

# 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](http://www.ingham.org), choosing the "Monthly Calendar," and clicking on Monday, April 24, 2017

## Monday, April 24, 2017

### 5:30pm

# PARKS & RECREATION COMMISSION MEETING

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

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes  
[Minutes](#) of April 17, 2017 regular meeting will be considered - Page 3
4. Limited Public Comment ~ Limited to 3 minutes with no discussion
5. APPROVE THE AGENDA  
Late Items / Changes/ Deletions
6. [Service Awards](#) - Page 9
  - A. Pat Witte
  - B. Jeff Gehl
7. ADMINISTRATIVE REPORTS
  - A. [Director](#) - Page 10
  - B. [Park Managers](#) - Page 12
  - C. [Administrative Office](#) - Page 18
  - D. [Financial Report](#) - Page 22
8. ACTION ITEMS
  - A. [Resolution](#) Recommending the Application Form for the Trails and Parks Program Application - Page - 26
  - B. [Resolution](#) Recommending the Scoring/Ranking Criteria for the Trails and Parks Program Application - Page 36
9. DISCUSSION ITEMS
  - A. [Lake Lansing South](#) Renovation & Accessibility Updates - Page 38
  - B. [Trails and Parks Millage](#) Stakeholder Survey Input - Page 41
  - C. [FAQ Update](#) - Page 43
10. [Correspondence & Citizen Comment](#) – Page 47
11. Board/Staff Comments
12. Limited Public Comment ~ Limited to 3 minutes with no discussion

**13. Upcoming Meetings**

- A. Date: Monday, May 15, 2017; Time: 5:30pm  
Parks & Recreation Commission Meeting
- Date: Monday, May 22, 2017; Time: 5:30pm  
Parks & Recreation Commission Meeting

**14. 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. Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island
- D. Emergency Purchase Order for the Sanitary Lift Station at Hawk Island

**15. 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.

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**Ingham County Parks & Recreation Commission Members:** Chair Sarah Nicholls, Vice-Chair Matt Bennett, Secretary Jonathan Schelke, County Commissioner Teri Banas, Ryan Earl, Jessy Gregg, Cherry Hamrick, County Commissioner Carol Koenig, Paul Pratt, and Shirley Rodgers

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**April 17, 2017**

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, Ryan Earl, Jessy Gregg (entered at 5:42pm), Cherry Hamrick, Commissioner Carol Koenig, Sarah Nicholls, Paul Pratt, Shirley Rodgers, and Jonathan Schelke

**Absent:** Commissioner Teri Banas

**Also Present:** Park Director Tim Morgan, Recording Secretary Nicole Wallace, Evan Hope-Delhi Township Clerk, Giovanni Grata-MSU Student, Zach Forbush-MSU Student, Alyssa Lyen-MSU Student, Angel Forde-MSU Student, Bob Pena-Eastside Neighborhood Organization, Dean Brailey-Tri-County Bicycle Association, Steven Leiby-Tri-County Bicycle Association, and Caylie Kraus

**Call to Order:** Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:30pm

**Minutes:** **Moved by** Mr. Bennett and **Supported by** Commissioner Koenig to approve the March 27, 2017 minutes of the regular meeting as written. **Yes-7; No-0; Abstain-1** (Shirley Rodgers). **MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

Evan Hope introduced himself as Delhi Township Clerk. Mr. Hope stated he was disappointed and addressed the Park Commission about his concerns. Mr. Hope read the comments about Delhi Township's application from the March 27 Park Commission meeting minutes. Mr. Hope responded to the comments and explained that Delhi Township applied because County staff had advised them to do so. Mr. Hope stated County staff and Park Commissioners that attended the site visit said that they were open to other financial options, such as multi-year funding. Mr. Hope stated with the two phases that have already been completed, the trail to Burchfield Park would be a trail to nowhere, and that CMAQ grants have to be applied to years in advance. Mr. Hope stated they felt it was insulting that their match dollars were not considered. Mr. Hope stated they used the application, and wrote see attached since there were room limitations on the application. Mr. Hope stated the Holt to Mason trail was their first priority, but they did not apply for that since the Ram 2 Burchfield Trail was Ingham County's first priority. Mr. Hope stated if Delhi Township would have applied for a different project, he thinks that may have been funded, but they did not apply for another project, because that was not the intent of the millage. Mr. Hope stated he is encouraged to see a discussion item on the agenda to discuss funding larger projects and recommended scrapping the grant process and look at a master plan process to allocate the funds. Chair Nicholls thanked Mr. Hope for his comments and invited him to meet with County staff and Park Commissioners if he is interested.

Bob Pena asked if the Park Commission would like to have a food truck at the park four times in the summer, which would be part of a sustainability and agriculture grant for city parks. Mr. Morgan stated he will follow up with Bob Pena to start this conversation.

Shirley Rodgers introduced herself as the new park commissioner.

### **LATE ITEMS / CHANGES / DELETIONS**

None.

### **DISCUSSION ITEMS**

*Overview of the Trails Survey Results* ~ Chair Nicholls stated her MSU students are working on a trails marketing plan. They will present a PowerPoint Presentation which is a snap shot of the results of a survey. The students will create a marketing plan which they will present at an upcoming Park Commission meeting. Giovanni Grata, Zach Forbush, and Alyssa Lyen presented a PowerPoint Presentation detailing the results of the survey.

### **BLUEWAYS**

Mr. Pratt stated Mike Morofsky, a constituent who is interested in blueways, was not in attendance at tonight's meeting. Mr. Pratt stated he has had previous conversations with Mr. Morofsky and shared with him that he thinks blueways is a valid use for millage money, but the Drain Commission does not have specific positions on how to spend money on blueways projects. Mr. Morgan stated Mr. Morofsky had taken photos of Sycamore Creek blockages which are shown in the packet.

Mr. Morgan stated there is another blueways agenda item for discussion-the draft motion. Mr. Morgan stated blueways projects currently need to be brought by a municipality or, a non-profit organization, if they are allowed to apply. Mr. Morgan stated in the Ingham County Parks Comprehensive Report there are 85 partial or complete blockages on the Sycamore Creek between the Red Cedar River as of December 2015. Mr. Morgan stated the Red Cedar River has a lot of blockages as well. Mr. Morgan stated the Grand River is mostly clear-we keep it open and there are other commercial operations that clear the river too. Mr. Morgan stated the State is working on designating the Grand River as a state river trail. Mr. Morgan stated the motion lists the rivers in alphabetical order, and that is also his recommendation of prioritizing the blueways.

Mr. Pratt stated he would argue that the most demand has been for the Red Cedar River, because the Grand River is already open. Mr. Pratt stated the Red Cedar River is along a more populated part of the County and there is higher demand. Mr. Morgan stated we should discuss if we need to add launch sites or just consider maintenance? Mr. Pratt stated maintenance is the issue, there isn't an issue with a lack of launch sites.

Ms. Gregg stated she prefers the Red Cedar River since it is more scenic. Ms. Gregg stated we could focus efforts closer to access sites already in use. Ms. Rodgers stated the motion is confusing-what are we prioritizing? Commissioner Koenig stated funding. Ms. Rodgers stated there is only so much money, and that there is a segment of the community interested in blueways. You can't prioritize the blueways if we don't know the cost-removal and clearing of the rivers, maintaining the river on an annual basis, etc. Ms. Rodgers stated the conversation should be included in the non-motorized plan that Tri County is currently working on; if blueways could be a part of the regional plan, it potentially could qualify for federal funding.

Mr. Schelke recommended that blueway users should identify which sections of the rivers they are interested in; and then we could communicate that to municipalities. Mr. Morgan stated currently the County doesn't bring forth applications. Commissioner Koenig stated she would volunteer to meet with communities to encourage them to apply for a blueway project. Mr. Morgan stated he can check with Jeff Potter about areas of interest.

Mr. Bennett stated Sycamore Creek is hardly navigable. Mr. Bennett stated multiple municipalities would have to buy in to a blueways project and this is costly. Commissioner Koenig stated we could do this and have a

consortium of multiple communities, or we could start with small projects-just a portion at a time and then build momentum. Mr. Bennett stated the task force was clear that they didn't want to use the millage funds on maintenance. Chair Nicholls asked if we want to move forward the motion. Commissioner Koenig stated this requires more discussion. All present agreed not to move the motion forward.

**MOTION TO RECOMMEND A MULTI-YEAR APPROACH FOR MILLAGE FUNDING**

Mr. Bennett stated we can consider a multi-year approach. However, he is concerned that if we plan too far ahead we could run out of money, and suggested a multi-year approach using 60% of the funding per year. Mr. Schelke asked if the Park Commission can recommend the Board of Commissioners fund projects from millage funds from a future year. Mr. Morgan said you could fund a project incrementally. Mr. Schelke stated the Park Commission made recommendations to fund projects from 2017, but in reality the money is coming from 2018 and 2019. Mr. Schelke stated instead, he thinks we should use the 2017 funds for projects that start right away. Commissioner Koenig stated initially the Park Commission did not want to do a multi-year approach so that projects could be started right away. Commissioner Koenig stated promising money into the future could be an issue legally. Mr. Bennett asked if a community can apply for projects for multiple years, and does the application have to be specific for what the project is for each year. Commissioner Koenig stated legally, we have to do specific segments for each year. Chair Nicholls asked if County legal should offer advice. Commissioner Koenig stated we could start making recommendations and then the County attorney could review later.

