



Board of Commissioners

Tim Barnes
Blake Mulder
Terrance Augustine
Brandon Haskell
Jeanne Pearl-Wright

Trevor "TJ" Youngquist
Mark Mudry
Joseph C. Brehler
Brian Droscha
Jacob Toomey

Scott Hansen
Brian Lautzenheiser
Jim Mott – Chair
Frank Holmes
Barbara A. Rogers – Vice Chair

EATON COUNTY BOARD OF COMMISSIONERS/PUBLIC WORKS AND PLANNING COMMITTEE

WEDNESDAY, JULY 12, 2024
9:00 A.M.

BOARD OF COMMISSIONERS' ROOM, COUNTY COURTHOUSE, CHARLOTTE

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Agenda Additions and Changes.
4. Approval of June 12, 2024 Minutes.
5. Limited Public Comment.
6. EATRAN Semi Annual Report – Brad Funkhouser
7. Construction Code/Planning and Zoning Report.
 - Finance Report
8. DIA Update.
 - Materials Management Plan
 - Finance Report
9. Parks Report.
 - Parks Millage Project Update
 - Finance Report
10. Miscellaneous.
 - Current Committee Appointment List
11. Limited Public Comment.
12. Adjournment.

A quorum of the Board of Commissioners may be present at this meeting.

PUBLIC WORKS & PLANNING COMMITTEE

**WEDNESDAY, JUNE 12, 2024
9:00 A.M.**

MINUTES

MEMBERS PRESENT: Commissioners Barbara Rogers, Joe Brehler, Blake Mulder, Terrance Augustine, and Scott Hansen

MEMBERS ABSENT: Commissioners Trevor Younquist and Brian Lautzenheiser

ALSO PRESENT: Commissioners Jim Mott and Brian Droscha; Connie Sobie, Claudine Williams, Ben Dawson, Brandy Miller, Debbie Penfield, Jarod Bogdanov-Hanna, Chad Powers, Ethan Jacobs, and Ben Youngs

The June 12, 2024 regular meeting of the Public Works and Planning Committee was called to order at 9:00 a.m. by Chairperson Rogers.

The Pledge of Allegiance was given by all.

Commissioner Hansen moved to approve the agenda. Commissioner Brehler seconded. Motion carried unanimously.

Commissioner Rogers moved to approve the May 8, 2024 meeting minutes. Commissioner Brehler seconded. Motion carried unanimously.

Limited Public Comment. None.

Brandy Miller, Planning and Zoning Administrator/Code Enforcement, gave the monthly report for Construction Code and Planning & Zoning. Two District Change Amendments were also presented, DCA-5-24-3 & DCA-6-24-4, for proposed text amendments to the Zoning Ordinance. Commissioner Brehler moved to recommend approval of both amendments, DCA-5-24-3 and DCA-6-24-4, to the Board of Commissioners. Commissioner Hansen seconded. Motion carried unanimously.

Resource Recovery Director, Jarod Bogdanov-Hanna, presented the department's monthly report. An update of all recycling events was given, noting all of the goals were met for the May 18 Spring Clean-Up event in Delta Township. The EGLE Infrastructure Grant for an electronic recycling trailer was discussed.

Connie Sobie, Controller/Administrator reported on the vacant Parks Director position. Facilities Director Chad Powers and Claudine Williams, Director of Intergovernmental Affairs will filling in and assisting in Parks operations until the position is filled. Mr. Powers, presented the department's monthly report and introduced Ethan Jacobs, Parks Naturalist, and Ben Youngs,

Operation Supervisor. Mr. Jacobs gave an update on the different camps taking place over the summer. Mr. Youngs reported on various projects at the different parks. Discussion was held.

Ben Dawson, Human Resources Director/Deputy Administrator spoke about the status of the Junior Parks Program. This will have to be delayed until the summer of 2025 due to staffing changes.

Director Williams presented a Resolution to Approve a County Veterans Services Grant Application to the MVAA. Commissioner Mulder moved to recommend approval of the Resolution to the Board of Commissioners. Seconded by Commissioner Augustine. Motion carried unanimously.

Director Williams reported on the survey results for the Public Art Grant for Crandall Park. Commissioner Mulder moved to return the grant. Commissioner Augustine seconded. Discussion was held. Commissioner Augustine proposed a friendly amendment to ask for a further extension. Commissioner Mulder agreed. Ms. Williams will contact LEAP to see if an extension was possible and to see if the piece can be moved to another location.

Limited Public Comment. Jackie Blanc spoke in reference to a trail at Fox Park and noted her concern with trails being closed and/or inaccessible. She also spoke about the Grand Ledge Garden Club and an issue with damaged hoses at Fitzgerald Park.

Chairperson Rogers adjourned the meeting at 10:34 a.m.

The next regularly scheduled meeting of the Public Works and Planning Committee will be held on Wednesday, July 10, at 9:00 a.m. in the Board of Commissioner Room of the Courthouse located at 1045 Independence Blvd, Charlotte, MI 48813.

