

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, May 12, 2025

Monday, June 9, 2025 5:30pm PARKS & RECREATION COMMISSION MEETING

Meeting Location:

Central Park Pavilion
Meridian Township Central Park
5151 Marsh Rd.
Okemos, MI 48823

1. **Call to Order**
2. **Approval of Minutes**
 - A. Minutes of May 12, 2025 regular meeting will be considered - [Page 3](#)
3. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
4. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
5. **SHARE YOUR STORY (Trails and Parks Millage) – Meridian Township – Dan Opsommer**
7. **PROPOSED ACTION ITEMS CONSENT AGENDA/Staff Review Summary – [Page 16](#)**
 - A. Moore Trosper – Hawk Island Concrete – [Page 17](#)
 - B. Family Fun Days Motion – Burchfield Park - [Page 21](#)
8. **INFORMATIONAL ITEMS**
 - A. MERS thank you – [Page 22](#)
 - B. Hayhoe Trail Resolution – [Page 24](#)
 - C. DALMAC letter of support– [Page 27](#)
 - D. Emergency purchase – Toilet replacement at Lake Lansing South – [Page 28](#)
9. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 29](#)
 - B. Park Managers - [Page 31](#)
 - C. Administrative Office - [Page 37](#)
 - D. Millage Coordinator Report - [Page 38](#)
 - E. FLRT - [Page 41](#)
10. **Board/Staff Comments**
11. **Limited Public Comment ~ Limited to 3 minutes with no discussion**
14. **Upcoming Meetings**
 - A. Date: July 14, 2025; Time: 5:30pm
Rotary Park
325 Riverfront Dr.

Lansing, MI 48912
Rain Location: Lansing Shuffle

15. 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, 121 E. Maple St., Mason, Michigan 48854, or by calling 517.676.2233.

Ingham County Parks & Recreation Commission Members: Chair Nathan Triplett, Vice-Chair Cherry Hamrick, Secretary Bret Marr, Commissioner Irene Cahill, Commissioner Karla Ruest, Matthew Ferguson, Paul Pratt, Jeremiah Dungjen

****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
May 12, 2025

The Ingham County Parks & Recreation Commission held a Regular Scheduled Meeting at the Human Services Building, Lansing, Michigan.

Board Members Present: Cherry Hamrick, Paul Pratt, Matthew Ferguson, Bret Marr, Commissioner Cahill (5:34pm), Nathan Triplett, Commissioner Ruest, Jeremiah Dungjen

Absent:

Also Present: Director Timothy Morgan, Deputy Director Brian Collins, Administrative Office Coordinator Kelly Burkholder, Trails and Parks Millage Coordinator Natalie Trotter, John Lazet (Vevay Township), Commissioner Pena, Michael Stout (Michigan Waterways Stewards)

Call to Order: Chair Triplett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:30pm

Minutes: **Moved by Ms. Hamrick and Supported by Mr. Marr** to approve the April 14, 2025 minutes of the regular meeting as written:
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

None.

DISCUSSION ITEMS

Community Wayfinding estimated signs for phase II and timeline

Mr. Triplett asked if these were all new signs.

Ms. Trotter stated that they were mainly all new except for a couple that are missing from phase I.

Mr. Triplett stated that it seems like East Lansing needs a lot.

Ms. Trotter stated that she will do pre and post look at the signs and that she is hoping by the end of the year there would be an interactive map with tracer ratings.

Commissioner Cahill inquired about the material being used.

Commissioner Ruest asked if it would delay projects.

Tim Morgan replied that it would not delay projects.

Commissioner Pena stated that it would be ideal to have more signage on waterways so people knew where they were at.

Ms. Trotter stated that when she looks at waterways so will get with Commission Pena.

ACTION ITEMS

Park pass donation, Holt Junior High

Motion to Approve donating two annual passes to Holt Junior High

To approve the following visitor incentive program as authorized per Board of Commissioners Resolution #15-397:

- Two annual passes for Holt Junior High's silent auction.

Yeas: Cherry Hamrick, Paul Pratt, Matthew Ferguson, Bret Marr, Commissioner Cahill, Nathan Triplett, Commissioner Ruest, Jeremiah Dungjen

Nays: None

Absent: None

Adopted as part of the consent agenda.

FLRT MOU

Motion to Approve the Memorandum of Understanding between Friends of Lansing Regional Trails and Ingham County

To approve the Memorandum of Understanding between Friends of Lansing Regional Trails and Ingham County.

Yeas: Cherry Hamrick, Paul Pratt, Matthew Ferguson, Bret Marr, Commissioner Cahill, Nathan Triplett, Commissioner Ruest, Jeremiah Dungjen

Nays: None

Absent: None

Adopted as part of the consent agenda.

MEMORANDUM OF UNDERSTANDING

2025 – 2030

By and Between

Friends of the Lansing Regional Trails

&

The County of Ingham acting on behalf of the Parks
Department

MEMORANDUM OF UNDERSTANDING

between

Friends of the Lansing Regional Trails (FLRT)

and

The County of Ingham acting on behalf of the Parks Department

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Friends of the Lansing Regional Trails, a Michigan Nonprofit Corporation, hereinafter referred to as FLRT, and the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) acting on behalf of the Ingham County Parks Department.

PURPOSE:

The purpose of this MOU is to initiate frameworks of a high degree of cooperation between FLRT and the County. This institutes a beginning for mutually beneficial programs, projects, and trails and river activities at the County park level. These programs, projects, and activities comprise part of the Ingham County Parks multiple use mission and service the public.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY MUTUALLY AGREED, as follows:

1) STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Ingham County Parks’ benefits include an active partnership with FLRT to plan, maintain and promote designated trails and waterways in Ingham County.

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

2) Ingham County Parks will:

1. Work with FLRT to identify opportunities by promoting trails & waterways projects, and jointly pursue such projects with the FLRT's Ambassador Program.
2. Ensure that the public has clear and accessible information about the rules and regulations governing access to trails, waterways, and county-owned properties. Ingham County Parks will allow use of its trails and rivers for recreational and related activities in accordance with all applicable laws, policies, and management guidelines.
3. If possible, Ingham County Parks may provide hand tools for volunteers working on trail maintenance. Such tools could include but are not limited to: shovels, folding hand-saws, loppers, wheel barrows, hand trimmers, etc.
4. Be receptive to expanded use of trails and waterways, including but not limited to all types of assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
5. Promote awareness of the trails and waterways access throughout the Ingham County Parks trail system through community meetings, marketing materials, social media and other channels.
6. Partner with FLRT and Parks Commission to oversee the Wayfinding Sign Sponsorship Program.
7. Support Wayfinding sign sponsorships.
8. Attend FLRT meetings if necessary and/or attend community meetings.