Ms. Gregg asked if the Board of Commissioners can approve funding into the future. Commissioner Koenig stated first, funding is contingent on tax payers approving the millage again, and then final approval of the Board of Commissioners. Mr. Morgan stated East Lansing just applied for a trust fund grant for the Northern Tier project, and they had to have a resolution from the Board of Commissioners to prove their match. Mr. Bennett stated it is his understanding we can only program money out one year. Commissioner Koenig said we may be able to plan out three years. The Park Commission could give preliminary approval.

Mr. Earl stated he likes the idea of a multi-year approach, but is concerned about planning ahead more than three years. Mr. Earl stated he likes the idea of revisiting the process each year.

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY MS. RODGERS

TO RECOMMEND A MULTI-YEAR APPROACH. THE DOLLAR AMOUNT OF EACH YEAR WILL NOT EXCEED 50%.

Mr. Schelke suggested a friendly amendment to consider a multi-year approach for 2-3 years/6-9 million.

MOTION TO AMEND with Friendly amendment **FAILED** with Comm. Koenig voting YES and Shirley Rodgers voting NO.

Main Motion: Yes-5 (Paul Pratt, Shirley Rodgers, Carol Koenig, Ryan Earl, and Jessy Gregg); No-4 (Matt Bennett, Sarah Nicholls, Cherry Hamrick and Jonathan Schelke). Absent: Teri Banas.  
MOTION CARRIED.

**MOTION TO AUTHORIZE SELLING FOBS FOR THE SOLDAN DOG PARK AT SOLDAN'S PET SUPPLIES**

MOVED BY MR. BENNETT, SUPPORTED BY COMMISSIONER KOENIG

To approve selling FOBs for the Soldan Dog Park at Soldan's Pet Supplies

THE MOTION CARRIED UNANIMOUSLY. Absent: Teri Banas. MOTION CARRIED.

**MOTION TO ADOPT TENTATIVE DRAFT TIMELINE FOR FALL 2017 MILLAGE APPLICATION ROUND**

MOVED BY MR. BENNETT, SUPPORTED BY MS. GREGG

To adopt the Tentative Draft Timeline for the Fall 2017 Millage Application Round, 2018 fiscal monies

Yes-7; No-0; Abstain-1 (Shirley Rodgers). Absent: Sarah Nicholls and Teri Banas. MOTION CARRIED.

**MOTION TO RECOMMEND CONSIDERING FUNDING A COMMUNITY'S FIRST TRAILS PLAN**

Ms. Hamrick stated this is important and we should consider recommending funding a community's first plan. We want smaller communities to be excited about the process. Mr. Earl agreed, the overall goal is to connect communities to trails. Ms. Gregg recommended striking as a high priority from the motion. Ms. Rodgers recommended adding development of a community's first trail plan.

MOVED BY MS. RODGERS, SUPPORTED BY COMMISSIONER KOENIG

To recommend considering assisting to fund the development of a community's first trails plan for the Ingham County Trails and Parks Millage Application Process

THE MOTION CARRIED UNANIMOUSLY. Absent: Teri Banas, Paul Pratt, and Sarah Nicholls. MOTION CARRIED.

**MOTION TO RECOMMEND DESIGNATING THE RESERVE OF THE TRAILS AND PARKS MILLAGE FUND FOR SPECIAL PURPOSES**

Mr. Schelke stated upon further review he does not recommend passage of the motion since it may be restrictive. The motion failed for lack of support.

**MOTION TO RECOMMEND NON-PROFIT ORGANIZATIONS BE ELIGIBLE TO APPLY FOR MILLAGE PROJECTS**

Mr. Bennett stated as it currently stands, a non-profit organization can apply with a municipality. This motion would allow non-profits to apply on their own. Commissioner Koenig stated at first, this was not considered due to fiduciary issues. As the process has continued, we have learned that there are sections of the County that municipalities may not be interested in pursuing certain projects. This would allow other organizations to apply.

Mr. Earl asked what if we approve a project by a non-profit organization and then the organization dissolves. Who owns the trail? Mr. Earl stated non-profit organizations could be valuable in expanding trails, but years down the road, they may not be able to provide maintenance. Ms. Hamrick stated we should not assume all applications will be for trails, for example, FLRT's application was for an ambassador program. Ms. Rodgers stated she is reluctant to allow non-profit organizations to apply on their own due to liability issues. Ms.

Rodgers stated she believes there should be a partnership with a municipality. The public needs to have someplace to call, the public is entitled to that, and she is not sure a community based organizations should be the recipient of tax payer dollars. Ms. Rodgers stated she thinks a partnership with a municipality is critical. Commissioner Koenig recommended the motion state a 501(c)(3) non-profit organization. Ms. Rodgers asked if there could be a liability issue. Commissioner Koenig stated we can consider an application and carefully review each application. However, we don't want to encourage nonprofits to apply if we don't intend to fund the projects. Ms. Gregg stated we can consider the history of the non-profit organization while reviewing the application.

Ms. Gregg stated blueways will never be taken over by a municipality, but maybe a rafting group who is sufficiently funded and interested in applying would want to bring forth an application. Mr. Schelke stated the most successful trails in the state are from 501(c)(3) organizations. The 501(c)(3) is the organization that advocates for the trail, and encourages government agencies, publicize the trails, and attract non-governmental money for funding. Ms. Schelke stated a 501(c)(3) organization could assist in multi-jurisdictional projects. Mr. Earl stated he is worried about the maintenance and upkeep. Mr. Earl stated that needs to be addressed moving forward. Mr. Schelke stated we could look to TART as a model, they have different agreements with municipalities.

**MOVED BY COMMISSIONER KOENIG, SUPPORTED BY MR. SCHELKE**

To recommend the consideration of 501(c)(3) non-profit organizations to be eligible to apply for the Ingham County Trails and Parks Millage projects as well as local government units

**Yes-7; No-1** (Shirley Rodgers). Absent: Teri Banas, Sarah Nicholls, and Paul Pratt. **MOTION CARRIED.**

Wayfinding~ Mr. Morgan reviewed the timeline. Commissioner Koenig recommended a community should apply for a grant for this project.

Edit Application Form for the Trails and Parks Program Application~ Reviewed edits to the application: move page 8 to 3, add bullet points for ranking projects, and move question #6 to #1.

Edit Scoring/Ranking Criteria for the Trails and Parks Program Application~ Mr. Bennett recommended adding the following to scoring criteria #3: based on feasibility, public demand, supports equitable opportunities, and public support.

### **BOARD/STAFF COMMENTS**

Ms. Hamrick stated FLRT met with the East Lansing Park Director and East Lansing is inviting FLRT to meet with their volunteer group. Ms. Hamrick stated FLRT is having a meeting on May 4th at 6pm at Hawk Island. This meeting is to work with BWL and Impression 5 to train members as new Trail Ambassadors for the cleanup on May 13.

### **REVIEW PARK COMMISSION AGENDA**

Reviewed edits.

### **LIMITED PUBLIC COMMENT**

Mr. Pena stated he will promote blueways to the members of his organizations.

**Adjournment:**

There being no further business, the meeting was adjourned at 8:00pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

DRAFT

**Pat Witte**  
**Park Manager**  
**15 YEARS**

Pat Witte started his employment with Ingham County Parks in 2002. Pat supervises seasonal and full-time Parks employees and has the responsibility for the operation of Lake Lansing Parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other duties.

Pat has been instrumental for the Ingham County Parks system development over the last 15 years. Pat's park management efforts have contributed significantly to the Parks Department's ability to provide exceptional service to the citizens of Ingham County and his level of commitment to the Ingham County Parks sets a positive example for others to follow. He has managed during a multitude of citizen driven special events, Pat has lead the way in the assistance with the Friends of the Parks "Sounds of Summer" Band Shell concert series as well as planning and organization of the natural area "Stewardship" program that has seen the eradication of thousands of invasive species from Lake Lansing Parks. I would like to congratulate Pat on his 15 year anniversary.

**Jeff Gehl**  
**Park Manager**  
**30 YEARS**

Jeff Gehl started his employment with the Ingham County Parks in 1987. Jeff supervises seasonal and full-time Parks employees and has the responsibility for the operation of Burchfield County Park, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other duties.

Jeff has been instrumental for the Ingham County Parks system development over the last 30 years. Jeff's commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County. He has managed during a multitude of citizen driven special events. Jeff has lead the way for both Disc Golf (two 18 hole courses at Burchfield Park) and mountain bike trails (over six miles of single track course at Burchfield) to be developed with the Ingham County Parks System. Jeff has fostered the Canoe/Kayak livery out of Burchfield Park providing thousands with annual blue way trail experiences that they might not have had without the program at Burchfield Park. I would like to congratulate Jeff on his 30 year anniversary.

