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, March 19, 2018

Monday, March 19, 2018

5:15pm

PARKS & RECREATION COMMISSION MEETING

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

NOTE CHANGE IN MEETING TIME

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

3. **Approval of Minutes**
   Minutes of February 20, 2018 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. **ACTION ITEMS**
   - **A.** Resolution to Recommend Adopting the Ingham County Trail Wayfinding Signage Plan - Page 42
   - **B.** Resolution Recommending Authorizing an Agreement with Comsource, Inc. for Radios at Hawk Island - Page 43
   - **C.** Resolution Honoring Sarah Nicholls - Page 44
   - **D.** Resolution Honoring Chris Wascher - Page 45

7. **Presentation of Resolution Honoring Sarah Nicholls and Chris Wascher**

8. **Review Park Commission Agenda** - Page 46

9. **DISCUSSION ITEMS**
   - **A.** Closed Session to Consider the Purchase of Real Property Pursuant to MCL 15.268(d) - Page 48

10. **Correspondence & Citizen Comment** - Page 49

11. **Board/Staff Comments**

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

13. **Upcoming Meetings**
    - **A.** Date: Monday, March 26, 2018; Time: 5:30pm
      Parks & Recreation Commission Meeting at Hawk Island

14. **Informational Items – *Distributed at Commission Meeting***
    - **A.** County Services, Human Services, Finance Committee 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.

MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
February 20, 2018

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at Burchfield Park, Winter Sports Building, 881 Grovenburg Road, Holt, Michigan.

Board Members

Present:	Matt Bennett, Ryan Earl, Jessy Gregg, Commissioner Teri Banas (entered the meeting at 5:46pm), and Commissioner Carol Koenig (entered at 6:02pm)
Absent:	Sarah Nicholls, Cherry Hamrick, Jonathan Schelke, and Paul Pratt
Also Present:	Park Director Tim Morgan, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Hawk Island County Park Assistant Manager Coe Emens, Tanya Moore-Spicer Group, Lauren Ross-FLRT Trail Ambassador Program Coordinator, Steve Leiby-Tri County Bicycle Association, Curtis Armbruster-Lake Lansing Advisory Committee, and Younes Ishraidi-Meridian Township Engineer

PUBLIC MEETING TO HEAR SUGGESTIONS AND COMMENTS FROM THE PUBLIC REGARDING MULTIPLE PROPOSED MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT APPLICATIONS FOR PARK AND ACCESSIBILITY IMPROVEMENTS AT BOTH LAKE LANSING SOUTH AND BURCHFIELD PARKS

1. Chair to Call Public Meeting to Order

Chair Bennett called the Public Meeting of the Parks & Recreation Commission meeting to order at 5:33pm.

2. Introductions

Chair Bennett called for introductions and reviewed the purpose of the public meeting and the rules:

3. Chair to State Purpose of the Public Meeting and Inform the Public of the Commission's Rules for Public Meetings

A. Any member of the public may address the Commission for up to (3) minutes per individual as scheduled on the agenda at the beginning of each meeting, and up to three (3) minutes at the end of the meeting at the time scheduled on the agenda for public comment.
B. At the discretion of the President, this time may be extended by granting an additional one (1) minute.
C. During an agenda item, members of the public may not address the Commission unless recognized by the President.

4. Limited Public Comment

None.

5. Handout – Scope of Work and Preliminary Estimates of Cost

Tanya Moore, from Spicer Group presented an overview of the grant applications. Ms. Moore stated we are writing two grants for Lake Lansing South that are due April 1, 2018. The trust fund grant would fund removal of the existing dock, replacement of that dock with a pier, solar lighting on the pier, and

amenities will include a recycled plastic bench, recycled plastic trash receptacle, and an interpretive sign. The project funding is proposed to request $300,000 from the DNR trust fund grant and $156,600 from the Ingham County Trails and Parks Millage, for a total project amount of $456,600.

Ms. Moore stated for the Recreation Passport grant for Lake Lansing South the proposed project includes an accessible canoe/kayak launch, new concrete walks, asphalt paving of the south end of the parking lot with 12 ADA accessible parking spaces, and drainage improvements around the newly paved parking area. The project funding is proposed to request $137,400 from the DNR Recreation Passport grant and $59,000 from the Ingham County Trails and Parks Millage for a total project amount of $196,400.

At Burchfield Park we are applying for a Land and Water Conservation Fund grant. The proposed project includes ADA improvements. There will be improvements to the Winter Sports Building Area, Southridge Shelter Area, Woodsong Shelter area, Deer Run Shelter area, and beach and canoe/kayak area.

Commissioner Banas entered the meeting at 5:46pm.

The project funding is proposed to request $256,500 from the DNR Land and Water Conservation Fund, $232,000 from the Ingham County Trails and Parks Millage, $2,500 from the Friends of Ingham County Parks, and $32,000 from CIP for a total project amount of $523,000.

Mr. Morgan stated fewer communities apply for Land and Water Conservation Fund grants, so we have a higher chance of getting this grant. Mr. Morgan stated if we receive this grant, we will have a closed loop ADA accessible blueways trail within the park.

6. Chair to Open the Floor for Questions from the Public
Chair Bennett opened the floor for questions. No questions.

7. Chair to Recognize and Ask for Presentations on the Proposed Project from Members of Other Public Agencies, if in attendance
None.

8. Chair to have Recording Secretary Read into the Record any Correspondence Received
None.

9. Chair to Open Public Comment
None.

10. Chair to Adjourn Public Meeting
Chair Bennett adjourned the meeting at 5:49pm.

PARKS & RECREATION COMMISSION MEETING

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:51pm

LIMITED PUBLIC COMMENT

DRAFT

Curtis Armbruster introduced himself as a member of the Lake Lansing Advisory Committee. Mr. Armbruster stated he would like Ingham County to increase their contribution to their committee. Ingham County reduced the contribution from $10,000 to $5,000. Meridian Township is paying $10,000 and the landowners are paying $75,000. There are 300 residents on the Lake and there are thousands of people using this lake, so he is asking that Ingham County pay up to $10,000, which would reduce the landowner's contribution to $60,000. Six of the committee members live on the Lake, and they work diligently to take care of the Lake.

Younes Ishraidi from Meridian Township introduced himself. Mr. Ishraidi stated the Lake Assessment District was established to ensure Lake Lansing remains a viable recreation and economic resource for the County, Meridian Township, and the City too. The first assessment district was established in 1998. There were issues with beach closures and other issues. Mr. Ishraidi stated the only viable option was to have the special assessment district established. At the time, the budget was $40,000. There was a match from Meridian Township and Ingham County. Over the years, the match was set at $10,000 for each entity. That changed in 2009 when there was the budget crisis. Mr. Ishraidi stated Meridian Township still continued to provide $10,000; but the Assessment District had to pick up the slack of Ingham County reducing their amount to $5,000. Meridian Township has committed to $10,000. Mr. Ishraidi asked the Park Commission to consider raising the amount to $10,000.

Commissioner Koenig entered the meeting at 6:02pm.

Minutes: **Moved by** Mr. Earl and **Supported by** Commissioner Banas to approve the January 16, 2018 minutes of the regular meeting as written.
Yes-5; No-0. MOTION CARRIED.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #10F: Substitute Resolution: Lake Lansing Watershed Agreement. New Agenda Item #11A: Update on Millage Grant Award Applications.

