

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, May 22, 2017

Monday, May 22, 2017

5:30pm

PARKS & RECREATION COMMISSION MEETING

Winter Sports Building
Burchfield Park
881 Grovenburg Road
Holt, Michigan



**NOTE
CHANGE IN
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
[Minutes](#) of May 15, 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. **DISCUSSION ITEMS**
 - A. Food Truck – Bob Pena
7. **ADMINISTRATIVE REPORTS**
 - A. [Director](#) - Page 8
 - B. [Park Managers](#) - Page 10
 - C. [Administrative Office](#) - Page 15
 - D. [Financial Report](#) – Page 16
 - E. Strategic Plan (*Available at the Meeting*)
8. **ACTION ITEMS**
 - A. [Resolution](#) Recommending Entering Into a Contract to Provide Prime Professional Services for Burchfield Park Overlook Shelter Accessibility Upgrades – Page 20
 - B. [Motion](#) to Adopt the Timeline for the 2017 Millage Round - Page 23
 - C. [Resolution](#) Recommending the Scoring/Ranking Criteria for the Trails and Parks Program Application – Page 25
 - D. [Resolution](#) Recommending the Application Form for the Trails and Parks Program Application – Page 27
 - E. [FAQ](#) Trails and Parks Program – Page 37
 - F. Emergency Request for Mower Replacement – Burchfield Park (*Information at meeting*)
9. **DISCUSSION ITEMS**
 - A. [Modifying the Ordinance](#) Establishing the Ingham County Park Rules & Regulations – Page 43

- B. Trails and Parks Special Committee
- C. Millage Position Administrative Staffing 20% Budget Request Add (*Items available at meeting*)

10. Board/Staff Comments

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

12. Upcoming Meetings

- A. Date: Monday, June 19, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting
- Date: Monday, June 26, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

13. 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. Friends of Ingham County Parks – DALMAC Grant

14. Adjournment

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

Ingham County Parks & Recreation Commission Members: Chair Sarah Nicholls, Vice-Chair Matt Bennett, 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
May 15, 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: Ryan Earl, Jessy Gregg, Cherry Hamrick, Sarah Nicholls, Paul Pratt, Jonathan Schelke, and Shirley Rodgers (entered at 6:07pm)

Absent: Commissioner Teri Banas, Matt Bennett, and Commissioner Carol Koenig

Also Present: Park Director Tim Morgan, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, Hawk Island Park Manager Brian Collins, Lake Lansing Park Manager Pat Witte, Leonard Provencher-Tri-County Bicycle Association, Bob Pena-Eastside Neighborhood Organization, Steven Leiby-Tri-County Bicycle Association, and Dean Brailey-Tri-County Bicycle Association

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:38pm

Minutes: **Moved by Mr. Pratt and Supported by Mr. Schelke** to approve the April 24, 2017 minutes of the regular meeting as written.
Yes-6; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

Steven Leiby read into the record a letter written by Patrick Kelley, President of the Tri-County Bicycle Association- attached in Exhibit A.

Leonard Provencher, a Haslett resident, stated he is as an infrequent user of the parks. Mr. Provencher stated he objects to using millage funds for capital improvements for Lake Lansing South. Mr. Provencher recommends a separate millage for the parks.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #7C: FAQs - Revised Document.

ACTION ITEMS

2018 Budget Request

Mr. Pratt asked if the five percent budget scenario included increasing user fees. Mr. Morgan stated it did.

MOTION TO APPROVE THE 2018 BUDGET REQUEST

MOVED BY MR. PRATT, SUPPORTED BY MS. HAMRICK TO APPROVE

- The 2018 General Fund Capital Improvement Request of \$204,000
- The 2018 Trail & Park Millage Fund Capital Improvement Request of \$1,364,100
- The 2018 Additional Operating Request of \$18,000
- The 2018 208 Operating Fund Budget Request of \$2,278,379

- The 2018 5% Reduction Scenario of \$80,000

The Ingham County Parks Commission hereby directs staff to submit the above request totaling \$3,864,479 as stated above pending any requisite adjustments made by the budget office and a 2018 Cost Savings Budget Scenario as requested.

THE MOTION CARRIED UNANIMOUSLY. Absent: Carol Koenig, Teri Banas, Shirley Rodgers, and Matt Bennett. MOTION CARRIED.

Roofing Projects

Mr. Morgan provided background information on the resolution.

RESOLUTION #11-17 TO ENTER INTO A CONTRACT WITH BORNOR RESTORATION, INC. FOR ROOFING PROJECTS AT INGHAM COUNTY PARKS

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island, Lake Lansing Park North, and Lake Lansing Park South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals for the provision of roof replacement services for five County buildings located at Hawk Island County Park, Lake Lansing Park North and Lake Lansing Park South; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Bornor Restoration, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners hereby approves entering into a contract with Bornor Restoration, Inc., in the amount of \$92,684 which includes repairs to Hawk Island Maintenance Building for \$350.

BE IT FURTHER RESOLVED, that the Ingham County Park Commission recommends that the the Board of Commissioners also authorizes roof sheathing replacement if necessary at a cost of \$3.50 per square foot.

BE IT FURTHER RESOLVED, that funds are available in line item 245-75299-97600, 245-75500-93100, and 228-75999-976000.

Moved by Mr. Pratt and Supported by Ms. Gregg that Resolution #11-17 be approved as written. Yes-6; No-0. MOTION CARRIED.

Burchfield Park Overlook Shelter Accessibility Upgrades

Mr. Morgan stated a request for proposals was issued for prime professional services for the Overlook Shelter grant project. There were four vendors who submitted proposals. Spicer Group, Inc.'s proposal scored the highest and staff is recommending entering into a contract with Spicer Group. Mr. Morgan stated the prime professional prepares the specifications to bid this project and monitors the project. Ms. Fraser asked if Spicer Group can bid on this project since previously they had stated they would not bid

on millage projects. Chair Nicholls recommended the Park Commission table the resolution to check if there is wording in the contract about Spicer Group not bidding on millage projects. All present agreed to table the resolution recommending entering into a contract with Spicer Group until the May 22, 2017 Park Commission meeting.

Scoring/Ranking Criteria for the Trails and Parks Program Application

Chair Nicholls recommended writing the ranges of percentages. Mr. Morgan asked if the Park Commission wanted to give any points for communities who provide less than 50% match. Ms. Gregg recommended five points for 10-49% match. Discussion. Mr. Earl and Ms. Hamrick recommended tabling the resolution. All present agreed to table the resolution recommending the scoring/ranking criteria until the May 22, 2017 Park Commission meeting.

DISCUSSION ITEMS

Millage Round 1 and 2 Project Status & Percent Funding Breakdown for 2015/2016/2017~ Mr. Morgan referenced the table and pie chart of funded projects. Mr. Schelke reviewed the project status for the communities. Mr. Morgan stated the communities have two years to complete the projects and the first round projects should be complete by summer of 2018. Ms. Rodgers asked if there was any matching funds for round one and Mr. Morgan stated there was no matching funds required for the first round. Mr. Schelke asked if the communities are promoting these projects and recommends if not they should.

