AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, May 21, 2018

Monday, May 21, 2018

5:30pm

PARKS & RECREATION COMMISSION MEETING

Winter Sports Building
Burchfield Park
881 Grovenburg Road
Holt, Michigan

NOTE CHANGE IN LOCATION

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

3. **Approval of Minutes**
   Minutes of May 14, 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. **ADMINISTRATIVE REPORTS**
   - **A.** Director - Page 7
   - **B.** Park Managers – Page 9
   - **C.** Administrative Office - Page 13
   - **D.** Financial Report - Page 15
   - **E.** Millage Coordinator Report - Page 16
   - **F.** FLRT Trail Ambassador Report - Lauren Ross - Page 17

7. **DISCUSSION ITEMS**
   - **A.** 8% of Millage Funds for Park Items and Applying for Major Capital Park Projects Identified in the Ingham County Parks Master Plan - Page 21

8. **ACTION ITEMS**
   - **A.** Hawk Island Boardwalk/Accessible Launch and Lighting Land and Water and Trust Fund Grant Applications - Page 22
   - **B.** 2019 Budget Request - Page 26
   - **C.** Application Form for the Trails and Parks Program Application - Page 35
   - **D.** Scoring/Ranking Criteria for the Trails and Parks Program Application - Page 46

9. **Board/Staff Comments**

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

11. Upcoming Meetings

A. Date: Monday, June 18, 2018; Time: *5:15pm*
Parks & Recreation Commission Meeting
Room A, Human Services Building, Lansing

B. Date: Monday, June 25, 2018; Time: 5:30pm
Parks & Recreation Commission Meeting
Lakeview Shelter, Lake Lansing South, Haslett

12. Informational Items – *Distributed at Commission Meeting*

A. County Services, Human 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.

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
May 14, 2018

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

Board Members Present:	Matt Bennett, Ryan Earl, Jessy Gregg, Cherry Hamrick, and Jonathan Schelke
Absent:	Commissioner Teri Banas, Paul Pratt, and Commissioner Carol Koenig
Also Present:	Park Director Tim Morgan, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Mike Unsworth - Tri-County Bicycle Association, Steven Leiby - Tri-County Bicycle Association, Tristan Earl, and Jeff Potter-Friends of Ingham County Parks (entered at 6:18pm)
Call to Order:	Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:15pm
Minutes:	**Moved by** Mr. Schelke and **Supported by** Mr. Earl to approve the April 23, 2018 minutes of the regular meeting as written. **Yes-5; No-0. MOTION CARRIED.**

LIMITED PUBLIC COMMENT

Mike Unsworth with the Tri-County Bicycle Association said he is pleased to see construction along the trails.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #7A: Application Form for the Trails and Parks Program Application. Agenda Item #7B: Scoring/Ranking Criteria for the Trails and Parks Program Application. Agenda Item #8A: Confirm RSVP List for Area Parks & Recreation Directors & Commissioners Forum on May 17, 2018.

ACTION ITEMS

None.

DISCUSSION ITEMS

Edit Application Form for the Trails and Parks Program Application~

Mr. Morgan referenced page four of the late packet, the resolution that Paul Pratt introduced clarifying design standards for millage projects. Mr. Morgan recommended we add to question four of the application: (P*lease review attached BOC resolution #18-054 clarifying design standards).* We can attach the resolution to the back of the application.

Mr. Morgan stated on page 5, he would recommend adding a box titled *Major capital projects identified in the Ingham County Parks Master Plan*. Mr. Morgan stated he has heard comments from Board of Commissinoers that Ingham County Parks projects did not go through the same application process as other communities. Mr. Morgan stated we had previously set aside 8% of millage funds for park items per Board of Commissioner Resolution #16-102. Mr. Morgan stated we are going to look at this 8% guideline for deferred items from the parks, and then bigger major capital projects from the Master Plan action program we will go through the application process just like other communities. Mr. Schelke stated this is a good

idea, we may want to make sure the large capital outlays are trails related. Mr. Schelke stated this would be discussed in scoring the application process and he doesn't think there needs to be a restriction in the application. Mr. Bennett stated his issue with this is how do we objectively grade these projects. Mr. Morgan stated previously this had gone through the budget process without grading. Mr. Morgan stated multiple people have asked why Ingham County Parks' projects aren't discussed or scored. Mr. Schelke stated the visibility will be better for the Parks' projects. Mr. Bennett asked if the Board of Commissioners want the Park Commission to score Park projects. Mr. Morgan stated Commissioner Hope has inquired about this process previously. Ms. Gregg asked for clarification from the Board of Commissioners regarding this-do County projects have priority? Ms. Gregg stated the 8% is important to provide for the Parks. Mr. Morgan agreed, the 8% is important and we have $300,000+ in requests for next year, not including big projects. Mr. Morgan stated the 8% needs to be used for deferred maintenance.

Ms. Gregg likes the idea of transparency, but her fear is that the projects may not score as well. Building a new park shelter at a park is not a particularly attractive project. If we do score the projects, we may not approve these projects. Ms. Gregg stated we need clarification from the Board of Commissioners. Mr. Bennett stated the Board of Commissioners have previously stated 8% should be allocated for the Parks. Mr. Morgan stated BOC Resolution #16-102 authorized 8% of the Trails and Parks Millage collected in the first two years was allocated to the Ingham County Parks Department to fund CIP projects with future Parks Department millage requests to come as a part of the budget process. Mr. Morgan stated if we do grants, we are not doing any items for deferred maintenance or small projects. Mr. Morgan stated typically $80,000 is funded from the general fund for CIP projects.

Ms. Gregg stated she likes the idea of scoring the applications, but is worried about these projects scoring lower. Mr. Morgan stated alternatively you could request grant and CIP items in the budget process. Mr. Morgan wants to make sure our deferred items and smaller items are taken care of, but we also want to apply for grants. Mr. Morgan stated only a portion of the CIP request is funded-and our true needs aren't addressed. There is a $3.5 million millage for parks and trails and we have roofs that have not been replaced in years. Mr. Witte stated the 2019 CIP list includes roofs that have been in need of replacement since 2014. Mr. Morgan stated he doubts these projects will be funded. Ms. Gregg asked where do we draw the line on park projects for our department, and then what if other communities want to do similar projects. Ms. Gregg stated this may make the application process messy. Mr. Schelke stated the real issue is we are not getting money from the general fund. Mr. Morgan reiterated that this is a trails *and parks* millage.

Mr. Schelke asked if it is the intention of the County Commissioners to allocate money for park items. Mr. Witte stated there is a need for park items. Mr. Witte stated all three of our parks have trails within and blueways. These projects would stand upon their own merit. For example, at Lake Lansing, the boardwalks haven't been addressed in years. Our parks can also connect to other areas too. Mr. Morgan stated he would rather take our chances competing with other communities, rather than at budget hearings end up with something less than what we need. Mr. Morgan stated if we don't start fixing these deferred items, it will be even more detrimental up the road. Mr. Schelke asked that we discuss this again at the next Park Commission meeting.

Ms. Gregg stated she doesn't have a fundamental issue with this idea. Mr. Morgan stated it is his charge to get the needs of our department met and that is what he is trying to do. Mr. Earl stated he likes the concept and would like to discuss this with the rest of the commissioners next week too. Mr. Earl stated he thinks this would be a fair idea, and we need to find a way to grade our applications with the same lens as other communities' applications.

Mr. Earl recommended using the Special Project box for Ingham County Park projects instead of adding a new box for Major capital projects identified in the Ingham County Parks Master Plan for simplicity.

Edit Scoring/Ranking Criteria for the Trails and Parks Program Application~

Ms. Gregg asked for clarification on question one. Mr. Bennett stated he thought the priority corridors were defined in the Mannik Smith report. Mr. Morgan stated we could ask for communities to explain why their project should be considered a priority corridor. Ms. Hamrick recommended deleting this criteria. Ms. Gregg stated this question may not help us with scoring, and she wants to bring our scoring in line with what was actually awarded. Mr. Bennett stated our intention was for the top ten projects which were defined by the surveys to be scored higher, and recommended extra points for the top ten projects. Ms. Gregg stated we need to be able to communicate to communities which projects we want. Mr. Schelke stated there were surveys and community input for what was really important in the back of the report. The priority corridor report didn't pay any attention to the surveys, and there is a disconnect. Mr. Morgan agreed and stated we can eliminate reference to Figure 24 for criteria one, and instead list the top five projects from the public input and survey.

Ms. Gregg stated she likes Mr. Bennett's idea for scoring for matching dollars: divide whatever matching funds they receive by 10 and multiple by two; so if the project received 50% match they get 10 points, or a 63% match gets 12.6 points.

Mr. Bennett stated there are too many categories. Mr. Bennett stated the projects we rated highly didn't get funded. Mr. Bennett stated we should focus on three items-County connectivity, matching funds, and a 1-10 overall rating. Mr. Bennett stated he recommends combining question 4-6 and do an overall rating instead from 1-10. Ms. Hamrick stated she likes that idea, it is less confusing. Mr. Morgan asked if Mr. Bennett can get those edits sent to Ms. Buzzard by Thursday morning.

Mr. Morgan stated another concern from previous rounds, is that for small projects it was his understanding that they should have been scored separately from the bigger projects. Ms. Gregg recommended for the next round we have two separate spreadsheets for scoring.

Ms. Gregg asked if there should be a new category for major projects (1 million+) in a future round. Discussion ensued. Should there be a different criteria for those projects? Ms. Gregg stated this is an idea to discuss in the future.

Mr. Bennett asked about weighting each criteria. The highest you can get is 19.8 points for matching dollars. Mr. Morgan stated you could increase the multiplier for 3 for matching dollars. Ms. Gregg agreed.

Mr. Bennett stated the points could be 5, 10, 15 and use a multiplier of 3 for matching dollars.

Mr. Morgan asked what is considered a matching fund. Mr. Schelke stated cash, then there is no subjectivity. Ms. Hamrick agreed.

