

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 www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, April 22, 2013

Monday, April 22, 2013

6:00pm

PARKS & RECREATION COMMISSION MEETING

Human Services Building
Conference Room A, Second Floor
5303 S. Cedar Street, Building #3
Lansing, Michigan

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
[Minutes](#) of the March 25, 2013 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **Late Items / Deletions / Consent Items**
6. **ACTION ITEMS**
 - A. [Resolution](#) Amending Parks Resolution #33-09 and Establishing Designated Smoking Areas
 - B. [Resolution](#) Recommending a Reciprocal Arrangement with the Ingham County Fair
 - C. [Resolution](#) Amending Resolution #06-13 Recommending Changes/Increases to Various Ingham County Park Fees in 2014
 - D. [Resolution](#) Recommending an Amendment of Board of Commissioner Resolution #02-285 Approving the Implementation of a Low Income Park Fee Policy
7. **DISCUSSION ITEMS**
 - A. Friends of Ingham County Parks Monthly Report
 - B. Appointing a Parks Commission Member to the Friends of Ingham County Parks Board
 - C. Park Millage
 - D. [2014 Strategic Planning Documents](#)
 - E. Summary of Budget & Personnel Committee Budget Discussions
 - F. Support for the Enhanced Flood Warning System
8. **Director's Report**
 - A. Hawk Island Snow Park Status Report
9. **[Correspondence](#) & Citizen Comment**
10. **Board Comments**
11. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*

12. Upcoming Meetings

- A. Date: May 13, 2013 (2nd Monday); Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: May 14, 2013 (2nd Tuesday); Time 6:00pm
Budget & Personnel Committee Meeting
- Date: May 20, 2013 (3rd Monday); Time: 6:00pm
Parks & Recreation Commission Meeting

13. Informational Items – *Distributed at Commission Meeting*

- A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes
(Items pertaining to the Parks Department)

14. Adjournment

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

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
March 25, 2013

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

Board Members

Present: John Czarnecki, Sarah Nicholls, Commissioner Tsernoglou, Matt Bennett, Commissioner Koenig, Jonathan Schelke, Kevin Duffy, and Paul Pratt

Absent: Ralph Monsma

Also Present: Director of Parks Willis Bennett; potential new commission member Mike Rice; Friends Representatives Karen Fraser, Aengus McIntosh and Karen Surdenik; Mason City Administrator Marty Colburn; Eaton County Park Director John Greenslit; Clinton County Parks and Green Space Commission Coordinator Jerry Jaloszynski; Eaton County Park Commission Chair Bob McConnell and Vice-Chair Shane Powers; and Recording Secretary Deb Bavery

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission Meeting to order at 5:45pm

Minutes: **Moved by** Mr. Czarnecki and **Supported by** Commissioner Koenig to approve the January 28, 2013 and February 25, 2013 minutes of the regular meetings as written. **Yes-7; No-0. MOTION CARRIED.**

Late Items / Deletions:

Substitute Resolutions ~

- Supporting the Friends of Ingham County Parks
- Authorizing the Distribution of Wine at the Proposed “Cuisine and Carousels” Friends of Ingham County Parks Event at Lake Lansing Park-South”
- Approving the Friends of Ingham County Parks’ Request to Enter into Agreements with Various Vendors for Services at Friends Sponsored Events or Activities

Limited Public Comment:

None.

Commissioner Tsernoglou entered the meeting at approximately 6:02pm.

DISCUSSION REGARDING COMMITTEE ASSIGNMENTS

Discussion ensued regarding committee assignments and who would chair the Planning & Community Outreach and Budget & Personnel Committees. Current members of committees opted to remain on their respective committees. New members were assigned as follows: Michael Rice was assigned to the Planning & Community Outreach Committee and Jonathan Schelke and Kevin Duffy were assigned to the Budget & Personnel Committees. Both current chairs, John Czarnecki and Ralph Monsma, of the committees agreed to remain as chair of their respective committees. In addition, it was determined the Budget & Personnel Committee would continue to meet on Tuesdays, but the meeting would be held at noon instead of 6:00pm.

ACTION ITEMS

Discussion ensued regarding the proposed resolution amending Parks Resolution #33-09 limiting smoking within the Ingham County Parks System and establishing designated smoking areas. Willis Bennett provided background information regarding the resolution. Mr. Czarnecki stated he wants a smoke free park and will work towards that in the next year. Matt Bennett proposed adding the pathway that goes around Hawk Island to the no smoking areas. Willis Bennett stated staff would rework the resolution and bring it back next month.

Because the packet was copied incorrectly, and the resolution recommending an amendment of Board of Commissioner Resolution #02-285 approving the implementation of a low income park fee policy was absent from the packet, a decision was made to bring it to the April meeting.

Willis Bennett provided background information regarding the proposed resolution recommending changes/increases to various Ingham County Park fees. He further indicated he is waiting for the snow park fee structure until the end of the season. Mr. Czarnecki thanked staff for the new ideas and indicated new revenue sources will be important in the future.

RESOLUTION #06-13 ~ RECOMMENDING CHANGES/INCREASES TO VARIOUS INGHAM COUNTY PARK FEES

WHEREAS, in May of each year the Ingham County Board of Commissioners reviews and updates various fees for county services based on information and recommendations of the Maximus Cost of Services Analysis completed in 2002; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller/Administrator makes final recommendations to the Board of Commissioners; and

WHEREAS, the fee changes below are based on calculations and recommendations from the Budget Office; and

BE IT THEREFORE RESOLVED, that the Ingham County Parks & Recreation Commission recommends the Board of Commissioners authorize the changes and increases to various Ingham County Park fees listed below as SEASONAL activities, effective November 1, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission recommends the Board of Commissioners authorize the changes below NOT labeled as SEASONAL activities, effective January 1, 2014.

