

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, May 19, 2014

Monday, May 19, 2014

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 April 28, 2014 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](#) Modifying the Special Events Policy
 - B. [Resolution](#) Recommending the Signing of a Road Assessment Petition for the Pavement of a Gravel Portion of Perry Road
 - C. [Resolution](#) Adjusting the 2014 Parks 508 Enterprise Fund Budget
 - D. Resolution Approving the 2015 Ingham County Parks Department Budget Request (Materials Available at Meeting)
7. DISCUSSION ITEMS
 - A. Friends of Ingham County Parks Monthly Reports
 1. Cuisine & Carousel: August 7, 2014 (Charity Raffle Tickets Available at Meeting)
 2. Touch a Truck: September 13, 2014
 - B. Task Force Update
8. Director's Report
 - A. Hawk Island Snow Park Status Report
 - B. Hawk Island Maintenance Day
9. [Correspondence & Citizen Comment](#)
10. Board Comments
11. Limited Public Comment ~ *Limited to 3 minutes with no discussion*

12. Upcoming Meetings

- A. Date: June 16, 2014; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: June 18, 2014; Time 12:00pm
Budget & Personnel Committee Meeting
- Date: June 23, 2014; 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)

- B. Newspaper Articles

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
April 28, 2014

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, Kevin Duffy, Ralph Monsma, Chair Nicholls, Paul Pratt, Mike Rice, Jonathan Schelke, and Commissioner Tsernoglou

Absent: Matt Bennett and Commissioner Koenig

Also Present: Director of Parks Willis Bennett, Park Manager Brian Collins, Recording Secretary Nicole Wallace, and Park Manager Pat Witte

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:02 pm

Minutes: **Moved by** Mr. Monsma and **Supported by** Mr. Czarnecki to approve the March 24, 2014 minutes of the regular meeting as amended. **Yes-6; No-0. MOTION CARRIED.**

Corrections to March 24, 2014 Minutes: On page four, second paragraph, in the fourth sentence, corrected boarding to snowboarding.

Limited Public Comment: None.

Late Items / Deletions: None.

ACTION ITEMS

Willis Bennett provided background information regarding the resolution recommending authorizing utilizing grant matching funds for the Lake Lansing Park-South beach house renovation project.

RESOLUTION #07-14 RESOLUTION RECOMMENDING AUTHORIZATION TO UTILIZE GRANT MATCHING FUNDS FOR THE LAKE LANSING PARK-SOUTH BEACH HOUSE RENOVATION PROJECT

WHEREAS, Park staff applied for a 2013 DNR Recreation Passport Grant for renovations to the Lake Lansing Park-South Beach House and the grant was not approved by the DNR; and

WHEREAS, the existing building is over 35 years old, serves over 200,000 park visitors each year and requires structural and mechanical upgrading to protect the integrity of the building and ensure visitor safety; and

WHEREAS, in the Parks 2013 Capital Improvement Budget, \$15,000 was approved as matching funds for the Recreation Passport Grant; and

WHEREAS, Park staff desires to complete a portion of the renovation project in 2014 and recommends that approved matching funds still be used for the renovations.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Ingham County Board of Commissioners authorizes the \$15,000.00 approved for the match for the 2013 Lake Lansing Park-South Recreation Passport grant application be utilized for the project.

Moved by Mr. Czarnecki and Supported by Mr. Monsma that Resolution #07-14 be approved.
Yes-6; No-0. MOTION CARRIED.

DISCUSSION ITEMS

March 2014 Financial Report ~ Willis Bennett referenced the report in the packet. Mr. Czarnecki pointed out revenue was down in January for Hawk Island due to the bitterly cold weather and there wasn't as much traffic in the park. In future months we hope to see an increase in parking revenue.

2015 Budget Request ~ Willis Bennett stated the budget request will be presented at the May park commission meeting.

Mr. Pratt entered the meeting at 6:13 pm.