Mr. Bennett left the meeting at 6:20pm.

Ms. Gregg asked what matching dollars the DNR and MDOT allows. Mr. Morgan stated he will check.

All Park Commissioners present agreed on the point system Mr. Bennett proposed.

BOARD/STAFF COMMENTS

Area Parks & Recreation Directors & Commissioners Forum May 17, 2018~
Reviewed the RSVP list and added Ryan Earl and Jonathan Schelke.

REVIEW PARK COMMISSION AGENDA

Mr. Earl stated he would like input from the Board of Commissioners on the Park Commission regarding the concept of funding 8% of the millage for park items and applying for major capital park projects identified in the Ingham County Parks Master Plan. Mr. Morgan stated we will send this request to Commissioner Banas and Commissioner Koenig and ask they review the minutes from tonight's meeting and ask for their input at the next Park Commission meeting on May 21st.

Mr. Earl stated he would like the edits to the application and scoring included in the next packet, not as a late item, so they have time to review.

LIMITED PUBLIC COMMENT

None.

Adjournment:
There being no further business, the meeting was adjourned at 6:27pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Recording Secretary

Directors Report
April 18th-May 16th (May 21st Park Commission meeting)

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

- Ongoing weekly update meetings with Nicole and Melissa on various committee agendas, supporting documents and internal items, including resolutions.
- Attended a two Board meetings with the Friends of Ingham County Parks.
- Continued to work with HR on reclassification process for Assistant manger's positions and Ranger
- Took the Friends MOU and Park Patron program agreement and resolution forward to the BOC.
- Continued to work with and correspond with Jeff and the Ingham County Dive team near Old English Inn to discuss a log jam at an old foot bridge on the Grand River and how they can assist the Parks making it safe to clear this spring. With recent flooding it looks like June before this may be attempted.
- Met with Spicer and Managers to review and work on millage related items; Major Action Program potential future grant items for all parks.
- Attended meetings with Prime Professional MC Smith Associates for McNamara MNRTF grant project at Burchfield, McNamara Landing with Tim and Jeff and Melissa.
- Continued working on 2019 Budget Request items with staff and assembling the Packet for Park Commission review and working with Budget office for entering in and packaging our 2019 request, once approved.
- Continued working with other Directors in team concept for the Controller to plan to help assist with review of candidates to fill the Financial Services Director position and interviews.
- Set in on interviews for the Human Resources Director Position.
- Continued to work with Jim Hudgins and staff on several RFP's for current grant projects, and CIP projects.
- Continued to work with Cindy Wagner, Zoo Director, Nicole and staff for review of RFP's for a Revenue Management System/Point of Sale for the Zoo and Parks. We are working with Jim Hudgins on a new RFP.
- Attended several County Controller meetings.
- Helped with Bill Earl Youth fishing program at Hawk Island.
- Met with MParks and MACPRO officers, I was elected to serve as Vice President of MACPRO (Michigan Association of County Parks and Recreation Officials. Also attended a MACPRO quarterly meeting hosted at Newaygo County Parks system in Newaygo County.
- Met with CADL and Brian Collins about story boards at Hawk Island County Park Playground. More to come on this in June.
- Attended an area Park Directors meeting in Lansing.
- Reviewed Tri-County Non-Motorized Plan on road routes and gaps in the separated trail systems with Melissa and Bob Peterson Road Engineer.
- Walked the Hayhoe Trail with Melissa and looked at future project extension project, it is to be bid work begin this summer.
- Attended an annual meeting of the MMMBA Mountain Bike group with Jeff Gehl and Tim Buckley.
- Met with staff and managers for monthly meetings.
- Helped with Packets and agendas and minutes for Park Commission meetings.
- Attended BOC meetings; Human Services, and Finance for resolution that was passed by the Park Commission.
- Continued to do promo spot for Ingham Parks on Tim Barron Radio show provided giveaways for promotion.
- Sorted through and responded e-mails daily.

- Continued working with Melissa Buzzard on various items and requests by the BOC and Controller's office pertaining to the Trails & Parks millage as to the Application update and review for the Park Commission.
- As I type the report it has went from spring right into summer temperatures! Staff has been busy with calls in the office and staff in the field with preparing for the summer crowds that have already started to arrive! As always get out and enjoy the spring blooming and weather in a County Park close to you!

(Bill Earl Youth Fishing Program at Hawk Island)

May 2018

Hawk Island County Park

- Met with potential contractors to view fishing pier and boardwalk removal prior to bids.
- Met with Spicer group to look over future CIP items.
- Worked with Jim Hudgins (Purchasing Director) on several bid items and CIP projects.
- Met with contractor for annual backflow prevention devices inspection.
- Met with contractor for annual sprinkler system inspection.
- Met with Capital Area District Library staff to discuss a display within park.
- Seasonal Employee Hiring and training
- Worked with Special Event coordinators for upcoming events
- Worked with Volunteers to seal coat playground and spread woodchips.
- Worked with Volunteers to assemble fishing supplies for Bill Earl Fishing programs and painted fencing around park.
- Worked on layout and excavation of sidewalk from parking area to Soldan Dog Park and 2 additional handicap accessible parking spots for Dog Park.
- Beach house water turned on and opened for summer season.
- Broad Leaf Herbicide Treatment
- Began repainting maintenance building.
- Crack Seal parking lots and roads.

Burchfield Park Report

4/17 Interview for Assistant Manager
Attend McNamara grant meeting with Tim Morgan
4/18 Interview for Assistant Manager
Attend staff and managers meetings
4/19 Interview for Assistant Manager
4/23 Attend Park Commission Meeting
4/25 Mason High school work day
4/27 Lansing Christian work day
5/3 MMMBA meeting with Tim Buckley and Tim Morgan
5/8 Interview seasonal staff
5/10 Meet with drain commission for storm water
5/14 Meet with Managers, Tanya (Spicer), Tim Morgan for future grants projects
5/16 Staff Meeting

Stewardship News (Emma Campbell)

- Earth Day volunteer group cleared garlic mustard at the start of the red/blue trail and planted native trees. We had 12 volunteers for 36 hours
- Attended DEQ earth day event on April 19th for environmental education and outreach discussed vernal pond
- Attended Wilcox Elementary Family Fun and Fitness night. Promoted getting kids outside at the park and our day camp program.
- Conducted a volunteer work day on May 5 with 4 volunteers for 3 hours. We pulled garlic mustard at Riverbend and planted native trees at Heron Pond.
- Audubon guided hike on May 15th outreach and environmental education and community bird watching.

I worked on getting the park ready for the upcoming summer season. I had the water well treated, took samples and opened up the summer restrooms and water lines. I finalized the bids for the new canoe trailer and sent in a material requisition. I met with Coe Emens and went through a playground audit and started working on the recommendations. We continue to meet with representatives from the MMMBA and go over the trail signage project. We installed the new trail posts and stickers to the single track mountain bike trail. I met twice with Tim Morgan about the river blockage at the English Inn along with the Dive team from the sheriff's department. Installed river is blocked signs at Bunker Landing. We continue to rebuild picnic tables and started pulling the tables and grills out of the overlook pavilion area. Continue to remove trees from the park and trails as needed. Worked with the MMMBA to relocate a section of trail and cleared the new line. Worked with several volunteer groups and they did staining of posts, invasive plant removal, and mountain bike trail renovations, cleaning up of the mowing areas. We installed 24 yards of playground mulch in the beach playground along with adding new mulch to most of the flower bed areas.

River blockage

Staining Posts

Playground fiber at beach

Lake Lansing April – May
Park Manager Report

1. Interview – Select – Train new seasonal employees
2. Start the training for the new Lake Lansing Assistant Manager - Cristina Estrada
3. Host Lansing Catholic Volunteer Day
4. Seal coat Lake Lansing Park South Playground
5. Reorganizing all hand tool and part areas at Lake Lansing Park South Maintenance Building
6. Host numerous Special Events and reservation
7. Clean and paint all picnic tables to cover all stains and burn marks
8. Collected 65 goose eggs and destroyed 12 goose nests
9. Prepare all Lake Lansing 2019 CIP lists including summary and pictures
10. Review Overall Parks Budget including CIP – (660) Equipment – Grant – and millage long term budgets at a staff meeting.
11. Order concession – boat - and beach supplies
12. Started the South Park Main Shelter lighting and Hot Coal Depository
13. Mowing – Spraying – Mulching all areas
14. Created the 2017 Friends of Ingham County Parks “Annual Report” for the sidewalk grant submission at Lake Lansing Park South.

April - Parks Office Monthly Report

Communications, Training & Research

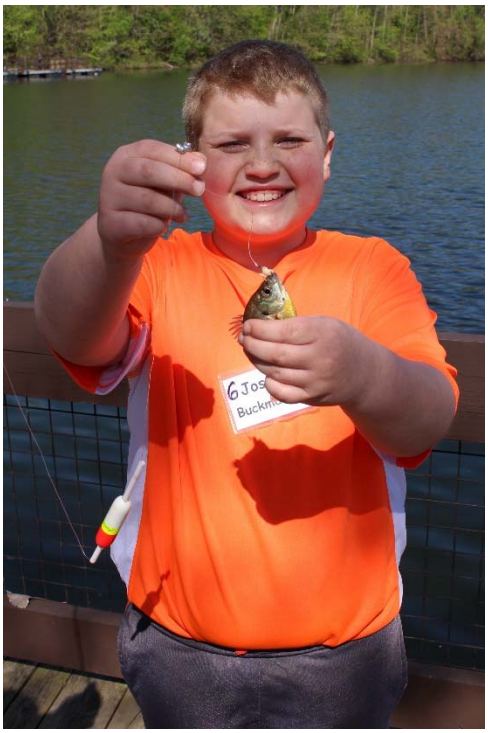
Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared.

Customer Service

We received 943 phone calls in the month of April. 118 park visitors made a picnic shelter reservation. We have received 61 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 45 U.S. passport applications in April.

