

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 bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, April 10, 2023

Monday, April 10, 2023

5:30pm

PARKS & RECREATION COMMISSION MEETING

Meeting Location:
Human Services Building
Conference Room A
5303 S. Cedar St.
Lansing, MI 48911

1. **Call to Orderz**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - A. Minutes of March 13, 2023 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. **CONSIDERATION OF CONSENT AGENDA ** (See below)**
7. **ACTION ITEMS**
 - A. Amendment to Onondaga Township Project TR094 Baldwin Park Kayak Launch & Bridge Enhancement – [Page 10](#)
 - B. Accept Grant for the Holt-Mason Trail Connection – [Page 16](#)
 - C. Authorize Applications to the Ingham County Trails and Parks Millage Fund – [Page 20](#)
 - D. KJP Roofing and Sheet Metal – [Page 21](#)
 - E. Friends of Ingham County agreement renewal – [Page 26](#)
 - F. Meridian Township prescribed burn at Lake Lansing North – [Page 35](#)
 - G. Stewardship Plan – [Page 38](#)
 - H. Forager Trail – [Page 43](#)
 - I. Collin Simpson Scholarship motion – [Page 45](#)
8. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 47](#)
 - B. Park Managers - [Page 48](#)
 - C. Administrative Office - [Page 52](#)
 - D. Financial Report - [Page 53](#)
 - E. Millage Coordinator Report & Trail Videos - [Page 55](#)
 - F. FLRT Trail Ambassador Report - [Page 57](#)

9. Board/Staff Comments

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

11. Correspondence and Citizen Comment – [Page 58](#)

- A. Vevay letter of support
- B. Thank you for Meridian Township
- C. Disc Golf fee questions
- D. mParks Park Resource Leadership Award/Coe Emens

12. Upcoming Meetings

- A. Date: Monday, May 8, 2023; Time: 5:30pm
Human Services Building Conference Room A
5303 S. Cedar St.
Lansing, MI 48911

13. Adjournment

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

Ingham County Parks & Recreation Commission Members: Chair Cherry Hamrick, Vice-Chair Stephanie Thomas, Secretary Steve James, Commissioner Simar Pawar, Commissioner Chris Trubac, Matthew Ferguson, Brett Marr, Paul Pratt, Nathan Triplett

**Whereas the Park Commissioners can adopt a procedure whereby we review a partial consent agenda in order to expedite our meetings, under this procedure we group some non-controversial action items together and deal with them in one motion without discussion. We keep out of this any items requiring a roll call vote or action items that need discussion or action items that may provide important information for disclosure. A single member of the Park Commission may pull any item off the consent agenda to discuss and vote separately.

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
March 23, 2023

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

Board Members

Present: Cherry Hamrick, Stephanie Thomas, Steve James, Commissioner Pawar, Paul Pratt, Commissioner Trubac, Bret Marr, Matthew Ferguson, Nathan Triplett, Nickolas Lentz

Absent:

Also Present: Park Director Tim Morgan, Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Program Coordinator Nicole Wallace, John Lazet (Vevay)

PUBLIC MEETING TO HEAR SUGGESTIONS AND COMMENTS FROM THE PUBLIC REGARDING MULTIPLE PROPOSED MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT APPLICATION FOR PARK IMPROVEMENTS AT BURCHFIELD PARK

1. **Chair to Call Public Meeting to Order:** Chair Hamrick called the Public Meeting of the Parks & Recreation Commission meeting to order at 5:30pm.
2. **Introductions:** Chair Hamrick called for introductions and reviewed the purpose of the public meeting and the rules:
3. **Chair to State Purpose of the Public Meeting and Inform the Public of the Commission's Rules for Public Meetings**
 - A. Any member of the public may address the Commission for up to (3) minutes per individual as scheduled on the agenda at the beginning of each meeting, and up to three (3) minutes at the end of the meeting at the time scheduled on the agenda for public comment.
 - B. At the discretion of the President, this time may be extended by granting an additional one (1) minute.
 - C. During an agenda item, members of the public may not address the Commission unless recognized by the President.
4. **Limited Public Comment**

Mr. Lazet from Vevay Township strongly supports the Ingham County Parks getting funding for all of their park improvements and stated that the Ingham County Parks offer so many different opportunities for everyone to enjoy. Mr. Morgan stated that the Ingham County Parks wrote a letter of support for the passport grant that Vevay is applying for. Mr. Lazet also discussed projects that have taken place within their township.
5. **PowerPoint Presentation – Tim Morgan**

Mr Morgan gave an overview of the DNR Trust Fund grant that the parks are applying for. Mr. Morgan went over what the improvements will look like at Burchfield – Riverbend as well as the budget and map.

 - Remove existing stairs / dock leading down to Grand River and bridge over the Peppermint Creek.
 - New Bridge over Peppermint Creek.
 - New stairs and dock at Grand River.

- New fishing pier.
 - New 6-feet wide path.
 - New ADA accessible parking spaces.
 - Amenities: recycled bench, recycled picnic table, ADA grill, and interpretive sign.
6. **Chair to Open the Floor for Questions from the Public:** Chair Hamrick opened the floor for questions. Commissioner Pawar asked what kind of material was being looked at for the fishing pier part of the project. Mr. Morgan stated that likely to be the same as what was used at the Lake Lansing South dock as well as a similar design to meet ADA.
7. **Chair to recognize and ask for Presentations on the Proposed Project from Members of the Other Public Agencies, if in attendance**
None.
8. **Chair to have Recording Secretary Read into the Record any Correspondence Received**
None.
9. **Chair to Open Public Comment**
None.
10. **Chair to Adjourn Public Meeting**
Chair Hamrick adjourned the meeting at 5:49pm.

PARKS & RECREATION COMMISSION MEETING

Call to Order: Chair Hamrick called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:50pm

Minutes: **Moved by Mr. Ferguson and Supported by Mr. Triplett** to approve the February 13, 2023 minutes of the regular meeting as written:
Yes 10; No-0. MOTION CARRIED.

LATE ITEMS / CHANGES / DELETIONS

Agenda Item #10C. Resolution to authorize a contract with Anderson – Fischer and Associates for the parking lot improvements at McNamara Landing.

LIMITED PUBLIC COMMENT

None.

CONSIDERATION OF CONSENT AGENDA

Ms. Thomas moved to adopt a consent agenda. Mr. James supported the motion.

Those agenda items that were on the consent agenda were approved by unanimous roll call vote.

Yes 10; No-0. MOTION CARRIED.

ACTION ITEMS

Authorize applying for the DNR Trust fund grant for Burchfield – Riverbend Natural Area

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 13, 2023

Motion to Support the Resolution to Authorize Reapplying for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area

Yeas: Hamrick, Marr, Trubac, Thomas, James, Pawar, Pratt, Triplett, Ferguson, Lentz

Nays: None

Absent: None

Adopted as part of the consent agenda.

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR BURCHFIELD – RIVERBEND NATURAL AREA

WHEREAS, the Parks and Recreation Commission supports the resubmission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Burchfield – Riverbend Natural Area; and

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation

Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years’ grant cycle through April 1, 2023; and

WHEREAS, a public meeting was held on March 13, 2023 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the grant application requires a total financial commitment to the project in the amount \$210,000 for a local match; and

WHEREAS, the Board of Commissioners resolutions #20-562, #21-164 and #22-107 authorized \$110,000 for this project previously in line item 228-62800-967000-TR090; and

WHEREAS, an additional \$100,000 is needed for the local match from the Trails and Parks fund balance; and

WHEREAS, the parks are utilizing these funds to reapply to the Michigan Department of Natural Resources for the 2023 grant cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Trust Fund grant application for \$300,000 for park and accessibility improvements at Burchfield – Riverbend Natural Area, further resolves to make available its financial obligation amount of \$110,000 approved previously by resolutions #20-562, 21-164, #22-107 and authorizes an additional \$100,000 from the Trails and Parks Millage Fund Balance for a total of \$210,000.

Millage Transfer of CIP Trail Monies

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 13, 2023

Motion to Support the Resolution to Authorize the Transfer of Funds between Millage CIP Items and to Allocate Additional Funds for Purchase of Approved 2023 CIP Items 23P06 and 23P08

Yeas: Hamrick, Marr, Trubac, Thomas, James, Pawar, Pratt, Triplett, Ferguson, Lentz

Nays: None

Absent: None

Adopted as part of the consent agenda.

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE TRANSFER OF FUNDS BETWEEN MILLAGE CIP ITEMS AND TO ALLOCATE ADDITIONAL FUNDS FOR PURCHASE OF APPROVED 2023 CIP ITEM 23P06 AND 23P08

WHEREAS, the Ingham County Board of Commissioners approved seven CIP items for FY23 from the Trails and Parks Millage, account 228-75999-978000; and

WHEREAS, five of the CIP items came in at a lower cost than budgeted, while two CIP items came back at a higher cost than budgeted; and

WHEREAS, the Ingham County Parks Department is requesting remaining funds from the five CIP items that came in below budget, be transferred to CIP item 23P06, a trail brush mower, and CIP item 23P08, a cross country ski trail groomer; and

WHEREAS, an additional sum of \$4,983.22 is being requested from the Trails and Parks Millage to cover the remaining cost of \$978.22 for CIP item 23P06, a trail brush mower, and \$4,005.00 for CIP item 23P08, a cross country ski groomer.