ADMINISTRATIVE REPORTS

Director

Mr. Morgan stated we are assessing the condition of the Hawk Island snow tubing hill tomorrow to see if we can remain open.

Park Managers

Mr. Emens addressed the commission on the condition of the snow tubing hill at Hawk Island. Mr. Witte stated the estimated revenue taken in is approximately $80,000 for Hawk Island this winter. Commissioner Banas asked for a report on a future Park Commission agenda about the MParks Conference, to discuss what staff learned at the conference and if they want to implement any changes.

Commissioner Koenig asked about the CIP projects for Hawk Island. Mr. Emens reported on the CIP projects for Hawk Island. Commissioner Koenig asked about the stairway at the side of the hill at Hawk Island. Mr. Emens stated it was for erosion control and people use that to walk up the hill for exercise too.

Administrative Office

As reported.

Financial Report

As reported.

Millage Coordinator Report

Commissioner Banas referenced the five percent of Melissa Buzzard's workload that would be paid for out of the general fund and asked for clarification on how much time will be spent on the website. Mr. Morgan clarified Ms. Wallace is the lead on the website and Ms. Buzzard is assisting on the redesign of the website for the millage portion of the website.

FLRT Trail Ambassador Report

Commissioner Banas thanked Ms. Ross for completing the MOU for Meridian Township. Ms. Ross stated membership is growing each month. Last year we had 80 volunteers and there were 400 volunteer hours on trails.

ACTION ITEMS

Commissioner Banas asked when we will know if the grant is awarded. Ms. Moore stated communities will be notified in December.

RESOLUTION #04-18 TO RECOMMEND AUTHORIZING AN APPLICATION FOR A RECREATION PASSPORT PROGRAM GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Recreation Passport Program for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount $59,000 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Park Commission recommends that the Ingham County Board of Commissioners authorizes submission of a Recreation Passport Grant Application for $137,400 for park and accessibility improvements at Lake Lansing South.

BE IT FURTHER RESOLVED, that the Park Commission recommends that the Ingham County Board of Commissioners authorizes $59,000 from the Trails and Parks Millage for a local match for a total $196,400 project cost.

Moved by Commissioner Banas and **Supported by** Mr. Earl that Resolution #04-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

DRAFT

RESOLUTION #05-18 TO RECOMMEND AUTHORIZING AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing South; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $156,000 from the Trails and Parks Millage for a local match.

THEREFORE BE IT RESOLVED, that the Park Commission recommends that the Ingham County Board of Commissioners authorizes submission of a Michigan Natural Trust Fund Application for $300,000 for park and accessibility improvements at Lake Lansing South.

BE IT FURTHER RESOLVED, that the Park Commission recommends that the Ingham County Board of Commissioners authorizes $156,600 from the Trails and Parks Millage for a local match for a total $456,000 project cost.

Moved by Commissioner Banas and **Supported by** Ms. Gregg that Resolution #05-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

RESOLUTION #06-18 TO RECOMMEND AUTHORIZING AN APPLICATION FOR A LAND AND WATER CONSERVATION FUND GRANT

WHEREAS, Board of Commissioners Resolution 17-106 authorized submittal of a Recreation Passport Grant Application for park and accessibility improvements at Burchfield County Park in 2017; and

WHEREAS, the grant was not awarded; and

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Land and Water Conservation Fund for park and accessibility improvements at Burchfield Park; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2018; and

WHEREAS, a public meeting was held on February 20, 2018 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has $32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $266,500 which include $32,000 in capital improvement funds, $232,000 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, that the Park Commission recommends that the Ingham County Board of Commissioners authorizes submission of a Land and Water Conservation Fund Application for $256,500 for park and accessibility improvements at Burchfield Park.

BE IT FURTHER RESOLVED, that the Park Commission recommends that the Ingham County Board of Commissioners authorizes $32,000 of capital improvement funds, $232,000 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match in the total amount of $266,500 for a total $523,000 project cost.

Moved by Commissioner Banas and **Supported by** Mr. Earl that Resolution #06-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

Resolution to Recommend Adopting the Ingham County Trail Wayfinding Signage Plan

Mr. Morgan reviewed the timeline for applying for a MDOT TAP grant for wayfinding. Ms. Moore stated we have scheduled another stakeholder meeting on March 9, 2018. Ms. Moore stated the deadline to apply for the MDOT TAP grant is October 24, 2018. Ms. Moore stated we need to have each community involved pass a resolution supporting this grant. The previous deadline is in June which doesn't allow enough time.

Commissioner Koenig asked for a copy of the plan. Mr. Bennett stated we reviewed it at the November Park Commission meeting in a Powerpoint Presentation. Commissioner Koenig stated she never received a copy. Mr. Morgan stated the report should have been included in the Park Commission packet at the Park Commission meeting in November, but he is not comfortable moving this resolution forward if the commissioners haven't reviewed the report.

MOVED BY MR. EARL, SUPPORTED BY COMMISSIONER BANAS

To table the resolution to recommend adopting the Ingham County Trail Wayfinding Signage Plan

Yes-4 (Matt Bennett, Commissioner Koenig, Ryan Earl, Commissioner Banas)**; No-1** (Jessy Gregg). Absent: Cherry Hamrick, Paul Pratt, Jonathan Schelke, and Sarah Nicholls. **MOTION CARRIED.**

Commissioner Koenig stated she would like this process to move faster. Commissioner Koenig asked how many signs per mile will be required. Ms. Moore stated it will be different between communities. Ms. Moore stated there are mile makers every ¼ mile, there is a trail blade sign and then a trailhead map.

Ms. Gregg asked if communities want a ½ mile marker is that okay, or are they required to do ¼ mile markers? Ms. Moore stated there is leeway in the plan to allow for flexibility, but the recommendation is ¼ mile. Commissioner Banas asked what year this may be funded. Ms. Moore stated potentially in 2019. Commissioner Banas asked if the Road Department can make signs. Mr. Morgan stated Ms. Buzzard was inquiring about this.

RESOLUTION #07-18 RECOMMENDING ENTERING INTO A CONTRACT WITH MILLER'S AMERICAN RENTALS (DBA: AMERICAN RENTALS INC.) TO PROVIDE PORTABLE RESTROOM SERVICES AT VARIOUS INGHAM COUNTY PARKS AND THE FAIRGROUNDS

WHEREAS, the current contract with Supreme Sanitation portable restroom services at various Ingham County Parks will expire on March 31, 2018; and

WHEREAS, a decision was made to put out an RFP for the Parks and Fairgrounds together in order to obtain the most cost effective pricing; and

WHEREAS, the Purchasing Department secured sealed bids; and

WHEREAS, Miller's American Rentals dba. American Rental Inc. had the low bid and in accordance with the Ingham County Purchasing Policies, the Purchasing Director, the Ingham County Parks Commission, and the Ingham County Fair Board recommends the bid be accepted; and

WHEREAS, the annual cost for the Parks will not exceed $6,120.00 annually; and

WHEREAS, the annual cost for the Fairgrounds will not exceed $4,185.00 annually.

THEREFORE BE IT RESOLVED, the Parks and Recreation Commission recommends that the Board of Commissioners authorizes entering into a three year contract between Ingham County and Miller's American Rentals, dba. American Rentals, Inc. at 4901 W Grand River, Lansing, MI 48906 in an amount not to exceed $6,120.00/annually for the Ingham County Parks Commission and $4,185.00/annually the Ingham County Fair Board to provide portable restroom services at various County parks and the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, the Board also recommends the Board of Commissioners approve an option to renew for an additional two year period provided there are no cost increases during the term of the Agreement.