Non-Profit Organization~ Mr. Morgan stated legal responded to the Park Commission's question about non-profit organizations applying for millage funds. Mr. Morgan stated the attorney said that 501(c)(3) non-profit organizations can apply for funds on a case by case basis. Ms. Gregg asked if other non-profits in the state maintain the trails. Mr. Schelke stated yes, for example TART. Ms. Rodgers asked if we have a group like TART in Ingham County. Mr. Morgan stated there is the Friends of the Lansing Regional Trails (FLRT).

FAQ Trails and Parks Program~ Ms. Hamrick recommend changing question four to: Special Projects – This ~~could would~~ involve awarding communities initial trails planning grants to rural and/or smaller municipalities. Mr. Morgan stated we will delete the extra wording for the motions and make the edits and bring back to the May 22nd Park Commission meeting.

Trails and Parks Special Committee~ Mr. Morgan stated six Park Commissioners attended the May 8th Special Trails and Parks Committee meeting. Mr. Schelke stated we are at a critical juncture and there is a lot of competition for the funds. Mr. Schelke stated we need to remember this is a trails *and* parks millage. We need to look at the trail system going in each direction. We cannot make each township happy. Mr. Schelke stated the Meridian Township project is an old project, an old idea. The connection to Mason, there are six potential ways to make connections. What we really need to focus on is how to get these projects done.

Ms. Gregg stated her understanding of the meeting is that Mr. Grebner wants the Park Commission to come up with ideas, not score the applications, but rather have the Board of Commissioners score the applications. Chair Nicholls stated that is correct, her understanding was that Mr. Grebner wants the Board of Commissioners to score the applications. Ms. Rodgers asked what the Park Commission role would be, since the minutes made it seem like it would be the Board of Commissioners making decisions and then staff working it out. Ms. Rodgers asked how the Park Commission fits into the process. Mr. Earl stated it was the intent of the Park Commission to save money for taxpayers by doing this work and carefully reviewing applications, instead of hiring a consultant to score the applications.

BOARD/STAFF COMMENTS

Ms. Fraser presented the plaque for completed millage projects. Ms. Hamrick provided an update on the ambassador position. Mr. Witte stated he has hired a new stewardship intern, Carlie Money a graduate of Michigan State University.

PARK COMMISSION AGENDA

Reviewed edits.

LIMITED PUBLIC COMMENT

Mr. Provencher inquired about creating a separate millage for the parks. Is this best addressed through his County Commissioner Teri Banas? Mr. Provencher stated the County has a great scope of projects, and he doesn't understand how millages are prioritized. Ms. Fraser suggested he contact his County Commissioner. Mr. Provencher asked if there is a document detailing how the County works. Ms. Rodgers recommended he contact Becky Bennett, Director of the Board of Commissioners office for more information on the County.

Chair Nicholls referenced the letter that Tri-County Bicycle Association wrote—the letter referenced the trails millage, she clarified that it is a trails *and* parks millage.

Adjournment:

There being no further business, the meeting was adjourned at 6:49pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

Exhibit A:



TRI-COUNTY BICYCLE ASSOCIATION

P.O. Box 22146

Lansing, Michigan 48909-2146

May 15, 2017

Dr. Sarah Nicholls, Chair
Ingham County Parks & Recreation Commission
121 E. Maple Street
PO Box 178
Mason, MI 48854

Dear Dr. Nicholls:

The Tri-County Bicycle Association (TCBA) is requesting the Ingham County Parks and Recreation Commission reconsider its vote to authorize using \$1,259,100 in Trails millage funds for capital improvements at Lake Lansing Park South. The action taken will reduce by approximately 1/3 the amount of funds available for trail improvement and construction. Further, staff has indicated the intention of making similar "asks" in coming years for the other county parks.

The Trails millage was adopted by the people of Ingham County, for the stated purpose of rehabilitating and expanding the Lansing River Trail and other non-motorized trails in Ingham County. The millage is expected to support the construction of additional non-motorized trails.

Lake Lansing Park South does not have a non-motorized trail connecting this Park to any other Park. While we do not doubt the need for capital improvements at the Park, the Trails millage is not an appropriate funding source.

TCBA is strongly opposed to the authorization of funds approved most recently. Please rescind this authorization.

The Parks staff has taken on a large workload in implementing the millage. Since the millage implementation requires significant staff time beyond the services provided by the consultant, we support a reasonable proportion of staff costs dedicated to the millage implementation being charged to the Trails millage.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick S. Kelley', written over a white background.

Patrick S. Kelley
President, TCBA

Directors Report

April 18th –May 16th (May 22nd 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 continue to be extremely busy working on Millage items this round and Park Commission documents as well as various other park related items.
- Worked with Karen and staff on the 2018 budget request and 5% reduction scenario.
- Worked with Karen on strategic planning.
- Sent out draft timeline to all stakeholders to let them know when the timing of the next round of the millage may happen. This will be finalized in the coming weeks and we will send out the final once it does.
- Tanya Moore of Spicer group and I meet several times and worked on various millage items including wayfinding millage spreadsheets and other items for the Trails and Parks BOC Special Committee.
- Visited Hawk Island and Burchfield Parks for the volunteer workday and another time. Met with Pat and Friends Board to talk about Band Shell items at Lake Lansing.
- Attended several County Controller meetings.
- Helped with Packets and agendas for two Park Commission meetings.
- Meet with Health Department on the topic of Lyme disease and ticks.
- Attended BOC meetings; County Services, Finance and full Board for Hawk Island lift station and wind damage roof repairs. Both have been completed.
- Met with Bill Earl group for preparation for Saturdays in May Program, 275 children participated this year during three Saturdays in May.
- Attended an Ingham County Park Directors meeting to discuss Park & Recreation issues.
- Conducted interviews with four consultants for Prime Professional for Overlook Shelter area Passport grant.
- Worked with Teri Banas and Tanya Moore on agenda for upcoming Trails & Parks Special Committee, attended first meeting of the special committee.
- Did a promo spot for Ingham Parks on Tim Barren Radio show.
- Worked with Spicer Group and attended a Wayfinding meeting for Trails & Parks.
- Worked with Cherry Hamrick and Brian Collins on planning for Volunteer Program at Hawk Island.
- Conducted monthly staff meeting and Park managers meetings.
- Meet with MDNR Southern Trails Coordinator to talk about the Iron Belle Trail and plan to do a site visit in coming weeks with her.
- Attended non-motorized Tri-County Meeting.
- Worked on Park Rules with County Legal Department.
- Worked on request for 501 (c)(3) Non-profits.
- Worked on updates to FAQ's and other Park Commission and Millage items.
- Worked on Soldan Dog Park FOB selling with County Legal.
- Met with Park Mangers about Seasonal employment and we worked with Human Resources to do some more extensive advertising in MONSTER website and on the Radio.

