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, November 13, 2017

Monday, November 13, 2017

5:30pm

PARKS & RECREATION COMMISSION MEETING

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

NOTE CHANGE IN LOCATION

1. **Call to Order**
2. **Pledge of Allegiance**

3. **Approval of Minutes**
   Minutes of October 23, 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. **Wayfinding PowerPoint Presentation – Spicer Group** - Page 12
   -Draft FLRT Trail Sign Sponsorship Program Detail - Page 38

7. **DISCUSSION ITEMS**
   - **A.** Policy Discussion – Requests to reallocate millage funds from projects that run under
   - **B.** Park Commission Meeting Location - Page 39

8. **ACTION ITEMS**
   - **A.** Resolution to Address Agreements TR013, TR014 and TR017 with the City of Lansing? - Page 41
   - **B.** Wayfinding - Page 45
   - **C.** Group Reservation Minimums for Winter Sports - Page 46

9. **ADMINISTRATIVE REPORTS**
   - **A.** Director - Page 47
   - **B.** Park Managers - Page 49
   - **C.** Administrative Office - Page 54
   - **D.** Millage Coordinator Report - Page 55
   - **E.** Financial Report - Page 56
   - **F.** FLRT Trail Ambassador Report - Lauren Ross - Page 59

10. **Correspondence & Citizen Comment** - Page 61

11. **Board/Staff Comments**

12. **Review Park Commission Agenda** - Page 62

13. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*

14. Upcoming Meetings

A. Date: Monday, December 11, 2017; Time: 5:30pm
Parks & Recreation Commission Meeting

15. 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

16. 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
October 23, 2017

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

Board Members

Present:	Commissioner Teri Banas, Matt Bennett, Ryan Earl, Jessy Gregg, Cherry Hamrick, Commissioner Carol Koenig, Shirley Rodgers, Jonathan Schelke, and Paul Pratt
Absent:	Sarah Nicholls
Also Present:	Park Director Tim Morgan, Recording Secretary Nicole Wallace, Tanya Moore-Spicer Group, Lauren Ross-FLRT, Dana Graham-FLRT, Melissa Buzzard-Trails & Parks Millage Program Coordinator, Debbie Groh-Aurelius Township Treasurer, Timothy McCaffrey-Director City of East Lansing Parks, Wendy Wilmers Longpre-Assistant Director City of East Lansing Parks, Brett Kaschinske-Director City of Lansing Parks, Andrew Kilpatrick-City of Lansing, Lindsay Utz-Leroy Township Volunteer, Roberta Hamlin-Leroy Township Treasurer, Mike Unsworth-Tri-County Bicycle Association, Dean Brailey-Tri-County Bicycle Association, Steve Leiby-Tri-County Bicycle Association, Matt Pegouskie-Village of Stockbridge, Nikki Van Bloem-DNR Southern Michigan Trails Specialist, John Calvert-Village of Stockbridge, Jo Merris-Village of Stockbridge, and Younes Ishraidi-Meridian Township
Call to Order:	Vice Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:34pm
Minutes:	**Moved by** Commissioner Banas and **Supported by** Commissioner Koenig to approve the October 16, 2017 minutes of the regular meeting as written. **Yes-9; No-0. MOTION CARRIED.**

LIMITED PUBLIC COMMENT

Mike Unsworth, a Haslett resident, stated he represented the Tri-County Bicycle Association. Mr. Unsworth stated at the past couple of Park Commission meetings, this body has addressed some tricky issues, such as bids coming in higher and discussion on contingencies for millage projects. Mr. Unsworth stated this commission has done a lot of work and your efforts will be rewarded.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #9E: Village of Stockbridge Millage Application Presentation.
Agenda Item #9F: Meridian Township Millage Application Presentation.

Trails & Parks Millage Program Coordinator Introduction

Mr. Morgan introduced Melissa Buzzard as the new Trails & Parks Millage Program Coordinator.

ACTION ITEMS

Resolution to Address Agreements TR013, TR014 and TR017 with the City of Lansing

Mr. Morgan referenced the letter from the City of Lansing. The City of Lansing is requesting the funds left over from bridge CL-09-LTW-GR and bridge CL-29-LT-GR projects be allocated toward the repairs required on bridge CL-26-LT-GR. Mr. Kaschinske stated the Oakland Avenue Bridge project cost came in under. Additionally, Bridge #9 did not need to have every deck board replaced, so there is approximately $35,000 left over from this project. The left over money he is requesting be allocated to the bridge CL-26-LT-GR project.

Commissioner Banas asked if this amount would cover the rest of the project. Mr. Kaschinske said the crack sealing bid came under, and between those three projects, he thinks that will be enough. Commissioner Banas asked if the crack sealing was included in the resolution. Mr. Kaschinske said they just got the bids yesterday so it wasn't included in the resolution. Mr. Kaschinske stated the CL-26-LT-GR project will be completed in late 2018 due to coordination with MDOT.

Ms. Rodgers asked if we will get another resolution in the future with that request for crack sealing. Mr. Kaschinske stated there will be an additional request. Mr. Morgan recommended reviewing the complete request in November in one resolution request. Mr. Morgan asked for an updated letter from Mr. Kaschinske to include the crack sealing. Mr. Morgan stated we awarded these projects in 2016, so the City may also need to ask for a project extension.

Commissioner Koenig asked if we have looked at this as a policy issue. What will we do with funds when there is excessive funds? Commissioner Koenig stated we have not authorized this activity. Commissioner Koenig stated she would recommend establishing a policy before considering the resolution.

Ms. Rodgers stated at other places she has been involved with over the years, if this issue happened, the money would revert back to the source, and it doesn't stay with the grantee. Ms. Rodgers stated she recommends we create a policy. She is not necessarily opposed to the policy, but agrees we need to create a policy. The money could go back in the pot, or a community could submit a new application for money. Mr. Bennett recommended tabling this discussion until November to talk about a policy.

Mr. Morgan stated this is a starting point for this discussion. Mr. Morgan stated in the case of East Lansing, we have approved putting in additional funds. Mr. Morgan stated the City of Lansing is proposing to move money from projects that are under. Mr. Morgan stated without the actual cost of the staircase, what if they need more money; maybe it would be better to have an exact cost. Commissioner Banas said there are no construction costs yet. Mr. Kaschinske said they will be finalized with MDOT, after one more meeting. Mr. Morgan said they can come back after that point. Mr. Bennett stated we should wait until the policy is set in November. Mr. Kaschinske asked if the Park Commission needed the costs for the November Park Commission meeting. Commissioner Koenig said yes.

Mr. Pratt stated these are three projects that we thought we were fairly comfortable with. Now that there is a request for crack sealing, now we are going to hold off, and then hold off again? Mr. Pratt said this doesn't make sense. Mr. Pratt stated if it isn't an issue to give funds for an overage, why would it be an issue to apply these funds to one of our other priorities. Commissioner Koenig stated we have to careful how we move forward, we need to be consistent. Commissioner Koenig stated we should establish a policy.

SPICER GROUP – PRESENTATION OF THE TRAILS AND PARKS MILLAGE APPLICATIONS

DRAFT

Tanya Moore of Spicer Group provided an overview on the third round millage applications. Ms. Moore referenced the report for each project.

Aurelius Township 5-Year Parks and Recreation Plan

Ms. Moore stated the Aurelius Township project has no issues.

RAM 2 Burchfield Trail

Ms. Moore reviewed the Ram 2 Burchfield Trail application comments. Ms. Moore stated the match is listed as easements. Can this be used a match? Mr. Schelke asked if Holt Road will go down to three lanes. Mr. Bennett stated there are already three lanes completed. Ms. Hamrick stated we need to discuss the easement match, should this be considered match. Commissioner Banas would like to know what the community paid for the easement. Ms. Moore stated the Holt Public School easement is $58,080 and the Delhi Wastewater Treatment easement is $39,464. Ms. Moore stated she is not sure if that is the property value. Mr. Morgan stated we could ask the community via email for clarification if requested by the Commission. Commissioner Banas said this is a stretch, other communities haven't asked for a value for an easement brought to the table. Commissioner Banas stated the intent of the millage is to provide matching dollars to leverage projects. We want to partner with communities to do more projects to have a county wide system. Commissioner Koenig asked for clarification of where the labor is coming from for the $245,000. Ms. Moore stated it is Delhi Township staff, they are putting so many hours into project, and fringe benefits. Ms. Moore stated you keep track of man hours, any equipment used, and any materials purchased. Commissioner Koenig asked how they came up with that amount, or hours. Ms. Moore stated we don't have a breakdown of that.

Ms. Rodgers asked for more information about the project going through a wetland and the required DEQ permitting. Ms. Moore stated these permits require 90 days to obtain. Ms. Rodgers asked about the paving cost, Ms. Moore stated the cost is light, it could be okay in today's dollars; however, if it doesn't get done for two years, the cost is light. Ms. Rodgers stated that in all the conversations she has been involved with, we have discussed actual dollars, to leverage other grant dollars. Commissioner Banas stated in-kind donations have value too. Commissioner Banas stated we did not require the community to detail the $342,544, but she hoped the Parks Department staff would have provided this information initially.

Commissioner Koenig asked about tree removal and construction oversight. Ms. Moore stated the Township will be responsible for tree removal and construction oversight. Commissioner Koenig stated this project was too big to fund last time, and she isn't sure that much has changed. Can we fund smaller pieces, or provide a recommendation of how to get this project done? We did not find it in our resources last time, maybe we need to sit down with Delhi Township and figure out how to get this project done. Commissioner Banas stated three million dollars is almost a whole year's worth of funding. Mr. Morgan stated we asked Delhi Township if they could do the project in phases. They said they could do in phases, but it might cost more.

Commissioner Banas asked if there was a stakeholder meeting. Ms. Gregg stated yes, we had discussed with Delhi Township that they would submit the application and since they have a better understanding of the project, present it to the Park Commission instead of telling them how to do the project. Commissioner Banas said this project is not leveraging any other funds. Mr. Morgan stated in the application packet we had asked about phasing the project and they replied with an answer included in the packets handed out last week. Mr. Morgan stated the project could be broken into multiple years, they could break the project into two parts. Mr. Morgan stated advanced construct was not a possibility. Advanced construct means they would pay for it up front, and we pay them back later.

DRAFT

Northern Tier Trail Safety Fencing
Ms. Moore stated the Northern Tier Trail Safety Fencing project is viable. Ms. Moore stated she could not find the fencing recommendation in the Trails & Parks Comprehensive Report.

Volunteer Trail Ambassador Coordinator
Ms. Moore stated this is a viable application. Commissioner Banas stated it was her understanding this would be a one year request. Ms. Hamrick stated FLRT had asked for two years previously, but multi-year funding was not an option at that time. The request was envisioned as a two year diminishing request. Commissioner Banas asked if FLRT had MOUs with other communities. Dana Graham stated East Lansing had signed, the City of Mason had signed, Delhi Township is in process, Ingham County had signed, and Meridian Township is reviewing the MOU and they are working on others.

Bank Stabilization - Washington Avenue
Ms. Moore stated to do the bank stabilization properly soil borings may be necessary. Ms. Moore stated the cost for construction could be higher. The project estimate does not appear to contain soil erosion and sedimentation control. Ms. Rodgers asked if there are concerns, how is this project viable? Ms. Moore stated it is a good project, and it should be done. If you are putting money toward the project, these questions need to be addressed though.

Bridge Rehabilitation - Bridge#CL-09-LTW-GR
Ms. Moore stated bridge 9 was partially funded in the first round. Ms. Moore stated there is a deviation from ASHTO, but it is not required for this project. The project is viable. The detailed estimate contained more than what the application is for, and it doesn't break done what just this application is for. There is a 12% contingency, which may address it being a smaller project. Commissioner Banas asked for clarification on the match. Ms. Moore stated it is a local contribution match and Mr. Kaschinske said it is cash.

Bridge Removal and Replacement - Bridge#CL-21-LTE-RC
Ms. Moore stated bridge 21 is viable, but she did have questions. There is a 26' difference in the bridge. Commissioner Banas asked where the $90,000 match is from. Ms. Moore stated local contribution and Mr. Kaschinske said the park millage.

Fenner Pathway extension
Ms. Moore stated MDOT recommended speaking with them about the project. You can't use MDOT funds to go through a cemetery. This does not appear to be a viable project as presented. Mr. Morgan stated the DNR said it would be viable as a trust fund project.

Universally accessible canoe/kayak launch at City Market, Universally Accessible Canoe/Kayak Launch at Moores Park, and Universally Accessible Canoe/Kayak Launch at Krueger Landing
Ms. Moore stated the canoe/kayak launch at the City Market is a viable project. The cost for the dock is a little low. Ms. Moore stated the launch at Moores Park and Krueger Landing are viable projects.

