

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, October 17, 2016

Monday, October 17, 2016

5:00pm

PARKS & RECREATION COMMISSION JOINT MEETING OF THE PLANNING AND COMMUNITY OUTREACH COMMITTEE & THE BUDGET AND PERSONNEL COMMITTEE

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

**NOTE
CHANGE IN
LOCATION &
MEETING TIME**

1. Call to Order
2. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. [Scope of Services](#) for the Parks and Trails Professional Consulting Services
 - B. Ambassador Program
-Edits for the [Memorandum of Understanding](#) with The Friends of the Lansing Regional Trails for the Ambassador Program
 - C. [Grand River Water Trails](#) Planning and Partnership Letter of Support
 - D. [Lake Lansing Rental House](#) Discussion
5. [Review Park Commission Agenda](#)
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.

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

Items in RFP	YEAR 1		YEAR 1		YEAR 2		YEAR 2	
	Estimated Hours	Rate/Hour	Total Not-to Exceed	Estimated Hours	Rate/Hour	Total Not-to Exceed	Estimated Hours	Rate/Hour
1. Receive & Review applications	8 to 16 hrs per application	\$122.00	\$976.00 - \$1,952.00 per application	8 to 16 hrs per application	\$126.00	\$1,008.00 - \$2,016.00 per application	8 to 16 hrs per application	\$126.00
2. Score applications	2	\$122.00	\$244.00 - \$244.00 per application	2	\$126.00	\$252.00 - \$252.00 per application	2	\$126.00
3. Ensure applications are complete and correct	1 hrs per application	\$78.00	\$78.00 - \$78.00 per application	1	\$80.00	\$80.00 - \$80.00 per application	1	\$80.00
4. Validate cost estimates are accurate	4 hrs per application	\$140.00	\$560.00 - \$560.00 per application	4	\$144.00	\$576.00 - \$576.00 per application	4	\$144.00
5. Provide recommendation on project viability	1 hrs per application	\$122.00	\$122.00 - \$122.00 per application	1	\$126.00	\$126.00 - \$126.00 per application	1	\$126.00
6. Evaluate applications & provide funding recommendations	8	\$155.00	\$1,240.00 - \$1,240.00	8	\$160.00	\$1,280.00 - \$1,280.00	8	\$160.00
7. Provide limited assistance to communities completing application	1 hrs per application	\$140.00	\$140.00 - \$140.00 per application	1	\$144.00	\$144.00 - \$144.00 per application	1	\$144.00
8. Work w/ staff & improve mapping, produce GIS doc & printable copies for 4 parks	48	\$122.00	\$5,856.00 - \$5,856.00	48	\$126.00	\$6,048.00 - \$6,048.00	48	\$126.00
9. Follow up on awarded projects & monitor ongoing projects through fall 2016 completion	340 *	\$140.00	\$47,600.00 - \$47,600.00	400 **	\$144.00	\$57,600.00 - \$57,600.00	400 **	\$144.00
10. Project audit post completion	68 *	\$140.00	\$9,520.00 - \$9,520.00	80 **	\$144.00	\$11,520.00 - \$11,520.00	80 **	\$144.00
11. Provide assistance with the improvement of application and review process	8 to 10	\$180.00	\$1,440.00 - \$1,800.00	8 to 10	\$185.00	\$1,480.00 - \$1,850.00	8 to 10	\$185.00
12. Administrative	20 hrs per application	\$78.00	\$1,560.00 - \$1,560.00 per application	20	\$80.00	\$1,600.00 - \$1,600.00 per application	20	\$80.00
13. Bridge engineering & expertise	92 **	\$111.00	\$10,212.00 - \$10,212.00	100 #	\$114.00	\$11,400.00 - \$11,400.00	100 #	\$114.00
14. Engineering field studies	136 *	\$140.00	\$19,040.00 - \$19,040.00	160 **	\$144.00	\$23,040.00 - \$23,040.00	160 **	\$144.00
15. Provided finished program	8 to 16	\$122.00	\$976.00 - \$1,952.00	8 to 16	\$126.00	\$1,008.00 - \$2,016.00	8 to 16	\$126.00
16. Professional services design, writes grant applications, and provides data for RFP's	30 ***	\$122.00	\$3,660.00 - \$3,660.00 per grant	30 ***	\$126.00	\$3,780.00 - \$3,780.00 per grant	30 ***	\$126.00
17. Meeting Coordination and delivery	8 to 12	\$155.00	\$1,240.00 - \$1,860.00	8 to 12	\$160.00	\$1,280.00 - \$1,920.00	8 to 12	\$160.00
18. Provides updates & improvements to Comprehensive report	8 to 16	\$122.00	\$976.00 - \$1,952.00	8 to 16	\$126.00	\$1,008.00 - \$2,016.00	8 to 16	\$126.00
19. Track and provide detailed reporting	8 to 16	\$122.00	\$976.00 - \$1,952.00	8 to 16	\$126.00	\$1,008.00 - \$2,016.00	8 to 16	\$126.00
20. Assist and guide development of spending plan through FY 2010	8 to 16	\$155.00	\$1,240.00 - \$2,480.00	8 to 16	\$160.00	\$1,280.00 - \$2,560.00	8 to 16	\$160.00
OVERALL TOTALS:								