- Worked with the Sheriff Department on Summer Coverage of the Parks, it looks as if we may not have any cadets this summer and will be utilizing off duty officers on an overtime basis. They had a shortage of applicants for the academy and employee pool this spring.
- Worked on Complete Streets information and with Bill Conkling, Director of the Road Commission and attended two meetings on this topic.
- Reviewed from County Legal several items Millage contracts, and MOU's.
- Sorted through and responded e-mails daily.
- Continued to work with Karen and Jim Hudgins the Zoo and other departments on RFP for revenue management system.
- Worked with Karen and Nicole on both packets for Park Commission.
- Take advantage of the spring weather and get out and walk a trail and enjoy the Parks, staff has been extremely busy with special events and getting ready for the summer season as well as taking shelter reservations and passport sells. The staff does an outstanding job providing parks that are truly "exceptional in nature".



Tim Buckley volunteer Fishing guide at Bill Earl Youth Fishin' Michigan Event at Hawk Island

April 19 - Attended the parks Department and Health Department meeting.

April 22 – work on

April 24- lifeguard meeting with Managers

April 24 - Parks Board meeting

April 25 – Attend opening Bid for prime professional

April 26 – Mason Senior class work day

April 28 – Lansing Catholic work day

May 02 – Park Manager meeting

May 5 - Way finders meeting

May 5 – Interview Prime Professionals

May 8 – Trails and Park meeting

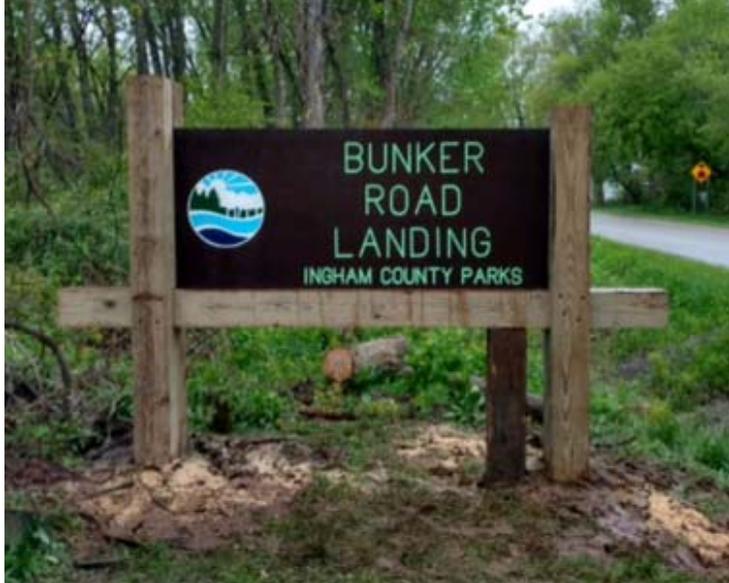
May 9 – Managers meeting

May 11 – MSDS meeting

May 15 – Staff meeting, Revenue meeting

May 15 – Park Commission Meeting

April to Mid - May is spent prepping for the up - coming summer season. During this time I have been working on plumbing issues associated with turning the water systems on as well as interviewing seasonal staff. The Grand River is flooded over its banks and as a result we have been attempting to pump out standing water to decrease mosquito activity. We received a burn permit and burned the brush pile that we have been accumulating all year. With the two school groups we were able to get all of our posts and fences stained as well as the entire flower beds weeded and fresh mulch put down. We have had two volunteer work days for the removal of invasive species and have removed approximately 960 pounds of garlic mustard. P. boats were hauled out of storage and put in the pond. The Bunker road landing sign that was destroyed during a storm has been rebuilt and installed. We purchased a train of gravel and spread it at Bunker landing and at Overlook parking lot. We have worked on the golf course and finished Renovating the pathway and basket areas on hole 16 that were muddy. Additional woodchips were added to hole 17 basket because of the standing water. All t-pads on the renegades trail course had fresh mulch put down around the t-pads. The prairie area has been sprayed with round up in preparation for the plants and flowers. We continue to cut and remove trees as needed throughout the park.



2017 Lake Lansing Managers May Report

1. Repaired and installed South Park floating dock
2. Moved all pedal boats out to the rental dock
3. Installed No Wake buoys for boat rental and boat launch areas
4. Hosted many special events and general reservations
5. Continuous interviewing and training new seasonal staff
6. Hosted five volunteer groups
7. Seal coated South Park Playground
8. Continue working with Meridain Twp on the 175th celebration, the Twp Park Mural project, and Twp Police on lock in procedures.



Lake Lansing Park South Playground celebrated its 20th birthday May 14th.
Thousands of children say THANK YOU....

May 2017

Hawk Island County Park

- Seasonal Employee Hiring and training
- 13 Special Events including:
 - o Bill Earl Fishing Program
 - o 5k Runs
 - o Dragon Boat Races
 - o State Cross Country Meet
 - o Dog Show
 - o Annual Safety Patrol Picnic
- Worked with Special Event coordinators for upcoming events
- Worked with Volunteers to seal coat playground and spread woodchips.
- Worked with Volunteers to assemble fishing supplies for Bill Earl Fishing programs and painted fencing around park.
- Roof repair at Red Tail Shelter
- Worked with Jim Hudgins and Dan Troia to put out to bid Asphalt Repairs.
- Repaired plumbing to splash pad and broken feature on splash pad.
- Weed Treatment in Lake
- Broad Leaf Herbicide Treatment
- Installed a safety fence around splash pad chemicals/controls.
- Continued to landscape and reseed along asphalt path
- Worked with Contractor to repair Lift Station
- Stained and Painted Beach House Shower rooms and front façade.
- Crack Sealed parking lots and roads.



AGENDA ITEM #7C

April - 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.

Customer Service

Continued to take picnic shelter reservations. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 26 U.S. passport applications in April. 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

Continued registration for day camp at Burchfield Park.

Accounting/Budget/Payroll

Routine functions continue. Adding additional staff to payroll for summer. Developed the 2018 budget.

Marketing

The monthly focus was on job postings in effort to find adequate summer staffing.