Moved by Commissioner Banas and **Supported by** Mr. Earl that Resolution #07-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

Lake Lansing Watershed Agreement

Mr. Bennett referenced the late packet substitute resolution. Commissioner Banas asked if we are increasing the budget to $10,000. Mr. Morgan stated for 2018 we are contributing $5,000 and are recommending that each year we will put in the budget request $10,000 for the Board of Commissioners to review for approval each year.

Commissioner Banas asked what Assessment District uses the money for.

Mr. Armbruster provided an overview.

Commissioner Banas stated we have an interest in protecting the Lake.

Mr. Witte stated he is a member of the Lake Lansing Advisory Committee. Years ago, the beach did close due to E. coli. However, we haven't had a beach closure since the committee formed. Mr. Witte stated the highest E. coli count last year was 30, this is a great improvement. Mr. Witte stated he is in favor of raising the amount to $10,000.

Mr. Bennett clarified that this resolution does not authorize $10,000, it just allows the Park Commission to request up to $10,000 annually in the budget for the Board of Commissioners to make a final decision each year.

RESOLUTION #08-18 RECOMMENDING AUTHORIZING AN AMENDMENT TO A CONTRACT FOR SERVICES BETWEEN INGHAM COUNTY AND THE CHARTER TOWNSHIP OF MERIDIAN TO MAINTAIN THE WATERSHED MANAGEMENT PLAN FOR LAKE LANSING INCLUDING THE LAKE FRONTAGE OWNED BY INGHAM COUNTY

WHEREAS, the Lake Lansing Special Assessment District Advisory Committee has developed a long range plan for the ongoing maintenance of Lake Lansing which includes a special assessment district to fund the implementation of the Watershed Management Plan; and

WHEREAS, Resolution No. 08-021 authorized a contract with Meridian Township to prepare a ten year Watershed Management Plan; and

WHEREAS, the Ingham County Parks Commission seeks to amend the current contract; and

WHEREAS, the purpose of the amendment is to extend the term of the Agreement for an additional ten years to December 31, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners authorizes an amendment to the Agreement to implement the ten (10) year Watershed Management Plan.

BE IT FURTHER RESOLVED, that the Agreement be conditioned on the following:

- The Ingham County Parks Commission will allocate $5,000 for 2018 and consider annually whether to appropriate up to $10,000 in its budget to the Special Assessment District (SAD), and as part of that consideration will meet with appropriate Township and Lake Lansing Property Owners Association (LLPOA) representatives.

- Any County appropriation will be matched dollar for dollar by the Township from its general fund.

BE IT FURTHER RESOLVED, that the term of the Agreement shall be extended for ten years through December 31, 2027, with an annual review and the County shall reserve the right to discontinue the relationship for the ensuing year or years based upon any aspects of the process and/or assessment methodology that the County feels is objectionable.

Moved by Commissioner Banas and **Supported by** Commissioner Koenig that Resolution #08-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

Mr. Morgan stated we needed the Park Commission and Board of Commissioners' approval for this purchase because this is a sole source vendor purchase.

RESOLUTION #09-18 TO RECOMMEND AUTHORIZING THE PURCHASE OF SPLASH PAD EQUIPMENT FOR HAWK ISLAND

WHEREAS, the Hawk Island Splash Pad was originally designed and built with all Vortex brand splash pad features and specifications; and

WHEREAS, due to the age of the facility, it has become necessary to replace five of these original features on the splash pad; and

WHEREAS, park staff and the Park Commission recommend the splash pad equipment be purchased for Hawk Island from Vortex in the amount of $22,515.

THEREFORE BE IT RESOLVED, that the Ingham County Park Commission recommends that the Ingham County Board of Commissioners authorizes a Purchase Order to be issued to Vortex to purchase Splash Pad equipment for Hawk Island for a total cost not to exceed $22,515.

Moved by Mr. Bennett and **Supported by** Commissioner Banas that Resolution #09-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

Mr. Emens provided an overview of the project.

RESOLUTION #10-18 TO AUTHORIZE A CONTRACT FOR THE SNOW PARK PUMP HOUSE FOUNDATION PROJECT AT HAWK ISLAND COUNTY PARK

WHEREAS, proposals were solicited for the construction of a 17' x 23' concrete foundation for a pole barn structure at Hawk Island County Park for the snow park pump house foundation project; and

WHEREAS, the project scope includes construction of concrete floor with footings around existing concrete pad the pump sets upon; and

WHEREAS, the contractor is responsible for all the prep-work, set-up, pour, finish, sawcuts, and cleanup; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Moore Trosper Construction.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommend the Ingham County Board of Commissioners hereby approves entering into a contract with Moore Trosper Construction for a cost not to exceed $8,500.00 for the snow park pump house foundation project at Hawk Island County Park which is inclusive of a $1,000 contingency.

Moved by Ms. Gregg and **Supported by** Commissioner Koenig that Resolution #10-18 be approved as written. **Yes-5; No-0**. **MOTION CARRIED.**

DISCUSSION ITEMS

Update on Millage Grant Award Applications~

Commissioner Banas stated the resolution to award the millage projects was pulled from the last Board of Commissioners meeting. There were edits from the Finance Committee meeting and this resolution will go forward to the Board of Commissioners Human Services, Finance and Board of Commissioners meetings again for review. Commissioner Banas stated we will consider up until mid-March if any communities want to increase their match. The Finance Committee made edits to the resolution adding funding from 2018 for $960,000 for the Ram 2 Burchfield Trail for Delhi Township and $975,000 for the Okemos Road Pedestrian Boardwalk for Meridian Township. Mr. Bennett stated they are recommending these projects from 2018 funds but there isn't enough money in 2018 funds.

Commissioner Koenig stated she is concerned if we fund the Ram 2 Burchfield Trail application this sets a precedent that we don't require a match. Mr. Bennett stated the Park Commissioner did not consider that application providing a match; however Mr. Grebner stated it should not be up to the Park Commission to determine what is a match.

Commissioner Banas stated the criteria set by the Task Force was to establish what was valued. Commissioner Banas stated many applications have had easements on public lands, so on Delhi Township's application, asking for credit for an easement on school property is not looked upon favorably. Ms. Gregg stated other communities didn't include this in their application, we just expect this. Commissioner Banas stated she has reviewed the numbers over the course of the previous years and we have accumulated millions in matching dollars. Commissioner Banas stated she is concerned if we don't set an expectation that a community must provide a match. This is a policy decision that needs to be decided by the Board of Commissioners.

Commissioner Koenig stated there are reasons Delhi Township did not apply for DNR grants. They are trying to get other project funded now, it is simply that this isn't the project they are applying for a grant. Commissioner Koenig stated everyone agrees that the Delhi Township project is a good project, how do we make this happen? Commissioner Koenig asked if they would split up the project. Mr. Morgan stated they did give us the option to split up the project. Mr. Bennett stated that option was submitted later after we received the application. Ms. Gregg stated yes, Delhi Township did offer this option, but said it would cost more.

Commissioner Koenig asked how do we make this process equitable. Delhi Township's application is a great project. However, this creates a dilemma for future decisions, if match is important or not. Ms. Gregg stated it is short sighted if we don't consider this.

Commissioner Banas stated this could build resentment in other communities and set us back millions in potential match dollars in the future if we set a precedent of not requiring a match. Commissioner Koenig stated it may come down to a political decision, not policy.