Fee Description	2013 Current Fee	2014 Proposed Fee	Units	Projected Additional Revenue
Shelters				
Burchfield Deer Run	\$60.00	\$75.00	27	\$405.00
Burchfield Pine Knoll	\$60.00	\$75.00	23	\$345.00
Cabanas - Mini semi permanent shelters / 30 person Capacity				
Hawk Island New Revenue Source		\$75.00	35	\$2,625.00
Lake Lansing South New Revenue Source		\$75.00	15	\$1,125.00

Burchfield New Revenue Source		\$75.00	10	\$750.00
Wedding Gazebo				
Lake Lansing Wedding Gazebo New Revenue Source		\$250.00	5	\$1,250.00
Boating Fees				
Pedal Boat - Weekdays - per 1/2 hr	\$5.00	eliminate		\$0.00
Pedal Boat-Wkds/Holidays-per 1/2 hr	\$6.00	eliminate		\$0.00
Pedal Boat - per 1/2 hr – Weekdays & Weekends		\$6.00	8,092	\$2,965.00
Pedal Boat - Senior (+60) - per 1/2 hr	\$1.00	\$3.00	200	\$400.00
Daily Boat Launch	\$5.00	Same	2,689	\$2,466.00
Daily - Senior Boat Launch	\$3.00	Delete	1,233	
Annual Boat Launch	\$50.00	Same	119	\$2,600.00
Annual Senior Boat Launch	\$25.00	Delete	104	
Day Camp - Cancellation Fee	\$15.00	\$20.00	0	\$0.00
Special Event Fees				
Non-Profit Youth Groups	\$0.00	Same		\$0.00
1-100 Participants	\$200.00	\$225.00	11	\$275.00
101-200 Participants	\$300.00	\$325.00	3	\$75.00
201-300 Participants	\$400.00	\$425.00	4	\$100.00
301-400 Participants	\$500.00	\$525.00	1	\$25.00
401-500 Participants	\$600.00	\$625.00	1	\$25.00
500+ Participants	\$700.00	\$725.00	1	\$25.00
Snow Tube Rental -Burchfield - SEASONAL				
Burchfield - Tube Rental (2 hours)	\$1.00	\$2.00	1,000	\$1,000.00
Utility Vehicle/Golf Cart Rental				
1/2 day = up to 4 hours New Revenue Source		\$50.00	10	\$500.00
full day = 8 hours maximum New Revenue Source		\$100.00	5	\$500.00

Moved by Mr. Czarnecki and Supported by Commissioner Koenig that Resolution #06-13 be approved. Yes-8; No-0. MOTION CARRIED.

Mr. Czarnecki provided background information regarding the resolution approving the 2014 Ingham County Parks Department 508 Enterprise Fund budget request and stated there was no revenue slated for the Lake Lansing Park-South house in 2014 as staff is currently looking into ADA compliance requirements.

RESOLUTION #07-13 ~ APPROVING THE 2014 INGHAM COUNTY PARKS DEPARTMENT 508 ENTERPRISE FUND BUDGET REQUEST

WHEREAS, the Ingham County Parks Department staff and the Ingham County Parks and Recreation Commission have considered the enterprise fund activities and services for the Ingham County Park System for the year 2014; and

WHEREAS, this resolution represents an enterprise fund revenue budget of \$322,900 and expenses of \$315,900 with an anticipated addition to the 508 enterprise fund, fund balance of \$7,000; and

WHEREAS, these amounts are considered necessary to maintain current service levels to the public, including operation and maintenance costs of facilities and equipment and adequate staffing to provide continued focus on customer service and public safety; and

WHEREAS, the Parks Commission and Parks Staff recognize that expenses cannot exceed the associated earned revenues if the fund and activities are to be sustained, and

WHEREAS, the Parks Commission and Parks Staff recognize that the 508 enterprise fund, fund balance must be maintained at a level adequate to provide funding for the repair and replacement of equipment and facilities into the future.

THEREFORE BE IT RESOLVED, that the attached 2014 Parks 508 Enterprise Fund Budget be approved for adoption in accordance with all appropriate County Policies and Procedures.

Moved by Mr. Czarnecki and **Supported by** Commissioner Koenig that Resolution #07-13 be approved. **Yes-8; No-0. MOTION CARRIED.**

Mr. Czarnecki spoke regarding the resolution recommending an increase in boat launch fees for 2013. Commissioner Tsernoglou clarified that it is the senior rate that is being eliminated. Mr. Czarnecki stated he is a big proponent of this change.

RESOLUTION #08-13 ~ RESOLUTION RECOMMENDING AN INCREASE IN BOAT LAUNCH FEES FOR 2013

WHEREAS, the Ingham County Parks Department owns and operates the boat launch on Lake Lansing; and

WHEREAS, the user fees at the boat launch offset the cost to properly staff and maintain the facility; and

WHEREAS, the fee schedule for launching watercraft at the boat launch has not been revised since 1999; and

WHEREAS, in order to continue to provide appropriate facilities and services at the boat launch park staff recommends the fee schedule be revised to meet the rising costs associated with the operation of the Lake Lansing Boat Launch; and

WHEREAS, department staff wishes to align the boat launch fee structure with other park fees that do not include a senior rate; and

WHEREAS, the changed fee structure will result in approximately \$5,000 of additional revenue in the 508 Enterprise Fund which is needed to balance the 2013 budget; and

WHEREAS, Parks Resolution #23-03 approved the implementation of a no cost low income boat launch pass available through Capital Area Community Services for individuals who provide proof of eligibility for Medicaid or Supplemental Security Income (SSI).