3) FLRT will:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the trail and river community and the Ingham County Parks.
2. Provide technical assistance with projects, educational activities, grant applications, marketing and materials dealing with trail and river activities and management.
3. Assist the Ingham County Parks staff in coordinating trail development and maintenance using volunteers.
4. Monitor the trail system and coordinate the removal of incidental debris including but not limited to leaves, limbs, sticks, trash and other items that may obstruct and degrade trails use.
5. Organize volunteer trail maintenance events, provide necessary personal protective equipment (PPE), including gloves, eye protection, sun protection and trash bags for volunteers participating in these events.
6. Perform regular inspection of all built trail structures that are specific to the trails and waterways. This will be completed using a comprehensive checklist/worksheet to report back to the county on county park trails.
7. Report back to the Ingham County Parks on needed repairs and will assess the issues and priorities whenever they are discovered or reported by trail users or park personnel.
8. Ingham County Parks to coordinate when necessary on larger trail maintenance projects.
9. Encourage safe and courteous trail use and provide trail use ethics by promoting awareness and access through marketing materials, social media, meetings and other communication channels.

10. Help identifying and advocate current trends as part of the 5 year master plan public input and stake holder process including but not limited to: approved/authorized uses, assistive devices, or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
 11. Assist Ingham County in maintaining Wayfinding signage along all county trails, including removing graffiti or stickers, inspecting for fading, warping, discoloration and addressing any other signage-related issues to the county in a timely manner.
 12. Support the Ingham County Parks Department with tasks requiring volunteer assistance. This could include annual inspections of Wayfinding signs and installation of QR code stickers on the signs.
 13. Provide a monthly summary to the Parks Department about FLRT events, newsletters and any other relevant updates to be included in the Ingham County Parks Commission meeting packets.
 14. Be responsible for managing the sponsorship of the Wayfinding signs, which includes tasks such as soliciting donations, drafting agreements, handling funds for signs sponsorships and other related responsibilities.
 15. Partnership to provide graffiti wipes, paint, PPE & etc. to help communities with maintainance supplies for Wayfinding Signs.
9. LIABILITY:
- a. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the FLRT the performance of this Agreement shall be the responsibility of the FLRT, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the FLRT, any volunteer, subcontractor, or anyone directly or indirectly employed by the FLRT.
 - b. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the FLRT if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
 - c. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the FLRT in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the FLRT in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees, respectively, as provided by statute or court decisions.
10. INDEMNIFICATION AND HOLD HARMLESS. FLRT 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 FLRT, its employees, agents

volunteers or subcontractors that may arise out of this Agreement. FLRT's responsibilities to the County and its officers, employees and agents as set forth in this section shall not be mitigated by any insurance coverage obtained by FLRT.

11. INSURANCE:

- a. FLRT 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 and have a minimum A.M. Best Company's Insurance Reports rating of A or A- (Excellent).
- b. 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.
- c. Proof of Insurance - FLRT shall provide to the County at the time the Agreements are returned by it 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.

12. NONDISCRIMINATION. The FLRT, 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, disability that is unrelated the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. The FLRT 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 section shall be regarded a material breach of this Agreement. In the event FLRT is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to FLRT.

13. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.
5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

| | |
|--|--------------------------------|
| Ingham County Parks Contact | FLRT Contact |
| Phone: 517-676-2233 | Phone: 517-258-0246 |
| E-mail: parks@ingham.org | E-mail: info@lansingtrails.org |
| Ingham County Parks Administrative Contact | FLRT Administrative Contact |

6. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
7. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2030 at which time it will expire unless extended.
8. WAIVERS. No failure or delay on the part of either of the parties to this Agreement in exercising any right, 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.
9. AGREEMENT MODIFICATIONS. All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County's Board of Commissioners, and signed by their duly authorized representatives.
10. PURPOSE OF SECTION TITLES. The titles of the sections 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.
11. COMPLETE AGREEMENT. This Agreement contains all of 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.
12. SEVERABILITY. If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of

this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.

13. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

Accepting DALMAC award

Motion to Approve accepting DALMAC fund grant for Burchfield Park

To approve accepting DALMAC fund grant for Burchfield Park

Yeas: Cherry Hamrick, Paul Pratt, Matthew Ferguson, Bret Marr, Commissioner Cahill, Nathan Triplett, Commissioner Ruest, Jeremiah Dungjen

Nays: None

Absent: None

Adopted as part of the consent agenda.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AACCEPTANCE OF THE DALMAC FUND GRANT FOR
BURCHFIELD PARK**

RESOLUTION #

WHEREAS, and the Ingham County Parks was awarded the DALMAC Fund Grant for Burchfield Park.

THEREFORE, BE IT RESOLVED, that the Park Department requests authorization to accept the grant in the amount of \$11,779.

BE IT FURTHER RESOLVED, that accepts the DALMAC Fund Grant for Burchfield Park..

BE IT FURTHER RESOLVED, Budgeting Office is setting up a new project new for the grant award for Burchfield.

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.

2026 Parks Budget Request

Commissioner Ruest asked why we don't charge back fees to consumers?

Kelly Burkholder said she will look into and report back to the board.

Status quo except for these additional operating budget requests

1. Administrative Fees +\$11,500

Due to substantial increases in credit card users and credit card merchant fee increases we are asking for an increase to this line item. Offset with revenue.

2. On call/Weekend coverage +\$1,500 for Burchfield

+ \$1,500 for Lake Lansing

Due to change in ICEA Ranger Union Contract.

3. Boots +\$133.33 for Burchfield

+ \$508.33 for Lake Lansing

+ \$358.34 for Hawk Island

Due to change in ICEA Ranger Union Contract.

4. Signage +\$7,500 (Millage funds)

Need to increase funding for TR051 from \$7,500 to \$15,000 for maintenance of Ingham County Wayfinding signage which would include replacing signs and wraps on signs.

5. Stewardship Maintenance +\$50,000

Resolution #23-260 authorized a contract for developing a forest stewardship management plan. After completion of the plan, it is advised that the Ingham County Parks implement a yearly stewardship management plan to guide prescribed restoration and stewardship activities in a logical sequence, with feasible, sustainable and realistic measures and costs.