Project Number	Description	2023 Beginning Balance	2023 Actual	Available Balance
23P04	Lake Lansing Salt Spreader	7,000.00	4,435.56	2,564.44
23P05	Burchfield and Lake Lansing 3-Point Mount Leaf Blowers (2)	18,000.00	13,725.00	4,275.00
23P06	Burchfield Brush Mower	16,000.00	31,383.61	(15,383.61)
23P07	Lake Lansing Leaf Vacuum & Truck Enclosure	46,000.00	38,434.05	7,565.95
23P08	Burchfield Snow Groomer	8,000.00	12,005.00	(4,005.00)
			Remaining Total	-\$4,983.22

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an additional \$4,983.22 from the Trails and Parks Millage fund balance for CIP project 23P06 and 23P08.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer:

- \$2,564.44 from 228-75999-978000-23P04 to 228-75999-978000-23P06
- \$4,275.00 from 228-75999-978000-23P05 to 228-75999-978000-23P06
- \$7,565.95 from 228-75999-978000-23P07 to 228-75999-978000-23P06
- \$978.22 from the Trails and Parks Millage fund balance to 228-75999-978000-23P06

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$4,005.00 from the Trails and Parks Millage fund balance into line item 228-75999-978000-23P08.

Resolution to authorize a contract Anderson – Fischer and Associates for McNamara Landing

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 13, 2023

Motion to Support the Resolution to Authorize a Contract with Anderson – Fischer & Associates, Inc.

Yeas: Hamrick, Marr, Trubac, Thomas, James, Pawar, Pratt, Triplett, Ferguson, Lentz

Nays: None

Absent: None

Adopted as part of the consent agenda.

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR IMPROVEMENTS TO THE PARKING LOT AT MCNAMARA CANOE LANDING

WHEREAS, the parking lot at McNamara Canoe Landing is in need of repair; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for reconstructing and repairing portions of the parking lot at McNamara Canoe Landing; and

WHEREAS, the Evaluation Committee recommends that a contract be awarded to Anderson – Fischer & Associates, Inc.; and

WHEREAS, \$125,000 is available for this project in the Trails and Parks Millage line item 228-62800-967000-TR081 previously approved by Resolution #20-028; and

WHEREAS, an additional \$196,086 is needed from the Trails and Parks Millage Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Anderson – Fischer & Associates, Inc. for a base bid of \$260,710, plus alternate 2 and alternate 3 for a total base bid of \$271,750 and a contingency of \$27,175 for a total not to exceed \$298,925.

BE IT FURTHER RESOLVED, \$125,000 will come from the Trails and Parks Millage line item 228-62800-967000-TR081 previously approved by Resolution #20-028.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to fund an additional \$196,086 from the Trails and Parks Millage fund balance and transfer \$196,086 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR081.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.

DISCUSSION ITEMS

Day Camp Scholarship Proposal

Mr. Morgan discussed the plan for the Simpson's Day Camp Scholarship and that it will be a simple application like a hardship pass. Mr. Morgan stated that the Simpsons have committed three years total and that the scholarship could increase if others contribute. Ms. Thomas suggested that maybe the parks should offer partial scholarships to help the monies to go further.

BOARD/STAFF COMMENTS

Ms. Hamrick inquired about the English Inn bridge. Mr. Morgan stated that we had an attorney's opinion on using millage dollars on upkeep, clearing and removing of trees and debris along the Grand River from Eaton Rapids to Burchfield Park and stated that hopefully soon we can discuss with all partners and get the bridge removed since it collects trees and debris. Commissioner Pawar would like the parks department to put information on Facebook and the website notifying and educating the public of the parks upcoming projects. Ms. Pawar also inquired about Meridian and Stockbridge projects.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:46 pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

Approved 3/13/23



**Kelly Burkholder
Office Coordinator**

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to Support the Resolution Authorizing an Amendment to Onondaga Township Millage Agreement TR094

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 4, 2023
SUBJECT: Amendment to Onondaga Township Agreement TR094
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

BACKGROUND

Ingham County Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement. Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount of \$448,369.42 in order to complete the project as detailed in Exhibit A.

ALTERNATIVES

The Park Commission approved this approach at their April 10, 2023 meeting.

FINANCIAL IMPACT

The current trails and parks millage cash on hand as of April 3, 2023 is \$9,362,717.92. The financial impact from this request will be an additional \$448,369.42 from the Trails and Parks Millage Fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

See attached letter from Onondaga Township– Exhibit A.

RECOMMENDATION

At the direction of the Finance committee and their wishes to spend down the Trails and Parks Cash on hand fund balance, and on the information presented, I respectfully recommend approval of the attached Resolution authorizing an amendment to the Agreement with Onondaga Township.

Exhibit A

April 3, 2023

Ingham county Parks Commission and Board of Commissioners
Attention: Tim Morgan and Nicole Wallace
PO Box 178
Mason, MI 48854

RE: Onondaga Baldwin Park Improvements – Additional Funding Request

Tim and Nicole

On behalf of the Township of Onondaga we respectfully request additional grant funding to allow our Baldwin Park improvements project to be completed. Our premier park in the Township along the banks of the Grand River, this proposed project will provide a barrier free kayak launch onto the Grand River including a dedicated drop-off area, specialty dock, a pedestrian bridge to restroom facilities, along with stormwater control improvements.

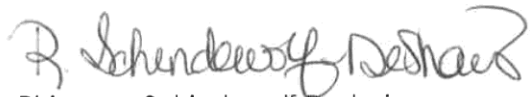
The original grant was awarded in 2020 in the amount of \$150,826.32. The amount was based on contractor's estimates and anticipated engineering fees. However, during the engineering process – the development of the detailed drawings and permitting to enable the bidding and construction of the project - it was found that regulatory permit requirements and other needed construction items greatly increased the anticipated costs. These costs included EGLE floodplain permitting and stormwater requirements, a wetland review/delineation, and County requirements for the loading/unloading driveways and stormwater controls. Compounding this at the first attempt at bidding out the project last year was amid substantial inflationary pressures and contractor availability. Only 1 bid was received last year and for an amount about 5 times the original grant amount (!). It was determined that this amount was not feasible, the bid rejected, and the project was postponed.

The Township was awarded a grant extension earlier this year and the project was rebid recently. This time we received 3 qualified bids for construction, with a low base bid of \$576,295.74. This bid was submitted by Laux Construction 1018 Hogsback Road, Mason MI 48854. The Bid Form also included 3 Deduct Alternates and a 'voluntary' contractor Deduct Alternate. Alternate #1: Tree Removal – essentially switches the responsibility from the contractor to the Township – for a deduct of \$9,802.13; Alternate #2: Landscape Planting – removes the proposed new plantings along the stormwater swale /'ravine' – for a deduct of \$10,841.76; Alternate #3: Concrete Wall Finish – base bid for the finishing of the stormwater forebay walls calls for a 'formliner' finish so that they resemble natural stone or similar, the alternate eliminates this for a plain concrete finish – this deduct is for \$13,069.50. The 'voluntary' alternate is for a alternative bridge manufacturer and a deduct of \$10,000. All the deducts taken together will reduce the total construction bid price by \$43,713.39 to \$532,582.35. In addition to the construction bids, we also have engineering fees for the re-bidding and for construction survey staking. This totals \$22,900.00.

Although this construction bid price is still substantially more than the original grant award it is several hundred thousand dollars less than last year's single bid and given the additional regulatory costs and continued inflation, we feel this cost is what is required today to construct the project. We therefore respectfully request additional grant funding in the range of \$404,656.03 to 448,369.42 – the lower request if all construction bid deducts are applied to the construction contract.

We appreciate your consideration in this matter. We feel that this project will not only be a great benefit to Onondaga Township but by also providing needed recreational access to the Grand River it will benefit the County as a whole with increased popular recreational opportunities.

Respectfully submitted,



Rhiannon Schindewolf-Deshais
Onondaga Township Parks Committee Chair

BIDDER OPENING – March 28, 2023

Onondaga - Baldwin Park Kayak Launch and Bridge Project

BIDDER	BID SECURITY	ADDMS	BASE BID	ALT #1	ALT#2	ALT#3	NOTES
E.T. MacKenzie Company ✓	✓	✓	784,383.20	-19,000.00	-10,300.00	-4,500	NO COMPANY'S OFFERING.
Grand River Construction, Inc. ✓	✓	✓	1,099,117.50	-16,000.00	-15,841.00	-5,005.00	PREVIOUS
Laux Construction ✓	✓	✓	570,295.74	-9802.13	-10,891.26	-13,069.50	ALT 3 3/12/23 -10,000
Iron Horse Construction ✓							

BY: *Patricia M. Case*

WITNESS *Patricia M. Case*

21-065 docs bidding coordination bidder list-Onondaga-Baldwin Park Kayak Launch and Bridge Project

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO ONONDAGA TOWNSHIP
TRAILS AND PARKS MILLAGE AGREEMENT TR094**

WHEREAS, Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement; and

WHEREAS, Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount not to exceed \$448,369.42 in order to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement with Onondaga Township for additional funding in the amount not to exceed \$448,369.42 from the Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$448,369.42 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR094.

