

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 B, Second Floor
5303 S. Cedar Street, Building #3
Lansing, Michigan

**NOTE
CHANGE IN
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
[Minutes](#) of September 26, 2016 regular meeting will be considered
[Minutes](#) of October 17, 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. Friends of the Lansing Regional Trails (FLRT) Update - Plans for Funding the Volunteer Coordinator Position
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
- C. October Quarterly Report Ingham County Parks

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.

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
September 26, 2016

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

Board Members

Present: Commissioner Teri Banas, Matt Bennett, John Czarnecki, Ryan Earl, Commissioner Carol Koenig, Sarah Nicholls, and Jonathan Schelke

Absent: Cherry Hamrick, Paul Pratt, and Robin Lewis

Also Present: Park Director Tim Morgan, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Burchfield Park Manager Jeff Gehl, Hawk Island Park Manager Brian Collins, and Steve Leiby-Tri-County Bicycle Association

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

Minutes: **Moved by** Mr. Bennett and **Supported by** Mr. Czarnecki to approve the July 25, 2016 minutes of the regular meeting as written. **Yes-7; No-0.**
MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #8A: Additional Document – Scope of Services for the Parks and Trails Professional Consulting Services. Agenda Item #8C: 2017 Park Commission Meeting Dates. Agenda Item #10D: Motion for Electrical Work for the Magic Carpet at Hawk Island. Change Agenda Item # 10C to Agenda Item #8A1.

ADMINISTRATIVE REPORTS

Mr. Bennett asked for more information regarding the corrections to the general ledger and Ms. Fraser reviewed the changes. Ms. Wallace referenced the day camp collage in the packet and stated the kids enjoyed the sessions and there were 20 spaces available each week.

OLD BUSINESS

Fencing~ Commissioner Banas stated the fences at Lake Lansing are rather old and would like to discuss if the fences are still necessary. Commissioner Banas spoke with the Meridian Township Chief of Police – and he stated any way to keep patrons out of the park after hours is helpful. Mr. Witte stated the gates are locked one half hour after sunset and there is a fence in front of the bar front property. Commissioner Banas stated we may want to look into a more appealing fence. Mr. Witte said the fence can provide a barrier for park visitors from the road. Mr. Schelke said fences communicate to the public and we want to give the right message. Mr. Czarnecki stated he agreed with Commissioner Banas and he recommends going out for proposal to see what quotes we can get this winter for the fences to be aesthetically pleasing. Mr. Witte said he will research possible solutions/improvements to the fencing.

Temporary Millage Signage – Discussion~ Mr. Morgan said communities would like to have their logos and

phone number on the temporary signs. Mr. Morgan stated the communities will print their own logo on the sign if we do not permit printing both logos on the sign. Commissioner Koenig stated this was already discussed at Budget Committee and the Committee had agreed on just one County logo since it was too confusing to have both logos. Mr. Earl stated the Budget Committee decided to only print the County logo. Mr. Schelke stated these are temporary signs and the purpose of the sign is that Ingham County is supporting these projects. Commissioner Koenig said the decision was already made. Commissioner Banas said if each local community wants to put up their own logo on the sign that is their decision.

Timeline for the Trails and Parks Millage Applications~ Commissioner Koenig clarified that the resolution approving the scoring and application form for the millage program did go forward at committee and will be reviewed at the Board of Commissioners meeting on September 27th.

NEW BUSINESS/ ACTION ITEM

Discuss Trails and Parks Millage Consultant Interviews and Budget Committee Recommendation~

Chair Nicholls stated Agenda Item #10C would be moved up for discussion as Agenda Item #8A1. Commissioner Banas reviewed the scoring from the interviews for Spicer Group and LAP. Mr. Schelke stated the cost was vague for both vendors; both the proposals quoted more on an hourly basis. Commissioner Banas said Spicer Group was more in tune with the County's criteria. Mr. Czarnecki said the committee came to a unanimous decision and is recommending Spicer Group. Mr. Bennett asked if there would be a conflict of interest for either vendor. Commissioner Koenig said there should be language in the contract that a vendor has to notify the County of any conflicts or if any new conflicts arise.

Mr. Czarnecki asked if these are legitimate cost estimates. Mr. Schelke stated there are twenty items in the scope of services and we need to determine which items staff can do in house and communicate that to the vendor. Chair Nicholls stated she is concerned about the cost, it is a lot to spend on a consultant and she cannot support the resolution. Commissioner Koenig said in searching for the right person for an in-house staff person, we agreed that this person does not exist. Mr. Schelke said the contract is for a not to exceed amount, and we would need to clearly communicate tasks to the vendor. Commissioner Banas said in her previous experience with another park department, they had a director and an assistant director. We may need to look at an assistant park director to have a professional inside the department. Chair Nicholls said she would like to invest in staff. Mr. Bennett stated the person we want does not exist and he asked if we should table the resolution and review the scope of services.

RESOLUTION #13-16 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 that would be over the next two years of the millage expiring December 31, 2018.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission

recommend the Ingham County Board of Commissioners authorizes awarding a contract to Spicer Group, Inc., for a total two-year cost not to exceed \$245,620 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 upon execution through December 31, 2018.

Moved by Mr. Czarnecki and Supported by Commissioner Banas that Resolution #13-16 be approved as written. Yes-0; No-7. MOTION FAILED.

Motion to Discuss the Scope of Services for the Parks and Trails Professional Consulting Services
MOVED BY MR. SCHELKE, SUPPORTED BY COMMISSIONER KOENIG TO APPROVE

To have a joint Park Commissioner meeting on October 17, 2016 to discuss the scope of services for the Parks and Trails Professional Consulting Services.