Mr. Bennett stated he wants to be a good steward of taxpayer dollars. We want to leverage dollars. We don't want to be short sighted.

Mr. Bennett asked if there should be two separate millage resolutions, one for the projects the Park Commission recommended and one for the projects the Finance Committee recommended? Mr. Morgan

stated he will check with Mr. Cypher.

Commissioner Banas asked for a report with completion dates for all the millage projects.

Commissioner Banas stated she wants to send a clear message, a positive story of what we have accomplished. We have allocated or will allocate after the next Board of Commissioners meeting close to 15 million. We have adjusted the program to move the program quicker. Mr. Bennett stated this was the first year we considered applications for multi-year funding. There has been about 3.8 million provided in match.

Commissioner Koenig asked for a one page fact sheet, something that is enjoyable to read. Mr. Bennett stated he would recommend this be posted on the webpage too.

CORRESPONDENCE & CITIZEN COMMENT
No discussion.

BOARD/STAFF COMMENTS
Mr. Morgan thanked all park staff and stated everyone is incredibly hardworking. Commissioner Koenig thanked staff too.

LIMITED PUBLIC COMMENT
None.

Adjournment:
There being no further business, the meeting was adjourned at 7:39pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Recording Secretary

DRAFT

Implemention Schedule
Wayfinding Plan
Ingham County Trails and Parks

To finalize adoption of plan

March 19 – Park Commission – adopt plan
August 20,22,28 – BOC – adopt plan & resolution for MDOT TAP application

To start on implementing plan (writing/submitting TAP grant):

March 9 –meeting with Stakeholders (talk about grant process & needs)
Need from each community:

1. Resolution from each community (commit to maintenance), FLRT has MOU with each which may suffice as agreement
2. Inventory existing signs (to remain and be replaced)
3. Inventory of number of signs and type needed for grant application

Feb/March – Spicer will get with sign company to get sign construction details
April – Begin writing TAP grant
Apr 20 – deadline for communities to submit info to County
May-July – Spicer to finalize information for grant (costs, maps, etc.)
July 23 – Park Commission, approval of MDOT TAP application
August 7 – Info to BOC in packets
August 20 – BOC, Human Services Committee
August 22 – BOC, Finance Committee
August 28 – BOC, approval of MDOT TAP application, resolution
September – Submit MDOT TAP grant

Transportation Alternatives Program
2018 Grant Application Planning Guide

To assist grant applicants with project timeline planning

This grant program does not have a defined call for projects. COMPLETE applications are accepted year-round. The following schedule is offered in order to allow applicants to reasonably plan project timelines for potential grant applications.

Missing or inaccurate information may delay grant request into the next application review cycle. Submitting an application early allows more time for applicant to respond.

Applications that are selected for funding will normally receive Conditional Commitments for funding in a **future** state fiscal year.

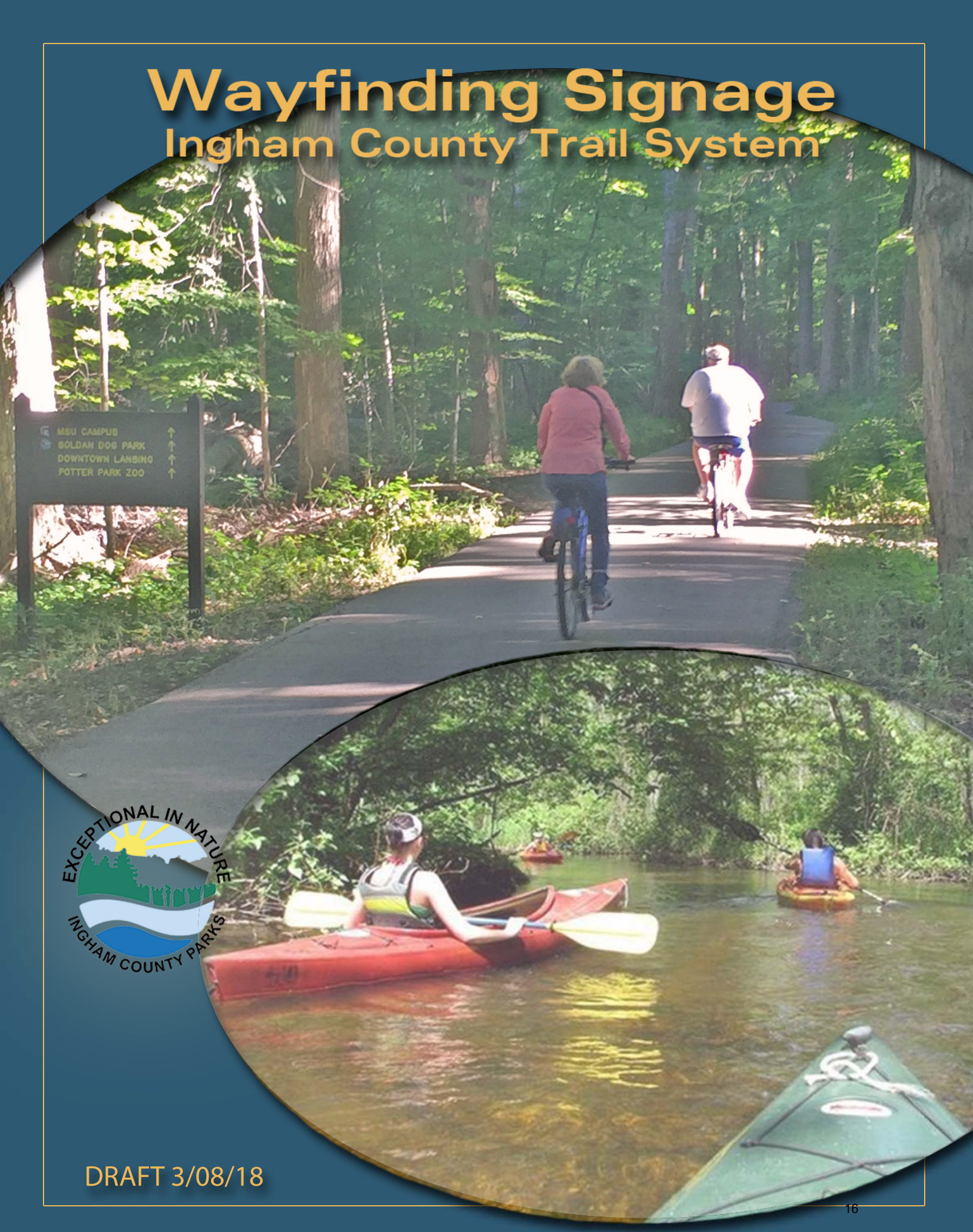
For further details, contact the MDOT Grant Coordinator for your region.

Latest Recommended Contact with Grant Coordinator for This Review Cycle	**Application Due Date - Only COMPLETE Applications**	**Any Application Revisions Completed, or Application Moved to Next Review Cycle** **Any Last Remaining Reviews Assigned**	**Application Review Committee Meeting (ARC)**	**All Application Issues Addressed, or Application Moved to Next Review Cycle**	**Tentative Funding Decision Date**
at least 8 weeks before Application Due Date	7-8 weeks before ARC	2 weeks before ARC	ARC	4-5 weeks after ARC	about 9-11 weeks after ARC
* 10/16/17	10/30/17	11/27/17	12/11/17	01/08/18	01/22/18
01/10/18	03/07/18	04/11/18	04/25/18	05/23/18	06/27/18
05/02/18	06/27/18	08/08/18	08/22/18	09/19/18	10/24/18
08/29/18	10/24/18	11/28/18	12/12/18	01/16/19	02/13/19

* *This row is included from the 2017 Planning Guide, which used differing numbers of weeks at each stage.*

Wayfinding Signage

Ingham County Trail System



EXCEPTIONAL IN NATURE

INGHAM COUNTY PARKS

DRAFT 3/08/18

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 Commissioners 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.