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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to Support the Resolution to Authorize the Acceptance of the Holt-Mason Trail Connection Grant from Representative Elissa Slotkin's Community Project Funding Program

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 4, 2023
SUBJECT: Accept Grant for the Holt-Mason Trail Connection
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

BACKGROUND

The Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County. The final phase of the project is a 1.5 mile section of trail that will go along Cedar and Howell Roads from College Road to Kearns Road, and includes a safe pedestrian crossing over US 127. This trail will provide a highly sought-after safe route between Holt and Mason, and will also provide an alternative transportation route as this section goes right next to DART Container, a large employer in Ingham County. Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail project, and directed staff to pursue additional match funding. The Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin's Community Project Funding program for the Holt-Mason Trail Connection. This resolution authorizes the acceptance of the grant as Ingham County Parks successfully received the \$2,750,000 grant.

An initial meeting was held with MDOT staff, and it was determined that a Phase II Feasibility Study would be required for this project. The Phase I Feasibility Study was completed in 2014, and since that time, federal standards have changed substantially which make it necessary to obtain a Phase II Feasibility Study. Ingham County Board of Commissioners Resolution #21-102 authorized a contract with Spicer Group, Inc. to provide a feasibility study, and the study is nearing completion. After the study is adopted, staff will work with the Purchasing Department to solicit an RFP for the design of this project. The project timeline would be dependent on the approvals from the Michigan Department of Transportation and Federal Highway Administration.

ALTERNATIVES

The alternative is to not accept the grant.

FINANCIAL IMPACT

Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance. The Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill. This resolution accepts the \$2,750,000 grant.

We are in communication with MDOT staff about the Phase II Feasibility Study, and the potential that additional dollars may be needed to complete this project. Once the Phase II Feasibility Study is complete, we will evaluate if we need to apply for Michigan Department of Transportation TAP (Transportation Alternatives Program) funding for additional dollars that might be needed to complete this project.

The current trails and parks millage cash on hand as of April 3, 2023 is \$9,362,717.92.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A.1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Parks Commission supported this resolution at their April 10, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE HOLT-MASON TRAIL CONNECTION GRANT FROM REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM

WHEREAS, the Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County; and

WHEREAS, Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail that will go from College Road to Kearns Road including a safe pedestrian crossing over US 127, and directed staff to pursue additional match funding; and

WHEREAS, the Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin's Community Project Funding program; and

WHEREAS, the Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program in the amount of \$2,750,000.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners does hereby agree to provide \$1,250,000 dollars to match the grant previously authorized by Resolution #20-564.

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

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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to Authorize Applications to the Ingham County Trails and Parks Millage Fund

MOVED BY

SUPPORTED BY

To authorize the Ingham County Parks Department to apply for round 8 of the Trails & Parks Millage for the following applications with dollar amounts for items 1 and 2 to be determined by the May 1st deadline. Staff will provide detailed information on applications at the May 8, 2023 meeting.

1. English Inn Bridge Removal and clear river obstructions Grand River - \$TBD
2. LLN Develop Maintenance Barn - \$TBD
3. LLN Replace Playground, Boardwalk Replacements (remaining boardwalks) - \$500,000 match for a \$500,000 Land and Water Grant with MDNR April 1, 2024 application.
4. BUR Replace Playground with new universally accessible play area, boardwalk replacement, and bank stabilization - \$500,000 match for a \$500,000 Land and Water Grant with MDNR April 1, 2024 application.
5. LLS Feasibility study & cost estimate - Carousel Building Renovation, to explore park options (i.e., trike track & playground areas, splash pad, and refrigerated skating track area, etc.) - \$50,000
6. HI Replace / Update Splash Pad amenities, features, shade. Build above ground pump house (eliminate pit) to store all mechanical; update utilities as needed and add shower tower(s) - \$500,000
7. Ram Trail to Burchfield Park Trail Extension - \$1.1 million match for federal and state grants earmark requests.
8. Stockbridge to Chelsea Trail Connection - \$1 million match for federal and state grants earmark requests.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to Support the Resolution to enter into a contract with KJP Roofing and Sheet Metal

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 21, 2023
SUBJECT: Contract with KJP Roofing and Sheet Metal
 For the meeting agenda of April 3, 2023 Human Services and April 5, 2023 Finance

BACKGROUND

The Parks Department owns and maintains the buildings at Burchfield County Park. The Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of providing reroofing services for various buildings at Burchfield County Park.

ALTERNATIVES

The Parks Department owns and maintains the buildings at Burchfield County Park that is in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to KJP Roofing and Sheet Metal for the base bid and alternate #1 bid in the amount of \$40,000.00, and a contingency not to exceed \$3,500.00 for a total not to exceed \$43,500.00.

There are funds in the line items below:

Line Item Project #	Current Balance	Requested Amount	Remaining Balance
208-75200-976000-22P02	\$9,700.00	\$9,700.00	\$0.00
228-75999-976000-20P21	\$33,866.00	\$33,800.00	\$66.00

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission will review this resolution at their April 10, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with KJP Roofing and Sheet Metal.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: February 15, 2023

RE: Memorandum of Performance for RFP No. 41-23 Roof Replacements at Burchfield Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contact for the purpose of providing reroofing services for various buildings at Burchfield Park.

The scope of work includes, but is not limited to, providing all labor, roofing materials according to specifications and necessary permits for the purpose of preparing the roof for the metal roof installation, notably disposing of existing roofing materials, repairing roofing boards as necessary, installing synthetic underlayment on entire roof deck, installing flashing where needed, installing new metal roofing, removing the old drip edge and installing new drip edge on the building eaves and rakes to match new roof color. In addition ensuring final clean-up of the site is completed, repairing or replacing all damage to turf, trees, or park facilities and sweep area for nails and other construction materials.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	75	15
Vendors responding	2	0

A summary of the vendors' costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Base Bid	Alternate #1	Total Bid	Option	What gauge of metal roofing are you quoting
			Consists of the Entrance Booth and the Gas Storage Shed		+/-	
KJP Roofing and Sheet Metal	No, Chesterfield, MI	\$32,650.00	\$7,350.00	\$40,000.00	-\$19,000 for asphalt shingles	26 G
C & I Building Maintenance	No, Sparta MI	\$49,399.00	\$10,604.00	\$60,003.00	+\$75.00 for 4x8 sheet - wood decking replacement	26 G

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH KJP ROOFING AND SHEET METAL FOR REROOFING SERVICES AT BURCHFIELD COUNTY PARK

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

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

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of providing reroofing surfaces for various buildings at Burchfield County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to KJP Roofing and Sheet Metal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with KJP Roofing and Sheet Metal for the base bid and alternate #1 bid in the amount of \$40,000.00 for providing reroofing services for various buildings at Burchfield County Park, and a contingency not to exceed \$3,500.00 to cover any unforeseen circumstances for a total not to exceed \$43,500.00.

BE IT FURTHER RESOLVED, that there is \$9,700.00 available in line item 208-75200-976000-22P02.

BE IT FURTHER RESOLVED, that there is \$33,800.00 available in line item 228-75999-976000-20P21.

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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to Support the updates to the Friends of Ingham County agreement renewal

MOVED BY SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

**AGREEMENT BETWEEN COUNTY OF INGHAM
AND
FRIENDS OF INGHAM COUNTY PARKS, INC.**

This Agreement (hereafter the "Agreement"), is made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan, whose address is 121 E. Maple St., P.O. Box 319, Mason, Michigan 48854 (hereafter the "County") and the **FRIENDS OF INGHAM COUNTY PARKS, INC.**, a Michigan non-profit corporation, whose address is P.O. Box 423, Haslett, MI 48840 (hereafter the "FOICP").

WITNESSETH:

WHEREAS, the County is responsible for the operation, maintenance and improvement of the Ingham County Parks (hereafter the "Parks"); and

WHEREAS, the FOICP is a private, 501(c)(3) non-profit corporation, that was established, in part, to provide better and more extensive Parks programs and facilities for the citizens of the Greater Lansing Metropolitan Area and the County.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter set forth, **IT IS HEREBY AGREED** as follows:

1. Agreement Term and Termination. This Agreement shall commence on the date first above written, and shall continue for a term of ~~five (5)~~ **eight (8)** years, unless terminated earlier. Notwithstanding any contrary provision, either party shall have the right to terminate this Agreement with or without cause upon sixty (60) calendar day's prior written notice to the other. Any Ingham County Parks revenue funds held by the FOICP when this Agreement terminates shall be returned to the County upon the effective date of such termination.

2. Scope of Services to be Provided by the FOICP. As more fully set forth below, the FOICP, in furtherance of the purpose for which it was established, agrees to provide various support to the County for the Parks.

A. Except as otherwise provided in this Agreement, the FOICP shall volunteer and docent activities aimed at fund raising that may include special events (e.g. Band Shell "Sounds of Summer" concert series and environmental stewardship program at Lake Lansing), public relations, and web and press releases, pursuant to the following:

- i. The FOICP shall commit to supporting, identifying, planning, funding and implementing select improvements within the Parks.
- ii. Through active citizen involvement, the FOICP shall, in conjunction with the County, provide financial assistance to support the operation of the Parks and to enhance the quality of life for Parks visitors and residents of the County.

