

**Chairperson**  
Teri Banas

**Vice-Chairperson**  
Penelope Tsernoglou

## Ingham County Trails And Parks Task Force



**Members**  
Sarah Anthony  
Rebecca Bahar-Cook  
Robin Case Naeyaert  
Bryan Crenshaw  
Kara Hope  
Carol Koenig  
Randy Maiville  
Deb Nolan  
Todd Tennis

THE TRAILS AND PARKS TASK FORCE WILL MEET ON WEDNESDAY, SEPTEMBER 30, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order  
Approval of [February 19, 2015](#) Minutes  
Additions to the Agenda  
Limited Public Comment

1. Presentations: (Power Point)
  - a. Consultant Mannik Smith Group and Michigan Trails & Greenways Alliance “Team” [Project Overview](#): Project Tasks, Timeline, Website
  - b. System Inventory and Conditions: Consultant Mannik Smith Group Data Collection of Existing Trails, Bridges, Waterways and Parks within Ingham County
2. Emergency [Bridge Repairs](#), Costs and Cost Share
3. Public Meetings: Sites, Dates and Format - Consultant Mannik Smith Group and Michigan Trails & Greenways Alliance “Team”
4. Task Force Meeting Schedule: Items for Next Meeting
5. Commissioner Issues and Concerns

Announcements  
Public Comment  
Adjournment

A quorum of the Board of Commissioners will be present.

TRAILS AND PARKS TASK FORCE  
February 19, 2015  
Minutes - Draft

Members Present: Banas, Tsernoglou, Anthony, Bahar-Cook, Crenshaw, Hope, Koenig (arrived at 5:43 p.m.), Maiville, Naeyaert, and Nolan

Members Absent: Tennis

Others Present: Jared Cypher, Timothy Morgan, Ralph Monsma, Ryan Buck, Elaine Womboldt, Dave Womboldt, Leonard Provencher, Brian Reed, Martin Colburn, Kathy Donahue-Brown, Alan Dolley, Scott DeVries, and others

The meeting was called to order by Chairperson Banas at 5:35 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

The Task Force and staff members introduced themselves.

Approval of the February 5, 2015 Meeting Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2015 MEETING.

Commissioner Hope amended the minutes as follows:

She further stated that ~~the Task Force should~~ **it may be interesting to** review the electoral map that Commissioner Anthony mentioned. Commissioner Hope noted that Delhi Township did not support the millage, **but everyone who did not support the millage would be paying the millage.**

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

Additions to the Agenda

None.

Limited Public Comment

Dave Womboldt asked that the Task Force consider safety when developing the trails and parks plan. He stated that he resided in the South Lansing area.

Elaine Womboldt addressed the Task Force. She read a prepared statement and submitted it for the record. The prepared statement is included in the minutes by reference as Attachment A.

Chairperson Banas stated that public input was critical to the development of a plan.

Leonard Provencher stated that he resided in Haslett. He further stated that he was an avid, amateur cyclist. Mr. Provencher stated that the Board of Commissioners should be careful with how it utilizes the millage funds. He further stated that the Task Force should consider proper placement of trails, the fact that the seasons change, and maintenance costs. Mr. Provencher stated that he was a member of the Tri-County Bicycle Association. He further stated that connectivity among the parks and communities should be a high priority. Mr. Provencher stated that there were many types of cyclists and the Task Force should consider each type in developing a plan.

Brian Reed stated that he was the Leslie City Manager. He asked that the Task Force consider appropriating funds toward planning projects that would include connectivity. Mr. Reed stated that some of the obstacles that smaller communities face were the scarcity of funds, expertise, and/or staffing. He provided the example of the difficulty of developing a trail connecting Leslie to Mason.

Martin Colburn stated that he was the Mason City Administrator. He further stated that Mason had a strong working relationship with the Parks Department among other committees and entities. Mr. Colburn stated that they recommended the development of a master plan of trails, which would include a focus on regional connectivity. He further stated that Mason had a trail system funded by private gifts. Mr. Colburn stated that municipalities and other entities could submit their own separate plans so that the Task Force could integrate it the County plan. He further stated that the Task Force should weigh heavily plans by municipalities that were already in the works and to consider existing relationships. Mr. Colburn asked that the Task Force consider rights of way, easements, and waterway issues. He stated that these issues would hold the Task Force up if it did not consider them early. Mr. Colburn stated that customers should be engaged as well.

Commissioner Koenig arrived at 5:43 p.m.

Kathy Donahue Brown stated that she wanted to clarify comments notated in the minutes of the February 5, 2015 meeting.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO SUSPEND THE RULES AND AMEND THE MINUTES AS PER MS. DONAHUE-BROWN'S CLARIFICATION, THE AMENDMENT BEING:

Ms. Brown stated it would be important to **plan for the construction of restrooms, benches, water bottle filling stations, among other facilities in the new trails and parks system. She further stated that it would be important to advertise the existence of new and existing facilities, including** ~~of~~ bike repair centers, restrooms, water bottle filling stations, benches, ~~among others in parks and on the trails.~~

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Commissioner Bahar-Cook stated that she had received statements from Katherine Erickson, John Krohn, Nancy McKeague, Claudia Remenar, and Bob Trezise. Commissioner Bahar-Cook read each statement on the record, these statements being:

- Katherine Erickson stated that the Task Force should consider connecting existing trails that dead-end nowhere to a park, another trail, or other destination. She further stated that more trails for winter sports were desirable and improved maintenance at parking areas near trail access points during the winter was important.
- John Krohn stated that connections to existing recreation assets, including bike-friendly trails that connect to existing parks, were important.
- Nancy McKeague stated that connecting urban areas to rural areas, connecting new trails to existing trails, and improved safety were all important issues to consider.
- Claudia Remenar stated that she would prefer to travel to the county by trail rather than fighting traffic on narrow or non-existent road shoulders. She further stated that she resided in Bath Township, not far from the Northern Tier trail. Ms. Remenar stated that she desired to be able to ride to Mason or Leslie.
- Bob Trezise stated that he had two concerns: first, there was a lack of connection between Old Town Lansing and the far western border of Lansing that needed to be addressed, and second, it was important to create deeper connections between East Lansing, Lansing, Michigan State University, and the rest of the county.