Bill Earl Fishing Program

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



Burchfield Park Day Camp

Continued registration for Exploring Nature Day Camp at Burchfield Park.

Accounting/Payroll

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

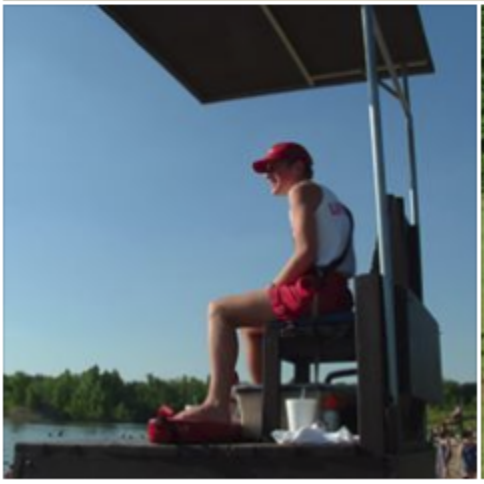
Marketing

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

Ingham County Parks added 3 new photos.
April 25 at 8:30am ·

If you or someone you know are interested in a summer job opportunity where you get to spend your time outdoors and gain experience interacting with customers, follow this link: https://mol.ingham.org/…/employmentopportuniti…/default.aspx

There are a variety of positions available at Burchfield Park, Hawk Island and Lake Lansing!



Ingham County Parks Budget Status
4/30/2018

	ORIGINAL 2018 BUDGET	ANNUAL AMENDED BUDGET	2018	2018	2018 Percent Used
Park Administration					
Revenue					
Passport Revenue	20,000	20,000	10,216	(9,784)	51.1%
Parking Revenue	0	0	(32)	(32)	100.0%
Misc Revenue	1,000	1,000	413	(587)	41.3%
Carry Over Surplus Used	0	0	0	0	100.0%
Rev trf in F101	593,396	593,396	296,698	(296,698)	50.0%
Rev trf in F228	51,500	51,500	25,750	(25,750)	50.0%
Rev trf in (Cap Imp) F101	0	0	0	0	100.0%
Total Revenue	665,896	665,896	333,045	(332,851)	50.0%
Expenditures					
Personnel Services	327,631	327,631	93,387	234,244	28.5%
Controllable Expenses	204,046	219,046	35,217	183,829	16.1%
Non-Controllable Expenses	134,219	134,219	13,455	120,764	10.0%
Capital Outlay	0	0	0	0	100.0%
Total Expenses	665,896	680,896	142,059	538,837	20.9%
Net Cost Park Administration	0	(15,000)	190,985	(205,985)	
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	4,375	(11,425)	27.7%
Disc Golf Fees	22,000	22,000	7,119	(14,881)	32.4%
Pedal Boat Rental	2,000	2,000	0	(2,000)	0.0%
Canoe/Kayak Rental	42,500	42,500	0	(42,500)	0.0%
Ski Rental	7,000	7,000	4,051	(2,949)	57.9%
Food Concessions	2,500	2,500	1,501	(999)	60.1%
Parking Fees	44,665	44,665	12,708	(31,957)	28.5%
Snow Tube Rental	4,000	4,000	1,751	(2,249)	43.8%
Day Camp	10,000	10,000	7,238	(2,762)	72.4%
Rev trf in F101	303,109	303,109	151,555	(151,555)	50.0%
Total Revenue	453,574	453,574	190,298	(263,276)	42.0%
Expenditures					
Personnel Services	383,141	383,141	94,117	289,024	24.6%
Controllable Expenses	60,433	71,933	22,215	49,718	30.9%
Non-Controllable Expenses	10,000	10,000	2,676	7,324	26.8%
Total Expenses	453,574	465,074	119,007	346,067	25.6%
Net Cost Burchfield Park	0	(11,500)	71,291	(82,791)	
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	7,625	(12,925)	37.1%
Boat Rental	7,500	7,500	0	(7,500)	0.0%
Boat Launch Fees	17,000	17,000	164	(16,836)	1.0%
Ski Rental	0	0	1,871	1,871	100.0%
Food Concessions	13,650	13,650	100	(13,550)	0.7%
LL House	9,600	9,600	3,200	(6,400)	33.3%
Parking Fees	84,335	84,335	7,959	(76,376)	9.4%
Inflateable Rental	1,000	1,000	0	(1,000)	0.0%
Rev trf in F101	349,326	349,326	174,663	(174,663)	50.0%
Total Revenue	502,961	502,961	195,582	(307,379)	38.9%
Expenditures					
Personnel Services	412,959	412,959	90,669	322,290	22.0%
Controllable Expenses	74,002	74,002	19,174	54,828	25.9%
Non-Controllable Expenses	16,000	16,000	4,131	11,869	25.8%
Total Expenses	502,961	502,961	113,974	388,987	22.7%
Net Cost Lake Lansing Parks	0	0	81,608	(81,608)	
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	10,247	(19,903)	34.0%
Boat Rental Fees	13,000	13,000	0	(13,000)	0.0%
Food Concessions	29,000	29,000	4,958	(24,042)	17.1%
Parking Fees	173,000	173,000	35,234	(137,766)	20.4%
Snow Hill Tubing Fees	50,000	50,000	54,893	4,893	109.8%
Dog Park Revenue	10,000	10,000	2,918	(7,082)	29.2%
Rev trf in F101	341,026	341,026	170,513	(170,513)	50.0%
Total Revenue	646,176	646,176	278,763	(367,413)	43.1%
Expenditures					
Personnel Services	501,245	501,245	130,945	370,300	26.1%
Controllable Expenses	99,137	99,137	22,416	76,721	22.6%
Non-Controllable Expenses	45,794	45,794	16,921	28,873	36.9%
Total Expenses	646,176	646,176	170,281	475,895	26.4%
Net Cost Hawk Island Park	0	0	108,482	(108,482)	
Grand Total Revenue	2,268,607	2,268,607	997,687		44.0%
Grand Total Expenses	2,268,607	2,295,107	545,321		23.8%
Net Change in Fund Balance	0	(26,500)	452,366		
Fund Balance, Beginning of Fiscal Year 2018 [1]			410,121 [2]		
Projected Fund Balance End of Year			862,487		

[1] The 208 fund is closed for 2017. $4,320 was subtracted from the 208 fund balance.
[2] 0 of the fund balance is designated for CIP projects.

Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- May 21

- Worked with Spicer, the Park Director and FLRT on wayfinding community resolution
- Prepared press release for this round of millage grant
- Prepared presentation for Land Use and Health Resource Team
- Wrote a press release for the newly funded millage projects
- Interviewed by HOMTV for aforementioned press release
- Processed paperwork for next round of contracts working with attorney and Nicole
- Worked with Cindy and Nicole to learn new aspects of MUNIS to aid with millage work
- Continued to advise millage related new design for the website
- Worked with County Road Department on Potential Non-motorized projects
- Worked with Park Director on budget items
- Communicated with MDNR on water trails and blockage issues
- Attended a planning meeting in Stockbridge to discuss the next steps
- Hiked the Hayhoe River Trail and looked at areas of concern with Park Director
- Biked a portion of River Trail with Jonathan Schelke to learn more about the trail/area
- Attended Mid-America Trails and Greenways Conference (overview to be included in next report)

FLRT Trail Ambassador Program Coordinator Monthly Report
May, 2018

Events

- CATA Clean Commute Day – May 4
  - Table set up at event
  - Handed out brochures, stickers, water bottles, coozies, Tri-County Regional Planning Commission maps
- BWL/Impression 5 Adopt-a-River - May 12
  - Table set up at event
  - Volunteers distributed dog waste bags (provided by Soldan's Pet Supplies)
  - Handed out brochures, Tri-County Regional Planning Commission maps
  - Joined by Trail Ambassador & representative for Sierra Club

Other Business

- Worked with FLRT Board Members to file Notice of Solicitation for sponsorship program
- Finalized Trail Sponsor Contract & distributed to one potential sponsor
- Met with South Lansing Christian Church to discuss trail expansion through property
- Met with Sierra Club/Mid-Michigan Environmental Action Council to discuss native pollinator planting sites along river trail
- Conducted City of Lansing sign inventory
- Toured trails for condition assessment & photos to use at annual meeting
- Continued learning to use Salesforce to better track membership and sponsorship
- Attended planning meetings for RedPaddle kayak race, DirtyFeat adventure race
- Featured by LSJ in a story about South Lansing 4/26/18 (https://www.lansingstatejournal.com/story/news/local/2018/04/26/south-lansing/485118002/)

MOU Status

Community Name	In Discussion	In Process	Signed	Last Update
Ingham County			✔	3/7/17
City of Lansing		✔		2/9/17
City of East Lansing			✔	9/28/17
City of Mason			✔	10/13/17
Delhi Township		✖		3/9/18
Meridian Township			✔	1/31/18
Stockbridge		✔		3/7/18

Lansing State Journal Article

Lauren Ross

TRAILS AMBASSADOR

Laureen Ross is the trail ambassador for the Friends of the Lansing Regional Trails.

Gannon Burgett, For the Lansing State Journal

"It's surprising how much open land is down here."

Lauren Ross is part of a group that envisions a new way of life for south Lansing and surrounding areas.

She's trail ambassador for the Friends of the Lansing Regional Trails, a group of about 300 volunteers.

Ross, 30, serves in a part-time, paid role and sees a day when the Lansing River Trail will go from Michigan State University's campus to Creyts Road in Delta Township.

"It's going to be a big hurdle, and we're going to need everyone on board," Ross said.

A nearly 6-mile, $1.8 million trail addition from Aurelius Road to Waverly was completed in 2014, but it's still not a well-known project, Ross said.

It runs along a Consumers Energy power-line corridor mostly south of Jolly Road.

Holt native and trail ambassador for the Friends of the Lansing Regional Trails Lauren Ross talks about her goal to further extend the trail to Creyts Road in Delta Township.

