

# 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](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, February 10, 2025*

## Monday, February 10, 2025

### 5:30pm

## PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **ELECTION OF 2025 OFFICERS**
  - A. Park Commission Nominating Committee – Bret Marr
4. **Approval of Minutes**
  - A. Minutes of December 9, 2024 regular meeting will be considered - [Pg 3](#)
5. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
6. **APPROVE THE AGENDA**  
**Late Items / Changes/ Deletions**
7. **INFORMATIONAL ITEMS**
  - A. Hayhoe Donation - [Page 6](#)
  - B. Great Lakes Park Training Institute Award - [Page 7](#)
8. **DISCUSSION ITEMS**
  - A. Phase 2 Wayfinding - [Page 9](#)
9. **ACTION ITEMS/Staff Review Summary – [Page 12](#)**
  - A. Volunteer of the year - [Page 14](#)
  - B. Hubbell, Roth & Clark, Inc – Prime Professional – Riverbend – [Page 15](#)
  - C. 2025 Park Commission Dates – [Page 21](#)
10. **ADMINISTRATIVE REPORTS**
  - A. Director - [Page 22](#)
  - B. Park Managers - [Page 23](#)
  - C. Administrative Office - [Page 27](#)
  - D. Millage Coordinator Report - [Page 28](#)
  - E. Friends of the Lansing Regional Trails - [Page 32](#)

**10. Board/Staff Comments**

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

**11. Correspondence and Citizen Comment – [Page 33](#)**

**A.** Betsy Steudle

**12. Upcoming Meetings**

**A.** Date: March 10, 2025; 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.

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

**\*\*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**  
**December 9, 2024**

The Ingham County Parks & Recreation Commission held a Regular Scheduled Meeting at Human Services Building, 5303 S. Cedar St., Room D & E, Lansing, MI 48911

**Board Members Present:** Cherry Hamrick, Stephanie Thomas, Commissioner Pawar, Commissioner Ruest, Matthew Ferguson, Steve James, Bret Marr, Nathan Triplett, Paul Pratt

**Absent:**

**Also Present:** Director Timothy Morgan, Tim Buckley, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Coordinator Natalie Trotter

**Call to Order:** Cherry Hamrick called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:31pm

**Minutes:** **Moved by Ms. Thomas and Supported by Mr. James** to approve the November 18, 2024 minutes of the regular meeting as written:  
**Yes-9; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None.

**LATE ITEMS / CHANGES / DELETIONS**

None.

**DISCUSSION**

**Wayfinding Phase 2**

Mr. Triplett stated that he feels the commission should consider requesting the County to fund Round 2 wayfinding out of the Trails and Parks Millage. Mr. Triplett stated that it was denied in the budget and not on the Z list, however Lake Lansing corner passed and does not feel the harm in asking and pointing out the necessity. Mr. Triplett remarked that our region is home to beautiful trails and it's easy to see where funding has been allocated for wayfinding signage, as those areas have signs, while others do not. Mr. Triplett also stated that we told grantee to take money out of their requests and that there would be money for wayfinding money and feels that we need to hold up our end.

Commission Ruest asked how much money would this cost.

Ms. Trotter stated that the last phase was around \$200,000. Ms. Trotter stated that she plans on reaching out to the communities in 2025 to see how many signs are needed but knows it will be higher due to inflation.

Commission Ruest asked if municipalities would be putting money towards it.

Mr. Morgan stated that originally it was 100% funded by the Trails and Park millage.

Commission Ruest asked if we could do a 75%/25% with communities.

Ms. Thomas asked if FLRT could be of assistance and push to get sponsors.

Ms. Trotter stated that originally the sponsorships for signs were to support the Coordinator position.

Mr. Morgan stated that we could look into with FLRT and their trail ambassador positions but, the Parks Department has never been involved in the past at that level.

Mr. Ferguson asked if we are proposing to pay out of the Trails and Parks millage and feels that signage is an integral part of having a trail and feel that the signage should be there.

Conversation ensued.

Commissioner Pawar has received comments from residents in regards to the signage and feels they need to say more. Ms. Pawar suggests a QR code which links to Choose Lansing website and indicates things in the area such as restaurants, libraries etc. would be appropriate.

Ms. Trotter stated that Tri County Planning Commission is trying to connect Clinton, Ingham and Eaton and stated that we don't want another agency to come in and change what we have started as to Ingham wayfinding program.

Commissioner Pawar suggested possible outreach to businesses or private individuals that would be interested in sponsoring signs to pay for the individual signs.

Mr. Morgan recapped and stated that the Parks Commission is directing staff to send out to all stakeholders to get an inventory of their need. Mr. Morgan stated that we will make it clear that this was not approved in the 2025 budget request but, will be including it in our 2026 budget request. It would be up to the park commission if they would prefer to take it to the Board of Commissioners sooner.

Ms. Trotter stated she will draft up what she will be sending out to the communities and will bring it back next month for the Park Commission to approve at their January meeting.

### **BOARD/STAFF COMMENTS**

Commissioner Pawar asked about the Hawk Island staff report and wanted more information on the Axon FUSUS Demo with local police agencies.

Mr. Morgan stated that he would have Brian Collins reply to Commissioner Pawar with details.

Commissioner Pawar also inquired about seasonal employment opportunities and would like the Parks Department to participate with the CAMW job fair next year. Staff shared we can participate if we are aware of such events and would be happy to do so. Human Resources is responsible for coordinating and reaching out to inform departments of hiring events in the area.

Commissioner Pawar inquired with Tim Buckley about advertising programs with Holt Public Schools and would like Tim to reach out to the schools in the Meridian area.

### **LIMITED PUBLIC COMMENT**

#### **Adjournment:**

There being no further business, the meeting was adjourned at 6:18pm.

Meeting adjourned



Minutes submitted by:  
Kelly Burkholder, Administrative Office Coordinator

December 12, 2024

Ingham County Parks Department

Tim Morgan, Director

121 East Maple Street, Suite 102

Mason, Michigan 48854

Dear Mr. Morgan,

It is with great pleasure that we pledge a total of \$250,000 dollars to Ingham County for naming rights on the Mason to Delhi non-motorized trail final connector leg. The project is more specifically described in the Holt to Mason Phase 2 Feasibility Study recently prepared by Spicer Group. This proposed project will extend the trail from the southern end of Delhi Townships' Hayhoe Trail at the intersection of College Road and South Cedar Street, and head southeast parallel to South Cedar Street alongside Dart Container Corporation, cross over US127 at Howell Road, and connect to Masons' Hayhoe Riverwalk Trail at the intersection of Kerns Road and Howell Road. This donation is specifically designated to be used toward the construction of the project, the Hayhoe Trail.