Approved by Resolution:

1. Vermont Systems 7th Year (Point of Sale)

| | Annual Maintenance & Support | Card Connect Lease fees | Cradle Points | Total |
|--------|------------------------------------|-------------------------------|------------------|----------|
| Year 6 | \$8,758 | \$6,600 | \$6,239 | \$21,597 |
| Year 7 | \$9,196 | \$6,600 | \$6,239 | \$22,035 |

Resolution 24-122 approved a 2-year renewal agreement with Vermont Systems.

2. Millage Consulting +\$112,000 (Millage funds)

Resolution 23-334 approved a contract with Spicer Group to provide consulting services for the trails and parks millage. This request is for funding the 6th year. This request would transfer funds from the trails and parks millage fund balance into line item 228-62800-80200.

Transfer Requests:

Master Plan Update (Millage funds)

-\$25,000 non-capital equipment

+\$25,000 consultant master plan

This request is to transfer funds from non-capital equipment to consulting for 5-year master plan update (2027-2031).

| 2026 CONTRACT FORM | | | PROPOSED BUDGET | | | | | | | | | | | | | |
|--------------------|-------------------------------|--|---|--------|--------|--------------|-------------|----------------|----------------|-----------------|--------------|--------------|-------------|---------|--|--|
| Contract # | CONTRACTOR | REASON FOR CONTRACT | DISTRIBUTION NUMBER FUND - OBJ - OBJECT - PROJ | | | REQD DATE | RND DATE | 2024 Actual | 2025 Budget | 2026 Request | 2026 | 2025 | Difference | | | |
| 227-22 | Miller's Amenity LLC - V022 | Portable Restroom Rental | 208 | 15300 | 831100 | BJR | 4/1/18 | 5/31/25 | \$ 5,443.00 | \$ 5,915.00 | \$ 5,915.00 | \$ 5,915.00 | \$ 0.00 | | | |
| | | Portable Restroom Rental | 208 | 15300 | 831100 | LL | 4/1/18 | 5/31/25 | \$ 2,468.00 | \$ 3,944.00 | \$ 3,944.00 | \$ 3,944.00 | \$ 0.00 | | | |
| | | Portable Restroom Rental | 208 | 15300 | 831100 | HA | 4/1/18 | 5/31/25 | \$ 2,088.00 | \$ 1,140.00 | \$ 1,140.00 | \$ 1,140.00 | \$ 0.00 | | | |
| | | Dumpster Service | 208 | 15300 | 831100 | BJR | 4/30/25 | 4/30/24 | \$ 3,138.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 0.00 | | | |
| | Granger Waste - V011-8 | Dumpster Service | 208 | 15300 | 831100 | LL | 4/30/25 | 4/30/24 | \$ 8,332.25 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 0.00 | | | |
| Dumpster Service | | 208 | 15300 | 831100 | HA | 4/30/25 | 4/30/24 | \$ 4,837.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 0.00 | | | | |
| | Advance Dust Control/Dave Bar | Parking lot dust control, LL & BJR | 208 | 15300 | 831100 | LL | | Annual | \$ 4,968.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 0.00 | | | |
| | | Parking lot dust control, LL & BJR | 208 | 15300 | 831100 | BJR | | Annual | \$ 3,258.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 4,500.00 | \$ 0.00 | | | |
| | State of Michigan - V0860-108 | Water tests | 208 | 15300 | 831100 | BJR | Annual | Annual | \$ 3,403.42 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 0.00 | | | |
| | | Water tests | 208 | 15300 | 831100 | LL | Annual | Annual | \$ 2,378.42 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 0.00 | | | |
| | | Water tests | 208 | 15300 | 831100 | HA | Annual | Annual | \$ 2,568.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 0.00 | | | |
| | | Drain Commission | Resolution 22-234 | 208 | 15300 | 831100 | N/A | 12/31/18 | 12/31/27 | \$ - | \$ 9,000.00 | \$ 9,000.00 | \$ 9,000.00 | \$ 0.00 | | |
| NEW | Camp & Cruise | Burchfield Dock Install & Removal | 208 | 15300 | 831100 | BJR | 12/31/25 | | \$ 2,200.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 0.00 | | | |
| NEW | Beane Drilling Company Inc | Burchfield Well Observation | 208 | 15300 | 831100 | BJR | 8/1/28 | | \$ 488.22 | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 0.00 | | | |
| NEW | Maurer & Parks | LL Well Observation | 208 | 15300 | 831100 | LL | 8/1/28 | | \$ 570.00 | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 0.00 | | | |
| NEW | The Bugman | Prostate Treatments | 208 | 15300 | 831100 | BJR | 9/31/25 | | | \$ 2,300.00 | \$ 2,300.00 | \$ 2,300.00 | \$ 0.00 | | | |
| | | Prostate Treatments | 208 | 15300 | 831100 | LL | 9/31/28 | | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 0.00 | | | |
| | | Prostate Treatments | 208 | 15300 | 831100 | HA | 9/31/28 | | | \$ 1,400.00 | \$ 1,400.00 | \$ 1,400.00 | \$ 0.00 | | | |
| | | Generator Maintenance | 208 | 15300 | 831100 | BJR | 8/1/25 | | | \$ 226.00 | \$ 226.00 | \$ 226.00 | \$ 226.00 | \$ 0.00 | | |
| NEW | FD Hayes | Generator Maintenance | 208 | 15300 | 831100 | LL | 8/1/25 | | \$ - | \$ 805.00 | \$ 805.00 | \$ 805.00 | \$ 0.00 | | | |
| NEW | Michigan Septic | Septic pumping | 208 | 15300 | 831100 | BJR | 11/1/25 | | | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 0.00 | | |
| | | Septic pumping | 208 | 15300 | 831100 | LL | | | | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 0.00 | | |
| | | Septic pumping | 208 | 15300 | 831100 | HA | | | \$ 804.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 0.00 | | | |
| NEW | Delta Fire & Safety | Fire extinguisher maintenance | 208 | 15300 | 831100 | BJR | 12/31/26 | | | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 600.00 | \$ 0.00 | | |
| | | Fire extinguisher maintenance | 208 | 15300 | 831100 | LL | 12/31/26 | | \$ - | \$ 900.00 | \$ 900.00 | \$ 900.00 | \$ 900.00 | \$ 0.00 | | |
| 207-23 | PLM | Burchfield Wood Treatment | 208 | 15300 | 831100 | BJR | 11/1/23 | 12/31/25 | \$ 1,345.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 0.00 | | | |
| | | Hawk Island Wood Treatment | 208 | 15300 | 831100 | HA | 11/1/23 | 12/31/25 | \$ 5,138.00 | \$ 5,200.00 | \$ 5,200.00 | \$ 5,200.00 | \$ 0.00 | | | |
| | | H&S Green Oscillator Preventative Maintenance Plan #23-102 | 208 | 15300 | 831100 | HA | 11/1/23 | 12/31/25 | \$ 4,266.21 | \$ 3,500.00 | \$ 3,500.00 | \$ 3,500.00 | \$ 0.00 | | | |
| 206 TOTAL \$91104 | | | | | | | | | \$ 83,888.20 | \$ 83,844.00 | \$ 77,228.00 | \$ 77,228.00 | \$ 0.00 | | | |