AGENDA ITEM #7D

Ingham County Parks Budget Status
4/30/2017

	ORIGINAL 2017 BUDGET	ANNUAL AMENDED BUDGET	2017 ACTUAL	2017 VARIANCE + / -	2017 Percent Used	PRIOR YEAR 2016	VARIANCE + / - 17/16
Park Administration							
Revenue							
Passport Revenue	16,000	20,000	10,828	(9,172)	54.1%	8,269	2,559
Misc Revenue	2,000	1,000	361	(639)	36.1%	279	82
Carry Over Surplus Used	0	0	0	0	0.0%	0	0
Rev trf in F101	671,598	628,398	335,799	(292,599)	53.4%	574,041	(238,242)
Rev trf in F228	50,750	50,750	25,375	(25,375)	50.0%	12,500	12,875
Rev trf in (Cap Imp) F101	0	1,000	500	(500)	50.0%	4,000	(3,500)
Total Revenue	740,348	701,148	372,863	(328,285)	53.2%	599,089	(226,226)
Expenditures							
Personnel Services	408,650	372,850	111,742	261,108	30.0%	102,460	9,282
Controllable Expenses	201,446	195,046	40,469	154,577	20.7%	30,825	9,644
Non-Controllable Expenses	130,252	130,252	53,529	76,723	41.1%	40,932	12,597
Total Expenses	740,348	698,148	205,740	492,408	29.5%	174,217	31,523
Net Cost Park Administration	0	3,000	167,123	(164,123)		424,872	(257,749)
Burchfield Park							
Revenue							
Shelter Fees	15,800	15,800	5,990	(9,810)	37.9%	5,298	692
Disc Golf Fees	22,000	22,000	8,132	(13,868)	37.0%	5,095	3,037
Pedal Boat Rental	5,000	2,000	0	(2,000)	0.0%	0	0
Canoe/Kayak Rental	34,500	42,500	591	(41,909)	1.4%	0	591
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	11,314	(33,351)	25.3%	7,608	3,706
Snow Tube Rental	4,000	4,000	244	(3,756)	6.1%	1,602	(1,358)
Day Camp	15,000	10,000	2,287	(7,713)	22.9%	540	1,747
Rev trf in F101	311,427	319,172	155,713	(163,459)	48.8%	77,337	78,376
Total Revenue	461,892	469,637	185,534	(284,103)	39.5%	101,947	83,587
Expenditures							
Personnel Services	393,126	399,204	76,389	322,815	19.1%	91,786	(15,397)
Controllable Expenses	58,766	60,433	14,447	45,986	23.9%	11,117	3,330
Non-Controllable Expenses	10,000	10,000	3,390	6,610	33.9%	3,091	299
Total Expenses	461,892	469,637	94,226	375,411	20.1%	105,994	(11,768)
Net Cost Burchfield Park	0	0	91,308	(91,308)		(4,047)	95,355
Lake Lansing Parks							
Revenue							
Shelter Fees	20,550	20,550	8,266	(12,284)	40.2%	8,920	(654)
Boat Rental	7,500	7,500	0	(7,500)	0.0%	0	0
Boat Launch Fees	17,000	17,000	100	(16,900)	0.6%	600	(500)
Food Concessions	13,650	13,650	0	(13,650)	0.0%	0	0
LL House	9,600	9,600	0	(9,600)	0.0%	3,200	(3,200)
Parking Fees	84,335	84,335	90	(84,245)	0.1%	3,790	(3,700)
Inflateable Rental	1,000	1,000	0	(1,000)	0.0%	225	(225)
Rev trf in F101	305,747	328,690	152,873	(175,817)	46.5%	69,614	83,259
Total Revenue	459,382	482,325	161,329	(320,996)	33.4%	86,349	74,980
Expenditures							
Personnel Services	374,047	392,323	100,711	291,612	25.7%	74,380	26,331
Controllable Expenses	72,335	74,002	20,003	53,999	27.0%	12,958	7,045
Non-Controllable Expenses	13,000	16,000	3,634	12,366	22.7%	6,985	(3,351)
Total Expenses	459,382	482,325	124,348	357,977	25.8%	94,323	30,025
Net Cost Lake Lansing Parks	0	0	36,981	(36,981)		(7,974)	44,955
Hawk Island Park							
Revenue							
Shelter Fees	30,150	30,150	18,617	(11,533)	61.7%	15,445	3,172
Boat Rental Fees	13,000	13,000	0	(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	47,927	(125,073)	27.7%	38,825	9,102
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	2,360	(7,640)	23.6%	2,940	(580)
Rev trf in F101	308,607	321,119	154,304	(166,815)	48.1%	74,578	79,726
Total Revenue	616,757	626,269	256,881	(369,388)	41.0%	175,462	81,419
Expenditures							
Personnel Services	470,492	484,338	127,399	356,939	26.3%	117,057	10,342
Controllable Expenses	97,471	99,137	16,922	82,215	17.1%	9,666	7,256
Non-Controllable Expenses	48,794	45,794	17,316	28,478	37.8%	9,685	7,631
Total Expenses	616,757	629,269	161,637	467,632	25.7%	136,408	25,229
Net Cost Hawk Island Park	0	(3,000)	95,244	(98,244)		39,054	56,190
Grand Total Revenue	2,278,379	2,279,379	976,607		42.8%	962,847	13,760
Grand Total Expenses	2,278,379	2,279,379	585,951		25.7%	510,942	75,009
Net Change in Fund Balance	0	0	390,656			451,905	(61,249)
Fund Balance, Beginning of Fiscal Year 2017 ¹			414,441 ²				
Projected Fund Balance End of Year			805,097				

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

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

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of April 30, 2017

Item	Original Budget	2017 Adjusted Budget	Encumbrance	2017 Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Disc Golf Store Inventory- BUR (2016) 245-75299-726010	3,598				3,598		Consider other Use Carry to 2017
Cross Country Ski Equip.- BUR (2016) 245-75299-726010	4,000				4,000		Getting Quotes Carry to 2017
Shoreline Stablization- LL Boat Launch 245-75299-743000 (2016)	13,197			2,243	10,954	In Progress	Carry to 2017
Reforestation - LLS 245-75299-976000 (2015)	1,575				1,575	Complete	Carry Forward 2016
Security Cameras & Alarms- All Parks 245-75299-976000 (2016)	15,000				15,000		Carry to 2017
Path Repair - HI (2015) 245-75299-974000	7,000			145	6,855	In Progress	Carry to 2017
Master Plan (2015) 208-75200-967000-86000	1,403			1,403	0	Complete	
<i>Total</i>	138,855	233,715	0	229,219	23,496		
228 Trails & Parks Millage Fund							
McNamara Accessible Launch 228-75999-976000 (2016)	151,200				151,200	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				159,500	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	14,862	In Progress	Carry to 2017
<i>Total</i>	327,560	0	0	1,998	325,562		
Combined List of Roof Projects - Requires RFP & Contract							
Band Shell Roof - LL 228-75999-976000 (2016)	8,000	-8,000			0	Canceled	
Rental House Roof - LL 228-75999-976000 (2016)	14,500	-14,500			0	Canceled	
Roof White Restroom - LLN (2015) 245-75299-931000	1,836	-1,836			0	Complete	
Roof Picnic Area Restroom - LLS (2015) 245-75500-931000	8,000	-8,000		0	0	Complete	
Beach Roof House- HI (2016) 245-75299-976000	20,000	15,255			35,255	Need BOC Approval	
Maintenance Building Roof- HI 245-75299-976000 (2016)	20,000	(20,000)				Canceled	
Carousel Bldg Roof - LL 228-75999-976000-7P04 (2017)	20,000	37,429			57,429	Need BOC Approval	
<i>Total</i>	92,336	348	0	0	92,684		
ADA Road Funds Burchfield & Lake Lansing - Passport Grant Application - Due 4/1/17							
Gravel/Road Maintenance - LLS (2015) 208-75200-974000	7,000			0	7,000	On Hold	Carry Forward 2016 Carry forward to 2017
Gravel/Road Maintenance - BUR (2015) 208-75200-974000	7,000				7,000	On Hold	Carry Forward 2016 Carry forward to 2017