This pledge will be fulfilled in the following manner: Half (\$125,000) in December 2023, which has been submitted, and half (\$125,000) today, December 12, 2024. If, for any reason, this Hayhoe Trail project is not constructed, please return this contribution to me. However, I am very confident that we will be successful in completing this beautiful project.

This proposed non-motorized trail is on the Master Plans of Ingham County Parks, Michigan Department of Transportation, Tri-County Regional Planning, Alameda Township, Vevay Township and the City of Mason. This route will be the final connector leg joining Mason to Delhi Township, and the entire Ingham County trail network. This project will substantially improve safety along South Cedar Street and provide non-motorized access to all the businesses and services available along the Cedar Street Highway Commercial District. It will improve health, welfare and quality of life for people in the Mason and Delhi Township area, and everyone in Ingham County.

We are very happy to participate in such a great project.

Sincerely,



Richard George Hayhoe



Lisa Hayhoe



December 5, 2024

Natalie Trotter  
Ingham County Parks Department  
881 Grovenburg Rd  
Holt, MI 48842

Dear Natalie,

Congratulations! The Great Lakes Park Training Institute is proud to present the Ingham County Parks Department with a 2025 Great Lakes Park, Facility, or Program Award for Burchfield Park Ingham County Park-Dirt School. These awards are given annually by the Institute's Board of Advisors to recognize parks, facilities, and programs that represent the cutting edge of the park and recreation profession in the United States.

Your award will be presented at the 2025 Great Lakes Park Training Institute during the Awards Reception. You or another representative of Ingham County Parks are invited to attend this event to accept the award. The Great Lakes Park Training Institute will cover the luncheon's meal and daily Institute registration for you. Please contact us by January 6, 2025 to confirm your attendance.

This year, the Awards Reception will be held on February 25, 2025 at 12:30 PM Eastern time. The event will be held in Pokagon State Park's Potawatomi Inn, near Angola, Indiana. After Ingham County Parks is introduced by the Awards Committee, you will have a moment to thank those who have supported your organization's project during the luncheon followed by a brief presentation on your project at 1:30. If you have any questions regarding the Awards Reception or presentation, please contact me at your convenience.

Thank you for your dedication to your community and the parks and recreation profession and once again, congratulations!

Sincerely,

*Layne Elliott*

Layne Elliott  
Assistant Director  
Great Lakes Park Training Institute  
812.855.3095  
[laynelli@iu.edu](mailto:laynelli@iu.edu)  
[glpti@eppley.org](mailto:glpti@eppley.org)

# Directions to Pokagon State Park

Potawatomi Inn / 6 Lane 100 A Lake James / Angola, IN 46703 / 260 833 1077

## Chicago, IL

(Approximately three hours and 160 miles) Take the Tri-State East 294, onto the Indiana toll road, I-80/90. Take the Indiana toll road east and merge onto I-69 south, exit 144. Follow I-69 to exit 354 and turn right off exit ramp. Continue straight, as this is the road into Pokagon State Park and Potawatomi Inn.

## Detroit, MI

(Approximately two and a half hours and 150 miles) Take I-75 south toward Toledo. Merge onto the I-80/90 toll road west exit 144 to I-69 south. Follow I-69 to exit 354 and turn right off exit ramp. Continue Straight, as this is the road into Pokagon State Park and Potawatomi Inn.

## Ft. Wayne, IN

(Approximately 45 minutes and 44 miles) Take I-69 to exit 354 and turn left off exit ramp onto 127 and turn left at stop light onto 727. Continue Straight, as this is the road into Pokagon State Park and Potawatomi Inn.

## Indianapolis, IN

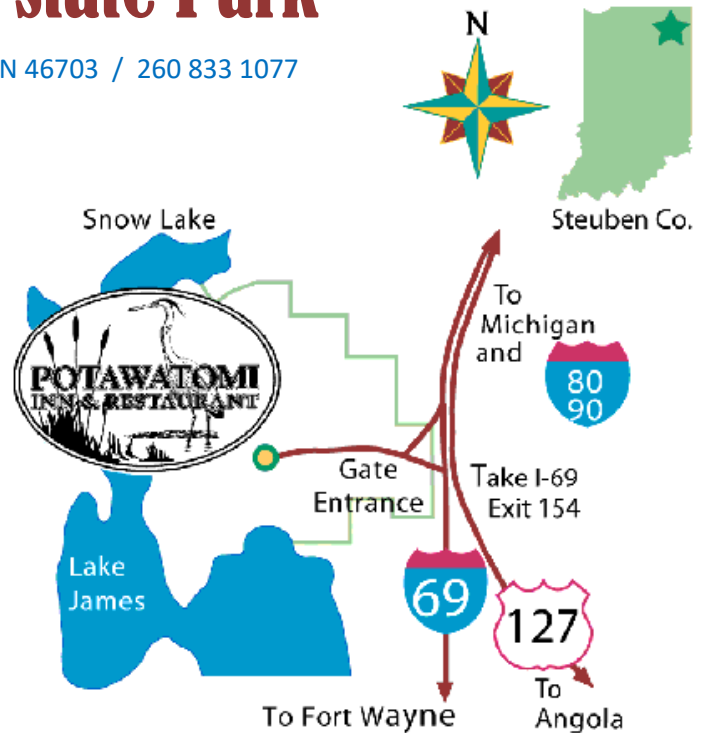
(Approximately three hours and 170 miles) Take I-465 North, merge onto I-69 North exit 37B toward Ft. Wayne. Follow I-69 to exit 354 and turn left off exit ramp onto 127 and turn left at stop light onto 727. Continue straight, as this is the road into Pokagon State Park and Potawatomi Inn.

## Lansing, MI

(Approximately one and a half hours and 86 miles) Take I-69 South toward Ft. Wane, Indiana. Follow I-69 to exit 354 and turn right off exit ramp. Continue straight, as this is the road into Pokagon State Park and Potawatomi Inn.

## Toledo, OH

(Approximately one and a half hours and 90 miles) Take I-80/90 toll road west exit 144 to I-69 south. Follow I-69 to exit 354 and turn right off exit ramp. Continue straight, as this is the road into Pokagon State Park and Potawatomi Inn.