(Photo: Gannon Burgett/For the Lansing State Journal)

A lack a familiarity with the trail addition may be because it's in south Lansing. She believes now is the time to tell this part of the city's story.

Friends of the Lansing Regional Trails
Trail Sponsorship Request

Name of Sponsor Organization:
Authorized Representative Name:
Authorized Representative Contact:

Level of Sponsorship Desired (indicate quantity desired)

Bronze	Silver	Gold
$500/yr.	$1,000/yr.	$2,000/yr.
Single sign on trail	Two signs on trail	Three signs on trail
Logo on website	Logo on website	Logo on website
		Recognition on trailhead sign at Maguire Park

Location of Desired Signage:

- ☐ Old Town (Lansing)
- ☐ Downtown (Lansing)
- ☐ Moores Extension (Lansing)
- ☐ Potter Park (Lansing)
- ☐ Scott Woods (Lansing)
- ☐ Crego Park (Lansing)
- ☐ Red Cedar Woods (Lansing)
- ☐ Hawk Island (Lansing)
- ☐ Maguire Park (Lansing)
- ☐ East South Lansing Pathway (Lansing)
- ☐ West South Lansing Pathway (Lansing)
- ☐ Sycamore Trail (Delhi Township)
- ☐ Valhalla Trail (Delhi Township)
- ☐ Ram Trail (Delhi Township)
- ☐ Hayhoe Trail (Mason)
- ☐ Northern Tier Trail (East Lansing)
- ☐ Interurban (Meridian Township)
- ☐ Central Park - Nancy Moore (Meridian Township)

Additional Comments:

_____

_____

_____

Friends of the Lansing Regional Trails
Trail Sponsorship Agreement

THIS AGREEMENT is entered into this _____ day of _____, 20___ by and between the **Friends of the Lansing Regional Trails, a registered 501(c)3 nonprofit organization** with offices at 200 N. Foster Ave., Lansing, Michigan 48912, herein after referred to as "FLRT" and _____, whose address is _____, _____, _____, _____ herein referred to as "Sponsor"

IT IS THEREFORE AGREED, as follows:

Sponsor has furnished FLRT with the design or artwork necessary to have the sponsor sign made professionally.

FLRT retains the right to reject any objectionable words and/or graphics proposed for any sponsor sign. Sponsor will be promptly notified of any objectionable sponsor sign content and will be given the opportunity to propose new words and/or graphics.

FLRT may recognize sponsors on their website, in promotional materials, and at their annual meeting at its discretion.

Upon receipt and approval of Sponsor's artwork and design, FLRT agrees to install a sponsor sign at or near _____ from the____ day of _____, 20____ to the ____ day of _____, 20____.

The area of placement of said sponsor sign shall be at the sole discretion of FLRT. However, Sponsor may request a certain location and FLRT will try to honor the request.

During the term of this agreement, FLRT agrees that they are primarily responsible for the care of the sponsor sign and shall reasonably repair or replace any sponsor sign that is damaged, stolen, lost or destroyed at no cost to the Sponsor.

FLRT may, in its discretion, remove the sponsor sign for safekeeping and protection from the weather and winter storage after October 31 of each year of this agreement. FLRT may temporarily remove the sponsor sign at any time to prevent damage to the sponsor sign due to park maintenance or construction.

After the term of this agreement, the parties may, by mutual agreement, renew this contract on an annual basis.

This agreement constitutes the entire understanding between the parties and is executed by the parties on this _____day of _____, 20_____.

FLRT:	Date:	Sponsor:	Date:
_____	_____	_____	_____
Dana Graham, President		Authorized Representative*	

*FLRT reserves the right to reject any sponsorship request at its sole discretion.

ADOPTED - MARCH 22, 2016
AGENDA ITEM NO. 21

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING 8% OF THE TRAILS AND PARKS MILLAGE COLLECTED FOR FY 2015 AND FY 2016 BE ALLOCATED TO THE INGHAM COUNTY PARKS DEPARTMENT TO FUND CIP PROJECTS

RESOLUTION # 16 – 102

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

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

THEREFORE BE IT RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

COUNTY SERVICES: Yeas: Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None **Absent:** Koenig **Approved 3/15/2016**

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer
Nays: None **Absent:** Anthony, Case-Naeyaert **Approved 3/16/2016**

PRELIMINARY ESTIMATE OF COST
BOARDWALK REPLACEMENT (SOUTH END) & LIGHTING
HAWK ISLAND COUNTY PARK
INGHAM COUNTY, MI

Trust Fund Grant - GRAND TOTAL	$521,900.00
LWCF Grant - GRAND TOTAL	$600,000.00
Non-Grant Funded Expenses	
Fish Stocking	$10,000.00
Topographical Survey	$15,000.00
GRAND TOTAL FOR ENTIRE PROJECT	**$1,146,900.00**

	Grant Funds	Trails & Parks Millage	Total Project Cost
TRUST FUND GRANT:	$300,000	$221,900	$521,900
Match Percentage:	(58%)	(42%)	
LWCF GRANT:	$300,000	$300,000	$600,000
Match Percentage:	(50%)	(50%)	
OTHER COSTS:			
Fish Stocking	$0.00	$10,000	$10,000
Topographical Survey	$0.00	$15,000	$15,000
PROJECT TOTALS:	$600,000	$546,900	$1,146,900

PRELIMINARY ESTIMATE OF COST
WALKWAY/DOCK IMPROVEMENTS (SOUTH END OF LAKE)
HAWK ISLAND COUNTY PARK
INGHAM COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
Trust Fund Grant - BOARDWALK, PATH LIGHTING (EAST/SOUTHEAST SIDE OF LAKE)					
1.	1	Lump Sum	Permits	Lump Sum	$2,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	$4,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	$25,000.00
4.	1	Lump Sum	Remove Ex. Dock	Lump Sum	BY OWNER
5.	200	Ton	HMA Path, 10' wide, 3" thick (approx. 200 ton)	$150.00	$30,000.00
6.	2,000	Sq. Ft.	Concrete Paving, 4" thick (approx. 2500 Sq. Ft.)	$12.00	$24,000.00
7.	1,500	Sq. Ft.	Fishing Pier / Overlook Dock, w. composite decking (approx. 1500 Sq. Ft.)	$125.00	$187,500.00
8.	1	Each	Interpretive Signage	$2,500.00	$2,500.00
9.	3	Each	Recycled Bench	$1,500.00	$4,500.00
10.	2	Each	Recycled Trash Receptacle	$1,500.00	$3,000.00
11.	1	Lump Sum	Landscaping (Native Trees/Plants/Rain Garden)	Lump Sum	$15,000.00
12.	1	Lump Sum	Parking Lot Striping & Signage (ADA spaces)	Lump Sum	$2,500.00
13.	16	Each	30' Wood Pole (installed)	$2,000.00	$32,000.00
14.	16	Each	LED Light Fixture (installed)	$500.00	$8,000.00
15.	16	Each	Photocell	$50.00	$800.00
16.	17,850	Lin. Ft.	#6 Wiring	$2.00	$35,700.00
19.	2	Each	Utility Un-Metered Service	$5,500.00	$11,000.00
20.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	$13,100.00
21.	1	Each	DNR Recognition Plaque	$300.00	$300.00
22.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	$11,000.00
				SUBTOTAL	**$412,400.00**
				Contingency	$41,400.00
				Engineering (15%)	$68,100.00
				TOTAL PRELIMINARY ESTIMATE OF COST	**$521,900.00**

PRELIMINARY ESTIMATE OF COST
WALKWAY/DOCK IMPROVEMENTS (SOUTH END OF LAKE)
HAWK ISLAND COUNTY PARK
INGHAM COUNTY, MICHIGAN

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
LWCF Grant - CANOE/KAYAK LAUNCH & PEDDLE / ROW BOAT DOCK and LIGHTING OF TUBE HILL AND PATH (WEST/NORTH/NORTHEAST SIDE OF LAKE)					
1.	1	Lump Sum	Permits	Lump Sum	$2,500.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	$3,500.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	$5,000.00
4.	500	Sq. Ft.	Concrete Paving, 4" thick (approx. 2500 Sq. Ft.)	$12.00	$6,000.00
5.	2,500	Sq. Ft.	Peddle Boat/Row Boat Dock & Slips (EZ Dock floating) (approx. 2500 Sq. Ft.)	$50.00	$125,000.00
6.	1	Lump Sum	Accessible Canoe/Kayak Launch	Lump Sum	$30,000.00
7.	1	Each	Interpretive Signage	$2,500.00	$2,500.00
8.	1	Each	Recycled Bench	$1,500.00	$1,500.00
9.	1	Lump Sum	Landscaping (Native Trees/Plants/Rain Garden)	Lump Sum	$5,000.00
10.	1	Lump Sum	Parking Lot Striping & Signage (ADA spaces)	Lump Sum	$2,500.00
11.	55	Each	30' Wood Pole (installed)	$2,000.00	$110,000.00
12.	55	Each	LED Light Fixture (installed)	$500.00	$27,500.00
13.	55	Each	Photocell	$50.00	$2,750.00
14.	63,150	Lin. Ft.	#6 Wiring	$2.00	$126,300.00
17.	2	Each	Utility Un-Metered Service	$5,500.00	$11,000.00
18.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	$6,400.00
19.	1	Each	DNR Recognition Plaque	$300.00	$300.00
20.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	$6,500.00
				SUBTOTAL	**$474,250.00**
				Contingency	$47,550.00
				Engineering (15%)	$78,200.00
				TOTAL PRELIMINARY ESTIMATE OF COST	**$600,000.00**

HAWK ISLAND PARK
PROJECT SUMMARY
2019 DNR GRANT(S)

TRUST FUND GRANT PROJECT
This project entails moving the access route to the south end of the lake. It will include:

- A new paved path, in lieu of the boardwalk along bank of the lake
- (3) new fishing piers / overlook docks
- LED Lighting of the path around the lake on the south and southeast sides of the lake
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign
- Native landscaping will be included to replace the removed trees and vegetation along the bank of the lake
- Parking lot striping to delineate the ADA parking spaces

The project funding is proposed to request $300,000 from the DNR Trust Fund grant and $221,900 from the Ingham County Trails and Parks Millage, for a total project amount of $521,900.