LANSING RIVER TRAIL

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.

LANSING RIVER TRAIL

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 identity 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.

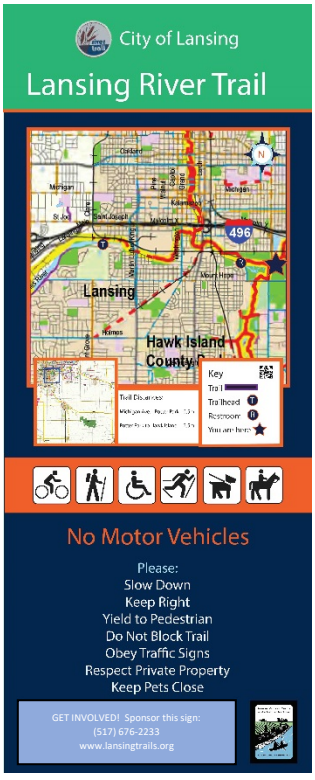
The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially 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 three tiers of different signs as follows (detailed drawings can be found in appendix A):



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."

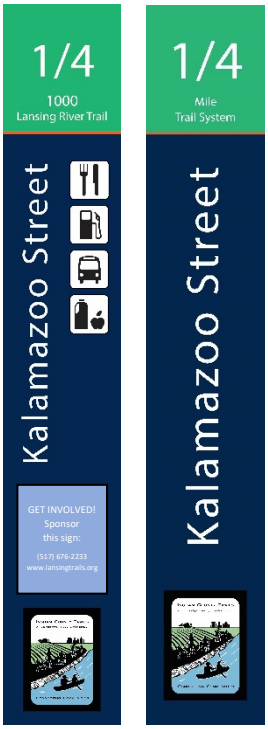
The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

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 and the river name. The river name should be signed with the river name from the view of the water trail user and the land trail user. 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

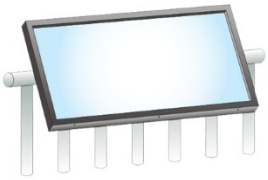
Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. 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

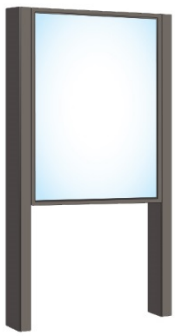
Interpretive Signs are available in many styles and mounting options.

LOW PROFILE



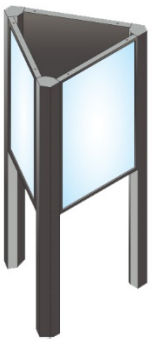
RAIL MOUNT

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.

If the *Myriad Pro* font is unavailable, *Arial* may be used with specific substitution standards.

COLORS

The blue colored background was chosen for its 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 may be used as leverage for State/Federal funds through grant programs in Michigan, such as programs administered by 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 for each type of sign.
2. Each municipality will communicate their sign needs to 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 should 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.

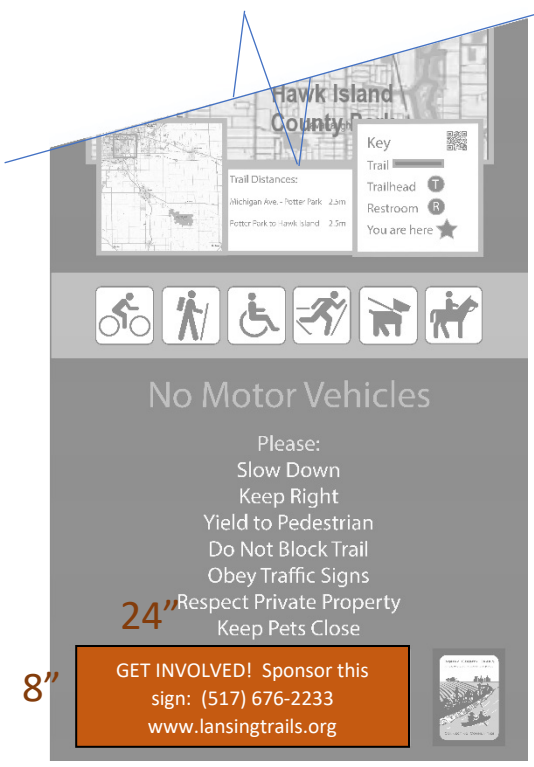
SIGN SPONSORSHIP

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.

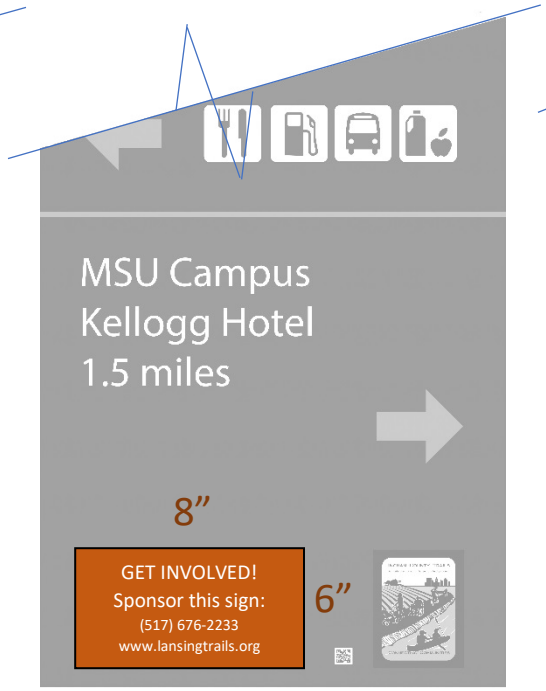
FLRT has been working with Tri-County Regional Planning to map the entire trail systems within the County into GIS. Once the wayfinding signs are in place, they will be added to the GIS system. Interested sponsors can contact FLRT through their website at www.lansingtrails.com. When the signs are not 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.

SIGN DETAILS

The posts for all signs along the trails should be a break away post.

Where applicable along the trails, it is preferred to have each sign 2-sided instead of having signs on both sides of the trail in order for the information to be visible for users from both directions.

Clear Zone: All trail side signage will be installed a minimum of 2 feet from the edge of the trail surface.

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.

PEDESTRIAN BRIDGE WEIGHT LIMITS

Pedestrian bridge weight limit signs should be maintained as part of the Ingham County 911 database.

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.