*We want you to enjoy your visit to the area!*

*The Potawatomi Inn is located on the grounds of Pokagon State Park. Hiking trails, bird watching, a nature center, a toboggan run, and beautiful hardwood forest are all features of this lovely park.*

# Ingham County Trails Wayfinding Signage

## Phase II

Dear Ingham County Communities,

The Ingham County Parks Department is reaching out to communities within Ingham County to gather information on interest in installing Wayfinding Signage along your trails. Please complete the form below if you are interested in Wayfinding Signage, and include an estimated number of signs (Trailhead Map Signs, Trailblade Signs, and Mile Markers). The County will use the estimated number of signs to calculate an approximate cost for Wayfinding Signage, which will help determine the budget needed for Phase II of the Wayfinding Signage project.

Funding in 2025 was not approved & Ingham County is unsure when funds will be available, but estimated costs for the Wayfinding Signage will help guide us in securing the necessary funding.

Community Name: \_\_\_\_\_

Did you participate in Phase I Wayfinding YES or NO

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please give us an estimated number of signs for each type listed below (please see next 2 pages for descriptions):

Trailhead Map Signs: \_\_\_\_\_

Trailblade Signs: \_\_\_\_\_

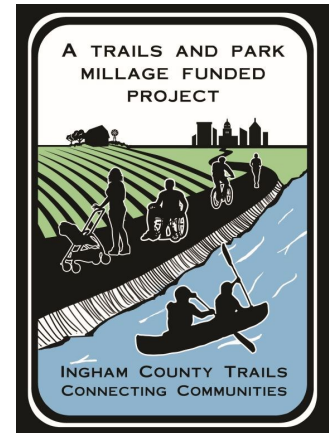
Mile Markers: \_\_\_\_\_

Please submit this sheet to Natalie Trotter at [ntrotter@ingham.org](mailto:ntrotter@ingham.org), by **Thursday May 1, 2024**. If you have any questions feel free to contact me at 517-525-0452.

# Ingham County Trails Wayfinding

## Importance of Trails Wayfinding:

- ♦ Gives trail users more confidence in navigating
  - ♦ Easily orient to the trail system
  - ♦ Find their destination with minimum stress & without getting lost
  - ♦ Locate points of interest
  - ♦ Locate trail amenities
  - ♦ Discover information in an easy to digest way
- ♦ Maintains a cohesive look (branding)
- ♦ Helps maintain user safety



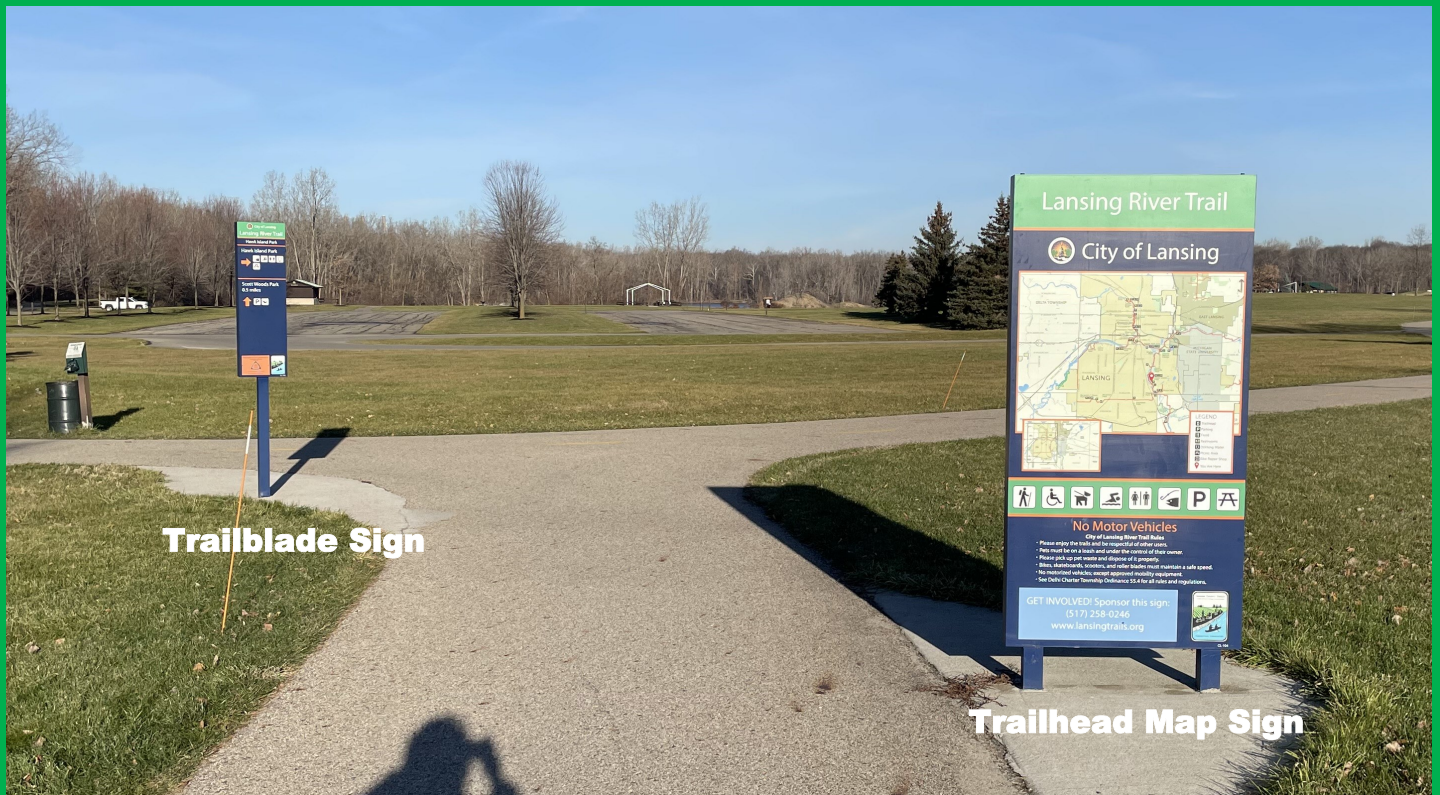
## Different Types of Wayfinding Signs

- ♦ Trailhead Map Sign Includes:
  - ♦ Trail Identification/Logo
  - ♦ Map (Enlarged Area, Overall Area & You are here)
  - ♦ Regulation/Sponsorship/Trails & Parks Logo
- ♦ Trailblade Sign Includes:
  - ♦ Trail Identification/Logo
  - ♦ Identifies: Location/Upcoming Destinations/Point of Interest/ Trailside amenities/Mileage
  - ♦ Placed at key decision points
  - ♦ Sponsorship/Trails & Parks Logo
- ♦ Mile Markers Includes:
  - ♦ Trail Identification/Logo
  - ♦ Unique numbering for each marker
  - ♦ Location/Sponsorship/Trails & Parks Logo

## Trails Wayfinding Phase I Communities who installed Wayfinding Signs

| Community       | Trailhead Map | Trailblade | Mile Marker | Total signs |
|-----------------|---------------|------------|-------------|-------------|
| Dehli Twp.      | 4             | 13         | 33          | 50          |
| East Lansing    | 5             | 17         | 16          | 38          |
| City of Lansing | 12            | 36         | 58          | 106         |
| Leslie          | 1             | 3          | 5           | 9           |
| Meridian Twp.   | 10            | 14         | 22          | 46          |
| Aurelius Twp.   | 3             | 0          | 0           | 3           |
| Total           | 35            | 83         | 134         | 252         |







## **February 10th, Park Commission**

### **AGENDA STAFF REVIEW SUMMARY ACTION ITEMS:**

The Director of Parks is recommending approval of all action items.