Simmons Memorial Park - Trail Attached to Handicap Accessible Parking
Ms. Moore stated the Simmons Memorial Park project would be eligible for a recreation passport grant. Ms. Moore stated the project is viable, and the costs are actual construction costs. The path subbase is only proposed at 3", which it is recommended to be 6-8." Ms. Moore stated the parking lot is not paved and there is a porta-jon. It could be changed to an ADA accessible porta-jon and parking spots. Mr. Morgan stated we could help the community with writing a grant. Mr. Morgan stated this could be a

combined project for a recreation passport grant, and it could use match money from our millage. Mr. Morgan stated we could make the project contingent upon the grant application and we could help this community.

Ms. Rodgers asked if a gravel parking lot could be considered ADA compliant. Ms. Moore stated no. Ms. Rodgers stated if the parking lot is gravel, and they want to make an accessible pathway, you cannot make an accessible pathway if the parking lot is not accessible. Ms. Rodgers asked how is this a viable project? Ms. Gregg stated the path accessibility is not purely for ADA accessibility, but use by the community. If they do the path first, it will be used by more people.

Mr. Morgan stated both Leroy Township and Onondaga Township's request could be contingent upon working with Ms. Buzzard to put a grant request to the DNR to make it a whole project. April 1st is the deadline for DNR grants. Ms. Rodgers asked for clarification on the match-they have not yet applied for the grant. Ms. Moore stated they can't apply for a grant until they have our commitment.

Leslie Wayfinding Project
Ms. Moore stated the Leslie Wayfinding Project is a viable project, but the signage is not just for trails and parks. Should this be part of the larger initiative through the County to provide wayfinding?

Hayhoe Riverwalk Extension- Kerns Road
Ms. Moore stated the Hayhoe Riverwalk Extension project is viable.

Old Raby Culvert Replacement
Ms. Moore stated the Old Raby Culvert Replacement application is a viable project and it was missed in the Mannik Smith report. The cost for excavation, site restoration and concrete abutments seem lower.

Okemos Road Pedestrian Boardwalk
Ms. Moore stated the Okemos Road Pedestrian Boardwalk application is a viable project. When will Phase II be constructed?

Onondaga Township - Baldwin Park & Trails Enhancement Project
Ms. Moore stated the Baldwin Park and Trails Enhancement Project is not viable as presented. A DNR grant was submitted but was not funded. The costs are very low. If they do apply for a grant, the scope needs to match what they submit to the County and to the DNR. Mr. Morgan stated we could assist Onondaga Township, and the project could be contingent upon a successful DNR grant to the trust fund. Commissioner Banas stated the Task Force reconvened to see how the program was going. This is one of the areas we discussed-to help small communities to work with the County.

Lakelands Trail Resurfacing
Ms. Moore stated the Lakeland Trails Resurfacing is a viable project. Ms. Moore stated there seems to be a gap in the proposed path. The overall cost seems to be adequate, or a little high. Ms. Moore stated the subbase is 10 feet wide, a good practice would be to extend the subbase 6." Mr. Schelke asked for cost estimates reviewed in their presentation that they will review with Spicer Group.

MILLAGE APPLICANTS – PRESENTATIONS & Q&A
Mr. Bennett stated there is a five minute limit for each application.

Aurelius Township

DRAFT

Aurelius Township 5-Year Parks and Recreation Plan

Debbie Groh, Aurelius Township Treasurer, addressed the Commission. Ms. Groh stated Aurelius Township is requesting a 50% match. Ms. Groh reviewed the connectivity. Ms. Groh referenced the first handout, an enlarged Figure 24, the green highlights shows different connectivity. The second handout is a detailed explanation of the Bunker Nature Preserve. Mr. Morgan asked if her presentation subject matter will be a component of their Master Plan. Ms. Groh stated yes. Ms. Gregg asked if this is a firm estimate. Ms. Groh stated it is a firm amount. Ms. Rodgers stated she thinks this is a little low for doing a plan. Ms. Groh stated a consultant provided an estimate and it is an update to a plan. Ms. Rodgers asked if their current plan allows for requesting funding now for a project, or do they need to update the plan first? Ms. Groh stated to qualify for a DNR grant, you have to have an updated Master Plan.

East Lansing

Northern Tier Trail Safety Fencing

Timothy McCaffrey, Director City of East Lansing Parks, and Wendy Wilmers Longpre, Assistant Director, addressed the commission. Mr. McCaffrey stated the project will include fencing. The fencing will supplement a grant requested in a 2016-2017 application previously funded by the County. The funds will be necessary to comply with ASHTO safety recommendations. Mr. McCaffrey stated this was not in the Mannik Smith Report.

Ms. Longpre presented a PowerPoint Presentation with photos showing the existing split rail fence that will be replaced. Ms. Longpre stated there is site plan that shows where the fencing is located and what is proposed. It is to install fencing along the Northern Tier Trail. The design of the fencing is 6x6 posts and 2x6 wood rails bolted on. It is very sturdy and will be a safety barrier. Ms. Longpre stated the estimate is from bids actually received. Commissioner Banas asked why there is no application match for this project. Mr. McCaffrey stated they are aware of the point system, and just chose not to provide a match for this project.

Lansing

Brett Kaschinske, Director City of Lansing Parks, addressed the Commission.

Fenner Pathway Extension

Mr. Kaschinske stated the entire River Trail is closed dusk to dawn. Not only their trails, but other trails around the County are closed. However, they can provide openings for pedestrian access. Mr. Kaschinske stated for consideration of MDOT funds, the trail need to be open 24 hours. Mr. Kaschinske stated there is no pedestrian network in the area. Mt. Hope, Aurelius and Forest Roads are all designed as bike lanes. Mr. Kaschinske said TAP has no issues, but there is issues with SHPO. While it is going through the cemetery, it is not through grave sites. The entire southern portion where this trail runs, is not a cemetery. They are not paving new roads through grave sections. If the cemetery designation is an issue, the whole south end is not grave sites-it is through wooded areas. Mr. Morgan stated this creates a loop to the 127 pathway that was approved last round. Mr. Kaschinske stated he respectfully disagrees with Spicer's analysis. Ms. Moore stated as long as MDOT is on board, then Spicer Group will be on board too.

Bank Stabilization - Washington Avenue

Mr. Kaschinske stated the SESC will be included in the project. Soil borings will be obtained from the area. The City does not believe the sheet pile would exceed 30 feet. The reason the wall fell was because there was no foundation to hold it up.

Bridge Removal and Replacement - Bridge#CL-21-LTE-RC

DRAFT

Mr. Kaschinske stated they will design to the H10 loading requirement. The bridge length is 295 feet. The Mannik Smith report had the other incorrect number. They designed it to be 12 foot wide since the bridge is wedged between a railroad underpass so they didn't do 14 feet. If they did 14 feet it would be an additional $185,000. Ms. Gregg asked if plows go over these boards. Mr. Kaschinske stated they won't apply salt, and if there is a heavy snow they plow, if a light snow, they broom. Mr. Morgan stated this was on the Mannik Smith Report as a total replacement bridge.

Bridge Rehabilitation - Bridge#CL-09-LTW-GR

Mr. Kaschinske stated the Mannik Smith estimate was 1.3 million. The City replaced some decking that was deteriorated. Mr. Morgan stated this was applied for last round and was not funded. It was a four - four split vote previously. Mr. Morgan stated it was discussed as a needed project. Mr. Bennett asked for a copy of the minutes from the previous Park Commission discussion.

Universally accessible canoe/kayak launch at City Market, Universally Accessible Canoe/Kayak Launch at Moores Park, and Universally Accessible Canoe/Kayak Launch at Krueger Landing

Mr. Kaschinske referenced a picture of the proposed dock. At the market, they also want a pontoon to be able to dock is how the docks differ. The amount is $48,000, it was an error. The City Market is where the River Town Kayak headquarters are. For these projects they applied for trust fund grant through the DNR. They are applying for a match through the County because they want to be part of our blueways system. They have committed park funds to the project. Mr. Bennett asked if River Town Kayak will contribute. Mr. Kaschinske said no, it is not River Town's dock. Anyone can use the dock. If you have private boat you can use it, just as River Town can use the dock. Mr. Bennett asked if they have statistics on who uses this. Mr. Kaschinske stated he will inquire with River Town Kayak for the data.

Commissioner Banas asked if their DNR application has been submitted? Mr. Kaschinske stated the application has been submitted. Commissioner Banas asked why is this project a priority #5? Mr. Kaschinske said the project is a low amount and they will get majority of money from the trust fund. The score on the DNR grant is 320. The cut line last year is right around there. Mr. Kaschinske stated the stair case at Michigan Avenue is on the Southside of Michigan Avenue. They also need to repair the north side. The staircase is wider to provide for two way traffic. Mr. Kaschinske stated $104,767.l8 is the amount they think they will be over for crack sealing from round one project.

Leroy Township

Simmons Memorial Park - Trail Attached to Handicap Accessible Parking

Lindsay Utz addressed the Park Commission. Ms. Utz stated they had 14 acres of land donated in the past. They sent out a questionnaire to everyone in town and then they prioritized their projects. Trails and playgrounds were a high priority. The application is for an eight food wide asphalt path and ADA parking. Roughly $47,000 of the project money will connect to the parking lot they intend to put in. They also have a bid for ADA parking which will connect to a porta-jon and connect to the pavilion. The majority of their residents actually go to Fowlerville parks. They hope to connect trails to park in the future. So far, they have put up $100,000 of the communities' money and through taxes into the park. The pavilion is ready, it is seeded and fenced. They are also trying to get donations and a playground. They also want to apply for a DNR grant for the parking lot and playground.

Ms. Utz stated she thinks the trail will really help visitation. With the resources the Township has, it will take a long time to install a trail in the park. Ms. Utz thanked the Park Commission for their assistance and inviting them to stakeholder meetings. Mr. Morgan stated Ms. Buzzard could maximize this project by assisting them to obtain a passport grant. Mr. Morgan stated the DNR said this would be a competitive

project.

Stockbridge
Lakelands Trail Resurfacing
Matt Pegouskie addressed the Park Commission. He introduced Jo Merris, John Calvert, and Nikki VanBloem. Mr. Pegouskie stated there is one mile of asphalt. In terms of connectivity, there is a local and state presence. Mr. Pegouskie said this is a key project to get across the Lower Peninsula. This will provide a regional connection to connect to 42 miles from Dexter to Chelsea, Ann Arbor, etc. Phase I is being bid and will break ground next year. There is local and private funds, and the entire overall project could be done in five years. On a local perspective, walking in the village of Stockbridge can connect to a nature preserve and school. They want to create an active community. The Lakeland trail is key to this.

Mr. Pegouskie showed a photo of the current trail condition. Mr. Pegouskie reviewed the budget summary. They have a private donor of $50,000, a 33% match. Mr. Pegouskie stated their partners are the Village of Stockbridge, Stockbridge Township, 5 Healthy Towns, Friends of the Mike Levine Lakelands State Park, Huron Waterloo Pathway Initiative, and the DNR. Mr. Morgan asked for clarification on the estimates, and requested Stockbridge submit a revised budget to send to the Park Commission. Ms. VanBloem stated she they pulled out the bridges costs since there are none in Ingham County, and she did a percentage for the project that was only in Ingham County. Was the money double counted? This is part of a bigger DNR project and figuring out the budgeting was confusing. Ms. Rodgers requested they send a revised budget. Ms. Gregg asked what are the five healthy communities? Mr. Pegouskie stated Chelsea, Dexter, Stockbridge, Manchester, and Grass Lake.

Meridian Township
Okemos Road Pedestrian Boardwalk
Younes Ishraidi stated Meridian Township is requesting two applications. The boardwalk is the priority. The project covers a gap in their system which is a regional link to the MSU Lake Lansing trail. The feasibility study is being conducted. This project ties into Phase II. This is a critical gap. When people get to the gap, they are forced to walk on the shoulder. The funding for the match is Meridian Township's millage, not the general fund. They have been trying to build this for some time. The DNR did not consider this a linkage, however Meridian Township does.

Mr. Bennett asked when will the project this will link to be completed? Mr. Ishraidi stated the MSU to Lake Lansing trail will be built in three phases. They applied for funding from TAP, it is a good project, but they wanted them to do feasibility study. Ms. Rodgers asked what are they proposing to construct, are the connections shown on a map? Commissioner Banas asked when Phase II will be done. Mr. Ishraidi said 2020 or 2021. Mr. Ishraidi said Phase I will be complete in 2019. Mr. Ishraidi said the feasibility study is just getting wrapped up, then they need to go to MDOT. Mr. Morgan stated this seems like three phases and a boardwalk and just needed clarification. Mr. Ishraidi said this project is needed. It is a critical gap. Mr. Ishraidi stated this application is a part of Phase II. Ms. Moore referenced a map from a previous round application. Is that still a viable route? Mr. Ishraidi said yes, if you look at Phase II. Ms. Moore stated it was confusing, since she had to search in her files for this map. It was not submitted in this round. Ms. Moore asked for a map.