B. The FOICP developed, in conjunction with the Parks' staff and Ingham County Parks Commission, a Voluntary Park Patron Decal ("Decal") for the purpose of fundraising for the FOICP and the County. ~~Working in the same manner as the Ingham County Parks annual pass, the Decal shall provide entry into the Ingham County Parks for one (1) calendar year. The Decal will be available for sale at Ingham County Parks' facilities~~

~~and through the FOICP.~~ The FOICP shall have the right to sell the Decal and retain a portion of the revenues collected from the sale of the same in a manner that is outlined below:

- i. **Funding and Collection of Revenues:** Visitors and residents of the County (“Patrons”) may purchase a ~~Decal Patron Membership~~ for One ~~Hundred~~ (\$100.00) Dollars. The revenue generated from the sale of the ~~Decal Patron Membership~~ will be collected and distributed to the Parks. Revenue per ~~Decal Patron Membership~~ shall be divided as follows:
 - a. The County will receive the amount of ~~Forty Two (\$42.00) Dollars (or the current annual non-resident fee established by the County)~~ the “then current annual non-resident fee established by the County” at the time of sale for each ~~Decal Patron Membership~~. This amount will not be tax deductible to the purchaser; and
 - b. FOICP will receive ~~Fifty Eight Dollars (\$58.00) Dollars (or the current difference between the annual non-resident fee established by the County)~~ the “then current annual non-resident fee established by the County” at the time of sale for each ~~Decal Patron Membership~~. This amount may be tax deductible to the purchaser. The FOICP shall deposit its share of the revenue in accounts established by the FOICP, to be used exclusively for Parks’ projects in accordance with the FOICP articles of incorporation and subject to the Accounting Procedures and Reports in Section 4 of this Agreement.
 - ii. **FOICP Membership:** Once Patrons purchase a ~~Decal Patron Membership~~, the Patrons will receive a membership form and annual park pass decal. The membership form must then be completed and mailed back to the FOICP or Parks Department.
 - iii. **Signage:** The Decals will be mutually promoted by the Parks and FOICP through social media platforms and available websites. The Parks may also have signage at all entry gates with information about the Decal approved by the Ingham County Parks Director or his/her designee. The FOICP will not place signs or advertisements upon any Parks property, except that which has been approved by the Ingham County Park Director or his/her designee.
- C. Meetings of the FOICP’s Board of Directors will comply with and be subject to Michigan’s Open Meetings Act (Act 267 of 1976, being MCL 15.261 et seq.).
- D. Official records of the FOICP related to this Agreement shall be subject to public inspection in compliance with Michigan’s Freedom of Information Act (Act 442 of 1976, being MCL 15.231 et seq.).

Commented [KB1]: Can we leave dollar amounts off d/t price increases?

Commented [KB2R1]: Leave off dollar amounts due to price increases

3. Capital Improvement Projects. The Ingham County Parks Department may recommend to the FOICP capital improvement projects to support. The FOICP may use as a guide the Ingham County Parks current five (5) year action plan/program that is part of the Ingham County Parks five (5) year master plan and updated annually by Ingham County Parks staff and the Ingham County Parks Commission to choose projects to support. The FOICP may recommend to the Ingham County Parks and Ingham County Parks Commission capital improvement expenditures so as to assist the County’s efforts on improvements and necessities for the Parks.

4. Accounting Procedures and Reports. The FOICP accounting procedures and internal financial controls shall conform to generally accepted accounting practices, in order that revenues and expenditures of the FOICP funds can be readily ascertained and verified. The FOICP shall be responsible for all of the following:

- A. Submitting quarterly financial reports consisting of all expenditures and revenues of the FOICP, delivered to the Ingham County Parks Director or his/her designee.

B. Submitting a report on the fees collected and expenditures made pursuant to this Agreement, to be delivered to the Ingham County Parks Director or his/her designee within ninety (90) calendar days following the end of the FOICP's fiscal year.

C. Conducting an audit to be provided annually to the Ingham County Parks Director, the County Controller, or the Ingham County Parks Director's designee. The audit shall be completed and provided to the County within six (6) months following the end of the FOICP's fiscal year.

D. Making invoices, contracts, records, and all other documentation of revenues and expenditures pursuant to this Agreement available for inspection during regular working hours by authorized representatives of the County upon request.

E. Providing the County and Ingham County Parks Director, the County Controller, or the Ingham County Parks Director's designee with information pertaining to any funds collected, spent or provided under this Agreement within ten (10) working days of request for said information.

F. Maintaining all financial records and supporting materials regarding funds collected or provided under this Agreement and expenditures made therefrom for a period of six (6) years after the termination of this Agreement. If an audit of such records or litigation between the parties commences before the end of the retention period, records shall be maintained until the audit has been completed and audit findings have been resolved and/or the completion of all litigation.

5. **Insurance.** The FOICP shall purchase and maintain insurance not less than the limits set forth below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the County.

A. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.

B. Professional Liability Insurance (Errors and Omissions) shall be maintained during the life of this Agreement with Limits of Liability of not less than \$1,000,000.00 per claim.

C. Additional Insured - Commercial General Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insureds": The County of Ingham, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

D. Cancellation Notice - All insurances described above shall include an endorsement stating the following:

It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Controller, P.O. Box 319, Mason, Michigan 48854.

E. Proof of Insurance - The FOICP shall provide to the County at the time the Agreements are returned by the FOICP for execution two (2) copies of certificates of insurance for each of the policies mentioned above. If so requested, certified copies of all policies will be furnished.

6. **Living Wage.** In the event the sum to be paid to the FOICP under this Agreement when combined with the sum to be paid under any other agreement(s) the FOICP has with the County during the five (5) year period covered by this Agreement totals Fifty Thousand (\$50,000.00) Dollars, the FOICP and all its subcontractor(s) shall comply with the County's policy on payment of living wages as set forth in the Ingham County Board of Commissioner's Resolution No. 03-168, a copy of which is labeled **Exhibit A** and attached to this Agreement. In the event that the FOICP or its subcontractor(s) violates the Living Wage Policy, the County shall have the right to terminate this Agreement and disbar the FOICP from future County contracts as provided below:

A. If the FOICP is found to be in violation of the Living Wage Policy, the FOICP shall be required to pay each affected employee the amount of deficiency for each day the violation occurs. The FOICP shall also pay the County One Hundred (\$100.00) Dollars per affected employee for each day the violation occurs beginning with the third day after the FOICP receive notification of the violation. The County may withhold from payments to the FOICP such amounts as are necessary to effectuate the above-stated payments or penalties.

B. If the FOICP is found to be in violation of the Living Wage Policy and is subsequently required to pay the One Hundred (\$100.00) Dollar penalty provided for above for more than three (3) incidents within a two (2) year period, the FOICP shall be barred from bidding on or entering into any contracts with the County for a period of ten (10) years from the date of the last violation. An “incident”, for the purposes of this provision, is defined as failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident. Breach of this provision shall be a material breach of this Agreement.

7. Nondiscrimination. The FOICP, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual’s ability to perform the duties of a particular job or position, height, weight, or marital status. The FOICP shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
- B. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
- C. Section 504 of the Federal Rehabilitation act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder; and
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327, as amended, and regulations promulgated thereunder.

Breach of this provision shall be regarded a material breach of this Agreement. In the event the FOICP is found not to be in compliance with this provision, the County may terminate this Agreement effective as of the date of delivery of written notification to the FOICP.

8. Compliance with the Law. The FOICP shall administer the funding and provide all the services to be performed under this Agreement in complete compliance with all applicable Federal, State, and local laws, ordinances, rules and regulations.

9. Applicable Law And Venue. This Agreement shall be subject to, governed by, and construed according to the laws of the State of Michigan. It is expressly understood and agreed

that legal or equitable action that arises out of or regarding this Agreement shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes and court rules of the State of Michigan. In the event any action is brought in or moved to Federal Court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

10. Independent Contractor. It is expressly understood and agreed that the FOICP is an independent contractor. The employees and agents of the FOICP shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the County. The FOICP's employees and agents shall not be entitled to any fringe benefits of the County such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave, or longevity. The FOICP shall be responsible for paying any salaries, wages or other compensation due its employees for services performed pursuant to this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments.

11. Indemnification and Hold Harmless. The FOICP shall, at its own expense, indemnify, protect, defend and hold harmless the County, its elected and appointed officers, employees, and agents from all claims, damages, lawsuits, costs, and expenses, including but not limited to, all costs from administrative proceedings, court costs and attorney fees they may incur as a result of any acts, omissions or negligence of the FOICP, its employees, agents or subcontractors that may arise out of this Agreement. The FOICP's responsibilities to the County and its officers, employees and agents as set forth in this provision shall not be mitigated by any insurance coverage obtained by the FOICP pursuant to the requirements of this Agreement.

12. Standards of Conduct for Ingham County Vendors. The FOICP shall comply with the County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled **Exhibit B** and attached to this Agreement. Breach of this provision shall be a material breach of this Agreement.