#### **From the agenda for the following; ACTION ITEMS:**

**A.     *Volunteer of the year.***

**B.     *Agreement with Hubbell, Roth & Clark, Inc. for prime professional services at Riverbend Natural Area***

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract for prime professional services to develop a phased plan for improvements at Riverbend Natural Area.

The scope of work includes, but is not limited to, improving river and fishing access along the Grand River by providing a universally accessible fishing dock, removing and replacing the existing stairs and dock at the river, riverbank stabilization, and new paved walkways. The project will also provide amenities to improve ADA accessibility at the park including ADA paved parking spaces, a picnic node with a picnic table and grill, a bench, a pad for an ADA porta-john, and an interpretive sign. The project will also remove & replace the boardwalk/bridge over Peppermint Creek with a widened 8ft. boardwalk/bridge to allow passage of park utility vehicles and maintenance equipment.

The Purchasing Department can confirm the following:

| Function                                   | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose                 | 132                       | 38                      |
| Vendors attending pre-bid/proposal meeting | 10                        | 7                       |
| Vendors responding                         | 8                         | 6                       |

Parks staff (5) reviewed all proposals and scored them and HRC was the highest scoring as well as lowest price and is also a local vendor. We also interviewed HRC and recommend them for the work.

**C.     *2025 Park Commission Meeting Dates***

Staff supports the proposed dates, times and locations.

#### **From the agenda informational item:**



**A. Hayhoe Donation**  
**(see attached)**

**B. Great Lakes Park Training Institute Award**  
**(see attached)**

**From the agenda discussion items:**

**A. Phase 2 Wayfinding**  
**(see attached Draft correspondence to communities)**

Trails and Parks Millage funds:

Due to there no longer being a Trails and Parks Fund Balance. It is zero, this occurred in 2024.

Parks have been asked to evaluate our 2025 approved Trails and Parks funded items including all current grant projects, CIP projects, and budgeted dollars. Staff will be developing a list of items for the Park Commission to review at the March Park Commission meeting. We will be looking at and making decisions on which items might have to be paused to help balance the 2025 Trails and Parks Budget overall.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 10, 2025

## RESOLUTION #

### **RESOLUTION HONORING THE LANSING CATHOLIC HIGH SCHOOL YEARLY VOLUNTEER GROUP AS THE VOLUNTEER OF THE YEAR**

WHEREAS, the Parks and Recreation Commission has established an award to publicly recognize outstanding volunteers each year; and

WHEREAS, Lansing Catholic High School volunteers work at Ingham County Parks began in 2004 and has worked collaboratively with Ingham County Parks for over 20 years; and

WHEREAS, special recognition needs to be given to Stacia DeVries, Doug Moore, and the many Lansing Catholic High School students and chaperones; and

WHEREAS, since then, Lansing Catholic High School has volunteered countless hours spring prepping at Lake Lansing Park; and

WHEREAS, this service has included:

- Spring clean-up, mulching of flower beds, spring playground mulch prep and staining, painting, weeding, picnic table prep, and many other yard work projects
- Engaging LCHS we always say we are "Teaching a Way of Life," and to that end, Service is a way of life here too through the many mission trips, service projects, and Work-a-thon with Ingham County Parks; and

WHEREAS, the Lansing Catholic High School Volunteer efforts contribute to the Parks Department's ability to provide beautiful well-tended recreational areas to the one-half million Ingham County residents who visit Lake Lansing Park South annually.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of The Lansing Catholic High School work and extends its sincere appreciation for their ongoing volunteer contributions and efforts.

BE IT FURTHER RESOLVED, Lansing Catholic High School is the recipient of the Ingham County Parks Volunteer of the Year Award.

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 10, 2024

**Motion to support a Resolution to authorize an agreement with Hubbell, Ruth & Clark, Inc. for prime professional services for improvements at Riverbend Natural Area**

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:** February 18, 2025  
**SUBJECT:** Agreement with Hubbell, Roth & Clark, Inc. for prime professional services  
For the meeting agenda of March 3, 2025 Human Services and March 5, 2025 Finance

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### **BACKGROUND**

The Ingham County Parks has been awarded a DNR Grant TF23-0142 for improvements to the Riverbend Natural Area. Ingham County Parks proposed improvements at Riverbend Natural Area (part of Burchfield Park) will upgrade and provide better ADA accessibility at the park. This work will include improving river and fishing access along the Grand River by providing a universally accessible fishing dock, replacing the existing stairs and dock at the river, riverbank stabilization, and new paved walkways. The project will also provide amenities to improve ADA accessibility at the park including ADA paved parking spaces, a picnic node with a picnic table and grill, a bench, a pad for an ADA porta-john, and an interpretive sign. The project will also remove and replace the boardwalk/bridge over Peppermint Creek with a widened 8ft. boardwalk/bridge to allow passage of park utility vehicles and maintenance equipment (weight capacity to be determined during design development phase).

Listed below is our proposed scope of work to develop the scope of the grant project, cost estimates and grant administration.

Proposed scope of work for this project:

1. Topographical Survey
2. Design Development
3. Permitting
4. Bidding Phase
5. Construction Administration
6. Grant Administration

### **ALTERNATIVES**

Ingham County Park staff does not have the engineering expertise that the consultant is be able to provide. No other alternatives.

### **FINANCIAL IMPACT**

Proposed fees from Hubbell, Roth & Clark, Inc:

- A. Topographical Survey: \$2,760.00
- B. Design Development: \$26,410.00
- C. Permitting: \$3,560.00
- D. Bidding Phase: \$1,290.00
- E. Construction Administration: \$22,200.00
- F. Grant Administration: \$1,140.00
- G. Reimbursable Expenses: \$2,500.00

Estimated amount: \$59,860.00

Contingency not to exceed \$5,986.00 (10%)

There are funds available in line item 228-62800-967000-TR090.