Alan Dolley stated that he was the Williamston City Manager. He further stated that not only were trails and the development of trails important, maintenance funding for existing parks should be considered as well. Mr. Dolley stated that their funding had been tight and they were trying to maintain their parks, which were open for usage by all in the county. He asked that the County consider the out-county areas.

Commissioner Koenig left the meeting at 6:02 p.m.

1. Brief Overview of Requested Commissioner Information (Tim Morgan)
  - a. Determining Trail Construction Costs
  - b. GIS Layering

Tim Morgan, Parks Department Director, stated that developing a trails and parks plan was a huge endeavor. He provided an overview of a map from which the Task Force could begin to create a trails and parks plan.

Chairperson Banas asked how previously developed plans could guide developing a plan today.

Mr. Morgan gave the example of the Delhi to Mason trail segment. He stated that the plan had seen some engineering work performed in 2005.

Commissioner Crenshaw asked who constructed the Northern Tier trail.

Mr. Morgan stated that he did not know.

Discussion.

Commissioner Crenshaw asked whether the Lansing River Trail and Northern Tier connected.

Ralph Monsma, Parks Commissioner, stated that it currently did not connect. He further stated that there were issues of getting through the Lansing city center.

Mr. Morgan stated that it was important that we inventory all existing trails and parks.

Commissioner Maiville stated that the Road Department may be seeking a grant to construct a trail between Delhi Township and Mason along Cedar Street. He asked that the Parks Department get an update from the Road Department.

Discussion.

Commissioner Maiville stated that there was an approximately 20-mile trail near Stockbridge that connected to Livingston County. He asked that the trail be included on the map.

Commissioner Maiville stated that the maps could include farmland preservation areas so that the Task Force would be better informed.

Chairperson Banas invited the public to email Mr. Morgan with information that would allow the Task Force to flesh out the details. She stated that eventually, the Task Force would need an executive summary of all those details.

There was a discussion about the cost of trails.

Chairperson Banas stated that determining costs would be generated by an engineering analysis that would be performed in the future. She further stated some pricing estimates put the cost of a single mile of trail at roughly \$300,000.

Mr. Morgan stated that there were many variables that affected project start-dates, completion dates, and total cost.

Commissioner Crenshaw asked whether areas have been identified to analyze for cost.

Chairperson Banas stated that a number of communities had submitted information about local projects and associated costs. She further stated that the Task Force should develop broad directives before getting to specific projects.

Discussion.

Mr. Morgan stated that the master plan development process would likely flesh out broad directives and priority of specific projects.

Discussion.

2. Discussion - Format for Task Force Recommendations (Teri)
3. Discussion - Elements/Criteria for Developing an Ingham County Trails Scoring/Ranking System for Investing Millage Dollars
4. Discussion
  - a. Leveraging Trail Millage Dollars For Local Municipal Projects and Ingham County's Roles and Responsibilities for System Improvements and Maintenance
  - b. Level of Support for Parks using Millage Dollars
  - c. What Makes a Shovel-Ready Project (Elements that Need to be in Place)
5. Brief Synopsis of Michigan Recreation and Parks Association State Conference in Lansing (Teri and Tim)

Chairperson Banas stated that the Task Force would develop a recommendation to be presented to the County Services and Finance Committees. She further stated that the County Services Committee oversaw the Parks Department. Chairperson Banas stated that the Task Force could engage the Parks Commission to discuss particular issues.

Chairperson Banas provided a list of the main issues identified at the last Task Force meeting:

- Developing a ranking system of projects and priorities
- Connectivity, including linking:
  - Within the county
  - With other counties and the state
  - Population centers
  - Urban areas to rural areas, and vice versa
  - Cultural and destination centers
  - To other forms of transportation
- Maintenance
- What roles and responsibilities would the County fill?
- Leveraging county millage funds with funds from other sources
- The needs of parks

Commissioner Bahar-Cook proposed that the Task Force assign percentages to specified categories for which millage funds would be allocated pro rata, the categories being:

- Planning
- Maintenance
- Connectivity and new projects
- Parks
- Match program with local municipalities

Commissioner Bahar-Cook stated that after the Task Force knew how much each category would get allocated, the Task Force could develop a scoring system through which individual projects would be considered.

Discussion.

Commissioner Nolan stated that she viewed the categories as two parts:

- New trails and possibly new parks adjacent to trails
- Existing trails and parks where capital improvements would be considered (e.g., new construction and repairs)

Commissioner Nolan stated that the Task Force needed to heavily discuss the issue of maintenance. She further stated that there were insufficient millage funds to completely address the issue of maintenance.

Commissioner Nolan stated that connectivity needed to be considered in the development of new trails and parks.

Commissioner Naeyaert stated that she liked Commissioner Bahar-Cook's idea to categorize the priorities into percentages. Commissioner Naeyaert asked whether the County would be involved in seeking matching dollars or would individual municipalities and other groups be responsible for that task. She stated that rural areas needed to be considered in developing this plan because rural residents paid this millage as well.

