

AGENDA

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

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, November 14, 2016

Monday, November 14, 2016

6:00pm

PARKS & RECREATION COMMISSION MEETING

Human Services Building
Conference Room A, Second Floor
5303 S. Cedar Street, Building #3
Lansing, Michigan

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
[Minutes](#) of October 24, 2016 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. APPROVE THE AGENDA
Late Items / Changes/ Deletions
6. ADMINISTRATIVE REPORTS
 - A. [Director/Administrative Office](#)
 - B. [Park Managers](#)
7. OLD BUSINESS
 - A. [Lake Lansing South Rental House](#) – Alternative Ideas from Spicer Group
 - B. [Scoring Form](#) for Millage Applications and Timeline for the Trails and Parks Millage Applications
8. NEW BUSINESS
 - A.
9. REPORTS OF STANDING COMMITTEES
 - A. Planning & Community Outreach Committee
 - B. Budget & Personnel Committee
 - i. [Financial Report](#)
10. ACTION ITEMS
 - A. [Resolution](#) to Enter into an Agreement with Spicer Group, Inc. for the Trails & Parks Millage Consultant
 - B. [Motion](#) to Approve the Permanent Signage for Millage Projects
 - C. [Motion](#) to Approve the Five Year Master Plan Objectives and Action Program
11. [Correspondence & Citizen Comment](#)
12. Board/Staff Comments
13. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
14. Upcoming Meetings

- A. Date: Monday, December 5, 2016; Time 4:30pm
Budget & Personnel Committee Meeting
- Date: Monday, December 5, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Monday, December 12, 2016; Time: 6:00pm
Parks & Recreation Commission Meeting

15. Informational Items – *Distributed at Commission Meeting*

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

16. Adjournment

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
October 24, 2016

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

Board Members

Present: Commissioner Teri Banas, Matt Bennett, John Czarnecki, Ryan Earl, Cherry Hamrick, Robin Lewis (entered at 6:04pm), Sarah Nicholls, Paul Pratt (entered at 6:10pm), and Jonathan Schelke

Absent: Commissioner Carol Koenig

Also Present: Park Director Tim Morgan, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Hawk Island Park Manager Brian Collins, Allegra Forman, Michael Forman, Bob Pena, and Elaine Ferris

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:00pm

Minutes: **Moved by** Mr. Bennett and **Supported by** Mr. Schelke to approve the September 26, 2016 minutes of the regular meeting as written.
Yes-7; No-0. MOTION CARRIED.

Moved by Mr. Czarnecki and **Supported by** Ms. Hamrick to approve the October 17, 2016 minutes of the regular meeting as written.
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

Bob Pena introduced himself as a resident of the eastside of Lansing.

LATE ITEMS / CHANGES / DELETIONS

Add to Agenda Item #13 - appointments.

PRESENTATION OF 175TH MERIDIAN TOWNSHIP CELEBRATION

LuAnn Maisner and Deborah Guthrie introduced themselves. Ms. Guthrie stated the focus of celebrating Meridian Township's 175th anniversary is to make it a community event. They would like to connect non-profits, service clubs, businesses, and events happening within the Township. Ms. Guthrie stated Meridian Township would like to include Lake Lansing Parks and Ingham County Parks in this event.

Ms. Guthrie said she met with Commissioner Banas, Ms. Fraser and Mr. Witte about tying in Lake Lansing Parks. Ms. Maisner stated there are tentative ideas such as bringing in a carousel, having boat rides, a beer garden across the street, and live music, or combine an event with Lake Lansing's Friday evening concert.

Ms. Maisner said Meridian Township wants to promote the community and they want to partner with Lake Lansing Parks. Ms. Maisner said they have no action items for the Park Commission to review yet, but wish to gain the Park Commissions' approval to move forward with partnering with the County. Ms. Maisner said they will provide a report to share with the Park Commission.

Mr. Czarnecki stated the Park Commission is considering demoing the house at Lake Lansing and suggested the garden club could spruce up that area. Commissioner Banas suggested the Meridian Township fire department use the Lake Lansing house as a demonstration project. Commissioner Banas offered to help with the event and asked if it would be appropriate to have a representative from the County working with Meridian Township. Mr. Witte stated he will help with the event. Ms. Maisner said they can always use more help and invited Commissioner Banas to participate. Chair Nicholls stated she is teaching a capstone tourism class in the spring and there are group projects for the students and this would be an opportunity for the students to get involved in this event. Ms. Guthrie said if anyone wants to volunteer or sponsor the event, please contact her. Commissioner Banas thanked Ms. Maisner and Ms. Guthrie for their efforts.

Ms. Guthrie stated there is an advertising opportunity for this event and asked if the Park Commission would be interested in publishing an ad. Commissioner Banas recommended promoting year round park activities in the ad along with congratulating Meridian Township. Mr. Czarnecki, Mr. Bennett, and Mr. Earl agreed that we need to market Ingham County Parks.

**Motion to Approve Funding a Full Page Ad for the Celebrate Meridian Township
175th Anniversary**

MOVED BY MR. CZARNECKI, SUPPORTED BY COMMISSIONER BANAS TO APPROVE

Park staff to develop a full page ad for the Celebrate Meridian Township 175 Anniversary Event Guide.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Commissioner Banas stated Ms. Fraser does the parks marketing. Chair Nicholls said the motion passed and requested staff to develop an ad. Mr. Morgan stated we will have a draft by November 2nd.

Mr. Witte asked if funding was an issue for the County, the Band Shell and stewardship committees could pay for an ad. Chair Nicholls said the County and the Band Shell and stewardship committees could both do an ad. Mr. Witte will follow up on this.

ADMINISTRATIVE REPORTS

Director/Administrative Office~ As reported.

Park Managers~ Ms. Hamrick stated she has heard a lot of comments about the Hot Cider Run at Hawk Island. Mr. Collins stated an organization puts on the event and an issue for this event is capacity. Mr. Collins stated they are the same group who holds the Glo Run. Mr. Collins asked if there is any other fee we could charge for special events. Ms. Fraser stated the amount of revenue is about the same as it has been in the past, and the fees are set for next year, but we could send a request to the board. Mr. Bennett asked if we can recoup some of the costs. Commissioner Banas asked that staff write some recommendations for special events, for example there could be a cleaning fee. Ms. Fraser stated in 2009 if your group was a non-profit there was no charge, and now we charge the shelter fee. Mr. Morgan said even if we collect extra money we still wouldn't have more money for seasonal employees. Mr. Bennett suggested the organizations be required to have a certain number of staff people to clean up after the event. Chair Nicholls said we will add this as a discussion item for the December meetings.

OLD BUSINESS

Friends of the Lansing Regional Trails (FLRT) Update - Plans for Funding the Volunteer Coordinator Position~ Ms. Hamrick provided an update that the City of Lansing and the Friends of Lansing Regional Trails (FLRT) will submit a Trails and Parks Millage application request to potentially fund a part-time volunteer coordinator position to assist with trail ambassador coordination. Commissioner Banas asked if FLRT had asked corporations or others to fund this position. Ms. Hamrick stated eventually FLRT will be self-sustaining and this initial request is just to get the position started. Ms. Hamrick stated FLRT has around \$15,000 in assets. The amount the city would request would be \$25,000. Commissioner Banas shared her concerns and that this request may not be approved by the Board of Commissioners. Commissioner Banas asked if FLRT has extended membership to all areas. Ms. Hamrick stated she will share the list of the members of FLRT. Commissioner Banas asked if this coordinator position is eligible for millage money. Mr. Morgan stated he will check with the County attorney. Mr. Earl asked if the City of Lansing didn't reapply each year to fund this position, who would be responsible for funding it? Mr. Morgan stated the County isn't responsible since each entity is responsible for their projects, it would be on a year by year basis.

Ms. Lewis asked if the Account Clerk has been filled and Mr. Morgan stated the position is still open.

NEW BUSINESS

None.

REPORTS OF STANDING COMMITTEES

Joint Planning & Community Outreach Committee & Budget & Personnel Committee~

Mr. Czarnecki referenced the budget report on page 34. Ms. Fraser stated the general appropriation will be transferred into the budget. Mr. Czarnecki stated he is concerned about day camp; should we reduce the cost of camp to increase enrollment? Ms. Fraser said there are the same expenses of camp each year and Mr. Morgan said the projection of expected revenue was higher than actual. This year was unusually low enrollment compared to past years.

ACTION ITEMS

Motion to Recommend Edits for the Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program

MOVED BY MS. LEWIS, SUPPORTED BY MS. HAMRICK TO APPROVE

To recommend the edits to the Memorandum of Understanding with Ingham County Parks and The Friends of the Lansing Regional Trails for the Ambassador Program to the County Attorney and BOC for approval

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Carol Koenig.

MEMORANDUM OF UNDERSTANDING

2016 – 2020

By and Between

Friends of the Lansing Regional Trails

&

The County of Ingham acting on behalf of the Parks
Department

MEMORANDUM OF UNDERSTANDING
between
Friends of the Lansing Regional Trails (FLRT)
and
The County of Ingham acting on behalf of the Parks Department

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Friends of the Lansing Regional Trails, a Michigan Nonprofit Corporation, hereinafter referred to as FLRT, and the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") acting on behalf of the Ingham County Parks Department.

PURPOSE:

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

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

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

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

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

B. Ingham County Parks may:

1. Work with FLRT to identify opportunities (trail projects, education, and assistance) and jointly pursue such projects with the FLRT's Ambassador Program.
2. Make Ingham County Parks trails and rivers available for related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Provide to the public the appropriate rules and regulations pertaining to recreation on county property.
4. If possible, Ingham County Parks may provide hand tools for volunteers working on trail maintenance. Such tools could include but are not limited to: shovels, folding hand-saws, loppers, wheel barrows, hand trimmers, etc.
5. Be receptive to expanded use of trails and rivers, including but not limited to: snow trails, fat tire biking, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
6. Promote awareness and trail and river access throughout the Ingham County Parks trail system through social media and other channels.