LAND AND WATER CONSERVATION FUND GRANT PROJECT
The proposed project includes:

- An accessible canoe/kayak launch
- A new floating pedal boat / row boat dock with slips
- New concrete walks
- LED Lighting of the path around the lake on the west, north and northeast sides of the lake
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign
- Native landscaping will be included to replace the removed trees and vegetation along the bank of the lake
- Parking lot striping to delineate the ADA parking spaces

The project funding is proposed to request $300,000 from the DNR Land and Water Conservation Fund (LWCF) grant and $300,000 from the Ingham County Trails and Parks Millage, for a total project amount of $600,000.

OTHER FUNDS
Other funds, not grant eligible, will be required to complete topographical survey for the project. The County would also like to stock the lake with fish which is not a grant eligible expense. The project funding is proposed to request a total of $25,000 from the Ingham County Trails and Parks Millage.

Ingham County Parks

2019

Budget Request

1. Capital Improvement Requests – General Fund
2. & 2a) Capital Improvement Requests – Trails & Parks Millage Fund
3. & 3a) Additional Operating Costs & Revenue
4. Contract Form
5. Trails & Parks Millage Administration Request
6. 208 Operating Request
7. Motion for Approval

Ingham County Parks Department
2018 Capital Improvement Request

General Fund Request

Rank	Amount	Park	New/Replace
1. Gator (Equipment ATV)	$18,500	Lake Lansing	Replace
2. Passenger Van 15 (Livery Program)	$35,000	Burchfield	Replace
3. Truck	$45,000	Hawk	Replace
4. Truck	$31,000	Burchfield	Replace
5. Roof; Kestrel	$25,000	Hawk	Replace
6. Roof; Peregrine	$40,000	Hawk	Replace
7. Roof; Sand Hill	$30,000	LL North	Replace
8. Jeep Liberty	$30,000	Hawk	Replace
9. Tractor 3320	$40,000	Hawk	Replace
10. Roof; Winter Sports	$30,000	Burchfield	Replace
11. Roof; Red Tail Shelter (1/2)	$20,000	Hawk	Replace
12. Roof; Pine Knoll Shelter	$30,000	Burchfield	Replace
13. Roof; South Ridge Shelter	$30,000	Burchfield	Replace
14. Roof; Boat House Rentals	$20,000	Hawk	Replace
15. Roof; Boat House Rentals	$15,000	LL South	Replace
*16. Roof; Bath House Building	$175,000	LL South	Replace
17. Roof; North Main Shelter	$40,000	LL North	Replace
18. Roof; Lakeview Shelter	$30,000	LL South	Replace
19. Roof; Maintenance Building	$75,000	LL South	Replace
20. Roof; Snell Restroom Building	$50,000	LL North	Replace
21. Roof; Oak Knoll Shelter	$30,000	LL North	Replace

Total: $839,500

* This roof was scheduled to be replaced in 2018. The beach house roof is currently leaking. This building was turned down by controllers recommended budget request for 2018 for total replacement utilizing MDNR Grants and millage as match and offset the difference in the overall cost. It is in the current Parks Action Plan program for major capital projects to apply for grants for total replacement in April 2021. If match is not committed to apply for grants for total replacement or repair in year one of the millage renewal 2021, then this roof will need to be replaced as soon as possible or the building may become a total loss soon thereafter.

2019 Budget Request Item # 1.

Ingham County Parks Department
2018 Capital Improvement Request

(2.) Trail and Park Millage Fund Request

Rank	Amount	Park	New/Replace
1. TOPO survey (MDNR Grant/match)	$15,000	Lake Lansing South	Replace/Grant Match
2. Path Replacement to all facilities	$70,000	Hawk	Replace
3. Golf Cart (Equipment)	$10,000	Hawk	Replace
4. Golf Cart (Equipment & Accessories)	$11,000	Lake Lansing	New
5. Crack Seal All Entry Road Asphalt	$25,000	Lake Lansing (All)	Replace
6. Retaining Wall/Sidewalk	$11,500	Lake Lansing South	Replace
7. Tuck Point Beach House walls	$15,000	Lake Lansing South	Replace
8. Drinking Fountain(s)	$20,000	Hawk/River Trail	Replace
9. Canoe/Kayak(s)	$5,000	Burchfield	Replace
10. Kayak(s)/Life Jackets	$7,500	Hawk	New
11. Zero Turn Mower	$20,000	Hawk	Replace
12. Secondary Boat Dock (25")	$12,000	L. Lansing Boat Launch	Replace
13. Snow mobile and track setter	$10,000	Lake Lansing North	Replace
14. Parking Lot (gravel)	$10,000	LL South	Replace
15. Parking Lots (gravel)	$5,000	Burchfield	Replace
16. Disc Golf Course Improvement(s)	$5,000	Burchfield	Replace
17. Pedal Boats	$25,000	Hawk & LL	Replace
18. Sealer for all Playgrounds (200 gal)	$7,500	All three Parks	Replace
19. Beach Sand (all beaches)	$10,000	All three Parks	Replace
20. Fish Stocking	$10,000	Hawk	Replace
21. Dock for No-leash Dog Park	$20,000	Hawk/Soldan	New
22. Splash Pad Vault	$25,000	Hawk	Replace

Total: $337,500

(2a.) Grant Match Boardwalk Replacement and trail lighting at Hawk Island Park

Trust fund grant total: $300,000	Match: $221,900	Total Project: $521,900
Land & Water grant total: $300,000	Match: $300,000	Total Project: $600,000

Total Match from Trails & Parks Millage for both grants: **Total Match: $546,900**

2019 Budget Request Item # 2 & 2 a.

(3.) Additional Operating Costs:

Total additional in Contractual Services from approved two orgs:

818000	$5,000

Meridian Township Lake Lansing Watershed Agreement (contract increase $5,000)

Resolution #18-135, which makes up the increase in 81800.

Total additional expense accounts for Lake Lansing Parks:

705000 Salaries-Temp increase	$2,500
726011 Other Supplies- Concession	$2,500

(3a.) Additional Revenue:

Parks Revenue line item for the following two accounts be increased for Lake Lansing Parks due to reopening of CC Ski rentals:

630000 Ski Rental increase	$1,000
652000 Parking Fees increase	$4,000

2019 Budget Request item # 3.

2019 CONTRACT FORM 5/15/18

DEPT	CONTRACTOR	REASON FOR CONTRACT	DISTRIBUTION NO. FUND	ORG	OBJECT	BEGIN DATE	END DATE	2017 ACTUAL	2018 APPROVED	2019 PROJECTED	2019 Total of each ORG 931100:
PARKS	Supreme Rental / Miller's Ameri-can	Portable Restroom Rental Service	208	75300	931100	4/1/18	3/31/21	$ 5,750	$ 5,246	$ 4,200	75300 $ 7,907
PARKS	Supreme Rental / Miller's Ameri-can	Portable Restroom Rental Service	208	75500	931100	4/1/18	3/31/21	$ 1,073	$ 1,000	$ 960	75500 $ 9,939
PARKS	Supreme Rental / Miller's Ameri-can	Portable Restroom Rental Service	208	75600	931100	4/1/18	3/31/21	$ 1,470	$ 1,000	$ 960	75600 $ 4,857
PARKS	Granger Waste	Dumpster Service	208	75300	931100	3/12/18	4/30/20	$ 2,418	$ 1,200	$ 1,907	75200 $ 9,130
PARKS	Granger Waste	Dumpster Service	208	75500	931100	3/12/18	4/30/20	$ 4,218	$ 2,800	$ 2,879	**$ 31,833**
PARKS	Granger Waste	Dumpster Service	208	75600	931100	3/12/18	4/30/20	$ 3,565	$ 2,400	$ 2,264	
PARKS	Advanced Dust Control/Dave Barr	Parking lot dust control- LL & BUR	208	75500	931100	5/1/18	12/31/18	$ -	$ 2,400	$ 2,500	
			208	75300	931100	5/1/18	12/1/18	$ 2,504	$ 1,000	$ 1,000	
PARKS	State of Michigan	Water tests	208	75300	931100	Annual	Annual	$ 649	$ 1,600	$ 800	
PARKS	State of Michigan	Water tests	208	75500	931100	Annual	Annual	$ 751	$ 1,000	$ 1,000	
PARKS	State of Michigan	Water tests	208	75600	931100	Annual	Annual	$ 1,313	$ 2,000	$ 1,633	
PARKS	Drain Commission	Resolution 16-510	208	75200	931100	12/13/16	12/31/22	$ 9,093	$ 7,387	$ 9,130	
PARKS	Marine Automated Dock Systems	Lake Lansing Dock Install-Removal	208	75500	931100	Annual	Annual	$ 2,600	$ 2,800	$ 2,600	
		208 TOTAL 931100						**$ 35,404**	**$ 31,833**	**$ 31,833**	

PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	Annual	Annual	$ 3,188	$ 3,175	$ 3,360	**2019 Total of each ORG 818000:**
PARKS	Comcast	Internet	208	75600	818000	Annual	Annual	$ 1,977	$ 2,000	$ 2,000	75300 $ -
PARKS	Comsource	Radios	208	75600	818000	6/11/2018	6/10/2021	$ 3,644	$ 3,360	$ 3,360	75500 $ 10,000
PARKS	Active Network	RecNet Reservation System	208	75200	818000	1/25/2005	open ended	$ 2,949	$ 3,100	$ 3,000	75600 $ 5,360
PARKS	Ingham County Health	Food Licenses/P2 & Pool Fees	208	75200	818000	Annual	Annual	$ 1,210	$ 1,645	$ 1,560	75200 $ 7,920
PARKS	Meridian Township	Watershed Agreement	208	75500	818000	6/1/2018	12/31/27	$ 5,000	$ 5,000	$ 10,000	**$ 23,280**
		208 TOTAL OF 818000						**$ 17,968**	**$ 18,280**	**$ 23,280**	
					208 TOTALS OF 931100 + 818000			**$ 53,372**	**$ 50,113**	**$ 55,113**	**$ 55,113**