## Directors Report

March 20<sup>th</sup>-April 18<sup>th</sup> (April 24<sup>th</sup>, 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.

- Ongoing weekly update meetings with Nicole and Karen on various committee agendas, supporting documents and internal items. We have been extremely busy working on Millage items this round and Park Commission documents as well as various other park related items.
- Continued working with Jeff Potter, President of the Friends of Parks, on transition items as well as beginning work with Legal on a MOU for the future with them. Karen Fraser and I both have stepped down, per legal counsel transition, as board members of the Friends.
- Working with staff and Spicer to discuss items pertaining to Lake Lansing South Upgrades and renovations for future Land & Water, MNRTF and Passport Grant applications, 2018 round request match 2018 millage budget.
- Attended another monthly park promotional spot on Tim Barren's radio Michigan show promoting Ingham County Parks.
- Attended a Complete Streets meeting with the Board of County Commissioners and us added specific text to the next round millage application from Road Department staff to address this topic.
- Attended several Controller staff meetings.
- Reviewed from County Legal several items Millage contracts, and MOU's.
- Sorted through and responded e-mails daily.
- Continued working with Jeff Gehl and Jim Hudgins from purchasing on the Michigan Natural Resources grants we received for accessible restroom and parking facilities, and Overlook shelter improvements to solicit a RFP for Prime Professional to oversee this grant project.
- Continued to work with Karen and Jim Hudgins the Zoo and other departments on RFP for revenue management system.
- Organized Millage files and prepared for upcoming Task Force meeting and Park Commission with Applications and scoring criteria items.
- Worked on budget thoughts with staff for 2018 request, Controller has asked for 5% budget reductions as part of all department requests. We will present to Park Commission in May.
- Attended the County Service Awards; Pat Witte 15 years, Jeff Gehl 30 years.
- Spoke to several MSU students about class projects on the County Parks, also spoke to a reporter on the Ingham County Parks for a feature story.
- Worked on updating the FAQ's for the Trails & Parks millage community applications.
- Worked with Paul Pratt on water trails and Cherry Hamrick on research for the topic.
- Continued to follow-up on and worked with Brian and staff on emergency storm damage purchasing and Jim Hudgins in purchasing.
- Worked with Spicer on final Master Plan items, they will be printing the final plan for distribution.
- Re-advertised for roof re-bids with Brian and Jim Hudgins for all parks CIP projects.
- Worked with Jim Hudgins purchasing director on various CIP and other requests.
- Continued working with staff on planning for and starting CIP projects as well as RFP's that will be necessary.
- Met with Pat to discuss Meridian 175<sup>th</sup> Carousel discussion at Lake Lansing.
- Met with Brian, Coe, and Dan Troia to talk about paving and crack seal CIP at Hawk Island.

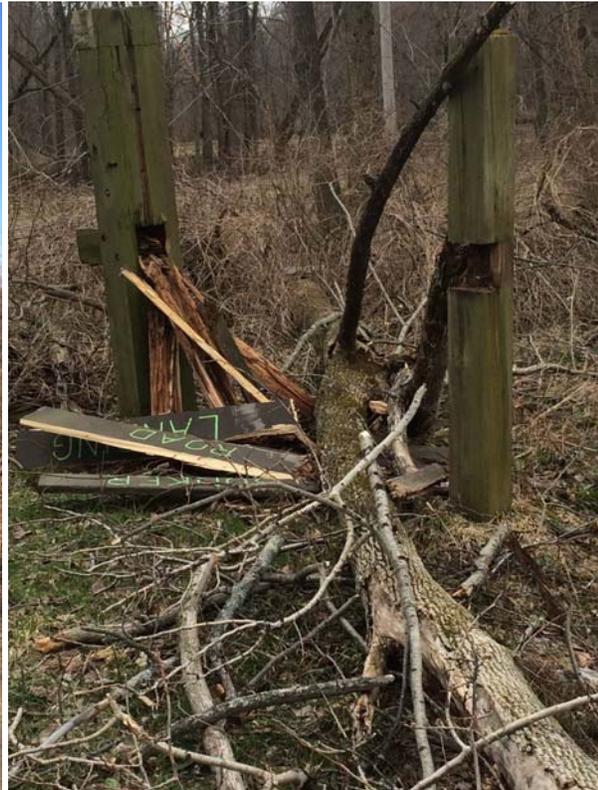
- Spoke to South Lansing Kiwanis club about Parks.
- Conducted monthly staff meetings.
- Spoke to East Lansing Kiwanis Club about parks.
- Attended the Michigan Bicycle Tourism Marketing Plan Tactical Workshop.
- Met with Shirley Rodgers new Park Commission appointment from Tri-County.
- Reviewed Park Rules with staff, the Zoo and legal now will review and update as we will be updating the County Park rules at future Park Commission meeting to finalize the separation from the Zoo as well update items that we have needed to do since the last revision.
- Continued to work with Spicer group met and talked and corresponded daily on several items for their scope of services to implement millage related scope of work items. Will be working with them on wayfinding program.
- Attended a third meeting of the sub-committee advisory group for Non-motorized plan with Tri-County Regional Plan Commission.
- Worked with Karen and Nicole on both packets for Park Commission.
- Attended another Ingham County and Surrounding County Directors lunch to discuss general park items.
- Continued communication with the Sheriff Department personnel to keep in the loop for details of continuing our partnership for summer patrol in the parks.
- Worked with our MDNR Grant coordinator to discuss our grants that we had received on getting final paperwork and grant agreement for the "Overlook" passport grant underway. Also, worked on Mi-Rec grants to enter data.
- Spring has sprung and staff in the field and office have been extremely busy getting ready for the summer season! I appreciate the effort and support of each and every one!
- Take advantage of the spring weather and get out and walk a trail and enjoy renewal in one of our parks.

# AGENDA ITEM #7B

## Burchfield Report

- 3-15 CPR and first aid training
- 3-16 Managers meeting
- 3-20 Park commission meeting
- 3-27 Park commission meeting
- 3-17 Fire extinguishers inspection
- 3-28 Cash handling meeting
- 3-31 to 4-10 vacation
- 4-10 & 4-11 sick
- 4-12 Service awards meeting
- 4-14 Holiday

The end of March we removed and stored all of the winter sports equipment. With the heavy rains and strong wind the park received significant damage to trees. 5 large pine trees were toppled along with several other deciduous trees. At Bunker Landing a large tree came down and destroyed our main park sign. After cleaning up from the storm we concentrated on routing new signs including a new one at Bunker Landing. Other projects include working on getting the plumbing up and operational, table replacement, working on overlook grant, working on day camp and environmental stewardship, purchasing equipment, mulching and weeding the main flower bed areas.





# April 2017

## Hawk Island County Park

- Seasonal Employee Hiring and training
- 5 Special Events
- Worked with Special Event coordinators for upcoming events
- Attended Team Playmakers meetings to sell annual passes and promote Ingham County Parks
- Took down Winter Sports Building
- Installed cover on magic carpet tubing lift
- Re-installed mile markers around asphalt trail
- Installation of new speed limit signs
- Worked with asphalt contractors and Road Department to compile specs for Hawk Island parking lot CIP item.
- Received bids and ordered 2 new pedal boats for Hawk Island.
- Worked with Jim Hudgins, Purchasing Director on several items out to bid.
- Met onsite with roofing contractors for CIP roof replacements
- Worked with Purchasing Department and Jimmerson Roofing to schedule roof repair from wind damage to Red Tail shelter
- Temporary covers installed on Red Tail Shelter roof until contractor can repair.
- Worked with contractor on design and prep for lift station repairs
- Began repairs on splash pad features.
- Received park wide seasonal supplies and distributed to all parks.
- Aerated Turf areas
- Cut back trees/brush between Cabana and Lake to improve view.

## Lake Lansing Manager's April Report

### Meetings:

- 3-21-17 MSU Journalism students for State News Interview
- 3-21-17 Seasonal interview
- 3-23-17 Meridian 175<sup>th</sup> Celebration meeting
- 3-23-17 HBA meeting
- 3-27-17 Park Board meeting
- 3-28-17 Well contractor for State and Federal seasonal start up
- 3-29-17 Cash management meeting
- 3-29-17 Directors meeting to discuss Managers/Asst. Managers year to year park rotation
- 3-30-17 Two seasonal interviews
- 3-30-17 Met Meridian police Chief David Hall
- 3-31-17 Vernal Pool training
- 3-31-17 Sue Robinson "Band Shell" meeting
- 4-1-17 Volunteer work day
- 4-2-17 Met Two Men and a Truck, Sera Bella Salon, CATA, LLPOA, Vision Collision, Burcham Hills for Band Shell sponsorship
- 4-7-17 Seasonal interview
- 4-8-17 Volunteer work day
- 4-10-17 Staff meeting
- 4-10-17 Met Dave Card for Eagle Scout project
- 4-10-17 Band Shell meeting
- 4-11-17 Meridian 175<sup>th</sup> Celebration meeting
- 4-11-17 Lake Lansing Watershed advisory meeting
- 4-12-17 Met Bill Schneider Wildtype for Stewardship consulting
- 4-13-17 Rachelle Roane Michigan Audubon, Purple Martin House location

Tasks accomplished or completed during the month:

1. Installed fishing docks
2. Turned on water at all areas. Opened restrooms and primed irrigation
3. Cleaned all buildings including restrooms and concessions
4. Repaired water lined and dock decking boards.
5. Repaired broken trail boardwalks
6. Cut fallen and damaged trees
7. Continue to interview seasonal employees, enforce rules and regulations, clean and greet reservations, mow all grounds, continue trash removal and cleaning.