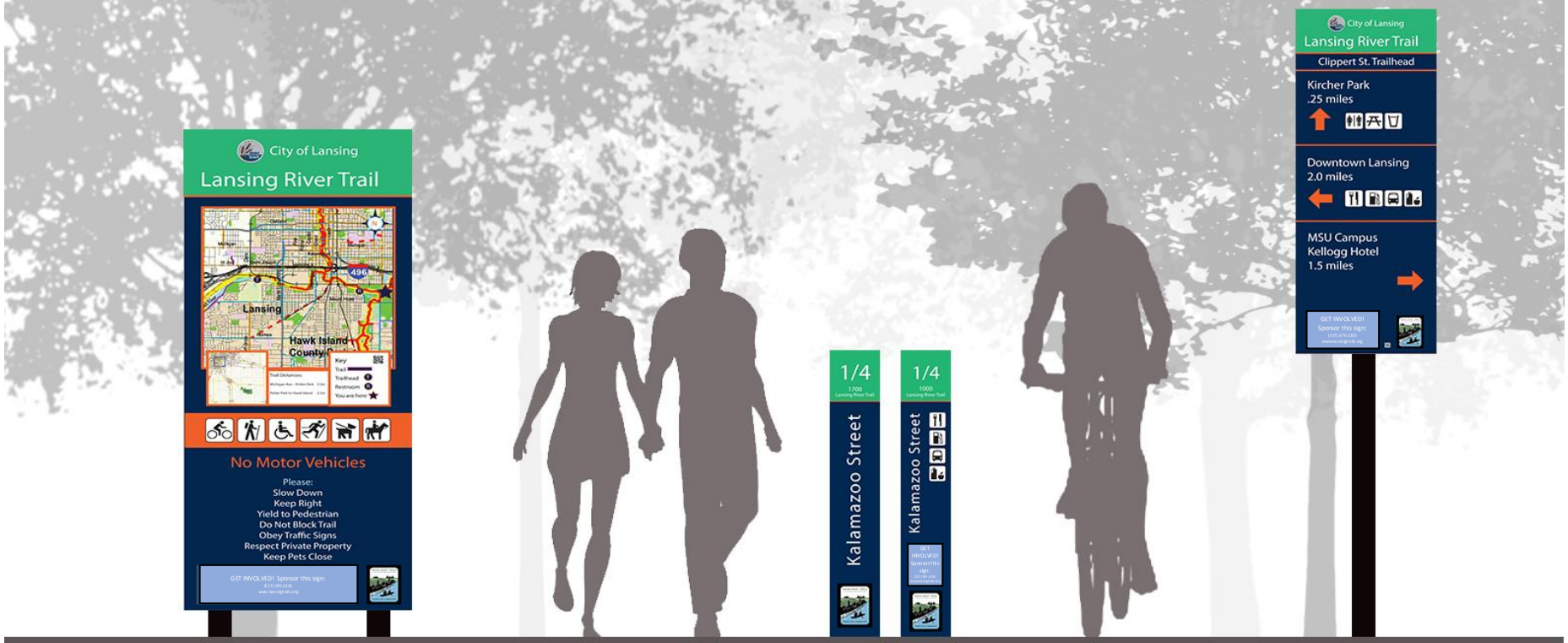
APPENDIX A

www.spicergroup.com

EXCEPTIONAL IN NATURE
INGHAM COUNTY PARKS

Trail Wayfinding System

Ingham County Trails & Parks



TRAILHEAD IDENTIFICATION

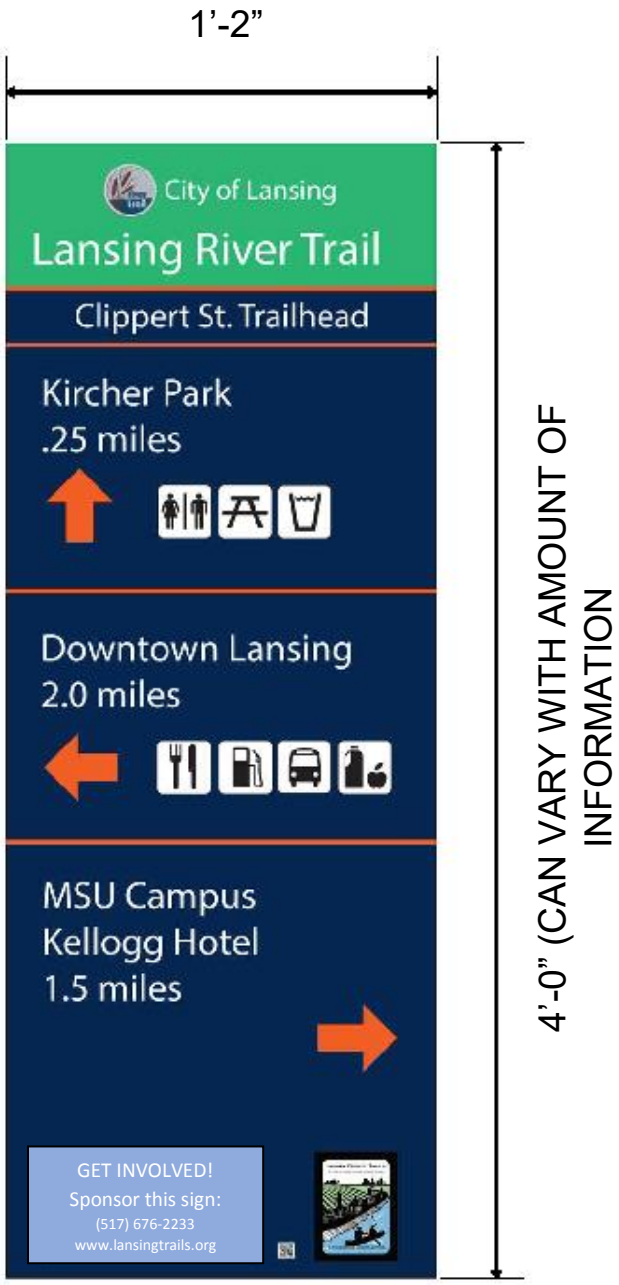
MILE MARKER / STREET SIGN

TRAILBLADE

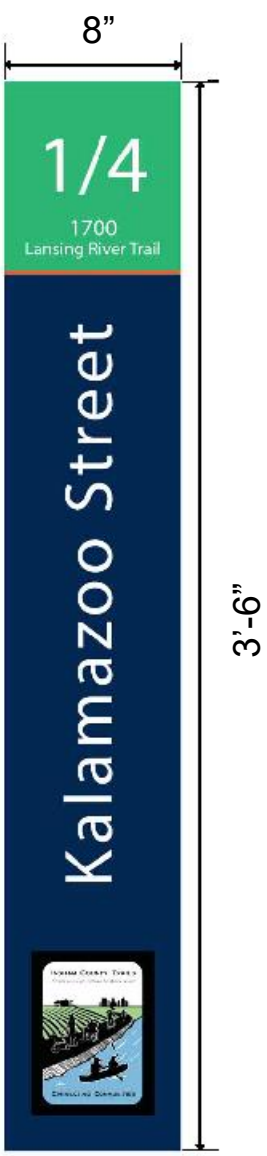
JOB # 124334SG2017

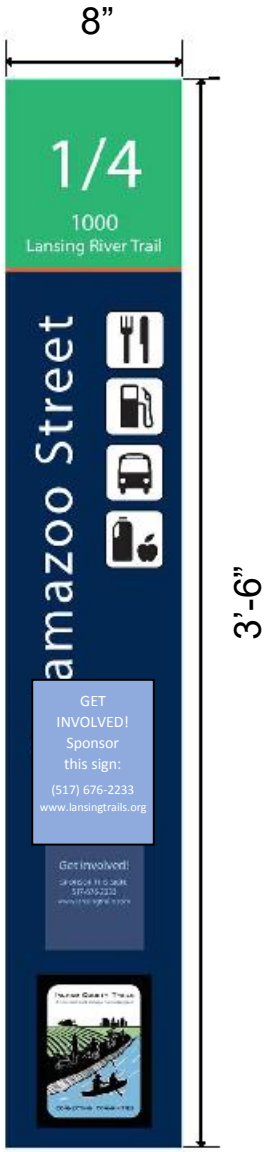
DATE: 11/6/17

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	DNR	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
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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
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Howlett	Molly		mollybrownhowlett@gmail.com
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Jenks	Mark	Delhi Township	mark.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	DNR	Lemarbem1@michigan.gov
Lindemann	Patrick	Ingham County Drain Comm	patricklindemann@icloud.com
Longpre	Wendy	City of East Lansing	wlongpr@cityofeastlansing.com
Maisner	LuAnn	Meridian Township	maisner@meridian.mi.us
Martinez	Clinton J.	City of East Lansing	cmartin@cityofeastlansing.com
Mayes	Jon	DNR	mayesj@michigan.gov
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
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	DNR	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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 19, 2018
RESOLUTION # -18

