy Moore Park	South Trail	North End	0.654	11.5	Asphalt	7	5	5	5			\$1,034						\$1,034	\$1,034	\$1,346

ID	Trail Name	From	To	Segment Length (mi)	Pavement Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)							Estimated Base Repair Cost	Estimated Construction Cost			
											No Work	Overband Crack Fill (60' Intervals Plus)	Overband Crack Fill (25' Intervals Average)	Overband Crack Fill (5' Intervals Average)	Root Wide Cracks & Crack Fill	Single Course Macro-surface	1 1/2" HMA Overlay			3" Mill & Resurface (Re-construct)	Based on Existing Length & Width (Not Including Contingency, Engineering, or Construction Administration)	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)
23	Nancy Moore Park	Loop within Park	Continuation to North	0.248	6	Asphalt	7	5	5	5	\$0	\$500	\$1,100	\$3,500	\$6,000	\$15,000	\$40,000	\$100,000	\$1,093	\$12,820	\$16,866	
24	MSU Campus Trail	Hegadorn Road	Bogue Street	0.517	9.5	Asphalt	7	5	5	5			\$863							\$683	\$3,348	\$4,353
25	MSU Campus Trail	Bogue Street	Farm Lane	0.337	8	Concrete	5	5	5	5	\$0									\$0	\$8,886	\$11,552
26	MSU Campus Trail	Farm Lane	Harrison Street	0.917	10.5	Asphalt	9	5	5	5	\$0									\$0	\$0	\$0
27	MSU Campus Trail	Harrison Street	East Lansing /Lansing City Limits	0.483	10	Asphalt	3	3	5	5										\$24,170	\$24,170	\$31,421
28	River Trail	East Lansing/Lansing Limits	Clippert Street	0.308	10	Asphalt	7	5	4	3			\$424							\$424	\$424	\$551
29	River Trail	Kalamazoo Street	Parking Area at Clippert	0.211	10	Asphalt	7	5	4	3			\$290							\$290	\$290	\$377
30	River Trail	Adjacent to Clippert Street	Kalamazoo Street	0.157	9	Asphalt	6	5	5	3				\$616						\$616	\$2,066	\$2,686
31	River Trail	Parking Area at Clippert	Railroad West of I-496	0.536	9.5	Asphalt	7	5	5	3										\$700	\$5,535	\$4,595
32	River Trail	Railroad West of I-496	Connector to Fidelity Road	0.354	12	Asphalt	2	2	5	3										\$53,115	\$53,115	\$69,050
33	River Trail	Connector to Fidelity Road	Red Cedar River	0.395	10.5	Asphalt	2	2	5	3										\$51,883	\$51,883	\$67,448
34	River Trail	Red Cedar River	Pennsylvania Avenue	0.749	9.5	Asphalt	8	5	5	5				\$445						\$445	\$4,944	\$6,427
35	River Trail	Pennsylvania Avenue	Cedar Street	0.512	10	Asphalt	7	5	5	5										\$704	\$704	\$916
36	River Trail	Cedar Street	Connector to West River Trail	0.351	9	Asphalt	5	3	5	5										\$15,791	\$4,632	\$6,021
37	River Trail	Connector to West River Trail	Just North of I-496	0.270	10	Asphalt	7	5	5	5										\$2,028	\$2,028	\$2,636
38	River Trail	Just North of I-496	REO Town	0.543	10	Asphalt	5	5	5	5										\$27,155	\$27,155	\$35,902
39	River Trail	REO Town	Shiawassee Street	0.315	Varies	Concrete	9	5	5	5	\$0									\$0	\$0	\$0
40	River Trail	Shiawassee Street	Former Railroad Bridge	0.186	11.5	Asphalt	6	4	5	5										\$1,608	\$1,608	\$2,090
41	River Trail	Former Railroad Bridge	Saginaw Street	0.082	11	Asphalt	9	5	5	5										\$0	\$0	\$0
42	River Trail	Saginaw Street	Oakland Avenue	0.197	11	Asphalt	6	5	5	5										\$1,627	\$1,627	\$2,115
43	River Trail	Oakland Avenue	Dodge River Drive	0.505	11	Asphalt	6	5	5	5										\$4,165	\$4,165	\$5,415

ID	Trail Name	From	To	Segment Length (mi)	Pavement Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)						Estimated Base Repair Cost	Estimated Construction Cost*				
											No Work	Overband Crack Fill (60' Internals Plus)	Overband Crack Fill (25' Internals Average)	Overband Crack Fill (5' Internals Average)	Rout Wide Cracks & Crack Fill	Single Course Micro-surface			1-1 1/2" HMA Overlay	3" Mill & Resurface (Re-construct)	Based on Existing Length & Width (Not including Contingency, Engineering, or Construction Administration)	Based on AASHTO Standards (Not including Contingency, Engineering, or Construction Administration)
44	River Trail	Dodge River Drive	North End of Dodge Park	0.199	10	Asphalt	8	5	5	5	\$0	\$500	\$1,100	\$3,500	\$6,000	\$15,000	\$40,000	\$100,000	\$124	\$162	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration	
45	River Trail	North End of Dodge Park	North Street	0.056	11	Asphalt	3	2	5	5								\$7,686	\$7,686	\$124	\$9,992	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
46	River Trail	North End of Dodge Park	Northern Terminus	0.372	10	Asphalt	3	2	5	5								\$46,450	\$46,450	\$124	\$80,385	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
47	River Trail	Northern Terminus	Grand River Avenue	0.153	8	Asphalt	2	2	5	5								\$15,260	\$15,260	\$124	\$5,227	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
48	Connector to Crego Park	River Trail	Fidelity Drive	0.371	9	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$6,370	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
49	River Trail Connector	Aurelius Road	River Trail	0.080	8.5	Asphalt	7	5	5	5		\$93						\$93	\$93	\$124	\$2,049	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
50	River Trail	Kruger's Landing	North of Mt. Hope Road	0.188	8.5	Asphalt	6	5	2	5			\$688					\$688	\$688	\$124	\$4,834	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
51	River Trail	North of Mt. Hope Road	Connector to Ruth Avenue	0.987	8.5	Asphalt	8	5	5	5		\$524						\$524	\$524	\$124	\$5,398	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
52	Connector to Ruth Avenue	River Trail	Ruth Avenue	0.145	9	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$2,485	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
53	River Trail	Connector to Ruth Avenue	Connector to Ruth Woods	0.082	9	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$1,409	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
54	Connector to Scott Woods	River Trail	Clifton Avenue	0.196	8.5	Asphalt	7	5	5	5			\$229					\$229	\$229	\$124	\$5,037	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
55	River Trail	Connector to Scott Woods	North End of Hawk Island Park	0.293	9	Asphalt	8	5	5	5		\$165						\$165	\$165	\$124	\$5,024	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
56	River Trail	North End of Hawk Island Park	Cavanaugh Road	0.730	11	Asphalt	6	3	5	5					\$15,064			\$15,064	\$15,064	\$124	\$19,570	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
57	River Trail	Cavanaugh Road	Jolly Road	0.781	9	Asphalt	7	5	5	5			\$966					\$966	\$966	\$124	\$13,393	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
58	South Lansing Pathway	Aurelius Road	Waverly Road	4.563	9	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$78,305	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
59	Sycamore Trail	Aurelius Road	Five Oaks Drive	0.358	9	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$6,135	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
60	Sycamore Trail	Five Oaks Drive	Dunkel Road	0.248	9	Concrete	9	5	5	5	\$0							\$0	\$0	\$124	\$4,251	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
61	Sycamore Trail	Dunkel Road	I-96	1.239	9.5	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$10,627	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
62	Sycamore Trail	I-96	Dell Road	0.493	9.5	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$4,226	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
63	Sycamore Trail	Dell Road	Willoughby Road	1.065	9.5	Asphalt	9	5	5	5	\$0							\$0	\$0	\$124	\$9,135	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
64	Valhalla Trail	Willoughby Road	Valhalla Park	0.376	8.5	Asphalt	8	5	5	5		\$199						\$199	\$199	\$124	\$9,665	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration
65	Valhalla Trail	Valhalla Park	Keller Road	0.325	8.5	Asphalt	7	5	5	5			\$379					\$379	\$379	\$124	\$9,425	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration

ID	Trail Name	From	To	Segment Length (mi)	Segment Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)						Estimated Base Repair Cost	Estimated Construction Cost ¹				
											Overband Crack Fill Intervals (Plus)	Overband Crack Fill Intervals (25 Average)	Overband Crack Fill Intervals (5 Average)	Route Wide Cracks & Crack Fill	Single Course Micro-Surface	1-1/2" HMA Overlay			3" Mill & Resurface (Re-construct)			
66	Valhalla Trail	Keller Road	Holt Road	0.550	8	Asphalt	8	5	5	5	\$0	\$500	\$1,100	\$3,500	\$5,000	\$15,000	\$40,000	\$100,000	\$275	\$14,525	\$18,883	
67	South Lansing Pathway	Aurelius Road	Cavanaugh Road	0.604	9.5	Asphalt	9	5	5	4	\$0									\$0	\$3,984	\$5,180
68	Hawk Island Park East Loop	Cavanaugh Road	North Park Limits	0.607	11	Asphalt	6	3	5	5					\$12,526					\$12,526	\$12,526	\$16,283
69	Hawk Island Park East Loop	North Park Limits	River Trail	0.184	12	Asphalt	9	5	5	5	\$0									\$0	\$0	\$0
70	River Trail	River Point Park	Elm Street	0.485	9	Asphalt	7	3	5	5		\$575								\$575	\$6,138	\$7,979
71	River Trail	Elm Street	Moore's Park	0.348	9.5	Asphalt	5	3	5	5						\$6,204				\$6,204	\$2,288	\$2,888
72	River Trail	Moore's Park	Northern Terminus	0.334	9	Asphalt	8	5	5	5		\$188								\$188	\$4,404	\$5,725
73	River Trail - West Side Downtown	Northern Terminus	South of Saginaw Street	0.101	9	Asphalt	9	5	5	5	\$0									\$0	\$1,338	\$1,740
74	River Trail - West Side Downtown	South of Saginaw Street	Shawwassee Street	0.210	9	Asphalt	3	2	4	2							\$23,614		\$23,614	\$2,771	\$2,771	\$3,602
75	River Trail - West Side Downtown	Shawwassee Street	Michigan Avenue	0.195	13	Concrete	8	5	5	5	\$0									\$0	\$0	\$0
76	Northern Tier Trail - East Loop	Pebblebrook Lane	Main Trail	0.195	8	Asphalt	7	5	5	5			\$204							\$204	\$4,889	\$6,356
77	Northern Tier Trail	Pebblebrook Lane	Abbot Road	0.344	8.5	Asphalt	6	5	5	3						\$5,489				\$5,489	\$6,819	\$8,865
78	Northern Tier Trail	Abbot Road	Abbot Road	0.088	9	Concrete	7	5	5	2	\$0								\$0	\$1,162	\$1,510	
79	Northern Tier Trail	Abbot Road	Lake Lansing Road	0.609	9	Asphalt	6	4	5	5						\$10,275			\$10,275	\$8,037	\$10,449	
80	Northern Tier Trail	Lake Lansing Road	County Line	0.739	9	Asphalt	6	4	5	5						\$12,471			\$12,471	\$9,755	\$12,681	
81	Connector to Tower Avenue	Northern Tier Trail	Tower Avenue	0.764	9	Asphalt	7	4	5	5						\$5,157			\$5,157	\$10,085	\$13,110	
82	Connector to Abbey Road	Northern Tier Trail	Abbey Road	0.468	9	Asphalt	7	4	5	5				\$579					\$579	\$6,179	\$8,033	
83	Connector to Cricket Lane	Northern Tier Trail	Cricket Lane	0.273	9	Asphalt	7	5	5	5				\$338					\$338	\$3,609	\$4,692	
84	Along Cedar Street	Dallas Avenue	Holbrook Drive	0.564	8	Asphalt	8	5	5	5									\$282	\$14,896	\$19,367	
												TOTAL ESTIMATED COST:						\$395,070	\$700,130	\$910,169		

¹ Estimated construction costs include a 12% contingency and 18% for engineering and construction administration

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING DECLARING ALL BRIDGES IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #7, WITH PRIORITY GIVEN TO THOSE BRIDGES WITH A NEED FOR TOTAL REPLACEMENT (12 IN TOTAL), ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016 THROUGH JUNE 1, 2016

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

~~THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.~~

~~BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.~~

~~BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.~~

THEREFORE BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement

(12 in total), are eligible for ~~grant applications~~ millage funds effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

~~BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.~~

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

PROPOSED

Table 7. Bridge Repair, Rehabilitation and Replacement Costs

Structure Number	Repair										Rehabilitation	Replacement	Approach Costs	Signage Costs	Channel Cleaning	Contingency, Engineering, or Construction Administration	Sub Total	Total Construction ¹ (Including 12% Contingency + 18% Engineering & Construction Administration)
	Deck Costs	Joint Costs	Railing Costs	Superstructure Cost	Painting Cost	Piles Cost	Reinforcement	Formwork	Concrete	Steel								
CL-01-SGT-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$16,350	\$16,350	\$21,255	
CL-02-PK&SWL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,750	\$1,750	\$2,275	
CL-03-LTS-SC	\$76,102	\$500	\$10,020	\$245,490	\$192,649	\$0	\$524,761	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$20,875	\$546,636	\$710,626	
CL-04-LTS-SC	\$10,937	\$0	\$0	\$0	\$0	\$0	\$10,937	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$6,000	\$17,937	\$23,319	
CL-05-LTS-SC	\$6,198	\$0	\$4,080	\$39,984	\$11,696	\$0	\$61,958	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,700	\$64,658	\$84,055	
CL-06-LTS-SC	\$13,124	\$0	\$0	\$0	\$0	\$0	\$13,124	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$7,200	\$21,324	\$27,171	
CL-07-LTS-SC	\$8,203	\$0	\$540	\$0	\$0	\$0	\$8,743	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$2,250	\$11,993	\$15,590	
CL-08-LTW-GR	\$17,499	\$3,000	\$0	\$56,448	\$131,580	\$0	\$208,527	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$4,800	\$214,327	\$278,625	
CL-09-LTW-GR	\$24,660	\$6,500	\$29,580	\$579,788	\$84,796	\$60,920	\$986,224	\$0	\$14,010	\$0	\$0	\$0	\$0	\$1,000	\$12,325	\$1,013,559	\$1,311,621	
CL-10-LTW-GR	\$88,902	\$7,000	\$9,072	\$222,254	\$85,016	\$0	\$372,254	\$0	\$13,800	\$0	\$0	\$0	\$0	\$1,000	\$9,450	\$396,504	\$515,455	
CL-11-LTE-RC	\$15,950	\$0	\$0	\$102,900	\$30,100	\$0	\$148,950	\$0	\$14,010	\$0	\$0	\$0	\$0	\$1,000	\$4,375	\$168,335	\$218,835	
CL-12-LTE-RC	\$20,051	\$0	\$2,640	\$64,680	\$3,784	\$115,800	\$206,955	\$0	\$11,610	\$0	\$0	\$0	\$0	\$1,000	\$5,500	\$225,065	\$292,504	
CL-13-LTE-RC	\$11,484	\$0	\$3,780	\$37,044	\$0	\$0	\$52,308	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,575	\$54,883	\$71,347	
CL-14-LTE-RC	\$56,871	\$6,500	\$7,488	\$366,912	\$53,664	\$71,840	\$563,276	\$0	\$11,610	\$0	\$0	\$0	\$0	\$1,000	\$7,800	\$583,686	\$758,791	
CL-15-LTE-SP	\$75,464	\$5,000	\$9,936	\$486,864	\$71,208	\$0	\$648,472	\$0	\$11,670	\$0	\$0	\$0	\$0	\$1,000	\$10,350	\$671,492	\$872,939	
CL-16-LTE-RC	\$820	\$0	\$108	\$2,646	\$0	\$0	\$3,574	\$0	\$12,000	\$0	\$0	\$0	\$0	\$1,000	\$8,025	\$1,200,400	\$1,900,600	
CL-17-LTE-RC	\$820	\$0	\$108	\$2,646	\$0	\$0	\$3,574	\$0	\$12,000	\$0	\$0	\$0	\$0	\$1,000	\$8,025	\$1,200,400	\$1,900,600	
CL-18-LTE-RC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,820	\$0	\$0	\$0	\$0	\$1,000	\$3,975	\$682,926	\$1,024,388	
CL-19-PK&WL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,210	\$0	\$0	\$0	\$0	\$1,000	\$1,200	\$14,410	\$18,733	
CL-20-LTE-RC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,820	\$0	\$0	\$0	\$0	\$1,000	\$1,250	\$23,545	\$33,319	
CL-21-LTE-RC	\$10,117	\$1,000	\$1,332	\$32,634	\$19,092	\$0	\$64,175	\$0	\$12,000	\$0	\$0	\$0	\$0	\$1,000	\$8,025	\$1,344,830	\$2,048,782	
CL-22-ELT-RC	\$13,571	\$0	\$1,800	\$176,400	\$51,600	\$0	\$243,471	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$2,775	\$67,950	\$88,334	
CL-23-LT-GR	\$26,248	\$0	\$17,280	\$169,344	\$0	\$0	\$212,872	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$7,500	\$251,971	\$327,562	
CL-24-LT-GR	\$24,608	\$0	\$16,200	\$79,380	\$0	\$85,280	\$205,468	\$0	\$11,220	\$0	\$0	\$0	\$0	\$1,000	\$7,200	\$232,292	\$301,980	
CL-25-LT-GR	\$218,736	\$0	\$5,760	\$1,411,200	\$82,560	\$0	\$1,718,256	\$0	\$16,800	\$0	\$0	\$0	\$0	\$1,000	\$6,750	\$224,828	\$292,276	
CL-26-LT-GR	\$0	\$0	\$572	\$65,856	\$0	\$0	\$66,528	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$5,600	\$73,128	\$95,066	
CL-27-LTW-GR	\$35,271	\$0	\$23,220	\$113,778	\$66,564	\$0	\$238,833	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$9,675	\$249,508	\$324,361	
CL-28-LT-GR	\$1,367	\$0	\$1,800	\$17,640	\$5,160	Total Replacement	\$0	\$1,822,433	\$11,610	\$0	\$0	\$0	\$0	\$1,000	\$10,875	\$1,845,918	\$2,168,876	
CL-29-LT-GR	\$81,520	\$9,500	\$16,200	\$793,800	\$116,100	\$0	\$997,120	\$0	\$11,610	\$0	\$0	\$0	\$0	\$1,000	\$750	\$39,327	\$51,125	
CL-30-SGT-GR	\$29,256	\$4,500	\$7,704	\$84,374	\$55,212	\$0	\$191,046	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$8,025	\$200,071	\$260,092	
CL-31-LT-GR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$6,875	\$1,026,996	\$1,335,083	
CL-32-LT-GR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$8,025	\$200,071	\$260,092	
OM-01-HAY-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$500	\$97,260	\$145,890	
OM-02-HAY-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$500	\$117,210	\$175,815	
OM-03-HAY-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$675	\$114,792	\$172,181	