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of April 30, 2017

<i>Item</i>	Original Budget	2017 Adjusted Budget	Encumbrance	2017 Actual Cost	Balance	Status *	Staff Notes
Road Millings - LLN & Bur 228-75299-974000 (2016)	20,000				20,000	On Hold	Carry to 2017
Gravel/Millings - Burch & LL 228-75999-974000-7P06 (2017)	30,000				30,000	On Hold	<u>In the 2017 Budget</u>
	64,000				64,000		
2017 Capital Improvement							
Golf Carts 664-80000-978000	13,500			13,300	200		PO Issued
Dump Truck - LL 664-80000-978010-C7350	40,000				40,000		Requires PO
Blower - LL & Burch 664-75299-978000	8,000				8,000		
Boat Wash Station - LL 245-75299-974000	5,000				5,000		
Pedal Boats - All Parks 245-75299-735100	8,000				8,000		Requires PO
Service Boat Trailer & Motor - Burch 228-75999-978000-7P01	16,000				16,000		Requires PO
Pump House Building - HI 228-75999-976000-7P02	25,000				25,000		
Parking Lot Repairs - HI 228-75999-974000-7P03	50,000				50,000		RFP + Contract
Stone Chip Road - Burch 228-75999-974000-7P05 (2017)	10,000				10,000		
Restroom Refurbishment - HI 228-75999-976000-7P07	15,000		7,300		7,700		
Grills & Tables - All Parks 228-75999-734000-7P08	10,000		5,035	975	3,990		Requires PO
Beach & Volleyball Sand - All Parks 228-75999-974000-7P09	6,500				6,500		Requires PO
Trail Signage/Wayfinding - Burch 228-75999-974000-7P10	10,000				10,000		Requires PO
	217,000				190,390		

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

TOTAL TO DATE:

\$10,271,604

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

TOTAL EXPENSES:

\$1,896,407

BALANCE AFTER EXPENSES & PREPAID EXPENSES

\$8,375,197

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

BOARD OF COMMISSIONER FUNDING TOTAL (balance)

\$8,045,181

BALANCE AFTER EXPENSES and DESIGNATED FUNDS

\$330,017

AGENDA ITEM #8A

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 22, 2017
Resolution # -17

RESOLUTION RECOMMENDING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE PRIME PROFESSIONAL SERVICES FOR BURCHFIELD PARK OVERLOOK SHELTER ACCESSIBILITY UPGRADES

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Burchfield Park Overlook Shelter Area; and

WHEREAS, Burchfield Park Overlook Pavilion Accessibility Upgrades project for the Ingham County Parks Department is possible through a Passport Grant from the Michigan Department of Natural Resources; and

WHEREAS, the Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Burchfield Park Overlook Pavilion Accessibility Upgrades project for the Ingham County Parks Department and the Prime Professional must be registered in Michigan; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners approve entering into a contract with Spicer Group, Inc. in the amount of \$21,825.

BE IT FURTHER RESOLVED, that the Ingham County Park Commission recommends the Board of Commissioners also authorizes a Topo Survey in the amount of \$3,200.

BE IT FURTHER RESOLVED, that funds are available in line item 245-75299-976000.

EVALUATION FOR REQUEST FOR PROPOSAL

Packet Number:

38-17

Description:

Prime Professional Services for Burchfield Park Overlook Accessibility Upgrades

Bid Opening Cost Summary

Vendor	Local Pref	Total cost	Other Cost				
Rowe Professional Services Company	Yes, Lansing	\$24,650.00					
Hubbell, Roth, & Clark Inc.	No, Bloomfield Hills	\$21,617.00					
Landscape Architets & Planners Inc.	Yes, Lansing	\$25,122.64					
Spicer Group	Yes, Lansing	\$21,825.00	\$3,200 Topo Survey				

EVALUATION									
Scale					Criteria				
1=Poor	2=Fair	3=Good	4=Very Good	5=Excellent					
Vendor	Local	Submitted Forms & Addendums	Adheres to Instructions	Project Approach	Qualifications & Experience	References	Cost	TOTAL	
			Insert Ranking in this column						
Rowe Professional Services Company	Yes, Lansing	YES	5	4	5	5	4	4.4	
Hubbell, Roth, & Clark Inc.	No, Bloomfield Hills	YES	5	2	4	4	5	4.35	
Landscape Architets & Planners Inc.	Yes, Lansing	YES	5	5	4	4	4	4.15	
Spicer Group	Yes, Lansing	YES	5	5	5	5	5	5	

Adheres to the instructions in this RFP on preparing and submitting the proposal - 5%

Project Approach -10%

Qualifications & Experience - 25%

References - 10%

Cost - 50%

Comments:

Rowe Professional Services Company		They had well put together package, they would help with some grant administration and would help with some of construction supervision.
Hubbell, Roth, & Clark Inc.		They suggeseted stick built instead of prefab this would be addittional charge for design, they also said any assistance with grant administration would be addittional.
Landscape Architets & Planners Inc.		The RFP was hard to follow, they were the highest priced proposal.
Spicer Group		Spicer assisted with the grant application and knows the site and the project well will assist withall Grant Administation They have completed simiar prefab units that we were requesting and had a good plan to accomplish the Grant work.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 22, 2017

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

To adopt the Tentative Draft Timeline for the 2017 Millage Application Round

Tentative/Draft Timeline for Trails and Parks Millage Application Fall 2017 Round

May 22, 2017 - Park Commission

June 6, 2017 - Deadline to Get on Agenda

June 20, 2017 - County Services

June 21, 2017 - Finance

June 27, 2017 - BOC

June 28, 2017 - Applications Open

June 29, 2017 – Stakeholder Meeting to Answer Questions

July 31, 2017 at 5:00pm - Applications Due

August/September 2017 - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

August 28-31 or September 5-7, 2017 - Meeting with MDOT and MDNR to review/coordinate their grant applicants

September 2017 – Site Visits with Park Staff and Park Commissioners

October 16, 2017 - Park Commission Meeting: Park Staff Hands Out applications to commissioners. Park Commissioners take home to begin to do preliminary review and scoring on own preparation for October Park Commission meetings. Spicer Group presents their review to the Park Commission

October 31, 2017 - Deadline for Park Commissioners online scoring

November 1-8, 2017 - Prepare Condensed Report of preliminary scoring for the 11/13/17 Park Commission meeting

November 13, 2017 - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring.

December 11, 2017 – Park Commission

December 2017 - Deadline to get on agendas

January 2018 -County Services

January 2018 - Finance

January 2018 - BOC

-Resolution Approving the Application Form

-Resolution Approving the Scoring/Ranking Criteria

Adopt resolution: final
recommendation for
funding

AGENDA ITEM #8C

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 22, 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. **Is the project listed as a priority corridor in the Ingham County Trails and Parks Comprehensive Report Figure 24?**

0= no 5= yes

_____pts

2. **Does this contribute to County connectivity?**

0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).