| CONTRACTOR | REASON FOR CONTRACT | DISTRIBUTION NUMBER | | | REQD DATE | RND DATE | 2024 Actual | 2025 Budget | 2026 Request | 2026 | 2025 | Difference | | | |
|-------------------|---------------------------|--|-----|-------|--------------|-------------|----------------|----------------|-----------------|--------------|--------------|--------------|---------|--|--|
| V022 | V022 | As laid for Internet Service | 208 | 70200 | 010000 | ALL | Annual | \$ 2,845.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 0.00 | | | |
| | | Internet | 208 | 70200 | 010000 | HA | Annual | \$ 1,380.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 0.00 | | | |
| NCA | NCA | HI Rules | 208 | 70200 | 010000 | HA | Annual | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 0.00 | | | |
| | | Food License/FD & Food Farm & Dog Camp | 208 | 70200 | 010000 | ALL | Annual | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 0.00 | | | |
| W0100-04 | Michigan Township - V0102 | Water Use Agreement | 208 | 70200 | 010000 | LL | 11/1/2008 | 12/31/27 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 0.00 | | |
| 206 TOTAL \$19800 | | | | | | | | | \$ 21,661.21 | \$ 20,600.00 | \$ 22,000.00 | \$ 22,000.00 | \$ 0.00 | | |

Capital Improvement Request

| RANK | COST |
|-----------------|--|
| 1 | Self-pay parking fee machine, as a trial to evaluate possibility of park wide implementation |
| 2 | Beach walkway and bank stabilization at Lake Lansing Park South and sand for beaches/volleyball courts Lake Lansing and Hawk Island |
| 3 | Replace existing boardwalk decking that surrounds Big Foot lake at Burchfield Park. The boardwalk decking is deteriorating and creating trip hazards and rotting through certain areas |
| 4 | Snow park replacement of one of the snow making pumps and replacement pieces of magic carpet-Hawk Island. |
| 5 | Dump Truck - Hawk Island |
| 6 | Mechanic Truck - All Parks |
| 7 | Disc Golf Course Upgrades and Reforestation - Burchfield Park |
| 8 | Roof Replacement (metal) - Burchfield |
| 9 | Replace Playground - Lake Lansing South phase 2 |
| 10 | Replace fencing along March Road at Lake Lansing Park South. |
| 11 | Replace siding, trim and insulation on Lake Lansing maintenance building. Replace siding on tool room and 2 |
| 12 | ADA Sidewalk and concrete pads for woodsong picnic area - Burchfield |
| Total \$970,000 | |

MOVED BY Mr. Marr, SUPPORTED BY Mr. Pratt

THE MOTION CARRIED UNANIMOUSLY. MOTION CARRIED.

BOARD/STAFF COMMENTS

Commissioner Cahill Commented on the retaining wall built at Lake Lansing North Main Shelter.

LIMITED PUBLIC COMMENT

Michael Stout from the Michigan Waterways Stewards spoke about the organization and the number of hours and number of items volunteers have pulled from the waterways.

Commissioner Pena spoke of the Marshall St. Fire station will be giving away bike helmets on Saturday, May 17th from 10am-12pm.

John Lezet from Vevay Township commended the Parks Department and Park Commission for all of their hard work and for getting a National award.

Adjournment:

There being no further business, the meeting was adjourned at 6:30pm.

Meeting adjourned

Minutes submitted by:

Kelly Burkholder, Administrative Office Coordinator

June 9th, Park Commission AGENDA STAFF REVIEW SUMMARY ACTION ITEMS:

The Director of Parks is recommending approval of the proposed consent agenda item A & B.

From the agenda for the following; PROPOSED CONSENT AGENDA ITEMS:**A. *Moore-Trosper – Hawk Island Concrete***

Staff supports the contract with Moore- Trosper for concrete work to be done at Hawk Island. This is the amended additional scope items for the East side three MDNR Grant project that all other work was completed in 2025. Once this work is completed later this summer, staff will submit for the final reimbursement for these grants with the MDNR.

B. *Family Fun Days Motion – Burchfield Park*

Staff support the visitor incentive program for family fun days at Burchfield Park. Resolution #15–397 grants the Ingham County Parks and Recreation Commission the authority to approve occasional visitor incentive programs, including special rates and discounts, to enhance visitation and provide positive experiences at our parks. Building upon this framework, we propose the introduction of designated Free Admission Days at select Ingham County Parks.

INGHAM COUNTY PARKS & RECREATION COMMISSION


Meeting of June 9, 2025

Motion to Support the Resolution Authorizing an Agreement with Moore Trosper for concrete paving at Hawk Island County Park

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.

| | |
|---|--|
|  | DEPARTMENT: Parks Department |
| PREPARED BY: Kelly Burkholder, Office Coordinator | MEETING DATE(S): June 16 (Human Services), June 18 (Finance) |
| FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance | |
| SUBJECT: Agreement with Moore Trosper for concrete paving at Hawk Island County Park | |

ACTION REQUESTED:

Agreement with Moore Trosper for concrete paving at Hawk Island picnic area.

SUMMARY OF REQUEST:

This Resolution authorizes an agreement with Moore Trosper for providing materials and labor to install six concrete pads; and, walkways connecting to an existing sidewalk. The County is supplying and installing the picnic tables, grills, bike racks and planting of shade trees.

The Michigan Department of Natural Resources had previously awarded grant TF22-0077 and TF21-0118 Hawk Island County Park. Due to original bids coming in favorably less than budgeted, the Parks Department proposed to allocate a portion of the awarded grant funds towards the development of a new accessible picnic area at Hawk Island County Park to maximize the impact of existing funding. The scope of work for the new ADA (Americans with Disabilities Act) accessible picnic area includes the installation of six new concrete picnic pods each consisting of two picnic tables, an accessible grill and a waste receptacle.

STRATEGIC PLAN RELEVANCE:

This Resolution approves a contract that enhances affordable recreational opportunities across the county by ensuring accessibility to recreational areas, fostering a welcoming environment for all and promoting environmental sustainability.