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their February 10, 2025 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Hubbell, Roth & Clark, Inc. for prime professional services for improvements at Riverbend Natural Area.

TO: Tim Morgan, Director, Parks Department

FROM: Kristen Romo, Director of Purchasing

DATE: January 24, 2025

RE: Memorandum of Performance for RFP No. 240-24 Prime Professional Consulting Services for Riverbend Natural Area Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract for prime professional services to develop a phased plan for improvements at Riverbend Natural Area.

The scope of work includes, but is not limited to, improving river and fishing access along the Grand River by providing a universally accessible fishing dock, removing and replacing the existing stairs and dock at the river, riverbank stabilization, and new paved walkways. The project will also provide amenities to improve ADA accessibility at the park including ADA paved parking spaces, a picnic node with a picnic table and grill, a bench, a pad for an ADA porta-john, and an interpretive sign. The project will also remove & replace the boardwalk/bridge over Peppermint Creek with a widened 8ft. boardwalk/bridge to allow passage of park utility vehicles and maintenance equipment.

The Purchasing Department can confirm the following:

| Function                                   | Overall Number of Vendors | Number of Local Vendors |
|--|---------------------------|-------------------------|
| Vendors invited to propose                 | 132                       | 38                      |
| Vendors attending pre-bid/proposal meeting | 10                        | 7                       |
| Vendors responding                         | 8                         | 6                       |

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 [kromo@ingham.org](mailto:kromo@ingham.org) or by phone at 676-7309.*

|   |  |  |                                    |  |                              |
|---|--|--|------------------------------------|--|------------------------------|
| <b>Vendor: ROWE Professional Services Company</b> | <b>Local: No, Flint MI</b>             | <b>Vendor: Wolverine Engineers &amp; Surveyors</b> | <b>Local: Yes, Mason MI</b>        | <b>Vendor: PEA Group</b>                         | <b>Local: Yes, Okemos MI</b> |
| Topographical Survey                              | \$10,650.00                            | Topographical Survey                               | \$8,950.00                         | Data Collection & Programming                    | \$3,500.00                   |
| Design Development                                | \$31,270.00                            | Design Development                                 | \$24,575.00                        | Topographical Survey                             | \$5,000.00                   |
| Permitting  | \$3,540.00                             | Permitting   | \$13,400.00                        | Geotechnical Investigation                       | \$8,000.00                   |
| Bidding Phase                                     | \$2,000.00                             | Bidding Phase                                      | \$6,700.00                         | Permitting                                       | \$3,500.00                   |
| Construction Administration                       | \$8,660.00                             | Construction Administration                        | \$26,825.00                        | Due Diligence and Conceptual Planning            | \$7,500.00                   |
| Grant Administration                              | \$1,750.00                             | Grant Administration                               | \$8,950.00                         | Design Development                               | \$10,000.00                  |
| Reimbursable Expenses                             | \$9,950.00                             | Reimbursable Expenses                              | \$3,500.00                         | Structural Engineering Services                  | \$23,000.00                  |
| <b>Total Cost</b>                                 | <b>\$67,820.00</b>                     | <b>Total Cost</b>                                  | <b>\$92,900.00</b>                 | EGL Permit Assistance                            | \$6,000.00                   |
|   |  |  |                                    | Construction Administration                      | \$8,500.00                   |
| <b>Vendor: Hubbell, Roth &amp; Clark</b>          | <b>Local: Yes, Holt MI</b>             | <b>Vendor: GZA GeoEnvironmental</b>                | <b>Local: No, Grand Rapids MI</b>  | Grant Administration                             | \$5,000.00                   |
| Topographical Survey                              | \$2,760.00                             | Topographical Survey                               | \$10,000.00                        | Reimbursable Expenses                            | See packet for details       |
| Design Development                                | \$26,410.00                            | Design Development                                 | \$28,450.00                        | <b>Total Cost</b>                                | <b>\$80,000.00</b>           |
| Permitting  | \$3,560.00                             | Permitting   | \$7,500.00                         | <b>Additional Services</b>                       |                              |
| Bidding Phase                                     | \$1,290.00                             | Bidding Phase                                      | \$2,500.00                         | Tree Survey                                      | \$1,500.00                   |
| Construction Administration                       | \$22,200.00                            | Construction Administration                        | \$7,000.00                         | Wetland Delineation                              | \$3,500.00                   |
| Grant Administration                              | \$1,140.00                             | Grant Administration                               | \$2,500.00                         | EGL Pre-Application On-Site Meeting              | \$3,000.00                   |
| Reimbursable Expenses                             | \$2,500.00                             | Reimbursable Expenses                              | \$1,500.00                         | Threatened and Endangered Desktop Survey and Rep | \$2,500.00                   |
| <b>Total Cost</b>                                 | <b>\$59,860.00</b>                     | Soil Boring  | \$5,550.00                         | Existing Floodplain Data Collection and Review   | \$1,000.00                   |
|   |  | <b>Total Cost</b>                                  | <b>\$65,000.00</b>                 |  |                              |
|   |  |  |                                    |  |                              |
| <b>Vendor: Spalding DeDecker</b>                  | <b>Local: Yes, Lansing MI</b>          | <b>Vendor: Spicer Group</b>                        | <b>Local: Yes, East Lansing MI</b> | <b>Vendor: Mannik &amp; Smith Group</b>          | <b>Local: Yes, Okemos MI</b> |
| Topographical Survey                              | \$3,620.00*                            | Topographical Survey                               | \$10,000.00                        | Topographical Survey                             | \$12,149.00                  |
| Design Development                                | \$18,100.00                            | Design Development                                 | \$40,100.00                        | Design Development                               | \$73,347.00                  |
| Permitting  | \$6,600.00                             | Permitting   | \$8,500.00                         | Permitting                                       | \$6,776.00                   |
| Bidding Phase                                     | \$1,250.00                             | Bidding Phase                                      | \$2,500.00                         | Bidding Phase                                    | \$3,551.00                   |
| Construction Administration                       | \$11,000.00                            | Construction Administration                        | \$2,800.00                         | Construction Administration                      | \$54,463.00                  |
| Grant Administration                              | \$5,000.00                             | Grant Administration                               | \$11,300.00                        | Grant Administration                             | \$3,795.00                   |
| Reimbursable Expenses - Estimated Soil Borings    | \$12,000.00                            | Reimbursable Expenses                              | See packet for details             | Reimbursable Expenses                            | N/A                          |
| Rock Solid Bridge Engineering                     | \$15,000.00                            |  |                                    | <b>Total Cost</b>                                | <b>\$154,081.00</b>          |
| <b>Total Cost</b>                                 | <b>\$72,570.00</b>                     | <b>Total Cost</b>                                  | <b>\$75,200.00</b>                 |  |                              |
|   | *See packet for additional information |  |                                    |  |                              |