Barbara Rogers, Chairperson



Eaton County Department of Construction Codes & Planning and Zoning

1045 Independence Boulevard, Charlotte, Michigan 48813
Telephone: (517) 543-3004 Fax: (517) 543-9924

"OUR GOAL IS TO PROVIDE A SAFER PLACE TO LIVE, WORK AND PLAY"

Department of Construction Codes & Planning and Zoning Report 7/5/2024 For Public Works & Planning Committee July 10, 2024

Department Boards:

- The **Planning Commission** did not meet in July due to lack of business.
- The **Zoning Board of Appeals** did not meet in July due to lack of business.
- The **Construction Code Board of Appeals** did not meet in June due to lack of business.
- The **Zoning Ordinance Committee** met on June 18th they discussed allowing storage containers to be located on property, increasing the number of vehicles allowed for a light automotive repair business, potential regulation of the location of trash bins, dual zoned properties and principal structure size. Their next meeting is scheduled for July 16th at 4:00 p.m.

Windsor Township Building Authority:

Staff will be attending a meeting with the State of Michigan and Windsor Township on July 17th to discuss Windsor Township creating their own Construction Codes Department and becoming responsible for their own permitting, inspections and enforcements.

Community Outreach:

Staff attended the following meetings:

- City of Charlotte – regarding zoning
- Village of Dimondale – regarding hazardous building enforcements
- Walton Township – regarding enforcements

Code Enforcement (open/active):

- Work without permits - twenty-four (24)
- Hazardous buildings - twenty-six (26)
- Junk - forty-one (41)
- Zoning - thirty-one (31)

three (3) tickets were issued in June for junk and residing in a camper.

County Wide Housing Starts		January	February	March	April	May	June	July	August	September	October	November	December	2023 Totals	2024 Totals
Delta Twp.	Site Built	2	1	0	0	1	0							23	4
	Mobile Homes	0	0	3	0	0	0							0	3
	Totals	2	1	3	0	1	0	0	0	0	0	0	0	23	7
Eaton County	Site Built	4	1	7	9	3	5							78	29
	Mobile Homes	0	0	0	0	1	20							9	21
	Totals	4	1	0	9	4	25	0	0	0	0	0	0	87	25
Eaton Rapids	Site Built	2	2	0	4	7	0							0	15
	Mobile Homes	0	0	0	0	0	0							10	0
	Totals	2	2	0	4	0	0	0	0	0	0	0	0	10	15
Grand Ledge	Site Built	0	1	0	0	1	0							14	2
	Mobile Homes	10	0	0	0	0	0							5	10
	Totals	10	1	0	0	1	0	0	0	0	0	0	0	19	12
Oneida	Site Built	0	0	0	0	0	0							2	0
	Mobile Homes	0	0	0	0	0	0							0	0
	Totals	0	0	0	0	0	0	0	0	0	0	0	0	2	0
County Wide Total		18	5	0	13	13	25	0	0	0	0	0	0	141	84

Monthly Activity Con Code	Tickets issued		Magistrate hearings		Court cases		Commercial Plan Review		Complaints regarding contractors		Public Surveys		TOTAL	
													MONTH	
MO/YR	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"
JAN		0	1	0	0	0	2	4	0	0	4	0	7	4
FEB		0	0	0	0	0	4	1	0	0	0	1	4	2
MARCH		1	0	0	0	0	0	4	0	0	3	2	3	7
APRIL		0	0	0	0	0	4	2	0	0	2	4	6	6
MAY		1	0	0	0	0	5	4	0	3	2	2	7	9
JUNE		0	0	0	0	0	5	7	1	0	8	1	14	8
JULY	22		1		0		4		0		5		32	0
AUG	6		0		1		3		0		4		14	0
SEPT	0		1		1		4		0		2		8	0
OCT	0		0		0		4		0		3		7	0
NOV	0		0		0		7		0		2		9	0
DEC	0		0		0		4		0		2		6	0
TOTALS	28	2	3	0	2	0	46	22	1	3	37	10	117	36

Construction Inspections	Building		Electrical		Mechanical		Plumbing		TOTAL	
									MONTH	
MO/YR	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"
JAN	224	348	132	110	211	119	78	86	645	663
FEB	240	319	109	124	106	174	96	96	551	713
MARCH	255	376	89	136	87	149	156	92	587	753
APRIL	237	373	98	124	89	153	182	100	606	750
MAY	326	593	104	103	86	131	177	54	693	881
JUNE	297	406	120	116	86	75	62	73	565	670
JULY	335		101		68		47		551	0
AUG	471		148		114		71		804	0
SEPT	432		124		59		11		626	0
OCT	437		141		114		66		758	0
NOV	361		104		97		93		655	0
DEC	347		129		121		61		658	0
TOTALS	3962	2415	1399	713	1238	801	1100	501	7699	4430