C. FLRT may:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the trail and river community and the Ingham County Parks.
2. Provide technical assistance with projects, educational activities, grant applications, and trail and river activities and management.
3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.
4. Advocate that to the best possible extent, utilize best-practices of trail development and management with a focus on user safety, environmental protection and trail system financial and environmental sustainability.
5. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc. on all trails.
6. Organize volunteer trail maintenance events to assist in maintenance of the trails within the confined resources of FLRT.
7. Encourage safe and courteous trail use, and provide signage about trail use ethics.
8. Promote awareness and access throughout the Ingham County Parks trail system through social media and other channels.
9. Help identify and advocate current trends as part of the 5 year master plan public input and stake holder process including but not limited to: approved/authorized uses, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
10. Provide available hand tools for use by volunteers for trail maintenance.

D. LIABILITY:

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

E. INSURANCE:

- a. FLRT shall purchase and maintain insurance not less than the limits set forth below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the County and have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).
- b. General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
- c. Proof of Insurance - FLRT shall provide to the County at the time the Agreements are returned by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.

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

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

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

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

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

Ingham County Parks	FLRT Contact
---------------------	--------------

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

6. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
7. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2020 at which time it will expire unless extended.
8. WAIVERS. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
9. AGREEMENT MODIFICATIONS. All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County's Board of Commissioners, and signed by their duly authorized representatives.
10. PURPOSE OF SECTION TITLES. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
11. COMPLETE AGREEMENT. This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
12. SEVERABILITY. If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.
13. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

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

COUNTY:

FLRT:

Kara Hope – Chairperson
Ingham County Board of Commissioners

Tony Beyers, President
Friends of the Lansing Regional Trails

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

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

Mattis D. Nordfjord

RESOLUTION #16-16 HONORING RAELYN KATELEY

WHEREAS, Raelyn Kateley began her employment with the Ingham County Parks Department in 1994 as an Account Clerk; and

WHEREAS, throughout her career she was responsible for processing payroll, accounts payable, p-card statement processing, entering cash receipts, entering PARs (personnel action requests), processing U.S. passport applications, inputting park shelter reservations, and responding to customer and employee inquiries; and

WHEREAS, Raelyn's commitment to providing exceptional customer service has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, during her career Raelyn was dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission hereby honors Raelyn Kateley for her outstanding quality of work and extends its sincere appreciation for her contributions during her years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission extends to Raelyn its best wishes for continued success in all her future endeavors.

Moved by Mr. Czarnecki and Supported by Ms. Lewis that Resolution #16 -16 be approved as written. Yes-9; No-0. MOTION CARRIED.

Motion to Negotiate with Spicer Group, Inc. for a Reduced Scope of Services for the Trails & Parks Millage Consultant

MOVED BY MR. BENNETT, SUPPORTED BY MR. CZARNECKI TO APPROVE

To negotiate with Spicer Group, Inc. for a reduced scope of services for the Trails & Parks Millage Consultant and to bring back a recommendation to the Park Commission in November.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Motion to Approve the Grand River Water Trails Support Letter

MOVED BY MS. LEWIS, SUPPORTED BY MR. BENNETT TO APPROVE

The letter of support for the DNR effort to establish a Water Trails System.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

CORRESPONDENCE & CITIZEN COMMENT

Chair Nicholls referenced the thank you letters in the packet.

BOARD/STAFF COMMENTS

Chair Nicholls stated Mr. Czarnecki's Park Commission term expires January 1st. Mr. Czarnecki stated if there are any new applicants they should have the opportunity to be on the Park Commission, only if no applications are received would he be interested in continuing to serve on the Park Commission. Mr. Morgan stated we will advertise the vacancy on the webpage and social media. Mr. Earl and Mr. Schelke's term expires in January, and the BOC has already re-appointed them to the Park Commission. Ms. Lewis invited everyone to the Tri-County Regional Planning Commission 60th Anniversary Gala at the Eli & Edythe Broad Art Museum on December 15, 2016 from 6-8pm.

LIMITED PUBLIC COMMENT

Elaine Ferris stated the City of Mason will be submitting a millage application for the next round.

Michael Forman introduced himself and stated his daughter was in attendance to work on a school assignment. Mr. Forman stated the park system is a jewel and his family enjoys Hawk Island and Burchfield Park. Mr. Forman thanked the Park Commissioners for their service.

Adjournment:

There being no further business, the meeting was adjourned at 7:12pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Recording Secretary

Directors Report

October 18th-November 7th (November 14th, Park Commission meeting)

Mission Statement:

The Ingham County Parks & Recreation Commission and Ingham County Parks Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation and professional management of park lands.

- Monthly continue to work with and have weekly update meetings with Nicole and Karen on various committee agendas, supporting documents and internal items. Ongoing working with Nicole on various resolutions and Millage items. Karen and Nicole are working on various training and filling in for duties of the open position in the office until the position is filled.
- Worked with Nicole on meeting agendas and packets for Park Commission meetings.
- Met with Spicer to discuss the revised scope of work items for the purpose of hiring a consultant to assist with duties for the Trails & Parks Millage. Clarified the scope and negotiated the reduce scope of work items from the original 20 on the RFP.
- We continue to update Millage on the Parks web page so all information on our web site is current moving forward, this will be an ongoing process. Upon suggestions, Karen is working on a spread sheet that we will post on the parks website that will show all the current community projects awarded the year awarded the resolutions that coincide with that award, the project name/description, contract amount, reimbursement to date, and project status.
- CARES conducted preliminary staff training for all staff in our department. I met with CARES representative to go over and discuss future plan of action to make Ingham County Parks a better place to work.
- Conducted staff meeting to go over the Master Plan Action Program Items.
- Attended a Public Policy meeting at MParks, our state park association.
- Met and talked to the Downtown Lansing Seniors Kiwanis Club shared about the Ingham County Parks.
- Attended and gave a brief update of Ingham County Park activities at a Land Use Summit meeting at Tri-County Regional Plan Commission coordinated by Tri-County.
- Worked with staff on updating the Trails & Parks timeline concerning applications and review & scoring, also on development of a reimbursement form for current projects. All Government entities have signed their contracts and received, per their contracts, 25% of their awarded monies for each of their project's.
- Met with Travis Parsons to review several items.
- Met with HR and Staff to review application for Part-time Accounts Clerk position worked with Human Resources on conducting interviews to fill the position.
- Met with all managers on Winter Sports planning.
- Met and talked to the South Lansing Business Association shared about the Ingham County Parks.
- Attended a HAY study review meeting discussing their work so far for county job/position analysis.
- Continued to work with Dan Troia, Road Department Engineer, Brian Collins, Karen Fraser and Vendor on final paperwork processing and billing for work performed at Hawk Island.
- Attended several Controller staff meetings.
- Continued to work with Jim Hudgins in purchasing about several items.
- Staff took several items from each park to the counties auction that was no longer of use or value to parks.
- Worked with Spicer Group to assist us with the design of a permanent millage sign draft for projects.
- Completed ongoing computer training for security as all staff are required to complete these.

- Continued to work with and met with Spicer on the Mater Plan items including park maps, action program and ADA matrix items. Worked on objectives for the Master Plan with Jonathan and the Executive Committee.
- Met with Staff and Human Resources on Posting and Application process moving forward that will be transferring permanently to Human Resources. The transition process is complete.
- Lastly, enjoy the last of the fall colors if you have not done so, I suggest getting out and hiking, biking, one of the many trails in our Ingham County Parks. ☺



Enjoying Family and Great Music at the end of summer at the Lake Lansing South Sound of Summer Concert Series

October - Parks Office Monthly Report

Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared. Met with HR Department and Park Staff to review and discuss the proposed Parks Department Hiring Protocol. Attended the Trails and Parks Millage stakeholder informational meeting and personnel action request (PAR) training.

Customer Service

We received 226 phone calls in the month of October. 33 park visitors made a picnic shelter reservation in October. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 58 U.S. passport applications in October. We have received 75 requests for 2016 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval.

Accounting/Budget/Payroll

Human Resources posted the Account Clerk position for applicants. In the near term Karen has learned and is doing the day-to-day tasks of AP/AR and Payroll.

Master Plan

With the park managers, Tim and I reviewed and revamped the status of all the action items in the Master Plan. The plan has sections identified by year and provides a great deal of insight into our future budget requests. It is also the first time the parks department has created such a tool to help guide us in planning – a big positive!

Parks and Trail Millage

We spent extensive time on the millage in the past month. We are developing forms for applicant reimbursements and a matrix for the parks web page is under construction that will reflect each funding award. We have also remitted the initial 25% that is due when millage contracts are completed. The 25% payments were calculated, and payments made to the City of East Lansing, City of Lansing, City of Mason and Meridian Township totaling \$1,376,169.50. As we do this initial round of payments, we are implementing tracking systems and a process to monitor the current 27 contracts and more in the future.

Additionally, extensive time was invested to develop a format for the scoring of future millage funding applications, so that each application is scored in an equitable and objective manner.

Marketing

Karen was fortunate to get out to Hawk Island Park for the Glo Run! The event was impressive and the organization, exceptional. We are fortunate to host a multitude of events in the parks each year as they bring in tens of thousands of visitors and promote the parks!



Karen attended a health fair at Pratt & Whitney in South Lansing and it was a fun day. They have many employees from out of state and it was an excellent opportunity to introduce them to the Ingham County Parks. The parks received a multitude of compliments and many inquiries about trails and other activities, especially winter.

BURCHFIELD REPORT

10-24 Attended cares training
 10-24 Attended a winter sports meeting
 11-3&4 vacation

During October and November we are busy with shutting down summer operations and begin preparing for winter sports. During this time leaves are mulched on a continual basis as needed.