Old Raby Culvert Replacement
Mr. Ishraidi said this application is for an old bridge that was abandoned by the Road Department. The bridge kept sinking and sinking and it was given up on. Meridian Township used it to make a trail. They built in a boardwalk. The bridge is in really bad shape, and it needs to be replaced. It is an existing trail

and there are links to other trails. Mr. Morgan stated this is a critical bridge to be repaired. Commissioner Banas stated this was priority two. Mannik Smith didn't include it in the report. Ms. Rodgers asked if paving was included in round one application. Mr. Ishraidi said he doesn't think so.

FLRT Trail Ambassador Report
Ms. Ross stated there are two clean ups scheduled, October 29th at 9am at the parking lot of Kircher Park and November 12th at 10am at the parking lot of Mason City Hall.

DISCUSSION ITEMS
None.

BOARD/STAFF COMMENTS
Mr. Morgan stated Chair Nicholls is working on finalizing the scoring site. Mr. Morgan stated we will send an email of the link to the scoring site tomorrow. The deadline to submitting scoring is November 15th at midnight.

LIMITED PUBLIC COMMENT
None.

Adjournment:
There being no further business, the meeting was adjourned at 8:53pm.

Meeting adjourned

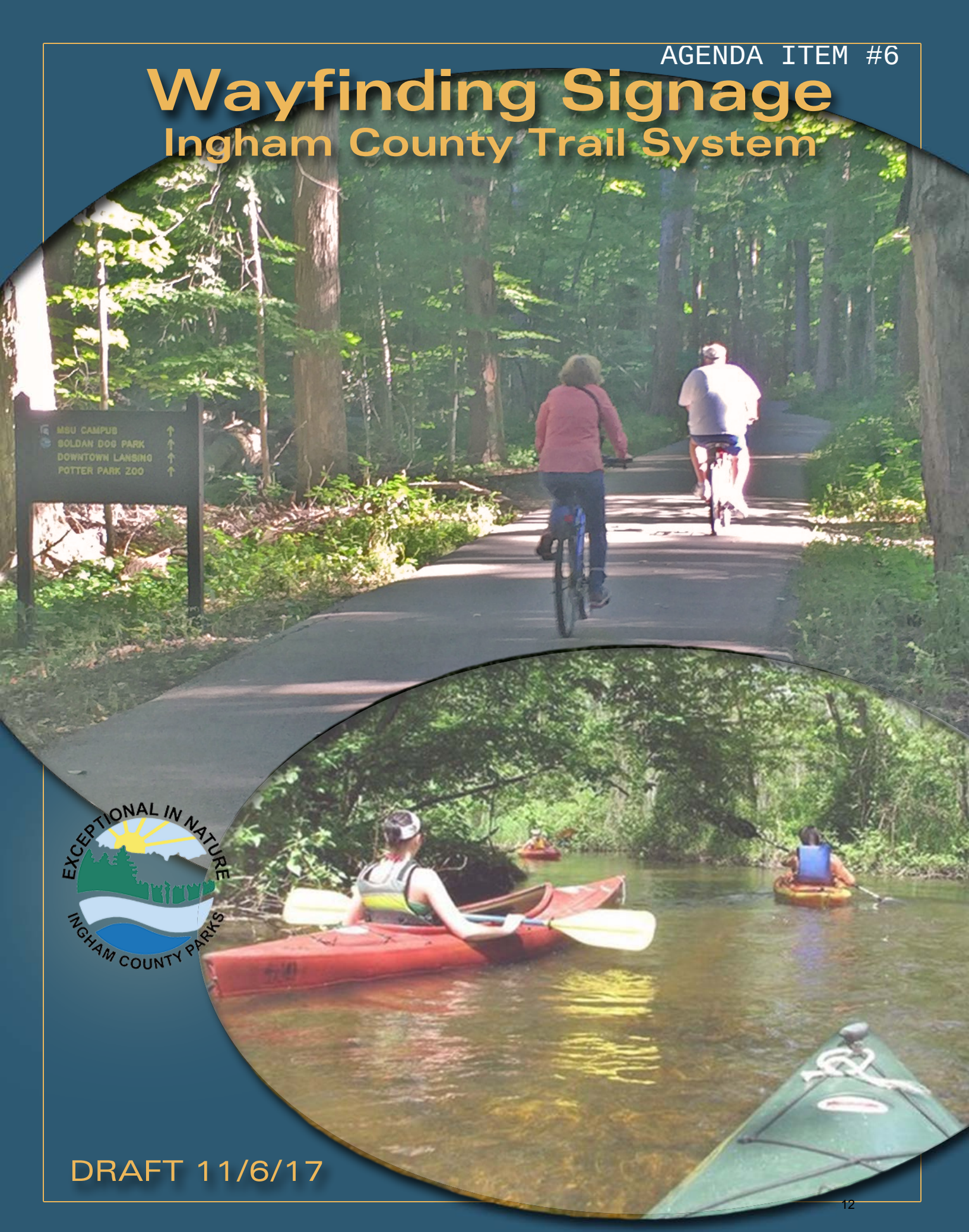
Minutes submitted by:
Nicole Wallace, Recording Secretary

DRAFT

AGENDA ITEM #6

Wayfinding Signage

Ingham County Trail System



DRAFT 11/6/17

ACKNOWLEDGEMENTS

Ingham County Board of Commissioners

Victor Celentino, District 1
Ryan Sebolt, District 2
Sarah Anthony, District 3
Bryan Crenshaw, District 4
Todd Tennis, District 5
Randy Maiville, District 6
Kara Hope, District 7
Mark Grebner, District 8
Carol Koenig, District 9
Brian McGrain, District 10
Teri Banas, District 11
Deb Nolan, District 12
Randy Schafer, District 13
Robin Naeyaert, District 14

Ingham County Parks and Recreation Commission

Commissioner Teri Banas
Commissioner Carol Koenig
Sarah Nicholls, Chair
Matthew Bennett, Vice-Chair
Jonathan Schelke, Secretary
Pat Lindemann, Drain Commissioner
Paul Pratt, Drain Commissioner Designee
Cherry Hamrick
Jessy Gregg
Ryan Earl
Shirley Rodgers

Ingham County Staff

Jared Cypher, Deputy Controller
Tim Morgan, Parks Director
Melissa Buzzard, Trails & Parks Millage Program Coordinator
Brian Collins, Hawk Island Park Manager
Coe Emens, Hawk Island Assistant Park Manager
Jeff Gehl, Burchfield Park Manager
Chris Washer, Burchfield Park Assistant
Pat Witte, Lake Lansing Park Manager
Tim Buckley, Burchfield/Lake Lansing Asst. Park Manager
Nicole Wallace, Executive Assistant
Karen Fraser, Financial Coordinator

Adopted by the Ingham County Board of Commissioner on _____.

Prepared by:

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"Wayfinding provides guidance and the means to help people feel at ease in their surroundings."

- Gibson

INTRODUCTION

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Good wayfinding design fits and even enhances the unique character of an area.

The first trail systems in Ingham County were developed in the mid-1970's in the City of Lansing. Lansing has been expanding sections of its River Trail ever since. Other communities started planning and developing trail systems starting in the 1990's. These trail systems have connected to each other and to trail systems beyond the county limits.

Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.

Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly.

Currently there is a lack of wayfinding on most trails in the County and where it is present there is no consistency in physical design and frequency of signs along the trails. Some communities have signage and some do not. Existing signage has gaps in terms of destinations (that should be signed to, but aren't), routes (that are important travel routes but don't have signs), and branding (current signs represent a hodgepodge of designs). For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable.

Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable, and to maintain the unique visual identity established within the Ingham County Trail system.

This plan develops a family of wayfinding signage that creates a visual identify for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. Ingham County is home to Michigan State University, Lansing Community College and the State Capitol and draws visitors from all areas of the country and from international locales. Student populations bring a high rate of turnover of residents adding to the need for an effective wayfinding system.

The wayfinding system will be organized throughout each community's trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

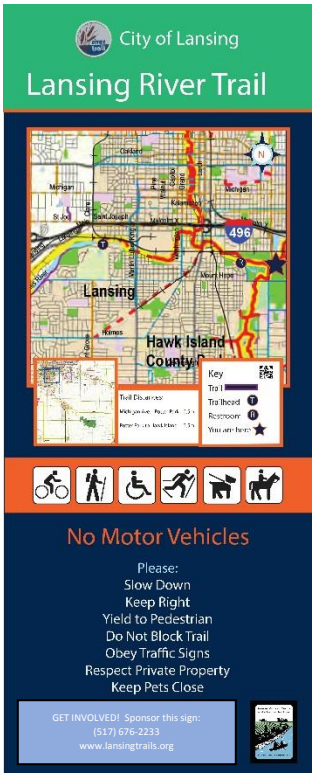
The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.

SIGN DESIGN GUIDELINES

The Ingham County Trails Wayfinding Sign Design Guidelines were developed to create a consistent message for the land and water trails within Ingham County. The consistent visual elements will inform residents and visitors that they are using a trail within Ingham County.

The guidelines outlined in this manual will help partners develop signs that can be customized for individual sites. The purpose of this sign system is to provide a flexible framework for Ingham County's Trail partners to help tell the story of their site(s). After the signs are installed their information will be entered into the Ingham County database.

The Wayfinding system developed for the Ingham County Trails consists of a 3-tiers of different signs as follows (detailed drawings can be found in appendix C):



MAP / TRAILHEAD SIGNS

Map and Trailhead signs are large signs designed to be placed at trailhead locations or major entry locations along the trail system. The signs are designed to stand vertically so they attract attention. The signs can be mounted simply on 2 posts, or a more decorative structure. The map shown on the sign will inform trail users about their location, local attractions, trail amenities such as restrooms and parking and trail distances. The sign would also include any regulations. Regulations should be worded in a positive manner. For example, instead of saying "No littering", say "Please leave the park as you would like to find it.", or "Please help keep the Parks and Trails Clean."

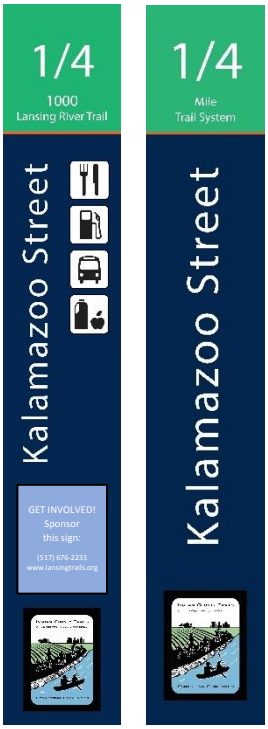
The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

TRAIL BLADES

Trailblades serve multiple functions depending on their placement. They can identify mileage, upcoming trailheads, trailside amenities and points of interest. These signs should be placed at key decision points along the trail so that trail users can easily determine which direction they would like to travel.

When installed along the trail, signs will need to meet MMUTCD (Michigan Manual on Uniform Traffic Devices) requirements for placement and height. These requirements can be found on Figure 9B-1 (Sign Placement on Shared Use Paths) in the MMUTCD manual. A link to the manual can be found in the "Regulatory / Warning Signage" section of this report.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



MILE MARKERS

Two types of mile marker signs have been developed. The first, displays the mileage, street name or location and amenities that can be found at that location. The second type displays only the mileage and street name or location.

The Lansing River Trail system currently has had 1/4 mile markers in place for over 20 years. The stakeholders thought it would be best to keep ¼ mile increments for the mile markers, however each individual community can determine the increments that best fit their trail system or community. In densely populated areas where access points are numerous, it may be more advantageous to have ¼ mile increments. Where the trail is straight with few access points, it may work with larger increments, like ½ mile.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

REGULATORY / WARNING SIGNAGE

Any regulatory signage placed on the Ingham County trail system will meet the requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The MMUTCD manual can be found at:

https://mdotcf.state.mi.us/public/tands/Details_Web/mmutcdcompleteinteractive_2017.pdf

ON ROAD

Some of the trail routes in Ingham County will be on-road routes where users will "share the road" with vehicular traffic. Where an on-road system is present, the wayfinding should consist of road signs to identify the trail and/or pavement markings to guide users to their destinations. Signs are typically placed at decision points along the route – typically at the intersection of two or more roads or trail systems and at other key locations.

These signs must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and will require approval by the local or state road authority.