Construction Permits	Building		Electrical		Mechanical		Plumbing		TOTAL	
									MONTH	
MO/YR	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"
JAN	50	33	69	71	85	84	44	51	248	239
FEB	64	23	46	70	63	70	259	42	432	205
MARCH	47	56	57	60	63	128	78	32	245	276
APRIL	78	57	82	71	71	77	46	29	277	234
MAY	83	71	64	73	64	67	35	27	246	238
JUNE	68	68	80	95	75	75	34	33	257	271
JULY	91		80		60		22		253	0
AUG	90		79		60		40		269	0
SEPT	143		116		74		31		364	0
OCT	65		103		107		35		310	0
NOV	67		140		174		142		523	0
DEC	63		58		96		21		238	0
TOTALS	909	308	974	440	992	501	787	214	3662	1463

Construction Enforcements	WWOP	WWOP	WWOP	WWOP	HAZ BLDG	HAZ BLDG	HAZ BLDG	HAZ BLDG
	(NEW)	(NEW)	(CLOSED)	(PENDING)	(NEW)	(NEW)	(CLOSED)	(PENDING)
		2023 carryover 7				2023 carryover 21		
MO/YR	2023	2024	2024	2024(PENDING)	2023	2024	2024	2024(PENDING)
JAN	22	3	1	9	7	0	0	21
FEB	20	8	9	8	5	1	0	22
MARCH	14	9	3	16	5	3	2	23
APRIL	20	7	5	18	0	1	1	23
MAY	9	7	5	20	5	7	1	29
JUNE	12	7	3	24	2	0	3	26
JULY	14				0			
AUG	8				3			
SEPT	5				1			
OCT	3				5			
NOV	1				0			
DEC	2				1			
TOTALS	130	41	26	24	34	11	7	26
			TOTAL WORK WITHOUT PERMITS (WWP) & HAZARDOUS BUILDINGS VIOLATIONS					50

Planning & Zoning Cases	Conditional Use Permits		Board of Appeals		Administrative Variances		District Change Amendments		Site Plan Reviews		Zoning Referrals		Private Roads		Agricultural Buildings		Lot Line Adjustments		Land Divisions Reviewed		TOTAL	
																					MONTH	
MO/YR	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"	"23"	"24"
JAN	0	0	0	0	0	0	0	0	0	0	19	10	0	0	0	1	1	1	2	1	22	13
FEB	0	0	0	0	0	0	0	0	0	0	16	10	0	0	2	2	5	1	1	5	24	18
MARCH	0	1	0	1	0	0	0	2	0	0	19	19	0	0	2	1	1	2	3	3	25	29
APRIL	4	2	1	0	0	0	1	0	0	0	22	20	0	0	3	0	0	5	1	10	32	37
MAY	3	0	2	0	0	0	0	0	0	0	22	22	0	0	3	1	2	1	2	2	34	26
JUNE	0	3	0	1	0		0	2	0	0	22	18	0	1	1	2	2	1	1	3	26	31
JULY	0	0	0	0	0		0	0	0		32		0		1		3		1		37	0
AUG	1	1	0	1	0		1	0	0		25		0		4		4		2		37	0
SEPT	1		0		0		0		0		25		0		4		2		1		33	0
OCT	4		0		0		0		0		21		0		1		3		3		32	0
NOV	0		0		0		0		0		16		0		1		2		1		20	0
DEC	2		1		0		0		0		9		0		1		2		1		16	0
TOTALS	15	7	4	3	0	0	2	4	0	0	248	99	0	1	23	7	27	11	19	24	338	156

Planning & Zoning Enfor.	JUNK	JUNK	JUNK	JUNK	ZONING	ZONING	ZONING	ZONING
	(NEW)	(NEW)	(CLOSED)	(PENDING)	(NEW)	(NEW)	(CLOSED)	(PENDING)
		2023 carryover: 39				2023 carryover: 33		
MO/YR	2023	2024	2024	2024(PENDING)	2023	2024	2024	2024(PENDING)
JAN	3	0	0	39	2	0	1	32
FEB	2	1	0	40	1	0	0	32
MARCH	7	4	1	43	3	0	1	31
APRIL	2	1	1	43	1	3	1	33
MAY	2	2	4	41	3	0	2	31
JUNE	1	4	4	41	2	0	0	31
JULY	0				0			
AUG	1				0			
SEPT	2				1			
OCT	3				3			
NOV	0				5			
DEC	0				0			
TOTALS	23	10	10	41	21	3	5	31
			TOTAL PENDING JUNK & ZONING VIOLATIONS					72

Eaton County Construction Code
Financial Report
Fiscal Year 2023/24
Through the end of June, 2024