- Finished the boat rental season and stored all boats for the winter
- Had a 5 k race on the trails.
- Two boy scout camporees
- Wedding reception at the winter sports building.
- Replaced light fixtures at the beach restroom with new ones.
- Ordered new light fixtures for the N. Bluff restrooms
- Ordered two hand dryers for the beach restroom
- Had all septic tanks pumped out.
- Blown the water lines and water wheels
- Sealed the N. Bluff dividers and the outside of the beach restrooms
- Finished repairing all of the broken light fixtures in the park
- Put dirt around the new concrete t pad.
- Mulched leaves.
- Removed downed trees
- Started mowing trails for winter
- Cleared the orange trail for skiing.
- Repaired and re-shingled the gatehouse roof.
- Set up ski rental building
- Waxed skis
- Started getting bids for ski equipment.
- Pulled all of the remaining drinking fountains that need re-furbishing and started sanding them.
- Picked up food concession supplies for the winter and cleaned the food concession.
- Ordered two new kayaks and picked up.
- Graded roads

November 2016 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Installed winter sports warming building at Red Tail shelter
- Continued to work on reestablishing turf/stone on edges of path.
- Installed donation bench at Hawk Island
- Constructed small building at base of tubing hill to weatherproof old electrical boxes and incoming electrical for magic carpet lift.
- Continued to prep hill for magic carpet arrival and winter sports
- Leaf removal and mulching



“Electrical building” at base of snow tubing hill.



Concrete footings awaiting arrival of Magic Carpet snow tubing lift.

Lake Lansing Manager's Report for October

1. Winterized all restrooms, drinking fountains, and wells
2. Submitted all Federal permit information for seasonal drinking well's.
3. Continued with winter preps: Clear all nature trails of down branches, put picnic area tables and trash cans into storage, removed Volleyball nets and bike racks.
4. Continue to mulch leaves at all areas.
5. Rewired the boat launch electrical for the wash station.
6. Attend numerous meetings. Meet with local officials for spring and summer event planning in 2017.
7. Continue to collect gate house revenues at both Parks. Busy fall leaf season.

From: [Eggers, Rob R.](#)
To: [Morgan, Timothy](#)
Cc: [Wallace, Nicole](#); [Fraser, Karen](#)
Subject: Lake Lansing South House
Date: Friday, November 04, 2016 8:14:29 AM

Tim,

You asked that we offer a few thoughts on what the house located on Lake Lansing Park might be used for or what the space might be used for, if the House were to be demolished.

Here are a few ideas:

1. Depending on the ability to open the interior up, it could make an excellent:
 - a. indoor rental space
 - b. activity center (senior or youth)
 - c. nature center
 - d. Art Gallery
 - e. Concessions with a patio
2. It could make great office space for non-profits related to recreation:
 - a. Nature conservancy group
 - b. big brothers or sisters organization
 - c. community outreach center
3. Depending on the need, it could be a satellite parks, police or sheriff office
4. Satellite Library

If you were to remove the building, then it could be used for most season park activities such as:

1. Playscape space
2. Pavilion
3. Picnicking area
4. exercise stations
5. volley ball
6. tennis
7. b-ball courts
8. Squash/racquet ball court

I hope this is helpful.

Rob

Robert Eggers | Senior Planner/Principal
SPICER GROUP, INC.
Office: 989-754-4717 | Direct: 989-921-5568
www.spicergroup.com



2017 Ingham County Trails & Parks Millage Application Review

Applicant

Project Name

Trail ID #

The following criteria will be used to evaluate and select projects. They will be scored from 0 to 5 with 0 being the least desirable and 5 the most positive response. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

- How the project improves regional connectivity.** Improves Regional Connectivity: Projects that improve regional connectivity and access throughout Ingham County will receive a high priority. To determine whether a project improves regional connectivity or access, the project should address the following:

	5	4	3	2	1	0
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						
Increases access to sites of natural, scenic or historic interest						

Total Points Scored _____/5 = _____



2. How the project responds to public demand and support. Responds to Public Demand and 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:

	5	4	3	2	1	0
Is based on public demand						
Has been prioritized in adopted plans						
Has volunteer and/or partner organization support						
Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities						
Has the support of multiple jurisdictions and/or stakeholders						

Total Points Scored _____/5= _____



3. How the project meets acceptable design standards and is the best design solution including AASHTO Guidelines when appropriate. Meets or Exceeds Design Standards and Is the Best Design Solution: Projects should be able to meet minimum design guidelines and all other design alternatives should be considered. To determine whether a project meets minimum design guidelines and is the best option, a project should address the following:

	5	4	3	2	0
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 Americans 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					
Considers low impact development techniques that protect and enhance significant natural features					

Total Points Scored _____/5 = _____



4. How the project is feasible and ready for development or repair, rehabilitation, or long-term maintenance. Is

Feasible and Ready for Development: Projects that are feasible and ready to implement will receive higher priority. To determine whether a project is ready and feasible, the project should address the following:

	5	4	3	2	1	0
Is under public ownership or is currently accessible for public use						
Does not require a complex or lengthy acquisition process						
Does not require a complex or lengthy permitting process						
Is within an existing corridor such as a transmission line or a 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						

Total Points Scored _____ /6 = _____

5. How the project supports equitable opportunities. Supports Equitable Opportunities: Projects that improve equity will receive a higher priority. A project that demonstrates equity should address the following:

	5	4	3	2	1	0
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						
Contributes to an equitable geographical distribution of the millage funds						

Total Points Scored _____ /4 = _____

6. How the project provides for other available funders and partners. Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions *in-kind support*, or other funding sources will receive a 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 matching % to receive points, match = what total percent of the project all matching dollars account for:

			5	4	3	2	1	0
0% = 0 points	21-30% = 3 points							
1-10 % = 1 points	31-40% = 4 points							
11-20% = 2 points	41% & higher = 5 points							

Total Points Scored _____



7. How the project provides for a maintenance commitment. 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:

	5	4	3	2	1	0
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)						
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 nonprofit status						
Preference given to year-round access and maintenance						

Total Points Scored _____/3= _____



DRAFT

Timeline for Trails and Parks Millage Application Fall 2016 Round

September 2016 - run concurrent BOC and Park Commission agendas for approval of Application and Scoring

October 1, 2016 – Applications Open

November 28, 2016 at 5:00pm – Applications Due

December – Park Staff Review

December 12th - Park Staff Sends applications to Park Commission for beginning Review (electronic and hard copy handed out at the Park Commission meeting that evening) begin to do preliminary review and scoring on own preparation for January Park Commission meetings.

January 3, 2017- Meeting with MDOT and MDNR to review/coordinate their grant applicants

January 4, 2017 – Park Commissioners email score sheet to park staff to enter in a spreadsheet

January 17, 2017 – Parks Commission Meeting-Go over applications, review spreadsheet of scores, and come to consensus on preliminary scoring.

January 23, 2017 – Park Commission Meeting-Pass a Motion to approve the preliminary scoring and request any additional information needed from applicants.

January 24, 2017 – Request any additional information needed from applicants with a deadline of February 3, 2017

February 9, 2017 – Send any supplemental information from the applicants to the Park Commission

January/February - Work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

February 21, 2017 – Parks Commission Meeting -Do final scoring and consensus on recommendation for funding (consultant feedback is now available).

February 27, 2017 – Park Commission Meeting- Adopt resolution: final recommending for funding to BOC.

March 7?, 2017 – Deadline to get on BOC Agenda

March 2017- BOC Committee Meetings

March 28, 2017 BOC

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of October 31, 2016

Item	Original Budget	2016 Adjusted Budget	Encumbrance	2016 Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Life Jackets- Canoe Kayak Program 245-75299-735100	5,000			4,057	943	Complete	Will spend by Year End
Disc Golf Store Inventory- BUR 245-75299-726010	4,000				4,000		Consider other Use
Cross Country Ski Equip.- BUR 245-75299-726010	4,000				4,000		Getting Quotes
Snow Tubes- HI 245-75299-726010	3,000			2,998	2	Complete	
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500			2,942	1,558	In Progress	Complete project by year end.
Office Counter Space - ADA Compliance 245-75299-931000	2,100			1,975	125	Complete	
Overlook Shelter Roof- BUR 245-75299-976000	20,000				20,000	On Hold	Carry to 2017
Shoreline Stabilization- LL Boat Launch 245-75299-743000	15,000	20,166	3,150	3,654	13,362	In Progress	Stiles PO Open/Not Paid June Carry to 2017
Beach Roof House- HI 245-75299-976000	20,000				20,000	RFP Issued	Carry to 2017
Maintenance Building Roof- HI 245-75299-976000	20,000				20,000	RFP Issued	Carry to 2017
Security Cameras & Alarms- All Parks 245-75299-976000	30,000				30,000		GF \$15K / MMRA Grant 15K Carry to 2017
Total	127,600	20,166	3,150	15,626	113,990		
208 OPERATING FUND							
AED Defibrillator - 3 208-75200-735100	4,500			4,197	303	Complete	
Rescue Boat- LLS 208-75200-735000	3,500			2,350	1,150	Complete	Complete by year end, if not, this balance will go into the 208 fund balance
Mechanics Hoist - HI 664-75299-978000	6,023			6,023	0	Complete	
Total	14,023	0	0	12,570	1,453		
664 REVOLVING EQUIPMENT FUND							
Canoe Van- BUR 664-80000-978010	30,000			29,989	11	Complete	
Zero Turn Mower- HI 664-75299-978000	14,000			13,645	355	Complete	
Total	44,000			43,634			
INNOVATION TECHNOLOGY							
Parks- 4 Printer Replacements 664-75299-735000	1,680			1,156	524	Complete	
Parks- 1 CPU's and 1 Laptop 664-75299-735200	2,950			2655	295	Complete	
Total	4,630	0	0	3,811	819		
CARRY FORWARD							
Path Repair - HI (2015) 245-75299-974000	80,000	200,000	3,000	152,731	44,269	In Progress	Carry Forward 2016 2014: \$15K CIP + \$45K grant + 2015: \$10K CIP + 10K 2015 pklot +120Kmillage
Roof White Restroom - LLN (2015) 245-75299-976000	8,000			6,164	1,836	Complete	Carry to 2017 (add to other roof projects)
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-51000	8,000			0	8,000	RFP Issued	Carry Forward 2016 Carry forward to 2017
Reforestation - LLS 245-75299-976000 (2015)	5,000			3,425	1,575	Complete	Complete project by year end.
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-86000	7,000			0	7,000	On Hold	Carry Forward 2016 Carry forward to 2017
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-86000	7,000			641	6,359	On Hold	Carry Forward 2016 Carry forward to 2017
Master Plan (2015) 208-75200-967000-86000	25,000	23,700		14,485	9,215	In Progress	Carry Forward 2016 Carry forward to 2017
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-931000	14,855	10,015		7,483	2,532	In Progress	Complete project by year end.
Total	154,855	233,715	3,000	184,929	80,786		
228 Trails & Parks Millage Fund							
McNamara Accessible Launch 228-75999-976000	151,200				151,200	Grant Submitted	\$45,360 Match or \$75,600 Match MNRTF or LWCF Grant Carry to 2017
Overlook Shelter Roof/Restrooms 245-75299-976000	159,500				159,500	Grant Submitted	\$20K 2016 CIP, \$94,500 Millage, \$45K Passport Carry to 2017
Road Millings - LLN & Bur 228-75299-974000	20,000				20,000		Carry to 2017
Zero Turn Mower - LL 228-75999-978000	14,000			12,607	1,393	Complete	
Gator - Bur 228-75999-978000	14,000			13,997	3	Complete	
Tractor - LL 228-75999-978000	30,000			29,995	5	Complete	
Band Shell Roof - LL 228-75999-976000	8,000				8,000	RFP Issued	Carry to 2017
Rental House Roof - LL 228-75999-976000	14,500				14,500	Discussion	Carry to 2017
Magic Carpet - Hawk 228-75999-978000	150,000			63,849	86,151	In Progress	Carry to 2017
Total	561,200	0	0	120,448	440,752		

