

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 Monday, November 7, 2016.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
4:30pm
Monday, November 7, 2016
Human Services Building, 5303 S. Cedar
Entrance #3, Conference Room B
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

**NOTE
CHANGE IN
LOCATION &
MEETING
DATE/TIME**

1. Call to Order
2. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. [October Financial Report](#)
 - B. [Scoring Form](#) for Millage Applications and Timeline for the Trails and Parks Millage Applications
 - C. [Permanent Signage](#) for Millage Projects
 - D. [175 Meridian Anniversary Ad](#)
 - E. [Master Plan Objectives](#)
 - F. [Master Plan Action Items](#)
 - G. [Top 10 Master Plan Take Aways](#) from Spicer Group
5. ACTION ITEMS
 - A. [Resolution](#) to Enter into an Agreement with Spicer Group, Inc. for the Trails & Parks Millage Consultant
6. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
7. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233. ¹

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

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**



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

INGHAM COUNTY TRAILS

A trails and park millage funded project



CONNECTING COMMUNITIES

Picnic . Canoe . Sand Volleyball . Mountain Bike

Beach . Sled . Horseshoes . Cross Country Ski . Splash Pad . Walk

Snow Tube . Swim . Nature Hikes . Playgrounds . Pedal Boat . Walk

Your Ingham County Parks

From the earliest days of our Meridian Township history what is now Lake Lansing Park South has been a place to bring families and communities together.

Ensure that the rich history of our community lives on by sharing your stories of the park and the park history with your children and grand children.



*Meridian Township
 Congratulations on 175 Years
 We Love Being Part of the History!*

inghamcountyparks.org
 517-676-2233



Your Ingham County Parks

Bunker Rd. Canoe Landing
 11000 Bunker Hwy, Eaton Rapids

Burchfield County Park
 881 Grovenburg Rd, Holt

Hawk Island County Park
 1601 E. Cavanaugh Rd, Lansing

Lake Lansing Boat Launch
 6271 E. Lake Dr, Haslett

Lake Lansing Park North
 6260 E. Lake Dr, Haslett

Lake Lansing Park South
 1621 Pike St, Haslett

McNamara Landing
 At Columbia Rd & Waverly Rd, Mason

Kayak . Disc Golf . Concerts . Fishing . Boat Launch . Run



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: By December 31, 2019 existing facilities will be improved by the completion of accessible restroom/concession building at Lake Lansing parks as measured by staff and user surveys.

Objective 1a: By December 31, 2018 expand parkland by repurposing existing rental house property at Lake Lansing Park south as measured by potential new uses.



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

Objective 2a: During the duration of this Recreation Plan the parks will remain safe by continuing to contract with the Sheriff Department to provide patrols at Ingham County Parks, as measured by the decrease in undesirable activities from sheriff's department reports.

Objective 2b: During the duration of this Recreation Plan the parks will encourage all residents to utilize the parks through advertising, web site, social media and continuing to offer the hardship "free" parking pass, as measured by an increase in annual visitation to the parks by 1% each year.

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

Objective 3a: By December 31, 2021 park accessibility will be improved by the completion of ADA accessible trails within Burchfield and Lake Lansing parks as measured by staff and user surveys.

Objective 3b: By December 31, 2018 park accessibility will be improved by the completion of ADA accessible parking spaces within Burchfield and Lake Lansing parks as measured by staff and user surveys.

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: During the duration of this Recreation Plan identified existing trails & bridges from the Trails & Parks Comprehensive Report will be addressed as measured by a list of selected and completed projects from the Trails & Parks Program Applications.

Objective 4a: During the duration of this Recreation Plan identified trails, blueways and special projects from the Trails & Parks Comprehensive Report will be addressed as measured by a list of selected and completed projects from the Trails & Parks Program Applications.

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

Objective 5a: By December 31, 2021 existing facilities will be improved by the repurposing the existing toboggan run at Burchfield Park as measured by potential new uses such as zip line downhill snow sports.

Objective 5b: By December 31, 2018 existing facilities will be improved by the adding small dog area and dock with steps on lake within existing Soldan No-leash dog facility at Hawk Island Park as measured by staff and user surveys.



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

Objective 6a: During the duration of this Recreation Plan there will be an increased awareness of parks, activities and accomplishments by utilizing advertising, press releases, web site, social media as measured by an increase in annual visitation to the parks by 1% each year.

Objective 6b: Provide frequent and consistent outlets for the public to provide input on park-related decision-making by asking for input at Park Commission meetings, surveys, responding to phone and e-mail inquiries as measured by constructive responses.

Goal 7: Enhance educational opportunities within Ingham County Parks.

Objective 7a: During the duration of this Recreation Plan we will expand educational opportunities within the present parklands by pursuing partnerships with community organizations as measured by at least two new successful partnership ventures.

Objective 7b: By December 31, 2021 existing facilities will be improved by renovating the fishing dock next to and including the boat rental docks and adding an accessible Kayak launch at Hawk Island Park as measured by staff and user surveys.

Goal 8: Consider more sustainable park management practices.

Objective 8a: By December 31, 2018 our financial information accuracy and timeliness will improve by implementing and utilizing a new Revenue Management System technology as measured by staff and park commission surveys.

Objective 8b: During the duration of this Recreation Plan we will consider cost and benefits of environmentally conscious alternatives in improving existing, and developing new park facilities and features. Annually, we will measure this by pursuing 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 (Page 16). 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”, page 17) and for the period of 2020-2021 (items identified as “B”, page 18). There is also a section (items identified as “C”, page 19) 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 (page 20) 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 (page 21). 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: [Eggers, Rob R.](#)
To: [Morgan, Timothy](#)
Cc: [Wallace, Nicole](#); [Fraser, Karen](#)
Subject: Survey says....
Date: Wednesday, November 02, 2016 10:43:43 AM

Tim,

We again reviewed the Community input Survey and have identified the top ten key takeaways, (at least from our point of view):

1. People in the Ingham County area are most familiar with Hawk Island Park.
2. People in the area are least familiar with Burchfield Park.
3. The Ingham County Parks are clean and well maintained.
4. The Ingham County Parks are safe.
5. The availability of County Parks improves the overall quality of life in Ingham County.
6. Four common things that should be added to the parks:
 - a. Zip line
 - b. Trails
 - c. Restrooms
 - d. Paddling opportunities on the Red Cedar and Grand Rivers
7. Maintaining and improving existing park facilities is very important to people in Ingham County.
8. The most important accessibility needs are paved trails, accessible restrooms, and accessible waterfront access.
9. All age groups learn rely most on word of mouth to learn about what is happening at the parks.
10. The existing admission and parking fee structure is a concern.

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

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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.

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.

November 2, 2016

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- 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.

November 2, 2016

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- 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:

November 2, 2016

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- 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

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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

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Cc: SGI File
ALE, Acctg.

Items in RFP	YEAR 1		YEAR 1		YEAR 1		YEAR 2		YEAR 2	
	Estimated Hours	Rate/Hour	BY STAFF	Total Not-to Exceed	Estimated Hours	Rate/Hour	BY STAFF	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 *	\$122.00		\$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.