Structure Number	Repair				Rehabilitation			Replacement	Approach Costs	Signage Costs	Channel Cleaning	Sub Total (Not Including Contingency, Engineering, or Construction Administration)	Total Construction ¹ Including 12% Contingency + 18% Engineering & Construction Administration
	Deck Costs	Joint Costs	Railing Costs	Superstructure Cost	Painting Cost	Piles Cost							
CM-04-HY-SC	\$4,238	\$0	\$0	\$27,242	\$15,986	\$0	\$47,576	\$0	\$0	\$1,000	\$2,325	\$50,901	\$66,171
CW-01-CW-WL	\$1,641	\$0	\$432	\$10,584	\$0	\$0	\$12,657	\$0	\$0	\$1,000	\$450	\$14,107	\$18,338
DT-01-SCT-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,475	\$2,475	\$3,278
DT-02-SCT-866	\$0	\$0	\$560	\$0	\$0	\$0	\$360	\$0	\$0	\$1,000	\$750	\$2,110	\$2,743
DT-03-SCT-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$12,150	\$13,150	\$17,095
EL-01-ELT-RC	\$0	\$1,000	\$0	\$0	\$18,060	\$0	\$19,060	\$0	\$0	\$1,000	\$2,625	\$22,685	\$29,491
EL-02-ELT-RC	\$0	\$0	\$1,440	\$41,580	\$41,280	\$0	\$84,300	\$0	\$19,800	\$1,000	\$5,000	\$108,100	\$140,530
EL-03-ELT-RC	\$7,656	\$0	\$1,008	\$49,382	\$14,448	\$0	\$72,504	\$0	\$12,000	\$1,000	\$4,200	\$89,704	\$116,615
EL-04-NIT-SWL				Total Replacement				\$150,822	\$4,500	\$1,000	\$900	\$157,222	\$235,333
EL-05-NIT-SWL	\$3,646	\$0	\$2,400	\$11,760	\$0	\$0	\$17,806	\$0	\$12,000	\$1,000	\$1,000	\$31,806	\$41,347
EL-06-NIT-SWL	\$3,646	\$0	\$2,400	\$11,760	\$0	\$0	\$17,806	\$0	\$12,000	\$1,000	\$1,000	\$31,806	\$41,347
EL-07-NIT-SWL				Total Replacement				\$125,685	\$12,000	\$1,000	\$750	\$139,435	\$209,153
MT-01-PK-SWL	\$32,810	\$0	\$4,320	\$84,672	\$0	\$0	\$121,802	\$0	\$9,600	\$1,000	\$1,800	\$134,202	\$174,463
MT-02-MF-DR	\$7,929	\$0	\$1,044	\$25,578	\$14,964	\$0	\$49,515	\$0	\$9,210	\$1,000	\$2,175	\$61,900	\$80,470
MT-03-PK-DR				Total Replacement				\$188,528	\$8,910	\$1,000	\$1,125	\$199,563	\$299,344
MT-04-PK-DR	\$5,833	\$0	\$768	\$37,632	\$11,008	\$0	\$55,241	\$0	\$4,800	\$1,000	\$1,600	\$62,641	\$81,433
MT-05-PK-DR	\$0	\$0	\$1,800	\$8,820	\$0	\$0	\$10,620	\$0	\$0	\$1,000	\$750	\$12,370	\$16,081
MT-06-MF-DR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$975	\$1,975	\$2,438
MT-07-MF-DR				Total Replacement				\$75,411	\$14,400	\$1,000	\$460	\$91,261	\$136,892
WT-01-WT-RC	\$65,962	\$0	\$11,700	\$114,660	\$33,540	\$0	\$248,762	\$0	\$8,400	\$1,000	\$4,875	\$263,037	\$341,947
Total	\$1,183,316	\$44,500	\$196,884	\$5,583,186	\$1,190,077	\$333,840	\$8,331,303	\$6,087,575	\$350,730	\$55,000	\$266,975	\$15,292,082	\$19,879,707

¹: Total construction costs include 12% contingencies and 18% engineering and construction administration.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

~~RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING DECLARING THAT A SECOND ROUND OF APPLICATIONS FOR THE TRAILS AND PARKS MILLAGE FUNDS WILL BE TAKEN BEGINNING OCTOBER 1, 2016~~

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

~~THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the Ingham County Trails and Parks Comprehensive Report prepared by the Mannik & Smith Group.~~

~~BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.~~

~~BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.~~

~~BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.~~

~~BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016~~

~~with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.~~

THEREFORE BE IT ~~FURTHER~~ RESOLVED, that a second round of applications will be **taken beginning ~~held effective~~** October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects. **Application forms will be reviewed and approved by the Board of Commissioners prior to the second round.**

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

PROPOSED

Conclusions

Based on existing conditions, most of the bridges need either repair, rehabilitation or replacement. Additional inspection is required in order to obtain specific information for more detailed scoping.

Recommendations

Recommendations for repair, rehabilitation or replacement have been provided for each bridge inspected and are based on findings obtained during the bridge inspection effort. The specific recommendations for each bridge can be found on each individual bridge inspection form in a separate report.

There are many older structures in the county along what may be the oldest shared-use regional trail system in the state. Most of the structures have been kept open and in service for use. However, many of

Recommendations:
Perform indepth inspection of bridge
Repair Corroded Floor Beams. Repaint Structure. Replace random decking boards. Repair Railings. Repair/Replace Timber Pile tops
Repair Approach Pavement
Scheduled Maintenance Recommendations (Annual or Biennial):
Vegetation removal from joints and fill joints in approach. Remove vegetation to access under bridge and keep off structure.
Powerwash superstructure and abutment seats
Check and replace decking as needed.
Preventative Maintenance Recommendation: (Periodically)
Clean Channel at bridge
Replace riprap at bridge.

the structures are reaching the end of their usable life and will need major rehabilitation or replacement. Some of the bridges were fabricated using weathering steel where site conditions are not ideal for the application. Corrosion levels in some of these bridges were higher than expected, but can be cleaned and coated with a three-coat paint system to reduce future excessive corrosion of the structural steel. Inspections, preventive maintenance and scheduled maintenance may have delayed some of the issues found during this assessment. Therefore, future scheduled routine inspections are strongly recommended for future condition evaluation of each bridge to ensure the integrity and safe load carrying capacity for each bridge.

Engineer’s Opinion of Costs

The Engineer’s Opinion of Cost is conceptual and based on the cursory bridge inspection performed on each structure. The cost was based on correlating bridge condition ratings with percentage of needed replacement for each item inspected. Therefore, conceptual costs are directly related to existing conditions and the ratings provided by the engineer. The rating to percentage of replacement system used is shown in Table 4 to the right, while the ratings for each of the bridges is outlined in Table 6, page 55.

Items in critical or poor conditions (rating of 1, 2, 3 or 4) would result in that item being completely replaced. Bridge items with ratings of fair or good (rating of 5 through 7) were assigned the percentage of 10 to 40 percent. Bridges with items rated above 8 do not require work at this time.

Table 4. Bridge Rating & Percentage for Replacement

Rating	*Percentage for Replacement
1	100%
2	100%
3	100%
4	100%
5	40%
6	20%
7	10%
8	0%