13. Modifications, Amendments, or Waivers. All modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of the parties. No failure or delay on the part of the County in exercising any rights, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. Assignment or Subcontracting. The FOICP shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without prior written approval by the County. All subcontracts entered into by the FOICP must comply with the insurance and indemnification provisions of this Agreement.

15. Disregarding Titles. The titles of the provisions set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

16. Complete Agreement. This Agreement, the attached **Exhibits A and B**, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

17. Amendments and Modifications to Provisions of the Agreement. No amendment, modification, assignment, or alteration of the terms of this Agreement shall be binding unless the same is in writing, dated subsequent to the date hereof, and duly executed by both parties hereto.

18. Invalid/Unenforceable Provisions. This Agreement shall be interpreted according to the laws of the State of Michigan. If any provision of this Agreement is rendered invalid or unenforceable because of any State of Federal statute or regulation or ruling by any tribunal of competent jurisdiction that provision will be null and void, and any such invalidity or unenforceability shall not affect the validity of enforceability of the remainder of this Agreement. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

19. Waiver of Provisions of the Lease. No waiver by any party hereto of any default or breach of any term, condition, or covenant of this Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

20. Non-Beneficiary Contract. This Agreement is not intended to be a third party beneficiary contract, and confers no rights on anyone other than the parties hereto.

21. Certification of Authority to Sign Agreement. The persons signing on behalf of the parties certify by their signatures that they are duly authorized to sign this Agreement and that this Agreement has been authorized by the County and the FOICP.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this instrument on the day and year first above written.

COUNTY OF INGHAM

By: _____
Carol Koenig, Chairperson
County Board of Commissioners

Date: _____

FRIENDS OF INGHAM COUNTY PARKS

By: _____

Date: _____

~~Jeff Potter~~, Aengus McIntosh, Chairperson
Board of Directors

APPROVED AS TO FORM FOR
COUNTY OF INGHAM BY
COHL, STOKER, & TOSKEY, P.C.

By: _____
Matts D. Nordfjord

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Ing/Parks #17-021

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to support a prescribed burn at Lake Lansing Park North

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: April 18, 2023
SUBJECT: Prescribed Burn at Lake Lansing Park North
For the meeting agenda of May 1, 2023 Human Services

BACKGROUND

This resolution authorizes the Meridian Land Preservation Board to conduct prescribed burns at Lake Lansing Park North. A prescribed burn is a planned fire that is used to meet specific land management objectives. These fires, sometimes called a, “controlled burn” are carefully planned out with a set of conditions that considers the safety of the public, weather conditions, and the probability of meeting the burn objectives. The goal of a burn in Lake Lansing Park North is to support oak and hickory seedlings, improve plant diversity, increase wildflower density, and improve habitat for native songbirds, small mammals, snakes, turtles and insects. Since previous prescribed burns in 2014 and 2022, there has been an increase in native wildflowers in the understory that are highly important to pollinators, as well as regeneration of young oak and hickory trees. Currently, Ingham County Parks Department is preparing to enter into a contract with a vendor to evaluate Lake Lansing Park North and create a Stewardship Plan which will prioritize areas beneficial for control burning and invasive species control. The Ingham County Parks would like to partner with Meridian Township to accomplish these goals relating to the prescribed burning aspects.

ALTERNATIVES

The alternative is to not authorize this request.

FINANCIAL IMPACT

Ingham County Parks and Meridian Land Preservation Board/Meridian Township will work together to analyze costs and create an agreement to outlay funding sources that coincide with the County’s Stewardship Plan. Meridian Land Preservation Board has expressed interest in paying for a large portion of the controlled burn expenses.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their April 10, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a prescribed burn at Lake Lansing Park North.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PRESCRIBED BURN AT LAKE LANSING PARK NORTH

WHEREAS, the Ingham County Parks Department periodically works with the Meridian Land Preservation Board to conduct prescribed burns; and

WHEREAS, the prescribed burn would be coordinated with the Park Manager on specific dates to be determined at Lake Lansing Park North.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the Meridian Land Preservation Board to conduct prescribed burns at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Parks will work with the County's legal team to review and formulate contract agreement language prior to implementation providing the specifics to this agreement.

BE IT FURTHER RESOLVED, that the term of the agreement for the burn management schedule will be determined by staff, legal counsel, and Meridian Land Preservation Board/Meridian Township.

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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to support entering into a Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan

MOVED BY

SUPPORTED BY

To recommend forwarding the attached resolution to the Board of Commissioners which was supported by the Ingham County Parks and Recreation Commission with the passage of this motion.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 4, 2023
SUBJECT: Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

BACKGROUND

The Parks Department requested the Purchasing Department solicit proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan.

The scope of work includes, but is not limited to: 1) performing a natural inventory study of endangered, threatened, and special concern plants and invasive plant species only; 2) providing a survey and management plan only including natural and naturalized zones at each park including water bodies with the exception of the Grand River; 3) developing a year-by-year Strategic Management Plan for next five (5) years that identifies priority areas for invasive management and endangered, threatened, and special concern flora management; 4) locating suitable locations for restoration efforts such as prairie or edge zone restoration in each of the three parks; and, 5) including methods to be used for elimination, control, and management of invasive species. The five-year Stewardship Management Plan development is to be completed in 2023.

ALTERNATIVES

Failure to address these needs could result in detriment to the land and habitat.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Natural Community Services, LLC for the base bid in the amount of \$38,000 and a contingency not to exceed \$5,000 for a total not to exceed \$43,000.

We are requesting funding from the Parks Department 208 fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and natural features.

OTHER CONSIDERATIONS

The Ingham County Park Commission will review this resolution at their April 10, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Ingham County Parks Department enter into a contract with Natural Community Services, LLC.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: March 2, 2023

RE: Memorandum of Performance for RFP No. 7-23 Five-Year Stewardship Plan for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to develop a five-year Stewardship Plan for several of its Park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan.

The scope of work includes, but is not limited to: 1) performing a natural inventory study of endangered, threatened, and special concern plants and invasive plant species only; 2) providing a survey and management plan only including natural and naturalized zones at each park including water bodies with the exception of the Grand River; 3) developing a year-by-year Strategic Management Plan for next five (5) years that identifies priority areas for invasive management and endangered, threatened, and special concern flora management; 6) locating suitable locations for restoration efforts such as prairie or edge zone restoration in each of the three parks; and, 7) including methods to be used for elimination, control, and management of invasive species. The Five-Year Stewardship Plan Development is to be completed in 2023.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	55	15
Vendors responding	6	3

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Costs	Costs	Costs	Costs
wildtype native plants - ecological services	Yes, Mason MI	Option 1: one (1) site survey \$14,350	Option 2: two (2) site survey \$20,350		
Natural Community Services, LLC	No, W. Bloomfield MI	Total: \$38,000			
ECT Inc.	Yes, Lansing MI	Total: \$48,507			
FISHBECK	Yes, Lansing MI	Total: \$54,000			
SWCA Environmental Consultants	No, Phoenix AZ	Total: \$71,000			
OHM Advisors	No, Livonia MI	Phase 1 Total: \$271,300	Phase 2 Total: \$11,300.00	Phase 3 Total: \$29,100	Other Services: \$13,600

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH NATURAL COMMUNITY SERVICES, LLC FOR A FIVE-YEAR STEWARDSHIP MANAGEMENT PLAN FOR THE INGHAM COUNTY PARKS DEPARTMENT

WHEREAS, the Ingham County Parks Department has determined the need to develop a forest stewardship management plan; and

WHEREAS, a forest stewardship management plan would positively impact the health and wellbeing of wood lands within the Ingham County Parks system by attracting more wildlife; creating more trails for hiking; protecting water quality and soil productivity; and protecting trees from fire, insects and diseases; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Natural Community Services, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Natural Community Services, LLC for the base bid of \$38,000 and a contingency not to exceed \$5,000 to cover any unforeseen circumstances for a total not to exceed \$43,000.

BE IT FURTHER RESOLVED, that the Ingham County Parks Department is requesting \$43,000 from the Ingham County Parks 208 fund balance.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$43,000 from the Ingham County Parks 208 fund balance into a newly created line item with a project code.

BE IT FURTHER RESOLVED, that any unused contingency from the Parks fund balance shall be deposited back into the Parks fund balance.

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.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to recommend supporting Jeremy Worman in creating a forager trail and forager park along the trail in the City of Lansing which runs through Hawk Island County Park

MOVED BY SUPPORTED BY

To approve the following:

I am excited to present to you a project that is near and dear to my heart-enhancing our already beautiful river trail by creating a forager trail and a 1-mile forager park. Edible plants, such as raspberries, blackberries, and strawberries, along with apple and pear trees, all can thrive in Michigan with planning and care

This unique opportunity will consist of signage showing the location of edible plants and explanations of how and when to harvest, as well as relevant history of plants in mid-Michigan and connections to Native American culture.

Strategically planting foragable trees and bushes along the length of the river trail system will provide a new vision of healthy food, while a dense 1-mile section of edible delights will create a special place for both the general community as well as school, pre-school, and retirement home field trips.