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUBBELL, ROTH & CLARK, INC. FOR PRIME PROFESSIONAL SERVICES FOR IMPROVEMENTS AT RIVERBEND NATURAL AREA**

WHEREAS, the Parks Department solicited proposals from experience vendors for the purpose of entering into a contract for prime professional consulting services for Riverbend Natural Area Improvements within Burchfield County Park; and

WHEREAS, the Parks Department recommends prime professional services for the topographical survey, design development, permitting, bidding phase, construction administration and grant administration; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Hubbell, Roth & Clark, Inc; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hubbell, Roth & Clark, Inc. for the topographical survey, design development, permitting, bidding phase, construction administration and grant administration for improvements at Riverbend Natural Area for an amount not to exceed \$59,860.00, effective upon execution for a period of three years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency not to exceed \$5,986.00 (10%) to cover any additional work items, expenditures of which must be mutually agreed upon in writing between the Parks Director (or designee) and Hubbell, Roth & Clark, Inc. before work on such work items is begun.

BE IT FURTHER RESOLVED, there are funds available in line item 228-62800-967000-TR090.

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 DEPARTMENT

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

## MEMO

**TO:** Parks & Recreation Commission Members  
**DATE:** February 10, 2025  
**RE:** 2025 Park Commission Schedule

Commission meeting dates and times have been scheduled through the month of **December 2025**. Meetings to be held the second Monday of the month at 5:30pm (unless otherwise noted). Schedule and meeting locations are subject to change based upon conflicts with Board of Commissioners meetings.

| Date                | Time   | Room/Shelter           | Building/Park           | City    | Dept. Deadlines             |
|---------------------|--------|------------------------|-------------------------|---------|-----------------------------|
| Monday, January 13  | 5:30pm | Room A                 | Human Services Building | Lansing | Monday, January 6 by noon   |
| Monday, February 10 | 5:30pm | Room A                 | Human Services Building | Lansing | Monday, February 3 by noon  |
| Monday, March 10    | 5:30pm | Room A                 | Human Services Building | Lansing | Monday, March 3 by noon     |
| Monday, April 14    | 5:30pm | Room A                 | Human Services Building | Lansing | Monday, April 7 by noon     |
| Monday, May 12      | 5:30pm | Winter Sports Building | Burchfield              | Holt    | Monday, May 5 by noon       |
| Monday, June 9      | 5:30pm | Coopers Cabana         | Hawk Island             | Lansing | Monday, June 2 by noon      |
| Monday, July 14     | 5:30pm | Room D & E             | Human Services Building | Lansing | Monday, July 7 by noon      |
| Monday, August 11   | 5:30pm | Main Shelter           | Lake Lansing South      | Haslett | Monday, August 4 by noon    |
| Monday, September 8 | 5:30pm | Grand River Shelter    | Hawk Island             | Lansing | Monday, September 2 by noon |
| Monday, October 13  | 5:30pm | Room A                 | Hilliard Building       | Mason   | Monday, October 6 by noon   |
| Monday, November 10 | 5:30pm | Room A                 | Human Services Building | Lansing | Monday, November 3 by noon  |
| Monday, December 8  | 5:30pm | Room A                 | Human Services Building | Lansing | Monday, December 1 by noon  |

### Directors Report

**December 9<sup>th</sup>, 2024 through January 31<sup>st</sup>, 2025- (Feb. 10<sup>th</sup> Park Commission meeting)**

***Vision:** Great Parks of Ingham County **Mission:** The Ingham County Parks and Recreation Commission will provide quality outdoor recreation opportunities and facilities for all.*

- Reviewed and scored RFP's for Riverbend Prime services for MNRTF Grant.
- Continued with ongoing meetings with Spicer and Natalie for monthly Trails and Parks Millage meeting on tasks as well as current park projects and grant projects. We are bidding out Parking lot improvements and EZ-Dock Kayak launch at Lake Lansing south Trust Fund Grant.
- Worked with Purchasing on RFP for Prime Professional Services for Riverbend MNRTF Grant improvements at Burchfield Park.
- Ongoing catch-up on emails as time allows.
- Attended monthly Directors meeting with MParks.
- Helped Natalie review the FLRT MOU and we met with Friends of the Lansing River Trail to discuss with them.
- Held staff admin meetings and staff meeting continued updating and reviewing the Parks Capital Action plans we will be bringing the Draft of that to the Park Commission at a future meeting prior to the Budget in May.
- Ongoing reviewed various grant budgets with Admin staff, also working on five partial reimbursements of grants for Hawk Island five grant projects.
- Attended Quarterly National Association of County Park and Recreation Organizations board meeting.
- Attended MACPRO meeting at Ottawa Sands County Park, Grand Haven, Michigan.
- Visited all the parks.
- Winter sports have seen lots of activity at all our parks thanks to some real snow and cold temps. We are actually having a real Michigan winter for a change 😊 Get out and enjoy the snow! Let it snow, let it snow!



**Hawk Island Tubing Hill 1/28/25 Ingham County Employee Free Night**

# February 2025

## Hawk Island County Park/Deputy Director

- ✓ Managing of tubing hill reservations, general public sessions, snowmaking, and maintenance of tubing hill.
- ✓ Tubing hill has been averaging 700 users on Saturdays, 600 users on Sundays, and approximately 150-300 users on weekdays depending on school reservations.
- ✓ Snow/Ice clearing on parking areas and River Trail.
- ✓ Hired and trained more seasonal Parks employees to work at Hawk Island snow tubing hill.
- ✓ Attended South Lansing Business Association Meetings. Re-elected to Board and Treasurer Position.
- ✓ Attended MMRMA Park and Recreation Advisory board meeting.
  - Assisted in development of Bleacher safety handbook.
  - Assisted in development of Park Vandalism handbook.
- ✓ Worked on several remaining 2024 CIP items.
- ✓ Met with Park Managers
- ✓ Worked with IT Department and Knightwatch Inc to update and software and issues with the Dog Park FOB system.

## **Lake Lansing Park Report – December to February**

### **Highlights:**

Attended Staff and Manager Meetings

Attended SAD meeting.