BE IT THEREFORE RESOLVED, that the Ingham County Parks and Recreation Commission recommends the Ingham County Board of Commissioners approve the fee schedule for launching a watercraft at the Lake Lansing Boat Launch at the rate of \$5.00 for all daily passes and \$50.00 for all annual passes.

BE IT FURTHER RESOLVED, that rates for seniors be eliminated and the new fee schedule be implemented upon adoption of the resolution by the Board of Commissioners.

Moved by Mr. Czarnecki and **Supported by** Commissioner Koenig that Resolution #08-13 be approved. **Yes-8; No-0. MOTION CARRIED.**

Discussion ensued regarding the resolution supporting the Friends of Ingham County Parks. Mr. McIntosh stated this resolution solidifies the role of the Friends and the relationship between the Parks and Friends organization. Mr. Czarnecki stated this is an excellent idea and more and more we have to look to organizations like this. In addition, he thanked the Friends for their work and contributions to the parks. Mrs. Fraser introduced Karen Surdenik as a new Friends board member and spoke regarding her company's recent \$4,000 contribution to the parks. Ms. Surdenik talked about the upcoming Michigan Corporate Challenge and encouraged everyone to participate. Discussion ensued regarding appointing a park commissioner to the Friends board. It was decided this appointment will be made at a later date.

RESOLUTION #09-13 ~RESOLUTION SUPPORTING THE FRIENDS OF INGHAM COUNTY PARKS

WHEREAS, the Friends of Ingham County Parks were incorporated in September 1999; and

WHEREAS, the Friends of Ingham County Parks organization was created to partner with the parks department, in order to engage the community and to guarantee a vibrant network of parks, recreation and leisure programs critical to healthy, livable communities; and

WHEREAS, the Friends of Ingham County Parks, with the guidance and support of Parks staff, have effectively delivered funding for playgrounds, a band shell, land purchase, wheelchairs, stewardship efforts, sidewalks, band shell concerts, disc golf and more; and

WHEREAS, given the financial need presented by Ingham County Parks Department staff, the Friends have willingly offered to seek general financial support to assist the parks; and

WHEREAS, the Friends of Ingham County Parks Board is a volunteer group of enthusiastic individuals who contribute a diverse set of skills, as well as personal and professional life experiences; and

WHEREAS, the Friends Board of Directors has set forth a multifaceted fundraising strategy for 2013 to include cash and in-kind contributions, utilizing their 501 (c) 3 status to raise a minimum of \$20,000 to support park programs and operations; and

WHEREAS, this effort will include coordinated outreach and solicitation of corporate sponsors, grant applications, Friends sponsored events in the parks, park based fundraising activities, use of social media fundraising tools, and contributions by individual donors; and

WHEREAS, staff support has been and continues to be a necessary part of the success of the Friends of Ingham County Parks; and

WHEREAS, the Friends will on a monthly basis provide a report to the Parks Commission regarding recent actions taken and activities; and

WHEREAS, the Friends are requesting a Park Commissioner participate in and attend Friends of Ingham County Parks Board meetings.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission supports and appreciates the work and commitment of the Friends of Ingham County Parks.

BE IT FURTHER RESOLVED, that the Ingham County Parks Commission will appoint a Parks Commissioner to the Friends of Ingham County Parks Board.

BE IT FURTHER RESOLVED, that the Ingham County Parks Commission directs Park staff to continue its support of the Friends of Ingham County Parks.

Moved by Commissioner Koenig and **Supported by** Matt Bennett that Resolution #09-13 be approved. **Yes-8; No-0. MOTION CARRIED.**

Mrs. Fraser spoke regarding the resolution authorizing the distribution of wine at the proposed “Cuisine and Carousels” Friends of Ingham County Parks event at Lake Lansing Park-South. She stated this is a new project for the Friends. In response to Commissioner Tsernoglou’s question, Mrs. Fraser indicated the carousel part of the event is in response to a huge interest shown on the Facebook in old carousel pictures. Chair Nicholls said the Michigan Culinary Tourism representative could be of some assistance with an event such as this and if it could align with Pure Michigan and be an all Michigan products event it would be a great thing. Matt Bennett asked who carried the liability insurance and Mrs. Fraser indicated the Friends have liability insurance and the county insurance would factor in also. In response to Matt Bennett’s question regarding how the County felt about these type of events and the associated liability, Willis Bennett stated because we have a very strong risk management component with special events we have very stringent insurance requirements.