This is a chance to take a small step toward reducing the ever-growing rates of obesity, diabetes, high cholesterol, and other current health concerns. It has been shown that being outside improves mental health, concentration, and happiness.

My request to community members is to come together and help me make this happen through volunteering, as well as through donations of money, plants, and services. Youth groups, Scout groups, nature centers, area running and walking groups can all come together to improve the lives of everyone.

Some local nonprofits are already on board- Allen Neighborhood Center, The Friends of the Lansing Regional Trails, and the Parks Department of the City of Lansing all are partners committed to making this a reality.

I believe we live in a special area, and together we can provide healthy experiences for both adults and children. Let's make this community better with the LANSING FORAGER TRAIL AND FORAGER TRAIL PARK!

Jeremy Worman

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 10, 2023

Motion to recommend supporting Collin Simpson scholarship fund

MOVED BY

SUPPORTED BY

To approve the following:

Scholarship Application



INGHAM
COUNTY PARKS

The Collin Simpson Summer Camp Scholarship has been made possible by John and Lynda Simpson in loving memory of their son Collin. By submitting this form, you have indicated that Burchfield Day Camp is a hardship for you to pay, thus making you eligible to apply.

Scholarships will be awarded to the first 15 qualifying campers.

If awarded, 100% of your child(s) tuition for 1 week will be fully funded.

Applications will be accepted from April 11th through June 2nd and we will contact you via e-mail if your child(s) is a scholarship recipient.

If you are applying for multiple children in your family, please fill out one application per child.

If you have already registered and have been awarded the scholarship, the Ingham County Parks Department will refund your account for payment submitted.



CHILD'S INFORMATION

First Name Last Name
Age

PARENT/GUARDIAN INFORMATION

First Name Last Name
Address
City/State Zipcode
Phone Email
County of Residence

Questions?
Please e-mail us: parks@ingham.org

Directors Report 2023

March 6- April 5th, 2023 (April 10th 2023- 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.

- Worked with ROWE consulting and Coe Emens on Prime discussion for Lake Lansing South Construction kick-off items as well as Laux construction the contractor and Meridian Township for permitting.
- Attended ongoing Millage progress update meetings with Nicole Wallace, Brian Collins, and Tanya Moore from Spicer group.
- Worked with Spicer Group and staff on applying for MNRTF Grant for Burchfield Park as well as Nicole and Brian on Legislative request for grants/earmark requests.
- Attended Direct reports Deputy Controller's meetings.
- Worked with Kelly, Brian, and Nicole on reviewing resolutions due for BOC meetings.
- Conducted Administrative and staff meetings continued working on 2024 budget items.
- Attended NACPRO (National Association of Parks and Recreation Organization) awards committee meetings.
- Had several Admin meetings and spent time with Deputy Director to discuss all things parks.
- Attended another Hesse/Earl kids fishing planning meeting; this year's dates will be the first three Saturday mornings in May.
- Attended multiple BOC meetings and committee meetings in person or via zoom.
- Attended a Holt to Mason with local entities officials to discuss maintenance planning for the future trail.
- Met with Nicole and Leslie trail project consultants to address questions for their funded trails projects.
- Met with Nicole and multiple partners and entities to discuss 8th round Millage application for the Red Cedar Blueway.
- Worked with staff on Burchfield Day Camp Friends Scholarship grant assistance
- Visited all the Parks.
- Well hope you got out to the parks to enjoy the spring flowers and sounds (peepers have begun to sing!) 😊

April 2023

Hawk Island County Park

- Attended multiple meetings.
- Began putting shade kites back up throughout park
- Annual preseason playground audit and repairs.
- Took down Winter Sports Building
- Worked with Purchasing on several items out to bid.
- Met onsite with contractors for CIP projects
- Began assembling summer staff.
- Prepped equipment for summer use.
- Worked with Prime Professionals and Purchasing Department for upcoming grant designs and bid specifications.
- Met with Car Dealerships for the availability of Electric Pickup trucks. They are in very short supply, and they are mostly the upper end trucks that do not fit our needs.
- Began receiving 2023 CIP equipment. All 2023 CIP items have been bid out and ordered or put into BOC resolutions.

Lake Lansing Park Report – March/April

Highlights:

Attended Staff and Manager Meetings

Interviewed and hired Marketing Intern position

Met with Burchfield staff to discuss disc golf event fees and sponsorships

Finished up Band Shell Performance contracts

Worked with Ed Gillespie for wheelchair grant for all parks

Reviewed Stewardship bids and recommended vendor. Worked with Meridian Township regarding Prescribed burns and coinciding our stewardship plans for optimal timing

Attended Pre-Construction meeting for LLS Bath House grant projects

Attended 2024 Budget meeting with Tim M, Brian C with other Management and Office Staff

Reviewed color selection for new building with Laux, Tim M and other staff

Met with Laux to review concrete flags that need to be replaced and other segments of project

Clark Tree completed contract for dead tree and limb removals

Working on flower orders

Staff:

Took down winter sports building.

Opened up boat launch

Water turn-on at all LL parks

Replace steps and railings at Lakeview shelter

Worked on rain garden at disc golf course at LLN

Removed old trike storage and canopy

Ian working with volunteer groups to schedule clean-up days

Lakeview steps and railing



Trike storage and canopy removal



Disc golf course rain garden





MParks™
Michigan Recreation
& Park Association

MParks™
DESIGN AWARD
OUTSTANDING PARK
Presented by
Ingham County Parks Department
2023 Winner
2023-2024

Burchfield Park Dirt School Design Award - MParks 2023 Ceremony

March - Parks Office Monthly Report

Meetings/Trainings

Admin and full Staff Meeting
Hesse-Earl Meetings
mParks conference
Budget meeting
Contingency meeting

Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Millage transfer of CIP trail monies
- KJP Roofing and Sheet metal
- Anderson-Fischer and Associates

Customer Service

1,285 phone calls in March.

Website

Continued to edit the website to keep the public informed of the status of the parks. Day camp registration on website and will become active May 1st. Hesse-Earl Youth Fishing Program on website and opened on April 3rd for registration.

Accounting/Budget/Payroll

Our Account Clerk entered in batches of invoices and processed payroll. Prepared financial report and worked on bank rec.

2023 Parks Budget as of 3/28/23

Revenue				
208 Fund	Original	Actual	Available	Percent
600000 Shelter Fees	108,500.00	18,222.00	(90,278.00)	0.17
600100 Disc Golf Fees	46,000.00	4,285.00	(41,715.00)	0.09
610100 Boat Rental	22,500.00	-	(22,500.00)	-
610200 Canoe/Kayak Rental	37,500.00	-	(37,500.00)	-
620000 Boat Launch Fees	17,000.00	58.00	(16,942.00)	0.00
630000 Ski Rental	13,000.00	3,815.50	(9,184.50)	0.29
641000 Food Concessions	56,150.00	4,334.75	(51,815.25)	0.08
641120 Snowshoe Rental	-	82.00	82.00	
652000 Parking Fees	430,846.00	48,484.50	(382,361.50)	0.11
652100 HI Snow Hill Admissions	139,000.00	135,622.00	(3,378.00)	0.98
669130 Game Rental	1,000.00	-	(1,000.00)	-
669140 BUR Tube Rentals	4,000.00	2,436.00	(1,564.00)	0.61
669141 Dog Park Revenue	16,000.00	1,221.00	(14,779.00)	0.08
669145 Park Patron Pass	-	42.00	42.00	
671000 Day Camp	10,000.00	-	(10,000.00)	-
676020 Donations	-	-	-	
688220 Misc Revenue	1,000.00	20.54	(979.46)	0.02
Total Collected Revenue	902,496.00	218,623.29	(682,893.25)	0.24
698010 Carry Over Surplus Used	-	-	-	
699000 Revenue TSF IN - F101	1,960,594.00	980,297.00	(980,297.00)	0.50
699228 Revenue TSF IN - Millage 228	51,500.00	25,750.00	(25,750.00)	0.50
699500 Revenue TSF IN - CAP IMP	-	-	-	
Revenue Total	2,914,590.00	1,224,670.29	1,689,919.71	0.42
Personnel Services				
208 Fund	Original	Actual	Available	Percent
704000 FT Wages	846,571.00	162,672.59	683,898.41	0.19
705000 Seasonal Wages	779,884.00	76,381.95	703,502.05	0.10
706000 FT Overtime	4,783.00	2,718.00	2,065.00	0.57
706100 On Call Payments	5,320.00	160.00	5,160.00	0.03
706700 Seasonal Overtime	1,787.00	70.31	1,716.69	0.04
708000 Meeting Fees	9,750.00	(2,775.00)	12,525.00	(0.28)
713000 Misc Fringes	(28,594.00)			
714000 Unemployment	4,262.00	1,205.42	3,056.58	0.28
715000 Fica County Share	64,822.00	17,776.10	47,045.90	0.27
715050 Liability Insurance	2,207.00	902.34	1,304.66	0.41
716020 PHP Health Insurance	190,605.00	46,234.17	144,370.83	0.24
716030 Health Waiver	3,784.00	524.73	3,259.27	0.14
716035 Retiree Hlth Ins Chargeback	41,406.00	10,268.85	31,137.15	0.25
716040 Retiree Hlth Ins Trust Chg	38,350.00	8,919.19	29,430.81	0.23
716100 Dental Insurance	10,805.00	1,683.19	9,121.81	0.16
716200 Vision Insurance	1,555.00	242.12	1,312.88	0.16
716450 Separation Buyout Chgback	17,045.00	3,941.41	13,103.59	0.23
717000 Life Insurance	1,427.00	242.28	1,184.72	0.17
717100 Disability Insurance	1,158.00	129.50	1,028.50	0.11
718000 Retirement Program	209,545.00	35,272.61	174,272.39	0.17
718500 Retirement Defined Contr.	7,647.00	1,562.69	6,084.31	0.20
720000 Longevity	7,000.00	-	7,000.00	-
722000 Wkcpmp Insurance	4,574.00	1,372.65	3,201.35	
Personnel Services Total	2,225,693.00	369,505.10	1,856,187.90	0.17
Controllable Expenses				
208 Fund	Original	Actual	Available	Percent
726011 Concessions	33,400.00	3,056.33	30,343.67	0.09
728000 Printing & Binding	11,478.00	329.68	11,148.32	0.03
729000 Postage	4,500.00	-	4,500.00	-
730000 Office Supplies	2,800.00	259.54	2,540.46	0.09
731000 Photo-Copying & Supplies	600.00	218.49	381.51	0.36
734000 Non-Capital Equipment	4,500.00	370.82	4,129.18	0.08