Ingham County Parks Budget Status

As of 10/31/16

	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
Park Administration					
Revenue					
Passport Revenue	16,000	18,450	20,151	1,701	109.2%
Misc Revenue	3,000	3,000	643	(2,357)	21.4%
Carry Over Surplus Used	0	23,700		(23,700)	0.0%
Rev trf in F101	674,251	614,451	895,349	280,898	145.7%
Rev trf in F228	50,000	50,000	50,000	0	100.0%
Rev trf in (Cap Imp) F101	8,000	8,000	8,000	0	100.0%
Total Revenue	<u>751,251</u>	<u>717,601</u>	<u>974,143</u>	<u>256,542</u>	<u>135.7%</u>
Expenditures					
Personnel Services	360,646	360,646	282,567	78,079	78.4%
Controllable Expenses	198,822	215,172	147,085	68,087	68.4%
Non-Controllable Expenses	141,783	141,783	103,187	38,596	72.8%
Total Expenses	<u>701,251</u>	<u>717,601</u>	<u>532,839</u>	<u>184,762</u>	<u>74.3%</u>
Net Cost Park Administration	50,000	0	441,304	(441,304)	
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	14,803	(997)	93.7%
Disc Golf Fees	22,000	22,000	22,271	271	101.2%
Pedal Boat Rental	5,000	2,500	1,593	(907)	63.7%
Canoe/Kayak Rental	34,500	37,000	44,061	7,061	119.1%
Ski Rental	7,000	7,000	3,241	(3,759)	46.3%
Food Concessions	2,500	2,500	2,234	(266)	89.4%
Parking Fees	44,665	44,665	47,604	2,939	106.6%
Snow Tube Rental	4,000	4,000	1,602	(2,398)	40.1%
Day Camp	15,000	15,000	8,366	(6,634)	55.8%
Rev trf in F101	317,319	319,819	228,864	(90,955)	71.6%
Total Revenue	<u>467,784</u>	<u>470,284</u>	<u>374,639</u>	<u>(95,645)</u>	<u>79.7%</u>
Expenditures					
Personnel Services	399,998	399,998	295,754	104,244	73.9%
Controllable Expenses	57,786	60,286	47,418	12,868	78.7%
Non-Controllable Expenses	10,000	10,000	7,828	2,172	78.3%
Total Expenses	<u>467,784</u>	<u>470,284</u>	<u>351,000</u>	<u>119,284</u>	<u>74.6%</u>
Net Cost Burchfield Park	0	0	23,639	(23,639)	
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	21,515	965	104.7%
Boat Rental	7,500	7,500	8,299	799	110.7%
Boat Launch Fees	17,000	17,000	18,565	1,565	109.2%
Food Concessions	13,650	13,650	21,491	7,841	157.4%
LL House	9,600	9,600	8,000	(1,600)	83.3%
Parking Fees	84,335	84,335	88,370	4,035	104.8%
Inflateable Rental	1,000	1,000	2,025	1,025	202.5%
Rev trf in F101	298,129	302,729	225,867	(76,862)	74.6%
Total Revenue	<u>451,764</u>	<u>456,364</u>	<u>394,132</u>	<u>(62,232)</u>	<u>86.4%</u>
Expenditures					
Personnel Services	374,507	374,507	320,391	54,116	85.6%
Controllable Expenses	64,257	66,357	48,791	17,566	73.5%
Non-Controllable Expenses	13,000	13,000	19,575	(6,575)	150.6%
Total Expenses	<u>451,764</u>	<u>453,864</u>	<u>388,757</u>	<u>65,107</u>	<u>85.7%</u>
Net Cost Lake Lansing Parks	0	2,500	5,375	(2,875)	
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	26,460	(3,690)	87.8%
Boat Rental Fees	13,000	13,000	11,086	(1,914)	85.3%
Food Concessions	29,000	29,000	36,381	7,381	125.5%
Parking Fees	176,000	176,000	159,815	(16,185)	90.8%
Snow Hill Tubing Fees	50,000	50,000	40,841	(9,159)	81.7%
Dog Park Revenue	10,000	10,000	11,142	1,142	111.4%
Rev trf in F228	0	0	0	0	
Rev trf in F101	276,442	329,142	216,061	(113,081)	65.6%
Total Revenue	<u>584,592</u>	<u>637,292</u>	<u>501,786</u>	<u>(135,506)</u>	<u>78.7%</u>
Expenditures					
Personnel Services	485,076	485,076	378,464	106,612	78.0%
Controllable Expenses	100,722	103,422	67,144	36,278	64.9%
Non-Controllable Expenses	48,794	48,794	26,556	22,238	54.4%
Total Expenses	<u>634,592</u>	<u>637,292</u>	<u>472,164</u>	<u>165,128</u>	<u>74.1%</u>
Net Cost Hawk Island Park	(50,000)	0	29,622	(29,622)	
Grand Total Revenue	2,255,391	2,281,541	2,244,700		98.4%
Grand Total Expenses	2,255,391	2,279,041	1,744,760		76.6%
Net Change in Fund Balance	0	2,500	499,940		
Fund Balance, Beginning of Fiscal Year 2016			322,294		
Projected Fund Balance End of Year			822,234		

TRAILS AND PARKS MILLAGE

as of 10/30/16

REVENUE

FY 2015 actual	\$3,353,305
FY 2016 actual ytd	\$3,493,199
TOTAL TO DATE:	\$6,846,504

2015 & 2016 Expenses

Mannik & Smith Contract (BOC Res 15-241)	\$73,514
Parks Police & Supplies - FY 2015	\$50,000
Parks Police & Supplies - FY 2016	\$50,000
Property Tax Refunds	\$119
Parks Equipment (BOC Res 16-198)	\$121,490
Parks Equipment - encumbered - (BOC Res 16-198)	\$3,900
Parks Equipment - TSF OUT (BOC Res 16-198)	\$11,157
Resolution 16-257 (asphalt 2016)	\$197,216
Resolution 16-328 (bridge 2016)	\$1,178,954
Signage (BOC Res 16-258)	\$747
Signage (BOC Res 16-258) - encumbered	\$2,000
TOTAL EXPENSES:	\$1,689,097

TOTAL REMAINING AFTER PLANNED EXPENSES **\$5,157,407**

BOARD OF COMMISSIONERS RESOLUTIONS

Resolution 16-258 (signage 2016)	\$9,253
Resolution 16-257 (asphalt 2016 - balance)	\$591,647
Resolution 16-198 (parks 2016 - balance)	\$404,800
Resolution 16-328 (bridge 2016 balance)	\$3,557,918

BOARD OF COMMISSIONER FUNDING TOTAL (balance) **\$4,563,618**

TOTAL REMAINING AFTER EXPENSES AND BOC RESOLUTIONS **\$593,789**

TO: Ingham County Park Commission
FROM: Tim Morgan, Parks Director
DATE: November 8, 2016
SUBJECT: Consulting Services for the Trails and Parks Millage

BACKGROUND

The Board of Commissioners authorized Resolution 16-103 to direct staff to develop a job description for a staff person who would specifically work on the trails and parks millage. The Park Commission passed a motion at their June 27, 2016 meeting to direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a consultant to assist County staff with the Trails and Park Millage.

The Purchasing Department solicited proposals for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of 20 millage related items. The cost for two years was \$245,620 for the initial quote. The Park Commission met last month and determined a reduced scope of services and for the director to negotiate with Spicer Group, Inc. The scope of services were negotiated with Spicer Group, Inc. and reduced from 20 items to 8 items as detailed in the attached table and memo from Spicer Group, Inc. The Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. The contract would be for a total two-year cost not to exceed \$192,846.74 from the Trails and Parks Millage with a two year renewal option. The cost savings from the reduced scope of work amounted to \$52,773.26.

ALTERNATIVES

Ingham County Park staff does not have the engineering expertise that the consultant would be able to provide. Teri Morton, Budget Director, ran a report for the Parks Commission of what an engineering staff person would cost-and the range would be \$111,229-\$138,376. If we hired a consultant they would have various personnel with very diverse skill sets. Hiring a staff person with all the expertise spelled out in the eight scope items would be highly unlikely.