Table 6. Bridge Ratings

Structure Number	Decking	Joints	Railing / Curb	Superstructure (Beams)	Paint / Protection	Bearings	Abutment	Pier	Culvert	Channel	Approaches	Signage
CL-01-SCT-SC	8	N/A	8	8	8	8	8	8	N/A	7	8	8
CL-02-PK-SWL	8	N/A	8	8	8	N/A	N/A	N/A	8	5	8	N/A
CL-03-LTS-SC	6	7	6	7	7	7	7	7	N/A	6	6	N/A
CL-04-LTS-SC	7	8	8	8	8	7	8	8	N/A	7	6	N/A
CL-05-LTS-SC	6	N/A	4	6	5	6	7	N/A	N/A	6	6	5
CL-06-LTS-SC	7	8	8	8	8	8	8	7	N/A	6	7	N/A
CL-07-LTS-SC	6	7	7	8	8	6	8	N/A	N/A	8	8	N/A
CL-08-LTW-GR	6	4	8	7	7	8	8	7	7	7	6	N/A
CL-09-LTW-GR	4	5	4	5	6	7	4	6	N/A	6	2	N/A
CL-10-LTW-GR	5	5	5	6	6	7	7	7	5	6	6	6
CL-11-LTE-RC	6	7	8	6	5	7	7	N/A	N/A	7	6	N/A
CL-12-LTE-RC	6	N/A	6	7	N/A	N/A	6	4	N/A	5	3	6
CL-13-LTE-RC	5	N/A	4	6	N/A	N/A	7	5	N/A	5	8	N/A
CL-14-LTE-RC	6	5	5	5	4	6	6	5	N/A	6	6	5
CL-15-LTE-SP	6	3	5	5	2	6	7	7	N/A	N/A	5	7
CL-16-LTE-RC	4	6	5	4	5	4	5	5	N/A	6	5	6
CL-17-LTE-RC	6	N/A	6	7	N/A	N/A	5	N/A	N/A	5	4	N/A
CL-18-LTE-RC	5	1	6	3	5	6	8	6	N/A	6	6	5
CL-19-PK-WL	8	N/A	8	8	N/A	N/A	8	8	N/A	7	5	8
CL-20-LTE-RC	6	6	3	5	4	6	7	N/A	N/A	5	5	7
CL-21-LTE-RC	2	1	6	4	4	6	6	6	N/A	6	4	6
CL-22-ELT-RC	6	4	6	7	6	7	7	N/A	N/A	7	7	7
CL-23-LT-GR	7	6	7	6	6	7	7	7	N/A	6	7	N/A
CL-24-LT-GR	6	N/A	4	6	N/A	N/A	6	5	N/A	7	5	N/A
CL-25-LT-GR	6	N/A	4	7	N/A	N/A	7	5	N/A	6	6	N/A
CL-26-LT-GR	4	N/A	6	2	1	4	7	6	N/A	7	6	N/A
CL-27-LTW-GR	8	8	6	7	7	8	8	8	N/A	8	7	N/A
CL-28-LT-GR	6	N/A	6	7	4	6	4	4	N/A	8	7	N/A
CL-29-LT-GR	6	1	3	1	6	N/A	6	4	N/A	5	6	7
CL-30-SCT-GR	7	6	3	6	N/A	?	7	N/A	7	7	6	N/A
CL-31-LT-GR	6	5	5	5	5	6	7	7	N/A	6	6	N/A
CL-32-LT-GR	6	4	5	7	7	7	7	7	N/A	6	4	N/A
CM-01-HAY-SC	7	1	4	4	N/A	N/A	N/A	N/A	4	6	7	N/A
CM-02-HAY-SC	7	1	4	4	N/A	N/A	N/A	N/A	4	6	7	N/A
CM-03-HAY-SC	2	N/A	2	2	1	5	7	N/A	N/A	6	1	N/A

Structure Number	Decking	Joints	Railing / Curb	Superstructure (Beams)	Paint / Protection	Bearings	Abutment	Pier	Culvert	Channel	Approaches	Signage
CM-04-HAY-SC	7	8	8	7	8	8	8	N/A	8	6	4	N/A
CW-01-CW-WL	6	N/A	1	6	N/A	N/A	6	6	N/A	7	7	N/A
DT-01-SCT-SC	8	N/A	8	8	8	8	8	N/A	N/A	8	8	8
DT-02-SCT-196	8	N/A	8	8	8	N/A	N/A	N/A	8	8	8	8
DT-03-SCT-SC	8	N/A	8	8	8	8	8	8	N/A	7	8	8
EL-01-ELT-RC	6	1	5	4	4	5	5	N/A	N/A	7	5	N/A
EL-02-ELT-RC	8	7	6	7	6	6	7	N/A	N/A	7	6	N/A
EL-03-ELT-RC	7	6	7	7	6	6	6	7	6	6	6	N/A
EL-04-NTT-SWL	6	1	1	1	N/A	N/A	6	1	N/A	6	6	N/A
EL-05-NTT-SWL	6	N/A	4	7	7	7	7	N/A	N/A	5	6	N/A
EL-06-NTT-SWL	6	6	4	7	6	6	6	N/A	N/A	7	5	N/A
EL-07-NTT-SWL	6	N/A	6	5	5	N/A	N/A	N/A	5	7	6	N/A
MT-01-PK-SWL	5	1	1	5	N/A	N/A	7	7	N/A	8	3	N/A
MT-02-MP-DR	6	7	6	7	7	7	7	N/A	N/A	6	6	N/A
MT-03-PK-DR	6	1	3	5	5	7	7	N/A	N/A	6	6	N/A
MT-04-PK-DR	6	N/A	6	6	6	6	7	N/A	N/A	6	4	N/A
MT-05-PK-DR	5	N/A	3	7	N/A	N/A	N/A	N/A	7	5	7	N/A
MT-06-MIP-DR	8	N/A	8	8	7	8	8	N/A	N/A	7	8	N/A
MT-07-MIP-DR	6	N/A	3	3	N/A	N/A	4	N/A	N/A	6	6	N/A
WT-01-WT-RC	3	N/A	3	6	5	6	7	7	N/A	5	3	N/A

N/A: Not applicable

RECOMMENDATIONS

The development of criteria to identify and rank trail projects was, as asked for in the Request for Proposals, a key component of the current work. In addition, making recommendations for spending allocations as well as for an application process to rank and score projects were also an integral part of the scope of the current work effort.

Millage Allocation Categories

The Ingham County Trails and Parks Task Force has determined and defined broad project categories eligible for millage fund expenditures. They include and are defined as follows:

1. **New Construction** – This would involve the construction of new trails and trail gaps where none currently exist.
2. **Repairs, Rehabilitation, Long-Term Maintenance** – This would involve the repair, replacement or re-construction of an existing trail infrastructure to bring it up to acceptable safety or design standards. Long-term maintenance is also included in this category and defined as that which extends the life of a trail “preserving a trail to optimal standards while excluding activities such as snow and trash removal, and grass mowing.” (Task Force Meeting of December 10, 2015). Routine maintenance or the everyday upkeep of a trail which would include tasks such as mowing, trash pick-up, leaf/debris blowing, dead limb removal, herbicide spraying or restroom cleaning are activities that are intentionally excluded from millage expenditures.
3. **County Parks** – This would involve funding for Ingham County Parks facility repairs, upgrades and improvements that have been deferred due to previous years’ lack of funding.
4. **Special Projects** – This would involve awarding planning grants to rural and/or smaller municipalities or small contributions to help local units of government fund projects. It could also include supporting region-wide projects such as wayfinding, trail user studies, trail town initiatives, adopt-a-trail programs, etc.

It is recognized that trail and funding needs vary between local communities and will change over time. It is clear that, at this time, the older existing trails located in the cities of Lansing and East Lansing require repairs and rehabilitation while the adjacent suburban and rural communities are mostly in need of new trail development and connections. As new trails are built and older existing trails are brought to acceptable standards, the focus will shift to long-term maintenance of the regional trail system. For this reason and because the County cannot predict which projects will be submitted, setting allocation percentages between these categories or maximum funding requests may be arbitrary and unnecessary.

The Trails and Parks Task Force has, however, decided to set aside and reserve five percent of the millage funds to Ingham County Parks [for years 2015 and 2016](#) to fund park facility repairs and upgrades that have been deferred. This was decided at the December 10, 2015 meeting and confirmed at February 4, 2016 Task Force meeting. The Task Force also expressed the desire that priorities for millage expenditures go for repair, reconstruction and new construction, which will likely capture the most expensive projects. In conclusion, we offer the following two options for millage allocation with a strong preference for the first option:

1. Not allocating specific percentages to the allocation categories and use, instead, the criteria to evaluate and select projects and ensure a fair distribution of the millage funds; or
2. Allocating general range of percentages (which could vary from year to year) as follows: 30 to 45 percent for new construction; 30 to 45 percent for repairs, rehabilitation and long-term

maintenance; five to 10 percent for County Parks; and 10 to 15 percent for special projects.

The Task Force decided not to allocate a specific percent to distribute the millage funds at their February 4th, 2016 meeting.

Trail Maintenance

Trail maintenance is a multi-faceted and costly responsibility. As such, the responsibilities for it can be tackled through a few different systems to ensure the ongoing optimal standards are met for safety, enjoyment, and preservation of the asset. Examples of maintenance options are provided in the Appendix to the report.

The County Task Force recommended that only long-term trail maintenance and trail rehabilitation would be eligible for millage funding. Further, it was decided that routine maintenance will be the responsibility of the trail owner. Therefore, evidence of handling routine maintenance should be a prerequisite to obtaining millage money to help with long-term maintenance so the trail meets optimal standards.

An intergovernmental trails council with representation from county and local government entities, can be organized according to the Urban Cooperation Act, Public Act 67 of 1967, to provide for an overall cooperative approach to trail maintenance. The council would first work together to establish a countywide set of standards for both routine and long-term trail maintenance. Partners could learn from each other in evaluating their maintenance budget needs and troubleshooting issues. They could take advantage of economy of scale pricing for contractual projects, and strategize to add new partnerships and fundraising mechanisms to the mix. A portion of the millage for long-term trail maintenance could be set-aside by the County and increased as fundraising strategies take effect. More on intergovernmental trails councils can be found in the Appendix to this report.

The regional trails and parks system needs intergovernmental cooperation, but the establishment of a robust nonprofit organization could also enhance trail maintenance, as well as raise the profile of the regional trails and parks system overall. As was revealed in the public input process, people are excited and willing to get engaged in the trail system, especially through hands-on trails maintenance. Adopt-a-trail programs can generate this type of public engagement and also attract the involvement of local businesses. The County millage, together with other grants and donations could help to seed funding for the establishment of a nonprofit organization that would organize and run an adopt-a-trail program for the regional system. Programs, such as the one established by the Traverse City's TART organization, can provide for maintenance in areas where there is insufficient budget or personnel to operate trails on a daily basis, but also match people to trails where they live or have a special desire to help. A description of TART's approach to trail maintenance is provided in the Appendix. As has been seen around the state, a nonprofit organization established for the regional trails and parks can lay the foundation for all sorts of ideas for events, programs and projects that engage the community, thereby improving the level of maintenance, awareness about and enjoyment of the system, and thus, generating the revenue that enhances the overall trails and parks network.