Types of Signs: https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/bike-route-wayfinding-signage-and-markings-system/

PAVEMENT MARKINGS

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Under urban conditions, pavement markings may often be more visible than signs to users of the route. Pavement markings may be especially useful where signs are difficult to see (due to vegetation or parked cars). They can also help bicyclists navigate difficult turns.

Pavement markings need to be strategically placed as they can create slippery conditions on the trail surface.

These pavement markings must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and, if on road, will require approval by the local or state road authority. A link to the manual can be found in the "Regulatory / Warning Signage" section of this report.

BRIDGE MARKING

For both the land and water trails, there are numerous road bridges which span across the rivers, or that the trail crosses over/under. These bridges should be signed with the road name. The bridge signs are designed to provide locational information. No logos or extraneous information are included on the bridge signs. The lettering size will be determined on a case by-case basis and is based on several factors. The distance of the bridge deck to the water surface, the span of the river at the bridge location, and the speed of the water flow are all considered. These calculations are based on accepted letter sizing guidelines for maximum visibility ranges.

WATER TRAIL SIGNS

Ingham County contains the Grand River, the Sycamore Creek and the Red Cedar River. Water Trails have been identified along the Grand and Red Cedar rivers, in the Trails and Parks Comprehensive Report completed in 2016.

Signing of the water trails is a major priority in Ingham County and safety is the primary focus of these signs. Water landing trailhead and trailblade signs will follow the templates laid out in the

Land Trail section. Smaller scale landings may use water landing trailblades to inform users. The side of the trailblade facing the river identifies the landing name and available amenities, such as restrooms, parking, or picnic facilities. The side of the trailblade facing land shows the landing name and the next two significant points of interest downriver. The signs provide a unifying element that identifies the landing as part of the overall trail system.

It was determined that it would be difficult to use mile markers along the river corridors due to the large amount of the land being privately owned. Design and installation of all signs along the water corridors needs to take into consideration the flooding and ice conditions that occur.

WATER TRAIL WARNING SIGNS

There are areas on the river that require portages or should only be attempted by experienced paddlers. Warning signs are designed to alert paddlers of upcoming situations that may require caution or portage. These signs must be sited far enough upstream to allow for action, but not so far upstream as to lose correlation to the significant point on the river. The ideal site will most often be the nearest bridge upstream due to the instability of the shoreline or excessive vegetation at the river's edge. If shoreline installations are unavoidable, installation details must be carefully planned due to the corrosive action of the river during high water events. It is desirable that shoreline warning signs are standardized due to the increased possibility of sign loss and the costs associated with replacement. Warning sign text must be as concise as possible so that font size can be maximized. No logos or extraneous information are included on the warning signs.

INTERPRETIVE SIGNS

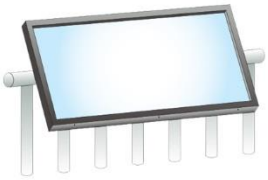
Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. They are rich, evocative stories presented in a graphically pleasing composition. Since some visitors may have a limited amount of time to take in all the elements of a site, partners should avoid the temptation to "information-overload." Identify the points of information you wish to convey and prioritize the most relevant. Thought must also be given to the siting of interpretive signs. Partners will want to provide interpretation without obscuring or detracting from the views to the resource. Interpretive signs should be available, but should not dominate the setting. Communities are encouraged to creatively tell the story of their site with as little graphic limitations as possible. Each community will be responsible for formulating the content and layout of the interpretive material about the particular site.

There are many sources for obtaining information and developing sign content. One local source to the Ingham County region is the Michigan History Center through the Heritage Trail Coordinator, Daniel Spegel, (517) 420-6029, spegeld@michigan.gov.

All interpretive signs should be accessible to people of all abilities with access to and around them, adequate maneuvering space and options for receiving the information (i.e. QR codes). The National Park Service has developed a document, *Programmatic Accessibility Guidelines for National Park Service Interpretive Media*, which is a great resource and can be found at: https://www.nps.gov/hfc/pdf/accessibility/access-guide-aug2009.pdf

Interpretive Signs are available in many styles and mounting options.

LOW PROFILE

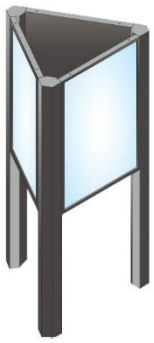


RAIL MOUNT

WALL MOUNT

UPRIGHT

MULTI-PANEL UPRIGHT



TRI-ANGULAR KIOSK

FONTS, COLORS & SYMBOLS

The Ingham County Trail Wayfinding signage system strives to allow design flexibility for partners developing signage for their specific sites. Consistent design elements signal that these signs are part of a larger system. To maintain the visual continuity throughout the county's trail area-wide sign system, elements like fonts (typefaces) and color must be consistent.

FONTS

Typography is fundamental to graphic design standards. Consistency in typography throughout the sign system aids the user in identifying and comprehending the information presented.

The font has been chosen for readability, ADA compliance, and accessibility, and as such, must not be changed. **Myriad Pro** is the preferred font for all Ingham Trails Wayfinding signs.

Font sizes and other information are found on the Ingham Wayfinding Sign Design Template CD. If the *Myriad Pro* font is unavailable, *Arial* may be used with specific substitution standards.

COLORS

The blue colored background was chosen for their compatibility with other colors. The colors have been tested for color blindness and have passed in all areas of this testing.

It is important that partners adhere to these colors. The integrity of these base colors provides a visual cue that the viewed sign is part of the Ingham Trails area-wide sign system.

Background Color, Top portion of Sign: (shown green) C:63, M:0, Y:57, K:28; Each community can choose to use the standard green color, or may substitute any color of their choice to individualize the sign, only on this top portion of the sign.

Background Color, Bottom portion of Sign: (Dark Blue) C:85, M:58, Y:0, K:69

Lines / Arrows Color: (Orange) C:0, M:63, Y:89, K:0

Font Color: White

INTERNATIONAL SYMBOLS

The Ingham County Wayfinding Sign system will utilize the internationally accepted sign symbols, as defined by the Bureau of Land Management, which were derived from the Manual of Uniform Traffic Control Devices (MUTCD), and adaptations from symbols from the National Science Center for Technology (NSTC) and the U.S. Forest Service.

These symbols can be found in the appendix or to download these symbols as a font set, visit the Bureau of Land Management's website: http://www.blm.gov/nstc/mapstandards/intlsym.html

IMPLEMENTATION

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails.

Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail systems, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the DNR.

After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

FUNDING

The Ingham County Trails and Park Millage will apply for funding in an attempt to leverage funds through grants at the State through MDOT and/or the DNR.

The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity or each.
2. Each municipality will communicate their sign needs with the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs will be included as a scope item in each municipality's future grant application.

Each municipality will be responsible for any interpretive signs they choose to install.

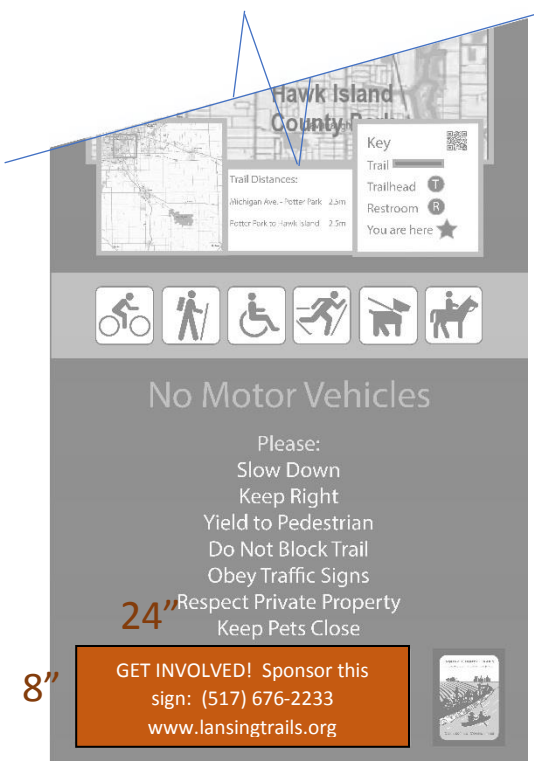
SIGN SPONSORSHIP

Sign sponsorship will be managed by the Friends of the Lansing Regional Trails (FLRT), through the work of the Trails Ambassador position. Through FLRT different levels of sponsorship will be available. Sponsors can choose which level of sponsorship fits their needs by either sponsoring a mile marker, a trailblade or a trailhead sign.

The funds raised through the sponsorship program will be managed by FLRT. It was proposed that 20% of the funds raised will be earmarked for maintaining the sponsorship signs, while the other 80% will assist with funding the Trails Ambassador position and program.

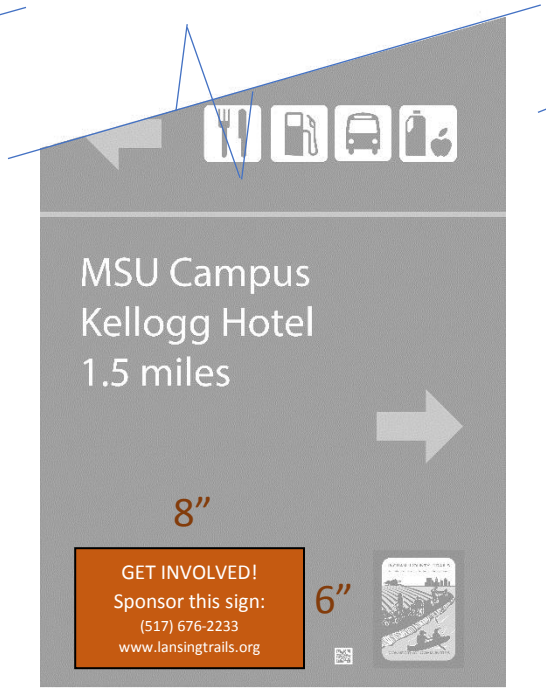
FLRT has been working with Tri-County Regional Planning to map the entire trail systems within the County into GIS. Once the wayfinding signs are in place, they will be added to the GIS system. Interested sponsors can contact FLRT through their website at www.lansingtrails.com. When the signs are not sponsored, the text will read, "GET INVOLVED! SPONSOR THIS SIGN: (517) 676-2233, www.lansingtrails.org".

The following sponsorship levels will be available:



LEVEL 1:

8" x 2'-0" on the base of the Trailhead Map Sign



LEVEL 2:

6" x 8" on the base of the Trailblade Sign

LEVEL 3:

4" x 6" on the base of the Mile Marker

CONSTRUCTION / INSTALLATION

The drawings for each type of sign can be found on the following pages.

INSTALLING SIGNS

In order to maintain a consistent level of quality and longevity, sign partners must comply with the minimum standards in construction detailing and specifications.

Partners and/or their contractors are responsible for obtaining any and all permits required by law regarding the installation of signs and shall comply with all legal and safety requirements governing the work shown in the details.

Contractors shall notify Ingham County Parks and/or FLRT (Friends of the Lansing Regional Trails) of any discrepancies in the details or design templates.

MAINTENANCE / MANAGEMENT

Maintenance is an important part of any sign program.

The Friends of the Lansing Regional Trails (FLRT) through the work of the Trail Ambassador position, will work closely with each community to monitor the signs and set up a maintenance plan for cleaning, repair and replacement. As a partner in the Ingham County Trail System, these signs will be entered into a GIS-based database maintained by FLRT and Tri-County Regional Planning. This provides a storehouse of information about all wayfinding sign information. This database will include location, design, installation features and a photo of each sign. FLRT will work with partnering organizations to develop a process for keeping the database up to date.

UNIQUE NUMBERING SYSTEM

As the Ingham County Land and Water Trails continue to be a popular destination, the safety of users is critical. Working with Ingham County 911 and other wayfinding stakeholders, it was determined that each mile marker sign should not only have the trail system identified, but also have a unique number. This system will provide water and land trail users with reliable locating information in the event of an emergency. Each number will be unique and will be coordinated with local 911 services' databases and will be permanently recorded in the Ingham County database along with other sign management information.