FINANCIAL IMPACT

There are funds available in the Trails and Parks millage fund.

RECOMMENDATION

Based on the information presented, I respectfully recommend the resolution authorizing a contract with Spicer Group, Inc. be approved.



November 2, 2016

Tim Morgan, Director
Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI 48854

RE: Professional Consulting Services RFP, Packet #132-16
Ingham County, MI

Tim,

At your request, we are providing you with a revised Scope of Work for the Parks and Trails Professional Consulting Services, Request for Proposals (RFP) Packet #132-16.

Background

Ingham County has a Parks and Trails millage that generates about 3.5 million dollars per year. With this millage, the County offers a grant program, to communities within the County, to create and maintain a sustainable countywide system of recreation trails and adjacent parks.

Administering this program is a good deal of work. Ingham County would like assistance with the administration of this grant program regarding a number of specified tasks. The initial task list in the Request for Proposals (RFP) included 20 items (see attached) but for budgetary reasons the desired assistance task list has been reduced to 8 of those 20 items. Listed below are the 8 items with an associated scope of work for each item.

Scope of Work / Fee

Following email correspondence from Ingham County, dated 10/25/16, and a follow-up meeting with Tim Morgan, Parks Director on 10/2/16, we have revised our Scope of Work as follows:

TASK #4. VALIDATE COST ESTIMATES ARE ACCURATE – *Validate that cost estimates given in the application are accurate for each Ingham County Trails Parks Program Application before they are recommended for funding.*

- We will review program application cost estimates, as determined by the County, for accuracy.
- We will visit the site, if needed, to help determine the accuracy of the proposed estimate. At the site we may check the project size or length, the number of road crossings, look at any drain crossings, grade challenges, wetland issues, and any needed bridge crossings, among other things.
- We will compare the cost estimate to recent bid prices for accuracy and we will include an inflation factor for the actual construction time.
- Reviewing the estimate, we will look to make sure all the needed ancillary elements are included as well, such as engineering, survey, staking, material testing, inspection, permits, soil erosion and sedimentation control, contingencies and project signage.
- Once we have completed our review, we will send a brief memo to Park staff on its accuracy and recommendation.

STRONGER. SAFER. SMARTER. SPICER.

WWW.SPICERGROUP.COM

November 2, 2016

Page 2 of 7

- The Park staff will communicate any identified inaccuracies with the corresponding community.

Fee: Our anticipated fee for this task is based on an average of 4 hours per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$560 for each application, based on an average of 4 hours of time per application. Last year 17 projects were awarded. If we were to review 17 project cost estimates for the 2017 round we would anticipate our fee to be \$9,520 for this work in 2017.

TASK #5. PROVIDE RECOMMENDATION ON PROJECT VIABILITY – *Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.*

- Spicer Group will look at each application, as requested by the county, with regard to project viability. Project viability is reliant on many factors, including such things as needed easements or Right of Way (ROW), wetlands, permitting, project costs and water crossings, to name a few.
- The Park Staff will communicate any viability issues to the corresponding community and Park Commission.

Fee: Our anticipated fee for this task is based on an average of 1 hour per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$122 for each application, based on an average of 1 hour of time per application. Last year 17 projects were awarded. If we were to review 17 projects for viability for the 2017 round, we would anticipate our fee to be \$2,074 for this work in 2017.

TASK #9. FOLLOW UP ON AWARDED PROJECTS AND MONITOR ON-GOING PROJECTS THROUGH FALL 2016 COMPLETION – *Follow up on awarded projects and monitors on-going project activities to assure conformance to standards, plans and specifications as an Ingham County's Trails project as to their status through to completion, including asphalt and bridge rounds as well as fall 2016 round.*

- Spicer Group will follow up on awarded projects and monitor ongoing project construction activities, providing intermittent site observation to ensure compliance with the contract for each awarded project. At each project site visit we will check the work for conformance to the plans and specifications.
- For this task we would like to be involved in the pre-construction meeting between the owner and the contractor and the community's prime professional. We would also envision participating in the project close out walk through with the community, contractor and project prime professional.
- This work includes general oversight of the asphalt and bridge rounds as well.
- Spicer Group will communicate with county park staff on its findings and the county park will then communicate as they see fit with the Community.

- It is not the intent of this task to act as the project Prime Professional and provide all needed project inspection and testing, but to check to make sure that this type of oversight is occurring and that the project is being constructed to the industry standards and per the plans and specifications.

Fee: Our anticipated fee for this task is based on an average of 20 hour per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$2,800 for the monitoring of each project, based on an average of 20 hours of time per project. Last year a total of 17 projects were awarded. If we were to follow up on 17 projects and monitor the construction progress of these projects for 2017 , we would anticipate our fee to be \$47,600 for this work in 2017.

TASK #10. PROJECT AUDIT POST COMPLETION – *Perform a “project audit” post completion on each project as part of the Ingham County’s Trails award to ensure compliance with the contract for each awarded project. Including construction inspection and checking their work for conformance to standards, specifications and guidelines.*

- Upon project completion, Spicer Group will audit the project and make sure: the project elements in the grant have been completed and to industry standards, that site restoration is complete and the vegetation is established and that the project is ready to be closed out.
- Once the audit is complete, Spicer Group will communicate with the park Staff that the project is complete and ready for final close out.

Fee: Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$460 for the post completion project audit of each project, based on an average of 4 hours of time per project. Last year a total of 17 projects were awarded. If we were to perform a post completion project audit up on 17 projects for 2017, we would anticipate our fee to be \$9,520 for this work in 2017.

TASK #13. BRIDGE AND ENGINEERING EXPERTISE – *Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.*

- Spicer Group will provide the ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT Standards.
- Our in-house MDOT certified, structural engineers and MDOT field inspectors will visit a county requested project site and evaluate an existing bridge structure and structure approaches for a variety of needs.
- Our staff is also able to evaluate best fits of pre manufactured pedestrian bridges for needed water crossings, wetland crossings or valley crossings.

Fee: Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is \$10,212 for providing bridge engineering and expertise for 23 projects, based on an average of 4 hours of time per project. However, not all bridge projects may require our expertise or review. If this is the case, our fee would reflect this accordingly.

TASK #15. PROVIDED FINISHED PROGRAM – *Leads the County Parks and community stakeholders in the development of way-finding and signage design, concepts and implementation program for Ingham County Trails. Provide finished program including design standards, guidelines and examples of signage that can be implemented by all communities as part of the regional trail system in Ingham County.*

- We will conduct a stakeholder meeting to discuss long term way finding goals and review the way finding development process.
- At this stakeholder meeting we will seek input from the communities.
- Next we will develop options for a way finding system similar to the TART way-finding system.
- We will then meet with County Park Staff and review way finding system options.
- County park Staff will seek input from the Park Commission.
- Once feedback is received, we will revise the Wayfinding signage options.
- From this point, County parks will share the Wayfinding system with the communities.

Fee: Our anticipated fee for this task is based on an expected amount of 40 hours of effort. This equates to \$5,600.

TASK #16. PROFESSIONAL SERVICES DESIGN, WRITES GRANT APPLICATIONS AND PROVIDED DATA FOR RFP's – *Prepares the prime professional design and cost estimates that would be usable for an RFP and write(s) grant application (s) for the Lake Lansing bathhouse/concession/restroom building/facility replacement project with assistance from staff for MDNR, Land and Water and Trust Fund grants and additional as deemed appropriate by consultant to try and secure grant funding to match millage funds. (2018 submittal)*

The County is also interested in pursuing Recreation Passport grants to provide ADA parking (paving the existing parking spaces) at both Burchfield and Lake Lansing Parks. (2017 submittal)

We will explore the various preferred improvements and see what might be fundable under a grant. We will also explore what grant program might best match with your improvements and budget. After we have sorted out the grant type and project scope, we will begin the grant application process which will include a conceptual plan and preliminary estimate of cost (PEC) for the proposed improvements. Our tasks for this item will include:

- Conceptual Plan
 - Walk the site with County Park Staff to review the site(s) for the proposed park improvements.
 - Prepare a base map of the proposed project site(s).
 - Gather information to include in the plan.
 - Develop preliminary conceptual plan(s).
 - Submit the preliminary conceptual plan(s) to the County for review.
 - Make any needed changes to the plan(s) based on feedback from the County.
 - Submit the final conceptual plan(s) to the County.
- Grant Application
 - Prepare a Preliminary Estimate of Cost (PEC) for the project(s). Assist the County in determining the local match amount(s).
 - Assist the County in setting up the new grant application(s) on the DNR MiRecGrants online system.
 - Complete the MDNR application form(s) with the required information.
 - Produce the project location map(s) and legal boundary map(s).
 - Review and complete the environmental checklist(s) with the County.
 - Write the supporting text for the application(s).
 - Include photos of the park site(s) and areas of proposed improvements.
 - Produce and submit the Transmittal Letter(s) and Notice of Intent form(s) to the regional planning house.
 - Compile and upload all of the requirements for the grant application(s).
- Ingham County's Responsibilities:
 - Assist with and provide information for the grant application form(s) as needed (i.e. property deeds, plat map information, property descriptions, etc.)
 - Obtain commitment letters from any cash donors.
 - Obtain your attorney's signature on the Documentation of Site Control form(s).
 - Advertise for a public meeting at least one week prior to the public meeting.
 - Host the advertised public meeting prior to April 1, 2017.
 - Obtain documentation from a disabled person and/or disability organization about the accessibility of the project(s) and their concerns and/or support.
 - Produce signed public meeting minutes and obtain a copy of the advertisement.
 - Certify a resolution from the Ingham County Board of Commissioners regarding the application(s), committing the matching funds, prior to April 1, 2017.
 - Solicit and collect letters of support for the project(s).
 - Review the final submittal documents.
 - Electronically submit the application(s) through the MiRecGrant system.