Criteria for Project Evaluation

Establishing evaluation criteria for trail project development will assist the County and its partners in encouraging and implementing the development of a Countywide interconnected regional trails network. The Ingham County Board of Commissioners, the Ingham County Trails and Parks Task Force, the County Parks Commission and the County Parks Department staff can use criteria to evaluate and select trail projects for development and assist in balancing the needs of the region.

The criteria can be used in managing requests from local communities. At the same time, community stakeholders, trail groups and advocates can respond to the criteria as a step in getting a trail project through the funding and development process. The criteria are based on the issues and themes identified in the previous chapter along with the review of the literature discussed previously.

We recommend setting trail project priorities based on a customized prioritization process developed for Ingham County. The following criteria are recommended to evaluate and select projects in Ingham County. They may be scored from 0 to 5 with 0 being the least desirable and 5, the most positive response. The project's final score would be based on a tally of all the scores, with possible additional points from other considerations. Criteria to be scored are as follows.

1. **Improves Regional Connectivity:** Projects that improve regional connectivity and access throughout Ingham County should be given a high priority. To determine whether a project improves regional connectivity or access, the project should address the following:
 - Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
 - Improves access to Ingham County Parks;
 - Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
 - Expands transportation options as well as provide for recreation; and
 - Increases access to sites of natural, scenic or historic interest.

2. **Responds to Public Demand and Shows Support:** Projects that have significant support and meet the needs of the region should be scored and ranked positively. Projects strengthening new or existing partnerships and including the support of volunteers should receive a high priority. To determine whether a project has support, the project should address the following:
 - Is based on public demand;
 - Has been prioritized in adopted plans;
 - Has volunteer and/or partner organization support;
 - Is a community interest project that support partnerships, shared resources or coincide with other planning and development activities; and
 - Has the support of multiple jurisdictions and/or stakeholders.

3. **Meets or Exceeds Design Standards and Is the Best Design Solution:** Projects should be able to meet minimum design standards and all other design alternatives should be considered. To determine whether a project meets minimum design standards and is the best option, a project should address the following:

-
- Is physically separated from streets and roadways where possible;
 - Provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities – projects must meet or exceed the minimum accessibility requirements of the American with Disabilities Act (ADA);
 - Design alternatives to the project have been examined to minimize impact on the environment;
 - Meets minimum standards for grade, width, vertical clearance, intersection and crossing design; and
 - Considers low impact development techniques that protect and enhance significant natural features.
4. **Is Feasible and Ready for Development:** Projects that are feasible and ready to implement should receive high priority. To determine whether a project is ready and feasible, the project should address the following:
- Is under public ownership or is currently accessible for public use;
 - Does not require complex or lengthy acquisition process;
 - Does not require a complex or lengthy permitting process;
 - Is within an existing corridor such as a transmission lines and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
 - There is an imminent threat to lose the project opportunity;
 - Demonstrates cost efficiency, is appropriate and in line with available funds; and
5. **Supports Equitable Opportunities:** Projects that improve equity should be given a high priority. A project that demonstrates equity should address the following:
- Increases access and provides low cost transportation and recreation options for low income populations;
 - Is located in a high use area;
 - Is located in an underserved area; and
 - Contributes to an equitable geographical distribution of the millage funds.
6. **Has Potential Available Funds:** Projects that have the potential to be funded through state or federal grants, donations, partner contributions or other funding sources should receive higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following:
- Has funding available through grants or partner contributions;
 - Has funding available through donations or in-kind services; and
 - Has funding available through local community match.
7. **Maintenance Commitment:** Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling. -Recipients must be willing to commit to continue the maintenance and operation of the project and provide a realistic operation and maintenance plan/budget (show letter of commitment for

funding); and

-This criteria may be fulfilled in cases where applicants demonstrate innovative measures for trail maintenance, such as adopt-a-trail programs supported by volunteer organizations under a non-profit status.

8. **Other Considerations:** Other project information not mentioned above may be provided for consideration.

Application Process

We recommend an application process similar to the existing Ingham County Open Space Preservation Program application. Only Ingham County municipalities would be eligible to apply for the Ingham County Trails and Parks program by a yearly deadline with the first year set for a 2016 date to be set as soon as possible. The trail development projects would have to demonstrate a direct benefit to Ingham County residents.

We suggest the following project requirements:

- Must be a governmental entity;
- Must demonstrate a direct benefit to Ingham County residents;
- Must be a project that is in line with the broad categories established by the Trails and Parks Task Force of (1) new construction; (2) repairs, rehabilitation and long-term maintenance; or is a (3) special project;
- Cannot be allocated for administrative, operational or other similar uses;
- Must include a plan for future and/or ongoing funding to maintain the project; and
- Once complete, must display a recognition plaque on site provided by the County.

Acting in an advisory capacity to the County Board of Commissioners under the guidance of County Parks staff, the County Parks and Recreation Commission, as was mentioned in the Request for Proposals, would review and evaluate the submitted applications and make a final recommendation to the County Board of Commissioners for millage fund appropriations within a prescribed timeframe. The evaluation process could include the following steps:

1. Application submittal including completed application packet and local municipality resolution approving the application and any local share;
2. County Parks and Recreation Commission meets and reviews each application using the recommended scoring criteria mentioned previously;
3. County Parks staff tallies and calculates the project final scores;
4. Parks and Recreation Commission meets and discuss final scores as well as budgetary considerations and makes final recommendations;
5. Recommendations are presented to County Board of Commissioners for review and final approval;
6. Recipients are announced and municipalities enter into a legal contract with Ingham County; and
7. Municipalities report physical and financial completion to County - reimbursement upon completion of work and only after successful review by Ingham County.

We suggest a simple and short application form, as provided on the next page, which would require applicants to provide:

-
- The applicant's information (name, contact, address, etc.),
 - A brief paragraph description of the project (location, ownership, proposed improvement, etc.),
 - An overview of the project addressing the criteria and other aspects of the project,
 - The detail physical scope of the project,
 - The design, engineering and construction information,
 - Itemization of the project costs and funding, including amounts requested,
 - Future requirements of the project such as maintenance, and
 - The applicant's signature.

In addition to the application form, the Ingham County Parks Millage Fund application packet must include a cover letter, a resolution from all parties involved in the application demonstrating any matching contributions, plans and drawings showing the design of the project, a project location map, and property boundaries.



Ingham County
 Parks and Recreation Commission
 P.O. Box 178
 121 E. Maple Street, Suite 102
 Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County.

These funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations. Applications for the County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueway project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Projects.**

Project applications must be received by _____ of each year for funding consideration the following year. Projects deemed worthy of funding will be approved at the _____ Ingham County Board of Commissioner meeting. The following information will be used by Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded to the Board of Commissioners.

APPLICANT			
Agency (ies):			
Lead Contact Person:			
Address:			
City:	State:	ZIP Code:	
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title			
Project Description <i>Provide a brief description of your proposed project. Include, as applicable, the type of project (new construction; repairs/rehabilitation/long-term maintenance; special projects), <u>property ownership</u>, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc.), the acreage to be acquired, the acreage/length of the existing project and the features of the site.</i>			

Project Region-Wide Significance and Benefit to County Residents

Total Project Costs *(Estimated or Projected)*

Amount Requested

Other Project Partners and Funders with Amounts

PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

1. Discuss how the project is improving regional connectivity.

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as **an** existing trail **repair/rehabilitation/long-term maintenance**, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options as well as provide for recreation; and increases access to sites of natural, scenic or historic interest; and any other related information.*

2. Describe how the project responds to public demand and has support. (Attach letters of support)

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that support partnerships, shared resources or coincide with other planning and development activities; and has the support of multiple jurisdictions and/or stakeholders; and any other related information.

3. Explain how the project meets acceptable design standards and is it the best design solution.

*Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; **meets or exceeds the minimum accessibility requirements of the ADA**; design alternatives to the project have been examined to minimize impact on the environment; meets minimum standards for grade, width, vertical clearance, intersection and crossing design; and considers low impact development techniques that protect and enhance significant natural features; and any other related information.*

4. Explain how the project is feasible and ready for development.

Your discussion should address whether your project is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission lines and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency, is appropriate and in line with available funds.

5. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and contributes to an equitable geographical distribution of the millage funds.

6. Describe any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and has funding available through local community match.

7. Maintenance Commitment

Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling.

8. Other considerations.

Provide other information you feel may be important considerations.

DESIGN/SCOPE OF THE PROJECT

Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed **project**. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards.

ESTIMATED COSTS/BUDGET

Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other).

EXPENSES

Scope Item	Quantity	Amount
Other Fees (i.e., Permit, Engineering)		
Total Project Expenses		

REVENUES

Local Contribution	
Grant Contributions	
In-Kind Support	
Other	
AMOUNT REQUESTED	

If constructed, how will the project be maintained?