2023 Parks Budget as of 3/28/23

740000 Maintenance Supplies	130,136.00	26,170.15	103,965.85	0.20
743000 Other Supplies	27,031.00	4,575.35	22,455.65	0.17
743100 Small Tools	-	-	-	-
745000 Uniforms	7,500.00	707.22	6,792.78	0.09
746010 Clothing Allowance	600.00	750.00	(150.00)	1.25
747000 Gas-Grease-Oil-Antifreeze	38,000.00	4,972.48	33,027.52	0.13
802800 Med Services - Physicals	1,000.00	-	1,000.00	-
815000 Memberships & Subscriptions	3,500.00	442.55	3,057.45	0.13
818000 Contractual Services	24,780.00	1,661.96	23,118.04	0.07
PAZO1 POS System	23,580.00	2,036.42	21,543.58	0.09
861000 Local Travel	3,000.00	341.11	2,658.89	0.11
861100 In state Travel	3,100.00	-	3,100.00	-
890080 Administrative Fees	12,500.00	3,792.48	8,707.52	0.30
901000 Advertising	10,750.00	-	10,750.00	-
921050 Telephone	7,900.00	1,413.40	6,486.60	0.18
921060 Telephone - Long Distance	-	-	-	-
931100 Maint-Related Contractual	56,227.00	4,981.45	51,245.55	0.09
932000 Equipment Repair & Maint	50,470.00	18,221.87	32,248.13	0.36
942000 Equipment Rental	8,138.00	286.00	7,852.00	0.04
957120 Sales Tax	3,650.00	309.33	3,340.67	0.08
957130 Other Taxes	-	1,936.34	(1,936.34)	-
960000 Training	5,300.00	1,075.00	4,225.00	0.20
974000 LL Disc Golf Course	-	2,341.40	(2,341.40)	-
22P08 Bunker Road Landing	-	3,786.00	(3,786.00)	-
22P15 Safety Enhancements	-	-	-	-
20P02 HI Fence/Gates/Gatehouse	-	6,210.00	(6,210.00)	-
Controllable Expenses Total	474,440.00	90,245.37	384,194.63	0.19
Non-Controllable Expense				
208 Fund	Original	Actual	Available	Percent
915050 Liability Insurance	-	-	-	-
921000 Utilities	82,651.00	24,184.68	58,466.32	0.29
921070 Courier Service	1,804.00	-	1,804.00	-
921150 Telephone Allocation Costs	2,608.00	410.44	2,197.56	-
943000 IT Operations	40,764.00	7,504.46	33,259.54	0.18
943010 Equip Service Charge	42,000.00	-	42,000.00	-
943020 Equip Service Charge PC	4,678.00	232.66	4,445.34	0.05
943100 Network Maintenance	19,415.00	3,474.79	15,940.21	0.18
944000 Vehicle Service Charge	18,999.00	-	18,999.00	-
944100 Copier Service Charge	1,538.00	-	1,538.00	-
Non-Controllable Expense Total	214,457.00	35,807.03	178,649.97	0.17
Total Revenue	2,914,590.00	1,224,670.29	(1,689,919.71)	0.42
Total Expenses	2,914,590.00	495,557.50	2,419,032.50	0.17
Difference	-	729,112.79		

208 Fund Balance as of 1.1.22

TBD

Projected Fund Balance as of 12.31.22

TBD

Trails & Parks Millage Program Coordinator Report

March 2023

For: Park & Recreation Commission Meeting

April 10, 2023

- Continued to work on amendments for ongoing millage projects
- Continued to work with the County attorney on contracts and amendments
- Worked with staff on social media updates
- Website updates
- Completed IT Department security training
- Submitted grant applications for consideration for FY24 Community Project Funding for Elissa Slotkin and FY24 Congressionally directed spending for Gary Peters:
 - Ram Trail to Burchfield Park Trail Extension – total project \$5.5 million
 - Requesting \$4.4 million for the grant request
 - Will apply for a 20% (1.1 million) match from the County Trails & Parks Millage
 - Stockbridge to Chelsea Trail Connection – total project \$5 million
 - Requesting \$4 million for the grant request
 - Will apply for a 20% (1 million) match from the County Trails & Parks Millage
- Prepared multiple letters of supports for above grants
- Attended meeting to discuss maintenance plan for the proposed new section of the Holt to Mason trail
- Attend Human Services and Finance committee meetings
- Millage update meeting with Tim, Brian and Tanya
- Attended mParks Conference
- Spoke at the mParks Ingham County Trails Bus Tour session with Tim Morgan, Brian Collins, Tanya Moore, Brett Kaschinske, and Dan Opsommer – stopped at Rotary Park and Hawk Island in Lansing, White Park in East Lansing and Central Park in Meridian Township
- Meeting with new Park Commissioner Nick Lentz, Tim Morgan, Brian Collins, and Kelly Burkholder
- Prepared the 2024 trails and parks millage budget request
- Attended 2024 budget request meetings with staff
- Attended admin meetings
- Attended meeting with multiple entities to discuss Red Cedar application for round 8
- Attended meeting with Road Department staff, park staff, Spicer Group staff, and Spalding DeDecker staff about Leslie pathway projects
- Coordinated meeting with Road Department staff, park staff, Spicer Group staff to discuss round 8 millage application to plan the removal of the English Inn bridge
- Attended TCRPC Regional Trails Plan Advisory Committee Meeting
- Checked on upcoming reimbursement requests from communities
- Posted video to our YouTube channel:
<https://www.youtube.com/@inghamcountyparks9164/videos>



mParks Conference Bus Tour – Rotary Park in Lansing and White Park in East Lansing



Attended the mParks Trade show and visited Penchura’s booth. They will be providing a new play structure at Lake Lansing South (photo above).



FLRT Trail Ambassador Program Coordinator Monthly Report April 2023

Please direct questions to Lauren at TA@LansingTrails.org

- Trail Town 10K (Saturday, June 3, 2023)
 - Met with planning team
 - Opened registration:
<https://runsignup.com/Race/MI/Lansing/TrailTown10K>
 - Confirmed 1 sponsor
- Identified new sponsor sign vendor, ordered 1 new sponsor signage
- Various administrative tasks (emails, website updates, etc.)
- Connected forager trail individual with FLRT board member for future planning
- Met with Marketing committee on developing new communications strategy
- Monitored trail activity updates
- Drafted and sent eNewsletter

Sponsorship Stats

Community Name	Mile Markers (Reserved/Avail.)	Trailblades (Reserved/Avail.)	Trailheads (Reserved/Avail.)
City of Lansing	14 / 55	12 / 33	1 / 8
City of East Lansing	0 / 16	1 / 16	0 / 5
City of Mason	0 / 0	0 / 0	0 / 0
Meridian Township	1 / 22	1 / 13	0 / 10

March 14th, 2023

Michigan Department of Natural Resources
Grant Coordinator

Re: Vevay Township – 2023 Passport Grant Application

Dear MDNR Grant Coordinator

As Director of the Ingham County Parks Department, I am enthusiastically writing to voice my support for Vevay Township's 2023 Passport Grant application that will enhance the accessibility and enjoyment of the park for people of all abilities and ages.

The project consists of playground improvements and expansion, new seating, access to ballfields, ADA improvements, and creating a 1/2 loop path connecting the primary recreational facilities within Vevay Township's only park. These improvements will surely enhance the enjoyment of the park while improving accessibility in the park for the benefit of everyone.

This grant will allow the Township to incorporate the newest recreational trends focusing on fitness and wellbeing. The park improvements and proposed walking path affords both urban and rural areas the benefit of a healthier lifestyle, community and economic growth, and recreational activities for users of all ages.

I am honored and appreciate the opportunity to lend my full support to this exciting and valuable project.

Thank you for your consideration.