	Original Budget	Adjusted Budget	Actual Year to Date	Projected Year to Date	Remaining Balance	% Used
Revenues						
Permitting Revenue						
Building Permits *	300,000	350,375	626,535.02	511,148.05	(160,773.05)	146%
Mechanical Permits	120,000	120,000	123,875.03	165,166.71	(45,166.71)	138%
Electrical Permits	120,000	120,000	100,736.03	134,314.71	(14,314.71)	112%
Plumbing Permits	65,000	65,000	54,715.01	72,953.35	(7,953.35)	112%
Total Permitting Revenue	605,000	655,375	905,861.09	883,582.81	(228,207.81)	
Other Revenue						
Construction Code Services	11,600	11,600	23,526.00	31,368.00	(19,768.00)	270%
Fines and Forfeitures	500	500	100.00	300.00	200.00	60%
Fund Balance Carryover	400,310	400,310	-	-	400,310.00	0%
Total Other Revenue	412,410	412,410	23,626.00	31,668.00	380,742.00	
Total Revenues	1,017,410	1,067,785	929,487.09	915,250.81	152,534.19	86%
Operational Expenditures						
Personnel	682,374	682,374	379,087.62	534,820.91	147,553.09	78%
Supplies	22,700	22,700	16,751.70	21,335.60	1,364.40	94%
Other Services & Charges	59,012	79,387	56,892.07	65,856.09	13,530.91	83%
Total Operational Expenditures	764,086	784,461	452,731.39	622,012.61	162,448.39	
Other Expenditures						
Debt Service - Vehicle Leases	19,404	19,404	19,458.92	29,188.38	(9,784.38)	150%
Capital Outlay	51,000	51,000	-	51,000.00	-	100%
Transfer Out - General Fund	45,000	45,000	33,750.00	45,000.00	-	100%
Transfer Out - Public Improvement	134,000	134,000	100,351.00	134,000.00	-	100%
Transfer Out - Computer Fund	3,920	33,920	2,940.00	33,920.00	-	100%
Total Other Expenditures	253,324	283,324	156,499.92	293,108.38	(9,784.38)	103%
Total Expenditures	1,017,410	1,067,785	609,231.31	915,120.99	152,664.01	86%
Excess Revenues over Expenses (Net Carryover)	-	-	320,255.78	129.82		
9/30/2023 Estimated Fund Balance	1,139,660	1,139,660	1,139,660	1,139,660		
Projected 9/30/2024 Fund Balance	739,350	739,350	819,404	1,139,790		

* Projected Building Permits Includes One-Time Single Permit for \$288,036



EATON COUNTY RESOURCE RECOVERY

---RETHINKING OUR DEPENDENCE ON NATURAL RESOURCES TODAY
BY REDUCING, REUSING & RECYCLING FOR A BETTER

Department of Resource Recovery Report For Public Works & Planning Committee 7/10/2024

General Updates:

The Department of Resource Recovery is in event season, operating recycling events, education programs, and developing additional recycling programs. This month, the Department is participating in education events around the county. The department is participating in the Eaton County Parks and Recreation Summer Adventure Program on Thursday, July 11, 2024 at Lincoln Brick Park and the Charlotte Science Adventure Camp on Wednesday, July 17, 2024 at Bennett Park. The department will be teaching youth about recycling and composting, featuring the worm composting bins.

County Projects (Programs):

The June 15, 2024 Recycling Fever event in Charlotte was very successful. The event met the department's goals in attendance, volunteer participation, operations and materials disposals. Spring Clean-Up event numbers:

Category	2024 Recycling Fever
Registrations	552
Attendance	420
Volunteer Participation	16
Scrap Tires Recovered	~1500
Household Hazardous Waste	N/A
Electronics Recycling	N/A

The department is currently waiting on official numbers from Household Hazardous Waste vendor ERG and electronics recycling vendor Shupan. The numbers and invoices will be included in the next Public Works and Planning report.

EGLE Infrastructure Grant Recycling Trailer

The Pro-Trainer gravity tilt recycling trailer is expected to be delivered on Monday, July 8, 2024. Additional equipment has been ordered for the trailer for operations, and has been delivered. The department is in the process of acquiring a license plate and registration for the trailer.

The expected first day of operation is expected to be Thursday, July 18th, 2024 in the Village of Vermontville. The Village is utilizing its resources to provide advertisement for the recycling trailer through email and phone lists administered by the village. Additional promotion will take place around the village and township.

Calhoun County/Charlotte Area Recycling Authority (CARA) “Hub and Spoke” Pilot

Approximately 3,288 pounds of recycling materials have been delivered from Calhoun County, with a total billing of \$598.06 to Calhoun County.

Material	4/14/2024	5/22/2024	6/26/2024	Total (lbs)
#1 PETE	472	218	776	1466
#2 Natural	250	238	220	708
#2 Colored	134	146	198	478
#5 PP	426	86	124	636
Total (lbs)	1282	688	1318	3288

Per the Calhoun County/Eaton County MOU, the amount charged to Calhoun County is covering the costs incurred by Eaton County for labor and materials. Additional revenue will be generated by the sales of the recycling materials.

Materials Management Plan

The Notice of Intent (NOI) has officially been submitted to EGLE on Wednesday, July 3, 2024. The Department of Resource Recovery is waiting on official response by EGLE to ensure compliance with the submission.

The Department of Resource Recovery, acting as the Materials Management Plan Designated Planning Agency, will be submitting a resolution next month to establish the Materials Management Planning Committee (MMPC). Establishing the MMPC is the final step before the county can begin work on the official Materials Management Plan Work Plan.