ATTACHMENTS

1. Project Location Map & Photos. Attach a project location map and site photographs
2. Site Plan. The site plan must show the entire site to be **improved/developed**, and should delineate and label the location and type of all **existing and** proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.
3. Documentation of Other Funding Sources. You must provide documentation for **all** the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources, include a copy of the scope of work and budget provided for in the other grant application. If any portion of the match is to be made up of cash, labor, or material donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.
4. Letters of Support
5. Certified Resolution. The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application.

CERTIFICATION

Signature of Applicant:

Date:

FREQUENTLY ASKED QUESTIONS (DRAFT)
THE INGHAM COUNTY TRAILS AND PARKS MILLAGE GRANT APPLICATION PROCESS

In November 2014, Ingham County voters approved a new millage to support the development of a county-wide regional trails and parks system. The .5 mill, six-year levy raises an estimated \$3.5 million per year through 2020. In July 2015, the Ingham County Board of Commissioners hired the consulting team of The Mannik & Smith Group along with Michigan Trails and Greenways Alliance to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails and parks millage dollars. Per its agreed-upon contract with Ingham County, Mannik-Smith delivered its draft report to the Task Force six months later. The Task Force reviewed the report and took action on recommendations in February and March 2016.

Q: Who is eligible to apply for Trails and Parks Millage Funds?

Ingham County municipalities, from which millage dollars are drawn, are eligible to apply for the Ingham County Trails and Parks program.

Q. What must be demonstrated in the application?

- Projects must demonstrate a direct benefit to Ingham County residents;
- Projects must be in line with the broad categories established by the Trails and Parks Task Force of (1) new construction; (2) repairs, rehabilitation and long-term maintenance; or is a (3) special project;
- Projects cannot be allocated for administrative, operational or other similar uses;
- Projects must include a plan for future and/or ongoing funding to maintain the project; and
- Once complete, must display a recognition plaque on site provided by the County

Q. Why is the process limited to municipalities and does not include other entities, such as nonprofit civic groups?

A nonprofit can apply essentially through a municipality. The municipality is the applicant and the nonprofit is a partner with the municipality.

Q: What types of categories will be considered in the millage application process?

The Ingham County Trails and Parks Task Force has determined and defined broad project categories that are eligible for millage fund expenditures. They include and are defined as follows:

1. **New Construction** – This would involve the construction of new trails and trail gaps where none currently exist.
2. **Repairs, Rehabilitation, Long-Term Maintenance** – This would involve the repair, replacement or re-construction of an existing trail infrastructure to bring it up to acceptable safety or design standards. Long-term maintenance is also included in this category and defined as that which extends the life of a trail “preserving a trail to optimal standards while excluding activities such as snow and trash removal, and grass mowing.” (Task Force Meeting of December 10, 2015). Routine maintenance or the everyday upkeep of a trail which would include tasks such as mowing, trash pick-up, leaf/debris blowing, dead limb removal, herbicide spraying or restroom cleaning are activities that are intentionally excluded from millage expenditures.
3. **County Parks** – This would involve funding for Ingham County Parks facility repairs, upgrades and improvements that have been deferred due to previous years’ lack of funding.
4. **Special Projects** – This would involve awarding planning grants to rural and/or smaller municipalities or small contributions to help local units of government fund projects. It could also

include supporting region-wide projects such as wayfinding, trail user studies, trail town initiatives, adopt-a-trail programs, etc.

Q: What does the grant application process look like? How is funding distributed?

Acting in an advisory capacity to the County Board of Commissioners under the guidance of County Parks staff, the County Parks and Recreation Commission would review and evaluate the submitted applications and make a final recommendation to the County Board of Commissioners for millage fund appropriations within a prescribed timeframe. The evaluation process includes the following steps:

1. A completed application packet including a local municipality resolution approving the application and any local share;
2. A review by the County Parks and Recreation Commission of applications using the County's recommended scoring criteria;
3. Next, the County Parks staff tallies and calculates the project final scores;
4. The Parks and Recreation Commission then meets and discusses a final score, with a review of budgetary considerations for a final recommendation;
5. Following that, recommendations are presented to County Board of Commissioners for review and final approval;
6. Recipients are announced and municipalities enter into a legal contract with Ingham County;
7. Municipalities report physical and financial completion to County. The County reimburses costs upon successful completion of work and only after successful review by Ingham County.

Q: Specifically, what information is requested in a grant application?

A simple and short application form, which would require applicants to provide:

- The applicant's contact information (name, contact, address, etc.),
- A brief paragraph description of the project (location, ownership, proposed improvement, etc.)
- An overview of the project addressing the criteria and other aspects of the project,
- The detail physical scope of the project,
- The design, engineering and construction information,
- Itemization of the project costs and funding, including amounts requested,
- Future requirements of the project such as maintenance, and
- The applicant's signature.

Q: Will the application require resolutions or agreements with local entities?

Yes, in addition to the application form, the Ingham County Parks Millage Fund application packet must include a cover letter, a resolution from all parties involved in the application demonstrating any matching contributions, plans and drawings showing the design of the project, a project location map, and property boundaries.

Q: Could the millage pay for prime professional and engineering costs?

Potentially, if a community needs to apply for these funds to engage in the process because they do not have professional staff to perform these functions then it would be considered fundable. The cost of these services could be part of a larger application or requested separately under the special projects category.

Q: What kinds of expenses are reimbursable (if the Task Force recommendations are approved)?

- Round One could fund up to \$1 million in pavement repairs. Eligible pavement repairs were identified in Mannik and Smith’s report as receiving a Pavement Surface Evaluation and Rating System (PASER) rating of one through seven. Grant applications for pavement repairs will be accepted beginning April 1, 2016 and continuing until the \$1 million allocation is depleted.
- Round One would allocate up to \$4.5 million to assist with trail bridge repairs. Priority will be given to those bridges identified by Mannik and Smith as needing total replacement. Applications for these funds will be accepted from April 1, 2016, through June 1, 2016.
- A second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways), as well as repairs, rehabilitation, and long-term maintenance projects.

Q: To apply, does our community need matching dollars?

The local community may use its own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations.

Q: When are grant applications accepted each year?

It is anticipated that future round of applications in subsequent years will be available on October 1st each year to align with state and federal grant funding cycles.

Q: What recommendations for spending allocations were made by the Trails & Parks Task Force and in the Comprehensive Report?

It is recognized that trail and funding needs vary among local communities and will change over time. It is clear that, at this time, the older existing trails located in the cities of Lansing and East Lansing require repairs and rehabilitation while the adjacent suburban and rural communities are mostly in need of new trail development and connections. As new trails are built and older existing trails are brought to acceptable standards, the focus will shift to long-term maintenance of the regional trail system. For this reason and because the County cannot predict which projects will be submitted, setting allocation percentages between these categories or maximum funding requests may be arbitrary and unnecessary.

The Task Force also expressed the desire that priorities for millage expenditures go for repair, reconstruction and new construction, which will likely capture the most expensive projects. In conclusion, the Task Force recommended accepting the first option for funding allocations as outlined in the Mannik-Smith Comprehensive Report. Mannik-Smith also indicated its strong preference for the first option:

1. **Not allocating specific percentages to the allocation categories and use, instead, the criteria to evaluate and select projects and ensure a fair distribution of the millage funds**

Q: Who will review and recommend applications for funding? Who approves funding?

Establishing evaluation criteria for trail project development will assist the County in encouraging and implementing the development of a Countywide interconnected regional trails network. The Ingham County Board of Commissioners, the Ingham County Trails and Parks Task Force, the County Parks Commission and the County Parks Department staff can use criteria to evaluate and select trail projects for development and assist in balancing the needs of the region.

Q: Will the results of the application review be made public?

Yes the entire process is public.

Q: Explain how the Criteria and Project Evaluation process works?

Establishing evaluation criteria for trail project development will assist the County and its partners in encouraging and implementing the development of a Countywide interconnected regional trails network. The

Ingham County Board of Commissioners, the Ingham County Trails and Parks Task Force, the County Parks Commission and the County Parks Department staff can use criteria to evaluate and select trail projects for development and assist in balancing the needs of the region.

The following criteria are recommended to evaluate and select projects in Ingham County:

1. **Improves Regional Connectivity:** Projects that improve regional connectivity and access throughout Ingham County should be given a high priority. To determine whether a project improves regional connectivity or access, the project should address the following:
 - Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
 - Improves access to Ingham County Parks;
 - Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
 - Expands transportation options as well as provide for recreation; and
 - Increases access to sites of natural, scenic or historic interest.

2. **Responds to Public Demand and Shows Support:** Projects that have significant support and meet the needs of the region should be scored and ranked positively. Projects strengthening new or existing partnerships and including the support of volunteers should receive a high priority. To determine whether a project has support, the project should address the following:
 - Is based on public demand;
 - Has been prioritized in adopted plans;
 - Has volunteer and/or partner organization support;
 - Is a community interest project that support partnerships, shared resources or coincides with other planning and development activities; and
 - Has the support of multiple jurisdictions and/or stakeholders.

3. **Meets or Exceeds Design Standards and Is the Best Design Solution:** Projects should be able to meet minimum design standards and all other design alternatives should be considered. To determine whether a project meets minimum design standards and is the best option, a project should address the following:
 - Is physically separated from streets and roadways where possible;
 - Provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities. Such projects must meet or exceed the minimum accessibility requirements of the American with Disabilities Act (ADA);
 - Design alternatives to the project have been examined to minimize impact on the environment
 - Meets minimum standards for grade, width, vertical clearance, intersection and crossing design; and
 - Considers low impact development techniques that protect and enhance significant natural features.