Dock installation



Vernal Pool training at Lake Lansing Park North



Tree Damage



## March - 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. Updated the Seasonal Manual for the 2017-2018 season.

### Customer Service

We received 400 phone calls in the month of March. 77 park visitors made a picnic shelter reservation in March. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 57 U.S. passport applications in March. We have received 53 requests for 2017 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.

### Bill Earl Fishing Program

We continued registration for the fishing events. Prepared the nametags, certificate of completion, letters and made each participant's packet.

### Burchfield Park Day Camp

Prepared for registration for day camp at Burchfield Park.

### Parks and Trail Millage

The Board of Commissioners authorized the millage awards at their March 28, 2017 meeting. Sent notification letters to each community and requested the County attorney draft the contracts.

### Accounting/Budget/Payroll

We began adding seasonal staff to payroll for the summer months, 5 individuals were added. 9 Purchase Orders were issued for various equipment and supplies. Requested to carry forward Capital Improvement funds totaling \$494,828 for 20 projects in the Parks Budget plus approved millage project funding of \$5,451,426. Submitted request for changes to the 2018 fee structure. We are working on updating our cash handling procedures. Objectives for this effort include:

#### **Objectives:**

1. Consistent policy/procedure in all parks
2. Establish effective internal controls to minimize risk
3. Eliminate/reduce the direct assignment of change funds to seasonal staff
4. Eliminate the follow up and collection of issued change funds
5. Eliminate employees taking county funds out of parks
6. Annual - recall and reissue all funds

## Revenue Management System

The Parks Department RFP is ready for release, however, the Zoo is now participating in the RFP process as they are considering systems for their concession and gift shop areas. They may also be able to use the program for memberships and educational programming. I (Karen) have met with them and shared our business specifications and the Zoo is in the process of putting their information together.

## Marketing

Since January we have gained 220 people following us on Social Media. Our top media Tweet of the month was “Ingham County Parks are Hiring” and this was our most frequently viewed Facebook post as well. We have posted/tweeted about open positions eight times and will continue to do so, as we are not receiving many applications.

## Employment Opportunities

Available Positions:

**Park Staff—\$9.25 per hour.** *Positions include Rangers, Gate Attendants, Snack Bar & Rental Attendants.*

**Lifeguards—\$11.00 per hour.** *These positions begin working in late May and continue through Labor Day weekend.*

*Positions available at Burchfield Park in Holt, Hawk Island Park in South Lansing and Lake Lansing Parks in Haslett.*



We are also promoting Nature Day Camp and have 23 campers registered compared to last year when we had 2 campers registered at this time.



## Fraser, Karen

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**From:** Morgan, Timothy  
**Sent:** Wednesday, April 05, 2017 2:29 PM  
**To:** Fraser, Karen  
**Subject:** FW: Report Cover  
**Attachments:** leaf cover 2016 4.pdf



Tim

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**From:** Cypher, Jared  
**Sent:** Wednesday, April 5, 2017 11:25 AM  
**To:** Morgan, Timothy <[TMorgan@ingham.org](mailto:TMorgan@ingham.org)>  
**Subject:** FW: Report Cover

FYI

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**From:** Rhode, Jill  
**Sent:** Wednesday, April 5, 2017 11:20 AM  
**To:** Dolehanty, Timothy <[TDolehanty@ingham.org](mailto:TDolehanty@ingham.org)>; Morton, Teri <[TMorton@ingham.org](mailto:TMorton@ingham.org)>; Cypher, Jared <[JCypher@ingham.org](mailto:JCypher@ingham.org)>  
**Subject:** Report Cover

I stole Karen Fraser's idea to her delight. Attached is the proposed cover for the 2016 CAFR but using only trails since that is the "big" 2016 issue.

Comments.

# INGHAM COUNTY, MICHIGAN

Fall

Winter



Summer

Spring

COMPREHENSIVE ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
DECEMBER 31, 2016

# AGENDA ITEM #7D

**Ingham County Parks Budget Status**  
3/31/2017

	ORIGINAL 2017 BUDGET	ANNUAL AMENDED BUDGET	2017 ACTUAL	2017 VARIANCE + / -	2017 Percent Used	PRIOR YEAR 2016	VARIANCE + / - 17/16
<b>Park Administration</b>							
Revenue							
Passport Revenue	16,000	20,000	9,378	(10,622)	46.9%	6,675	2,703
Misc Revenue	2,000	1,000	361	(639)	36.1%	279	82
Carry Over Surplus Used	0	0		0	0.0%		0
Rev trf in F101	671,598	628,398	167,899	(460,499)	26.7%	170,006	(2,107)
Rev trf in F228	50,750	50,750	12,687	(38,063)	25.0%	12,500	187
Rev trf in (Cap Imp) F101	0	1,000		(1,000)	0.0%	2,000	(2,000)
<b>Total Revenue</b>	<b>740,348</b>	<b>701,148</b>	<b>190,325</b>	<b>(510,823)</b>	<b>27.1%</b>	<b>191,460</b>	<b>(1,135)</b>
Expenditures							
Personnel Services	408,650	372,850	82,877	289,973	22.2%	73,943	8,934
Controllable Expenses	201,446	195,046	30,223	164,823	15.5%	22,196	8,027
Non-Controllable Expenses	130,252	130,252	25,181	105,071	19.3%	29,049	(3,868)
<b>Total Expenses</b>	<b>740,348</b>	<b>698,148</b>	<b>138,281</b>	<b>559,867</b>	<b>19.8%</b>	<b>125,188</b>	<b>13,093</b>
<b>Net Cost Park Administration</b>	<b>0</b>	<b>3,000</b>	<b>52,044</b>	<b>(49,044)</b>		<b>66,272</b>	<b>(14,228)</b>
<b>Burchfield Park</b>							
Revenue							
Shelter Fees	15,800	15,800	4,715	(11,085)	29.8%	4,125	590
Disc Golf Fees	22,000	22,000	4,025	(17,975)	18.3%	3,040	985
Pedal Boat Rental	5,000	2,000		(2,000)	0.0%	0	0
Canoe/Kayak Rental	34,500	42,500	145	(42,355)	0.3%	0	145
Ski Rental	7,000	7,000	646	(6,354)	9.2%	3,241	(2,595)
Food Concessions	2,500	2,500	617	(1,883)	24.7%	1,226	(609)
Parking Fees	44,665	44,665	7,488	(37,177)	16.8%	5,602	1,886
Snow Tube Rental	4,000	4,000	244	(3,756)	6.1%	1,602	(1,358)
Day Camp	15,000	10,000		(10,000)	0.0%	90	(90)
Rev trf in F101	311,427	319,172	77,857	(241,315)	24.4%	77,337	520
<b>Total Revenue</b>	<b>461,892</b>	<b>469,637</b>	<b>95,737</b>	<b>(373,900)</b>	<b>20.4%</b>	<b>96,263</b>	<b>(526)</b>
Expenditures							
Personnel Services	393,126	399,204	54,572	344,632	13.7%	67,337	(12,765)
Controllable Expenses	58,766	60,433	7,520	52,913	12.4%	6,841	679
Non-Controllable Expenses	10,000	10,000	2,572	7,428	25.7%	2,281	291
<b>Total Expenses</b>	<b>461,892</b>	<b>469,637</b>	<b>64,664</b>	<b>404,973</b>	<b>13.8%</b>	<b>76,459</b>	<b>(11,795)</b>
<b>Net Cost Burchfield Park</b>	<b>0</b>	<b>0</b>	<b>31,073</b>	<b>(31,073)</b>		<b>19,804</b>	<b>11,269</b>
<b>Lake Lansing Parks</b>							
Revenue							
Shelter Fees	20,550	20,550	6,075	(14,475)	29.6%	6,445	(370)
Boat Rental	7,500	7,500		(7,500)	0.0%	0	0
Boat Launch Fees	17,000	17,000	100	(16,900)	0.6%	50	50
Food Concessions	13,650	13,650		(13,650)	0.0%	0	0
LL House	9,600	9,600		(9,600)	0.0%	2,400	(2,400)
Parking Fees	84,335	84,335	90	(84,245)	0.1%	30	60
Inflateable Rental	1,000	1,000		(1,000)	0.0%	225	(225)
Rev trf in F101	305,747	328,690	76,437	(252,253)	23.3%	69,614	6,823
<b>Total Revenue</b>	<b>459,382</b>	<b>482,325</b>	<b>82,702</b>	<b>(399,623)</b>	<b>17.1%</b>	<b>78,764</b>	<b>3,938</b>
Expenditures							
Personnel Services	374,047	392,323	74,493	317,830	19.0%	53,160	21,333
Controllable Expenses	72,335	74,002	10,075	63,927	13.6%	6,479	3,596
Non-Controllable Expenses	13,000	16,000	2,813	13,187	17.6%	1,858	955
<b>Total Expenses</b>	<b>459,382</b>	<b>482,325</b>	<b>87,381</b>	<b>394,944</b>	<b>18.1%</b>	<b>61,497</b>	<b>25,884</b>
<b>Net Cost Lake Lansing Parks</b>	<b>0</b>	<b>0</b>	<b>(4,679)</b>	<b>4,679</b>		<b>17,267</b>	<b>(21,946)</b>
<b>Hawk Island Park</b>							
Revenue							
Shelter Fees	30,150	30,150	15,752	(14,398)	52.2%	11,795	3,957
Boat Rental Fees	13,000	13,000		(13,000)	0.0%	0	0
Food Concessions	29,000	29,000	2,144	(26,856)	7.4%	2,833	(689)
Parking Fees	176,000	173,000	33,187	(139,813)	19.2%	28,151	5,036
Snow Hill Tubing Fees	50,000	50,000	31,529	(18,471)	63.1%	40,841	(9,312)
Dog Park Revenue	10,000	10,000	1,735	(8,265)	17.4%	2,155	(420)
Rev trf in F101	308,607	321,119	77,152	(243,967)	24.0%	74,578	2,574
<b>Total Revenue</b>	<b>616,757</b>	<b>626,269</b>	<b>161,499</b>	<b>(464,770)</b>	<b>25.8%</b>	<b>160,353</b>	<b>1,146</b>
Expenditures							
Personnel Services	470,492	484,338	97,061	387,277	20.0%	89,763	7,298
Controllable Expenses	97,471	99,137	12,468	86,669	12.6%	6,747	5,721
Non-Controllable Expenses	48,794	45,794	15,168	30,626	33.1%	7,815	7,353
<b>Total Expenses</b>	<b>616,757</b>	<b>629,269</b>	<b>124,697</b>	<b>504,572</b>	<b>19.8%</b>	<b>104,325</b>	<b>20,372</b>
<b>Net Cost Hawk Island Park</b>	<b>0</b>	<b>(3,000)</b>	<b>36,802</b>	<b>(39,802)</b>		<b>56,028</b>	<b>(19,226)</b>
<b>Grand Total Revenue</b>	<b>2,278,379</b>	<b>2,279,379</b>	<b>530,263</b>		<b>23.3%</b>	<b>526,840</b>	<b>3,423</b>
<b>Grand Total Expenses</b>	<b>2,278,379</b>	<b>2,279,379</b>	<b>415,023</b>		<b>18.2%</b>	<b>367,469</b>	<b>47,554</b>
<b>Net Change in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>115,240</b>			<b>159,371</b>	<b>(44,131)</b>
Fund Balance, Beginning of Fiscal Year 2017 <sup>1</sup>			414,441 <sup>2</sup>				
Projected Fund Balance End of Year			529,681				