The purpose of the MMPC is to develop the official Work Plan that the county will implement to meet compliance with the Part 115 update. The Eaton County BOC, acting as the County Approval Agency, will be reviewing and approving the Work Plan developed by the MMPC and the Department of Resource Recovery.

The MMPC consists of 13 total member positions (12 active and 1 vacant) who direct the DPA in the preparation of the MMP, advises counties and municipalities regarding the MMP, and provides the final level of MMP approval before the work plan is submitted to the CAA.

The Department of Resource Recovery will begin soliciting for MMPC membership.

- A solid waste disposal facility operator.
- A representative of a hauler of managed material.
- A materials recovery facility operator.
- A composting facility or anaerobic digester operator.
- A waste diversion, reuse, or reduction facility operator.
- A representative of an environmental interest group residing in the planning area.
- An elected official of the county.
- An elected official of a township.
- An elected official of a city or village.
- A representative of a business that generates a managed material.
- A representative of the regional planning agency whose territory includes the planning area.

Eaton County Resource Recovery
Financial Report
Fiscal Year 2023/24
Through the end of June, 2024

	Original Budget	Adjusted Budget	Actual Year to Date	Projected Year to Date	Remaining Balance	% Used
Revenues						
Administration						
Private Grant	36,000	36,000	-	-	36,000.00	0%
Donations	11,000	11,000	6,280.25	8,000.00	3,000.00	73%
Transfers-In	81,392	81,392	61,044.00	81,392.00	-	100%
Fund Balance - Carry Over	33,395	33,395	-	-	33,395.00	0%
Total Administration Revenues	161,787	161,787	67,324.25	89,392.00	72,395.00	
Operational Revenues						
Waste Hauler Licenses	1,800	1,800	1,935.00	1,500.00	300.00	83%
Solid Waste Surcharge	330,000	330,000	173,258.26	346,767.46	(16,767.46)	105%
Agricultural Plastic Revenue	2,500	2,500	6,069.37	2,000.00	500.00	80%
Total Operational Revenues	334,300	334,300	181,262.63	350,267.46	(15,967.46)	
Total Revenues	496,087	496,087	248,586.88	439,659.46	56,427.54	89%
Expenditures						
Administration						
Personnel	192,908	192,908	101,582.94	163,314.31	29,593.69	85%
Supplies	3,000	3,000	1,292.54	1,938.81	1,061.19	65%
Other Services	10,104	10,104	8,537.39	16,383.19	(6,279.19)	162%
Debt Service - Vehicle Lease	-	-	76,479.97	76,479.97	(76,479.97)	0%
Transfer Out - Public Improvement	40,624	40,624	30,468.00	40,624.00	-	100%
Total Administration Expenditures	246,636	246,636	218,360.84	298,740.28	(52,104.28)	121%
Operational Expenditures						
County Projects	132,350	132,350	4,655.40	132,350.00	-	100%
Local Projects	117,101	117,101	64,212.48	117,101.00	-	100%
Total Operational Expenditures	249,451	249,451	68,867.88	249,451.00	-	100%
Total Expenditures	496,087	496,087	287,228.72	548,191.28	(52,104.28)	111%
Excess Revenues over Expenses (Net Carryover)	-	-	(38,641.84)	(108,531.82)	4,323.26	
Available Resources from Administration	(84,849)	(84,849)	(151,036.59)	(209,348.28)	124,499.28	
Available Resources from Operations	84,849	84,849	112,394.75	100,816.46	(15,967.46)	
Projected Net Carryover	-	-	(38,641.84)	(108,531.82)	108,531.82	
9/30/2023 Estimated Fund Balance	240,513	240,513	240,513	240,513		
Projected 9/30/2024 Fund Balance	207,118	207,118	201,871	131,981		

**Eaton County Resource Recovery
Program Update**
Fiscal Year 2023/24
Through the end of June, 2024

	Adopted Budget	Amended Budget	YTD Transactions	Projected YTD Transactions	Amended Budget Less YTD Transactions	% Used
Summary of Programs						
529 - County Programs						
Roadside Cleanup	1,900.00	1,900.00	1,573.89	1,900.00	326.11	100.0%
Household Battery Collection	11,000.00	11,000.00	1,572.22	11,000.00	9,427.78	100.0%
Scrap Tire Collection	36,000.00	36,000.00	-	36,000.00	36,000.00	100.0%
Household Hazardous Waste Collection	60,000.00	60,000.00	822.77	60,000.00	59,177.23	100.0%
Education Programs	1,000.00	1,000.00	54.95	1,000.00	945.05	100.0%
Electronic Recycling	18,000.00	18,000.00	-	18,000.00	18,000.00	100.0%
Event Supplies & Contractual	1,200.00	1,200.00	481.60	1,200.00	718.40	100.0%
Promotion Programs	3,250.00	3,250.00	481.60	3,250.00	2,768.40	100.0%
Total	132,350.00	132,350.00	4,987.03	132,350.00	127,362.97	100.0%
530 - SWAG Programs						
Bellevue/Olivet	17,501.00	17,501.00	9,570.85	17,501.00	7,930.15	100.0%
Charlotte Area Recycling (CARA)	28,500.00	28,500.00	20,236.98	28,500.00	8,263.02	100.0%
Delta Twp - Recycling Center	27,600.00	27,600.00	10,417.14	27,600.00	17,182.86	100.0%
City of Grand Ledge - Recycling	21,500.00	21,500.00	16,388.23	21,500.00	5,111.77	100.0%
Sunfield Recycling Center (Pilot Project)	22,000.00	22,000.00	7,599.28	22,000.00	14,400.72	100.0%
Total	117,101.00	117,101.00	64,212.48	117,101.00	52,888.52	100.0%