APPENDIX A

Trail Wayfinding System

Ingham County Trails & Parks

TRAILHEAD IDENTIFICATION

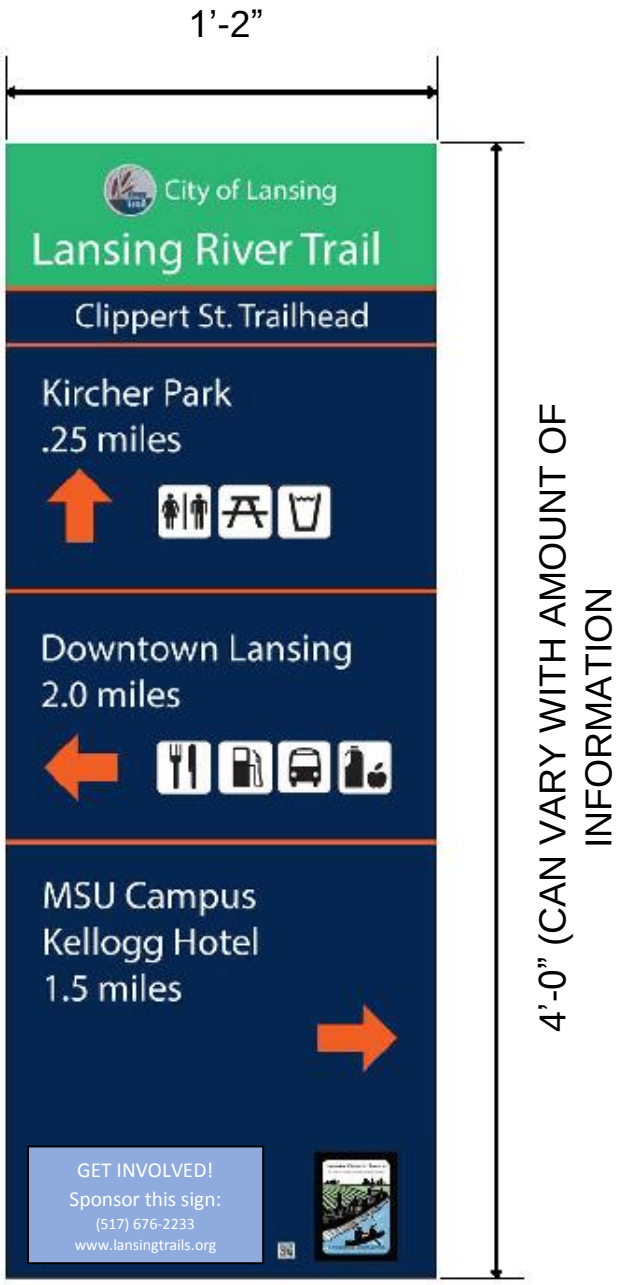
MILE MARKER / STREET SIGN

TRAILBLADE

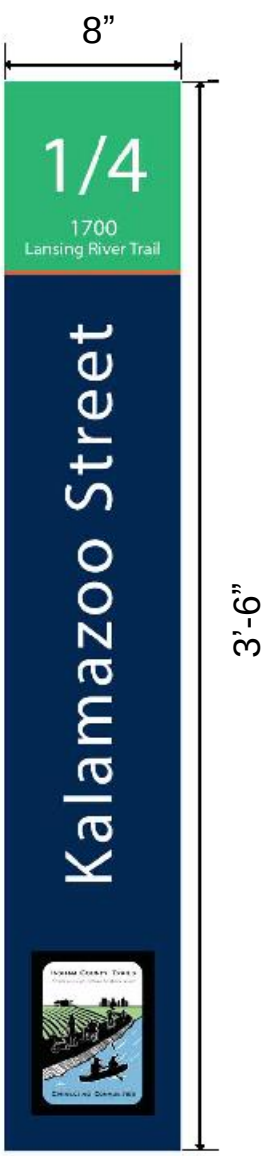
JOB # 124334SG2017

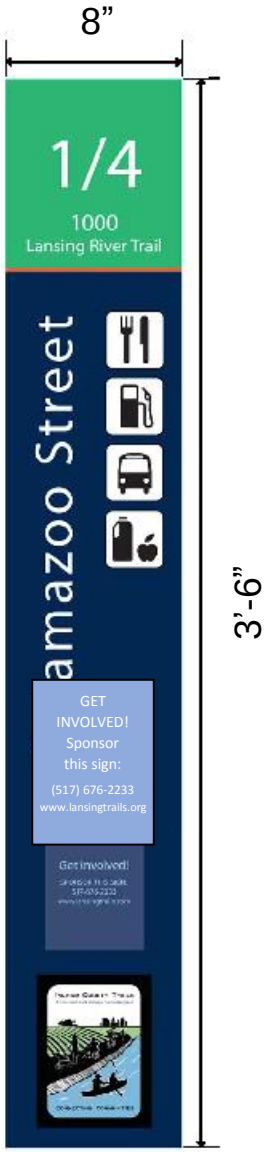
DATE: 11/6/17

TRAILHEAD SIGN



TRAILBLADE SIGN





MILE MARKER SIGN

APPENDIX B

Stakeholders:

LAST NAME	FIRST NAME	REPRESENTING	EMAIL
Banas	Teri	Ingham County BOC/PC	banasteri9@gmail.com
baumer	Nicole	Tri-County Regional Planning	nbaumer@mitcrpc.org
Bennett	Matthew	Ingham County PC	MBennett@ingham.org
Beyers	Tony		akbeyers@gmail.com
Bloomquist	Wanda	Williamstown Township	bloomquistw@williamstowntownship.com
Buzzard	Melissa	Ingham County	mbuzzard@ingham.org
Calvert	John		jcspeedtrain@yahoo.com
Campbell	Erin	MDNR	campbelle6@michigan.gov
Collins	Brian	Ingham County	BCollins@ingham.org
Conklin	William	Ingham County	WConklin@ingham.org
Coss	Michelle		mcoss@michiganfitness.org
Cypher	Jared	Ingham County	JCypher@ingham.org
DeBruyn	Joshua	MDOT	DeBruynJ@michigan.gov
Dennison	Charles	MDNR	dennisonc@michigan.gov
Desentz	Aaronn	City of Leslie	desentz@cityofleslie.org
Devries	Scott	Williamston	Scott.devries@williamston-mi.us
Dwight	Steve	Onondaga Township	supervisor@onondagatownship.org
Earl	Ryan		rearl1@live.com) rearl1@live.com
Eggleston	Ron		reggleston41@gmail.com
Eldred	Todd	Leslie Township	teldred@leslietownship.org
Elliott	Vern	Ingham Township	supervisor@inghamtownship.com
Emens	Coe	Ingham County	cemens@ingham.org
Faulkner	Susan	Huron-Waterloo Pathways	susanfaulkner@huron-waterloo-pathways.org
Fenner	Liz	City of Lansing - Fenner	director@mynaturecenter.org
Ferris	Elaine	City of Mason	ejferris@toast.net
Fraser	Karen	Ingham County	KFraser@ingham.org
Galecka	Heather	Friends of Williamston Parks	hgalecka@gmail.com
Gamble	Chad	City of Lansing	chad.gamble@lansingmi.gov
Gaukel	Bruce	Ingham County 911	bgaukel@ingham.org
Gehl	Jeff	Ingham County	JGehl@ingham.org
Gower	Sandra	Ingham County	SGower@ingham.org
Graham	Dana		grahamdl@hotmail.com
Gregg	Jessy	Ingham County PC	jessyhenderson@gmail.com
Griffes	Earl L	Leroy Township	Supervisor@Leroytownship-mi.gov
Griffes	Paul		griffespaul@gmail.com
Grofvert	Anne		anne@powerbydesigncoaching.com
Groh	Deb	Aurelius Township	dgroh@aureliustwp.org
Hall	Ken	Tri-County Regional Planning	khall@mitcrpc.org
Hamlin	Roberta	Leroy Township	treasurer@leroytownship-mi.gov
Hamrick	Cherry	Ingham County PC , FLRT	CHamrick@ingham.org
Hardcastle	Jeff		jdh@hardwoodsolutions.com
Hayes	Diontrae	Lansing Township	dhayes@lansingtownship.org

Hayhoe	George		rghaho@yahoo.com
Heydlauff	Amy	5 Healthy Towns	amy@5healthytowns.org
Holland	Scott	Williamston	sholland@williamston-mi.us
Howlett	Molly		mollybrownhowlett@gmail.com
Ishraidi	Younes	Meridian Township	ishraidi@meridian.mi.us
Jenks	Mark	Delhi Township	Jenks@delhitownship.com
Kaschinske	Brett	City of Lansing	Brett.Kaschinske@lansingmi.gov
Kidder	Lew	Huron-Waterloo Pathways	lew@mckidders.net
Kilpatrick	Andrew	City of Lansing	Andrew.Kilpatrick@lansingmi.gov
Kingston	Jon		jim2fixx@gmail.com
Koenig	Carol	Ingham County BOC/PC	carolnkoenig@aol.com
Langdon	Lance	Ingham County 911	llangdon@ingham.org
Leiby	Steven	Tri-County Bicycle Association	leiby2691@sbcglobal.net
Lemarbe	Megan	MDNR	Lemarbem1@michigan.gov
Lindemann	Patrick	Ingham County Drain Comm	patricklindemann@icloud.com
Longpre	Wendy	City of East Lansing	wlongpr@cityofeastlansing.com
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McCaffrey	Tim	City of East Lansing	tmccaff@cityofeastlansing.com
McIntosh	Aengus		aengus.mcintosh@gmail.com
Milbourne	Ruth		milbourne.ruth@gmail.com
Miller	Tracy	Delhi Township	TRACY.MILLER@DELHITOWNSHIP.COM
Moore	Tanya	Spicer Group	tanyam@spicergroup.com
Morgan	Timothy	Ingham County	TMorgan@ingham.org
Mott	Steven	Alaiedon Township	alaiedontwp@gmail.com
Nicholls	Sarah	Ingham County PC	nicho210@anr.msu.edu
Nikoloff	Alexander	MDOT	NikoloffA@michigan.gov
Nunn	Nyal	Meridian Township	nunn@meridian.mi.us
Pegouskie	Matt	5 Healthy Towns	matt@5healthytowns.org
Perry	Derek	Meridian Township	perry@meridian.mi.us
Pigg	Sue	Tri-County Regional Planning	spigg@mitcrpc.org
Potter	Jeff	Friends of Ingham County Parks	jeff@outyourbackdoor.com
Pratt	Paul	Ingham County Drain Comm	PPratt@ingham.org
Ramey	Jesse	Vevay Township	supervisor@vevaytownship.org
Risner	Paul		Risnerp@frontier.com
Roberts	Peggy	City of Lansing - Fenner	peggyjroberts@gmail.com
Rodgers	Shirley		shirleyrodgers07@comcast.net
Ross	Lauren	Trails Amabassador	ta@lansingrivertrail.org
Satterfield	Greg	City of Lansing Parks	Greg.Satterfield@lansingmi.gov
Schelke	Jonathan	Ingham County PC	jonathanschelke31@gmail.com
Schindewolf-DeShais	Rhiannon	Onondaga Township	treasurer@onondagatownship.org
Shaw	Kevin	FLRT	kshaw@wielandbuilds.com
Silsby	Larry	Aurelius Township	larrys@aureliustwp.org

Smith	Mike	MDOT	smithm13@michigan.gov
Smith	Jeff	FLRT	jothom@gmail.com
Snell	Jim		jsnell@mitcrpc.org
Strach	Andrea	Tri-County Regional Planning	astrach@mitcrpc.org
Stuart	Deborah	City of Mason	deborahs@mason.mi.us
Surface	Heather	City of East Lansing	hsurfac@cityofeastlansing.com
Thelen	Chris	Consumers Energy	chris.thelen@cmsenergy.com
Thompson	Christina		christinathompson1917@gmail.com
Tobias	Noelle	Delhi Township	noelle.tobias@delhitownship.com
Troost	Stephen		troosts@msu.edu
Tschirhart	Laura	Tri-County Regional Planning	ltschirhart@mitcrpc.org
Ulrey	Gene	Bunker Hill Township	gulrey@bunkerhilltownship.org
Unsworth	Michael	Tri-County Bicycle Association	unsworth@msu.edu
VanBloem	Nicole		vanbloemn@michigan.gov
Wallace	Nicole	Ingham County	NWallace@ingham.org
West	Ryan	REO Town	info@reotown.org
White Oak Township		White Oak Township	WhiteOakTwp@fnwusers.com
Wilson	Bob	MI Trails & Greenways	Bob@michigantrails.org
Witte	Patrick	Ingham County	PWitte@ingham.org
Wright	Joe	Spicer Group	joe.wright@spicergroup.com
Zdunic	Tyler	TA Forsberg	tyler@taforsberg.com

DRAFT Trail Sign Sponsorship Program Details

How do we manage the trail system sponsorship?

- Trail System Sponsorship Managed by FLRT

Proposed Sponsorship Levels:

Bronze	Silver	Gold
$500/yr.	$1,000/yr.	$2,000/yr.
Signage on ¼ mile markers	Signage on trailblades	Signage on trailhead
Listed on website	Listed on website	Listed on website
		Additional benefits?