4. **Is Feasible and Ready for Development:** Projects that are feasible and ready to implement should receive high priority. To determine whether a project is ready and feasible, the project should address the following:
 - Is under public ownership or is currently accessible for public use;
 - Does not require complex or lengthy acquisition process;

- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission lines and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency, is appropriate and in line with available funds; and

5. **Supports Equitable Opportunities:** Projects that improve equity should be given a high priority. A project that demonstrates equity should address the following:

- Increases access and provides low-cost transportation and recreation options for low income populations;
- Is located in a high-use area;
- Is located in an underserved area; and
- Contributes to an equitable geographical distribution of the millage funds.

6. **Has Potentially Available Funds:** Projects that have the potential to be funded through state or federal grants, donations, partner contributions or other funding sources should receive higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following:

- Has funding available through grants or partner contributions;
- Has funding available through donations or in-kind services; and
- Has funding available through local community match.

7. **Includes a Maintenance Commitment:** Projects that include a high degree of commitment to maintaining the work once completed should be given a high-priority ranking. A project that demonstrates this should address the following:

- Includes a detailed operation and maintenance plan describing season length, hours of operation, limitations on use, enforcement provisions, and scheduling;
- Provides a budget to support the maintenance plan with a letter of commitment, or
- Uses adopt-a-trail programs or other innovative measures for trail maintenance.

8. **Other Considerations:** Other project information not mentioned above may be provided for consideration.

Additional Questions:

Q: Ingham County residents voted to approve this millage in 2014. Why did it take so long to put an application process in place to enable communities to begin work on repairs, projects and improvements?

Desiring a plan in place before releasing millage funds, the Board of Commissioners solicited bids for a consultant to help make recommendations for a plan starting in March/April of 2015. The Board of Commissioners Task Force re-affirmed this action . The County signed a contract with Mannik-Smith in late July 2015. Mannik and Smith was tasked with developing a comprehensive report for the Board of Commissioners that included a detailed inventory of all existing non-motorized trails in Ingham County, an inventory of Ingham County park facilities, a public input process, and a model to be used by the County to evaluate and select projects. The Mannik-Smith work required eight months to complete the tasks and assemble the final report. They delivered their report to the Task Force within the allotted time frame.

Q: Who is primarily responsible for building and maintaining trails?

As it stands today, it is up to each local municipality to build and maintain trails in their jurisdictions. Trail maintenance is a multi-faceted and costly responsibility. As such, the responsibilities for it can be tackled

through a few different systems to ensure the ongoing optimal standards are met for safety, enjoyment, and preservation of the asset. *Examples of maintenance options will provided in the Appendix of the final report from Mannik-Smith.*

The County Task Force recommended that only long-term trail maintenance and trail rehabilitation would be eligible for millage funding. Further, it was decided that routine maintenance will be the responsibility of the trail owner. Therefore, evidence of handling routine maintenance will be a prerequisite to obtaining millage money to help with long-term maintenance so the trail meets optimal standards.

Q: Who owns the trails in Ingham County?

The local municipalities.

Q: Why are the Ingham County Parks receiving funding from this millage?

The 2014 millage language supports improvements to parks. Therefore, the Trails and Parks Task Force decided to set aside and reserve eight percent of the millage funds to Ingham County Parks for years 2015 and 2016 to fund park grant applications, facility repairs and upgrades that have been deferred. A portion of the funding from years 2015 and 2016 will be used for a grant match for 1.5-miles of trail resurfacing at Hawk Island County Park and a blueways project with a launch at Burchfield Park along the Grand River.

Q: I'm hoping a trail will be built close to where I live. Where could I find out if that is being planned?

You can find the draft plan on the Ingham County Parks' website or the Trails & Parks project website, both accessed by going to www.inghamcountyparks.org.

The regional network represents a long-term vision and is intended to serve as a guide for future funding and implementation. It proposes several routes for the establishment of non-motorized facilities. The proposed corridors and routes include land trails along water ways, roadways, and in parks as well as water trails along the Grand River, Red Cedar River and a portion of the Sycamore River. They connect the County's communities as well as the regional parks and destinations. The regional priority corridors for Ingham County are listed below in geographic order from the northeast corner of Ingham County to the northwest, then southwest, southeast and back to the northeast.

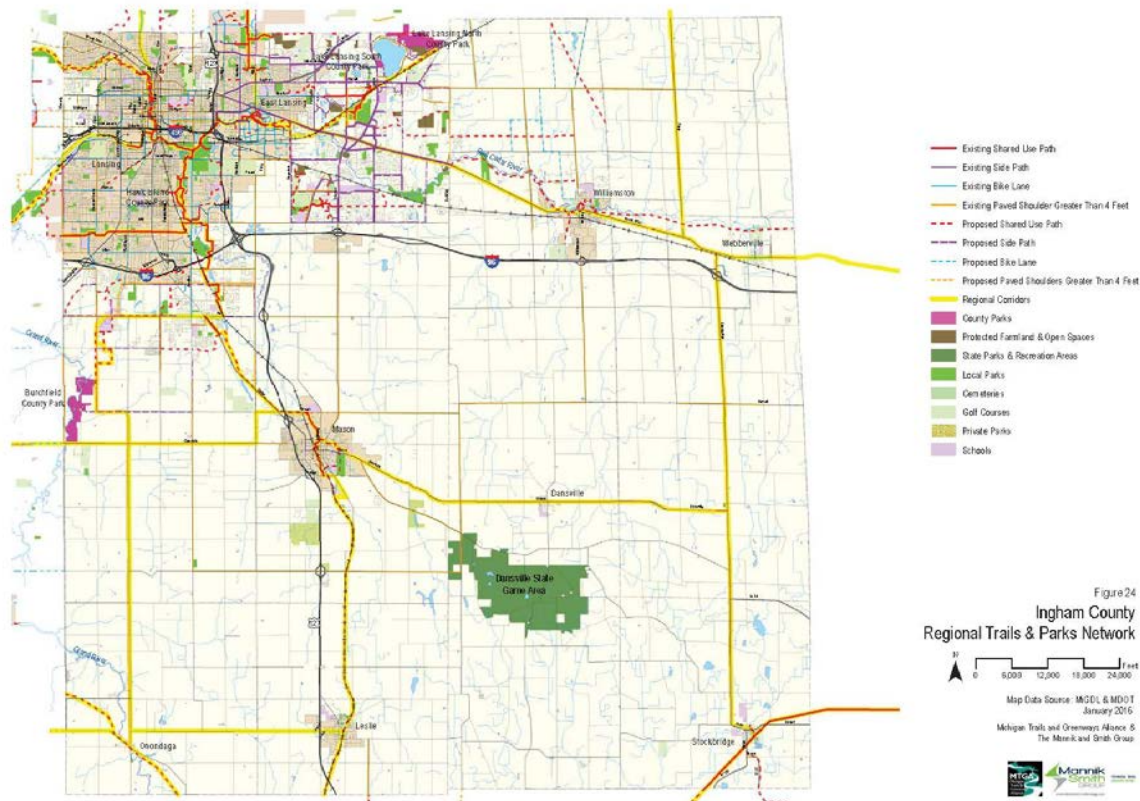
- Webberville west to Meridian Township and west to Livingston County through Grand River Avenue;
- The Red Cedar Water Trail;
- MSU to Lake Lansing County Parks;
- The River Trail in East Lansing, Lansing, and Delhi Township (including the Sycamore trail and the connection through Hawk Island County Park);
- The River Trail to the Northern Tier Trail;
- The River Trail to Clinton County;
- The River Trail northwest extension;
- The River Trail southwest extension;
- The south Lansing Trail;
- Delhi Township RAM Trail extension east;
- Delhi Township RAM Trail to Burchfield County Park;
- The Grand River Water Trail;
- Delhi Township to Mason's Hayhoe Trail;
- Hayhoe Trail to Vevay Township Hall and south to Leslie and Jackson County;
- North-South corridor connection along Onondaga Road;
- Southwest connector to Eaton and Jackson counties through the Thornapple Trail;
- Leslie to Onondaga and Eaton County connection through the Bellevue Road corridor;
- Mason west to Eaton County through the Columbia Road corridor;

- Mason East to M-52 along the Dansville Road corridor;
- Stockbridge to Webberville through the M-52 Road corridor; and
- Webberville to Shiawassee County through the M-52 Road corridor.

In addition, there is great recognition for the need to develop and build multi-use trails within each of the County Parks in order for trail users to get to and use the County Parks. This is particular true for Burchfield County Park and Lake Lansing North where multi-use trail loops are planned to be developed within the parks.

Establishing a countywide network of trails throughout Ingham County is key to the success of the County Trails and Parks millage. Figure 24, on the next page, depicts the conceptual regional non-motorized network and connections for Ingham County. The regional network includes the corridors identified in the recent MDOT University Region Non-Motorized planning effort as well as those identified in previous studies and initiatives such as the Heart of Michigan Trail and Greening Mid-Michigan.

FIGURE 24



Part I.

All 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016. The application period will remain open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000.

The asphalt rehabilitation projects will be addressed as soon as the applications come in by the April 1, 2016 release date and until the millage allocation is exhausted.

With staff input, the Ingham County Park Commission will review all applications in April, and will forward their recommendations to the Board of Commissioners. The Parks Board will continue to review these applications monthly, except in August, when there is no meeting schedule, and until the allocation is exhausted.