* Price is estimated on the 17 projects that were awarded in spring 2016.
 ** Price is estimated on 11 bridge projects for spring 2016 & an estimated additional 12 for fall 2016.
 *** Price is for writing one grant application. Price for design services and providing data for RFP's would be billed hourly at the rate provided, but it is difficult to quantify how many hours without a scope of services.
 *# Price is estimated to have 20 projects in year 2.
 # Price is estimated to have 25 bridge projects in year 2.
 ▲ Total number of hours and not to exceed cost can be determined once we know the number of applications submitted to the County.



SPICER YR 1 - LOW	SPICER YEAR 1 - HIGH	AVG L/H	LAP YR 1	SPICER YR 2 - LOW	SPICER YEAR 2 - HIGH	AVG L/H	LAP YR 2
\$976.00	\$1,952.00	\$1,464.00	2,640.00	\$1,008.00	\$2,016.00	\$1,512.00	2,640.00
\$244.00	\$244.00	\$244.00	3,520.00	\$252.00	\$252.00	\$252.00	3,520.00
\$78.00	\$78.00	\$78.00	1,760.00	\$80.00	\$80.00	\$80.00	1,760.00
\$560.00	\$560.00	\$560.00	4,400.00	\$576.00	\$576.00	\$576.00	4,400.00
\$122.00	\$122.00	\$122.00	3,520.00	\$126.00	\$126.00	\$126.00	3,520.00
\$1,240.00	\$1,240.00	\$1,240.00	6,160.00	\$1,280.00	\$1,280.00	\$1,280.00	6,160.00
\$140.00	\$140.00	\$140.00	6,160.00	\$144.00	\$144.00	\$144.00	6,160.00
\$5,856.00	\$5,856.00	\$5,856.00	6,160.00	\$6,048.00	\$6,048.00	\$6,048.00	6,160.00
\$47,600.00	\$47,600.00	\$47,600.00	4,400.00	\$57,600.00	\$57,600.00	\$57,600.00	4,400.00
\$9,520.00	\$9,520.00	\$9,520.00	3,520.00	\$11,520.00	\$11,520.00	\$11,520.00	3,520.00
\$1,440.00	\$1,800.00	\$1,620.00	1,760.00	\$1,480.00	\$1,850.00	\$1,665.00	1,760.00
\$1,560.00	\$1,560.00	\$1,560.00	4,400.00	\$1,600.00	\$1,600.00	\$1,600.00	4,400.00
\$10,212.00	\$10,212.00	\$10,212.00	7,920.00	\$11,400.00	\$11,400.00	\$11,400.00	7,920.00
\$19,040.00	\$19,040.00	\$19,040.00	7,920.00	\$23,040.00	\$23,040.00	\$23,040.00	7,920.00
\$976.00	\$1,952.00	\$1,464.00	3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	3,520.00
\$3,660.00	\$3,660.00	\$3,660.00	5,280.00	\$3,780.00	\$3,780.00	\$3,780.00	5,280.00
\$1,240.00	\$1,860.00	\$1,550.00	4,400.00	\$1,280.00	\$1,920.00	\$1,600.00	4,400.00
\$976.00	\$1,952.00	\$1,464.00	3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	3,520.00
\$976.00	\$1,952.00	\$1,464.00	3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	3,520.00
\$1,240.00	\$2,480.00	\$1,860.00	3,520.00	\$1,280.00	\$2,560.00	\$1,920.00	3,520.00
\$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	HOURS HIGH	HOURS AVG	HOURS	HOURS LOW	HOURS HIGH	HOURS AVG	HOURS
807	853	830	1,000	911	957	934	1,000