- In Downtown Lansing, 20 Miles times 1/4 mile markers = 80 spots. Times 500 = $40,000
- Easily replaceable, manageable, and tamper resistant
- Different Communities may have different markers

Example

In a $500 sponsorship

$100 sign development & maintenance (20%)

$400 to FLRT Trail Ambassador Position & Program (80%)

- Sponsor agreement outlining acceptable use policy being developed
- A vendor would need to be identified to create sponsor signs
- Sponsor signs would be made from material that is easily removed and maintained
- Sponsor signs would be added to the pedestal or signage, in addition to existing signage required by County or Municipality

DRAFT

AGENDA ITEM #7B

*If liaison committee is County Services:

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

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

TO: Parks & Recreation Commission Members
DATE:
RE: 2018 COMMISSION & COMMITTEE DATES

Commission and Committee meeting dates and times have been scheduled through the month of **December 2018**.

Parks Commission Meetings – Meetings to be held Mondays at **5:30pm** (unless otherwise noted):

Date	Room	Location
January 16* **Tuesday** Due to MLK Day	Main Shelter	Lake Lansing North
January 22	A	Human Services Building
February 20* **Tuesday** Due to President's Day	Winter Sports Building	Burchfield Park
February 26	A	Human Services Building
March 19	Red Tail Shelter	Hawk Island
March 26	A	Human Services Building
April 16	B	Human Services Building
April 23	A	Human Services Building
May 14	B	Human Services Building
May 21	Winter Sports Building	Burchfield Park
June 18	B	Human Services Building
June 25	Lakeview Shelter	Lake Lansing South
July 16	B	Human Services Building
July 23	Red Tail Shelter	Hawk Island
No August Meeting	---	---
September 17	B	Human Services Building
October 15	B	Human Services Building
October 22	B	Human Services Building
November 13* **Tuesday** Due to Veteran's Day	C	Human Services Building
December 10*	B	Human Services Building

*** Meeting date adjusted due to holiday conflicts**
-MParks Conference & Trade Show will take place February 6-9, 2016 Detroit, MI
-NRPA Annual Conference will take place September 25-27 Indianapolis, IN

cc: Becky Bennett S:\PKO\BOARD\MTG DATE MEMOS\2018.Docx

*If liaison committee is Human Services:

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

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

TO: Parks & Recreation Commission Members
DATE:
RE: 2018 COMMISSION & COMMITTEE DATES

Commission and Committee meeting dates and times have been scheduled through the month of **December 2018**.

Parks Commission Meetings – Meetings to be held Tuesdays at **5:30pm** (unless otherwise noted).

Date	Room	Location
January 17* **Wednesday** Due to MLK Day	Main Shelter	Lake Lansing North
January 23	A	Human Services Building
February 21* **Wednesday** Due to President's Day	Winter Sports Building	Burchfield Park
February 27	A	Human Services Building
March 20	Red Tail Shelter	Hawk Island
March 27	A	Human Services Building
April 17	C	Human Services Building
April 24	A	Human Services Building
May 15	C	Human Services Building
May 22	Winter Sports Building	Burchfield Park
June 19	C	Human Services Building
June 26	Lakeview Shelter	Lake Lansing South
July 17	C	Human Services Building
July 24	Red Tail Shelter	Hawk Island
No August Meeting	---	---
September 18	C	Human Services Building
October 16	C	Human Services Building
October 23	C	Human Services Building
November 13*	C	Human Services Building
December 11*	C	Human Services Building

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

-MParks Conference & Trade Show will take place February 6-9, 2016 Detroit, MI
-NRPA Annual Conference will take place September 25-27 Indianapolis, IN

cc: Becky Bennett S:\PKO\BOARD\MTG DATE MEMOS\2018.Docx

DRAFT

AGENDA ITEM #8A

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of November 13, 2017
RESOLUTION # -17

RESOLUTION TO RECOMMEND AUTHORIZING AN AMENDMENT TO AGREEMENTS #TR004, TR013, TR014, AND TR017 WITH THE CITY OF LANSING FOR TRAILS AND PARKS MILLAGE FUNDING

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the below projects; and

Contract (Original)	Original Amount	Agreement #	Begins	Ends	Resolution
Overband and Crack Sealing of Lansing River Trail	$83,200	TR004	09/22/16	09/22/18	16-257
CL-29-LT-GR (Oakland Avenue)	$86,000	TR013	09/21/16	09/21/18	16-328
CL-26-LT-GR (Lansing Center)	$281,000	TR014	09/21/16	09/21/18	16-328
CL-09-LTW-GR (East of Moores Park)	$50,000	TR017	09/21/16	09/21/18	16-328

WHEREAS, the City of Lansing has spent $21,539.00 out of $83,200 for Agreement #TR004 Overband and Crack Sealing of Lansing River Trail; and

WHEREAS, the City of Lansing has spent $77,799.01 out of $86,000 for Agreement #TR013 bridge CL-29-LT-GR (Oakland Avenue); and

WHEREAS, the City of Lansing has spent $15,094.81 out of $50,000 for Agreement #TR017 bridge CL-09-LTW-GR (East of Moores Park); and

WHEREAS, Agreement #TR017 bridge CL-09-LTW-GR once evaluated and the deck was removed, was established not to be in as serious condition as originally determined and permitted the City to replace only the decking which was in serious condition and in need of immediate replacement; and

WHEREAS, additional funds are needed for Agreement #TR014 bridge CL-26-LT-GR since the bridge has been found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated; and

WHEREAS, the City of Lansing is requesting an amendment to Agreements #TR004, TR013, TR014 and TR017 because the actual bids for Agreement #TR014 came in higher than the amount originally requested and awarded and money was left over from Agreement #TR004, TR013 and TR017; and

WHEREAS, the City of Lansing is requesting the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR, and the remaining balance of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR (Lansing Center).

DRAFT

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing.

BE IT FURTHER RESOLVED, that the Ingham County Park Commission recommends that the Board of Commissioners authorizes the balance of the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR and the balance of the funds awarded per Board of Commissioners Resolution 16-257 in the amount of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail for a total of $104,767.18 from the three projects be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR from millage funds.

Contract (Revised)	**Revised Amount**	**Agreement #**
Overband and Crack Sealing of Lansing River Trail	$21,539.00	TR004
CL-29-LT-GR (Oakland Avenue)	$77,799.01	TR013
CL-26-LT-GR (Lansing Center)	$385,767.18	TR014
CL-09-LTW-GR (East of Moores Park)	$15,094.81	TR017

BE IT FURTHER RESOLVED, the term of Agreement #TR014 bridge CL-26-LT-GR will be extended to July 1, 2019.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

DRAFT

Brett Kaschinske
Director

Virg Bernero, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

October 5, 2017

Ms. Sarah Anthony, Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Ms. Sarah Nicholls, Chairperson
Ingham County Parks Commission
P.O. Box 319
Mason, MI 48854

Dear Chairperson Anthony and Chairperson Nicholls:

The City of Lansing has to date spent $15,094.81 out of the $50,000.00 grant for bridge #CL-09-LTW-GR and $77,799.01 out of the $86,000.00 grant for #CL-29-LT-GR. Project, #CL-09-LTW-GR, once evaluated and the deck removed, was established not to be in as serious condition as originally determined and permitted us to replace only the decking which was in serious condition and in need of immediate replacement. Project, #CL-29-LT-GR, fortunately, came in below the original estimated cost.

The City is asking for the remaining balance of $34,905.19 from #CL-09-LTW-GR and the balance of $8,200.99 from #CL-29-LT-GR to be allocated toward the repairs required on bridge #CL-26-LT-GR. Bridge 26 has three (3) phases which include the steps on both the north and south sides of Michigan Avenue and repair of the floor beam, timber deck and steel girders that have excessive erosion. Upon further inspection, the bridge has been found to be in worse condition than originally assessed and the estimates for these repairs far exceed the original amount estimated.

The referenced projects, #CL-09-LTW-GR, #CL-29-LT-GR and #CL-26-LT-GR, are part of the same grant year and Ingham County Resolution #16-328.

Utilizing the remaining funds from bridge #CL-09-LTW-GR and #CL-29-LT-GR to apply toward the critical repairs for bridge #CL-26-LT-GR will ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration of the regional River Trail.

I look forward to hearing from you at your earliest convenience. Please contact me at 517.483.4042 if I may answer any questions or if you require any additional information.

Sincerely,

Brett Kaschinske

Brett Kaschinske, Director

"Equal Opportunity Employer"

Brett Kaschinske
Director

Virg Bernero, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

November 2, 2017

Ms. Sarah Anthony, Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Ms. Sarah Nicholls, Chairperson
Ingham County Parks Commission
P.O. Box 319
Mason, MI 48854

Dear Chairperson Anthony and Chairperson Nicholls:

The City of Lansing has to date spent $21,539.00 out of the $83,200 grant, BOC Resolution 16-257, for over band and crack sealing.

The City is asking for the remaining balance of $61,661.00 from designated project in BOC Resolution #16-257, along with the remaining funds from #CL-09-LTW-GR and #CL-29-LT-GR, to be allocated toward the repairs required on bridge #CL-26-LT-GR. Bridge 26 has three (3) phases which include the steps on both the north and south sides of Michigan Avenue and repair of the floor beam, timber deck and steel girders that have excessive erosion. Upon further inspection, the bridge has been found to be in worse condition than originally assessed and the estimates for these repairs far exceed the original amount estimated.

The referenced projects are part of the same grant year and Ingham County Resolution #16-328 and Resolution #16-257.

Utilizing the remaining funds from these projects to apply toward the critical repairs for bridge #CL-26-LT-GR will ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration of the regional River Trail.

I look forward to hearing from you at your earliest convenience. Please contact me at 517.483.4042 if I may answer any questions or if you require any additional information.

Sincerely,

Brett Kaschinske

Brett Kaschinske, Director

"Equal Opportunity Employer"

AGENDA ITEM #8B

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of November 13, 2017

MOTION TO RECOMMEND THE IMPLEMENTATION OF THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN

WHEREAS, in order to develop a plan for wayfinding, Ingham County Parks hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed a draft plan after multiple stakeholder meetings with municipalities and other interested parties; and

WHEREAS, the Ingham County Parks Commissioners desire to implement the recommendations included in the plan; and

WHEREAS, upon recommendation from the Ingham County Parks Commission, Spicer Group will present the plan to the Board of Commissioners County Services meeting for review and additional input.

THEREFORE BE IT RESOLVED, that the Ingham County Parks Commission recommends adoption by the Board of Commissioners of the Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

AGENDA ITEM #8C

October 21, 2017

To: Ingham County Park Commission

From: Brian Collins, Park Manager II

Re: Hawk Island Tubing Rental Revenues

Dear Commissioners,

The Hawk Island Snow Tubing Hill offers guests the ability to rent the tubing hill in two hour blocks during non-operational hours for private events. The current fee for this rental is $100 paid in advance plus $8.00 per person when the party arrives at the facility. Numerous times during the last two operating seasons, groups would reserve the hill and inform us that they were expecting 25-50 people with their groups. When the groups would arrive at the facility, they would have as few as 8 persons. With this number of persons in the group, the hill is actually operating at a loss during this time.

To still provide the ability to rent the facility, but to ensure the hill is at a minimum breaking even financially, I am proposing that a minimum of 25 paying guests be required for a reservation. This would be paid at the time of the reservation. Additional persons over the 25 threshold would then be charged accordingly at the facility when they are checking in for their reservation.

The breakdown of the rental costs vs rental income is below:
4 seasonal staff @ 4 hours = $160-$200
1 full time staff member to shut down and/or restart snow making = $100
Total Costs for rental: $260-$300
Total Revenue for rental (with 25 minimum): $300

On a similar note, the cross country ski rental at both Lake Lansing North County Park and Burchfield County Park would like provide additional services to the public in the form of group reservations outside the normal operating schedules. In order to break even with these reservations, a minimum of 10 paying guests would be required.

Thank you for your consideration in these matters and please do not hesitate to contact me if there are any questions or concerns.