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Cherry Hamrick, and Robin Lewis.

Selling Soldan Dog Park FOBs at Soldan's Feeds & Pet Supplies?~ Mr. Morgan stated park staff met with the Soldan family and they inquired if they could sell FOBs at their storefront. Mr. Morgan stated the County attorney said this is okay as long as there is a contract and the passes are sold at face value. Mr. Bennett stated he would support this, as long as this opportunity is available to other pet stores. Mr. Czarnecki asked if we will notify other pet stores. Mr. Bennett said we could send a letter to pet stores to ask if they wish to sell passes. Mr. Collins stated other pet stores may not be interested in selling passes because it would promote Soldan's name. Mr. Collins reviewed the fee structure and how to sell passes. Commissioner Koenig requested written procedures before a decision is made.

Motion to Discuss an Outline of Written Procedures for Selling FOBs for the Soldan Dog Park
MOVED BY COMMISSIONER BANAS, SUPPORTED BY MR. CZARNECKI TO APPROVE

To discuss an outline of written procedures for selling FOBs for the Soldan Dog Park at a future committee meeting to determine if the Park Commission would recommend selling Soldan Dog Park FOBs at Soldan's Feeds & Pet Supplies or any other pet stores.

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Cherry Hamrick, and Robin Lewis.

2017 Park Commission Meeting Dates~ Mr. Morgan referenced the 2017 meeting dates in the packet and inquired if the commission would like to continue to hold the meetings at the parks-all present agreed. Mr. Czarnecki stated the Budget Committee discussed moving the Budget Committee to Mondays at 4:30pm prior to the Planning Committee.

Motion to Alter October, November and December 2016 Committee Meeting Dates and Approve the 2017 Park Commission Meeting Dates

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY COMMISSIONER BANAS
TO APPROVE

- Combine the previously scheduled Planning & Community Outreach Committee on 10/17/16 at 6pm and the Budget & Personnel Committee on 10/18/16 at 12pm to a joint Park Commissioner Meeting on 10/17/16 at 5pm in the Human Services Building.
- Change the previously scheduled Budget & Personnel Committee on 11/8/16 to Monday, 11/7/16 at 4:30pm in the Human Services Building.
- Change the previously scheduled Budget & Personnel Committee on 12/6/16 at 12pm to Monday, 12/5/16 at 4:30pm in the Human Services Building.
- To approve the 2017 meeting dates in Exhibit A for the Park Planning & Community Outreach Committee, Budget & Personnel Committee, and Park Commission.

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Cherry Hamrick, and Robin Lewis.

Exhibit A:

PLEASE NOTE: AFTER THIS MEMO, ANY FURTHER CHANGES IN DATES AND/OR TIMES WILL BE NOTED ON THE APPROPRIATE AGENDA

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

TO: Parks & Recreation Commission Members
DATE: September 26, 2016
RE: 2017 COMMISSION & COMMITTEE DATES

Commission and Committee meeting dates and times have been scheduled through the month of **December 2017**.

Budget & Personnel Committee – Meetings to be held in Room B at the Human Services Building at **4:30pm** the **Monday** prior to the Park Commission meetings (unless otherwise noted).

January 17 <i>(Tuesday)*</i>	April 17	July 17	October 16
February 21 <i>(Tuesday)*</i>	May 15	No August Meeting Due to Budget Hearings	November 13 <i>(2nd Monday)*</i>
March 20	June 19	September 18	December 11 <i>(2nd Monday)*</i>

Planning and Community Outreach Committee – Meetings to be held in Room B at the Human Services Building at **6:00pm** the **Monday** prior to the Park Commission meetings (unless otherwise noted).

January 17 <i>(Tuesday)*</i>	April 17	July 17	October 16
February 21 <i>(Tuesday)*</i>	May 15	No August Meeting Due to Budget Hearings	November 13 <i>(2nd Monday)*</i>
March 20	June 19	September 18	December 11 <i>(2nd Monday)*</i>

Parks Commission Meetings – Meetings to be held in Room A (unless otherwise noted) at the Human Services Building at **6:00pm** the **fourth Monday** of the month (unless otherwise noted).

January 23	April 24	July 24 <i>Red Tail Shelter, Hawk Island</i>	October 23
February 27	May 22 <i>Winter Sports Building, Burchfield Park</i>	No August Meeting Due to Budget Hearings	November 20 <i>(3rd Monday)*</i>
March 27	June 26 <i>Lakeview Shelter, Lake Lansing South</i>	September 25	December 18 <i>(3rd Monday)*</i>

*** Meeting date adjusted due to holiday conflicts or MRPA Conference**

-MRPA Conference & Trade Show will take place January 31 - February 3, 2017, Grand Rapids, MI
 -NRPA Annual Conference will be held September 26-28, 2017, New Orleans, Louisiana

REPORTS OF STANDING COMMITTEES

Planning & Community Outreach Committee ~ Chair Nicholls stated the items covered at Committee will be discussed shortly.

Budget & Personnel Committee~ Mr. Czarnecki stated parking revenue is down for Hawk Island. Commissioner Koenig asked if there was an explanation and Ms. Fraser said there were less 5k events this summer since we didn't allow special event reservations from June through August to allow for the trail work. Ms. Fraser stated we are done selling 2016 annual passes and will begin selling 2017 annual passes on October 1st. Mr. Morgan said we ordered vinyl strikers this year so the passes can be transferred between vehicles. Commissioner Banas recommended promoting the annual passes. Mr. Czarnecki said the Controller's Recommended Budget is status quo.