DEPARTMENT MISSION RELATION:

This Resolution approves a contract that will improve park accessibility for visitors of all ages and abilities.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$66,500

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☐ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ **DATE:** _____

TO: Timothy Morgan, Director, Parks Department

FROM: Kristen Romo, Director of Purchasing

DATE: May 20, 2025

RE: Memorandum of Performance for RFP No. 71-25 Concrete Paving at Hawk Island Picnic Area

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract for the purpose of providing concrete walkways and picnic pads at Hawk Island Park according to the project manual and drawings prepared by the County's consultant, Spicer Group, Inc.

The scope of work includes, but is not limited to, providing materials and labor to install six concrete pads; and, walkways connecting to an existing sidewalk. The County is supplying and installing the picnic tables, grills, bike racks and the planting of shade trees.

The Purchasing Department can confirm the following:

| Function | Overall Number of Vendors | Number of Local Vendors |
|----------------------------|---------------------------|-------------------------|
| Vendors invited to propose | 45 | 20 |
| Vendors responding | 1 | 1 |
| Non-responsive | 1 | 0 |

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

| Vendor Name | Local Preference | Bid Bond | Total Bid |
|---------------|------------------|-------------------------------|--------------|
| Moore Trosper | Yes, Holt MI | Yes | \$ 66,500.00 |
| RLE Concrete | No, Wyoming MI | Nonresponsive - missing forms | |

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 kromo@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MOORE TROSPER FOR CONCRETE
PAVING AT HAWK ISLAND COUNTY PARK**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for concrete paving at Hawk Island picnic area; and

WHEREAS, this project is part of a Michigan Department of Natural Resources Trust Fund grants, numbers TF#22-0077 and TF#21-0118, for additional scope items; and

WHEREAS, this general scope of work includes, but not limited to, providing materials and labor to install six concrete pad and walkways connecting to an existing sidewalk; and

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

WHEREAS, there are available funds in line item 228-62800-967000-TR084 and line item 228-62800-967000-TR111.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Moore Trosper for the base bid of \$66,500.00 for concrete paving at Hawk Island County Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency fund, not to exceed \$3,500.00, to cover any additional work items, as mutually agreed upon in writing and executed in the form of a change order between the Department Head (or designee) and Moore Trosper, and approved as to form by the County Attorney as a condition precedent to the initiation of any work on such additional work items.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-62800-967000-TR084 and line item 228-62800-967000-TR111.

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 June 9, 2025

Motion to Approve Visitor Incentive Program

To approve the following visitor incentive program as authorized per Board of Commissioners Resolution #15-397:

- June 21, 2025 - Youth Mountain Biking Skills Clinic
- June 28, 2025 - Family Fishing Day
- July 19, 2025 - Boats on Bigfoot Lake
- August 2, 2025 - Youth Disc Golf Clinic
- August 10, 2025 - Mason Optimist Youth Outdoor Sports Day

Thank you all again for the help yesterday! The MERS team accomplished an amazing amount of work in a short time. I'm so glad we had perfect weather for working outside. I truly hope you all return to enjoy "the fruits of your labor" when the orchard takes off in a few years and the flowers you planted are in bloom this summer. Please spread the word about our nature programs this summer. People can go to our website at pk.ingham.org to find more info. Wishing you all a great summer!! THANKS!!

Best regards,

Tim Buckley, CPRP, CTA

Park Manager III

Ingham County Parks Dept.

121 E. Maple St.

Mason, MI 48854

Phone: (517) 676-2233 x7995

Fax: (517) 244-7190

E-mail: Tbuckley@ingham.org



From: Mohamed Sharif <msharif@mersofmich.com>

Sent: Wednesday, May 7, 2025 3:38 PM

To: Jen Mendoza <jmendoza@mersofmich.com>; Stephen Brodeur <sbrodeur@mersofmich.com>; Lisa Moldenhauer <lmoldenhauer@mersofmich.com>; Rita Dahlgren <rdahlgren@mersofmich.com>; Michael Setnicky <msetnicky@mersofmich.com>; Billie Harris <bharris2@mersofmich.com>; Brian Schilling <bschilling@mersofmich.com>; Andrey Verevko <averevko@mersofmich.com>; Key Israel <kisrael@mersofmich.com>; Brom Stibitz <bstibitz@mersofmich.com>; Michael Setnicky <msetnicky@mersofmich.com>; Danny Churchill <dchurchill@mersofmich.com>

Cc: Timothy Buckley <TBuckley@ingham.org>

Subject: Thank you!

Hello All

I wanted to take a moment to extend my heartfelt thanks to everyone who came out to volunteer. Your dedication and willingness to give back to the community are truly inspiring. It was wonderful to see so many of you come together to make a positive impact. Since Ingham County parks being a MERS municipality holds a special place in our community. Your efforts have made a significant difference today.

Thank you once again for your time, energy, and enthusiasm. Let's continue to support and uplift our community through our collective efforts.

Mohamed Sharif

Business Analyst

Municipal Employees' Retirement System of Michigan

1134 Municipal Way

Lansing, Michigan 48917

Phone: (517) 703-9030 / 800-767-MERS (6377)

Fax: (517) 703-9706

www.mersofmich.com



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**ADOPTED – MAY 13, 2025
AGENDA ITEM NO. 18**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ROAD DEPARTMENT TO SUBMIT ON
BEHALF OF THE PARKS DEPARTMENT FOR A MICHIGAN DEPARTMENT OF
TRANSPORTATION GRANT FROM THE TRANSPORTATION ALTERNATIVES
PROGRAM FOR THE HAYHOE TRAIL (HOLT TO MASON)**

RESOLUTION #25 – 250

WHEREAS, the Ingham County Road Department (ICRD), on behalf of the Ingham County Parks Department, intends to apply for a Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) grant to complete the Hayhoe Trail (Holt to Mason), a 1.7-mile trail segment, including a pedestrian bridge over US-127 and an asphalt-paved trail to meet safety and accessibility standards; and

WHEREAS, the Hayhoe Trail (Holt to Mason) is the final phase of this connection and will enhance connectivity between Holt (Delhi Township), the City of Mason, and the region, promoting pedestrian and cyclist safety and reducing reliance on vehicles; and

WHEREAS, the final phase of the Hayhoe Trail will pass through the following communities: College Road (Alaiedon Township), Kerns Road (City of Mason), and Howell Road (Vevay Township), and cross the jurisdictions of the Road Department, MDOT, and the City of Mason, linking important areas along its route; and