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www.eatoncountyparks.org

Public Works and Planning Committee Report July 10, 2024

Department Update:

The Parks Director position is still posted. Facilities Director Chad Powers and Claudine Williams, Director of Intergovernmental Affairs continue to assist in managing the Parks Department during the interim. Mr. Powers and Ms. Williams continue to meet every Tuesday with Ben Youngs, the Parks Operations Manager, and Ethan Jacobs, the Parks Naturalists. Meeting weekly is working out well, and the Parks are running smoothly.

The Recreation and Event Coordinator position has been approved as full-time. Staff is currently reviewing applications for potential interviews. Mr. Jacobs has received his Camp Certification from the State of Michigan and will be filling in until the position is filled.

Williams and Works met with the Parks Workgroup and staff on June 12 to work on the Strategic Plan for Fox, Lincoln, Fitzgerald, and Crandell Parks. Their next Strategic Plan meeting is on July 10.

The Parks Workgroup also met on July 3 and discussed the list of items below.

- An update was provided on the two open positions and discussion was held in reference to the best way to address the open Director position.
- A prioritized list of safety items for each park provided by Mr. Youngs and Mr. Jacobs was discussed. Staff will begin working to address these items with budget amendments if/when needed.
- Mr. Youngs has developed and implemented hot weather safety precautions for staff.
- A new trailer and road grader have been purchased and are currently in use.

Individual Park Update:

- Crandell Park – Many items were discussed in reference to Crandell Park.
 - After reviewing the DNR information, the Parks Workgroup directed staff to proceed with preparing the park for open fishing per State of Michigan fishing regulations. Discussion was held in reference to signage and self surveys.
 - Staff informed the Workgroup of a property line encroachment from a neighboring property. Discussion was held on resolving this issue.
 - Farming leases on park property were discussed.
 - An update was provided on improvements at the park and the progress on obtaining electric or solar security measures installed.
 - An update on the replacement dock was also provided.
- Dyer Kiln – An update was provided on the restoration project.

- Fitzgerald Park – One staircase replacement bid has been received for \$100,000. Mr. Youngs is working on obtaining two more. Discussion was held in reference to the demolition of an old Naturalist Building. Due to its location there are concerns with the best way to move forward.
- Fox Park – The Mid-Michigan Mountain Biking Association has received a grant to place trail signage at the park. Eaton County's portion of the cost share is \$658.26 (the invoice is pending). Participation for this project was agreed to by the previous Director.
- Keehne Environmental Area – A new boardwalk was discussed. There is a 20 year lease from the Village of Bellevue to Eaton County for this park which expires in 2034.
- Lincoln Brick Park – Mr. Jacobs is working on obtaining a forestry bid for down trees from the 2023 storm. Additionally, he is working on prairie burn information for the park. This is done approximately every three years and has been done in the past. The HVAC system was replaced in the building on July 2. Mr. Youngs has received one bid for the demolition of the home on this property and is working on obtaining two more.

Ben Youngs: Operations Update

Usual Business

Water Samples submitted to BEDHD on 7/8 for quarterly testing. (Lincoln Brick well, Fox Park well & Duane Tirrell well)

Logan Miller & Seasonal Staff – Continue to reliably perform quality work

Patricia Ledesma and I have both reached out to MiBids to get us set up to use their service as an outlet for old equipment. We have not received any response as of now.

Ongoing Projects

Lincoln Brick Interpretive Center HVAC updated system installed 7/2-7/3

Painting

- Fitz restroom building exterior & pavilions done
- Pavilions at all properties to be painted

Fitzgerald Park Stairs to Ledges

- Greenshield \$99,490.00
- Teachout Building Inc. – requested photos and measurements, has not responded since
- Kenazeh Construction – Respectfully Declined
- Laux Construction – Meeting Today @ 4pm
- The company who initially quoted this last fall has failed to return calls

Keehne Boardwalk

Initiated conversations with:

- Greenshield
- Wickcraft Boardwalks

Lincoln Brick Residence

- AAI Lansing called 7-2-24
- MI Builders – Claudine
- Mid-Michigan Management - \$24,500.00 + \$11,523.00 Abatement total \$36,023.00

Public Safety/Security Improvements

- Continuing to prioritize repair or removal of unsafe structures at all properties (bridges, stairs, boardwalks, etc.)
 - Additional signage where necessary
- Addition of gates & vehicle barriers at Crandell Barns – Done 6/20 Also added more solar lighting.
- Addition of Lighting & Cameras at Crandell Park – Chad is working with IT & elec. contractors
- Continue to identify and prioritize removal of dangerous trees on all properties.