Sincerely,



Timothy Morgan,
Director Ingham County Parks



INGHAM COUNTY PARKS & RECREATION DEPARTMENT

121 E. Maple St., PO Box 178, Mason, MI 48854

Phone: 517.676.2233 Fax: 517-244-7190

www.inghamcountyparks.org email: parks@ingham.org

From: Dan Opsommer <opsommer@meridian.mi.us>
Sent: Wednesday, March 22, 2023 12:44 PM
To: Nicole Wallace <NWallace@ingham.org>; Timothy Morgan <TMorgan@ingham.org>
Cc: LuAnn Maisner <maisner@meridian.mi.us>; Wanda Bloomquist <wanda@williamstownmi.gov>
Subject: RE: Red Cedar Blueway Pathway Round 8 Millage Request – Meeting Date: 3/21 at 1pm

Nicole and Tim,

Thank you both for your hard work on this, and for making County millage funding available by application. We really appreciate the regional partnerships.



Dan Opsommer
Deputy Township Manager
Director of Public Works & Engineering
opsommer@meridian.mi.us
Work: 517.853.4440 | Fax: 517.853.4099
5151 Marsh Road | Okemos, MI 48864

From: Nicole Wallace <NWallace@ingham.org>
Sent: Wednesday, March 22, 2023 12:06 PM
To: Monica Schafer <MSchafer@ingham.org>; Mark Polsdofer <MPolsdofer@ingham.org>; Gabrielle Lawrence <GLawrence@ingham.org>; Irene Cahill <ICahill@ingham.org>; Simar Pawar <SPawar@ingham.org>; Mark Grebner <mgrebner@ingham.org>; Thomas Morgan <tmorgan@ingham.org>; Timothy Morgan <TMorgan@ingham.org>; Brian Collins <BCollins@ingham.org>; Paul Pratt <PPratt@ingham.org>; Moore, Tanya M. <tanyam@spicergroup.com>; wlongpr@cityofeastlansing.com; LuAnn Maisner <maisner@meridian.mi.us>; Dan Opsommer <opsommer@meridian.mi.us>; Phil Deschaine <deschaine@meridian.mi.us>; Brett.Kaschinske@lansingmi.gov; wanda@williamstownmi.gov; manager@williamston-mi.us; supervisor@leroytownship-mi.gov; treasurer@leroytownship-mi.gov; johncarlbollman@gmail.com; Josh@zstechs.com; keithcreagh@gmail.com
Cc: Jared Cypher <JCypher@ingham.org>; Becky Bennett <BBennett@ingham.org>
Subject: RE: Red Cedar Blueway Pathway Round 8 Millage Request – Meeting Date: 3/21 at 1pm

Hello,

Thank you for attending the meeting yesterday. Here is a link to the Zoom recording if you missed the meeting:

https://us06web.zoom.us/rec/share/VXwvNEiXB9Y1nrtE_z9UooseXSyEaiXUOeG9KnfWezQHpcEhpyogIVpeZHDol_fi.9yb_xkuqmuXGncQSH

Passcode: R.KHba0N

Millage applications are due **May 1, 2023 by 5:00 pm.**

The application is online: https://pk.ingham.org/trails_and_parks_millage/application.php

Please submit applications via email to nwallace@ingham.org

Or applications may be submitted by mail:

Ingham County Parks
Attn: Ingham County Trails & Parks Millage Coordinator, Nicole Wallace
PO Box 178
Mason, MI 48854

If you have any questions, please let me know.

From: [Timothy Morgan](#)
To: csbidigare@gmail.com
Cc: [Simar Pawar](#)
Subject: RE: Extra Fee - Frisbee Golf
Date: Thursday, April 6, 2023 7:55:22 AM
Attachments: [image001.jpg](#)
[image008.jpg](#)
[image002.jpg](#)
[image004.jpg](#)
[image006.jpg](#)
[Fee List 2023.xlsx](#)
Importance: High

Dear Carol Bidigare & Family,

Thank you for inquiring about the Ingham County Parks.
Please see below in green my responses to your inquiry:

From: Carol Bidigare <csbidigare@gmail.com>
Sent: Wednesday, March 29, 2023 10:41 AM
To: Timothy Morgan <TMorgan@ingham.org>
Cc: Simar Pawar <SPawar@ingham.org>
Subject: Extra Fee - Frisbee Golf

Mr Morgan -

This email is in reference to the fees attached to frisbee golfing at the county parks & since I saw you were the Director on the parks and recreation board, this item is addressed to you. "cc" is our local representative as well.

Currently, the Ingham county residents not only pay taxes to help support the parks. In addition, Ingham County charges Ingham County residents an additional \$3/\$35 fee to get into the parks. Both taxes and entrance fees have gone up. I understand the rationale in charging non-residents or even a rental fee for use of frisbees (most players bring their own that they purchased).

The Parks Department's budget is made of primarily tax generated general fund dollars approximately 70%, while only approximately 30% is made up from fees collected from users. Parks are and always will be funded by the people for the people through a combination of taxes and fees.

I (and other residents) found out recently that Lake Lansing North has had a frisbee golf/baskets installed. This addition is a good asset to the park and is paid for, no debt exists. (see article attached). You are correct, the new 18 hole Disc Golf course was paid for out of Parks Fund Balance which is accumulated through fees charged in the parks. These fees allow the Parks Department to make improvements like adding new facilities, as well as to make updates to existing infrastructure, equipment, and overall operations costs of providing quality Parks and Recreation services.

My question is; Why has the county added an additional \$5 fee if you play? This fee for Disc Golf already existed and has been charged at Burchfield since the inception of Disc golf courses within

the Ingham County Parks as a fee.

Fees charged generate revenue to help supplement the operating costs associated with maintaining high quality disc golf courses. See further explanation why we charge fees in the parks:

- When course equipment breaks, depreciates, or simply needs updating; it can be sustained by revenue generated from the same activity, freeing up our budget for other improvements and can also provide funding to expand these facilities like the new course at Lake Lansing North Park.
- Without this \$5 fee, we have a smaller operating budget, which means less consistent maintenance, and fewer capital improvements for not only the courses, but the parks as a whole. Disc golf fees as well as other fees charged help support other portions of the parks like grills and picnic tables.
- There is a heightened importance on providing appropriate value to things that aren't free. On the counter side, if we remove the fees generated from disc golf, our courses could become in disrepair. We encourage taking a tour of the free courses in our area in comparison to Ingham County Parks pay to play courses in the area provides an example of this.

*This decision appears to be a way to "squeeze" out more money while charging people that already pay for the parks 2 ways. (Burchfield's charging for this as well-which should also be dropped)

*The parks don't charge pickleball/tennis/volleyball players when all have repairs over time. Funding sources are different for different branches of government...township, municipal, county, state, federal, etc... The Ingham County Parks, Burchfield Park, Hawk Island Park and Lake Lansing Parks do not offer any pickle ball facilities. Meridian Township Parks can be contacted at this link concerning their facilities and programming; <https://www.meridian.mi.us/about-us/departments/parks-recreation>

*There isn't a picnic table/BBQ charge, which also needs repairs over time You are correct, but we do have fees for various items (see attached Board of Commissioners approved fees list).

*Is there reason the park won't charge pickleball players (older adults)? Are young adults (who mostly play frisbee golf) an easier target? As I stated above we do not offer pickleball facilities in the County Parks, that would be Meridian Township Parks. As to your questions about age, I would say the answer is definitely no, see the Park Commission/Departments 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.

*Offering a "no fee" if someone states financial hardship appears to mask the dysfunction in charging a fee in the first place. (again, no other sports are charged) If you are referencing the Parking fee waiver that was adopted by the Board of Commissioners when parking fees were first adopted several years ago for parks this was done so that there would no be any obstacle for anyone to enter and enjoy the County Parks. You can walk or ride a bike into any County Park. The Parking

fees is just that a fee on vehicles. The Hardship free program does help anyone who feels it is a hardship to pay this fee.

We can all agree everyone wants individuals to use the park - We want families/students to feel they can enjoy the parks & that their taxes and annual/daily passes fees pay for this too.

Our family is recommending eliminating the \$5 fee for playing frisbee golf at Lake Lansing North (& Burchfield) for individuals living in Ingham County. It seems reasonable for individuals living outside of the Ingham district to be charged a fee.

Thank you for your input and I will pass this along to our Parks Commission in their April Park Commission Packets.

I would also invite you and anyone to attend any Park Commission meetings as they are open to the public and provide a venue for active citizen involvement. They are typically on the second Monday of the Month at 5:30 p.m. at the Human Services Building in Lansing on the 2nd floor. The next meeting will be Monday, April 10th at 5:30 p.m.

This is a link on our Web Page to past and upcoming Park Commission meetings:

https://pk.ingham.org/park_commission/index.php

Thank you for your service

Carol Bidigare & Family
6279 High St
Haslett

[**https://www.fox47news.com/news/local-news/ingham-county-will-add-another-disc-golf-course-at-lake-lansing-park](https://www.fox47news.com/news/local-news/ingham-county-will-add-another-disc-golf-course-at-lake-lansing-park)

Sincerely,

Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
CTA (Certified Tourism Ambassador™)
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