WHEREAS, the Hayhoe Trail expansion is consistent with the goals and objectives of the Holt to Mason Trail Feasibility Study, the Ingham County Trails and Parks Comprehensive Plan, the Ingham County Parks and Recreation Five-Year Plan, the Tri-County Regional 2040 Transportation Plan, and the Tri-County Regional Trails Plan; and

WHEREAS, ICRD, as the Act 51 agency, will be the applicant for the TAP grant application; and

WHEREAS, Ingham County Board Chairperson, Ryan Sebolt, or acting chairperson, is the agent/representative authorized to act on behalf of the applicant agency during project development and to sign a project agreement (contract) upon receipt of a grant funding award; and

WHEREAS, Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund for the final phase of the Hayhoe Trail; and

WHEREAS, Resolution #23-406 authorized the acceptance of a \$250,000 donation from Mr. & Mrs. Richard Hayhoe; and

WHEREAS, the sum of the two above funding sources equates to \$1,500,000 (37.45%) in local matching funds (participating costs) toward the overall anticipated construction cost of \$5,830,585.02; and

WHEREAS, the amount to be requested from the TAP grant is \$2,505,585.02 (62.55%); and

WHEREAS, estimated \$925,000 for the non-participating costs (engineering fees) of the project, which include survey, preliminary engineering, construction engineering, staking, permit fees, and cost overruns; and

WHEREAS, that the Ingham County Board of Commissioners accepted in Resolution #23-177 for the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program through the Federal Highway Administration (FHWA) in the amount of \$2,750,000; and

WHEREAS, the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department and the Parks Department, supports the construction of the Hayhoe Trail from Holt to Mason and hereby authorizes the Road Department, on behalf of the Parks Department, to submit an MDOT grant application for TAP for the amount of \$2,505,585.02 (67.55%).

BE IT FURTHER RESOLVED, Ingham County commits to \$1,500,000 (37.45%) in local matching funds (participating costs).

BE IT FURTHER RESOLVED, that Ryan Sebolt, the Chairperson of the Ingham County Board of Commissioners, is hereby authorized to act as the representative of the applicant agency and to sign the project agreement (contract) upon receipt of the grant funding award.

BE IT FURTHER RESOLVED, that the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

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

HUMAN SERVICES: Yeas: Cahill, Willis, Ruest, Schafer

Nays: None

Absent: Tennis, Trubac, Morgan

Approved 05/05/25

FINANCE: Yeas: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Cahill, Maiville

Nays: None

Absent: Ruest

Approved 05/07/25

COUNTY OF INGHAM) SS

IN WITNESS WHEREOF, I have hereunto affixed my signature this 14th day of May 2025.

26

April 17, 2025

Dear DALMAC Grant Review committee,

I am writing in support of Ingham County Parks' application for infrastructure improvements for bicycle riders at Burchfield Park.

There are two items that I've noticed as "missing" since the addition of Dirt School. The grant request from Ingham County Park addresses those:

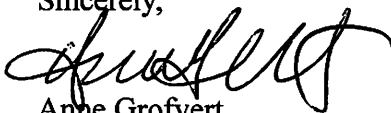
1. Signage: Adding improved and more visible navigation signage for riders to get to and from Dirt School to the trails. Additionally, updated kiosk signs with the inclusion of Dirt School on them would also help raise awareness of that facility as there are some users who only enter the park at Riverbend or McNamara and haven't discovered the amazing asset at the Burchfield entrance.
2. Bicycle repair stand: Adding one at the McNamara entrance to compliment the ones located at Riverbend and Dirt School would not only assist mountain bike riders at the park, it would also be a benefit to road riders who utilize both the McNamara and Burchfield facilities.

One other item that would be a plus would be a couple more loaner bikes. There are park goers who do not have bikes. These bikes are also used during events that are held at Dirt School throughout the year.

The DALMAC fund has generously awarded grants over the years that have helped similar projects. Those have helped with the purchase and installation of the first bike repair station at Riverbend, the kiosk and signage that began in 2017 and most recently the Dirt School bicycle playground and skill area.

My history with this park is long, I have volunteered at Burchfield Park for over thirty years and have been the trail coordinator on behalf of the Mid-Michigan Mountain Biking Association (MMMBA) for many years as well. I've been able to watch the ridership of all ages increase over these years as additional amenities that aid navigation confidence, access to repair stations and pumps and now with Dirt School that provides opportunities for riders of all ages. With your support, we can continue to expand and improve these regional assets. Thank you for your consideration.


Sincerely,



Anne Grofvert

Trail Coordinator

Mid-Michigan Mountain Biking Association

| | |
|--|-------------------------------|
|  | DEPARTMENT: Parks Department |
| PREPARED BY: Kelly Burkholder Office Coordinator | MEETING DATE(S): June 3, 2025 |
| FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input type="checkbox"/> Finance | |
| SUBJECT: Emergency request for toilet replacement at Lake Lansing Park South | |

ACTION REQUESTED:

This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing that was made prior to receiving approval from the County Services Committee.

SUMMARY OF REQUEST:

Lake Lansing Park South is requesting an emergency purchase for a women's toilet replacement and plumbing work.

Myers Plumbing and Heating, Inc. quoted \$1,800 to replace the toilet.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Myers Plumbing and Heating Inc. for a total cost of \$1,800.

STRATEGIC PLAN RELEVANCE:

Ensure that buildings are well maintained and provide safe access for everyone and that they are welcoming and secure for residents.

DEPARTMENT MISSION RELATION:

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

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$1,800

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☐ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: _____ DATE: _____

Directors Report**May 7th, 2025- June 4th, 2025 (June 9th 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.*