Fee: For all grant application projects, the cost estimate and conceptual plan are included in our scope of work.

Our anticipated fee for this task is based on an expected amount of 30 hours of effort per grant application. We understand there are (2) Recreation Passport grant applications for 2017. This equates to \$3,660 per grant application, or \$7,320. This includes separate applications to provide ADA paved parking spaces at Lake Lansing North and Burchfield Parks.

For 2018, we understand the County would like to submit (1) Land & Water Conservation Fund grant application. This equates to \$3,780. This application would include the bathhouse/concession/restroom and ADA parking improvements at Lake Lansing Park.

TASK #18. PROVIDES UPDATES AND IMPROVEMENTS TO COMPREHENSIVE REPORT –

Updates and improvements to the Ingham County Parks Trails and Parks Comprehensive Report maps showing clear detail of critical connections within the entire system, and identify missing links and recommending priorities within the regional system for connecting communities. This would include verification of on road bike lanes within the current plans/mapping and status of widths of those bike lanes identified, this would be completed by the consultant but, coordinated with the Ingham County Road Department and Park Departments.

- Review the maps and documentation in the existing plan.
- Identify trail connection gaps and critical connections that are unclear.
- Review gaps and critical connections with Park Staff.
- Seek input on what gaps and connections the staff would like to further research.
- Study identified trail gaps and identify potential routes.
- Review potential routes with park staff and seek their input.
- Park staff to share possible routes with Park Commission.
- Revise maps indicating potential trail gap routes
- We will also look at the study and list all the identified future trail connectors and recommend connection priorities.
- Review bike lanes with the Ingham County Road Commission.
- Update map and trail document, “Ingham County Trails and Parks Comprehensive Report” to reflect yearly changes.

Fee: Our anticipated fee for this task is based on an expected amount of 24 hours of effort per year. This equates to \$3,360.

Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

Fee Schedule

Our proposed fee to complete these services can be found **above** and on the **attached spreadsheet**. When we add up the anticipated task efforts for Year 1, the total estimated hourly fee is in the amount of **\$95,206**.

We find it difficult to determine a not-to-exceed lump sum number without knowing the actual amount of projects, or number of applications, or required time to monitor the construction of the projects. We are aware of the County’s desire to set a pre-determined dollar amount for the budgeting of this work. If that is the desire, we believe it might be best for the County to set an upper limit dollar amount per year. If, or when, we approach that number, we would let the park staff know that we are within say 15% of the upper

November 2, 2016

Page 7 of 7

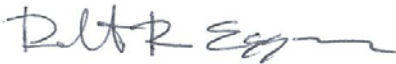
limit. At that time the County could determine to either limit additional work or utilize additional dollars.

It is also our understanding that the Ingham County Park Staff will be responsible for communication with the Park Commission and Board of Commissioners, however if our attendance is required at one of these meetings, our fee for this will be in addition to the amount above, at a rate of **\$350 per meeting**

Once we have done this work for a year or two, I think both parties will have a better understanding of what work is involved and the level of assistance needed.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Robert R. Eggers, AICP
Senior Planner / Principal



Tanya M. Moore, PLA, ASLA
Landscape Architect/Planner

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

Cc: SGI File
ALE, Acctg.

Items in RFP	YEAR 1		YEAR 1		YEAR 2		YEAR 2	
	Estimated Hours	Rate/Hour	Total Not-to Exceed	Rate/Hour	Estimated Hours	Rate/Hour	Total Not-to Exceed	
1. Receive & Review applications		BY STAFF				BY STAFF		
2. Score applications		BY STAFF				BY STAFF		
3. Ensure applications are complete and correct		BY STAFF				BY STAFF		
4. Validate cost estimates are accurate	68 *	\$140.00	\$9,520.00		68 *	\$141.40	\$9,615.20	
5. Provide recommendation on project viability	17 *	\$123.22	\$2,074.00		17 *	\$123.22	\$2,094.74	
6. Evaluate applications & provide funding recommendations		BY STAFF				BY STAFF		
7. Provide limited assistance to communities completing application		BY STAFF				BY STAFF		
8. Work w/ staff & improve mapping, produce GIS doc & printable copies for 4 parks		BY STAFF				BY STAFF		
9. Follow up on awarded projects & monitor ongoing projects through fall 2016 completion	340 *	\$140.00	\$47,600.00		400 *	\$141.40	\$56,560.00	
10. Project audit post completion	68 *	\$140.00	\$9,520.00		80 *	\$141.40	\$11,312.00	
11. Provide assistance with the improvement of application and review process		BY STAFF				BY STAFF		
12. Administrative		BY STAFF				BY STAFF		
13. Bridge engineering & expertise	92 **	\$111.00	\$10,212.00		60 **	\$112.11	\$6,726.60	
14. Engineering field studies		BY STAFF				BY STAFF		
15. Provided finished program	40	\$140.00	\$5,600.00		30	\$141.40	\$4,242.00	
16. Professional services design, writes grant applications, and provides data for RFP's	60 (2 grant app.)	\$122.00	\$7,320.00		30 (1 grant app.)	\$123.22	\$3,696.60	
17. Meeting Coordination and delivery		BY STAFF				BY STAFF		
18. Provides updates & improvements to Comprehensive report	24	\$140.00	\$3,360.00		24	\$141.40	\$3,393.60	
19. Track and provide detailed reporting		BY STAFF				BY STAFF		
20. Assist and guide development of spending plan through FY 2010		BY STAFF				BY STAFF		
OVERALL TOTALS:	1,354		\$95,206.00		1,364		\$97,640.74	



* Estimated cost is based on the 17 projects that were awarded in spring 2016.

** Estimated cost is based on 23 bridge projects.

NOTE: We anticipate an annual increase of 1% or the rate of inflation, whichever is greater.

**2017 PERSONNEL COST PROJECTION
ROAD DEPARTMENT DESIGN ENGINEER**

	Design Engineer MCF - Road Grade 7, step 1	Design Engineer MCF - Road Grade 7, top step (6)
WAGES	<u>\$75,046</u>	<u>\$96,989</u>
UNEMPLOYMENT	375	485
FICA	5,741	7,420
HEALTH	13,850	13,850
DENTAL	904	904
VISION	124	124
LIFE	132	132
RETIREMENT	6,049	7,817
CURRENT RETIREE HLTH	3,347	3,347
FUTURE RETIREE HLTH	3,377	4,365
WORKERS COMP	2,251	2,910
CARES	33	33
TOTAL	<u>\$111,229</u>	<u>\$138,376</u>

TO: Timothy Morgan, Director of Parks
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: September 26, 2016
RE: Memo of performance for RFP No. 132-16: Parks and Trails Professional Consulting Services

Per your request, the Purchasing Department sought proposals from experienced and qualified professional consultants for the purpose of providing services to and assisting the Ingham County Parks staff with the delivery of certain millage related items.

The RFP was advertised in the Lansing State Journal, City Pulse and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	42	8
Vendors responding	2	2

Vendors not submitting proposals

Lapham Associates, West Branch MI: We do not feel that, with our current workload and staffing level, we would be able to provide you with the timely services that you deserve.

Butler, Fairman & Seufert Inc., Indianapolis IN,: At this time, we do not believe our current workload would allow us to assign the staffing needed to perform the required services mentioned in the RFP. Also, we were not able to identify a local Ingham County consultant available to partner with BF&S. We believe this type of partnership would be important in creating a viable Team relative to the scope of work identified in this RFP.

DLZ, Lansing, MI: At this time, we cannot submit a proposal for your project

Mannik & Smith Group, Inc., Monroe, MI: Unfortunately at this time, due our workload and other project commitments, we are unable to submit for this project. We appreciate the opportunity to be included in your solicitation for services.

Prein & Newhof, P.E., Grand Rapids, MI: Unfortunately we will not be submitting a bid, but we would like to remain on your submittal list.

Vendors Responding

Spicer Group, a local vendor, 110 W. Michigan Ave., Suite 725, Lansing MI 48933

Landscape Architect & Planners, Inc., One Oakland Center, 809 Center St., Suite 1, Lansing MI 48906

Estimate of Costs:

SPICER GROUP YEAR 1 LOW	SPICER GROUP YEAR 1 HIGH	SPICER GROUP YEAR 1 AVG L/H	LAP YEAR 1 AVERAGE	SPICER GROUP YEAR 2 LOW	SPICER GROUP YEAR 2 HIGH	SPICER GROUP YEAR 2 AVG L/H	LAP YEAR 2 AVERAGE
\$107,656.00	\$113,780.00	\$110,718.00	\$ 88,000.00	\$125,518.00	\$131,840.00	\$128,679.00	\$ 88,000.00
HOURS LOW 807	HOURS HIGH 853	HOURS AVG 830	HOURS 1,000	HOURS LOW 911	HOURS HIGH 957	HOURS AVG 934	HOURS 1,000

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

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of November 14, 2016

RESOLUTION # -16

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES TO AND ASSIST THE INGHAM COUNTY PARKS STAFF WITH THE DELIVERY OF CERTAIN MILLAGE RELATED ITEMS

WHEREAS, Board of Commissioner Resolution 16-103 directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage; and

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of certain millage related items; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommend the Ingham County Board of Commissioners authorizes awarding a contract to Spicer Group, Inc., for a first-year cost of \$95,206.00 and a second-year cost of \$97,640.74 for a total not to exceed \$192,846.74 from the Trails and Parks Millage to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, the term of the contract is two years from the date of execution.

BE IT FURTHER RESOLVED, the Ingham County Parks Commission recommend the Board of Commissioners also authorizes Spicer Group's attendance at Park Commission or Board of Commissioners meeting(s), if required, at a cost of \$350.00 per meeting, in a total not to exceed three meetings per year for a total cost of \$1,050 a year.

BE IT FURTHER RESOLVED, the Ingham County Parks Commission recommends the Board of Commissioners approves an option to renew the contract for an additional two year period provided the annual cost increases should not exceed the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater, during the term of the Agreement.