HOURS CALCULATED - NOT IN PRINT AREA:						
Yr. 1 Low	Yr. 1 High	Yr. 1 Avg.	Yr. 2 Low	Yr. 2 High	Yr. 2 Avg.	
8	16	12	8	16	12	
2	2	2	2	2	2	
1	1	1	1	1	1	
4	4	4	4	4	4	
1	1	1	1	1	1	
8	8	8	8	8	8	
1	1	1	1	1	1	
48	48	48	48	48	48	
340	340	340	400	400	400	
68	68	68	80	80	80	
8	10	9	8	10	9	
20	20	20	20	20	20	
92	92	92	100	100	100	
136	136	136	160	160	160	
8	16	12	8	16	12	
30	30	30	30	30	30	
8	12	10	8	12	10	
8	16	12	8	16	12	
8	16	12	8	16	12	
8	16	12	8	16	12	
807	853	830	911	957	934	

County of Ingham

Request for Proposals (RFP) Packet #132-16



Parks and Trails Professional Consulting Services

**Sealed Proposals Due:
July 19, 2016 at 11:00 A.M.**

**Sealed Proposals shall be delivered to the:
Ingham County Purchasing Department
121 E. Maple St.
Mason, Michigan 48854**

Phone: (517) 676-7222

**County of Ingham Request for Proposals
Parks and Trails Professional Consulting Services
Packet #132-16**

Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

- The County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase or whatever term was previously authorized by the Board.

7.0 PRICES

Prices quoted must remain firm for the period covered by this contract, unless price escalation is herein specified. Prices quoted shall be inclusive of all costs involved with the services contained in this RFP.

8.0 SCOPE OF SERVICES

1. Receive and review applications with oversight from the Director for Ingham County's Trails applications for fall 2016 second round Ingham County Trails Parks Program Application from the millage program.
2. Score with oversight from the Director the applications for Ingham County Trails Parks Program Application.
3. Ensure applications are complete and correct for Ingham County Trails Parks Program Application with oversight from the Director.
4. Validate that cost estimates given in the application are accurate for each Ingham County Trails Parks Program Application before they are recommended for funding.
5. Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.
6. Evaluate applications for Ingham County Trails Parks Program Application and provide funding recommendations with oversight from the Director to the Parks Commission & Board of Commissioners.
7. Provide limited assistance to communities in completing Ingham County Trails Parks Program Application.
8. Work with staff and improve upon the Mapping of existing trails and planned trails within the Boundaries of the existing County Parks as needed, produce a GIS document and printable copies for each of the four County Parks; Burchfield, Hawk Island, Lake Lansing North and South.

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9. Follow up on awarded projects and monitors ongoing 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.
10. 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.
11. Provides assistance with the improvement on the whole Ingham County Trails Parks Program Application and review process with coordination of the Director and Park Commission.
12. Administrative (office/paperwork/secretarial) as needed. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.
13. Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.
14. Ability to conduct a variety of engineering field studies pertaining to PASER ratings, pavement thickness.
15. 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.
16. 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.
17. Coordinate a meeting between MDNR, MDOT, and Park staff to go over joint applied applications between government entities. Develop a boiler plate for annual delivery of such meeting.
18. 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

**County of Ingham Request for Proposals
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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.

19. Consultant will track and provide detailed reporting of time spent on all items spelled out in the RFP as to millage related activities for a template for a future job description for this work.
20. Assist with and help guide the Park Commission and Board of Commissioners through the development of a spending plan through fiscal 2020 millage dollars as well as consider legacy costs of new construction projects.

9.0 INVOICING

1. The Contractor shall invoice the Ingham County Parks Department, attention Tim Morgan, Parks Director, unless otherwise advised, upon satisfactory receipt of an itemized invoice detailing at a minimum services rendered, dates of services, hourly rates, invoice number, and remit to address.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of services.
3. The County shall notify the Contractor of any adjustments required to invoice.
4. Invoices shall only be issued by the Contractor who is awarded a contract.
5. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the agreement.

10.0 RESPONSE FORMAT

The items listed below shall be submitted with each proposal and shall be submitted in the order shown. Each section should be clearly labeled with pages numbered and separated by tabs. Include a title page and table of contents. Failure by a proposer to include all listed items may result in the rejection of its proposal.

Tab I – Transmittal Letter

Provide a transmittal letter indicating your firm's understanding of the requirements of this specific job proposal. The letter must be a brief formal letter (1-2 pages) that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the firm's organization to perform the work included in the proposal must sign the letter in ink.