ACTION ITEMS:

Mr. Schelke stated there were a couple changes made to the application-on page 29, in the second paragraph, the word *these* was deleted. Mr. Morgan said on page 37, *in-kind donation* was added. Commissioner Banas asked when a consultant is hired, how will the applications be evaluated? Mr. Morgan said maybe staff could review the applications instead of the consultant. Commissioner Banas said we will talk about this more in detail at the next joint meeting.

RESOLUTION #14-16 APPROVING THE APPLICATION FORM FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications would be taken beginning October 1, 2016 that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, Board of Commissioners Resolution 16-106 stated the Application form would be reviewed and approved by the Board of Commissioners prior to the second round; and

WHEREAS, the Application is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the application in Exhibit A to be used for the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Moved by Commissioner Koenig and **Supported by** Mr. Schelke that Resolution #14 -16 be approved as written. **Yes-7; No-0. MOTION CARRIED.**

Exhibit A:

Ingham County Trails and Parks Program Application 10-01-16



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

Trails and Parks Program Application

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

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

Project applications must be received by 5pm November 28th, 2016 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the February or March 2017 Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners.

If applying for multiple projects, applications must be ranked and prioritized from highest to lowest priority by the applicant.

APPLICANT		
Agencies (each project should have its own individual application):		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

Ingham County Trails and Parks Program Application 10-01-16

PROJECT SUMMARY		
<input type="checkbox"/> New Construction	Repair, Rehabilitation, <input type="checkbox"/> Long-term Maintenance	<input type="checkbox"/> Special Project
Project Title		
Project Description <i>Provide a brief description of your proposed project. Include, as applicable, the type of project (new construction; repair/rehabilitation/long-term maintenance; special project), property ownership, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc., minimum of 20 years), the acreage to be acquired, the acreage/length of the existing project and the features of the site.</i>		
Project Region-Wide Significance and Benefit to County Residents		

Ingham County Trails and Parks Program Application 10-01-16

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail 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; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information.

Ingham County Trails and Parks Program Application 10-01-16

2. Describe how the project responds to public demand and has public support.

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

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

You must have on staff, or hire a Michigan licensed professional engineer, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained); considers low impact development techniques that protect and enhance significant natural features; and any other related information.

Ingham County Trails and Parks Program Application 10-01-16

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

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

5. Discuss how the project supports equitable opportunities.

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

Ingham County Trails and Parks Program Application 10-01-16

6. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match.

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) 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, enforcement provisions, and scheduling.

Ingham County Trails and Parks Program Application 10-01-16

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)).

Ingham County Trails and Parks Program Application 10-01-16

ESTIMATED COSTS/BUDGET		
<i>Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.</i>		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc...)		
Total Project Expenses		\$
APPLICANT FUNDS		
<u>Local Contribution</u>	Amount	\$ _____
<u>Other Grant Contributions</u>	Name of Grantor(s)	Amount
_____	_____	\$ _____
_____	_____	\$ _____
Name of Partner(s)	_____	Amount
_____	_____	\$ _____
_____	_____	\$ _____
Name of Donor(s)	_____	Amount
_____	_____	\$ _____
_____	_____	\$ _____
<u>In-Kind Support</u>	Name of Organization	Description
_____	_____	Value
_____	_____	\$ _____
_____	_____	\$ _____
<u>Other</u>	_____	Amount
_____	_____	\$ _____
Total Applicant Funds		\$ _____
*Millage Funds REQUESTED (does not count as match)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds		% _____ Match

Ingham County Trails and Parks Program Application 10-01-16

ATTACHMENTS - REQUIREMENTS	
<ol style="list-style-type: none"> 1. Project Location Map & Photos. <i>Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).</i> 2. Site Plan. <i>The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.</i> 3. Documentation of Other Funding Sources. <i>You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material and/or in-kind donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.</i> 4. Certified Resolution. <i>The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).</i> 5. <i>After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.</i> 	
CERTIFICATION	
Signature of Applicant:	Date:

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RESOLUTION #15-16 APPROVING THE SCORING/RANKING CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications will be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, the scoring/ranking criteria is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the scoring/ranking criteria in Exhibit A to be used to evaluate the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Moved by Mr. Bennett and Supported by Mr. Czarnecki that Resolution #15 -16 be approved as written. Yes-7; No-0. MOTION CARRIED.

Exhibit A

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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:

1. How the project improves regional connectivity.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

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

- Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation; and
- Increases access to sites of natural, scenic or historic interest.

2. How the project responds to public demand and support.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____pts

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:

- 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; and
- Has the support of multiple jurisdictions and/or stakeholders.

3. How the project meets acceptable design guidelines and is the best design solution, including AASHTO Guidelines when appropriate.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

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 standards and is the best option, a project should address the following:

- Is physically separated from streets and roadways where possible;
- Provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities – projects must meet or exceed the minimum accessibility requirements of the 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; and
- Considers low impact development techniques that protect and enhance significant natural features.

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

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

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

- Is under public ownership or is currently accessible for public use;
- Does not require 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.

5. How the project supports equitable opportunities.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

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

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

6. How the project provides for other available funders and partners.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

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:*

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

7. How the project provides for a maintenance commitment.

Score 0-5; 0= does not meet criteria 5=strongly meets the criteria _____ pts

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

Recipients must be willing to commit to continue the maintenance and operation of the project and provide a realistic operation and maintenance plan/budget (show letter of commitment for funding); and

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

Preference given to year-round access and maintenance.

Mr. Morgan stated the application and scoring criteria will be posted on the Park’s Department webpage. The next stakeholder meeting is on October 5th and all applications are due on November 28th.