RESOLUTION #10-13 ~ RESOLUTION AUTHORIZING THE DISTRIBUTION OF WINE AT THE PROPOSED “CUISINE AND CAROUSELS” FRIENDS OF INGHAM COUNTY PARKS EVENT AT LAKE LANSING PARK-SOUTH

WHEREAS, the Friends of Ingham County Parks have demonstrated a commitment to providing support to the Ingham County Parks through multiple fundraising efforts over more than a decade; and

WHEREAS, the Friends of Ingham County Parks organization was created to partner with the parks department, in order to engage the community and to guarantee a vibrant network of parks, recreation and leisure programs critical to healthy, livable communities; and

WHEREAS, the Friends of Ingham County Parks have for a decade coordinated and provided funding through its Lake Lansing Band Shell Committee for Free Friday evening concerts at the Lake Lansing Band Shell; and

WHEREAS, the Friends are planning an event called “Cuisine and Carousels” at Lake Lansing Park South in the summer 2013; and

WHEREAS, this upscale event is intended to attract past contributors to the Friends of Ingham County Parks and will include; food, music, a silent auction, and the sale of wine in original containers of 2 liters or less in a designated secure area to park visitors 21 years or older; and

WHEREAS, the Friends of Ingham County Parks will follow all requirements of the Michigan Liquor Commission and the Ingham County Parks Special Event Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission approves the Friends of Ingham County’s request to sell or serve wine, in original containers of two liters or less, at the “Cuisine and Carousels” event scheduled to be held in the summer of 2013 at Lake Lansing Park-South in compliance with existing park rules and regulations and the requirements of state law.

Moved by Mr. Czarnecki and **Supported by** Paul Pratt that Resolution #10-13 be approved.
Yes-8; No-0. MOTION CARRIED.

Mrs. Fraser provided background information regarding the resolution approving the Friends of Ingham County Parks’ request to enter into agreements with various vendors for services at Friends sponsored events or activities. She stated this resolution would allow the Friends to put events together in a timely fashion and leaves a clear trail of who is responsible for what. Mr. Czarnecki applauded this effort and stated it is a good idea in order to raise revenue and this is a logical way to go. He looks forward to future events. Commissioner Koenig is worried about the name of the group and wants everyone to be conscious in their dealings to clarify it is the Friends of Ingham County Parks sponsoring and running events and contracting with vendors.

RESOLUTION #11-13 ~ RESOLUTION APPROVING THE FRIENDS OF INGHAM COUNTY PARKS’ REQUEST TO ENTER INTO AGREEMENTS WITH VARIOUS VENDORS FOR SERVICES AT FRIENDS SPONSORED EVENTS OR ACTIVITIES

WHEREAS, the Friends of Ingham County Parks organization was created to partner with the parks department, in order to engage the community and to guarantee a vibrant network of parks, recreation and leisure programs critical to healthy, livable communities; and

WHEREAS, the Friends of Ingham County Parks have demonstrated a commitment to providing support to the Ingham County Parks through multiple fundraising efforts over more than a decade; and

WHEREAS, all funds generated by the Friends of Ingham County Parks go directly to the Ingham County Parks for special projects, general support or programming;

WHEREAS, the Friends are requesting the ability to organize and contract with licensed “Food Truck” type businesses or other vendors for services, selling of products, or to participate in Friends sponsored events or activities; and

WHEREAS, the Friends Board of Directors will determine a process whereby the various event planning committees shall select appropriate vendors for said event.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission approves the Friends of Ingham County’s entering into agreements with licensed vendors to provide services or sell products at Friends of Ingham County Parks sponsored events and activities.

Moved by Matt Bennett and **Supported by** Paul Pratt that Resolution #11-13 be approved.
Yes-8; No-0. MOTION CARRIED.

DISCUSSION ITEMS

February Parks Financial Report – Mr. Czarnecki reported that parking and revenue are up due to the weather and Willis Bennett stated staff is watching every penny and looking for ways to minimize and economize.

DIRECTOR’S REPORT

Monthly Grant Status Report ~ Willis Bennett reported the snow park is still wide open with 4 feet of snow. The Terrain side of the park will stay open through the first weekend of April for spring break. Commissioner Koenig encouraged advertising this. In response to Commissioner Koenig’s question, Willis Bennett stated he felt it had been a very successful season with only minor injuries. He further stated it has been a struggle for the employees working, however the cutting edge work completed by Superparks provided mid-Michigan residents with a changing culture for users and ways to provide lessons and rentals will be in place next year to get the youngsters started early.

EATON & CLINTON COUNTY PARK DIRECTORS – REGIONAL PARKS DISCUSSION

Mason City Administrator Marty Colburn, Eaton County Park Director John Greenslit, Clinton County Parks and Green Space Commission Coordinator Jerry Jalszynski, and Eaton County Park Commission Members Bob McConnell and Shane Powers introduced themselves and provided background information regarding their park systems.

Mr. Powers stated the DNR is looking for regionalism and considers it as a priority when rating grant requests. He further stated he is very involved in the parks and the Crandall Lake Project is a personal project. Mr. Czarnecki stated counties and communities are competing for young people to stay or relocate here and residents need to step forward and support parks. Mr. Greenslit stated Fox Park is successful and future grants with the DNR will require a “hardship pass” process for DNR grants. Without that grants won’t score in that particular category. Mr. Czarnecki stated that at a future meeting Huron-Clinton Metro Parks representatives will be invited to a meeting and he hopes Mr. Greenslit and Mr. Jalszynski will return for the discussion.

Mr. Czarnecki left the meeting at 7:16pm.

Mr. Jaloszynski said he has been in the field for 37 years, believes regionalism is the way to go, and is amazed no one has gone in that direction. He handed out a document detailing Clinton County Parks and Green Space Commission's History & Goals/Objectives. He further indicated that his County board, even in this financially difficult time, is committed to the Phase II development project for Motz County Park, and he thinks the project will come to a positive end. In addition, they are providing trail monies for a trail initiative and he is working on a non-motorized trail that will come to a conclusion this year.