RESOLUTION TO RECOMMEND ADOPTING THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN

WHEREAS, to assist the Board of Commissioners in developing a plan for wayfinding, Ingham County hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed their plan to the satisfaction of the Ingham County Park Commission and community stakeholders; and

WHEREAS, the Ingham County Board of Commissioners desires to implement the recommendations included in the plan.

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 19, 2018
RESOLUTION # -18

RESOLUTION RECOMMENDING AUTHORIZING AN AGREEMENT WITH COMSOURCE, INC. FOR RADIOS AT HAWK ISLAND COUNTY PARK

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, Comsource, Inc.'s cost for radios at Hawk Island County Park will be fixed at a cost of $3,360 per year; and

WHEREAS, this is a sole source vendor as the Purchasing Department is not aware of any other radio other than the EDACS (Enhanced Digital Access Communication System) from Harris Corp. which is for the 911 radio system which is not applicable for our use.

THEREFORE BE IT RESOLVED, the Parks and Recreation Commission recommends that the that the Ingham County Board of Commissioners approves entering into a three-year agreement from June 11, 2018 through June 10, 2021 with an option to renew for two additional years with Comsource, Inc. for radios at Hawk Island County Park for a cost of $3,360 per year.

BE IT FURTHER RESOLVED, that funds are available in 208-75600-818000.

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of March 19, 2018
RESOLUTION # -18

RESOLUTION HONORING SARAH NICHOLLS

WHEREAS, Sarah Nicholls has served the community for many years; and

WHEREAS, Sarah was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in January of 2011; and

WHEREAS, Sarah served as an Ingham County Parks Commission member from 2011 to 2018; and

WHEREAS, Sarah served as the Chair of the Ingham County Parks Commission from 2013 to 2017; and

WHEREAS, Sarah not only brought to the Parks and Recreation Commission her dedication and commitment to serve the public, but also a strong work ethic with a team work philosophy; and

WHEREAS, Sarah was able to bring relevant ideas and insights to the Parks Commission from her previous experiences as Chair of the All University Traffic and Transportation Committee and the Coordinator of the Michigan Tourism Strategic Plan; and

WHEREAS, through her persistence, consideration, and reliability, she has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

WHEREAS, throughout her term as a Parks and Recreation Commission member, Sarah has helped to advance, develop, and implement effective parks policies.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Sarah Nicholls' work, and expresses its sincere appreciation to her for the services and benefits which have been received by the citizens of Ingham County.

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

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of March 19, 2018
RESOLUTION # -18

RESOLUTION HONORING CHRIS WASCHER

WHEREAS, Chris Wascher began his employment with the Ingham County Parks Department on August 17, 2015 as a Park Ranger I; and

WHEREAS, Chris was promoted to Assistant Park Manager on July 23, 2016; and

WHEREAS, throughout his career he was responsible for assisting with the operation of Burchfield County Park, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, supervising seasonal and full-time park employees, and other duties.

WHEREAS, Chris' commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County; and

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

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

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

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, March 26, 2018

Monday, March 26, 2018

5:30pm

PARKS & RECREATION COMMISSION MEETING

Red Tail Shelter
Hawk Island Park
1601 E. Cavanaugh Rd.
Lansing, Michigan

NOTE CHANGE IN LOCATION

DRAFT

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

3. **Approval of Minutes**
   Minutes of March 19, 2018 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.** 2017 Financial Report – Page
   - **E.** February 2018 Financial Report - Page
   - **F.** Millage Coordinator Report - Page
   - **G.** FLRT Trail Ambassador Report - Lauren Ross - Page
   - **H.** MParks and Great Lakes Training Institute Conference Report - Page
   - **I.** Millage Fact Sheet - Page
   - **J.** Millage Status Report - Page

7. **ACTION ITEMS**
   - **A.** Resolution Recommending Authorizing an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House - Page

8. **DISCUSSION ITEMS**
   - **A.** Burchfield Park Overlook Shelter Construction Project - Spicer Group

9. **Board/Staff Comments**

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

11. Upcoming Meetings

A. Date: Monday, April 16, 2018; Time: 5:15pm
Parks & Recreation Commission Meeting

B. Date: Monday, April 23, 2018; Time: 5:30pm
Parks & Recreation Commission Meeting

12. 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

Meeting of March 19, 2018

MOTION TO GO INTO CLOSED SESSION

Move the Park Commission goes into closed session to consider the purchase of real property pursuant to MCL 15.268(d) and allow Meridian Township officials to participate in the session for discussion and questions

AGENDA ITEM #10 Late

Recieved + placed on file by BOC

MEMORANDUM

To: Ingham County Board of Commissioners

From: Kara Hope, Commissioner for District 7

Date: Feb. 13, 2018

Subject: Trails funding issues

The County's trails funding process continues to be problematic. Most of the resources for new projects have been allocated to wealthier communities. A fairer, more efficient way would be a multi-year approach based on the many trails plans that already exist. Because we are working with regional partners (local governments), the match requirement just doesn't make sense. And the match requirement hinders our ability to create the "countywide system" of trails that we promised in the ballot language.

Better Planning Would Yield a Fairer, More Sensible Outcome

A fairer, more efficient way would be a multi-year approach based on the many existing trails plans. This way doesn't rely on a gameshow-like approach to allocating tax dollars. Instead, it carefully considers – in as objective a way as possible – the many, many trails plans that already exist.[1] It looks to the locals where it makes sense to do so for collaboration on planning and resources. But the County takes the lead.

Here is one way it could work. First, assemble parks and planning professionals in a politician-free environment. Get them together to talk about (1) what resources exist

[1] These plans are referenced and included in the Ingham County Trails and Parks Comprehensive Report that the County commissioned from consulting firm Mannik & Smith Group (adopted March 22, 2016). See, e.g., pp. 3-25.

and (2) regional priorities. This group would then report to a standing committee of the Board of Commissioners and make recommendations. This is the basic format followed for allocating transportation funding in the region. It has worked for decades.

Can we take ***all*** politics out of the process? No, probably not. Should we try anyway? Yes! And we must aim for fairness. **Fair in this context is following the language of the proposal that voters passed in 2014. First and foremost, we obligated ourselves to creating a "countywide system."**

By using objective criteria like PASER ratings and engineering reports, we were able to direct the first allocations from millage revenue in a fair manner for "fixing" many problems with existing trails and bridges. Subsequent rounds of grant applications, however, have resulted in a hodgepodge of projects with most of the resources going where most of the resources have already been. And *some* of the remaining municipalities get "chicken feed," as one commissioner put it.