MOTION FOR ELECTRICAL WORK FOR THE MAGIC CARPET AT HAWK ISLAND

MOVED BY MR. BENNETT, SUPPORTED BY COMMISSIONER KOENIG TO APPROVE

For Park Staff to work with the Executive Committee to recommend a vendor for electrical work (if the quotes are over \$5,000) for the preparation of the installation of the Magic Carpet at Hawk Island County Park. Park staff will obtain three quotes and communicate with the Executive Committee if the quote is over \$5,000, staff will then proceed with a resolution to the Board of Commissioners for final approval.

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Cherry Hamrick, and Robin Lewis.

CORRESPONDENCE & CITIZEN COMMENT

Chair Nicholls referenced the thank you notes in the packet.

BOARD/STAFF COMMENTS

No discussion.

LIMITED PUBLIC COMMENT

Mr. Leiby stated the Park Commission could find a retired engineer who may want to provide support for the Trails and Parks Consulting Services for \$250,000.

Chair Nicholls stated the next Park Commission meeting is on October 17th at 5pm.

Adjournment:

There being no further business, the meeting was adjourned at 7:49pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
October 17, 2016

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

Board Members

Present: Matt Bennett, John Czarnecki, Ryan Earl, Cherry Hamrick, Commissioner Carol Koenig, Sarah Nicholls, Paul Pratt, and Jonathan Schelke

Absent: Robin Lewis and Commissioner Teri Banas

Also Present: Park Director Tim Morgan, Deputy Controller Jared Cypher, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, and Dean Brailey Tri-County Bicycle Association

Call to Order: Ms. Hamrick called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:00 pm

LIMITED PUBLIC COMMENT

None.

LATE ITEMS / CHANGES / DELETIONS

None.

DISCUSSION ITEMS

Scope of Services for the Parks and Trails Professional Consulting Services~ Mr. Morgan stated the Commission will review the scope of services item by item to review if park staff, the Park Commission, a consultant should complete the task, or if an item should be deferred or deleted all together. Discussion.

Scope of Services	Staff/Consultant/Delete
<i>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.</i>	Staff
<i>2. Score with oversight from the Director the applications for Ingham County Trails Parks Program Application.</i>	Staff will assist the Park Commission
<i>3. Ensure applications are complete and correct for Ingham County Trails Parks Program Application with oversight from the Director.</i>	Staff
<i>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.</i>	Consultant as requested
<i>5. Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.</i>	Consultant – negotiate with Spicer Group to combine item #4 and item #5?
<i>6. Evaluate applications for Ingham County Trails Parks</i>	Staff will assist the Park Commission

<i>Program Application and provide funding recommendations with oversight from the Director to the Parks Commission & Board of Commissioners.</i>	
<i>7. Provide limited assistance to communities in completing Ingham County Trails Parks Program Application.</i>	Staff
<i>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.</i>	Delete/defer Possibly have Spicer Group add on to Master Plan Process.
<i>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.</i>	Consultant – negotiate with consultant on item #9 since item #10 is comprehensive. Check with consultant for more explanation for item #9 and #10.
<i>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.</i>	Consultant - Check with consultant more explanation for item #9 and #10.
<i>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.</i>	Staff works with the Park Commission. Staff will check with local entities for their input and then review with the Executive Committee, then the Park Commission, and BOC.
<i>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.</i>	Staff
<i>13. Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.</i>	Consultant as requested
<i>14. Ability to conduct a variety of engineering field studies pertaining to PASER ratings, pavement thickness.</i>	Delete / defer
<i>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.</i>	Consultant – Ask for explanation of service and confirm pricing.
<i>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</i>	Consultant – Discuss prime professional need not to exceed fee for this item.

<i>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.</i>	
<i>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.</i>	Staff
<i>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 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.</i>	Consultant – Ask for explanation of services and confirm pricing
<i>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.</i>	Delete (this should already be included in itemized invoices)
<i>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.</i>	Delete

When negotiating with Spicer on reduction of scope of services have them provide specific details of what each scope item will entail from their end so that staff/Park Commission and Spicer clearly understand the deliverables.

Ambassador Program: Edits for the Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program~ Ms. Hamrick stated the MOU has been reviewed by the County, FLRT and both attorneys. All have agreed upon the changes. Ms. Hamrick stated that FLRT is also working with the City of Lansing and City of Mason to establish MOUs.

Grand River Water Trails Planning and Partnership Letter of Support~ Mr. Morgan stated we were asked by Fred Cowles to send a letter of support for the designation of the Grand River as a designated Water Trails System. Mr. Morgan stated we will bring a motion to Monday’s meeting.

Lake Lansing Rental House Discussion~ Mr. Morgan opened the conversation if the Commission would like to continue to rent the house at Lake Lansing, convert it to another use, or demo the house. Mr. Morgan asked the Park Commission if they want to continue to invest in the house by replacing the roof or demo the house for approximately \$15,000.

Mr. Schelke asked is there could be any other use for the rental house other than renting it? Mr. Schelke said if we use the house there would be no property tax or revenue. Mr. Witte said if we kept the house maybe we could use it as a museum. Mr. Witte stated if we demo the house the open space could be utilized

for additional picnic tables and grills. The consensus of the group is that we do not want to be landlords; we do not want to sell the land, but want to discuss the options of other uses for the house before deciding if the house should be demoed. Mr. Morgan stated he will ask the consultant for the master plan, Spicer Group, for other ideas for the house.

Review Park Commission Agenda~ No changes.

LIMITED PUBLIC COMMENT

Mr. Brailey stated there could be an alternate use for the open space if the Lake Lansing rental house was torn down.