News

Crandell Park dock

- Feigner Boat Lifts & Dock proceeding with donation of a new dock. We will be installing when it's ready.

Ethan Jacobs: Naturalist/Interim Camp Director/Events Coordinator Update

Usual Business

Camp operations are currently running smoothly with dedicated staff at the helm. I am actively engaged in conducting weekly educational sessions with campers and fulfilling my other responsibilities as the naturalist.

Ongoing Projects

Lincoln Brick Interpretive Center Renovation

- Painting the foyer
- Building exhibits
- Working with MSU to catalog our fossil collection

Summer Adventure Camp

- Licensing has been updated.
- Our point of contact information has been updated.

Programming

- Charlotte Science Adventure Camp July 16th
 - Wilderness Wayfinding Workshop
- Car Show Preparations
 - July 13th at Fitzgerald Park
- Programming Partnership with the Library
 - Events have been scheduled for September 28th and October 12th (Campfire Night: Autumn Exploration, Ultrasonic Adventure: A Bat Encounter).
 - I am currently working on a set of programs for the winter months.

Mapping

- Drone footage was taken at Lincoln Brick Park for our GIS story maps.
- Jon Merrick and I are working to update our maps.

Trails/Natural Resource Management

- We have closed down smaller trails at Lincoln Brick Park in an effort to curb erosion as well as combat edge effect (boost ecological health of the park).
- I will be meeting with a forester (Natural Capital Forestry) to get an estimate on the lumber still at Lincoln Brick Park. This will take place on July 11th.
- I will be meeting with an environmental consulting firm (Appel Environmental Design) to get an estimate on the overall health of our prairie at Lincoln Brick Park.
- We met with a fisheries biologist from the DNR to discuss the health of Crandell Lake

News

In September, we will be proceeding with additional renovations to our Lincoln Brick Park facility. This will involve the installation of two windows and an emergency exit in the interpretive center. Additionally, we will be upgrading the existing windows on the rental side of the facility.

In accordance with directives from the DNR, we will be undertaking efforts to enhance the fish habitat in Crandell Lake.

We are currently working with leadership to hire a new events coordinator.

Eaton County Parks and Recreation
Financial Report
Fiscal Year 2023/24
Through the end of June, 2024

	Original Budget	Adjusted Budget	Actual Year to Date	Projected Year to Date	Remaining Balance	% Used
Revenues						
Administration						
Property Tax Revenues	2,209,922	2,209,922	2,204,773.59	2,204,773.59	5,148.41	100%
Grant Revenues	-	-	-	-	-	0%
Donations	1,200	1,200	502.80	1,206.72	(6.72)	101%
Transfers-In	-	-	-	-	-	0%
Fund Balance - Carry Over	(1,168,730)	(563,372)	-	-	(563,372.00)	0%
Total Administration Revenues	1,042,392	1,647,750	2,205,276.39	2,205,980.31	(558,230.31)	
Operational Revenues						
Site Fees	12,310	12,310	12,061.00	16,081.33	(3,771.33)	131%
Naturalist & Special Program Revenues	31,900	31,900	26,810.61	55,961.05	(24,061.05)	175%
Farm Rental Income	17,700	17,700	13,240.87	56,722.61	(39,022.61)	320%
Total Operational Revenues	61,910	61,910	52,112.48	128,764.99	(66,854.99)	
Total Revenues	1,104,302	1,709,660	2,257,388.87	2,334,745.30	(625,085.30)	137%
Expenditures						
Administration						
Personnel	628,368	628,368	426,118.28	627,172.28	1,195.72	100%
Supplies	36,057	36,057	19,088.90	24,451.87	11,605.13	68%
Other Services	51,604	51,604	41,031.78	34,709.04	16,894.96	67%
Debt Service (Vehicle Lease)	17,650	17,650	22,114.26	33,171.39	(15,521.39)	188%
Transfers Out - General Fund	-	-	-	-	-	0%
Total Administration Expenditures	733,679	733,679	508,353.22	719,504.57	14,174.43	98%
Operational Expenditures						
Park Specific Expenses (less personnel)	203,123	203,123	114,317.35	154,513.71	48,609.29	76%
Capital and One Time Purchases	167,500	167,500	118,251.51	165,057.00	2,443.00	99%
Grant Program Expenses	-	605,358	119,218.26	605,358.00	-	100%
Total Operational Expenditures	370,623	975,981	351,787.12	924,928.71	51,052.29	95%
Total Expenditures	1,104,302	1,709,660	860,140.34	1,644,433.28	65,226.72	96%
Excess Revenues over Expenses (Net Carryover)	-	-	1,397,248.53	690,312.01	(559,858.58)	
9/30/2023 Estimated Fund Balance	2,037,796	2,037,796	2,037,796	2,037,796		
Projected 9/30/2024 Fund Balance	3,206,526	2,601,168	3,435,045	2,728,108		