County Approval Process for Trail Project Applications to be reviewed by staff and Park Commission

- April 18, 2016 – Review by Parks Planning Committee
- April 19, 2016 – Review by Parks Budget Committee
- April 25, 2016 – Parks Commission Action Recommendation

April 19, 2016 – Deadline for sending Park Commission recommendations to the full BOC for a placeholder on the agenda for consideration in May. (This is concurrent with the Park Commission’s April meeting).

- May 3, 2016 – County Services Review
- May 4, 2016 – Finance Committee Review
- May 10, 2016 – BOC Action

PART II.

All bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement, are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

Park Commission Recommends to BOC (To be reviewed & scored by staff and Park Commission)

- June 20, 2016 – Parks Planning Committee
- June 21, 2016- Parks Budget Committee
- June 27, 2016 – Parks Commission Action Recommendation

July 5, 2016 – Deadline for Agenda Item on this round of BOC meetings

- July 19, 2016 – County Services Review
- July 20, 2016 – Finance Committee Review
- July 26, 2016 – BOC Action



Ingham County
 Parks and Recreation Commission
 P.O. Box 178
 121 E. Maple Street, Suite 102
 Mason, MI 48854

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County.

These funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations. Applications for the County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueway project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Projects.**

Project applications must be received by _____ of each year for funding consideration the following year. Projects deemed worthy of funding will be approved at the _____ Ingham County Board of Commissioner meeting. The following information will be used by Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded to the Board of Commissioners.

APPLICANT		
Agency (ies):		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

PROJECT SUMMARY

Project Title

Project Description

*Provide a brief description of your proposed project. Include, as applicable, the type of project (**new construction; repairs/rehabilitation/long-term maintenance; special projects**), property ownership, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc.), the acreage to be acquired, the acreage/length of the existing project and the features of the site.*

Project Region-Wide Significance and Benefit to County Residents

Total Project Costs (Estimated or Projected)

Amount Requested

Other Project Partners and Funders with Amounts

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options as well as provide for recreation; and increases access to sites of natural, scenic or historic interest; and any other related information.

2. Describe how the project responds to public demand and has support. (Attach letters of support)

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4. Explain how the project is feasible and ready for development.

Your discussion should address whether your project is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission lines and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency, is appropriate and in line with available funds.

5. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and contributes to an equitable geographical distribution of the millage funds.

6. Describe any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and has funding available through local community match.

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Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling.

8. Other considerations.

Provide other information you feel may be important considerations.

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*Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed **project**. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards.*

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Scope Item	Quantity	Amount
Other Fees (i.e., Permit, Engineering)		
Total Project Expenses		

REVENUES

Local Contribution	
Grant Contributions	
In-Kind Support	
Other	

AMOUNT REQUESTED

If constructed, how will the project be maintained?

ATTACHMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs*
2. Site Plan. *The site plan must show the entire site to be **improved**/developed, and should delineate and label the location and type of all **existing and** proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for **all** the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources, include a copy of the scope of work and budget provided for in the other grant application. If any portion of the match is to be made up of cash, labor, or material donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
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5. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application.*

CERTIFICATION

Signature of Applicant:

Date:

Criteria for Project Evaluation

Establishing evaluation criteria for trail project development will assist the County and its partners in encouraging and implementing the development of a Countywide interconnected regional trails network. The Ingham County Board of Commissioners, the Ingham County Trails and Parks Task Force, the County Parks Commission and the County Parks Department staff can use criteria to evaluate and select trail projects for development and assist in balancing the needs of the region.

The criteria can be used in managing requests from local communities. At the same time, community stakeholders, trail groups and advocates can respond to the criteria as a step in getting a trail project through the funding and development process. The criteria are based on the issues and themes identified in the previous chapter along with the review of the literature discussed previously.

We recommend setting trail project priorities based on a customized prioritization process developed for Ingham County. The following criteria are recommended to evaluate and select projects in Ingham County. They may be scored from 0 to 5 with 0 being the least desirable and 5, the most positive response. The project's final score would be based on a tally of all the scores, with possible additional points from other considerations. Criteria to be scored are as follows.

1. **Improves Regional Connectivity:** Projects that improve regional connectivity and access throughout Ingham County should be given a high priority. To determine whether a project improves regional connectivity or access, the project should address the following:
 - Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
 - Improves access to Ingham County Parks;
 - Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
 - Expands transportation options as well as provide for recreation; and
 - Increases access to sites of natural, scenic or historic interest.

2. **Responds to Public Demand and Shows Support:** Projects that have significant support and meet the needs of the region should be scored and ranked positively. Projects strengthening new or existing partnerships and including the support of volunteers should receive a high priority. To determine whether a project has support, the project should address the following:
 - Is based on public demand;
 - Has been prioritized in adopted plans;
 - Has volunteer and/or partner organization support;
 - Is a community interest project that support partnerships, shared resources or coincide with other planning and development activities; and
 - Has the support of multiple jurisdictions and/or stakeholders.

3. **Meets or Exceeds Design Standards and Is the Best Design Solution:** Projects should be able to meet minimum design standards and all other design alternatives should be considered. To determine whether a project meets minimum design standards and is the best option, a project should address the following:

Connecting Communities

Project Application Scoring Sheet

Project Criteria

Priority will be given to projects that...

are components of the existing or planned county greenway network (as shown on an existing county planning or parks map).

Score 1-5

1=does not meet criteria

5=strongly meets criteria

1	2	3	4	5
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link or have high potential to connect significant destinations or existing trails. Highest priority will be given to projects that connect to a WCPARC park or facility.

1	2	3	4	5
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directly relate to the county's important natural features, i.e., Huron River, River Raisin, Saline River, etc. NOTE: The Huron River Corridor has been identified as WCPARC's highest priority.

1	2	3	4	5
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involve partnerships of two or more adjacent communities or other entity (such as schools or Washtenaw County Road Commission)

1	2	3	4	5
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have a high use potential

1	2	3	4	5
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provide a wide range of functions (recreation, transportation, education/interpretation, conservation, water quality, tourism/economic)

1	2	3	4	5
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Total Score: _____

Municipality: _____

PROJECT #: _____

Project Name or Description: _____

Please assign a value score to each category, ranging from 0 to 10. 0 being the negative and 10 being the most positive response. The final score of each project will be based on the final tally of all reviewers totals, with highest scores most favorable.

CRITERIA:	SCORE:
<p><u>DIRECT Recreational Benefit of Project:</u> Funds are not to be used for administrative, operational, or other similar expenses. Most favorable scores will be for the strength of pure recreational funding. IE: \$5,000 for a fishing platform shows DIRECT recreational benefit, where as \$5,000 for upgrading a current scoreboard to a different style isn't as direct. Lawnmowers for the ball field is NOT a direct benefit.</p>	
<p><u>Choice of Location Within Municipality:</u> Does the area within the township or city seem most appropriate for the project? Does it make sense to put this type of activity in this area? Is the land appropriately suited for the project without a lot of added expense? How will it affect neighboring parcels?</p>	
<p><u>Overall Integrity of Design and Plan:</u> Does the plans submitted seem appropriately designed? Do all the various aspects and considerations for structural integrity, permitting, zoning, and other areas seem to be covered? Did they consider what is on neighboring properties or what Impact this project has?</p>	
<p><u>Future Plans for Cost and Needs:</u> Does this investment seem to cover all costs necessary for several years, or will there be upkeep that would appear to need funding? Are future additions needed to fully complete this project? Will it require more funds than seems feasible for them to cover on their own in the future, if they need to request these funds for initial set-up or construction?</p>	
<p><u>Municipal Need for Project:</u> Does the municipality need this type of project? IE: if there are 3 within the municipality already, do they really need a 4th? Or, are they asking to install the 1st project of it's kind and it is something that is a standard recreational element in most other communities? Or, although it is the 1st of its kind in the municipality, will it get used?</p>	
<p><u>Countywide Need for Project:</u> Although they really need that 1st of it's kind in their municipality, does the county already have several others? IE: they want the 1st boat launch in their township, but the County already has a dozen others. There may be a need on one level, but not necessarily both...</p>	
<p><u>Economic Stimulus of Project:</u> If this project is approved, will it provide any financial benefit to anyone? IE: if they add a beach, will people spend money at the store and gas station next door? If they add a walking trail through the most rural part of the township, will there be any financial impact?</p>	
<p><u>Balance of Investment Versus Need:</u> Will a \$5,000 project benefit applicant A more strongly than a \$10,000 project will benefit applicant B? IE: A \$7,500 green space could give applicant A a place for their residents to hold outdoor events or gatherings, as they have no such area in their town—a strong investment to need ratio. The \$10,000 gazebo project for applicant B isn't worth nearly as much when the town already has 2 others and a town square for gatherings, a low investment to need ratio.</p>	
<p><u>Collaborative Effort:</u> Additional points may be awarded to projects that involve multiple jurisdictions of Charlevoix County municipalities. A project that is shared and created by 2 or more townships, or perhaps a township and a city are examples of "collaborative" efforts. Other funding sources are not considered "collaborative", as millage funds are only available to village, township and cities—jurisdictions.</p>	

Move

To recommend to the Board of Commissioners to approve funding for the unexpected replacement of the Mohawk Lift at Hawk Island County Park that recently failed inspection and is tagged inoperable.