Mason City Administrator Marty Colburn reported the Mason Recreation Plan was recently finished and they are identifying a path from Delhi to Mason that will come to fruition this year. He stated Mason parks are opening on April 1st and they are 70% finished with the Rayner Park band shell stage. He further stated they are 3 years into the lease with Ingham County and all is going well. It has been a daily challenge to get through different mindsets to find ways to bring people together and find solutions to various issues, but the successes such as Rayner Park are positive. He looks forward to working together and moving forward with advocacy groups.

Mr. Greenslit said recognition of volunteers is important and they have recognized 20 to 25 people in front of their Board of Commissioners a year and people really appreciate it. He further stated he feels he is paid to be an advocate of the parks system. Mr. Greenslit further spoke regarding the DNR Trust Fund and how it is in danger of being dismantled in favor of roads, bridges, and harbors.

All members present voiced their opinions and stated partnering with other communities/counties is the future of parks. Willis Bennett thanked everyone for coming and speaking to the Parks Commission. Chair Nicholls thanked everyone once again and said she just assisted with a 5 year tourism plan for Michigan and trying to build a tri-county tourism product would be of great benefit for all three groups.

CORRESPONDENCE & CITIZEN COMMENTS

None.

BOARD COMMENTS

LIMITED PUBLIC COMMENT:

None.

Adjournment:

There being no further business, the meeting was adjourned at 7:45pm.

Meeting adjourned

Minutes submitted by:

Deb Bavery, Recording Secretary

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013

RESOLUTION

RESOLUTION AMENDING PARKS RESOLUTION #33-09 AND DESIGNATING SMOKING AREAS WITHIN THE INGHAM COUNTY PARKS SYSTEM

WHEREAS, Parks Resolution #33-09 prohibited smoking within 100 feet of children's play areas, beach areas, concession areas in all parks and the Splash Pad® area at Hawk Island Park; and

WHEREAS, the Ingham County Parks Commission supports the Parks and Recreation industry's efforts in promoting smoke free parks throughout the country which provides for a healthier, cleaner and safer environment for all visitors; and

WHEREAS, visitor comments and requests indicate support for discouraging smoking within the County Parks system.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends that, in accordance with Section 3, Paragraph B, of the County Ordinance governing the Ingham County Parks rules and regulations, smoking is prohibited within all Ingham County Parks except within designated areas.

THEREFORE BE IT FURTHER RESOLVED, that the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park.

THEREFORE BE IT FURTHER RESOLVED, that this resolution becomes effective November 1, 2013 and that signs be installed in appropriate locations indicating smoking is prohibited within that designated area.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013
RESOLUTION #

**RESOLUTION RECOMMENDING A RECIPROCAL ARRANGEMENT BETWEEN
THE PARKS AND FAIR**

WHEREAS, the Fair and Parks Directors have determined it would be mutually beneficial to offer a coupon for refreshments at the Parks and reduced entry to the Ingham County Fair.

BE IT THEREFORE RESOLVED, from July 1, 2013 through the end of the Fair, \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at the Lake Lansing, Hawk Island, and Burchfield Parks.

BE IT FURTHER RESOLVED, the Ingham County Fair will provide space in their Fair Booklet, advertising the Ingham County Parks and as a part of this advertisement, a coupon will be included for use at any Ingham County Park, offering \$1.00 off refreshments from any Parks Department operated food concession.

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INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013
RESOLUTION # -13

RESOLUTION AMENDING RESOLUTION #06-13 RECOMMENDING CHANGES/INCREASES TO VARIOUS INGHAM COUNTY PARK FEES IN 2014

WHEREAS, in May of each year the Ingham County Board of Commissioners reviews and updates various fees for county services based on information and recommendations of the Maximus Cost of Services Analysis completed in 2002; and

WHEREAS, at the Parks & Recreation Commission's March meeting 2014 fees were reviewed and recommended to the Controller/Administrator and the Budget office for approval; and

WHEREAS, the bulk of special events are processed in April and May and staff has determined the amount of administrative time involved in the collection of the special event fee is cumbersome and inefficient; and

WHEREAS, currently special events are not charged for the use of the shelter for their events; and

WHEREAS, staff has determined the special event fee process can be streamlined by charging groups for the shelters needed based on their proposed attendance vs a special event fee charge; and

WHEREAS, staff researched the difference in revenue which would be collected for shelters fees vs special event fees and the difference was less than \$300; and

WHEREAS, the Budget Office has indicated there is time to change this fee before it is forwarded to the Board of Commissioners; and

WHEREAS, because special event fees support the 208 General Operating Fund for the Parks, staff recommends annually transferring shelter fees revenue generated from special events be transferred from the 508 Fund to the 208 fund.

BE IT THEREFORE RESOLVED, the Ingham County Parks & Recreation Commission recommends the Board of Commissioners authorize the elimination of the current special event fee schedule in 2014.

BE IT FURTHER RESOLVED, staff is directed to annually transfer shelter fees generated by special events from the 508 Fund to the 208 Fund.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013
RESOLUTION # -13

**RESOLUTION RECOMMENDING AN AMENDMENT OF BOARD OF COMMISSIONER
RESOLUTION #02-285 APPROVING THE IMPLEMENTATION
OF A LOW INCOME PARK FEE POLICY**

WHEREAS, Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy and Resolution #12-157 amended the Low Income Park Vehicle Policy limiting the policy to Ingham County Residents only ; and

WHEREAS, this resolution provides a free daily pass to Ingham County residents who sign a form listing their name, address, and state that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form; and

WHEREAS, it is the intention of the Parks & Recreation Commission to continue this policy that provides entry into Ingham County Parks regardless of ability to pay; and

WHEREAS, it is known that no criterion has been established to verify the financial need of individuals seeking service under the Low Income Park Vehicle Policy; and

WHEREAS, the Parks & Recreation Commission wishes to establish a standard for determining the eligibility of people receiving a fee waiver under the Low Income Vehicle entrance Fee Policy.