<sup>1</sup> The 208 fund is closed for 2016. \$92,148 was added to the 208 fund balance.

<sup>2</sup> \$15,000 of the fund balance is designated for CIP projects.

# CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

**Status Report as of March 31, 2017**

Item	Original Budget	2017 Adjusted Budget	Encumbrance	2017 Actual Cost	Balance	Status *	Staff Notes
<b>245 FUND</b>							
Disc Golf Store Inventory- BUR (2016) 245-75299-726010	3,598				<b>3,598</b>		Consider other Use Carry to 2017
Cross Country Ski Equip.- BUR (2016) 245-75299-726010	4,000				<b>4,000</b>		Getting Quotes Carry to 2017
Shoreline Stablization- LL Boat Launch 245-75299-743000 (2016)	13,197			2,243	<b>10,954</b>	In Progress	Carry to 2017
Reforestation - LLS 245-75299-976000 (2015)	1,575				<b>1,575</b>	Complete	Carry Forward 2016
Security Cameras & Alarms- All Parks 245-75299-976000 (2016)	15,000				<b>15,000</b>		Carry to 2017
Path Repair - HI (2015) 245-75299-974000	7,000			145	<b>6,855</b>	In Progress	Carry to 2017
Master Plan (2015) 208-75200-967000-86000	1,403				<b>1,403</b>	In Progress	Carry Forward 2016 Carry forward to 2017
<b>Total</b>	138,855	233,715	0	229,219	23,496		
<b>228 Trails &amp; Parks Millage Fund</b>							
McNamara Accessible Launch 228-75999-976000 (2016)	151,200				<b>151,200</b>	Grant Awarded	\$45,360 Match or \$75,600 Match MNRTF or LWCF Grant Carry to 2017
Overlook Shelter Roof/Restrooms 245-75299-976000 (2016)	159,500				<b>159,500</b>	Passport Grant Awarded	\$20K 2016 CIP, \$94,500 Millage, \$45K Passport / Carry to 2017
Magic Carpet - Hawk 228-75999-978000 (2016)	16,860			1,998	<b>14,862</b>	In Progress	Carry to 2017
<b>Total</b>	327,560	0	0	1,998	325,562		
<b>Combined List of Roof Projects - Requires RFP &amp; Contract</b>							
Band Shell Roof - LL 228-75999-976000 (2016)	8,000				<b>8,000</b>	RFP Issued	Carry to 2017
Rental House Roof - LL 228-75999-976000 (2016)	14,500				<b>14,500</b>	RFP Issued	Carry to 2017
Roof White Restroom - LLN (2015) 245-75299-931000	1,836				<b>1,836</b>	Complete	Carry to 2017 (add to other roof projects)
Roof Picnic Area Restroom - LLS (2015) 245-75500-931000	8,000			0	<b>8,000</b>	Complete	Carry forward to 2017 (add to balance other roof projects)
Beach Roof House- HI (2016) 245-75299-976000	20,000				<b>20,000</b>	RFP Issued	Carry to 2017
Maintenance Building Roof- HI 245-75299-976000 (2016)	20,000				<b>20,000</b>	RFP Issued	Carry to 2017
Carousel Bldg Roof - LL 228-75999-976000-7P04 (2017)	20,000				<b>20,000</b>	RFP Issued	<u>In the 2017 Budget</u>
<b>Total</b>	92,336	0	0	0	92,336		
<b>ADA Road Funds Burchfield &amp; Lake Lansing - Passport Grant Application - Due 4/1/17</b>							
Gravel/Road Maintenance - LLS (2015) 208-75200-974000	7,000			0	<b>7,000</b>	On Hold	Carry Forward 2016 Carry forward to 2017
Gravel/Road Maintenance - BUR (2015) 208-75200-974000	7,000				<b>7,000</b>	On Hold	Carry Forward 2016 Carry forward to 2017
Road Millings - LLN & Bur 228-75299-974000 (2016)	20,000				<b>20,000</b>	On Hold	Carry to 2017
Gravel/Millings - Burch & LL 228-75999-974000-7P06 (2017)	30,000				<b>30,000</b>	On Hold	<u>In the 2017 Budget</u>
					64,000		23

## CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of March 31, 2017

<i>Item</i>	Original Budget	2017 Adjusted Budget	Encum- brance	2017 Actual Cost	Balance	Status *	Staff Notes
<b>2017 Capital Improvement</b>							
<i>Golf Carts</i> 664-80000-978000	13,500			13,300	<b>200</b>		PO Issued
<i>Dump Truck - LL</i> 664-80000-978010-C7350	40,000				<b>40,000</b>		Requires PO
<i>Blower - LL &amp; Burch</i> 664-75299-978000	8,000				<b>8,000</b>		
<i>Boat Wash Station - LL</i> 245-75299-974000	5,000				<b>5,000</b>		
<i>Pedal Boats - All Parks</i> 245-75299-735100	8,000				<b>8,000</b>		Requires PO
<i>Service Boat Trailer &amp; Motor - Burch</i> 228-75999-978000-7P01	16,000				<b>16,000</b>		Requires PO
<i>Pump House Building - HI</i> 228-75999-976000-7P02	25,000				<b>25,000</b>		
<i>Parking Lot Repairs - HI</i> 228-75999-974000-7P03	50,000				<b>50,000</b>		RFP + Contract
<i>Stone Chip Road - Burch</i> 228-75999-974000-7P05 (2017)	10,000				<b>10,000</b>		
<i>Restroom Refurbishment - HI</i> 228-75999-976000-7P07	15,000		7,300		<b>7,700</b>		
<i>Grills &amp; Tables - All Parks</i> 228-75999-734000-7P08	10,000		5,035	480	<b>4,485</b>		Requires PO
<i>Beach &amp; Volleyball Sand - All Parks</i> 228-75999-974000-7P09	6,500				<b>6,500</b>		Requires PO
<i>Trail Signage/Wayfinding - Burch</i> 228-75999-974000-7P10	10,000				<b>10,000</b>		Requires PO
					190,885		