Commissioner Tsernoglou stated that she liked Commissioner Bahar-Cook's idea to categorize priorities into percentages. Commissioner Tsernoglou further stated that the Task Force could consider the Connecting Ingham County Communities document to help develop categories and percentages.

Commissioner Tsernoglou stated that the following category breakdown may work:

- New Construction
- Reconstruction of Existing Trails
- Trail Preservation and Repair of Existing Trails
- Operation and Maintenance of Trails
- Parks

There was a discussion about expected millage revenue and maintenance costs.

**MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CRENSHAW, TO ADOPT THE FOLLOWING CATEGORIES:**

- New Construction
- Reconstruction

- Repairs
- Operations
- Parks
- Special Projects

Commissioner Nolan stated that she was not prepared to vote on this motion because she needed more information, including expected costs involved with each proposed category.

Commissioner Tsernoglou proposed that the motion be amended as follows:

- New Construction
- Reconstruction
- **Preservation and Repairs**
- **Operations and Maintenance**
- Parks
- Special Projects

This was considered a friendly amendment.

There was a discussion about what special projects would entail.

Commissioner Maiville stated that his definition of maintenance was more targeted towards repair than snow removal or lawn mowing. He further stated that the Task Force should not forget the matching funds issue in these discussions. Commissioner Maiville stated that perhaps the County could be the source of matching funds.

Commissioner Bahar-Cook asked who maintained the trails now.

Mr. Morgan stated that the individual municipalities maintained their trails and the County maintained their own.

Commissioner Bahar-Cook stated that the maintenance issue could be addressed in the priorities. She further stated that the priority could have a smaller or larger percentage, and such a percentage would reflect the intent of the Task Force and the Board of Commissioners.

Discussion.

Commissioner Nolan stated that she viewed the issue as new trails, new parks that would be adjacent to trails, and existing trails and parks. She further stated that existing trails and parks would include repairs or improvements. Commissioner Nolan stated that she did not see it necessary to have so many categories.

Commissioner Anthony asked that staff develop definitions of what each category could be.

Discussion.

Commissioner Crenshaw stated that he was not in favor of constructing a new park or trail without first considering the maintenance costs that the new park or trail would require.

Chairperson Banas stated that this discussion came down to what the County's role would be in the system. She further stated that the County should contract with a consultant to develop the comprehensive plan. Chairperson Banas stated that goal of the Task Force was to develop a general guide or plan, not a detailed one.

Discussion.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO CALL THE QUESTION.

THE MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, Crenshaw, Hope, Maiville, Naeyaert, and Tsernoglou **Nays:** Banas and Nolan **Absent:** Koenig and Tennis

THE MOTION, AS AMENDED, TO ADOPT CATEGORIES CARRIED. **Yeas:** Anthony, Bahar-Cook, Crenshaw, Hope, Maiville, Naeyaert, and Tsernoglou **Nays:** Banas and Nolan **Absent:** Koenig and Tennis

The categories being:

- New Construction
- Reconstruction
- Preservation and Repairs
- Operations and Maintenance
- Parks
- Special Projects

Discussion.

Chairperson Banas stated that the County should issue a Request for Proposals ("RFP") for a planner who would develop the comprehensive trails and parks plan. She further stated the Parks Department had \$25,000 in its budget which was designated to help develop the Parks Department Master Plan.

Discussion.

Commissioner Bahar-Cook stated that as a point of clarification, allocating funds would have to go through the regular committee process.

Commissioner Crenshaw asked what type of timeline there would be if we were to utilize the RFP process.

Jared Cypher, Deputy Controller, stated that it may be a 10-12 week process.

There was a discussion about submitting a recommendation to issue an RFP.

Chairperson Banas asked that staff prepare a draft resolution to issue an RFP to contract with a professional planner to develop a comprehensive trails and parks system.

Commissioner Bahar-Cook asked that staff prepare possible percentages for the Task Force to address at the next meeting.

Discussion.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, THAT THE TASK FORCE RECOMMEND TO THE COUNTY SERVICES COMMITTEE THAT IT EXPEND UP TO \$50,000 FOR A CONSULTANT TO PROVIDE RECOMMENDATIONS ON BEST PRACTICES, PRIORITIES, AND MAINTENANCE COSTS.

Commissioner Tsernoglou proposed the following amendment to the motion:

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, THAT THE TASK FORCE RECOMMEND TO THE COUNTY SERVICES COMMITTEE THAT IT EXPEND UP TO \$50,000 FOR A CONSULTANT TO PROVIDE RECOMMENDATIONS ON BEST PRACTICES, PRIORITIES, AND MAINTENANCE COSTS, **AND DRAFT A TRAILS MASTER PLAN.**

This was considered a friendly amendment.

Discussion.

Mr. Morgan stated that a professional trails planner could answer a lot of the questions that the Task Force had presented. He further stated that he did not know whether \$50,000 would be enough money because of the sheer size of data that would be required to be collected. Mr. Morgan stated that he would like to see a higher cap, however he realized it was important to be frugal.

Commissioner Bahar-Cook asked what would be an appropriate amount.

Mr. Morgan answered an amount not to exceed \$100,000 was appropriate.

Commissioner Bahar-Cook amended her own motion as follows:

MOVED BY COMM. BAHAR-COOK THAT THE TASK FORCE RECOMMEND TO THE COUNTY SERVICES COMMITTEE THAT IT EXPEND UP TO **\$125,000** ~~50,000~~ FOR A CONSULTANT TO PROVIDE RECOMMENDATIONS ON BEST PRACTICES, PRIORITIES, AND MAINTENANCE COSTS, AND DRAFT A TRAILS MASTER PLAN.