THEREFORE BE IT RESOLVED, the Parks & Recreation Commission recommends the Board of Commissioners approve amending Board of Commissioner Resolution #02-285 to require individuals requesting benefits under the Low Income Park Vehicle Policy to provide verification of financial need.

BE IT FURTHER RESOLVED, that modes of verification may include a card such as a Bridge Card, Social Security Supplemental Security Income (SSI) card or other documentation from a Social Service Agency, a MI Health Card, or a State Disability Assistance (SDA) card.

BE IT FURTHER RESOLVED, that daily passes will continue to be made available free of charge through agencies recognized by the Ingham County Board of Commissioners and the Ingham County Parks & Recreation Commission as serving low-income residents.

BE IT FURTHER RESOLVED, that park staff is directed to continue to identify additional avenues of low income verification.

Ingham County Parks Department

2014 Strategic Planning Documents



Prepared by: Karen Fraser

February 26, 2013

2014 STRATEGIC PLANNING BACKGROUND INFORMATION

1. *What changes or events are occurring in county, regional, state, or national matters that can be identified as impacting the services your department delivers?*

The recessionary state of the economy in general, home foreclosures and job loss are impacting visitors to Ingham County Parks and the population as a whole. Decreased funding will impact the Parks Department ability to deliver services as operational costs rise.

Available federal grant funds are trending downward. State funds are stable through the Michigan Department Natural Resources Trust Fund as those monies are protected from other use; however these funds are primarily for development and land acquisition. Increased funding is available in the form of the Recreation Passport Grant that can provide funding for new projects, but mainly focuses on maintenance of existing facilities.

Recreational trends nationwide indicate that public parks play a key role in supporting healthy and active lifestyles. The aging baby boomer population is placing added demands on public parks. This generation of adults as opposed to their parents or grandparents is using recreational facilities later in life. Outdoor recreation plays a significant component in physical fitness which is a major focus of preventative medical care.

Improving our alignment with the Greater Lansing Convention and Visitors Bureau and the 2012-2017 Michigan Tourism Strategic Plan will strengthen the Parks Department role in the community and tourism and recreation industry. The Michigan Tourism Strategic Plan includes eight key areas all of which are relevant to county parks:

- Collaboration, Cooperation and Partnerships
- Funding
- Product Development
- Promotion, Marketing and Communications
- Public Policy and Government Support
- Research and Technical Assistance
- Resources and Environment
- Service Excellence.

2. *Will these changes affect your department's ability to advance the County's objectives or areas of priority? How will your department's plans for service delivery be affected in 2014 and beyond?*

Providing recreational opportunities has long been a goal of the Ingham County Board of

Commissioners. The result of that support is a county park system that stands out as one of the best in the State of Michigan. Negative economic impacts will affect staffing levels, the overall quality of the parks and decrease customer satisfaction and the safety of visitors.

A reduced 2014 parks budget will result in few choices beyond full time staff reduction. Staff will continue to actively pursue options for reducing expenses that correlate directly to park maintenance, amenities provided, and customer service and customer expectations. As maintenance of our parks facilities is decreased and facilities age, public safety will become a significant concern. Maintenance standards of existing facilities will be negatively affected by a decreased budget or reduced staff.

In addition staff will look at functions to seek efficiencies that can be gained through streamlined processes, careful research in regard to product purchases and ways to decrease energy use.

Other considerations could include reduced park and office hours, possibly closing the parks for one – two days per week, eliminating amenities such as fish stocking, elimination of free shelters for school groups and youth oriented non-profits, elimination of activities in the 508 enterprise fund that consistently operate at a loss such as boat rentals and food concession.

3. *What major goals does your department hope to accomplish in the 2014 budget year? Do you plan to enhance or reduce any of your department's services?*

A significant goal as we look toward 2014 is educating Ingham County's residents regarding budget issues and financial need. Secondly, maintaining appropriate staffing and maintenance levels in the parks to assure the safety of park visitors and a positive visitor experience.

Lastly, continuing to build upon an already successful Friends of Ingham County Parks group (Friends). This group has contributed over \$600,000 to the parks in the last decade. Historically, much of the focus was project related such as the playground at Hawk Island Park. In 2013 the Friends shifted their focus to general fundraising to support park operations.

The Friends are also working to market the parks through a developing relationship with Greater Lansing Convention and Visitors Bureau (GLCVB). The Friends have initiated a membership with GLCVB and have placed an advertisement for the parks in the 2013 annual visitor guide. Building an increased presence in the community through partnerships, speaking engagements and networking is planned.

4. *Do you plan to enhance or reduce any of your department's services?*

Department staff will strive to continue providing quality service to park visitors. The Ingham County Parks provide a diverse group of activities and additional services are not planned. Reduction of services is dependent upon funding and staffing levels. As noted above, possibly closing parks 1-2 days per week, shorter park and office hours, eliminating 508 enterprise activities, further reducing park maintenance, eliminate free picnic shelters for youth groups, eliminate fish stocking which directly impacts several fishing events in the parks.