# TRAILS AND PARKS MILLAGE

## Multiple Year Summary

2015-2017

3/31/2017

### REVENUE

FY 2015 actual	\$3,353,305
FY 2016 actual	\$3,488,275
FY 2017 YTD	\$3,430,024

<b>TOTAL TO DATE:</b>	<b>\$10,271,604</b>
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### 2015-17 EXPENSES & PREPAID EXPENSES

2015-16 Expenses Consolidated	\$172,823
Property Tax Refunds	\$0
Parks Projects/Equipment (BOC Res 16-198)	\$312,484
Parks Equipment - encumbered (BOC Res 16-198)	\$3,099
Asphalt Round (BOC Res 16-257)	\$197,216
Signage (BOC Res 16-258)	\$2,747
Bridge Round (BOC Res 16-328)	\$1,178,954
Parks Police & Supplies (BOC Res 16-444) 2017	\$12,688
Parks Capital Improvement (BOC Res 16-444) 2017	\$12,815
Spicer/Millage Consultant (BOC Res 16-524) 2017	\$3,581
2017 Millage Funds (BOC Res 17-109)	\$0

<b>TOTAL EXPENSES:</b>	<b>\$1,896,407</b>
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<b>BALANCE AFTER EXPENSES &amp; PREPAID EXPENSES</b>	<b>\$8,375,197</b>
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### BOARD OF COMMISSIONER RESOLUTIONS - Balances

Resolution 16-198 Parks CIP FY 2016 (balance)	\$228,863
Resolution 16-257 Asphalt (balance)	\$591,647
Resolution 16-258 Signage (balance)	\$7,253
Resolution 16-328 Bridges (balance)	\$3,557,918
Resolution 16-444 Parks Police & Supplies - 2017 (balance)	\$38,062
Resolution 16-444 Parks 2017 CIP (balance)	\$179,685
Resolution 16-524 Spicer/Millage Consultant-2017 (balance)	\$95,206
Resolution 16-524 Spicer/Millage Consultant-2018 (balance)	\$97,641
Resolution 17-106 Parks Passport Grant Match - ADA Burchfield	\$175,700
Resolution 17-107 Parks MNRTF Grant Match - ADA Lake Lan North	\$80,400
2017 Millage Funds (BOC Res 17-109)	\$2,992,805

<b>BOARD OF COMMISSIONER FUNDING TOTAL (balance)</b>	<b>\$8,045,181</b>
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<b>BALANCE AFTER EXPENSES and DESIGNATED FUNDS</b>	<b>\$330,017</b>
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**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of April 24, 2017

**RESOLUTION # -17**

**RESOLUTION RECOMMENDING APPROVING THE APPLICATION FORM FOR  
THE TRAILS AND PARKS PROGRAM APPLICATION**

WHEREAS, Board of Commissioners Resolution 16-394 authorized the application to be used for the Trails and Parks Program Applications; and

WHEREAS, the Park Commission reviewed the application and recommend edits; and

WHEREAS, the revised Application is attached.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends the Ingham County Board of Commissioners authorizes the application be used for the Trails and Parks Program Applications for the next rounds of applications.

# Ingham County Trails and Parks Program Application



**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, **private** 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 July 30 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the January 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.

APPLICANT		
Agencies (each project should have its own individual application):		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:
<b>Project Title:</b>		
<b>Total Amount Requested: \$</b>		

# Ingham County Trails and Parks Program Application

PROJECT SUMMARY		
<input type="checkbox"/> New Construction	Repair, Rehabilitation, <input type="checkbox"/> Long-term Maintenance	<input type="checkbox"/> Special Project
If you have applied for multiple projects, please prioritize and rank your projects <b>within each</b> category from highest priority to lowest priority in each category:		
<u><b>New Construction</b></u>	<u><b>Repair/Rehabilitation/Long-term Maintenance</b></u>	<u><b>Special Projects</b></u>
<b>Town, Range and Section Numbers of Site Location</b>		
(Town):	(Range):	(Section):
Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)		
Provide your availability for a site visit. Please include the location/address for the meeting.		

# Ingham County Trails and Parks Program Application

## ESTIMATED COSTS/BUDGET

*Provide each scope/budget item and how the budgeted amount was calculated, List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.*

## 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		
<b>Other Fees</b> (i.e., Permitting, etc...)		
<b>Total Project Expenses</b>		<b>\$</b>

## 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

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## 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)). (No minimum word count-attachments as needed).*

# Ingham County Trails and Parks Program Application

## PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. 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. 250 word limit.*

2. 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. 250 word limit.*

# Ingham County Trails and Parks Program Application

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3. 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. 250 word limit.*

4. 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. Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. 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. 250 word limit.*

## Ingham County Trails and Parks Program Application

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5. 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. 250 word limit.*

6. 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. 250 word limit.*

# Ingham County Trails and Parks Program Application

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## 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. 250 word limit.*

# Ingham County Trails and Parks Program Application

## ATTACHMENTS - REQUIREMENTS

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

## CERTIFICATION

Signature of Applicant:

Date:

S:\PKO\MILLAGE\FINAL Report And Application\Application\2017 Application.Docx

**INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of April 24, 2017

**RESOLUTION # -17**

**RESOLUTION RECOMMENDING APPROVING THE SCORING/RANKING  
CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION**

WHEREAS, Board of Commissioners Resolution 16-395 authorized the scoring/ranking criteria to be used for the Trails and Parks Program Applications; and

WHEREAS, the Park Commission reviewed the scoring/ranking criteria and recommend edits;  
and

WHEREAS, the scoring/ranking criteria is attached.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends the Ingham County Board of Commissioners authorizes the scoring/ranking criteria to be used to evaluate the Trails and Parks Program Applications for the next rounds of applications.

## Ingham County Trails and Parks Program Scoring Criteria

The following criteria will be used to evaluate and select projects. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

**1. Does this contribute to the County connectivity?**

**Score 0-15; 0= no 10= yes, 5 bonus points if the project is listed as a priority corridor in the Ingham County Trails and Parks Comprehensive Report**

\_\_\_\_\_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 provides for other available funders and partners.**

**Score 0-14; 0= does not meet criteria 10=meets minimum match of 50%,**

**1 bonus point for every % additional match above minimum match \_\_\_\_\_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.*

**<50%= 0 pts**

**50%= 10 pts**

**60%= +1 pts**

**70%= +1 pts**

**80%= +1 pts**

**90%= +1 pts**

**3. Overall how do you rate the project?**

**Score 1-10; Rate the project on a scale of 1-10, 1 being the least desirable and 10 the most positive response. \_\_\_\_\_pts**

**Based on feasibility, public demand, supports equitable opportunities, and public support.**

**LAKE LANSING PARK SOUTH**  
PROJECT SUMMARY  
2018 DNR GRANT(S)

The proposed project includes:

- Removal of the existing restroom / concession building.
- Removal and Relocation of the Sunrise pavilion.
- A new Bathhouse building that will include restrooms, changing rooms, concessions, storage, first aid area, staff room.
- A new 6' wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park.
- Asphalt paving of the south end of the parking lot with 12 ADA accessible parking spaces, with some drainage improvements.
- Replacement of the smaller restroom building.
- Two outdoor Showers.
- Picnic Tables with umbrellas near the concession area.
- New chain link fence around the park perimeter.
- Six Interpretive Signs (wall mounted) to talk about the historical significance of the park.

The project would get broken up into three smaller projects in order to apply for three separate grants through the DNR, including a Trust Fund grant (\$300,000), a Recreation Passport (\$75,000) grant and a Land and Water Conservation Fund grant (\$150,000).