Commissioner Hope supported the amendment, making the amendment friendly.

Chairperson Banas stated that the County needed a consultant from the start.

Commissioner Bahar-Cook stated that the consultant would bring his suggestions to this Task Force.

Discussion.

Mr. Cypher stated that the Purchasing Department would issue out an RFP based on the direction given by the Task Force. He further stated that once bids were received, they would be considered by the regular committee process.

Commissioner Tsernoglou asked whether the RFP had to go to County Services.

Mr. Cypher answered that bids would have to go through the committee process eventually, but after the bids were received.

Discussion.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. ANTHONY, TO CALL THE QUESTION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

THE MOTION TO ADOPT THE RECOMMENDATION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

Discussion.

Commissioner Bahar-Cook asked whether the consultant would prepare a trails plan or how to spend the millage funds.

Commissioner Tsernoglou answered both.

Discussion.

Commissioner Bahar-Cook stated that priorities would need to be developed before a master plan was developed.

Mr. Cypher stated that it appeared that the Task Force was interested in an RFP to come up with a strategy to spend the millage funds, separate and distinct from the master plan, however such a strategy would inform the development of the master plan.

Discussion.

Commissioner Hope asked whether an inventory would be included in the RFP.

Mr. Cypher answered yes.

Discussion.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. ANTHONY, TO LOWER THE AMOUNT OF THE RFP TO AN AMOUNT NOT TO EXCEED \$50,000.

Commissioner Tsernoglou asked whether going down this route would push back the development the Parks Department Master Plan.

Mr. Morgan stated that they were addressing the Parks Department master plan a year ahead of schedule.

Commissioner Nolan stated that typically, commissioners did not set a price amount. She further stated that the commissioners would rely on staff to develop a price range for which they could arrange a suitable consultant.

Commissioner Crenshaw stated that this was a starting point and to get the Task Force moving forward.

Commissioner Bahar-Cook stated that if staff determined that \$50,000 was insufficient, staff would inform the Task Force.

Discussion.

THE MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, Crenshaw, Hope, Maiville, Naeyaert, and Tsernoglou **Nays:** Banas and Nolan **Absent:** Koenig and Tennis

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. CRENSHAW, TO SET ASIDE AN APPROPRIATE AMOUNT OF MILLAGE FUNDS TO BE DETERMINED BY STAFF TO BE ALLOCATED TO THE PARKS DEPARTMENT FOR THE DEVELOPMENT OF THE TRAILS-PORTION OF THE TRAILS AND PARKS MASTER PLAN.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig and Tennis.

#### 6. Agenda Items for March 5, 2015 Meeting

No discussion or action was taken on this agenda item.

#### Announcements

Chairperson Banas stated that there would not be a March 5, 2015 meeting.

Commissioner Maiville announced that the Michigan Townships Association would be meeting at the Vevay Township Hall on Wednesday, February 25, beginning at 6:30 p.m. He stated that this would be a great networking opportunity and Bill Conklin, Road Department Director, would be presenting.

#### Public Comment

Scott DeVries stated that he was the City Engineer and Director of Public Works for Williamston. He further stated that he had a 20-year background in the consulting engineering business. Mr. DeVries stated that the County should consider maintenance and sustainability when planning new construction. He further stated that too often there was too much focus on new construction and an insufficient consideration for the cost of maintaining any new construction.

Mr. DeVries stated that the Task Force should consider the board walk that ran through Williamston, near the Red Cedar River. He further stated that he would get in contact with Mr. Morgan regarding his concerns.

#### Adjournment

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. ANTHONY, ADJOURN THE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tennis.

The meeting was adjourned at 7:45 p.m.

**TRAILS AND PARKS TASK FORCE  
MEETING OF FEBRUARY 19, 2015  
ATTACHMENT A**

Elaine M. Womboldt  
4815 Tressa Drive  
Lansing, MI 48910

February 19, 2015

Ingham County – Trails and Parks Task Force Meeting  
Human Services Building-Conference Rooms D & E  
5303 S. Cedar Street  
Lansing, MI 48910  
Ingham County Commissioners and Chairperson, Teri Banas

Good Evening.

My name is Elaine Womboldt, my husband and I live at 4815 Tressa Dr, Lansing, where we have lived since 1971. I am a Neighborhood Watch Coordinator and Facilitator for Rejuvenating South Lansing.

Thank you for the opportunity to address the County Commissioners on the River Trail discussion. I especially want to thank Sarah Anthony for attending our Rejuvenating South Lansing meeting on Tuesday night and informing our group about this meeting.

My husband and I love nature and are very excited to be able to use the River Trail. One of my major concerns is the safety issue. I want to feel confident the River Trails/walks are a secured environment.

I believe, there needs to be continual, dedicated funds for the safety and protection of people using the River Trail. Staff needs to be hired to monitor these trails along with a reporting system for people using the trails.

At our Rejuvenating South Lansing meeting on Tuesday night (2/17/15) there were discussions also about safety issues and safety rules for River Trail users.

Will there be some type to secured alarm system installed along the trail along?

Will there be security cameras which are regularly monitored by staff?

Will there be lighting along the River Trail?

Will there be funds dedicated for maintenance and repairs?

Will the cross walk areas between major streets/roads (such as the one on MLK just South of Jolly, for vehicles driving N & S on MLK) be **over-emphasized** it is a River Trail crossing area?