5. *Do you anticipate any significant increase or decrease in demand for your department's services? Please indicate those areas that may be affected.*

We anticipate consistent visitation levels in the Ingham County Parks. We attribute the slight decrease in visitation from 2011-2012 to increased entry fees and the daily collection of fees at Hawk Island, Lake Lansing South and Lake Lansing North.

Maintaining additional facilities including the Hawk Island Snow Park, the River Trail South segment between Potter Park Zoo and Hawk Island, and the Soldan Dog Park places more demand on staff time and the parks budget.

Two key determinants are weather and gas prices. Both factors are completely beyond department control. Increased gas prices are potentially good for the County Park system while poor weather be it too rainy, too cold, too hot, too windy, too humid or a lack of snow can all impact visitation levels, need for services and financial outcomes.

6. *Are there any comments or observations that you would like to speak to that are not covered above?*

Historically, the Ingham County Parks have not engaged the concept of fundraising as a means of funding the parks. The Parks Department will be working in conjunction with The Friends of Ingham County Parks and the Parks and Recreation Commission to build a stronger fundraising unit. All three groups; the Friends, park staff and the Commission are in mutual agreement regarding the importance of developing and building the role the Friends play in regard to funding for the parks.

The Ingham County Parks Commission is supportive of engaging other governmental units in a regional relationship regarding parks and the possibility of a regional park millage. The parks and trails to benefit from such a millage would need to be clearly

outlined beforehand presenting the question to voters. Ideally a potential millage would not simply replace the current county appropriation with millage but place the Ingham County Parks on a track to increase funding.

KEY SERVICE DELIVERY AREAS

Department: Parks

Service Area	Who is Served	Number of Employees
1. Hawk Island Park, Soldan Dog Park, Scott Woods Park, River Trail South	Hawk Island Park served 521,000 visitors in 2012 and continues to be the busiest park in the County park system. Visitation at this park has dropped since implementation of seven day entry fees and increased entry fees. The park is open to the general public. The park is located in southern Lansing, the most populous section of the city. The south side has often been regarded as Lansing's most forgotten area, as city development has often focused on the city's core areas and east and west sides. The City of Lansing is the largest population center in Ingham County with over 41% of the county population. Median household income in the city is \$37,666. 14.8% of the residents in Lansing live below the poverty level including 21% of children. 7,500 school children participated in free year end picnics, swimming and the Lansing Area Safety Council Picnic in 2012. 937 no fee annual passes were distributed to visitors under the low income policy fee, 109 more than in 2011. Fifteen run/walk events were held at Hawk Island Park in 2012. These events contribute over one half million dollars in economic support to non-profit initiatives in our community. <i>(Income and poverty data from 2010 census data.)</i>	4 FTE's Seasonal hours equal 45 FTE's
2. Lake Lansing Parks – North and South, Lake Lansing Boat Launch	The Lake Lansing Parks hosted 430,000 visitors in 2012. The parks serve residents from Meridian Township and visitors from the greater Lansing area. 3,600 school children participated in no fee school picnics, encampments and nature based activities in 2012. Lake Lansing South Park hosts free Friday evening concerts attended by over 9,500 people in 2012. The concerts are popular with families and senior citizens. Lake Lansing South Park issued 165 annual passes in accordance with the county low income no fee policy.	4 FTE's Seasonal hours equal 4.5 FTE's
3. Burchfield and Baldwin Parks, McNamara Landing and Riverbend Natural Area	What we refer to as the "south Parks," these facilities welcomed 223,000 citizens in 2012. These parks serve the general public of Ingham County, particularly those in the southern rural areas of the county, where recreational opportunities are at a minimum. 2,500 school children enjoyed picnics and out door activities at Burchfield Park for no charge. Burchfield Park hosts a summer camp that enrolled 190 kids in 2012 with 9 low income children receiving scholarships for free attendance. In support of the low income fee policy, Burchfield Park gave out 64 low income passes to visitors in 2012.	3.5 FTE's Seasonal hours equal 3.75 FTE's
* The Parks offer concessions, boat rentals, ski rental, shelter rentals, soccer, disc golf, snow boarding/tubing, day camp, soccer and boat launch services, these activities are not funded by the general fund. These activities are funded through user fees and accounted for in the 508 enterprise fund.		1 FTE's Seasonal hours equivalent to 8.0 FTE's

PERFORMANCE MEASURES FOR THE PARKS DEPARTMENT

Mission Statement:

The Ingham County Parks & Recreation Commission and Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