**PRELIMINARY ESTIMATE OF COST  
BATHHOUSE/ACCESSIBILITY IMPROVEMENTS  
LAKE LANSING PARK SOUTH  
INGHAM COUNTY, MI**

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**GRAND TOTAL**                    \$1,772,100.00

**Non-Grant Funded Expenses**

Topographical Survey                    \$12,000.00

**GRAND TOTAL FOR ENTIRE PROJECT**                    **\$1,784,100.00**

**Local Match / Funding Sources:**

Ingham County CIP:	
Friends of I.C.P./Private Donations:	
DNR Trust Fund Grant:	\$300,000
DNR LWCF Grant:	\$150,000
DNR Recreation Passport Grant:	\$75,000
Trails & Parks Millage:	<u>\$1,259,100</u>
<b>Total Project Cost:</b>	<b>\$1,784,100</b>



BATHHOUSE/ACCESSIBILITY IMPROVEMENTS  
 LAKE LANSING PARK SOUTH  
 INGHAM COUNTY, MI



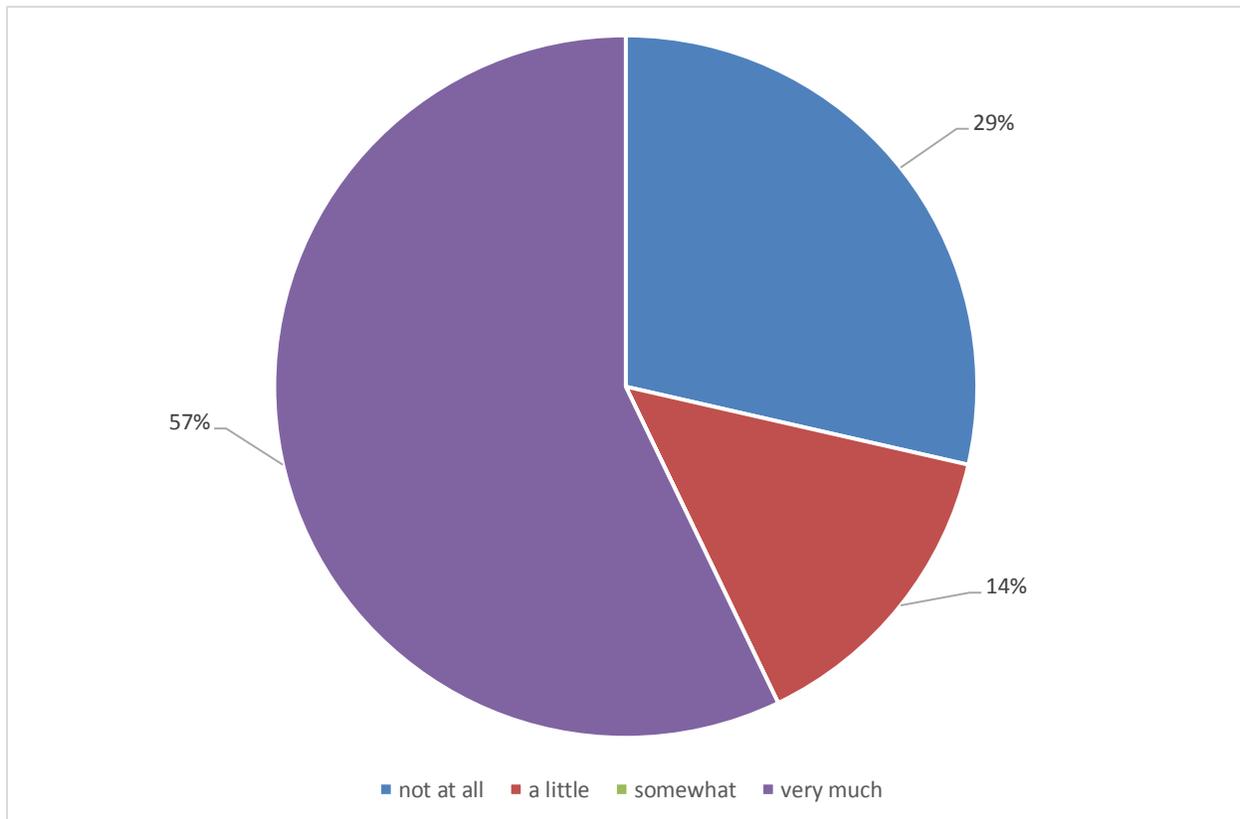
# AGENDA ITEM #9B

## Ingham County Trails and Parks Millage – 2017 Survey Results

To what extent do you agree or disagree with the following statements about the millage application process (n = 7)

Items	Responses				Mean
	Strongly Disagree (1)	Disagree (2)	Agree (3)	Strongly Agree (4)	
Application requirements are clearly defined	0 (0.0%)	2 (28.6%)	4 (57.1%)	1 (14.3%)	2.9
The application form is easy to understand	0 (0.0%)	1 (14.3%)	5 (71.4%)	1 (14.3%)	3.0
The application form is easy to complete	0 (0.0%)	2 (28.6%)	4 (57.1%)	1 (14.3%)	2.9
Overall, the application process is easy to navigate	0 (0.0%)	1 (14.3%)	5 (71.4%)	1 (14.3%)	3.0
The scoring criteria are clearly articulated	0 (0.0%)	3 (42.9%)	3 (42.9%)	1 (14.3%)	2.7

To date, to what extent has the trails millage positively impacted your department’s ability to maintain, reconstruct, and/or build new trails in your jurisdiction? (n = 7, mean = 2.9)



What other comments do you have about the millage process to date? (n = 4)

- Some of the questions/prompts on the application seemed repetitive, but on the whole well rounded.
- There is a lot of emphasis on creating a regional trails network which currently does not include the outlying townships in the county. Since all the townships pay millage there should be consideration given to their needs in maintaining currently existing parks and trails, not yet connected to the current urban trail network. Ing. Co.P & T round two applications should be considered a "learning process" for the Parks & Rec. Commission, and urban/rural cities and townships within the county. I suggest a meeting with the outlying townships, as a follow-up. This may shed light on their concerns and needs, as part of the county P & T network. Thanks.
- The match emphasis of the committee and commissioners must be stated with more clarity. Also the need to better explain point totals with regards to expansion vs maintenance.
- Plan to use the millage in the future.

## FREQUENTLY ASKED QUESTIONS Updated 4/24/17 THE INGHAM COUNTY TRAILS AND PARKS MILLAGE GRANT APPLICATION PROCESS

In November 2014, Ingham County voters approved a new millage to support the development of a county-wide regional trails and parks system. The .5 mill, six-year levy raises an estimated \$3.4 million per year through 2020. Annually, the funds are reviewed and made available for funding of projects as recommended by the Park Commission and approved by the Board of Commissioners.

**A Tentative Third Round – Applications due by July 30<sup>th</sup>, 2017:** A third round of applications will be accepted beginning June 14<sup>th</sup> and due July 30<sup>th</sup>, 2017. These applications will address new construction and special projects (including blueways) as well as repairs, rehabilitation, and long-term maintenance projects with priority given to those as identified as a regional priority corridor in figure 24 (page 27) of the Ingham County Trails and Parks Comprehensive Report. (Pending Board of Commissioners approval).

**Q: Can more than one project be submitted on one application?**

No, it is critical that each project have its own application.

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

Ingham County municipalities, from which millage dollars are drawn, are eligible to apply for the Ingham County Trails and Parks program. **In addition, a 501C3 Not-for-profit organizations will be eligible to apply for millage eligible projects.**

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

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

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

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

Yes the entire process is public: <http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>.

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

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

1. A review by the County Parks and Recreation Commission of all complete applications using the County's recommended scoring criteria;
2. The Parks and Recreation Commission then meets and discusses a final score, with a review of budgetary considerations for a final recommendation;
3. Recommendations are presented to County Board of Commissioners for review and final approval;
4. Recipients are announced and municipalities enter into a legal contract with Ingham County;
5. Municipalities report physical and financial completion to County. The County reimburses costs upon successful completion of work and only after successful review by Ingham County. Individual projects will be reimbursed based on actual expenses, in phases, to be defined in each individual contract.

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

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

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

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:*

- <50%= 0 pts
- 50%= 10 pts
- 60%= +1 pts
- 70%= +1 pts
- 80%= +1 pts
- 90%= +1 pts

**Q: Important notes for project eligibility recommended by the Park Commission:**

The Park Commission will not entertain fund application requests for projects that have been locally approved and bid.

Granting of proposals to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

For the purposes of an applicant match, it has to be a current match, it cannot be a retro match. Multi-year approach for future funding of large dollar projects in the amount not to exceed 50% of any future years dollars of the Ingham County Trails and Parks Millage.

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

It is up to each local municipality to build and maintain trails in their jurisdictions. Trail maintenance is a multi-faceted and costly responsibility. As such, the responsibilities for it can be tackled through a few different systems to ensure the ongoing optimal standards are met for safety, enjoyment, and preservation of the asset. *Examples of maintenance options were provided in the Appendix of the final report from Mannik-Smith.*

## **Q: Who owns the trails in Ingham County?**

The local municipalities.

On the next page you can see the regional priority corridors for Ingham County Trails and Parks Comprehensive Report.