- Continued with ongoing meetings with Spicer, Natalie, Brian and I for monthly Trails and Parks Millage meeting on tasks as well as current park projects and grant projects. Final TAP grant for the last phase of Holt to Mason over 127 was submitted should here back in August as to the status. Tentatively, looks like if it is granted, will be built in 2026/2027!
- Held staff admin meetings and staff meeting, staff continued to work on the 2026 Budget Request, fees update, and strategic planning that will be presented in your May Park Commission meeting.
- Attended ICRD Road Department meeting to discuss the traffic signal replacement at Marsh and Lake Lansing Roads at the corner of Lake Lansing South. They plan to start sometime after the 4th of July on the replacement and it should take a couple months to finish.
- Attended Hawk Island Hesse Earl Program, also the program was hosted at Motz Park in Clinton County. Also assisted Mark Stephens with the follow up evening fish and clean and eat program at Burchfield Park on June 4th, see photos.
- Attended a drone presentation put on by Trent Harrison of the Sheriff's Department.
- Natalie and I met with Controller's office, Budget, and Financial Services for mid-year update on the millage status.
- Imputed the Parks 2026 Budget request into Munis and submitted to the Budget office.
- Attended a NACPRO Awards committee debrief and discussed 2026 awards program.
- Assisted Kelly with one resolution.
- Staff finalized the Land and Water grant #1 for Hawk Island reimbursement and submitted to the MDNR (Thanks Julie Hatto!) all continue working on the four other grant reimbursements of the five grants for Hawk Island that will be finished up later this summer.
- Attended Quarterly National Association of County Park and Recreation Organizations board meeting.
- Rode bikes with Natalie on several segments of Lansing River Trail we experimented with various vandal rid products for tagging on the signs as well as stickers. Natalie is working with FLRT volunteers to equip them with the tools and supplies needed to provide ongoing sign maintenance moving forward. Also, Natalie has ordered from Crannie some sign wraps that needed to be replaced. We hope to have them replaced in the next couple months.
- Attended several committee and BOC meetings.
- Visited all the parks.
- Ongoing catch-up on emails and correspondence as time allows-Took much needed took a few days' vacation to be with my youngest daughter and her husband and daughter as she delivered another grandson into the family 😊.
- Spring is in full bloom and it changes daily in the woods as understory flowers and plants come into full bloom. Get out to a County Park and enjoy the show, Re-creation of body, mind, spirit, and soul!



Hesse Earl follow-up fishing June 3rd Burchfield Park



Mark Stephens, Project Fish, dissects and fillets a fish to fry for kids to eat

June 2025 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Seasonal employee hiring and training
- Opened beach, concessions, boat rental.
- Attended multiple meetings with contractors, vendors, and purchasing department.
- Weed Treatment in lake.
- Attended South Lansing Business Association annual awards banquet and participated in the annual Clean Up event on South Cedar Street.
- Worked on splash pad refurbishment.
 - o 75% of plumbing replaced
 - o 2 new water pumps
 - o New chemical feeding system
 - o Replacement of nozzles on splash pad features
- Hawk Island Triathlon assistance.
- Irrigation repairs throughout park.
- Covered for Director Time off

Lake Lansing Park Report – May

Highlights:

Lots and Lots of spring prep work of the parks

First Bandshell Concert of the Summer Series

Lansing Catholic and Haslett High school Volunteer Group days

Met with Road Department and HBA on reconstruction of Light/sidewalks at Marsh and Lake Lansing

Swim lines and beach open for the season

Boat Launch back open

Boat Launch water Valve replaced

Snell restroom ongoing repairs and testing at North

Helped clear trees off of residents fences along Perry Road from storm

New entrance sign construction has continued

Lots of Seasonal Staff has started and is doing a great job at keeping the units up

UKG (timesheet) training with Julie and Office staff

Staff projects:

Trailhead Kiosk install

60 boardwalk boards replaced

Lots of picnic table board up dates

Storm damage clean up

Replaced bandshell lights

Filled 2-30 yard dumpsters at LLN of past dump sites in the park

Docks installed at Boat launch





Burchfield Park May Manager's Report

Monthly Summary for April

- Volunteer workday with Michigan Employees Retirement Systems (MERS) employees-May 7th
- Ingham County Parks partnered with City of Eaton Rapids on Grand River Cleanup Day-May 10th
- Drone Training with Sheriff's Department
- Seasonal employee summer orientation and training day-May 14th
- DALMAC Grant acceptance ceremony with Tim and Natalie-May 15th
- MMMBA Women's Ride at Burchfield Park-May 17th
- Installed swimming beach for season
- Scouting group family campout-May 17th
- Pond treated for aquatic weeds-May 21st
- Canoe and Kayak livery season opening
- Naturalist hosted Preschool outdoor education session and visited Holt Public School classroom for craft day
- First mosquito control treatment application
- Coordinated auction item pickup for winning bidders

Projects (snapshot):

- Installed new boathouse sign
- 5 days of storm damage cleanup on trails
- Parking barriers install at McNamara Landing
- Planted Hummingbird garden
- Second memorial bench built and sealed
- Continue painting maintenance building soffits and ceilings
- Grade all roads
- Planted fruit trees on Disc Golf Course
- Wire railing installed on Collin Simpson Memorial Sidewalk handrail

Meetings

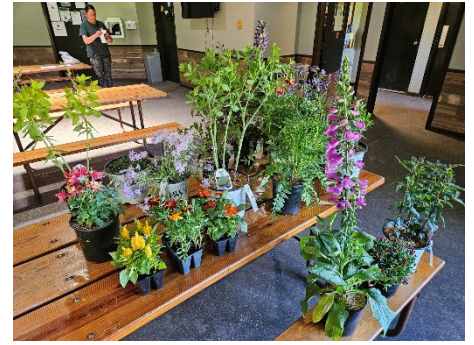
- Met with Spicer Group about Burchfield park maps-May 6th
- UKG Training with Julie Hatto-May 6th
- Meet with Fred Kowles from MGROW-May 13th
- Met with Rick Miller about trespassing issues-May 17th



MERS Volunteer Day



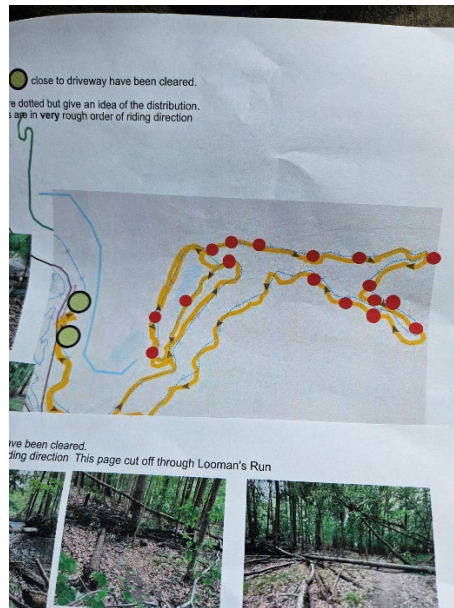
First Fawn of the Year



Hummingbird Flowers



New Boathouse Sign



Storm Damage



Cutting Our Way Through!