Goals and Objectives, including Outcome Measures

Long Term Goal(s)	Related County Objective				
The Ingham County Parks & Recreation Commission and Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.					
Short Term Goals	2010	2011	2012	2013	2014
1. Ongoing discussions with staff regarding budget focuses and concerns as they impact the department and county as a whole.	X	X	X	X	X
2. Review of monthly budget/financial reports with staff	X	X	X	X	X
3. Build a fishing dock and fish habitat at Burchfield Park.	X	Completed			
4. Build a fishing dock at Lake Lansing Park South		In Progress	Completed		
5. Maintain a cost-effective cost per visit ratio below \$1.50. (Cost per visitor)	\$1.33	\$1.39	\$1.08	\$1.10	\$1.10
6. Maintain park user satisfaction ratings of 4.5 or higher (on a scale of 1 - 5 as part of the Reservation Survey)					
<i>helpfulness of office and part personnel</i>	4.8	4.8	4.8	4.8	4.8
<i>maintenance of park facilities</i>	4.8	4.8	4.8	4.8	4.8
<i>feeling of security</i>	4.8	4.8	4.7	4.8	4.8
<i>overall average</i>	4.8	4.8	4.8	4.8	4.8
7. Allocate resources to support numbers of maintained acres, visitors, and swimmers for each of the three major parks.	X	X	X	X	X
8. Pursue purchase of 120 acres of land adjacent to LLN. Grant awarded by DNR in 2008.	X	Completed			
9. Promote use of on-line reservation system to improve office efficiencies.	X	X	X	X	X
10. Construction of SnowBoarding Hill at Hawk Island Park.			Completed		
11. Explore and determine the best means of operating the Hawk Island Snow Park. Develop park staff skills in regard to operating the Snow Park.			X	X	X
12. Apply for a Recreation Passport Grant through MDNR to renovate the restroom/bathhouse/concession building at Lake Lansing Park South.				X	Perform Renovations
13. Continue to offer to local schools and youth groups FREE access to the Ingham County Parks by seeking funding through the Friends of Ingham County Parks for this program.	X	X	X	X	X
14. Provide park access to Ingham County residents regardless of income through the low income hardship pass program.	X	X	X	X	X
15. Through use of Social Media engage the community in dialogue to promote the Ingham County Parks.			X	X	X
16. Promote partnerships with other county departments, municipalities and private entities to maximize resources.			X	X	X
17. Through the Friends of Ingham County Parks, build more awareness of the parks and develop a strong fundraising organization to support the parks.			X	X	X

ACTIVITY INDICATORS FOR THE PARKS DEPARTMENT

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Projected	2014 Projected
*Visitation											
<i>(based on car counts)</i>	1,138,893	1,185,800	1,219,803	1,433,182	1,457,078	1,526,646	1,320,147	1,299,313	1,262,456	1,300,000	13,000
Reservations (# of visitors shown on reservations)											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Winter Sports	500	728	1,193	1,529	1,013	550	1,516	1,115	567	1,000	1,000
Shelters	67,578	68,498	72,311	76,610	82,192	77,048	83,647	78,271	78,559	80,000	80,000
Ball Field/Soccer Fields	115,740	111,330	85,388	86,600	83,040	76,102	75,566	92,568	88,441	90,000	90,000
Schools / Swim / Youth <i>(no fee)</i>	11,186	15,733	12,344	16,295	18,007	13,573	14,500	14,252	13,707	13,000	13,000
Special Events	8,070	9,425	9,946	16,484	20,859	20,379	16,744	15,231	17,328	15,500	16,000
Band Shell	4,500	6,868	7,937	8,636	8,766	8,867	10,524	12,680	9,565	10,000	10,000
Activities (# of tickets sold generally more than one person per ticket)											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Disc Golf <i>(began 2011)</i>	--	--	--	--	--	--	--	819	3303	3300	3300
Dog Park FOBS <i>(began 2011)</i>	--	--	--	--	--	--	--	640	907	900	900
Ski Rental	1,835	1,166	1	1,139	1,258	1,801	2,165	1,426	364	500	500
Burchfield Snow Tube Rental <i>(began 2007)</i>	--	--	--	806	1,932	2,359	2,756	2,627	351	500	500
Tubing Hawk Island										6,000	7,000
Boarding Hawk Island										1,200	1,500
Boat Rental	5,942	6,370	6,735	8,734	8,384	9,119	7,340	6,334	8,092	6,500	6,500
Boat Launching <i>(annuals = one)</i>	2,626	2,747	2,096	2,753	1,317	2,405	2,116	2,294	3,323	3,000	3,000
Burchfield Park Nature Day Camp	--	136	170	153	174	171	191	187	190	190	190
Annual Hardship Passes Issued											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
All Parks	222	223	319	394	335	616	1,024	1,176	1,330	1,400	1,400
Community Service Program (# of participants/hours worked)											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Participants/ hours worked	49	28	41/ 953	33/ 953	38/ 641	42/911	47/1,284	28/645	24/467	25/500	25/500
Jail Alternative Sentencing Program											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Participants/ hours worked	118/ 15,728	221/ 31,528	207/ 31,160	187/ 20,992	57/ 7,164	43/ 5,492	33/ 3,748	120/ 1,200	23/ 2624	23/ 2624	23/ 2624
Passports											
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Passports issued <i>(began May 2011)</i>	--	--	--	--	--	--	--	193	347	350	350

* 72% of visitation decrease in 2010 attributed to loss of Rayner Park visitation.

February 25, 2013

Mr. Willis Bennett, Director
Ingham County Parks Department
121 East Maple Street, P.O. Box 178
Mason, Michigan 48854

Dear Willis:

Thank you again for all your help, support, and organization during the 2013 Winter Games of the Michigan Corporate Challenge. Your attention to detail in every step helped make these games so successful. We appreciate all the time you spent in helping us develop the winter events, the schedules, and in all of the detail necessary to make it so successful.

The parks are a spectacular venue for our games and we look forward to a continued partnership with you as we continue to plan our future games. We could not have been as successful without your help and we appreciate the collaboration on this project.

Your enthusiasm and encouragement is so helpful and appreciated. As the MC² games grow and expand we look forward to continuing our support of the Ingham County Parks. It is truly a pleasure working with you and your staff.

Sincerely,



The Staff of Michigan Corporate Challenge MC²

Cc: Karen Fraser, Secretary