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. Perform regular inspection of all built trail structures that are specific to the rivers and trails. This will be completed using a comprehensive checklist/worksheet to ensure that all structures are in good condition. Needed repairs will be made as soon as is reasonable; whenever they are discovered or reported by trail users or park personnel. FLRT and Ingham County Parks to coordinate when necessary on larger trail maintenance projects.~~
- ~~8.~~7. Encourage safe and courteous trail use, and provide signage about trail use ethics.
- ~~9.~~8. Promote awareness and access throughout the Ingham County Parks trail system through social media and other channels.
- ~~10.~~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.
- ~~11.~~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 Contact	FLRT Contact
Contact: Tim Morgan	Contact: Cherry Hamrick
Phone: 517-676-2233	Phone: 517-490-2578
E-mail: tmorgan@ingham.org	E-mail: toadhall3727@gmail.com
Ingham County Parks Administrative Contact	FLRT Administrative Contact

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

Mattis D. Nordfjord



Plans to name the Grand River as the first State Designated Water Trail

Fred Cowles, Middle Grand River Organization of Watersheds

The Michigan Department of Natural Resources (MDNR) is planning to name the Grand River as the first State Designated Water Trail.

The Middle Grand River Organization of Watersheds, the Lower Grand River Organization of Watersheds, the Upper Grand River Watershed Alliance, and several local governments and parks agencies in the Grand River Watershed have been meeting with MDNR to help determine the criteria for designation and other aspects of the program. Much work still needs to be done to fully describe the program and the designation criteria.

Over the years, a variety of governmental and non-governmental organizations have identified and developed numerous water trails on rivers, lakes, and other waterways throughout the United States. This is a popular and growing trend, embraced by recreational, conservation, and economic interests.

Water trails are recreational routes on waterways with a network of public access points supported by broad-based community partnerships. Water trails provide recreational, conservation, and educational opportunities, and can promote economic development. Water trails can be a central part of community place-making strategies.

Michigan Designated Water Trails will be a distinctive network of exemplary water trails that are cooperatively supported and sustained. More specifically, the Water Trails will be established to

- protect and restore Michigan's rivers, shorelines, and waterways and conserve natural areas along waterways, and
- increase access to outdoor recreation on shorelines and waterways.

This program will uniquely connect the state's waterways and strengthen the conservation and restoration efforts along these waterways through the mutual support and cooperation of federal, state, local, and nonprofit entities. Water trails will become a catalyst for protecting and restoring the health of local waterways and surrounding lands.

Michigan Water Network - Michigan Water Network - May 2016



From: Fred Cowles [<mailto:fcowles@mgrow.org>]

Sent: Thursday, September 22, 2016 12:21 AM

To: Marc Miller; Jack Shattuck; Nicholas Occhipinti; Sue Spagnuolo; Rich LaBombard; Cindy Burkhour; Doug Carter; Linda DeKock; Kelcie Sweeney; Paul Brogan; Gary DeKock; Liz McKerr; Lindsay Ross; Gehl, Jeff; Aaron Bodby-Mast; Don Nelson; Jim Seitz; Michelle Beloskur; Erin Campbell; Ken Hall; Wendy Ogilvie; Russ Hicks; Gary Wichman; Scott Badgero; Troy Stowell; Morgan, Timothy; S. Tutt Gorman; Ron Carr; Rachel Hood; Paul Rentschler; John Switzer; John Scholtz; Geoffrey W. Snyder; Elaine Sterrett Isely; Elizabeth Riggs(Worzalla); Dana Strouse; Craig Bessinger; Clay Summers; Brett Kaschinske

Subject: RE: Grand River Water Trails Planning and Partnership Meeting

Fred Cowles has shared OneDrive files with you. To view them, click the links below.

 [MDNR Letter of Support-Municipal.docx](#)

 [MDNR Letter of Support-Business.docx](#)

At the Grand River Water Trails Planning and Partnership Meeting on August 31, we discussed sending a letter to the governor to support the DNR effort to establish a Water Trails System. Letters have been sent by the Grand River Watershed Partnership. Additional letters of support from local and county government agencies as well as related businesses and non-profits will also help.

This letter is NOT what will be needed for a Water Trail application; that will come later. This letter is intended to encourage the Snyder Administration to support, in a tangible way, the development and operation of a successful program.

I am attaching two draft letters that can serve as a template for a letter that you are encouraged to adapt and send.

Your actions in this regard are appreciated. Feel free to contact me with any questions or concerns.