Trails & Parks Millage Budget
228-62800
For Trails & Parks Millage Program Coordinator -BOC Resolution #17-312
(The items below are for performing millage coordination)

2019

Cell phone	921150	612
Uniforms	745000	250
Travel(local)mileage (uses personal vehicle to do business)	861000	3,350
Supplies (Software 6k)	726010	8,500
Postage	729000	1,000
Advertising	901000	2,500
Printing	944100	2,500
Travel Professional Development	861100	3,000
Staff Development and Training	960000	3,000
Salary and Benefits 95%	Sub Total:	100,681 $125,393
5% of salary (106031*.05 = $5350)- Parks 208 Operating		5,350
TOTAL		**$130,743**

2019 Budget Request Item # 5.

2019 Budget Request

Item 6

	2018 Amended Budget	2019 208 Budget Request	2019 Budget Admin 75200	2019 Budget Burch 75300	2019 Budget Lake Lan 75500	2019 Budget Hawk 75600
REVENUE						
600000 SHELTER FEES	66,500	66,500		15,800	20,550	30,150
600100 DISC GOLF FEES	22,000	22,000		22,000		
610100 BOAT RENTAL	22,500	22,500		2,000	7,500	13,000
610200 CANOE / KAYAK RENTAL	42,500	42,500		42,500		
620000 BOAT LAUNCH FEES	17,000	17,000			17,000	
630000 SKI RENTAL	8,000	8,000		7,000	1,000	
641000 FOOD CONCESSIONS	45,150	45,150		2,500	13,650	29,000
650000 LL HOUSE RENT	9,600	9,600			9,600	
652000 PARKING FEES	306,000	306,000		44,665	88,335	173,000
652100 SNOW HILL ADMISSIONS	50,000	50,000				50,000
669130 INFLATEABLE RENTALS	1,000	1,000			1,000	
669140 TUBE RENTALS	4,000	4,000		4,000		
669141 DOG PARK REVENUE	10,000	10,000				10,000
669142 PASSPORT REVENUE	20,000	20,000	20,000			
671000 DAY CAMP	10,000	10,000		10,000		
688220 MISC REVENUE	1,000	1,000	1,000			
698010 CARRY OVER SURPLUS USED	0	0				
699000 REVENUE TSF IN - F101	1,586,857	1,586,857	593,396	303,109	349,326	341,026
699228 REVENUE TSF IN - Millage 228	51,500	51,500	51,500			
699500 REVENUE TRF IN CAP IMP - F101						
TOTAL REVENUE	2,273,607	2,273,607	665,896	453,574	507,961	646,176
PERSONNEL SERVICES						
704000 SALARIES & WAGES-PERM	660,115	660,115	154,634	161,711	153,370	190,400
705000 SALARIES & WAGES-TEMP	518,384	518,384	50,000	127,923	150,801	189,660
706000 SALARIES & WAGES-OVERTI	4,783	4,783	283	1,500	1,500	1,500
706100 ON CALL PAYMENT	180	180		60	60	60
706700 OVERTIME WAGES - SEASONAL	1,787	1,787	287	500	500	500
708000 MEETING FEES	9,400	9,400	9,400			
713000 MISC FRINGES	0	0	0	0	0	0
714000 UNEMPLOYMENT	3,376	3,376	784	832	780	980
715000 FICA COUNTY SHARE	51,670	51,670	11,982	12,735	11,947	15,006
716020 HEALTH INS-PHP	135,885	135,885	31,288	20,552	44,444	39,601
716030 HEALTH WAIVER	4,525	4,525	0	2,966		1,559
716035 RETIREE HLTH INS CHARGEBACK	41,364	41,364	10,341	10,341	9,192	11,490
716040 RETIREE HLTH INS TRUST CHG	30,394	30,394	7,048	7,491	7,027	8,828
716100 DENTAL INS-ADMIN	11,064	11,064	2,766	2,767	2,458	3,073
716200 VISION INSURANCE	1,488	1,488	372	373	330	413
716450 SEPARATION BUYOUT CHGBACK	8,443	8,443	1,958	2,081	1,952	2,452
717000 LIFE INS	1,379	1,379	431	315	288	345
717100 DISABILITY INS	286	286	116	114	36	20
718000 RETIREMENT DEFINED BENEFIT	123,718	123,718	40,593	27,094	26,481	29,550
718500 RETIREMENT DEFINED CONTR.	3,980	3,980	2,671	870	283	156
720000 LONGEVITY BONUS	10,800	10,800	2,000	1,800	2,800	4,200
722000 WKCPMP INS	4,059	4,059	578	1,017	1,122	1,342
722600 EMPLOYEE ASST PROGRAM	396	396	99	99	88	110
TOTAL PERSONNEL SERVICES	1,627,476	1,627,476	327,631	383,141	415,459	501,245

Item 6

	2018 Amended Budget	2019 208 Budget Request	2019 Budget Admin 75200	2019 Budget Burch 75300	2019 Budget Lake Lan 75500	2019 Budget Hawk 75600
CONTROLLABLE EXPENSES						
726011 OTHER SUPPLIES - CONCESSION	33,400	33,400		2,000	12,200	19,200
728000 PRINTING AND BINDING	12,000	12,000	12,000			
729000 POSTAGE	4,500	4,500	4,500			
730000 OFFICE SUPPLIES	2,800	2,800	2,800			
731000 PHOTO-COPYING & SUPPLIES	600	600	600			
734000 NON-CAPITAL EQUIP	12,444	12,444	400	9,044	1,500	1,500
735100 CONTROLLED CAPITAL-OTHER	3,956	3,956		3,956		
740000 MAINTENANCE SUP	117,136	117,136	692	32,639	30,150	53,655
743000 OTHER SUPPLIES	27,031	27,031	1,411	9,000	6,300	10,320
745000 UNIFORM & ACCESSORIES	5,500	5,500	5,500			
746010 CLOTHING ALLOWANCE	600	600		200	100	300
747000 GAS-GREASE-OIL-ANTIFREE	38,000	38,000	38,000			
802800 MED SERVICES - physicals	1,000	1,000	1,000			
815000 MEMBR/SCRPS/SUBSCRIPTIONS	3,500	3,500	3,500			
818000 CONTRACTUAL SERVICES	23,280	23,280	7,920		10,000	5,360
823100 POLICE SERVICES	30,000	30,000	30,000			
861000 TRAVEL EXPENSE-LOCAL	3,000	3,000	3,000			
861100 TRVL PROF DEVELOP INSTATE	3,100	3,100	3,100			
890080 ADMINISTRATION FEES *(cc fees)*	12,500	12,500	12,500			
901000 ADVERTISING	10,750	10,750	10,750			
921050 TELEPHONE	7,900	7,900	7,000	450	450	
921060 TELEPHONE - LONG DISTANCE	0	0				
931000 BUILDING REPAIR	15,000	15,000	15,000			
931100 MAINT-RELATED CONTRACTUAL	31,833	31,833	9,130	7,907	9,939	4,857
932000 EQUIP REP & MAIN	41,200	41,200	41,200			
942000 EQUIPMENT RENTAL	18,138	18,138	10,000	2,713	2,713	2,712
957120 SALES/USE TAX	3,650	3,650		304	1,170	2,176
957130 OTHER TAXES/ ASSESSMENTS	3,500	3,500			3,500	
960000 STAFF DEV & TRAINING	5,300	5,300	5,300			
967000 SPECIAL PROJECT COSTS	0	0				
TOTAL CONTROLLABLE EXPENSES	471,618	471,618	225,303	68,213	78,022	100,080
NON-CONTOLLABLE EXPENSE						
911000 INSURANCE & BONDS	0	0				
921000 UTILITIES	82,794	82,794	11,000	10,000	16,000	45,794
921070 COURIER SERVICE	1,337	1,337	1,337			
921150 TELEPHONE ALLOCATION COSTS	5,629	5,629	5,629			
943000 IT OPERATIONS	35,534	35,534	35,534			
943010 EQUIP SVC CHG	39,797	39,797	39,797			
943020 EQUIP SVC CHG PC	5,058	5,058	5,058			
943100 NETWORK MAINT SVC CHG	15,327	15,327	15,327			
944000 VEHICLE SERVICE CHG	18,999	18,999	18,999			
944100 COPIER SERVICE CHG	1,538	1,538	1,538			
TOTAL NON-CONTROLL EXPENSES	206,013	206,013	134,219	10,000	16,000	45,794
TOTAL EXPENSES	2,305,107	2,305,107	687,153	461,354	509,481	647,119

Total Revenue	2,273,607	665,896	453,574	507,961	646,176
Total Expenses	2,305,107	687,153	461,354	509,481	647,119
Difference	31,500	-21,257	-7,780	-1,520	-943

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 21st, 2018

MOTION TO APPROVE THE 2018 BUDGET REQUEST

- 1. The 2019 General Fund Capital Improvement Request of $839,500
- 2. The 2019 Trail & Park Millage Fund Capital Improvement Request of $337,500
- 2a. The 2019 Trail & Park Millage Fund Capital Improvement Request for Hawk Island Board Walk/Accessible launch and lighting Michigan Department of Natural Resources Grants from Land and Water Conservation Fund and Michigan Natural Resources Trust Fund local match of $546,900
- 3. The 2019 Additional Operating Request of $10,000
- 3a. The 2019 Additional Revenue of $5,000
- 4. The 2019 Contract Form of $55,113
- 5. Trails and Parks Millage Administration budget of $130,743
- 6. 208 Operating Budget Request of $2,305,107
- 2019 Operating Budget Request revenue line item 699228 (millage 228) $51,500 for Park Security & Maintenance that staff will be utilizing the $30,000 for park security divided evenly between the three county parks to hire seasonal staff to perform rule enforcement & closing procedures.