**TRAILS AND PARKS TASK FORCE  
MEETING OF FEBRUARY 19, 2015  
ATTACHMENT A**

Page 2 of 2

February 19, 2015

Elaine Womboldt Comments to Ingham County Commissioners  
Trails and Parks Task Force Funds

I would like to make a few suggestions on other ways to use the River Trail funds:

**Develop walking clubs** with someone as a group leader. These clubs could be for Senior Citizens, families, preschool groups, Head Start Groups/ After School Groups etc. These clubs not only would create exercise, exposure to nature but also an interaction among people in the group.

**Develop Nature Club:** This could be utilized by local schools, preschools, Head Start, Church associations and so on. South Lansing has Reo and Cavanaugh Schools that houses children k-3<sup>rd</sup> grades. Last year they had very low SAT scores. River Trail Nature Clubs be a new opportunity to encourage children to learn in a different environment and be exposed to the wonders of nature. I believe this environment could be very beneficial for the “high energy” child.

There are various ways these clubs could be funded and maintained. I believe it would be a very unique approach for South Lansing to bring all the positive exposure of the more than 1,650 acres of parkland we have in our area.

In my opinion, it doesn't matter the age of the person; they all need to be outside, moving and enjoying nature. They need to have a safe environment so where they can have the opportunities to enjoy the outdoors.

Thank you for your time listening to some of my suggestions.

Elaine M. Womboldt

## Ingham County Regional Trails and Parks Plan Task Force Meeting – September 30, 2015

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### Project Summary:

The primary goal of this project is to assist the Ingham County Trails and Parks Task Force in determining the expenditure of millage dollars for their trails and parks. The proposed work effort involves development of a County Regional Trails and Parks Plan including costs, as well as recommendations for priority projects and best practices.

In brief, the project highlights consist of:

- Detailed inventory and assessment of existing regional non-motorized trails, including both land and water trails, including bridges and park facilities
- Analysis of local conditions, destinations, and evaluation of corridors and routes presenting trail opportunities
- Determination of planned and desired trails
- Engaging the Task Force, community stakeholders, and the public for preferred routes and corridor prioritization
- Formulation of a 6-year capital improvement plan
- Development of a model for project ranking and selection
- Recommendations for millage fund category spending allocations.

Following initiation of the project, current information and planning documents for both existing and proposed trails will be reviewed. A detailed inventory and assessment of the existing trails, bridges, County parks, and water trails will then be conducted. The outcome of this first phase is to establish existing conditions and current plans. A base map will be used as a basis for public and stakeholder input.

Public input will then be sought at workshops taking place around the County to receive suggestions and information from participants. The workshops will focus on refining the future trail network. An online survey will also be conducted, using the Ingham County's website and focusing on the proposed trail network and gaps to identify opinions on priorities for trail construction.

The Ingham County Regional Trails and Parks Plan document will then be created, which will detail costs for trail improvement and identify a method for project ranking and selection. A 6-year capital improvement plan will be formulated including a method for project evaluation and selection. Maximizing millage dollars by leveraging available grant funds will be an important consideration of this process. This last phase will also include recommendations for spending percentages of the identified millage categories. The Plan document will be developed through a series of drafts, incorporating the comments of the Task Force over a few months. A final draft with supporting graphics will be presented to the Task Force for final approval and adoption.

## Work Tasks

### Task 1 – Project Initiation

- 1.1 Hold project kick-off meeting with County staff and any other interested parties to refine work plan and schedule.
- 1.2 Collect existing plan and information.

### Task 2 – Inventory and Analysis – *What do we have*

- 2.1 Review current and past planning documents relevant to the project.
- 2.2 Review existing and proposed trails in the adjacent six counties which offer trail connectivity opportunities.
- 2.3 Investigate local policies and best practices relevant to the project. Collection of information resources from other regional trail efforts to inform a strategy for percentage allocations and ranking criteria.
- 2.4 Detailed Inventory & Evaluation of Existing Multi-use Trails
  - a) Conduct a detailed inventory and evaluation of the asphalt pavement.
  - b) Conduct an inventory of the recreation facilities included in Ingham County Parks.
  - c) Conduct a review of pedestrian bridges/culverts along the existing multi-use trail system.
  - d) Conduct a water trails inventory including information on access sites and river/water conditions.
- 2.5 Prepare an ArcGIS map showing important destinations and record the trail network system onto map.
- 2.6 Meet with staff and stakeholders to refine the system, identify local conditions, determine probable pathway origins and destinations, and understand concerns and issues.
- 2.7 Refine the preliminary Trail Master Plan map which will be used as a basis for public input.

### Task 3 – Public Input – *What do we want*

- 3.1 Conduct and facilitate six public workshops to gain public input for the project. Our initial thoughts are to have the workshops taking place around the County: one in each of the quadrants except for the northwest quadrant which would have three workshops scheduled. This will be discussed.
- 3.2 Refine the Master Plan Map using the input received.
- 3.3 Develop an online survey to focus on the proposed trail network and gaps, identify further suggestions and preferred trail segments. Post and assemble results.
- 3.4 Prepare a public input summary report.

### Task 4 – Regional Trails and Parks Plan Development – *How do we get there*

- 4.1 Develop costs for trail, bridge, and trail amenity construction, maintenance, or repair.
- 4.2 Determine available grant funds.
- 4.3 Develop a preliminary capital improvement plan listing projects along with specific tasks to be accomplished, the project goal, and a priority level.
- 4.4 Develop a model to weigh and rank projects, and to identify priority projects.
- 4.5 Meet with the Task Force to present and discuss the strategy and the preliminary capital improvement plan.
- 4.6 Complete a draft County Regional Trails and Parks Plan document.
- 4.7 Include design standards and best practices.
- 4.8 Prepare and submit draft plan to Staff and Task Force for review.
- 4.9 Discuss with Task Force and make final changes.
- 4.10 Finalize Trail Master Plan document, including a stand-alone executive summary.
- 4.11 Present and submit to Task Force/Ingham County Board of Commissioners for final approval.
- 4.12 Print and transmit 21 final hard and bound copies and a digital copy to County staff.