=====
Fred
Fred E. Cowles, P.E.
Vice President
Middle Grand River Organization of Watersheds
517 927 1152
fcowles@mgrow.org

From: Miller, Marc (DNR) [<mailto:MillerM55@michigan.gov>]

Sent: Monday, August 29, 2016 4:46 PM

To: List

Subject: Grand River Water Trails Planning and Partnership Meeting

Grand River Water Trail enthusiast:

I am looking forward to see you at this week's meeting, and wanted to pass along the agenda and several other materials for the meeting.

We will see you in Eaton Rapids along the Grand River!

-MM

October 17, 2016

Governor Rick Snyder
P.O. Box 30013
Lansing, Michigan 48909

Dear Governor Snyder,

Thank you for making development and implementation of a Michigan Water Trails System a Priority Area of Michigan's Water Strategy. It is understood that the Michigan Department of Natural Resources (DNR) has been drafting the details for a Michigan Water Trails System with the Grand River Watershed Partnership since November 2015. This includes the opportunity for the Grand River Water Trail to be the first one designated in Michigan.

The Ingham County Parks Department and Park Commission support the designation of Michigan's longest river, the Grand River, as the first Designated Water Trail.

We expect that the new Water Trails System will provide new opportunities for economic development and promote river restoration and recreation. We would support the establishment of a grant program to help local governments and non-profit organizations develop and implement water trails, and the inclusion of water trails as a part of the state's tourism promotion program.

We appreciate your consideration of any and all actions to make the grand vision become a reality.

Sincerely,

Ingham County Park Commission

cc: Grand River Watershed Partnership
Upper Grand River Watershed Alliance, 120 West Michigan Ave, 8th Floor, Jackson, MI 49201
Lower Grand River Organization of Watersheds, 678 Front Ave., N.W., Suite 200, Riverview Center,
Grand Rapids, MI 49504
Middle Grand River Organization of Watersheds, P.O. Box 12211, Lansing, MI 48901
Keith Creagh, Michigan Department of Natural Resources, P.O. Box 30028, Lansing, MI 48909



Ingham County Parks & Recreation Commission

121 E. Maple St., PO Box 178, Mason, MI 48854
Phone: (517) 676-2233 Fax: (517) 244-7190
www.inghamcountyparks.org email: parks@ingham.org

To: Budget Committee
 From: Karen Fraser
 RE: Lake Lansing House – Financial Status Report

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

Annual Rental House Projection

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

The ballpark cost of the rental house demolition to be \$15,000. This was quoted from a Detroit based company that Ingham County has used in the past.

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, October 24, 2016

Monday, October 24, 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 September 26, 2016 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **PRESENTATION OF 175TH MERIDIAN TOWNSHIP CELEBRATION:**
LuAnn Maisner and Deborah Guthrie
7. **ADMINISTRATIVE REPORTS**
 - A. Director/Administrative Office
 - B. Park Managers
8. **OLD BUSINESS**
 - A.
9. **NEW BUSINESS**
 - A.
10. **REPORTS OF STANDING COMMITTEES**
 - A. Joint Planning & Community Outreach Committee & Budget & Personnel Committee
 - i. Financial Report
11. **ACTION ITEMS**
 - A. Motion to Recommend Edits for the Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program
 - B. Resolution Honoring Raelyn Kateley
 - C. Motion to Negotiate with Spicer Group, Inc. for a Reduced Scope of Services for the Trails & Parks Millage Consultant
 - D. Grand River Water Trails Support Letter
12. **Correspondence & Citizen Comment**
13. **Board/Staff Comments**

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

15. Upcoming Meetings

- A. Date: Monday, November 7, 2016; Time 4:30pm
Budget & Personnel Committee Meeting
- Date: Monday, November 7, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Monday, November 14, 2016; Time: 6:00pm
Parks & Recreation Commission Meeting

16. Informational Items – Distributed at Commission Meeting

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

17. Adjournment

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

Ingham County Parks & Recreation Commission Members: Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Ryan Earl, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Pat Lindemann, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas

Ingham County Park Staff: Director Tim Morgan, Lake Lansing County Park Assistant Manager I Tim Buckley, Hawk Island County Park Manager II Brian Collins, Hawk Island County Park Assistant Park Manager II Coe Emens III, Financial Coordinator Karen Fraser, Burchfield County Park Manager II Jeff Gehl, Park Ranger I Cole Publiski, Mechanic David Strahle, Executive Assistant Nicole Wallace, Burchfield County Parks Assistant Manager I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing County Park Manager II Pat Witte