Adjournment:

There being no further business, the meeting was adjourned at 6:22pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

Directors Report
September 21st (October 18th, Park Commission meeting)

Mission Statement:

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

- Monthly continue to work with and have weekly update meetings with Nicole and Karen on various committee agendas, supporting documents and internal items. Ongoing working with Nicole on various resolutions. With the open Account Clerk position in the office, Karen and Nicole are working on various training and filling in for duties until the position is filled.
- Met with Cherry Hamrick and members of Friends of Lansing Regional Trails (FLRT) to discuss the Trail Ambassador Program, Memorandum of Understanding with FLRT.
- Met with Park Commission Budget & Personnel Committee to discuss the scope of work items for the purpose of hiring a consultant to assist with duties for the Trails & Parks Millage. Worked on recommendations for staff and consultant on the scope of work items and presented to the Park Commission Committees to potentially negotiate the scope of work items to what the Park Staff needed assistance to perform.
- We continue to update Millage on the Parks web page- this will be an ongoing process.
- We held a workshop for stakeholders for the next round of Trails and Parks community applications. We had 17 in attendance and 4 staff including Deputy Controller Jared Cypher. Representatives from the following communities and organizations: City of Leslie, Leroy Township, Friends of Lansing Regional Trails, City of East Lansing, City of Lansing, Tri-County Bicycle Association, Meridian Township, City of Williamston, Out-Your-Back-Door, City of Mason, Delhi Township, Ingham County (Sandy Gower for Dansville), Ingham County Park Commission, Friends of Ingham County Parks, and Consultant Hubbell, Roth & Clark.
- Worked with CARES to do staff training for all staff in our department.
- Met with County Legal and Jeff Gehl to discuss the MOU with City of Eaton Rapids for Canoe/Kayak we are working with Eaton Rapids on their response then will be moving forward.
- Conducted staff meeting at Burchfield County Park.
- Attended a Board of Directors retreat for MParks, our state park association.
- Reviewed Part-time Account Clerk position- worked with Human Resources on posting the position.
- Attended another two Tim Barron Radio show to publicize the Ingham County parks.
- Started follow-up with Brian Collins and Soldan Family to discuss potential Soldan Dog Park FOB sales.
- Attended a County Services and Finance committee meeting for Park Department requests.
- Worked with Dan Troia, Road Department Engineer and Brian Collins and the final work at Hawk Island 1.5 miles of paving was completed.
- Waiting for a response for the MOU for the mountain biking as well with the Mountain Bike Club, they have new officers in November and this should be moving forward after that time.
- Attended several Controller staff meetings. Also, submitted a quarterly report from our department.
- Met with and spoke to Jim Hudgins in purchasing about several items.
- Started working with Spicer Group to assist us with the design of a permanent millage sign for projects. Staff ordered and distribute to all locals the Millage Temporary Project Signage.
- Completed ongoing computer training for security as all staff are required to complete these.



- Took a beautiful short trip in a kayak down the Grand River one late afternoon.
- Continued to work with and met with Spicer on the Mater Plan and related items.
- Met with Pat and Tim at Lake Lansing to discuss and look at Park related items. Met with Brian at Hawk Island to discuss and look park related items as well. Met with Jeff at Burchfield to go over follow-up of the two grant projects that the department has applied for, Jeff made provided some supplemental information for MDNR.
- Met with George Hayhoe, he shared the detailed mapping information concerning the work that had been done on the Mason to Delhi trail.
- Met with Nicole and Human Resources on Posting and Application process moving forward that will be transferring permanently to Human Resources. We then had a meeting between the Parks staff and Human Resources staff to discuss this transition. The process should be launched and completed by the end of October.
- Lastly, fall colors are beginning to turn in full force, if you have not done so, I suggest getting out and hiking, biking, or floating one of the many trails in our Ingham County Parks. 😊

September - Parks Office Monthly Report

Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared. Prepared for the Trails & Parks Millage Stakeholders Informational Meeting. Attended County Wide De-escalation Training and Active Shooters Training.

Customer Service

We received 444 phone calls in the month of September. 69 park visitors made a picnic shelter reservation in September. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 37 U.S. passport applications in September. We have received 74 requests for 2016 special events in the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval.

Accounting/Budget/Payroll

With contracts from the Trails and Parks millage being completed preparation was being made to pay out the initial 25% of the contract amounts. We received the BOC Finance Committee Recommended 2017 Budget and have reviewed that for accuracy and content. Prepared a report of seasonal wages through 9/15 as we consider the seasonal wage rates for 2017, with the inclusion of addition funding for minimum wage and lifeguards that was recommended in the 2017 budget. A recommendation from staff will be forthcoming, at the December 2016 Commission meetings, as new rates must be in effect for January 1, 2017 due to minimum wage changes.

Marketing

Post Details

Reported stats ma

Ingham County Parks
Published by Karen Fraser [?] · September 5 · 🌐

Tomorrow, school is in session for all Ingham County Schools! Take care and watch for students getting on and off the bus.