Move

To approve the attached design for permanent signage for millage projects.

INGHAM COUNTY TRAILS

A trails and park millage funded project



CONNECTING COMMUNITIES

Move

To approve the attached Five Year Master Plan Objectives and Action Program as submitted with assignment of goals and objectives to each action item to be worked on by the Executive Committee for the draft.



Goals & Objectives

Overview

The information obtained from the online survey and other forms of feedback from park staff, users, area residents and Commission laid the foundation for the goals and objectives of this Master Plan. The ICPD and the Ingham County Parks Commission will use these goals and objectives as decision-making guidelines during the next five years.

Goal 1: Maintain and improve existing park land, facilities and features.

Objective 1a: Repurpose existing rental house at Lake Lansing South by December 31, 2018.

Objective 1b: Complete construction of an accessible restroom/concession building at Lake Lansing South by December 31, 2019.

Goal 2: Ensure Ingham County Parks remain safe, clean, and available to all area residents.

Objective 2a: Continue to contract with the Sheriff Department to provide patrols at Ingham County Parks.

Objective 2b: Parks will remain available to all area residents through the hardship “free” parking pass program.

Goal 3: Work to improve park accessibility for visitors of all ages and abilities.

Objective 3a: Complete construction of ADA accessible parking spaces as specified by ADA guidelines within Burchfield and Lake Lansing north and south by December 31, 2019.

Objective 3b: Completion construction of ADA accessible trails within Burchfield and Lake Lansing north by December 31, 2021.

Goal 4: Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

Objective 4a: Multiple existing trails and bridges (as identified in the Trails & Parks Comprehensive Report) will be considered for repair or rehabilitation by December 31, 2021.

Objective 4b: Multiple new trails, blueways and special projects (as identified in the Trails & Parks Comprehensive Report) will be considered for funding by December 31, 2021.

Goal 5: Provide diverse activities and public events that serve to attract area residents to park facilities year-round.

Objective 5a: Add a small dog area and a dock with steps to the lake within Soldan No-leash dog facility at Hawk Island Park by December 31, 2018.

Objective 5b: Repurpose the toboggan run at Burchfield Park (to, e.g., a zip line and/or downhill snow sports area) by December 31, 2021.

Goal 6: Increase resident awareness of parks, park activities, accomplishments, and opportunities.

Objective 6a: Increase annual visitation to the parks by 1% each year.

Objective 6b: Continue to provide frequent and consistent opportunities for public input on park-related decision-making.

Goal 7: Enhance educational opportunities within Ingham County Parks.



Objective 7a: Identify and operationalize at least two new education-oriented partnerships by December 31, 2021.

Objective 7b: Renovating the fishing dock and boat rental docks, and add an accessible kayak launch that allows for educational programs to be hosted from (i.e. Bill Earl Fishing Program), at Hawk Island Park by December 31, 2021.

Goal 8: Consider more sustainable park management practices.

Objective 8a: Improve financial information accuracy and timeliness by implementing new Revenue Management System technology by December 31, 2018.

Objective 8b: Pursue park management practices that are environmentally friendly and sustainable whenever possible.



Action Program 2017-2021 Master Plan

Overview

The action program details the direction that Ingham County Parks wishes to take over the next five years, from January 1, 2017 through December 31, 2021 and beyond, and is established to maintain and improve the quality and diversity of its park and recreation opportunities.

This Action Program is divided into several parts. The first shows capital improvement projects. These are divided into two charts on the same page, the first chart showing improvements that have been approved for 2017 from millage and general fund and the second showing approved vehicles and equipment. The next three charts reflect the Park Projects Action Program and have been identified as needed and desired for 2018-2019 (items identified as "A") and for the period of 2020-2021 (items identified as "B"). There is also a section (items identified as "C") that lists capital improvement projects and equipment that falls 2022 and beyond. The next page of the Action Program section is devoted to Vehicle and Equipment Replacement Program and have been identified as needed and desired for 2018-2019 (items identified as "A") and for the period of 2020-2021 (items identified as "B"). There is also a section (items identified as "C") that lists capital improvement projects and equipment that falls 2022 and beyond. The last part of the Action Program is the Major Capital Project Plan Outline. This shows by priority each year of the plan a Major Capital Project timeline that is planned.

It is important to note that the projects and equipment lists below may not be exhaustive; this is a snapshot in time for what today's needs are. The project list reflects the results of the input received from Ingham County Park staff, Park Commissioners, the open house, and the online survey and is the best reflection of needs at the time this plan was written. Future circumstances, especially availability of funding, may influence the order in which the projects are completed. Other projects may arise that were not able to be anticipated when the plan was written. This action portion of the Master Plan is intended to be reviewed annually by the staff and Park Commission and updated as needed as part of the normal budget process.

**Ingham County Parks
2017 Approved Capital Improvement Projects**

PARK	IMPROVEMENT	BUDGETED AMOUNT	NEW or REPLACE	RELATES TO GOAL	FUNDING SOURCE
All Parks	Tables/Grills	\$10,000	Replace		Trail/Park Millage
All Parks	Volleyball/beach Sand	\$6,500	Replace		Trail/Park Millage
BUR	Stone Chip Road	\$10,000	Replace		Trail/Park Millage
BUR	Trail Signage/Wayfinding	10,000	New		Trail/Park Millage
HAWK	Parking Lot Repairs	\$50,000	Replace		Trail/Park Millage
HAWK	Pump House Building - Tubing Hill	\$25,000	Replace		Trail/Park Millage
HAWK	Restroom Refurbishment	\$15,000	Replace		Trail/Park Millage
LL	Boat Launch Wash Station	\$5,000	New		General
LL	Carousel Building Roof	\$20,000	Replace		Trail/Park Millage
LL / BUR	Gravel/Millings	\$30,000	Replace		Trail/Park Millage

Figure ____

**Ingham County Parks
2017 Approved Vehicle/Equipment**

PARK	IMPROVEMENT	BUDGETED AMOUNT	NEW or REPLACE	FUNDING SOURCE
All Parks	Pedal Boats	\$8,000	Replace	General
Hawk / BUR	Golf Carts	\$13,500	Replace	CIP
BUR	Service Boat & Trailer	\$16,000	New	Trail/Park Millage
LL	Dump Truck	\$40,000	Replace	CIP
LL / BUR	Blower	\$8,000	New	CIP
Office	Office Furniture	\$1,000	Replace	CIP

INGHAM COUNTY PARKS ACTION PROGRAM 2017-2021 & BEYOND

Fiscal Years 2018-2019

PARK	IMPROVEMENT	PROJECTED COST	NEW OR REPLACE	PRIORITY	POTENTIAL FUNDING SOURCE
LLS	Accessible Walkway Bandshell to Entrance	\$15,000	New	A	CIP
LLS	Beach Retaining Wall Repairs	\$5,000	Replace	A	CIP
HAWK	Boardwalk /Boat Rental Replacement & Accessible Kayak Launch Professional Services	\$4,000	New	A	Trail/Park Millage MNRTF/LWCF Grant
HAWK	Boardwalk /Boat Rental Replacement & Repair & Accessible Kayak Launch	TBD	Replace/New	A	Trail/Park Millage MNRTF Grant
BUR	Canoes & Kayaks	\$15,000	Replace	A	CIP
LLS	Concession and Restroom Building Professional Services	\$4,000	New	2017	Trail/Park Millage
LLS	Construct Concession and Restroom Building	TBD	New	A	Trail/Park Millage MNRTF Grant
LLS	Decorative Barrier Fencing	TBD	New	A	Trail/Park Millage MNRTF Grant
HAWK	Dog Park Sidewalk	\$15,000	New	A	Trail/Park Millage
All Parks	Grills & Tables	\$15,000	Replace	A	CIP
LLS	Lakeview Shelter Roof	\$5,000	Replace	A	CIP
LLS	Maintenance Building Roof	\$15,000	Replace	A	CIP
LL/BUR	Pave ADA Parking Spaces	TBD	New	A	Passport Grant
LL/BUR	Pave ADA Parking Spaces Professional Services	\$4,000	New	2017	Trail/Park Millage
All Parks	Pedal boats	\$18,000	Replace	A	CIP
HAWK	Restroom Stall Dividers	\$20,000	Replace	A	CIP/Trail/Park Millage
All Parks	Revenue Management System	\$150,000	New	A	CIP/Trail/Park Millage/Fund Balance
HAWK	Small Dog Area with Beach Dock/Steps & Water Feature	\$30,000	New	A	Trail/Park Millage/CIP Operating