When it comes to new projects, millage dollars seem to be a windfall for communities that have already planned trails projects. County tax dollars appear to be *replacing* – not just supplementing – resources that townships and cities have already allocated for their trails projects. If these projects weren't already green-lighted – and fully or nearly fully funded – it seems extremely unlikely that they would be ready to apply for a county trails grant. (The grant money as windfall phenomenon illustrates another problem with the match requirement. This is discussed in greater detail below, but the upshot is that the entire funding process is skewed toward communities with means.)

And what if a municipality – a rural township, for example – doesn't prioritize trails? What if they would like to build trails, but they lack matching funds or the resources to

put into pursuing grants or other sources of matching funds? Does this mean that this area will forever be a no-man's-land where no trail crosses, thus leaving a gap in our "system"? This cannot be what voters envisioned when they supported this millage.

This isn't just a hypothetical. One of the most significant connections in the "system" – the Delhi-Mason connection – could be stymied by this very problem. The Delhi-Mason connection has been identified as the top Regional Corridor Priority within Ingham County by the Michigan Department of Transportation.[2] (Besides illustrating the problem with the matching funds requirement, this example also demonstrates the problem with trail ownership.)

Municipalities Already Have Ample 'Skin in the Game'

Because we are working with regional partners, the cash match requirement just doesn't make sense. While I'm not an expert, I have experience successfully applying for grants; I'm familiar with all sorts of grant programs, from those administered by private organizations to those administered by the federal government. My understanding of match requirements in general is that they ensure that the applicant has some "skin in the game." In other words, if an applicant seeks the grantor's limited resources, the applicant should demonstrate a genuine commitment to the subject of the grant application in the form of a match. But these safeguards aren't needed when dealing with trails grant applicants because almost all are municipal governments.

The applicants here already have sufficient skin in the game in the form of the tax dollars the County is collecting from their communities – tax dollars which are no longer available to them. The County's parks and trails millage could pose an obstacle

[2] Ingham County Trails and Parks Comprehensive Report, p. 11 (Figure 11) (adopted March 22, 2016).

to a township or city pursuing their own parks or trails millage in the future. So requiring a match after we have arguably cut off a funding source for *their* parks or trails projects adds insult to injury. I don't mean to suggest that a proposed cash match can't be looked upon favorably, but the lack of a "sufficient" cash match shouldn't be the death knell for an otherwise feasible, priority project.

Regardless whether they voted yes or no, every Ingham County taxpayer is paying the trails millage. I have heard a few of my colleagues on the Board of Commissioners express their wish to "reward" the communities who supported the millage. This is bad practice and bad public policy. This years-long exercise is not – or should not be – about getting the millage renewed in the future. Instead, it's about ensuring that as many residents as possible benefit by putting these tax dollars to the highest and best use in as fair a way as practical.

If the current process cannot be fixed, we should abandon it, and return each jurisdiction's share of taxes paid in for them to spend on trails or parks as they see fit. This is a radical proposition, I realize. But it is only fair. And it might give us a better shot at that countywide system of trails that Ingham County voters have told us they want.

Delhi Township: Poster Child (or 'Ugly Stepchild') for Unfair Treatment

Back when this millage was first proposed, I had many people in my home community of Delhi Charter Township say, "We have brand-new trails. What will we get out of this?" My response was that a strong system of trails would be good for our trails and our community: if our new trails connected to other first-rate trails, our trails would get more use and potentially stimulate more economic activity in our community.

When I was making the case for the millage, I had no idea that Delhi Township would be end up being unfairly cut off from the trails millage funds and, as one commissioner said, treated like the proverbial ugly stepchild. Delhi Township has applied for County trails dollars on multiple occasions. In preparing their applications, they have worked closely with County Parks staff. They have even applied for projects that have been identified as the *County's* priority[3] – but not necessarily Delhi's priority – but Delhi still comes up empty handed. (It is noteworthy that Delhi staffers have repeatedly succeeded in applying for state and federal grants, but their applications can't quite make the cut with our Parks Commission.)

Folks in Delhi Township and elsewhere might not know that our great trails – Sycamore Creek on the north side of the Township and the two Ram Trail segments on the west – have not received one thin dime from the millage that they have been paying into since 2014. I have tried to be patient. I have waited. But Delhi Township – and more importantly, its 27 thousand residents and more than 10 thousand tax-paying households – are still left out in the cold. We shouldn't have to wait any longer.

As long as Delhi is treated like an ugly stepchild, its beautiful trails will be under-utilized. And the millage will serve as a symbol of County commissioners' petty provincialism, our seemingly inept bureaucracy, and our broken promise to voters to create a countywide system of trails. Delhi Township borders the City of Lansing. Its trails connect with the Lansing River Trail and the South Lansing connector at the intersection of Jolly and Aurelius roads. Delhi Township is a short distance from Michigan State University and the City of Mason. Even though multiple priority projects are in Delhi Township, Delhi remains shut out. (In fact, two of these priority projects have been the subjects of

[3] *Id.* at 25.

Delhi's rejected grant applications[4]: the Ram Trail eastern extension, which Delhi subsequently managed to complete on its own, and the proposed trail to Burchfield Park.)

Even if your municipality has been "winning" this zero-sum game, you should still care about how Delhi Township and other grant applicants are treated under our process. You should care as a steward entrusted with the public's money and as a policymaker. You owe these duties to your constituents and to every taxpayer in the County.

Fairness demands better. We must keep the promises we made to our residents. Our role is not to create an arena for municipalities to duke it out for what are essentially their own resources. And we should lead the way in regional efforts, especially one that we purported to create.

c: Controller's Office
Board of Commissioners' Office
Parks Department and Parks Commission

[4] *Id.*

From: Ottke, Robert
Sent: Wednesday, February 14, 2018 10:38 AM
To: Morgan, Timothy <TMorgan@ingham.org>
Subject: Re: Ingham County Employee Free Event Snow Tubing at Hawk Island this evening

Mr. Morgan,

I would like to THANK YOU and YOUR STAFF!!!!!

This event was amazing, My family has never been to the Hawk Island park to partake in the activities that you offer there.

We arrived at this event not knowing what to expect, and we were extremely thrilled and pleased with our experience at the park. Our daughter even had a snow boot blow out, and your staff accommodated my request for a roll of duct tape to fix her boot, so she could continue tubing on the hill. (our daughter was a little embarrassed by her boot, but it worked in a pinch) and a couple runs down the hill, and that disaster was forgotten.

Your staff was amazing, and very accommodating to everyone that was there.

I thanked everyone that was working that night, and told them how much we appreciated it!!!!

I wanted you to know as well!!

Thank you again, and please pass this along to whoever you see fit!!

We will be back,
Thank you
Rob Ottke
Ingham County Sheriff Office

From: Morgan, Timothy
Sent: Monday, February 12, 2018 8:53 AM
Subject: Ingham County Employee Free Event Snow Tubing at Hawk Island this evening

Please join us this evening, Monday, February 12th for the Ingham County Employee Free Event Tubing at Hawk Island from 5-8 p.m.

Tubes for snow tubing at Hawk Island are included.

Ingham County Parks Department is hosting Ingham County Employees, their spouse, and their children at no charge for Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk

Island County Park on Monday February 12th from 5pm-8pm. An employee would simply show their paystub or County ID.

Sincerely,

Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
CTA (Certified Tourism Ambassador™)
Director, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-244-7191 (Direct)
517-676-2233 (Park Information)
tmorgan@ingham.org
www.inghamcountyparks.org