Attended Band Shell Committee meeting

Monitoring Meridian Lift Station Project at Boat Launch

Attended financial meeting with Julie and other park staff at Hilliard

Worked with Purchasing on Food Truck RFQ

Collaborated with staff on 2025 projects

Working on getting Band Shell contracts for the summer series

Covered Hawk Island evenings

Ordering supplies

Getting tree removal bids

Reviewed LLS Grant project RFP's for kayak launch and parking lot upgrades

Work with Ian, office staff, and Spicer for trail map and brochure updates

Working with Office staff and Meridian Twp regarding renewal of Prescribed Burn MOU

### **Staff projects:**

Clearing snow and ice

Working on trail signage purchases

Cleaning up logs

Clearing trails

Refurbishing drinking fountains

Volunteer of the Year Resolution – Lansing Catholic High School

# **Burchfield Park December/January Manager's Report**

## **Burchfield Park Winter Operations**

- Revenue numbers are up compared to this time last year. January and February conditions have been more favorable with sufficient snow and cold temps. Burchfield was able to stay open for snow tubing every weekend of 2025, including a very cold MLK Day with temps hovering in single digits. Moonlight Ski was held the first time this season on Saturday 1/25 and was a highlight for many park patrons.

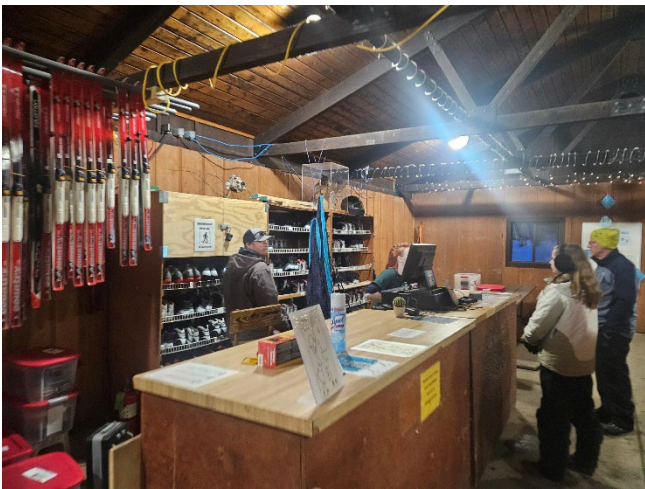
## **Monthly Summaries for December and January**

- Seasonal employee winter sports orientation/training
- Last quarter drinking water samples
- Completed CEUs for professional certification
- Assisted with snow tube hill grooming at Hawk Island
- Accepted a proposal for a new section of mountain bike trail from MMMBA
- Snow tube hill improvements
- Woodstove installation at tube rental building
- Constructed new cross-country ski rack for rental equipment
- Continue snow removal and salting on Waverly Rd. Bridge
- Utility cabinet replacement at McNamara bathrooms
- Groomed ski trails
- Installed new wood rack at maintenance shop
- Continue boat registrations for livery watercraft
- Bigfoot silhouette cut out
- Register for GLTI Conference and award ceremony
- Disc Golf Glow League winter play started on alternating Monday evenings
- CIP Trailer quotes and material req submitted
- Purchase Order issued for new CIP livery van
- Naturalist attended Potter Park Zoo Project Wild training, worked with several school districts on events, hosted public speaking engagements, worked with park staff on advertising for summer, and developed new outdoor education programs for upcoming season.

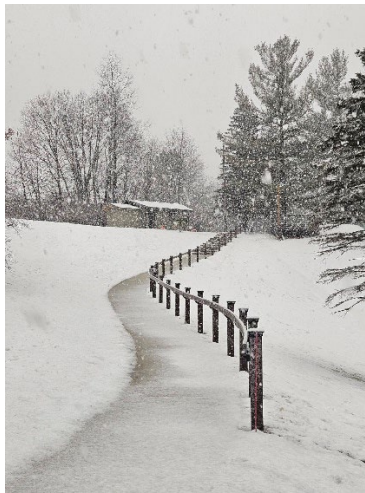
## **Meetings**

- Hosted on-site Riverbend RFP meeting for prime professionals on Jan. 6<sup>th</sup>
- Worked on questions and prime vendor grading
- Attended staff meeting Jan. 28<sup>th</sup>





Moonlight Ski



Snowy Day



Tim & Natalie (not falling)



Woodstove Installation



Bigfoot on the Loose



Winter Sunset Over Burchfield



Winter Running Club



Snow Tubing Run!



Project Wild

## **December and January - Parks Office Monthly Report**

### Meetings/Trainings/Duties

Admin and full Staff Meetings

Meeting to discuss 2025 budget

Meeting to discuss MI Imagery

Julie Hatto (Park Account Clerk) did a training on deposits and accounts receivable.

Updated action plan with Tim

Reviewed bids for Riverbend prime professional

### Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

None

### Customer Service

Received many calls about the snow tubing reservations. 2499 phone calls in the month of December. 2884 phone calls in the month of January. Snow tubing tickets went live December 9<sup>th</sup>.

### Website

Continued to edit the website to keep the public informed of the status of the parks.

### Office Information

Bryan Rohroff's last day was January 30th. Jordyn Belli is a seasonal employee at Lake Lansing who will be working 2 days in the office to help us out.



# Trails & Parks Millage Coordinator Report

December 2024 & January 2025

*For: Park & Recreation Commission Meeting – February 10, 2025*

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## 1. Meetings & Collaborations

- Spicer Office Meeting with Tanya Moore – December 12, 2024 & January 8, 2025
  - Park Commission Meeting – December 9, 2024
  - M-36 Corridor in Mason Improvement Plan Zoom Meeting – December 4, 2024
  - Tri-County Regional Planning Meeting (Connecting Trails at the Road Commission) – December 5, 2024
  - Red Cedar Waterway Trail Committee Meeting – December 11, 2024
  - Staff Christmas Lunch – December 17, 2024
  - FLRT-January 14, 2025
  - MACPRO-Ottawa Sand County Parks-January 16, 2025
  - Leon Langridge-Volunteer help me with GIS-January 10 & 24, 2025
  - Parks Staff meeting-January 28, 2025
  - Mparks Conference-Zoom meetings to prepare for Mparks Conference January 22 & 30, 2025
- 

## 2. Administrative Tasks

- Responded to various emails and handled phone inquiries related to Millage projects and community involvement.
  - Continued to familiarize with the Munis Program for financial and budgeting tasks.
  - Spicer Group Invoices: Reviewed and processed invoices related to Millage projects.
- 