Twisted Trees



Training Day at Boats



Wire Railing Install

May - Parks Office Monthly Report

Meetings/Trainings/Duties

Admin and full Staff Meetings

Training – UKG and BS&A

Trails and Parks Millage Quarterly meeting

Budget Input

Drones – Sheriff’s office – informational training

Contracts/Resolutions

Drafted/edited/submitted the following resolutions:

- Emergency memo – Myers Plumbing and Heating (Lake Lansing South restroom)
- Emergency memo – Maurer Parks Well Drilling (Lake Lansing North)
- Emergency memo – Myers Plumbing and Heating (Lake Lansing Boat Launch isolation valve replacement)
- Emergency memo – Clark Tree (Lake Lansing South)
- DALMAC – Accepting Grant

Customer Service

1946 phone calls in the month of May.

Website

Continued to edit the website to keep the public informed of the status of the parks. Shelters are starting to book up fast for the summer. Most shelters at Hawk Island are booked for the weekends.

Trails & Parks Millage Coordinator Report May 2025

For: Park & Recreation Commission Meeting – June 9, 2025

1. Meetings & Collaborations

- Interview with the City Pulse-May 1, 2025
- Human Service Meeting-May 5, 2025
- UKG training-May 6, 2025
- Finance Meeting-May 7, 2025
- ESRI training meeting-May 8 & 14, 2025
- Park Commission meeting-May 12, 2025
- Meeting with different office departments about Millage 2025 Budget-May 13, 2025
- DALMAC Award Event-May 15, 2025
- Davenport Management Course-May 7, 14, 21 & 28, 2025

2. Administrative Tasks

- Responded to various emails and handled phone inquiries related to Millage projects and community involvement.
- Spicer Group Invoices: Reviewed and processed invoices related to Millage projects.

3. Project Management & Reports

- Trails & Parks Millage Comprehensive Report – In progress, working on inspecting trail surface conditions using PASER method.
- Millage Budget Table: Continue working on updating the Millage Budget Table for 2025
- Wayfinding Signage-Working on identifying Wayfinding signs that need to be repair or replaced.
- Review Phase I PO for Wayfinding and resent to Crannie for a new cost.
- Working on GIS mapping of trails & Wayfinding signs.
- Working on flyer to send out to communities/non-profits/businesses about the Trails & Parks Challenge and video for the mParks conference next year.

4. Applications & Funding

- Attended the DALMAC award event.

5. Reimbursements & Financials

- Review reimbursements for TR112 (Lansing), TR031, TR093 & TR002 (Meridian Twp.)

6. Resolutions

- Worked on short form to extend TR002 for Meridian Twp.

6. On-Site Field Work (Visit Trails or Parks)

- Rode bike to inspect Wayfinding Signs-May 15, 2025

Subject: Invitation to Partner on Two Exciting Ingham County Trails & Parks Initiatives

The Ingham County Parks Department is hard at work preparing for the renewal of the Trails & Parks Millage in 2026, and we're seeking support from our communities, local businesses, and nonprofit partners to help bring two exciting initiatives to life.

1. Trails & Parks Challenge (Year-Long Community Event)

We're planning a *year-long celebration* of Ingham County's incredible trails, parks, and blueways! The Trails & Parks Challenge will encourage residents and visitors to explore the outdoors, stay active, and earn rewards along the way. This fun, community-focused initiative will promote healthy living and raise awareness about the many natural assets throughout our county.

2. Ingham County Trails Promotional Video (for 2026 mParks Conference)

We are also producing a dynamic, inspiring video highlighting our trails system to be showcased at the 2026 mParks Conference in Lansing. This video will spotlight the beauty, accessibility, and importance of our local trails, helping to build community pride and support for continued investment.

To make these projects a success, we're reaching out for help with planning, coordination, and promotion. Whether you're interested in supporting one or both initiatives, we'd love to have you involved.

If you're interested in collaborating on the Trails & Parks Challenge and/or the promotional video, please fill out the attached form and e-mail (ntrotter@ingham.org) me by Monday June 30, 2025. Once we've gathered interested partners, we'll schedule a planning meeting to discuss next steps.

If you have any questions, feel free to reach out to me at ntrotter@ingham.org or 517-525-0452.

Thank you for considering this opportunity to support and celebrate the incredible trails and parks of Ingham County. We hope you'll join us in making these initiatives a success!

Warm regards,
Natalie Trotter
Ingham County Trails & Parks Program
ntrotter@ingham.org | 517-525-0452

Ingham County Parks Department – Sign-Up Sheet Support for 2026 Trails & Parks Millage Initiatives

We're seeking partners to support two exciting upcoming projects! Please complete the information below to let us know how you'd like to get involved.

Contact Information

- Full Name: _____
- Community/Organization/Business: _____
- Email Address: _____
- Phone Number: _____

Which initiative(s) are you interested in supporting? *(Check all that apply)*

- ☐ Trails & Parks Challenge (Year-Long Community Event)
We're planning a year-long celebration of Ingham County's incredible trails, parks, and blueways! The Trails & Parks Challenge will encourage residents and visitors to explore the outdoors, stay active, and earn rewards along the way.
- ☐ Ingham County Trails Promotional Video
Collaborate on the creation and promotion of a video to be showcased at the 2026 mParks Conference & website.

How would you like to contribute? *(Check all that apply)*

- ☐ Marketing and promotions
- ☐ Community outreach
- ☐ Sponsorship (sticker/prizes)
- ☐ Volunteer coordination
- ☐ Video Editing
- ☐ Other: _____

Availability for Initial Planning Meeting

Please list select the days that work best for a planning meeting:

- | | | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> July 15 | <input type="checkbox"/> July 16 | <input type="checkbox"/> July 17 | <input type="checkbox"/> July 21 | <input type="checkbox"/> July 23 |
| <input type="checkbox"/> July 30 | <input type="checkbox"/> July 31 | <input type="checkbox"/> Aug 1 | <input type="checkbox"/> Aug 4 | <input type="checkbox"/> Aug 6 |

How would you prefer to attend planning meetings?

- ☐ In-person
- ☐ Virtual
- ☐ No preference

Submit Your Form

Please complete and return this form by **Monday, June 30, 2025** to: ntrotter@ingham.org.

If you have any questions, contact: 517-525-0452

FLRT report for the June Ingham County Parks meeting

FLRT is a sponsor and will have an information booth at the big river and river trail clean up, put on by Michigan Waterway Stewards, on June 7 at Potter Park.

We are working toward interviewing and hiring a Trail Ambassador to fill the spot vacated a year ago.

FLRT has an agreement with Ingham County Parks to help with trail sign maintenance - the supplies will be available this week and the FLRT board is ready to start getting the graffiti and stickers off the trail signs!

The annual Trail Town 10K and 5K will be June 28, registration is going well.