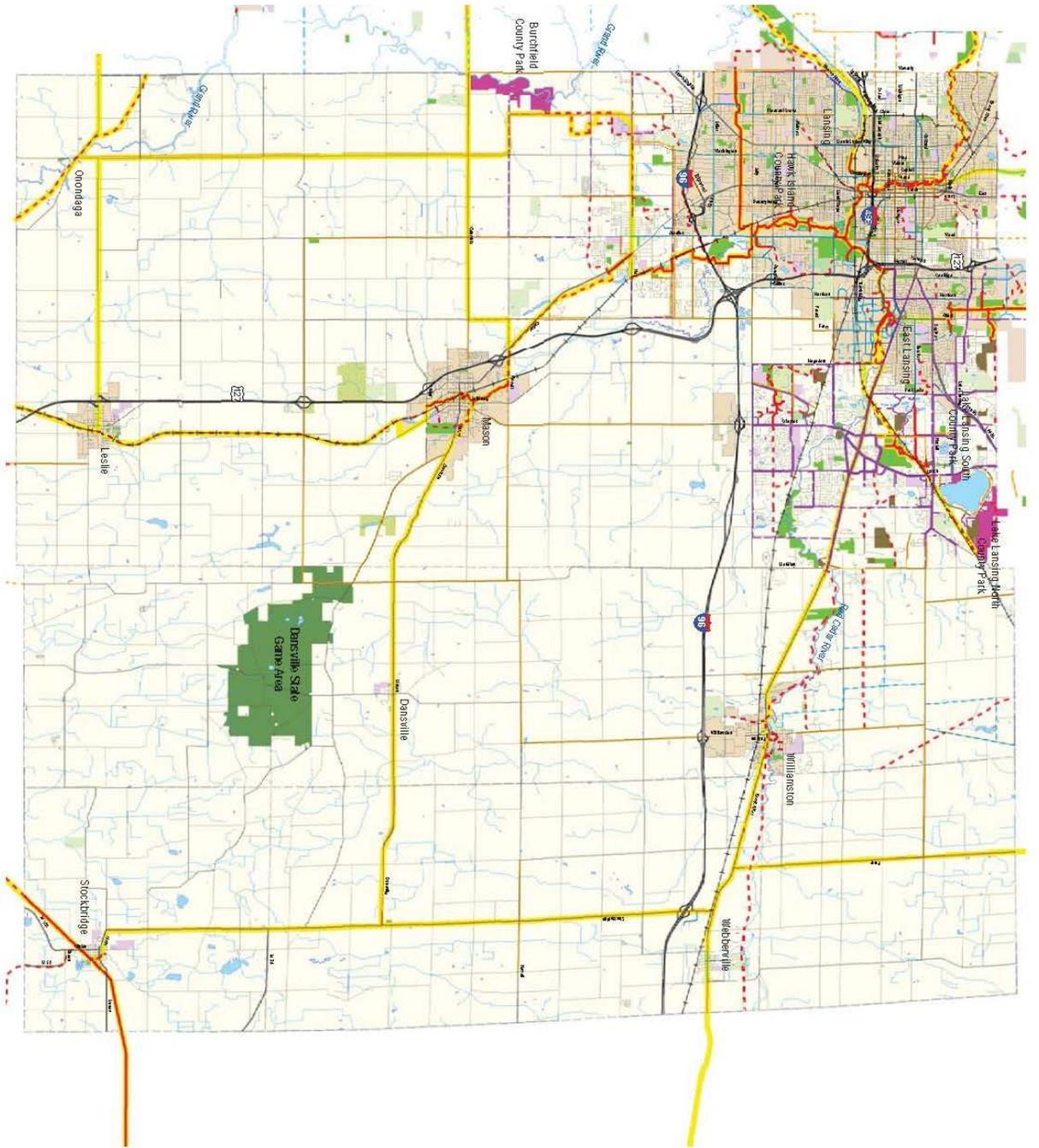
The regional network represents a long-term vision and is intended to serve as a guide for future funding and implementation. It proposes several routes for the establishment of non-motorized facilities. The proposed corridors and routes include land trails along water ways, roadways, and in parks as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

- Webberville west to Meridian Township and west to Livingston County through Grand River Avenue;
- The Red Cedar Water Trail;
- MSU to Lake Lansing County Parks;
- The River Trail in East Lansing, Lansing, and Delhi Township (including the Sycamore trail and the connection through Hawk Island County Park);
- The River Trail to the Northern Tier Trail;
- The River Trail to Clinton County;
- The River Trail northwest extension;
- The River Trail southwest extension;
- The south Lansing Trail;
- Delhi Township RAM Trail extension east;
- Delhi Township RAM Trail to Burchfield County Park;
- The Grand River Water Trail;
- Delhi Township to Mason's Hayhoe Trail;
- Hayhoe Trail to Vevay Township Hall and south to Leslie and Jackson County;
- North-South corridor connection along Onondaga Road;
- Southwest connector to Eaton and Jackson counties through the Thornapple Trail;
- Leslie to Onondaga and Eaton County connection through the Bellevue Road corridor;
- Mason west to Eaton County through the Columbia Road corridor;
- Mason East to M-52 along the Dansville Road corridor;
- Stockbridge to Webberville through the M-52 Road corridor; and
- Webberville to Shiawassee County through the M-52 Road corridor.

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

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

S:\Pko\Millage\Q&A\Faq 2017.Docx



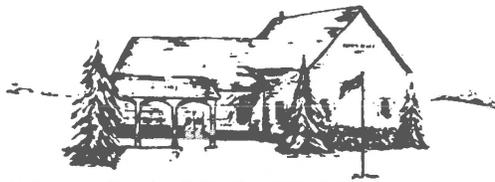
- Existing Shared Use Path
- Existing Side Path
- Existing Bike Lane
- Existing Paved Shoulder Greater Than 4 Feet
- Proposed Shared Use Path
- Proposed Side Path
- Proposed Bike Lane
- Proposed Paved Shoulders Greater Than 4 Feet
- Regional Corridors
- County Parks
- Protected Farmland & Open Spaces
- State Parks & Recreation Areas
- Local Parks
- Cemeteries
- Golf Courses
- Private Parks
- Schools

Figure 24  
**Ingham County**  
**Regional Trails & Parks Network**

Map Data Source: MCGDL & MDOIT  
 January 2016  
 Michigan Trails and Greenways Alliance &  
 The Memik and Smith Group



**FIGURE 24**



# AURELIUS TOWNSHIP

Ingham County

1939 S. Aurelius Road • Mason, Michigan 48854-9729

(517) 628-2093 • Fax (517) 628-3989

website: www.aureliustwp.org

April 11, 2017

Ingham County Board of Commissioners

Sarah Anthony, Chairperson

Ingham County Courthouse

P.O. Box 319

Mason, Michigan 48854

Dear Ingham County Commissioners,

Aurelius Township wishes to express our appreciation to the Ingham County Commissioners for recommending our 2016 Park & Trails application for funding, via Ingham County Board of Commissioners Resolution # 17-109.

The Parks & Trails funding awarded Aurelius Township will be used for repair/ rehabilitation/long term maintenance of the Glenna Droscha Community Park walking trail and parking facility.

Soon the park will be very active as the *Mason Softball League* will begin league play on the ball fields and the *Mason United Soccer Association* will be using the soccer fields. Families also take advantage of the pavilion w/picnic tables & grills, children's playground, walking trail, open space fields and restroom facilities. The Capital Area District Library – Aurelius Branch frequently uses the park for library fund raising. And annually the park is used for the *Susan G. Komen Ride for the Cure* and the *Michigan Chapter of the National MS Society-Bike Western Michigan Breakaway Ride*.

Upgrading (resurfacing/repairing) the Glenna Droscha Community Park trail and parking facilities puts this park in good standing for future expansion, of a new local trail access in the regional network. The park contributes to an equitable geographic distribution of millage funds, as an adjacent park within Ingham County.

Thank you for your support,

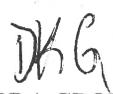
Aurelius Township Board of Trustees

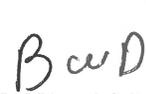
CC: Ingham County Parks & Recreation Commission

Timothy Morgan, Ingham County Parks Director

  
LARRY SILSBY  
Supervisor

  
TRACY AYRES  
Clerk

  
DEBRA GROH  
Treasurer

  
BRYAN DROSCHA  
Trustee

  
GARY MALCANGI  
Trustee

Browser address bar: [https://business.facebook.com/InghamCountyParks/pages\\_feed/?business\\_id=1015235](https://business.facebook.com/InghamCountyParks/pages_feed/?business_id=1015235)

Facebook Business Page: Ingham County Parks

Navigation: Page, Inbox, Notifications, Insights, Publishing Tools, Help

Post by EC3 - Educational Child Care Center (6 mins):

Thank you Eastwood Towne Center, Creative Wellness, Ingham County Parks, and Potter Park Zoo for your generous donations to our silent auction.



Left sidebar navigation items:

- Ingham County Off...
- Hammond Farms Lan...
- Mason Baseball/Soft...
- Hospice of Lansing &...
- East Lansing Hannah...
- Friends of the Lansin...
- SNAP FITNESS OF M...
- Relay For Life of Mas...

Windows Taskbar (bottom):

- Applications: Internet Explorer, Outlook, PowerPoint, Microsoft Word, Microsoft Excel, Edge, Chrome, Firefox, Safari, VLC, etc.
- System Tray: Network, Volume, Date/Time (11:07 AM 4/12/2017)