## Anticipated Project Schedule

Task and Subtask	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
<b>Task 1. Project Initiation</b>								
1.1 Project Kick-off	Jul 23							
1.2 Data Collection								
<b>Task 2. Inventory and Analysis</b>								
2.1 County Data Review								
2.2 Adjacent County Data Review								
2.3 Local Policies/Best Practices								
2.4 Detailed Inventory & Evaluation								
a. Land Trails								
b. Bridges								
c. County Park Facilities								
d. Water Trails								
2.5 ArcGIS Map Preparation								
2.6 Staff/Stakeholder/Task Force Meeting #1 (TF-1)			Sept 30					
2.7 Map Refinement								
<b>Task 3. Public Input</b>								
3.1 Format Determination								
3.2 Conduct Six Public Meetings (PI-1 to 6)				Oct	Nov			
3.3 Map Refinement								
3.4 Online Survey								
3.5 Summary Report								
<b>Task 4. Regional Trails and Parks Plan Development</b>								
4.1 Cost Estimates								
4.2 Grant Fund Research								
4.3 Comparative Trail Investigation								
4.4 Capital Improvement Plan Preparation								
4.5 Task Force Meeting #2 (TF-2)						Dec. (tent.)		
4.6 Draft Regional Trails & Parks Plan Preparation								
4.7 Design Standards and Best Practices								
4.8 Prepare and Submit for review								
4.9 Task Force Meeting #3 (TF-3)								Feb. (tent.)
4.10 Final Master Plan Document								
4.11 Final Presentation #4 (TF-4)								Mar. (tent.)
4.12 Printing and Transmittal								



FRIENDS OF THE TRAILS  
 GREAT LAKE TO LAKE TRAIL  
 MICHIGAN'S IRON BELLE  
 TRAIL  
 INGHAM COUNTY REGIONAL  
 TRAILS



## INGHAM COUNTY REGIONAL TRAILS AND PARKS PLANNING PROCESS

In November 2014, Ingham County voters approved a new millage to support the development of a county-wide regional trails and parks system. The .5 mill levy will raise an estimated \$3.5 million per year over the next six years. The first step the County took upon its passage was to solicit for a consulting team to help lay the groundwork for how to allocate the funds and what projects to invest in to maximize the impact of this new revenue. In July 2015, Ingham County hired the consulting team of The Mannik & Smith Group along with Michigan Trails and Greenways Alliance to do this project.

### PROJECT SUMMARY

The primary goal of this project is to assist the Ingham County Trails and Parks Task Force in determining the expenditure of millage dollars for their trails and parks. The proposed work effort involves development of a County Regional Trails and Parks Plan, including construction and maintenance costs, as well as recommendations for priority projects and best practices.

In brief, the project highlights consist of:

- Detailed inventory and assessment of existing regional non-motorized trails, including both land and water trails, bridges, and park facilities.
- Analysis of local conditions, destinations, and evaluation of corridors and routes presenting trail opportunities.
- Determination of planned and desired trails.
- Engaging the Task Force, community stakeholders, and the public for preferred routes and corridor prioritization.
- Formulation of a 6-year capital improvement plan for trails and county parks.
- Development of a model for project ranking and selection.
- Recommendations for millage fund category spending allocations for trails and county parks.

Current information and planning documents for both existing and proposed trails are being reviewed. A detailed inventory and assessment of the existing trails, bridges, County parks, and water trails are being conducted. The outcome of this first phase is to establish existing conditions and current plans. A base Regional Trails and Parks Plan map will be used as a basis for public and stakeholder input.

Public input will then be sought at workshops taking place around the County to receive suggestions and information from participants. The workshops will focus on refining the future trail network. An online survey will also be forthcoming focusing on the proposed trail network and gaps to identify opinions on priorities for trail construction.

The Ingham County Regional Trails and Parks Plan document will then be created, which will detail projected/estimated costs for trail construction, maintenance, or repair, and identify a method for project ranking and selection. A 6-year capital improvement plan will be formulated including a method

for project evaluation and selection of trails and park projects. Maximizing millage dollars by leveraging available grant funds will be an important consideration of this process. This last phase will also include recommendations for spending percentages of the identified millage categories. The Regional Trails and Parks Plan document will be developed through a series of drafts, incorporating the comments of the Task Force over a few months. A final draft with supporting graphics will be presented to the Task Force for final approval and adoption.

The project will run through mid-Winter, 2016 and has several components to it.

## PRESENT STATUS AND NEXT STEPS:

### PROJECT INITIATION:

The team held a preliminary meeting with Ingham County Parks Department and a subcommittee of the Trails & Parks Task Force to firm up details of the project. The official kick-off will be scheduled for late September with the full Board of Commissioners Trails & Parks Task Force on September 30th at 6 p.m. at the Human Services Building, Conference Room D & E.

### INVENTORY AND ANALYSIS - WHAT DO WE HAVE?

Preliminary tasks have already begun, including the collection of current and past planning documents, recreation, and demographic information relevant to the project. This includes trail plans included in parks and recreation, transportation, and comprehensive master plans in all of the county's local municipalities which would indicate local trails (land and water), connection priorities, and planned projects. Included in the review are existing and proposed trails in the adjacent six counties which offer interconnectivity and trail opportunities.