The Ingham County Parks Commission hereby directs staff to submit the above request as stated above pending any requisite adjustments made by the budget office as requested.

Ingham County Trails and Parks Program Application

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

Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c)(3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

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

Project applications must be received by 5pm August 31 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the January Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Amount Requested: $			
Distance of repaired/new construction in feet/miles:			
Trail/blue ways:	Boardwalk:	Bridge:	
☐ New Construction	☐ Repair, Rehabilitation, Long-term Maintenance	☐ Special Project	
☐ Small grant: Up to $50,000 for municipalities contributing less than 5% of total county millage revenue annually. See Figure 1. * (Small grants will be scored separately)			

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

New Construction	Repair/Rehabilitation/Long-term Maintenance	Special Projects

Town, Range and Section Numbers of Site Location

(Town):	(Range):	(Section):

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

ESTIMATED COSTS/BUDGET

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

EXPENSES

Scope Item(s):	**Quantity**	**Amount**
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
Other Fees (i.e., Permitting, etc…)		
Total Project Expenses		**$**
Provide detailed cost estimate for Project		**$**

APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years.

Amount

Local Contribution $ _____

Other Grant Contributions

Name of Grantor(s) Amount

_____ $ _____

_____ $ _____

Name of Partner(s) Amount

_____ $ _____

_____ $ _____

Name of Donor(s) Amount

_____ $ _____

_____ $ _____

In-Kind Support

Name of Organization Description Value

_____ _____ $ _____

_____ _____ $ _____

Other Amount

_____ $_____

Total Applicant Funds $_____

*Millage Funds REQUESTED (does not count as match) $_____

*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses

Total % of matching Funds %_____ Match

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

Provide a (detailed) description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).

PROJECT INFORMATION & DETAILED DESCRIPTION *(as applicable)*

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

   Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.

2. Discuss how the project is improving regional connectivity.

   Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.

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

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. 250 word limit.

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

You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. ***Please review attached BOC Resolution #18-054 for design standard clarification.*** 250 word limit.

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

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.

6. Discuss how the project supports equitable opportunities.

Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.

ATTACHMENTS - REQUIREMENTS
1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources*. You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material and/or in-kind donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.

CERTIFICATION	
Signature of Applicant:	Date:

Figure 1.

Ingham County Trails and Parks Millage
Estimated Revenue by Municipality

Municipality	Total Generated Revenue	Estimated Loss to Tax Capture	Estimated Available Revenue	Percent of Total
Alaiedon Township	$ 109,741	$ -	$ 109,741	3.3%
Aurelius Township	$ 68,726	$ -	$ 68,726	2.1%
Bunker Hill Township	$ 30,949	$ -	$ 30,949	0.9%
Delhi Township	$ 347,613	$ 85,205	$ 262,408	7.9%
Ingham Township	$ 36,313	$ 2,953	$ 33,359	1.0%
Lansing Township	$ 132,989	$ 25,128	$ 107,860	3.2%
Leroy Township	$ 58,849	$ 4,955	$ 53,894	1.6%
Leslie Township	$ 40,164	$ -	$ 40,164	1.2%
Locke Township	$ 34,146	$ -	$ 34,146	1.0%
Meridian Township	$ 776,105	$ 755	$ 775,350	23.3%
Onondaga Township	$ 39,593	$ -	$ 39,593	1.2%
Stockbridge Township	$ 57,918	$ 2,698	$ 55,219	1.7%
Vevay Township	$ 63,027	$ 816	$ 62,211	1.9%
Wheatfield Township	$ 34,763	$ -	$ 34,763	1.0%
White Oak Township	$ 28,502	$ -	$ 28,502	0.9%
Williamstown Township	$ 109,531	$ -	$ 109,531	3.3%
East Lansing (City)	$ 416,404	$ 15,819	$ 400,585	12.0%
Lansing (City)	$ 958,232	$ 32,290	$ 925,942	27.8%
Leslie (City)	$ 17,981	$ 3,272	$ 14,708	0.4%
Mason (City)	$ 106,781	$ 12,822	$ 93,959	2.8%
Williamston (City)	$ 50,716	$ 7,295	$ 43,422	1.3%
Ingham County (Total)	**$ 3,519,041**	**$ 194,009**	**$ 3,325,033**	**100.0%**

Created 2-23-15

ADOPTED – FEBRUARY 13, 2018
AGENDA ITEM NO. 18

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

RESOLUTION # 18 – 054

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Koenig**Nays**: None **Absent:** Naeyaert **Approved 02/05/2018**

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis
Nays: None **Absent:** Koenig, Schafer **Approved 02/07/2018**

Ingham County Trails and Parks Program Scoring Criteria

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

1. **Does this project either contribute to the completion of one of the top five scoring New Trail Preferences as listed in the Ingham County Trails and Parks Comprehensive Report Table 18 (attached) or contribute to the completion of one of the Ingham County Parks Major Capital Project Plans Table 16 (attached)?**
   0= no 5= yes
   _____pts

2. **Does this contribute to County connectivity?**
   0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).
   _____pts

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

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

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

   Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions, ~~*in-kind support*~~, or other funding sources will receive a higher priority than projects without other identified funding opportunities. Only monetary contributions will be considered. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for*. The number of points a project will receive is determined by dividing the percent match by 10 then multiplying that number by three. (ex: 63% match will receive 18.9 points)

   ~~**0% = 0 pts**~~
   ~~**1-9% = 2 pts**~~
   ~~**10-49% = 5 pts**~~
   ~~**50-59% = 10 pts**~~
   ~~**60-69% = 11 pts**~~
   ~~**70-79% = 12 pts**~~
   ~~**80-89% = 13 pts**~~
   ~~**90+% = 14 pts**~~

~~Score 0-14~~
_____pts

4. **Overall, how do you rate the project?**

Considerations:

- Project area is under public ownership or is currently accessible for public use;
- Does not require complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency;
- Is appropriate and in line with available funds.
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities;
- Has the support of multiple jurisdictions and/or stakeholders.
- The project increases or improves access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area;
- Contributes to an equitable geographical distribution of the millage funds.

Rate the project on a scale of 1-15, 1 being least desirable and 15 being most desirable.
_____pts

~~5. **Overall, how do you rate the project considering public demand and public support?**~~

- ~~Has been prioritized in adopted plans;~~
- ~~Has volunteer and/or partner organization support;~~
- ~~Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities;~~
- ~~Has the support of multiple jurisdictions and/or stakeholders.~~

~~**Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.**~~
~~_____pts~~

~~6. **Overall, how do you rate the project considering supports equitable opportunities?**~~

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

~~**Rate the project on a scale of 1-10, 1 being least desirable and 10 being most desirable.**~~
~~_____pts~~

_____ **Total Points Scored**

Table 18. New Trail Preferences

New Trail Preferences	Highlighted Corridor*	South Lansing/Delhi Township	Meridian Township	East Lansing	North Lansing	Mason/Leslie/Dansville/Stockbridge	Williamston/Webberville	Total	Online Survey	Combined Total
MSU to Lake Lansing Parks	M	10	19	12	7	3	1	52	126	178
Holt to Mason	J	14	6	6	4	34	2	66	65	131
Lansing River Trail North Extension	P	3	0	3	0	0	0	6	89	95
Lansing River Trail South Extension	Q	2	0	0	0	0	0	2	92	94
Lansing River Trail to Northern Tier Trail	N	0	0	3	1	0	0	4	87	91
Lansing River Trail to Clinton County	O	0	0	0	0	0	0	0	74	74
Red Cedar Water Trail	R	1	12	6	1	0	11	31	44	75
RAM Trail to Burchfield Park	H	10	0	1	6	0	1	18	53	71
Grand River Water Trail	S	2	0	0	0	0	1	3	43	46
Hayhoe Trail to Vevay Twp. Hall	C	1	0	1	0	20	1	23	16	39
Holt RAM Trail Extension East	I	1	0	0	3	0	0	4	33	37
Meridian Township to Webberville	K	0	5	0	0	0	2	7	22	29
North-South artery along Onondaga Rd.	D	0	0	0	0	1	0	1	17	18
Mason west to Eaton County	G	0	0	0	3	1	0	4	11	15
Southwest connector to Eaton and Jackson counties	A	0	0	0	0	1	0	1	13	14
Mason East to M-52	F	0	0	1	0	4	0	5	7	12
M-52 connection -Stockbridge to Webberville	E	0	0	1	0	0	1	2	6	8
Bellevue Rd. Connection -Leslie to Eaton County	B	0	0	0	0	1	0	1	5	6
M-52 connection -Webberville to Shiawassee County	L	0	0	0	0	0	0	0	1	1