6,176 People Reached

11 Reactions, Comments

8 Like 6 On

1 Love 1 On

0 Comments 0 On

3 Shares 1 On

12 Post Clicks

7 Photo Views 0 Lin

FaceBook – Total Reach, 130,823 people
53 Page Posts

Most popular Post – Watch out for busses!
Followers: 9,254 +14

Twitter – Total Reach, 4,634

17 Tweets
Most popular Tweet – More Trail
Construction in Ingham County (Lansing
Bridge)
Followers: 809 +18

Instagram

Followers: 440 +14

BURCHFIELD REPORT

9-16 Attended the MMRMA meeting
 9-19 Attended Spicer meeting
 9-19 Planning Meeting
 9-22 Met with the Park Director and Matt Nordfjord to discuss Eaton Rapids MOU
 9-22 Bill Hahn health departments
 9-26 Attended the Park Commission meeting
 9-27 Training at sheriffs building
 9-30 Staff meeting
 10-5 Training
 10/1-10/8 Vacation
 10-9 5k race at park
 10-10 Vacation
 10-11 Vacation
 10-13 Mason Senior Work Day
 10-13 Meeting with Tim Morgan, Pat Witte
 10-13 Meeting with HR about hiring policy
 10-15 Golf tournaments
 10-16 Golf Tournaments
 10-16 MSU Volunteer Group

- Received the initial scoring on the grants for McNamara Landing and Overlook Pavilion. I reviewed them with Tim Morgan and added updated information and additional materials.
- I worked on reviewing winter sports equipment needs with staff and visited vendors. In the process of writing up bids.
- We got a positive bacteria reading from McNamara hand pump worked with the health department. Contacted a well service and had well chlorinated and inspected and repaired.
- Met with coach for baseball teams playing at Burchfield Park. Upgraded ballfield before games.
- We cleaned out the ranger storage room and took extras items to the county auction.
- Went through old equipment with the mechanic and gathered and took large equipment to auction.
- Got with Ranger 1, Cole, and had him go through & repair and replace light fixtures in the park.
- Wrote a letter and started gathering information to order new fall uniforms.
- Purchased road gravel and spread at McNamara, Burchfield and access road.
- Mowed the trails in preparation for the 5 k race. I attached the brush hog and started to widen the trails for winter.
- Sealed the shelter reservation signs
- Chris built and installed new disc golf score card holders.
- Chris sprayed weeds
- Emma worked with staff on weeding flower beds
- Sealed picnic tables in the shelter-volunteers
- Pounded in stakes for snow fence-volunteers.
- Prepped and painted both restroom walls.
- Cleaned and painted the gatehouse interior and added corkboard
- Cut and removed fallen and hanging trees and limbs.
- Continued to remove branches in preparation of mulching season
- Removed p. boats and stored
- Continue to do canoe and kayak trips
- Added upright poles to hole # 17 of renegades trail
- Poured second t-pad on hole 16 new fairway and spread woodchips.
- Moved the long basket on hole 16.
- Pulled volleyball nets and poles at the bottom of the large sledding hill
- Pulled fountain at boathouse in anticipation of rebuilding.

Lake Lansing Park October Monthly Report:

1. Over seeding picnic area heavy traffic spots.
2. Winterized the Cabana picnic area.
3. Started mulching leaves, prepare for special events, collect revenues, remove lake buoys, and removed dock railing for removal.
4. Continue to train new staff. Attending several external meeting such as Band Shell, Watershed Advisory, Meridian Land Preservation, Mid-Michigan Stewardship Committee, and several internal meeting.



2016 Autumn Classic over 1000 runners/walkers



David Andrews addressing Special Olympic Autumn Classic Participants



Sunrises at Lake Lansing Park South



Removing dock railing for overall dock removal



Over seeding picnic areas at Lake Lansing park South

October 2016 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Installed snow “melting pit” at top of snow tubing hill.
- Continued to work on reestablishing turf/stone on edges of path.
- Installed donation bench in Dog Park.
- Began repairs on piping on splashpad
- Remaining Trail paving completed by Superior Asphalt.
- Old equipment brought to auction.
- Attended Playmakers running groups kickoff meetings and sold 2017 annual passes.
- Special Events
 - o Take Steps walk 150+ participants
 - o Glo Run 1000+ participants
 - o Hot Cider Hustle 5k/10k 2000+ participants.



	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
Park Administration					
Revenue					
Passport Revenue	16,000	18,450	17,539	(911)	95.1%
Misc Revenue	3,000	3,000	572	(2,428)	19.1%
Carry Over Surplus Used	0	23,700		(23,700)	0.0%
Rev trf in F101	674,251	614,451	503,814	(110,637)	82.0%
Rev trf in F228	50,000	50,000	37,500	(12,500)	75.0%
Rev trf in (Cap Imp) F101	8,000	8,000	6,000	(2,000)	75.0%
Total Revenue	<u>751,251</u>	<u>717,601</u>	<u>565,425</u>	<u>(152,176)</u>	78.8%
Expenditures					
Personnel Services	360,646	360,646	250,703	109,943	69.5%
Controllable Expenses	198,822	215,172	137,108	78,064	63.7%
Non-Controllable Expenses	141,783	141,783	94,827	46,956	66.9%
Total Expenses	<u>701,251</u>	<u>717,601</u>	<u>482,638</u>	<u>234,963</u>	67.3%
Net Cost Park Administration	50,000	0	82,787	(82,787)	
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	14,627	(1,173)	92.6%
Disc Golf Fees	22,000	22,000	20,913	(1,087)	95.1%
Pedal Boat Rental	5,000	2,500	1,593	(907)	63.7%
Canoe/Kayak Rental	34,500	37,000	43,774	6,774	118.3%
Ski Rental	7,000	7,000	3,241	(3,759)	46.3%
Food Concessions	2,500	2,500	2,235	(265)	89.4%
Parking Fees	44,665	44,665	45,855	1,190	102.7%
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>371,070</u>	<u>(99,214)</u>	78.9%
Expenditures					
Personnel Services	399,998	399,998	273,948	126,050	68.5%
Controllable Expenses	57,786	60,286	40,196	20,090	66.7%
Non-Controllable Expenses	10,000	10,000	7,023	2,977	70.2%
Total Expenses	<u>467,784</u>	<u>470,284</u>	<u>321,167</u>	<u>149,117</u>	68.3%
Net Cost Burchfield Park	0	0	49,903	(49,903)	
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	21,440	890	104.3%
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	7,200	(2,400)	75.0%
Parking Fees	84,335	84,335	85,280	945	101.1%
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>390,167</u>	<u>(66,197)</u>	85.5%
Expenditures					
Personnel Services	374,507	374,507	291,848	82,659	77.9%
Controllable Expenses	64,257	66,357	44,049	22,308	66.4%
Non-Controllable Expenses	13,000	13,000	16,091	(3,091)	123.8%
Total Expenses	<u>451,764</u>	<u>453,864</u>	<u>351,988</u>	<u>101,876</u>	77.6%
Net Cost Lake Lansing Parks	0	2,500	38,179	(35,679)	
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	26,235	(3,915)	87.0%
Boat Rental Fees	13,000	13,000	10,552	(2,448)	81.2%
Food Concessions	29,000	29,000	35,600	6,600	122.8%
Parking Fees	176,000	176,000	149,510	(26,490)	84.9%
Snow Hill Tubing Fees	50,000	50,000	40,841	(9,159)	81.7%
Dog Park Revenue	10,000	10,000	9,817	(183)	98.2%
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>488,616</u>	<u>(148,676)</u>	76.7%
Expenditures					
Personnel Services	485,076	485,076	350,582	134,494	72.3%
Controllable Expenses	100,722	103,422	59,000	44,422	57.0%
Non-Controllable Expenses	48,794	48,794	26,493	22,301	54.3%
Total Expenses	<u>634,592</u>	<u>637,292</u>	<u>436,075</u>	<u>201,217</u>	68.4%
Net Cost Hawk Island Park	(50,000)	0	52,541	(52,541)	
Grand Total Revenue	2,255,391	2,281,541	1,815,278		79.6%
Grand Total Expenses	2,255,391	2,279,041	1,591,868		69.8%
Net Change in Fund Balance	0	2,500	223,410		
Fund Balance, Beginning of Year			322,294		
Projected Fund Balance End of Year			545,704		