_____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.

3. **How the project provides for other available funders and partners.**

Score 0-14

_____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.*

0-9% = 0 pts

10-49% = 5 pts

50-59%= 10 pts

60-69%= 11 pts

70-79%= 12 pts

80-79%= 13 pts

90+%= 14 pts

4. **Overall how do you rate the project *considering feasibility, public demand, supports equitable opportunities, and public support?***

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

_____pts

AGENDA ITEM #8D

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 22, 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 31** 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:		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:
PROJECT SUMMARY		
Project Title:		
Total Amount Requested: \$		
Distance of repaired/new construction in feet/miles:		
Trail/blue ways:	Boardwalk:	Bridge:
<input type="checkbox"/> New Construction	<input type="checkbox"/> Repair, Rehabilitation, Long-term Maintenance	<input type="checkbox"/> Special Project

Ingham County Trails and Parks Program Application

If you have applied for *multiple projects*, please prioritize and rank your projects within each category from highest priority to lowest priority in each category:

New Construction

Repair/Rehabilitation/Long-term
Maintenance

Special Projects

Town, Range and Section Numbers of Site Location

(Town):

(Range):

(Section):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

Ingham County Trails and Parks Program Application

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

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

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

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

AGENDA ITEM #8E

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 22, 2017

MOTION TO APPROVE THE FAQs

To approve the FAQs

FREQUENTLY ASKED QUESTIONS Updated 5/16/17
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 31, 2017: A third round of applications will be accepted beginning June 14 and due July 31, 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 501(c)(3) non-profit organization 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 could 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:*

- 0-9% = 0 pts
- 10-49% = 5 pts
- 50-59% = 10 pts
- 60-69% = 11 pts
- 70-79% = 12 pts
- 80-79% = 13 pts
- 90+% = 14 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.

The Park Commission recommends a multi-year approach. The dollar amount of each year will not exceed 50%.

The Park Commission recommends 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.

The Park Commission recommends considering assisting to fund the development of a community's first trails plan for the Ingham County Trails and Parks Millage Application Process

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.

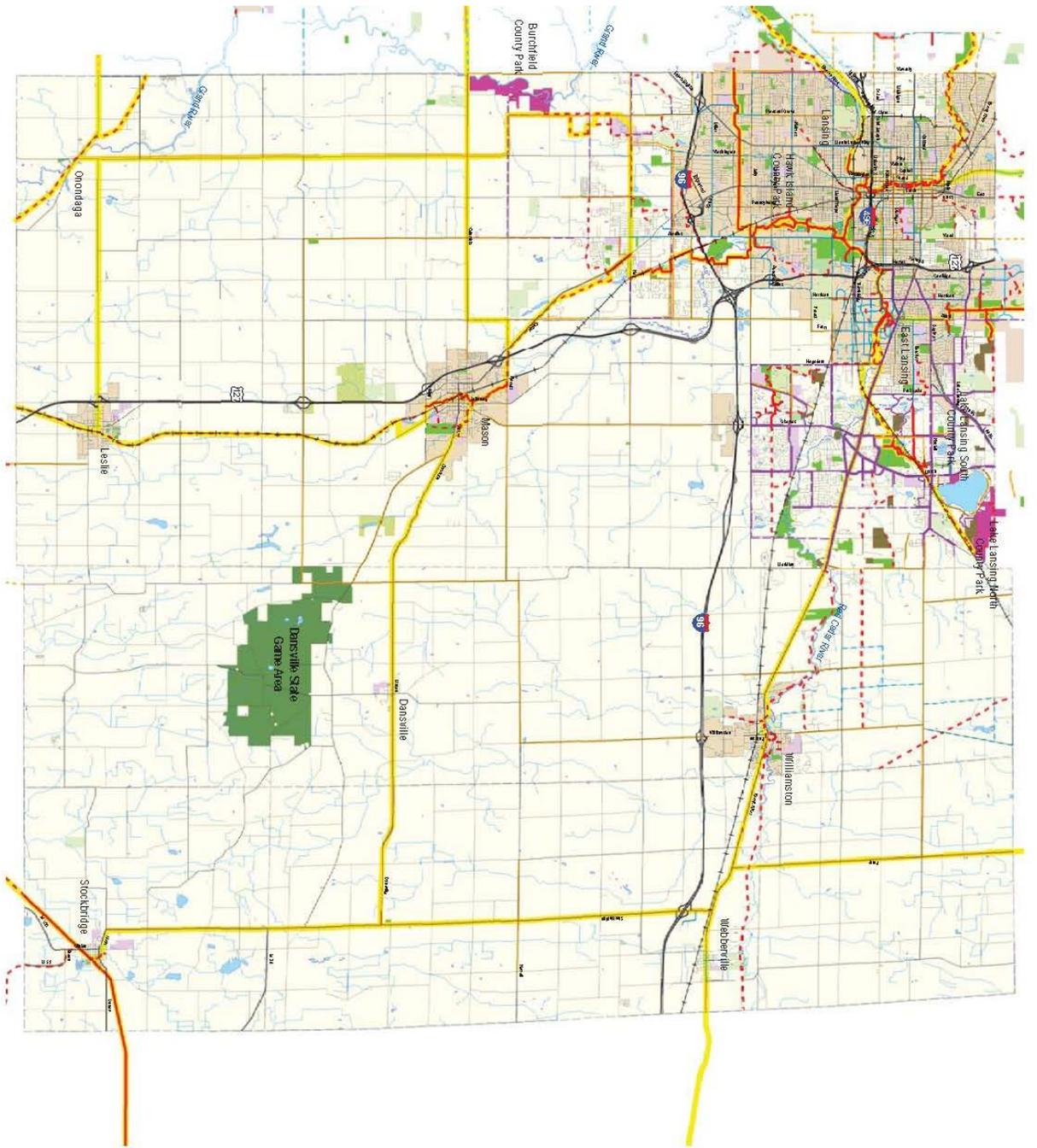
- Webberville west to Meridian Township and west to Livingston County through Grand River Avenue;
- The Red Cedar Water Trail;
- MSU to Lake Lansing County Parks;
- The River Trail in East Lansing, Lansing, and Delhi Township (including the Sycamore trail and the connection through Hawk Island County 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.

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- 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

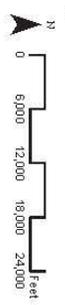


Figure 24
Ingham County
Regional Trails & Parks Network

Map Data Source: MCDL & MPO
 January 2016
 Michigan Trails and Greenways Alliance &
 The Mank and Smith Group

FIGURE 24

AGENDA ITEM #9A

INGHAM COUNTY PARK RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007 – Modified _____, 2017

ORDINANCE TO ADOPT RULES AND REGULATIONS FOR THE PARKS UNDER THE JURISDICTION OF INGHAM COUNTY, MICHIGAN, AND TO ESTABLISH PENALTIES FOR VIOLATIONS

The County of Ingham ordains:

Section 1. Ordinance Title. The title of this Ordinance shall be the Ingham County Park Rules and Regulations.