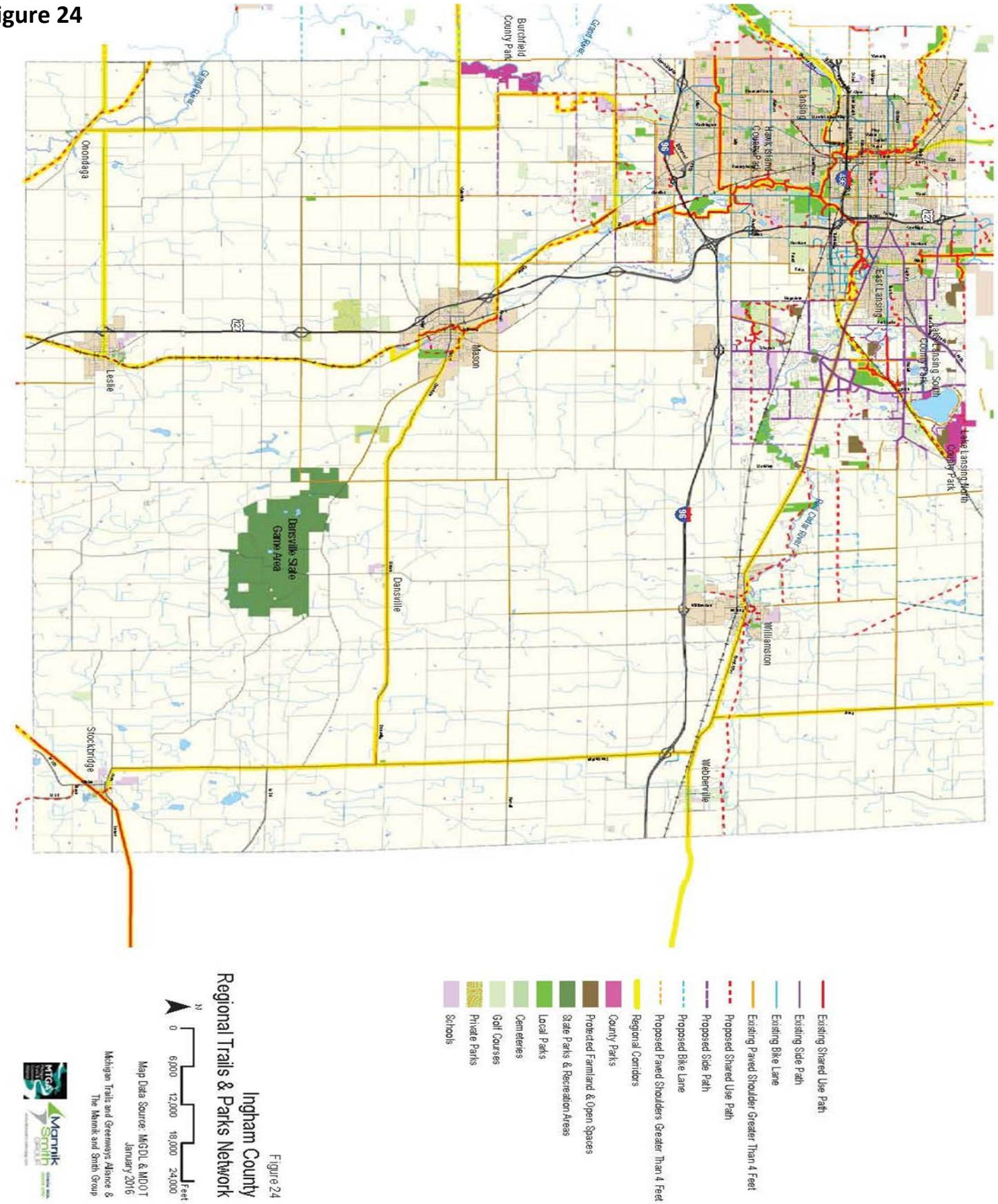
* The highlighted corridors are shown on Figure 32.

Table 16
Ingham County Parks
Major Capital Project Plan Timeline

PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
1	ADA spaces and for all facilities with gravel lots at Burchfield/Lake Lansing Park North, ADA Access to Amenities - New	Total approved for both Grants: $325,200	**MDNR-** Trust Fund- $244,700 Recreational Passport $75,000 Total: $325,200	2017 LL North- Approved Burchfield- Pending	2018/2020 Total Projects: $644,900	G 1,3,5 O3a
2	Accessible Pedal Boat Dock & Fishing Pier & ADA access at Lake Lansing South – New/Replace	Total for both Grants: $230,600	**MDNR-** Trust Fund- $300,000 Recreational Passport $137,400 Total: $437,400	April 1, 2018	2019/2020 Total Projects: $668,000	G 1,3,4,5 O3a, O4b
3	Boardwalk/Fishing Pier/Boat Rental Dock Replacement and ADA Kayak Launch at Hawk - New/Replace	Total for both Grants: $364,300	**MDNR-** Trust Fund- $300,000 Recreational Passport $114,800 Total: $414,800	April 1, 2019	2020/2021 2019/2020 Total Projects: $779,100	G 1,3,4,5,7 O4b
4	Lighting- Hawk Island loop trail parking lot tube Hill-New/Replace Boardwalk- Lake Lansing North replace	Total for both Grants: $600,000	**MDNR-** Trust Fund- $300,000 Trust Fund- $300,000 Total: $600,000	April 1, 2020	2021/2022 Total Projects: $1,200,000	G 1,2,3,4,5
5	Concession & Restroom building replacement and ADA access to amenities at Lake Lansing South – New/Replace	Total for all Grants: $1,000,000	**MDNR-** Trust Fund- $300,000 Land & Water- $300,000 Rec Passport- $150,000 Total: $750,000	April 1, 2021	2022/2023 Total Projects: $1,750,000	G 1,2,3 O1a

Table 16 Ingham County Parks Major Capital Project Plan Timeline						
PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
2021-2026	Repurpose Toboggan Run with Zip line or snow related winter activity at Burchfield Park – New/Replace	TBD	TBD	TBD	TBD	G 1,5 O5b
TBD	Consider Repurpose of Rental House and Footprint- Lake Lansing South	TBD	TBD	TBD	TBD	G1 O1b
2021-2026	Accessible ADA Kayak Canoe Launch/ADA Paths to Restroom, Beach and Canoe/Kayak rentals and parking lots at Burchfield Park – New	TBD	TBD	TBD	TBD	G 1,4,5 O4b, O3b
	Accessible loop trails at Burchfield - New	TBD	TBD	TBD	TBD	
2021-2026	Accessible Loop Trail, Disc Golf, Mountain Biking, Dog Park, and other recreation amenities Lake Lansing North. New/Replace	TBD	TBD	TBD	TBD	G 1,3,4,5 O3b, O4b
2021-2026	Boardwalk with Gazebo at Lake Lansing South - New	TBD	TBD	TBD	TBD	G 1,3,5
2021-2026	Ski rental Building at Burchfield – New/Replace	TBD	TBD	TBD	TBD	G 1,3,5

Figure 24


Burchfield County Park
Grand River
Onondaga
Lansing
Hawk Island County Park
East Lansing
Lake Lansing South County Park
Lake Lansing North County Park
Leslie
Mason
Dansville State Game Area
Dansville
Williamston
Webberville
Stockbridge
Existing Shared Use Path
Existing Side Path
Existing Bike Lane
Existing Paved Shoulder Greater Than 4 Feet
Proposed Shared Use Path
Proposed Side Path
Proposed Bike Lane
Proposed Paved Shoulders Greater Than 4 Feet
Regional Corridors
County Parks
Protected Farmland & Open Spaces
State Parks & Recreation Areas
Local Parks
Cemeteries
Golf Courses
Private Parks
Schools
Figure 24
Ingham County
Regional Trails & Parks Network
N
0 6,000 12,000 18,000 24,000 Feet
Map Data Source: MiGDL & MDOT
January 2016
Michigan Trails and Greenways Alliance &
The Mannik and Smith Group

MDOT GRANT MATCH REQUIREMENTS

Tim,

TAP only accepts cash match on the bid work in the construction phase.

We don't generally fund acquisition or design or construction engineering at all. Any phase of work without grant funding in it cannot count as match.

Any non-grant-participating scope items in construction also don't count as match.

The match that is counted is scored and heavily impacts whether a grant is awarded or not.

20% is minimum legal match, but very rarely used. 35% is average match over the last 25 years.

Average match on TAP grants this year is 42%.

If you're looking for ideas about how the county might make a match policy for the county millage funds, I will mention that many local agencies appreciate the fact that they can be more flexible than federal funds can be, and they take advantage of that. So, on purpose, they don't copy what we are required to do. I just thought I should throw some balance in!

Mike Smith
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MDNR TRUST FUND MATCH REQUIREMENTS

APPLICANT MATCH REQUIREMENTS

The applicant must provide a portion of the total project cost; this is known as the match. The MNRTF Program requires a minimum 25 percent match. However, you may earn points for your application under the Applicant Match criterion if you provide additional funds above the required minimum applicant match. Refer to the Scoring Criteria in Chapter 3 under the Applicant Match section for additional details.

The applicant match for land acquisition costs can be met by general funds, cash donations, other grants, or by donation by the seller of a portion of the value of the land to be acquired. All land value donations must be clearly documented in the grant application and supported by a letter of commitment from the landowner.

The applicant match for development costs can be met by cash outlay and credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the applicant match if the applicant specifies the nature and can document actual value of the items or services. Land acquisition costs are not eligible as match for a development project. The source and amount of all donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to October 1st in the year the application is made. Proof of secured match must be provided to your grant coordinator on or before October 1st. Failure to provide match

documentation by the October 1st deadline may result in the application being declared ineligible. Examples of proof of secured match include:

- General fund – Resolution from local governing body committing to the match.
- Cash donations – Letters of commitment from donors.
- Other awarded grants – Letter from granting organization committing to the grant, explaining the conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match score.
- Donation of land value – Letter from land owner committing to donate a fixed percentage of the appraised, DNR-approved fair market value. This match source is only eligible for acquisition grant applications.
- Donation of goods and services – Letter from the donor explaining the nature and value of the goods or services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as a percentage off a price are not accepted for documentation of match.
- In-kind/Force-account – Resolution from the governing body committing to the match.

Secured match ensures there should not be cash flow problems threatening the completion of the project. Changing match after the October 1 deadline is highly discouraged. However, if a change to the amount or source of match is necessary, the prior approval of the DNR is required and the grantee must provide documentation as to adequate cash reserves to fund the project. Applicants who are awarded MNRTF grants must understand that the receipt of grant funds outside of the MNRTF grant for this project may impact the amount of funds earned on the MNRTF grant. The combination of MNRTF grant payments plus other State of Michigan grant payments may not exceed one hundred percent of eligible project expenses.