## 3. Project Management & Reports

- Trails & Parks Millage Comprehensive Report – In progress, detailing project updates and financial status.
  - Task List for 2025: Created a comprehensive list of action items for the upcoming year's Millage Projects.
  - Millage Budget Table: Developed a budget table outlining projections and allocations for 2024, 2025, and 2026.
  - 2024 Millage Projects Overview: Compiling a visual summary ("pretty picture") of all Millage-funded projects completed in 2024.
  - Story Map-Hawk Island Parks Improvements <https://arcg.is/SavWe0>
  - Parks Website-Working on updating the website for Hawk Island Parks Improvements.
  - Wayfinding Signage-Draft a letter for the communities.
  - "Share Your Story"-Drafted a letter to send to communities to ask to host a site for Trails & Parks Millage.
  - Memorandum of Understanding-with Friends of the Lansing Regional Trails & County
  - Audit Table-Worked on the Audit table for the Millage for Finance Department.
- 

## 4. Applications & Funding

- Great Lakes Parks Training Institute Award Application submitted for the Dirt School initiative. We won the award and receive the award on February 25, 2025
  - Working on NACPRO Award-Due February 10, 2025
  - Working on DALMAC Fund Grant-Due March 1, 2025
- 

## 5. Reimbursements & Financials

- Onondaga Township
- Leslie Township
- Delhi Township
- City of Lansing





## **"Share Your Story!" Help Us Host the "Share Your Story!" Series**

### **Help Us Host the "Share Your Story!" Series**

As the Trails & Parks Millage is up for renewal in 2026, we want to hear how it has benefitted and supported your community's trails and parks projects. Join us for the "Share Your Story!" series and share how the millage has made a difference in your area. Your story will help showcase the positive impact of these vital resources across Ingham County.

### **Our Goal for the "Share Your Story!" Series:**

We are planning three community meetings to gather and share these stories, which will take place in **May, September, and November**. To ensure we reach all areas of Ingham County, we are looking for three different communities to host one of these meetings.

### **We Need Your Help!**

We are looking for three venues to host our "Share Your Story!" meetings, each capable of accommodating at least 30 attendees for a session lasting up to 90 minutes. Our goal is to choose locations that are convenient, so participants won't have to travel far across the county.

Each presentation will be about 10 to 15 minutes long, with a total of 19 communities participating. To keep the meetings within an hour, we plan to group the presentations accordingly, with time for questions at the end.

Additionally, we'll need a space where we can plug in a projector and set up a screen for the presentations.

We will take care of all the set-up and clean-up—our aim is to make it as easy as possible for everyone to participate.

### **What's Next?**

If your community is interested in hosting one of the "Share Your Story!" meetings, please fill out the form on the other page and e-mail to [ntrotter@ingham.org](mailto:ntrotter@ingham.org) by **Friday, March 7, 2025**. Please select at least 2 different dates that work for your community to host and what time slot works. After e-mail the form back, I will call each community who volunteered to confirm the date.

Ingham County will send out another flyer to invite communities to "Share Your Story!" once the venue locations are confirmed.



## Event Hosting Form

Community Name: \_\_\_\_\_

Venue Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Available Dates & Times:

#### May 2025

Select a date:

- |                                |                                 |
|--------------------------------|---------------------------------|
| <input type="checkbox"/> May 6 | <input type="checkbox"/> May 13 |
| <input type="checkbox"/> May 7 | <input type="checkbox"/> May 14 |
| <input type="checkbox"/> May 8 | <input type="checkbox"/> May 15 |

Select a time:

- |                                  |
|----------------------------------|
| <input type="checkbox"/> 6:00 PM |
| <input type="checkbox"/> 6:30 PM |
| <input type="checkbox"/> 7:00 PM |

#### September 2025

Select a date:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Sept. 16 | <input type="checkbox"/> Sept. 23 |
| <input type="checkbox"/> Sept. 17 | <input type="checkbox"/> Sept. 24 |
| <input type="checkbox"/> Sept. 18 | <input type="checkbox"/> Sept. 25 |

Select a time:

- |                                  |
|----------------------------------|
| <input type="checkbox"/> 6:00 PM |
| <input type="checkbox"/> 6:30 PM |
| <input type="checkbox"/> 7:00 PM |

#### November 2025

Select a date:

- |                                 |                                  |
|---------------------------------|----------------------------------|
| <input type="checkbox"/> Nov. 4 | <input type="checkbox"/> Nov. 11 |
| <input type="checkbox"/> Nov. 5 | <input type="checkbox"/> Nov. 12 |
| <input type="checkbox"/> Nov. 6 | <input type="checkbox"/> Nov. 13 |

Select a time:

- |                                  |
|----------------------------------|
| <input type="checkbox"/> 6:00 PM |
| <input type="checkbox"/> 6:30 PM |
| <input type="checkbox"/> 7:00 PM |

Notes about the Venue: \_\_\_\_\_

Please email the completed form to:

[ntrotter@ingham.org](mailto:ntrotter@ingham.org)

By: Friday, March 7, 2025



## Friends of the Lansing Regional Trails board packet report for February

FLRT will have a table at the Quiet Adventure Symposium again, it is a great way to get information, maps, and handouts to trail and river users!

FLRT President Kip Bohne and Board member Cherry Hamrick met with Tim Morgan and Natalie Trotter to discuss trail signs, sponsorships, maintenance of signs, and vendors for work on signs.

-FLRT will work with Natalie to find some missing signs and make a complete inventory of all signs.

-FLRT will maintain the signs by cleaning off graffiti and stickers; ideas of the best things to use for those issues were discussed.

-Tim and Natalie reviewed the FLRT sponsorship agreement and said it looked good.

-FLRT will organize volunteers to put the new QR stickers from Choose Lansing on the trail signs.

**From:** parks <[parks@ingham.org](mailto:parks@ingham.org)>

**Sent:** Monday, February 3, 2025 8:08 AM

**To:** Timothy Buckley <[TBuckley@ingham.org](mailto:TBuckley@ingham.org)>; Christopher Wascher <[CWascher@ingham.org](mailto:CWascher@ingham.org)>

**Subject:** FW: Compliments

-----Original Message-----

From: betsy steudle <[bsteudle@yahoo.com](mailto:bsteudle@yahoo.com)>

Sent: Saturday, February 1, 2025 2:43 PM

To: parks <[parks@ingham.org](mailto:parks@ingham.org)>

Subject: Compliments

I just wanted to send a shout out to the woman working on Saturday February 1 morning at Burchfield Park's gate. This would have been about 10:20am.

Didn't catch her name but she was such a friendly and helpful person. Very sweet!

I had a few questions to ask her as we came into the park and she engaged with me with such grace as my golden retriever dog was being quite vocal in the back seat.

Love the Ingham County Parks System!! 😊❤️

All is calm.....

Betsy Steudle