Section 2. Definitions.

“Authorized Local Official” means the Parks Director, Parks Law Enforcement Officers, or other personnel of the County legally authorized to issue municipal civil infraction citations

“Business Day” means a day of the year, exclusive of a Saturday, Sunday, or legal holiday.

“Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of one (1) or more violations of this Ordinance by the party cited.

“Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.

“County” means the County of Ingham, Michigan.

“District Court” means the 55th Judicial District Court.

“Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.

“Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including without limitations, fines, damages, expenses and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.

“Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

“State” means the State of Michigan.

“Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.

Section 3. Park Hours.

- A. All parks under the jurisdiction of the County shall be open ~~at one half hour before sunrise for pedestrian access,~~ 8:00am ~~for vehicle access,~~ and close ~~at one half hour after sunset,~~ unless otherwise posted or unless permission has been granted by the County or its designated representative.
- B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.
- C. No person or vehicle shall be within any park except when such park or portion thereof is open unless camping is approved by a permit issued by the County or its designated representatives.
- D. All Potter Park Zoo visitors are required to leave within 60 minutes after posted closing times.

Section 4. Conduct on Park Property.

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of any park or any facility, building, sign, structure, equipment, utility or other property found herein.
- B. Preservation of Natural Resources and Plant Life. No person shall:
 - (1) Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel or sand found within any park without the written permission of the County or its authorized representatives.
 - (2) Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub or plant, whether alive or dead, found within the park without written permission of the County or its authorized representatives (with the exception of picking mushrooms).
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless written permission has been granted by the County or its designated representative.
- D. Exotic Species. No person shall introduce an exotic species into county park lands and waters, except as authorized by the Parks Board. Exotic species are defined as “all species of plants and animals not native to Michigan.”

- E. Fires. No person shall build a fire within any park except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may be collected to be used within the parks only if it is dead and not standing.
- F. Disposal or Refuse. No person shall:
- (1) Deposit or abandon in any park or in any waters in or adjacent to any park or on the ice thereof any garbage, refuse, trash, waste or other obnoxious material, except, in receptacles provided for such purposes.
 - (2) Bring into any park refuse or litter originating outside any park for the purpose of depositing such in park receptacles.
- G. Fireworks, Firearms and Other Weapons. No person shall:
- (1) Have in their possession or control any slingshot, BB Gun, paint ball guns, fireworks or explosives within any park.
 - (2) Have in their possession or control any bow or arrow within any park except by prior written permission of the County.
 - (3) Discharge any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in any park for any reason, provided that this rule shall not apply to any law enforcement officer acting in the course of his or her employment.
- H. Alcoholic Beverages.
- (1) No person shall have in their possession within the park boundaries any alcoholic beverages ~~stronger~~ other than beer or wine.
 - (2) Alcoholic beverages must be brought to the park in original containers, and said containers shall not exceed 67.6 fluid ounces (2 liters) in capacity.
 - (3) All allowed alcoholic beverages as defined shall be confined to the disc golf courses, picnic and ball field area within the parks unless written permission has been granted by the County or the area is otherwise posted.
 - (4) Possession and/or use of alcoholic beverages within Lake Lansing Park-South, ~~Rayner Park, Burchfield Park winter sports area,~~ Hawk Island County Park, ~~the Kenneth A. Hope Soccer Complex,~~ Potter Park, and Potter Park Zoo is prohibited.
 - (5) Notwithstanding any provision set forth to the contrary, beer or wine may be sold for consumption on the premises, and may be consumed, at public or private events or functions within the grounds of Potter Park Zoo Exploration and Discovery Center and Plaza, provided:
 - a. Dispensing of beer or wine shall be conducted by persons or entities not affiliated with Potter Park Zoo or any of its auxiliary organizations;
 - b. No beer or wine may be sold or dispensed during hours when the Potter Park Zoo is open to the general public;
 - c. For sales of beer and wine for consumption on the premises an appropriate license shall be obtained from the Michigan Liquor Control Commission; furthermore, prior approval from the Parks and Recreation Commission and/or their designee is required.

- d. Intoxicating liquors (i.e. distilled rather than fermented alcoholic beverages) may not be sold on the premises.

I. Disorderly Conduct.

- (1) No person shall be a disorderly person within the park boundaries. A person is a disorderly person if the person is any of the following:
 - a. A person who is intoxicated in a public place and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance.
 - b. A person who is engaged in indecent or obscene conduct in a public place.
- (2) No person shall interfere with any park employee in the discharge of his or her duties, or fail or refuse to obey any lawful command issued by them.

J. Audio Devices.

- (1) No person shall use or operate any radio, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this section, unless written permission has been obtained from the County Parks or its designated representatives.
- (2) No person, group or organization using any picnic shelter within any Ingham County Park, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within, or within 150 feet of, any picnic shelter, unless specific written permission has been obtained from the County or its designated representative. Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Ingham County Parks Department. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose. The responsible party named in the written permit shall be on site and available to park officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the County or its designated representative.

K. Other.

- (1) No person shall use metal detectors in any turf areas within the County park system.

- (2) No person shall play frisbee and/or ball games within the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.
- (3) No person shall operate a [drone](#), hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel or fuel pellet, on any park lands without the permission of the County or its designated representative.
- (4) The launching of trailered watercraft [directly into a body of water](#) is prohibited at Hawk Island County Park [and Burchfield Park](#) without written permission of the County or its designated representative. Non-motorized watercraft that are capable of being hand carried are permitted to be launched at Hawk Island County Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park.
- [\(5\) The use of any smoking device that produces vapor from nicotine or other substances is prohibited inside all park buildings.](#)

Section 5. Potter Park Zoo.

~~A. No person under the age of 15 shall be allowed entrance in to the zoo, unless accompanied by an adult at least 18 years of age.~~

~~B. All school groups and youth organizations (high school and below) must be supervised at all times by teachers, aides, or parents while in the zoo.~~

~~C. No person shall be allowed within the Zoo perimeter without shoes and a shirt.~~

~~D. No bicycles, skates, rollerblades, or skateboards are allowed in the zoo.~~

~~E. All zoo visitors must remain behind public barricades.~~

~~F. No person shall add any material to any exhibit, facility, building, structure or other property found herein.~~

~~G. No person shall in any manner willfully disturb any animal found herein.~~

~~H. Zoo visitors are not allowed to feed zoo animals except in designated areas.~~

~~I. Reckless operation of ADA vehicles is prohibited.~~

Section 5. Swimming, Bathing and Wading.

- A. No person shall swim, bathe or wade except within those areas so designated, and swimming is prohibited within those designated areas when so posted.
- B. Children 8 years of age and under shall be accompanied by an adult at least 18 years of age while in the swimming area of County park beaches, [unless otherwise posted](#).