Sincerely,

Brian Collins, Park Manager II

Directors Report

October 12th-November 2nd (November 13th 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, Karen, and Melissa on various committee agendas, supporting documents and internal items. Millage support documents for the 3rd round 2018 monies for the next round of applications for the Trails & Parks as well as various other park related items including several resolutions.
- Continue working on MOU for the Friends which will include the Park Patron program for a new fundraising idea for the Friends to benefit the Ingham County Parks.
- Continued to work with Nicole and Tanya Moore/Jeff Wright- Spicer for Prime on Overlook shelter and Jeff Gehl and Chris Wascher on grant administration for MDNR grants awarded
- Opened and are reviewing with Jeff Gehl, Chris Wascher, and Melissa Buzzard the RFP for the MDNR Trust Fund Grant for McNamara Landing Prime Professional services for Accessible Canoe/Kayak launch and facilities.
- Met with Tanya Moore, Spicer Group and included Melissa Buzzard to bring her up to speed on Millage/Consultant projects status as well our monthly update meeting on various millage items including, wayfinding, millage spreadsheets, possible grant application for Lake Lansing Parks and Hawk Island and updates to the Parks Major Action Program list and other items for the Trails and Parks Millage.
- Reviewed RFP's for Revenue Management System, met with Cindy from the Zoo and worked with staff and purchasing on getting questions together to send to Vermont systems following their interview. We also plan to visit Oakland County Parks and talk to them about Vermont Revenue management systems at the November Michigan Association of Counties Parks Professionals meeting in Oakland County Parks.
- Visited all parks throughout October.
- Continued to work with Tim McCaffrey and Wendy Longpre of City of Mason and with Deb Stuart, City Manager Mason on their Millage Trail projects for contract amendments.
- Attended several County Controller meetings.
- Met with FLRT representatives and Melissa Buzzard to discuss wayfinding sponsorships and how that will work with the Trail Ambassador positon.
- Melissa Buzzard started on October 23rd in the new Trails & Parks Millage Coordinator position. Prepared for her orientation. We have spent much time together discussing her roles and responsibilities and attend several meetings already on the topic. I am excited about Melissa starting and looking forward to her many contributions to the Parks and Trails in the future!
- Worked with Lake Lansing Staff and Drain Commission staff to investigate a drainage issue adjacent to the boat launch at Lake Lansing. The drain commission will be utilizing a camera to look that drain tile.
- Melisa, Nicole and I worked with several communities on getting additional materials to provide the Park Commission as a result of requests from the October 23rd meeting. We corresponded with Stockbridge on budget numbers as well met with Tracy Miller from Delhi Township to discuss their applications.
- Nicole and I reviewed the millage scoring for Sarah, THANK YOU Sarah for all your work on this for the last round and this round for the applications for the millage.
- Attended Tri-County Non-motorized advisor working group and discussed broad priority corridor's throughout the region.

- Met with Nicole and Cindy to discuss an electronic time card for payroll that we plan to implement for all full-time staff in the next month.
- Helped with Packets and agendas and minutes for Park Commission meetings.
- Attended BOC meetings; County Services, Finance for several resolutions that were passed by the Park Commission.
- Did another promo spot for Ingham Parks on Tim Barren Radio show provided giveaways for promotion.
- Conducted monthly managers meetings to discuss winter sports and revenue management and other matters.
- Sorted through and responded e-mails daily.
- Continue to take advantage of the summer weather and get on a trail in one of your Ingham County Parks!

Prairie Planting at Burchfield Park

Parking lot entrance resurfacing repairs at Hawk

2017 October/November Lake Lansing Manager's Monthly Report

1. Finished 2017 Phragmites spraying at North Park
2. Opened up five deer hunters to North Park for the Meridian Twp program.
3. Mulching and blowing leaves at all park areas.
4. Clean and inventory all grills, picnic tables and trash cans at all picnic areas
5. Set up winter sports (cross country ski) building at North Park
6. Pull docks and buoys out of the lake
7. Start CRCF grant research for a possible spring Friends grant application
8. Power wash all shelter floors, paint all shelter grills, and paint shelter signs
9. Install water, electrical and security line to the beach front

South Park Floating dock pulled out for winter

Tim Buckley spraying Phragmites

Power washing a picnic shelter floor

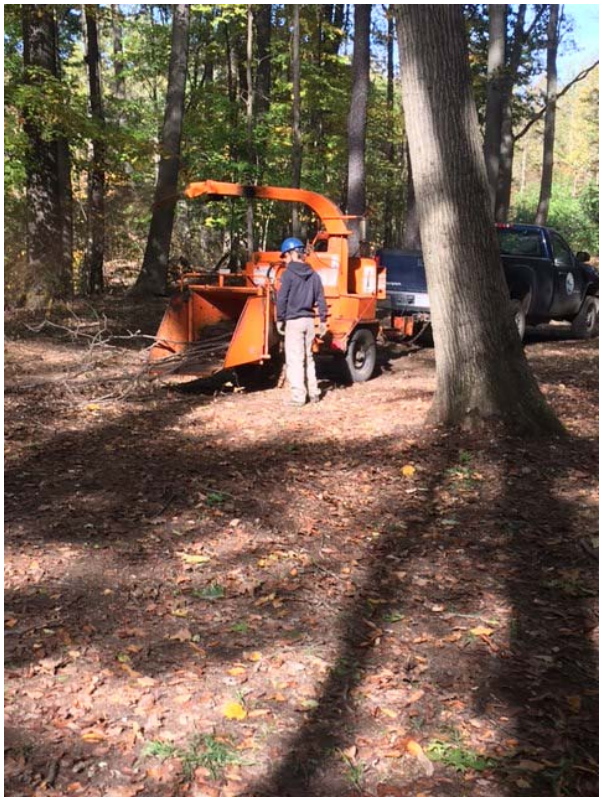
Water – electrical – security line to the beach front

Burchfield October & November Report

From the middle of October to the middle of November most of the time at the park is spent finishing up summer operations and prepping for the upcoming winter season. Boat rentals officially end on October 31. After this date the boats are cleaned and stored for the upcoming winter months. As leaves begin to fall we will continually mulch and blow leaves as needed. This year we used our new leaf blower to blow the trails off because of the 2- 5k races in October. We also use this time of year to conduct some major park clean-up that cannot be done during the busy season. We rented a stump grinder and ground up approximately 100 stumps as well as rented a wood chipper and chipped many of the branches and trees that had fallen throughout the year. We put up the ski rental building and prepped it for the winter ski season. We also continue to prep for the winter season by installing hand ropes, flexible posts and fencing, installed winter signs and split and stacked fire wood. We removed the aged entrance gate at Bunker landing and installed a new one.

- 10-16 Managers meeting
- 10-21 5k race
- 10-26 Computer training
- 11-1 Bid opening
- 11-8 Overlook grant meeting

Bunker Road Gate


Wood Chipper

November 2017 Parks Commission

Meeting Monthly Report

Hawk Island County Park Staff

- Installed winter sports warming building at Red Tail shelter.
- Prep of snow park ticket area.
- Prep of snow park firepit area.
- Winterized Beach house
- Winterized drinking fountains and dog park wash station
- Worked with Purchasing and Contractor on asphalt repairs in parking lot.
- Attended required “Cyber Security” Training
- Met with other Park Managers and Assistant Park Managers to discuss park issues.
- Continued to work on stairway to top of tubing hill.
- Pre-winter maintenance on Snow Groomer
    - Inspected 70+ hydraulic lines and replaced 6 of them showing wear.
    - Replaced 50 damaged “clips” attached to snow track
    - Flushed and replaced Hydraulic Fluid
- Cut and split firewood for tubing hill.
- Mulching leaves and keeping rivertrail free of leaves/debris.
- Began repairing portions of Dog Park Fence from Tree damage.
- Worked with Contractor to identify problems with Dog Park FOB system.
- Met with MSU students to discuss grants and projects within their class.
- Ordered new snow tubes for Burchfield and Hawk Island.
- Ordered new signage for Dog Park.
- Spread limestone and asphalt millings along River Trail where path shows erosion on edges.
- Rewired safety shutoffs on Magic Carpet to relocate them to new loading area.
- Tested snow making guns and pumps.
- Worked with Contractor on roof warranty work at Beach House.
- Removed splash pad and playground shade kites for winter.

October - 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. Coordinated the execution of the agreement for the McNamara Landing DNR project agreement. Coordinated with attorney to draft an amendment to the City of East Agreements #TR003 Northern Tier Trail Repair and Maintenance Application, TR007 EL-07-NTT-SWL (South County Line, West of Abbot Road), TR008 EL-04-NTT-SWL (Whitehills Park), TR009 EL-03-ELT-RC (Hagadorn Road), TR010 (EL) CL-22-ELT-RC (Kalamazoo Street), TR011 EL-05-NTT-SWL (Harrison Meadows), and TR012 EL-06-NTT-SWL (East of Abbey Road) and TR033 Northern Tier Trail Connection through White Park.

Coordinated with the attorney to draft an amendment to the City of Mason's #TR032 Hayhoe Riverwalk Trail Extension & Trailhead Project. Notified Clerk's office of the termination of the City of Mason's Agreement #TR019 CM-01-HAY-SC (Near West South Street) and #TR020 CM-02-HAY-SC (North of West Elm Street). Drafted resolution for the City of Lansing overage on Agreement's #TR013 CL-29-LT-GR (Oakland Avenue), TR014 CL-26-LT-GR (Lansing Center), and TR017 CL-09-LTW-GR (East of Moores Park).

Customer Service

We received 241 phone calls in the month of October. 37 park visitors made a picnic shelter reservation in October. We have received 26 requests for 2018 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 mangers for approval. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 23 U.S. passport applications in October.

Vehicle Entrance Fee

The annual vehicle entrance fee increased on October 1st to $32 for Ingham County residents and $42 for non-residents. Edits were made to office informational sheets and the webpage.

2018 Park Commission Meetings

Worked with the Facilities Department to reserve rooms for the 2018 Park Commission meetings. Blocked out two sets of dates in case the Parks Department's liaison committee changes to the Human Services Committee.

Revenue Management System

Four vendors responded to the RFP and 2 were interviewed. System demonstrations and interviews were conducted on October 12. A follow up interview will be scheduled.

End of Season Closures

Updated the website with end of season closures for boat rentals, beach, and the splash pad.

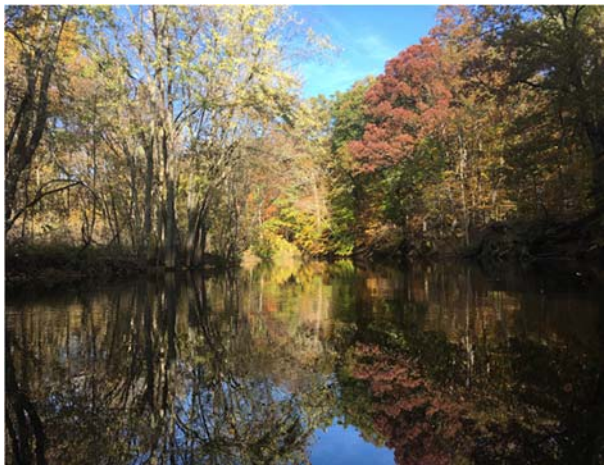
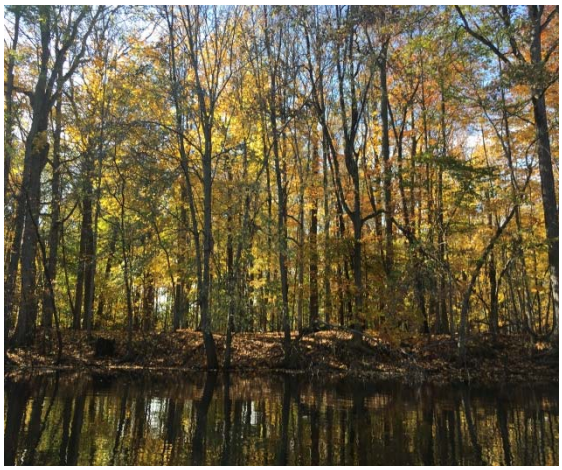
Accounting/Budget/Payroll

Routine processes of A/R, AP, Payroll and reporting continue.

Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- Nov. 13
Time Period: Oct. 21- Nov. 3, 2017

- Attended new employee orientation.
- Attended Park and Rec. Commission meeting.
- Attended a Land Use Planning meeting with Tri-County Regional Planning Commission.
- Met with Tanya from Spicer Group to assess viability reports for the current round of applications for the Millage grants.
- Met with FLRT to discuss progress on the wayfinding project and sign sponsorship proposals.
- Floated from Bunker to Burchfield to assess condition of the blueway and possible future projects.
- Met with Delhi Township to discuss current application and to clarify possible phases.
- Attended opening bids and review for McNamara Landing.