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of September 30, 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	
Disc Golf Store Inventory- BUR 245-75299-726010	4,000				4,000		
Cross Country Ski Equip.- BUR 245-75299-726010	4,000				4,000		
Snow Tubes- HI 245-75299-726010	3,000			2,440	560	Complete	
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500			2,942	1,558	In Progress	
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	Pending Grant
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
Beach Roof House- HI 245-75299-976000	20,000				20,000	RFP Issued	Will re-bid
Maintenance Building Roof- HI 245-75299-976000	20,000				20,000	RFP Issued	Will re-bid
Security Cameras & Alarms- All Parks 245-75299-976000	30,000				30,000		GF \$15K / MMRA Grant 15K
Total	127,600	20,166	3,150	15,068	114,548		
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	
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	10,730	186,270	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	
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-51000	8,000			0	8,000	RFP Issued	Carry Forward 2016
Reforestation - LLS 245-75299-976000 (2015)	5,000			3,425	1,575	Complete	
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-86000	7,000			0	7,000	On Hold	Carry Forward 2016
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-86000	7,000			641	6,359	On Hold	Carry Forward 2016
Master Plan (2015) 208-75200-967000-86000	25,000	23,700		14,485	9,215	In Progress	Spicer Group Approved
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-931000	14,855	10,015		7,483	2,532	In Progress	
Total	154,855	233,715	3,000	42,928	222,787		
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
Overlook Shelter Roof/Restrooms 245-75299-976000	159,500				159,500	Grant Submitted	\$20K 2016 CIP, \$94,500 Millage, \$45K Passport
Road Millings - LLN & Bur 228-75299-974000	20,000				20,000		
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	Will re-bid
Rental House Roof - LL 228-75999-976000	14,500				14,500	Discussion	
Magic Carpet - Hawk 228-75999-978000	150,000			63,849	86,151	In Progress	
Total	561,200	0	0	120,448	440,752		

TRAILS AND PARKS MILLAGE

as of 9/30/16

REVENUE

FY 2015 actual	\$3,353,305
FY 2016 actual ytd	\$3,493,957
TOTAL TO DATE:	\$6,847,262

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	\$94
Parks Equipment (BOC Res 16-198)	\$118,238
Parks Equipment - encumbered - (BOC Res 16-198)	\$4,300
Parks Equipment - TSF OUT (BOC Res 16-198)	\$11,157
Signage (BOC Res 16-258)	\$345
TOTAL EXPENSES:	\$307,648

TOTAL REMAINING AFTER EXPENSES **\$6,539,614**

BOARD OF COMMISSIONERS RESOLUTIONS

Resolution 16-258 (signage 2016)	\$9,655
Resolution 16-257 (asphalt 2016)	\$788,863
Resolution 16-198 (parks 2016 - balance)	\$407,652
Resolution 16-328 (bridge 2016)	\$4,736,872

BOARD OF COMMISSIONER FUNDING TOTAL **\$5,943,042**

TOTAL REMAINING AFTER EXPENSES AND BOC RESOLUTIONS **\$596,572**

Move

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

MEMORANDUM OF UNDERSTANDING

2016 – 2020

By and Between

Friends of the Lansing Regional Trails

&

The County of Ingham acting on behalf of the Parks
Department

MEMORANDUM OF UNDERSTANDING

between

Friends of the Lansing Regional Trails (FLRT)

and

The County of Ingham acting on behalf of the Parks Department

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

PURPOSE:

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

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

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

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

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

B. Ingham County Parks may:

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

C. FLRT may:

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

D. LIABILITY:

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

E. INSURANCE:

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

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

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

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

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

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

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

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

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

COUNTY:

FLRT:

Kara Hope – Chairperson
Ingham County Board of Commissioners

Tony Beyers, President
Friends of the Lansing Regional Trails

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

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

Mattis D. Nordfjord

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of October 24, 2016
RESOLUTION # -16

RESOLUTION HONORING RAELYN KATELEY

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

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

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

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

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

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

Move

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

Scope of Services	Staff/Consultant/Delete
<i>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.</i>	Staff
<i>2. Score with oversight from the Director the applications for Ingham County Trails Parks Program Application.</i>	Staff will assist the Park Commission
<i>3. Ensure applications are complete and correct for Ingham County Trails Parks Program Application with oversight from the Director.</i>	Staff
<i>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.</i>	Consultant as requested
<i>5. Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.</i>	Consultant – negotiate with Spicer Group to combine item #4 and item #5?
<i>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.</i>	Staff will assist the Park Commission
<i>7. Provide limited assistance to communities in completing Ingham County Trails Parks Program Application.</i>	Staff
<i>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.</i>	Delete/defer Possibly have Spicer Group add on to Master Plan Process.
<i>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.</i>	Consultant – negotiate with consultant on item #9 since item #10 is comprehensive. Check with consultant for more explanation for item #9 and #10.
<i>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.</i>	Consultant - Check with consultant more explanation for item #9 and #10.
<i>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.</i>	Staff works with the Park Commission. Staff will check with local entities for their input and then review with the Executive Committee, then the Park Commission, and BOC.
<i>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.</i>	Staff
<i>13. Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.</i>	Consultant as requested
<i>14. Ability to conduct a variety of engineering field studies pertaining to PASER ratings, pavement thickness.</i>	Delete / defer
<i>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.</i>	Consultant – Ask for explanation of service and confirm pricing.
<i>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.</i>	Consultant – Discuss prime professional need not to exceed fee for this item.
<i>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.</i>	Staff
<i>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 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.</i>	Consultant – Ask for explanation of services and confirm pricing
<i>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.</i>	Delete (this should already be included in itemized invoices)
<i>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.</i>	Delete

When negotiating with Spicer on reduction of scope of services have them provide specific details of what each scope item will entail from their end so that staff/Park Commission and Spicer clearly understand the deliverables.

Move

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

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



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



Search business

People Who Shared This



Rebecca Houlihan Photography shared Ingham County Parks's photo.

23 mins ·

Sharing because we know the manager and he does an amazing job keeping up Hawk Island!



Snowmaking Technician

Must be 18 + years old—\$10.72

MOSTLY NIGHTS— approximately 8PM-4:30AM

Position starts when weather allows
(early December or later)

**WILL
TRAIN**

Contact Manager Brian Collins @ bcollins@ingham.org

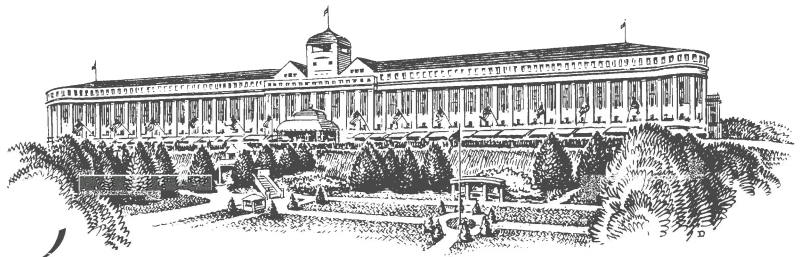
Ingham County Parks

18 hrs ·

Hawk Island - we are thinking about winter and getting ready for the Snow Tubing Hill! To apply on line for this position visit <http://pk.ingham.org/employment.aspx>. You may also print an application from this webpage.

Like Comment Share

Grand Hotel



WORLD'S LARGEST SUMMER HOTEL



MACKINAC ISLAND

R. D. MUSSER, III, *President*

October 6, 2016
Our Third Century

Mr. Tim Morgan
Director
Ingham County Parks
Post Office Box 178
Mason, Michigan 48854

Dear Tim:

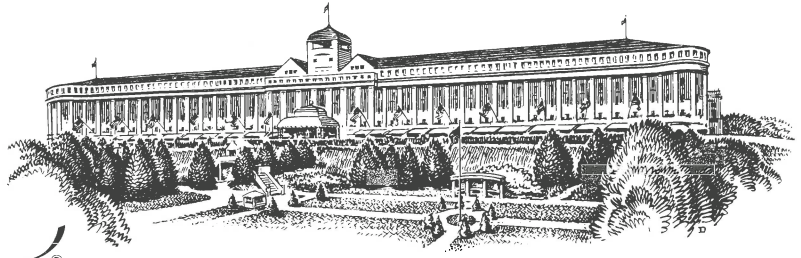
Thank you so very much for your nice note following the board retreat. I am thrilled that you feel it went well and certainly we are grateful for your continued support in us.

Most sincerely,

President

RDM/ajk

Grand Hotel



WORLD'S LARGEST SUMMER HOTEL



MACKINAC ISLAND

KENNETH L. HAYWARD
Executive Vice President
and Managing Director

October 7, 2016
Our Third Century

Mr. Tim Morgan
Director
Ingham County Parks
121 East Maple Street
P.O. Box 178
Mason, MI 48854

Dear Tim:

Thank you so much for the kind note following the recent mParks Board Retreat at Grand Hotel on Mackinac Island.

We are very appreciative of the long relationship we have had with MRPA and look forward to the 50th anniversary of the Senior Program next fall.

Thank you again for writing and for all you do to support mParks by serving on the board.

Most sincerely,

Executive Vice President
and Managing Director

KLH/sme