- C. Beach and swim areas during the regular summer season shall be open as posted. ~~from 9:00 a.m. to sunset, unless otherwise posted.~~
- D. Air mattresses, inner tubes, life jackets or any other devices inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. Only U.S. Coast Guard approved personal flotation devices may be worn by individuals ~~whose physical disability is such that without such aid use of the swimming area would be impossible.~~
- E. Alcoholic beverages, glass containers and pets are not allowed within the posted limits of the beach area.

Section 6. Dogs and Pets.

- A. Dogs or other pets shall be kept on a leash no greater than 6 feet in length. The only exception is within the designated off-leash areas.
- B. All dogs or other pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy park visitors or wildlife.
- C. Dogs or other pets are allowed in Lake Lansing Park-North, Burchfield Park, Hawk Island County Park ~~Baldwin Park~~ and McNamara Landing, except in areas posted. Pets are not allowed in Lake Lansing Park-South, the Lake Lansing Boat Launch, ~~Hawk Island County Park, Rayner Park, the Kenneth A. Hope Soccer Complex,~~ Riverbend Natural Area at Burchfield Park, Potter Park Zoo, and Potter Park picnic area unless otherwise posted. Pets are not allowed within the designated bathing beaches areas, park buildings, shelters and on the ski trails when they are open for skiing. Dogs or other pets may be allowed as a condition of an approved Special Event Application, or when transporting a dog or pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- D. Pets must not be left unattended or left in a vehicle or trailer. Owners must clean up pet droppings.
- E. Guide or leader dogs, hearing dogs, and service dogs for disabled persons are permitted in all areas, as provided under Michigan Compiled Laws 750.502c, as amended.

Section 7. Horses. It shall be a violation for a person to ride, lead or allow a horse to be upon any property not designated as a horse trail which is administered by or under the jurisdiction of the County unless prior ~~written~~ permission has been obtained from the County or its designated representatives.

Section 8. Bicycles. Bicycles shall be permitted on designated trails only. No person shall operate a bicycle upon any sidewalk or trail which is posted against such use.

Section 9. Natural Area and Nature Trails.

- A. Nature trails shall be for pedestrian traffic only, unless otherwise posted.
- B. Fires are prohibited within any nature study areas unless written permission has been granted by the County or its designated representatives.

- C. Bicycles, horses and pets are also prohibited within such areas, unless otherwise posted and with the exception that bicycles are allowed at Riverbend Natural Area.

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Section 10. Motor Vehicles.

- A. It shall be unlawful for any person to:
 - (1) Operate a motor driven vehicle in excess of fifteen (15) miles per hour within the park, except where otherwise posted.
 - (2) Operate any motor driven vehicle of any kind or nature except on designated public roads.
 - (3) Operate a motor driven vehicle in violation of posted traffic control signs or devices.
 - (4) Operate an unlicensed motor vehicle upon any park road or parking area.
- B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

Section 11. Parking.

- A. Parking in Prohibited Areas. It shall be unlawful for any person to:
 - (1) Park any motor vehicle within any area not designated as a parking area or space.
 - (2) Stop, stand or park any motor vehicle at any place where official signs prohibit.
 - (3) Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.
- B. Use of Parking Areas.
 - (1) The county park parking lots in all county parks are hereby closed to all park activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, frisbee throwing, games or other activities shall be permitted in the county parking lots of county parks. All park activities except traversing to and from county parking lots and/or parking of vehicles in case of emergencies are prohibited.
 - (2) When posted, parking at the Lake Lansing Boat Launch is hereby restricted on weekends and holidays to vehicles with boats only.
- C. Obstructing Traffic.

- (1) It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
- (2) Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
- (3) The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

Section 12. Commercial Activities and Advertising.

A. Solicitation. All constitutionally protected speech will be permitted by the County, within reasonable time, place and manner parameters. No solicitations shall be allowed within any County Park and Zoo building or adjacent to any building entrance. Solicitations shall not interfere or conflict with the normal business of employees of or visitors to the Zoo, or the free flow of vehicular and pedestrian traffic. The County may designate areas for solicitation at its facilities, properties, and parks. No signs may be erected on County property.

Comment [WN1]: Added County Park and

B. Disruptive Conduct. The County reserves the right to prohibit any solicitation or distribution activities by any non-employee, organization, or employee that disrupts or interferes with the normal work activity of Ingham County, visitors to Ingham County properties, parks and facilities, or the free flow of vehicular and pedestrian traffic.

C.
No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within any park, except by prior written permit from the County or its designated representatives.

Comment [WN2]: How do we address vending in the parks? In 2013, the Park Commission passed a resolution allowing the Friends of Ingham County Parks the ability to organize and contract with licensd "Food Truck" type businesses or other vendors for services and selling of products.

~~C. Movie Film Making Rights~~

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Section 13. Camping. No person shall camp within any park except in those areas or buildings designated for that purpose, unless permission is provided in writing by the County or its representatives.

Comment [WN3]: Should policies about filming movies in the parks be included in the rules and regulations or should that be its own separate policy?

Section 14. Fees, Charges and Permits.

- A. It shall be a violation for any person to use any facility, building, land area or equipment for which a fee or charge has been established by the County without payment of such fee or charge, unless waived per the guidelines in Board of Commissioners Resolution #17-111.
- B. It shall be a violation for any person, group or organization to occupy, use or fail to vacate any facility, building land area or equipment for which a permit has been granted to another person, group or organization.

Section 15. Violations and Penalties.

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Sec.13.A regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said park or park land for the remainder of the day of the offense.

Section 16. Municipal Civil Infraction Citations; Issuance and Service. Municipal civil infraction citations shall be issued and served by an authorized local official as follows:

- A. The time for appearance specified in a citation shall be within ten (10) days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an authorized local official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."
- E. An authorized local official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An authorized local official may issue a citation to a person if:
 - (1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or

- (2) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.

G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

Section 17. Municipal Civil Infraction Citations; Contents.

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the defendant that he or she may do one of the following:
 - (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
 - (2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.
 - (3) Deny responsibility for the municipal civil infraction by doing either of the following:
 - a) Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney, unless a formal hearing before the District Court's Judge is requested by the County.
 - b) Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
 - (4) The citation shall also inform the defendant of all of the following:
 - a) That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
 - b) That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
 - c) That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.

- d) That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.
 - e) That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.
- (5) The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

Section 18. Establishment of Schedule of Civil Fines.

- A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:
- (1) For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
 - (2) For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.
- B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.
- C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed one (1) day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.

- D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.
- E. Civil infractions for violations of Sec.11.A. regarding parking are punishable by a fine of \$50 plus costs for a first offense, \$100 plus costs for a second offense, and \$250 plus costs for a third offense, except that violations of Sec.13.A.(3) shall be punishable by a fine of \$250 plus costs for a first or subsequent offense.

Section 19. Misdemeanor Violations.

- A. Any person convicted of violating Section 4.H. (1) relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

Section 20. Construction. When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

Section 21. Severability. The various parts, sections, subsections, paragraphs, sentences, phrases and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 22. Repealer Clause. Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 23. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 24. Effective Date. This Ordinance shall become effective on the ~~12th~~ day of ~~June~~, 2017,
~~2007~~.