Fall views from the Grand River-between Bunker and Burchfield

Ingham County Parks Budget Status
10/31/2017

	ORIGINAL 2017 BUDGET	ANNUAL AMENDED BUDGET	2017 ACTUAL	2017 VARIANCE + / -	2017 Percent Used
Park Administration					
Revenue					
Passport Revenue	16,000	20,000	21,019	1,019	105.1%
Misc Revenue	2,000	1,000	1,987	987	198.7%
Carry Over Surplus Used	0	1,403	1,403	0	100.0%
Rev trf in F101	671,598	629,048	629,048	0	100.0%
Rev trf in F228	50,750	50,750	50,750	0	100.0%
Rev trf in (Cap Imp) F101	0	1,000	1,000	0	100.0%
Total Revenue	740,348	703,201	705,207	2,006	100.3%
Expenditures					
Personnel Services	408,650	372,850	302,966	69,884	81.3%
Controllable Expenses	201,446	200,099	129,426	70,673	64.7%
Non-Controllable Expenses	130,252	130,252	124,318	5,934	95.4%
Total Expenses	740,348	703,201	556,710	146,491	79.2%
Net Cost Park Administration	0	0	148,497	(148,497)	
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	15,269	(531)	96.6%
Disc Golf Fees	22,000	22,000	23,014	1,014	104.6%
Pedal Boat Rental	5,000	2,000	1,346	(654)	67.3%
Canoe/Kayak Rental	34,500	42,500	42,407	(93)	99.8%
Ski Rental	7,000	7,000	646	(6,354)	9.2%
Food Concessions	2,500	2,500	1,899	(601)	76.0%
Parking Fees	44,665	44,665	50,730	6,065	113.6%
Snow Tube Rental	4,000	4,000	244	(3,756)	6.1%
Day Camp	15,000	10,000	13,148	3,148	131.5%
Rev trf in F101	311,427	296,059	296,059	0	100.0%
Total Revenue	461,892	446,524	444,762	(1,762)	99.6%
Expenditures					
Personnel Services	393,126	376,395	305,111	71,284	81.1%
Controllable Expenses	58,766	60,129	46,986	13,143	78.1%
Non-Controllable Expenses	10,000	10,000	7,394	2,606	73.9%
Total Expenses	461,892	446,524	359,491	87,033	80.5%
Net Cost Burchfield Park	0	0	85,271	(85,271)	
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	24,584	4,034	119.6%
Boat Rental	7,500	7,500	10,245	2,745	136.6%
Boat Launch Fees	17,000	17,000	15,878	(1,122)	93.4%
Food Concessions	13,650	13,650	24,030	10,380	176.0%
LL House	9,600	9,600	8,800	(800)	91.7%
Parking Fees	84,335	84,335	91,208	6,873	108.1%
Inflateable Rental	1,000	1,000	540	(460)	54.0%
Rev trf in F101	305,747	350,329	350,329	0	100.0%
Total Revenue	459,382	503,964	525,614	21,650	104.3%
Expenditures					
Personnel Services	374,047	415,132	369,123	46,009	88.9%
Controllable Expenses	72,335	72,832	59,456	13,376	81.6%
Non-Controllable Expenses	13,000	16,000	12,569	3,431	78.6%
Total Expenses	459,382	503,964	441,148	62,816	87.5%
Net Cost Lake Lansing Parks	0	0	84,466	(84,466)	
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	29,927	(223)	99.3%
Boat Rental Fees	13,000	13,000	13,655	655	105.0%
Food Concessions	29,000	29,000	33,294	4,294	114.8%
Parking Fees	176,000	173,000	169,215	(3,785)	97.8%
Snow Hill Tubing Fees	50,000	50,000	31,560	(18,440)	63.1%
Dog Park Revenue	10,000	10,000	11,896	1,896	119.0%
Rev trf in F101	308,607	321,943	321,943	0	100.0%
Total Revenue	616,757	627,093	611,490	(15,603)	97.5%
Expenditures					
Personnel Services	470,492	484,338	421,976	62,362	87.1%
Controllable Expenses	97,471	96,961	79,834	17,127	82.3%
Non-Controllable Expenses	48,794	45,794	34,447	11,347	75.2%
Total Expenses	616,757	627,093	536,257	90,836	85.5%
Net Cost Hawk Island Park	0	0	75,233	(75,233)	
Grand Total Revenue	2,278,379	2,280,782	2,287,073		100.3%
Grand Total Expenses	2,278,379	2,280,782	1,893,727		83.0%
Net Change in Fund Balance	0	0	393,346		
Fund Balance, Beginning of Fiscal Year 2017 [1]			414,441 [2]		
Projected Fund Balance End of Year			807,787		

[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 October 31, 2017

Item	Original Budget	2017 Adjusted Budget	Encum-brance	2017 Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Disc Golf Store Inventory- BUR (2016) 245-75299-726010	3,598	1,103			**1,103**		Transferred $ 2,495 to Rake Purchase
Cross Country Ski Equip.- BUR (2016) 245-75299-726010	4,000			4,005	**(5)**	Complete	Getting Quotes Carry to 2017
Shoreline Stablization- LL Boat Launch 245-75299-743000 (2016)	13,197			7,394	**5,803**	In Progress	Carry to 2017
Reforestation - LLS 245-75299-976000 (2015)	*1,575*				**1,575**	Complete	Carry Forward 2016 / 17
Security Cameras & Alarms- All Parks 245-75299-976000 (2016)	15,000	2,500		4,887	**7,613**	In Progress	Carry to 2017
Path Repair-HI(2015) Parking Lot(2017) 245-75299-974000	*10,000*	38,880		3,797	**45,083**	In Progress	Transferring millage approved funds to the 245 fund.
Master Plan (2015) 208-75200-967000-86000	*1,403*			1,403	**0**	Complete	
Total	48,773	42,483	0	21,486	61,172		
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*			8,833	**150,667**	In Progress	$20K 2016 CIP, $94,500 Millage, $45K Passport / Carry to 2017
Magic Carpet - Hawk 228-75999-978000 (2016) 228-75999-726010	*16,860*			7,481	**9,379**	In Progress	Carry to 2017
Service Boat Trailer & Motor - Burch 228-75999-978000-7P01	16,000		11,950		**4,050**	In Progress	
Pump House Building - HI 228-75999-976000-7P02	25,000			6,732	**18,268**	In Progress	
Parking Lot Repairs - HI 228-75999-974000-7P03	50,000	36,380		13,620	**0**		Funds transfering to HI Path Repair Project Line
Stone Chip Road - Burch 228-75999-974000-7P05 (2017)	10,000				**10,000**		
Restroom Refurbishment - HI 228-75999-976000-7P07	15,000			8,293	**6,707**	In Progress	
Grills & Tables - All Parks 228-75999-734000-7P08	10,000			9,981	**19**	Complete	
Beach & Volleyball Sand - All Parks 228-75999-974000-7P09	6,500			6,105	**395**	Complete	
Trail Signage/Wayfinding - Burch 228-75999-974000-7P10	10,000				**10,000**		
Total	470,060	36,380	11,950	61,045	360,685		

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of October 31, 2017

Item	Original Budget	2017 Adjusted Budget	Encum-brance	2017 Actual Cost	Balance	Status *	Staff Notes
Combined List of Roof Projects - Requires RFP & Contract							
Band Shell Roof - LL 228-75999-976000 (2016) ***(millage)***	*8,000*	(8,000)			**0**	Canceled	Fund Transfers not completed. Two rooves completed were expended from 245-75299-976000. Request for funds transfer done May 17, 2017.
Rental House Roof - LL 228-75999-976000 (2016) ***(millage)***	*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) 245-75299-931000	*8,000*	(8,000)			**0**	Complete	
Beach Roof House- HI (2016) 245-75299-976000	20,000	15,255		35,255	**35,255**	Complete	
Maintenance Building Roof- HI 245-75299-976000 (2016)	20,000	(20,000)				Canceled	
Carousel Bldg Roof - LL 228-75999-976000-7P04 (2017) ***(millage)***	20,000	37,429		57,429	**57,429**	Complete	
Total	92,336	348	0	92,684	92,684		
ADA Road Funds Burchfield & Lake Lansing - Passport Grant Application - Due 4/1/17							
Gravel/Road Maintenance - LLS (2015) 245-75299-974000	*7,000*			0	**7,000**	On Hold	Carry Forward 2016 Carry forward to 2017
Gravel/Road Maintenance - BUR (2015) 245-75299-974000	*7,000*				**7,000**	On Hold	Carry Forward 2016 Carry forward to 2017
Road Millings - LLN & Bur 228-75299-974000 (2016) ***(millage)***	*20,000*				**20,000**	On Hold	Carry to 2017
228-75999-974000-7P06 (2017) ***(millage)***	30,000				**30,000**	On Hold	In the 2017 Budget
	64,000				64,000		
2017 Capital Improvement							
TR3 6.5 Rake 664-75299-978000		4,045		4,045	**0**	Complete	Fund Transfer not Done.
Golf Carts 664-80000-978000	13,500			13,300	**200**	Complete	
Dump Truck - LL 664-80000-978010-C7350	40,000				**40,000**		2017 order date passed. Order January 2018.
Blower - LL & Burch 664-75299-978000	8,000	6,450		6,450	**0**	Complete	Transferring $1,550 Balance to Rake Purchase
Boat Wash Station - LL 245-75299-974000	5,000				**5,000**		
Pedal Boats - All Parks 245-75299-735100	8,000			7,913	**87**	Complete	
	74,500				45,287		

AGENDA ITEM #9F

FLRT Trail Ambassador Program Coordinator Monthly Report
November, 2017

Members

- Sent October Newsletter 10/23

Events

- Coffee & Cleanup – Cross Community Cleanup (10/29)
  - Along Kalamazoo St., Harrison Rd. in East Lansing, along river to I-496 overpass in Lansing
  - 6 volunteers
  - 3 full trash bags, cut and trimmed overgrown ivy on bridge over river and along fence perimeter
  - Next scheduled for Nov. 12 in Mason – to be recapped in December

Other Business

- Attended Delta Township Non-Motorized Transportation Open House to network with planners (10/17)
  - Received digital copies of proposed trail expansions in Delta Township, forwarded to FLRT board
- Met with Tim Morgan, Cherry Hamrick, Dana Graham (FLRT President), and new County Millage Coordinator, Melissa Buzzard to discuss in detail the trail sponsorship program and next steps (10/30)
- Responded to messages seeking information about FLRT & sponsorship

MOU Status

Community Name	In Discussion	In Process	Signed	Last Update
Ingham County			☒	3/7/17
City of Lansing		☒		11/6/17
City of East Lansing			☒	9/28/17
City of Mason			☒	10/13/17
Delhi Township		☒		10/2/17
Meridian Township	☒			9/6/17
Stockbridge	☒			10/23/17

Coffee & Cleanup – Lansing & East Lansing
10/29/17

Before

After

Before

After

AGENDA ITEM #10

700 E. Ash St • Mason, MI 48854 Phone: 517.676.2428 Fax: 517.676.3733

October 25, 2017

RE: Fairgrounds Assistance

Dear Mr. Morgan and Staff,

The Fair Board and Staff wish to extend our heartfelt appreciation for your assistance during our staffing crisis. Your quick deployment of Parks Department staff allowed my team to prepare for incoming winter storage, which for the Fair is a huge revenue stream.

By assisting my maintenance man with the collapsing of the stalls in our multiple horse barns, the Parks Department staff ensured that our facility did not fall behind in our schedule to service winter storage customers; ensuring that our customer satisfaction levels remained intact.

The Parks Department staff that worked with us for two days were pleasant, hard-working, and had a can do spirit in their pursuit to accomplish a task that usually takes several weeks to accomplish. Your workers are to be commended for working so diligently and in wet, windy conditions.

We are eternally grateful for the support given so openly by the Parks Director and his staff! We would be lost without this partnership and certainly welcome the opportunity to repay the favor should the Parks Department need office or maintenance assistance in the future.

Again, please accept our deepest appreciation for the kindness and support of staff.

Sincerely,

Sandra Dargatz, CTA
Executive Director, Ingham County Fair
700 E Ash Street
Mason, MI 48854
Phone: 517-676-2428
Direct: 517-676-2857
Fax: 517-676-3733
Email: sdargatz@ingham.org

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, December 11, 2017

Monday, December 11, 2017

5:30pm

PARKS & RECREATION COMMISSION MEETING

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

NOTE CHANGE IN LOCATION

DRAFT

1. **Call to Order**
2. **Pledge of Allegiance**

3. **Approval of Minutes**
   Minutes of November 13, 2017 regular meeting will be considered - Page

4. **Limited Public Comment ~** *Limited to 3 minutes with no discussion*

5. **APPROVE THE AGENDA**
   Late Items / Changes/ Deletions

6. **ADMINISTRATIVE REPORTS**
   - **A.** Director - Page
   - **B.** Park Managers - Page
   - **C.** Administrative Office - Page
   - **D.** Millage Coordinator Report - Page
   - **E.** Financial Report - Page
   - **F.** FLRT Trail Ambassador Report - Lauren Ross - Page

7. **ACTION ITEMS**
   - **A.** McNamara Landing Prime Professional – Page
   - **B.** Action Program Items - Spicer Group - Page
   - **C.** Review Preliminary Scoring Documents of the Trails and Parks Millage Third Round Applications *(Documents Available at the Meeting)*

8. **DISCUSSION ITEMS**
   - **A.**

9. **Board/Staff Comments**

10. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*

11. **Upcoming Meetings**
    - **A.** Date: Tuesday, January 16, 2018; Time: 5:30pm

Parks & Recreation Commission Meeting

12. 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

13. 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