Another step is the collection of information from other regional trail efforts and millage-funded networks from across the country to help with a strategy for percentage allocations and ranking criteria. Ultimately, the goal is to develop an equitable and transparent model for the evaluation and ranking of projects and the expenditure of the Ingham County trails and parks millage funds.

### PUBLIC INPUT - WHAT DO WE WANT?

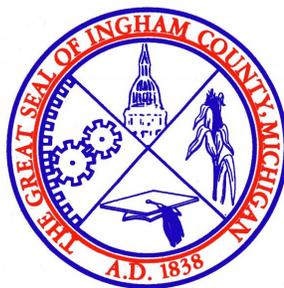
The detailed inventory will inform the development of an ArcGIS map showing municipal and county parks, state owned lands, natural areas, and other important destinations as well as the existing and proposed land and water trail network, priority gaps, level of construction readiness, and potential funding. The map will serve as a primary tool to gather public input.

Six public workshops have been scheduled for this fall in various locations throughout the county. The Regional Trails and Parks Plan map will be refined based on the input received during this process.. The following are the exact dates, times, and locations.

1. South Lansing/Delhi Township (combined) - **Thursday, October 8, 2015, 6:30 pm**, Delhi Township Hall, 2074 Aurelius Rd., Holt.
2. Meridian Township - **Thursday, October 15, 2015, 6:30 pm**, Meridian Township Hall, 5151 Marsh Rd., Okemos
3. East Lansing - **Tuesday, November 10, 2015, 6:30 p.m.**, East Lansing Hannah Community Center, 819 Abbot Rd., East Lansing
4. North Lansing/ Downtown (combined) - **Thursday, November 12, 2015, 6:30 p.m.**, Foster Community Center, 200 N. Foster St., Lansing
5. Mason/ Stockbridge/ Leslie/ Dansville (combined) - **Tuesday, November 17, 2015, 6:30 p.m.**, Vevay Township Hall, 780 Eden Rd., Mason
6. Williamston/ Webberville (combined) - **Wednesday, November 18, 2015, 6:30 p.m.**, NIESA (Northeast Ingham Emergency Services Authority), 1296 W. Grand River, Williamston

There will also be an opportunity in the near future for public input through an online survey accessed from this page.

To learn how you can get involved, [click here](#).



# MEMO

**To:** Ingham County Board of Commissioners  
**From:** Matthew T. Mikolajczyk, P.E.  
**CC:** Tim Morgan, CPRP (Certified Parks & Recreation Professional)  
**Date:** September 15, 2015

**Project #:** I1140002  
**Re:** **Ingham County Trails - Bridge Repair Costs and Ranking**

As part of the contract Mannik & Smith Group, Inc. (MSG) is currently undertaking with Ingham County, MSG conducted a non-motorized trail bridge inventory and appraisal, including a cursory inspection. There were a number of issues discovered during the inspection work ranging from holes in decking, railing damage, railing not meeting code requirements, approach settlement, and advanced deterioration of load bearing elements of the structures. The structures mentioned below are highlighted due to significant deficiencies.

Attached, please find a conceptual cost and repair decision matrix for the six (6) structures on the Ingham County existing non-motorized trail system that, we believe, pose a high level of risk and represent bridges where more immediate attention is warranted. The cost include all costs (detailed inspection, design, plans and specs, bid documents, construction with 20% contingency, inspection, and material testing) that are foreseen for each repair area. The repair and ranking decisions are described below for each of the six bridges.

### ***Bridge 1 -Phase 1: Lansing River Trail at Lansing Center: (Temporary Repair)***

A portion of the deck is currently closed to traffic. This repair would include isolated repair of large holes in steel beam webs in order to reopen fully to pedestrian traffic. Additional inspection, engineering design, load rating, plans and specifications for bidding, construction, construction inspection, and material testing would be required.

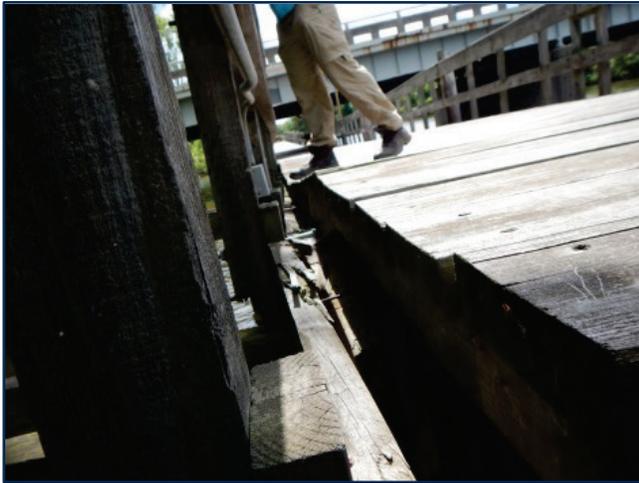
**Rank Position = 3; Use Rank = 1 (Most Used), Severity Rank = 4, Cost Rank = 6**



**Bridge 2. Lansing River Trail at Oakland: (Partial Deck Replacement)**

This bridge is currently closed to all traffic. The repair includes replacement of portions of the timber joists and deck. Additional inspection, engineering design, load rating, plans and specifications for bidding, construction, construction inspection, and material testing would be required.