Eaton County Parks and Recreation
Program Update
Fiscal Year 2023/24
Through the end of June, 2024

	Original Budget	Adjusted Budget	Actual Year to Date	Projected Year to Date	Remaining Balance	% Used
Park Specific Expenses (less personnel)						
Fitzgerald Park	97,423	97,423	64,698.92	86,265.23	11,157.77	88.5%
Fox Park	47,000	47,000	21,274.61	28,366.15	18,633.85	60.4%
Bellevue Area Parks	2,000	2,000	792.91	1,189.37	810.64	59.5%
Lincoln Park	39,700	39,700	22,410.05	29,880.07	9,819.93	75.3%
Crandell Park	17,000	17,000	5,140.86	8,812.90	8,187.10	51.8%
Total Park Specific Expenses	203,123	203,123	114,317.35	154,513.71	48,609.29	76.1%
Capital and One Time Purchases						
Admin - Equipment Trailer	24,000	24,000	20,137.21	24,000.00	-	100.0%
Admin - Bobcat	84,000	84,000	81,982.30	84,000.00	-	100.0%
Admin - Zero Turn Mower	16,000	16,000	13,557.00	13,557.00	2,443.00	84.7%
Lincoln Park - HVAC Replacement/Repairs	25,000	25,000	-	25,000.00	-	100.0%
Lincoln Park - Bathroom Auto Locks	5,000	5,000	-	5,000.00	-	100.0%
Crandell Park - Kayak Dock Extension	8,500	8,500	-	8,500.00	-	100.0%
Crandell Park - Bathroom Auto Locks	5,000	5,000	2,575.00	5,000.00	-	100.0%
Total Capital and One Time Purchases	573,746	573,746	346,886.22	474,084.42	99,661.58	82.6%
Grant Programs						
Eaton Rapids - Mill Pointe Park Pavillion	-	39,200	3,559.00	39,200.00	-	100.0%
City of Charlotte - Library Picnic Area	-	5,000	5,000.00	5,000.00	-	100.0%
Delta Township - Webster Bridge Design	-	150,750	18,752.13	150,750.00	-	100.0%
Grand Ledge - Grand Ledge Ball Park Phase I	-	212,694	-	212,694.00	-	100.0%
Hamlin Township - Hamlin Park Picnic & Play	-	87,157	87,157.13	87,157.00	-	100.0%
Olivet - Walking Bridge Fencing	-	5,000	4,750.00	5,000.00	-	100.0%
Vermontville - Creating Safe Fall Space	-	35,000	-	35,000.00	-	100.0%
Pottersville - Sunset Hills Park	-	65,557	-	65,557.00	-	100.0%
Signage	-	5,000	-	5,000.00	-	100.0%
Total Grant Programs	-	605,358	119,218.26	605,358.00	-	100.0%

PUBLIC WORKS AND PLANNING COMMITTEE**JULY 1, 2024****Road Commission - 6 year term**

Tim Lamoreaux	12/31/28
Keith Barber	12/31/28
Duane Elder	12/31/25
Lauren Aitch	12/31/25
Benjamin Lyons	12/31/26

Zoning Board of Appeals - 3 year term

Nicole Chmielewski	12/31/25	
Mike Stahl	12/31/24	(Alternate)
Timothy Cattron	12/31/25	
Charamy Cleary	12/31/26	
Donald Chase	12/31/24	
Rob Cook	12/31/24	

Construction Code Board of Appeals - 3 year term

Dean Butler	12/31/24	Mechanical Code Representative
Thomas Abdo	12/31/24	Alternate - Mechanical Code Representative
Daniel Daly Jr.	12/31/24	Citizen
Daren Beebe	12/31/26	Electrical Code Representative
Kyle Mack	12/31/26	Alternate - Electrical Code Representative
Chase Richardson	12/31/26	Citizen
Anthony Eldridge	12/31/24	Plumbing Code Representative
Chad Guild	12/31/24	Alternate - Plumbing Code Representative
Jane Sprague	12/31/24	Citizen
Brian Ross	12/31/24	Building Code Representative
Robert Montgomery	12/31/24	Alternate – Building Code Representative

Planning Commission - 3 year term

Benjamin Tirrell	12/31/24
Zachary Dillinger	12/31/25
Brian Ross	12/31/25
Timothy Cattron	12/31/25
Raymond Whitaker	12/31/26
Ed Kemp Jr.	12/31/26
Lisa Lawitzke	12/31/26

Eaton County Transportation Authority - 3 year term

Rob Piercefield	12/31/24	(N.W. Quadrant)
Robert Kosinski	12/31/26	

Capitol Area Regional Transportation Study Committee - 1 year term

Mark Mudry	12/31/24
Claudine Williams	12/31/24