Subtotal \$315,000

INGHAM COUNTY PARKS ACTION PROGRAM 2017-2021 & BEYOND

Fiscal Years 2020-2021

PARK	IMPROVEMENT	PROJECTED COST	NEW OR REPLACE	PRIORITY	POTENTIAL FUNDING SOURCE
LLN	Accessible Loop Trail (Blue Trail) & Dog Park & Boardwalks	TBD	New	B	Trail/Park Millage MNRTF Grant
LLN	Accessible Loop Trail (Blue Trail) & Dog Park & Boardwalks Professional Services	\$4,000	New	B	Trail/Park Millage / MNRTF/LWCF Grant
LLS	Accessible Pedal Boat & Fishing Dock Professional Services	\$4,000	Replace / New	B	Trail/Park Millage / MNRTF/LWCF Grant
LLS	Beach House Wall Dividers & Counter Tops	\$25,000	Replace	B	CIP
HAWK	Beach Irrigation	\$10,000	New	B	CIP
BUR	Beach Playground	\$90,000	Replace	B	Trail/Park Millage / MNRTF / Passport Grant
HAWK	Bridges: to Island and in Dog Park	\$40,000	New	B	Trail/Park Millage/CIP Operating
HAWK	Construct Cabanas (2)	\$30,000	New	B	Trail/Park Millage / CIP
LLS	Convert Overflow Parking to Gravel	\$50,000	New	B	Trail/Park Millage MNRTF Grant
LLS	Drainage	\$25,000	New	B	CIP
All Parks	Drinking Fountains	\$15,000	Replace	B	CIP
LLS	Gatehouse Roof	\$1,000	Replace	B	CIP
HAWK	Kayaks	\$4,000	New	B	CIP
HAWK	Kestrel Roof	\$5,000	Replace	B	CIP/Trail/Park Millage
LLS	Lakefront Boardwalk/Gazebo	TBD	New	B	Trail/Park Millage / MNRTF Grant/CIP
ALL PARKS	MDOT Road Signage	\$6,000	New	B	Trail/Park Millage / Wayfinding
LLN	Oak Knoll Shelter Roof	\$5,000	Replace	B	CIP
HAWK	Path-Concessions to Trail	\$10,000	New	B	Trail/Park Millage
HAWK	Pathway Sealcoat	\$15,000	Replace	B	Trail/Park Millage
BUR	Pave/Chip Seal Roadway	TBD	New	B	Trail/Park Millage MNRTF Grant
HAWK	Peregrine Roof	\$10,000	Replace	B	CIP/Trail/Park Millage
BUR	Repurpose Toboggan Run with Zipline	TBD	Replace	B	Trail/Park Millage MNRTF Grant
BUR	Repurpose Toboggan Run with Zipline Professional Services	\$4,000	Replace	B	Trail/Park Millage
HAWK	River Overlook Dock	\$5,000	New	B	Trail/Park Millage/Hi Operating
BUR/LLN	Road Gravel	\$10,000	Replace	B	CIP
LLN	Snell Restroom Roof	\$6,000	Replace	B	CIP
BUR/Hawk	Snow Tubes	\$10,000	Replace	B	CIP
HAWK	Splash Pad – Pump, Filter & Features	\$25,000	Replace	B	Trail/Park Millage
BUR	Winter Sport Building Roof	\$20,000	Replace	B	CIP

Subtotal \$429,000

INGHAM COUNTY PARKS ACTION PROGRAM 2017-2021 & BEYOND

Fiscal Years 2022-2023

PARK	IMPROVEMENT	PROJECTED COST	NEW OR REPLACE	PRIORITY	POTENTIAL FUNDING SOURCE
BUR	Accessible Loop Trail Professional Services	\$4,000	New	C	Trail/Park Millage MNRTF Grant
BUR	Accessible Loop Trails	TBD	New	C	Trail/Park Millage MNRTF Grant
All Parks	ADA Beach / Swim Chairs (3)	\$6,000	New	C	CIP
BUR	ADA Dock Canoe/Kayak Launch/Walkway/Bathhouse & Restrooms Professional Services	\$4,000	New	C	Trail/Park Millage / MNRTF/LWCF Grant
BUR	ADA Dock Canoe/Kayak Launch/Walkway/Bathhouse & Restrooms	TBD	New	C	Trail/Park Millage MNRTF Grant
BUR	Canoes & Kayaks	\$15,000	Replace	C	CIP
BUR	Construct Ski Rental Building	TBD	New	C	Trail/Park Millage MNRTF Grant
BUR	Construct Ski Rental Building Professional Services	\$4,000	New	C	Trail/Park Millage MNRTF Grant
LLS	Demolish Rental House	\$15,000	Removal	C ?	CIP
All Parks	Drinking Fountains	\$10,000	Replace	C	CIP
All Parks	Grills & Tables	\$15,000	Replace	C	CIP
All Parks	Grills & Tables	\$15,000	Replace	C	CIP
LLS	Lakefront Boardwalk/Gazebo Professional Services	\$4,000	New	C	Trail/Park Millage
All Parks	Pedal boats	\$18,000	Replace	C	CIP
BUR	Pine Knoll Roof	\$5,000	Replace	C	CIP
HAWK	Rowboats	\$3,000	Replace	C	CIP
BUR	South Ridge Shelter Roof	\$5,000	Replace	C	CIP

Subtotal \$123,000

Grand Total \$867,000 + TBD's

Ingham County Parks Equipment Replacement Schedule

Fiscal Years 2018/2019 CIP Requests

PARK	EQUIPMENT	PROJECTED COST	NEW OR REPLACE	PRIORITY	POTENTIAL FUNDING SOURCE
BUR	Exmark #696 Mower	\$16,000	Replace	A	Equipment Fund
BUR	Golf Cart	\$6,500	New	A	Equipment Fund
BUR	Snowmobile	\$10,000	Replace	A	Equipment Fund
BUR	Canoe Van	\$32,000	Replace	A	Equipment Fund
BUR	Canoe Trailer	\$4,000	Replace	A	Equipment Fund
HAWK	SUV	\$25,000	Replace	A	Equipment Fund
HAWK	Exmark Mower	\$16,000	Replace	A	Equipment Fund
HAWK	JD 4720 w/ bucket Tractor	\$50,000	Replace	A	Equipment Fund
HAWK	Sign machine	\$7,000	Replace	A	Equipment Fund
LL	Small Pickup	\$25,000	New	A	Equipment Fund
LL	Dodge Pick Up #676	\$30,000	Replace	A	Equipment Fund
		\$221,500			

Fiscal Years 2020/2021 CIP Requests

HAWK	Dump Truck - Replace w/pick up	\$45,000	Replace	B	Equipment Fund
HAWK	Exmark #798 Mower	\$16,000	Replace	B	Equipment Fund
BUR	GMC Pick Up #670	\$30,000	Replace	B	Equipment Fund
HAWK	GMC Pick Up #776	\$30,000	Replace	B	Equipment Fund
HAWK	Mechanic Truck	\$35,000	Replace	B	Equipment Fund
HAWK	Snow Brush	\$4,000	Replace	B	Equipment Fund
HAWK	Snow Thrower	\$4,000	Replace	B	Equipment Fund
HAWK/LL	Golf Cart - Maintenance	\$16,000	New	B	Equipment Fund
LL	Skag #598 Mower	\$16,000	Replace	B	Equipment Fund
		\$196,000			

Fiscal Years 2022/2023 CIP Requests

BUR	GMC Pick UP Mechanic #673	\$30,000	Replace	C	Equipment Fund
BUR	JD 4310 #693 Tractor	\$40,000	Replace	C	Equipment Fund
BUR	Skag #799 Mower	\$15,000	Replace	C	Equipment Fund
ALL PARKS	Skid Steer & Attachment	\$85,000	New	C	Equipment Fund
ALL PARKS	Backhoe	\$110,000	New	C	Equipment Fund
HAWK	Golf Cart (2)	\$18,000	Replace	C	Equipment Fund
HAWK	JD3320 w/broom Tractor	\$40,000	Replace	C	Equipment Fund
HAWK	Pick up 773	\$24,000	Replace	C	Equipment Fund
HAWK	Portable Power Washer	\$6,200	Replace	C	Equipment Fund
HAWK	York Rake	\$1,800	Replace	C	Equipment Fund
LL	Exmark #595 Mower	\$16,000	Replace	C	Equipment Fund
LL	GMC Pick Up #571 (Dump)	\$45,000	Replace	C	Equipment Fund
LL	GMC Pick UP #572	\$30,000	Replace	C	Equipment Fund
LL	JD 4720 #590 Tractor	\$50,000	Replace	C	Equipment Fund
LL	John Deere Gator #K2	\$18,000	Replace	C	Equipment Fund
		\$529,000			

Grand Total \$946,500

Ingham County Parks - Major Capital Project Plan Outline

Priority	Major Capital Project	Project Timeline	Professional Services *	Request Match	Grant Application	Construct
1	Pave ADA spaces for all facilities with gravel lots (Burchfield/Lake Lansing Park North) - New	2017-2018	2017	2017 CIP Funds	2017	2018
2	Concession & Restroom building replacement and site amenities at Lake Lansing South	2017-2019	2017	2018 Budget Req	2018	2019
3	Boardwalk/Fishing Pier/Boat Rental Replacement and Kayak ADA at Hawk-New/Replace	2018-2021	2018	2019 Budget Req	2019	2020
4	Accessible Pedal Boat Dock & Fishing Pier at Lake Lansing South-Replace	2019-2021	2019	2020 Budget Req	2020	2021
5	Accessible trails at Lake Lansing North, Boardwalk, No-leash Dog- New/Replace	2020-2022	2020	2021 Budget Req	2021	2022
6	Repurpose Toboggan Run with Zip line-New	2021-2023	2021	2022 Budget Req	2022	2023
7	Accessible ADA Kayak Canoe Launch/ADA Paths to Restroom, Beach and Canoe/Kayak rentals and parking lots at Burchfield Park - New	2022 Beyond				
8	Accessible trails at Burchfield-New	2022 Beyond				
8	Boardwalk with Gazebo-New	2022 Beyond				
10	Ski rental Building-New	2022 Beyond				

* Professional Services = Develop project cost plan & write grant application.

as of 11/1/2016

From: David Wiles
Sent: Monday, October 24, 2016 9:36 PM
To: Gehl, Jeff
Subject: thanks again

Jeff,

On behalf of Troop 141, I'd like to extend my appreciation for once again allowing us to use the Burchfield park facilities for our fall camp out this past weekend. Your staff was courteous and professional as always.

- D. Wiles, outings coordinator

October 31, 2016
Ingham County Parks and Recreation
121 E. Maple St.
Suite 102
Mason, MI 48854

Dear Karen:

Thank you so much for participating in our 2016 Employee Health Fair. It received great reviews! So much so, workers who did not come over for the health fair are asking if we are doing this again. Pratt and Whitney Auto Air is putting on another health fair in fall of 2017, and would like to have you join us. Having your parks and recreation visuals and engagement with our workers was invaluable. Our park pass winners were very happy they won! We appreciate what you shared with us that day!

Hope this letter finds you well; we look forward to working with you again.

Best Regards,



Stacie Dubin
EHS/IH Intern
Pratt and Whitney
AutoAir