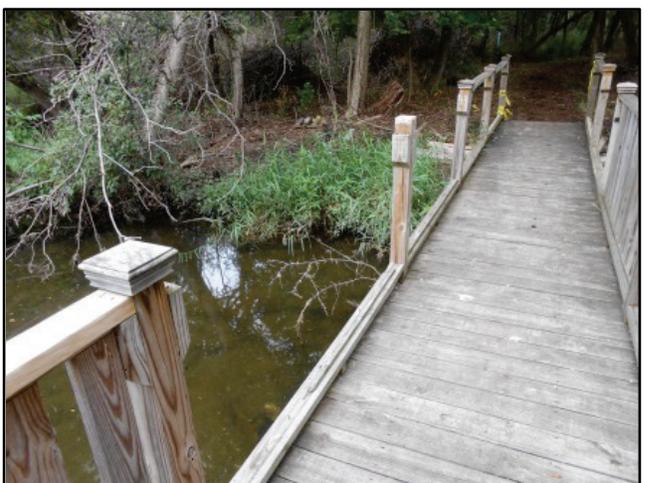
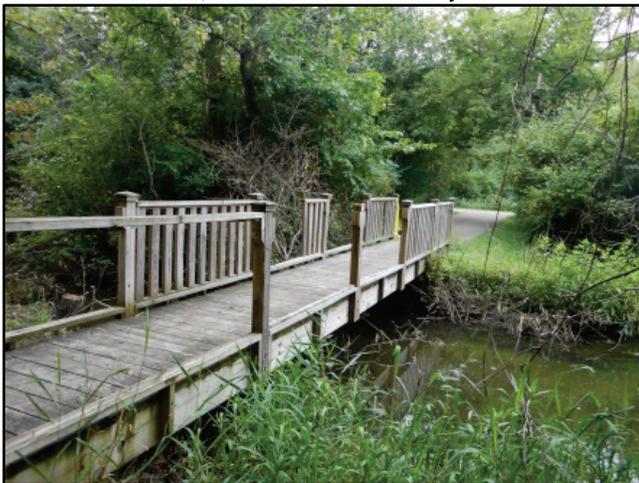
**Rank Position = 1; Use Rank = 2, Severity Rank = 3, Cost Rank = 2**



**Bridge 3. East Lansing Pedestrian Bridge: (Partial Deck Replacement)**

The repair includes railing replacement and addition of timber pile piers that are missing. Replacement should be considered. Engineering design, plans and specifications for bidding, construction, construction inspection, and material testing would be required.

**Rank Position = 4; Use Rank = 6, Severity Rank = 2, Cost Rank = 3**



**Bridge 4: Williamston Pedestrian Bridge: (Partial Decking and Railing Repair)**

The cost is associated with construction / repair of broken/weak decking and railing elements in kind. Engineering plans would not be required as this work should be part of a scheduled maintenance program.

**Rank Position = 2; Use Rank = 5, Severity Rank =1(Most severe), Cost Rank = 1 (Least Cost)**



**Bridges 5 & 6: Mason Pedestrian Bridges: (Structure Rehabilitation, 2 Typical)**

The cost is associated with the chipping and patching of deteriorated concrete and holes. Replacement may be less expensive and should be considered. Engineering design, plans and specifications for bidding, construction, construction inspection, and material testing would be required.

**Rank Position = 5&6; Use Rank = 3/4, Severity Rank =5/6, Cost Rank = 4/5)**



**Bridge 1 Phase 2: Lansing River Trail at Lansing Center: (Permanent Repair)**

The repair for phase 2 is intended to reopen the bridge to emergency vehicular traffic. The repair limits will be determined based on the finding of the in-depth inspection performed during the temporary repairs (phase 1). The cost associated with the repair includes removal and replacement of all floor beams and decking. Engineering design, load rating, plans and specifications for bidding, construction, construction inspection, and material testing would be required.

**Rank Position = 7; Use Rank = 1 (Most Used), Severity Rank = 7 (Assuming temporary repair is in place), Cost Rank = 7 (Highest Cost)**



**INGHAM COUNTY PARKS**  
ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST AND DECISION MATRIX

**Engineer's Conceptual Opinion of Probable Costs - \***

2015	Problem area	Total
Bridge 1(Phase 1)	Lansing Center	\$27,000.00
Bridge 2	Oakland	\$46,000.00
Bridge 3	East Lansing	\$39,000.00
Bridge 4	Williamston	\$5,000.00
Bridge 5	Mason 1	\$68,000.00
Bridge 6	Mason 2	\$68,000.00
	<b>Total</b>	<b>\$253,000.00</b>
2016	Problem area	Total
Bridge 1(Phase 2)	Lansing Center	\$1,230,000.00

\*: Cost includes applicable in-depth inspection, design, load rating, plans and specifications for bidding, construction with 20% contingency, construction inspection, and material testing costs.

**Decision Matrix**

Bridge No.	Problem area	*Use Rank	**Severity Rank	***Cost Rank	****Rank Sum	*****Rank Position
Bridge 1 Phase 1	Lansing Center	1	4	6	11	3
Bridge 1 Phase 2	Lansing Center	1	7	7	15	7
Bridge 2	Oakland	2	3	2	7	1
Bridge 3	East Lansing	6	2	3	11	4
Bridge 4	Williamston	5	1	1	7	2
Bridge 5	Mason 1	4	5	4	13	5
Bridge 6	Mason 2	3	6	5	14	6

**Rank Legend**

- \* Use rank is from 1 (Most Use) to 6 (Least Use)
- \*\* Severity rank is from 1 (Most Severe) to 6 (Least Severe)
- \*\*\* Cost rank is from 1 (Least Cost) to 6 (Highest Cost)
- \*\*\*\* Rank Sum is the summation of Use, Severity, and Cost Rank
- \*\*\*\*\* Rank Position is the ranking order (smallest to largest) assuming Use, Severity and Cost ranks are evenly weighted.

# Ingham County Trails – Bridge Repair Costs and Ranking

## Bridge Location