Willis Bennett stated for 2015, the budget request is to add funding to 508 to offset full-time wages currently charged, add sheriff deputy patrols to all parks, add additional funding for maintenance supplies, and add additional funding for seasonal maintenance labor. The Parks Department is requesting full time labor be charged to 208 as it had been several years ago. Providing deputies in the park will provide a better customer service experience.

Mr. Duffy entered the meeting at 6:14 pm.

Additional funding for maintenance supplies would allow the Parks Department to purchase fertilizer, weed control, paint and other supplies. Adding more seasonal staff would improve the appearance of the parks. At this time, we are not in the position to ask for a full time staff member, in 2016 this could be requested. Mr. Czarnecki inquired if the capital improvement request document on page 13 of the packet was listed in order of preference. Willis Bennett stated park staff worked on this list and it is in order of preference. Willis Bennett stated the Ingham County Parks Master Plan is good through 2016 and can be reviewed next year for updating.

December Committee Meeting Schedule ~ Mr. Czarnecki stated the December budget committee meeting has been cancelled.

Chair Nicholls stated the September 22, 2014 park commission meeting will be held at Lake Lansing Park-South instead of the Human Services Building.

Meridian Township Deer Hunt in the Lake Lansing Park-North ~ Park Manager Pat Witte reported on the Meridian Township deer hunt. The car-deer accidents rose despite this program. Most of the car-deer accidents are on Grand River. Mr. Witte reported this was a successful program and there were no complaints regarding the program.

Task Force Update ~ Willis Bennett stated the last task force meeting was on April 9th and the next meeting is scheduled for May 5th. Discussion ensued about the questions and concerns the task force raised at the last meeting.

DIRECTOR’S REPORT

Hawk Island Snow Park Status Report~ Willis Bennett stated the Magic Carpet® will be removed by the contractor and the County does not have to pay for the Magic Carpet®. Willis Bennett stated he is working with the Controller’s office to reach out to snow resorts in the state of Michigan to inquire if there is any interest in operating the terrain park. If there is enough interest, a request for proposal will be released.

Other ~ Mr. Witte stated there were 126 volunteers in the month of April at Lake Lansing Parks, ranging from students from Michigan State University, high school students from Detroit, and high school students from Lansing Catholic Central.

The prescribed burn at Lake Lansing Park-North was a success on the three ten acre plots.

CORRESPONDENCE & CITIZEN COMMENTS

None.

BOARD COMMENTS

None.

LIMITED PUBLIC COMMENT:

None.

Adjournment:

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

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 19, 2014

RESOLUTION #**RESOLUTION MODIFYING THE SPECIAL EVENT POLICY**

WHEREAS, the Ingham County Parks Department has received multiple requests from park visitors who request permission to rent an inflatable bounce house or a rock climbing wall from an outside vendor, and it is necessary to add language to the Special Event Policy in order to provide language facilitating these activities; and

WHEREAS, the Michigan Municipal Risk Management Authority has identified the specific risks for such events and recommended appropriate insurance requirements; and

WHEREAS, an inflatable bounce house rental from an outside vendor should be classified as a Class II event in the Ingham County Parks Special Event Policy, with \$1,000,000 minimum combined single limit insurance coverage requirement; and

WHEREAS, a rock climbing wall from an outside vendor should be classified as a Class III event in the Ingham County Parks Special Event Policy, with \$3,000,000 minimum combined single limit insurance coverage requirement.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission recommends the Special Event Policy be revised to include language as stated above for insurance requirements for an inflatable bounce house rental and rock climbing wall from an outside vendor.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 19, 2014

RESOLUTION # -14**RESOLUTION RECOMMENDING THE SIGNING OF A ROAD ASSESSMENT PETITION FOR THE PAVEMENT OF A GRAVEL PORTION OF PERRY ROAD**

WHEREAS, Ingham County owns property in Meridian Township with 535 feet of road frontage on Perry Road; and

WHEREAS, the Lake Lansing Special Assessment District Advisory Committee (SAD) has identified this gravel road as a source of sediment that flows into Lake Lansing; and

WHEREAS, the SAD has recommended to Meridian Township that Perry Road be paved in an effort to continue their work in improving the health of Lake Lansing and its watershed; and

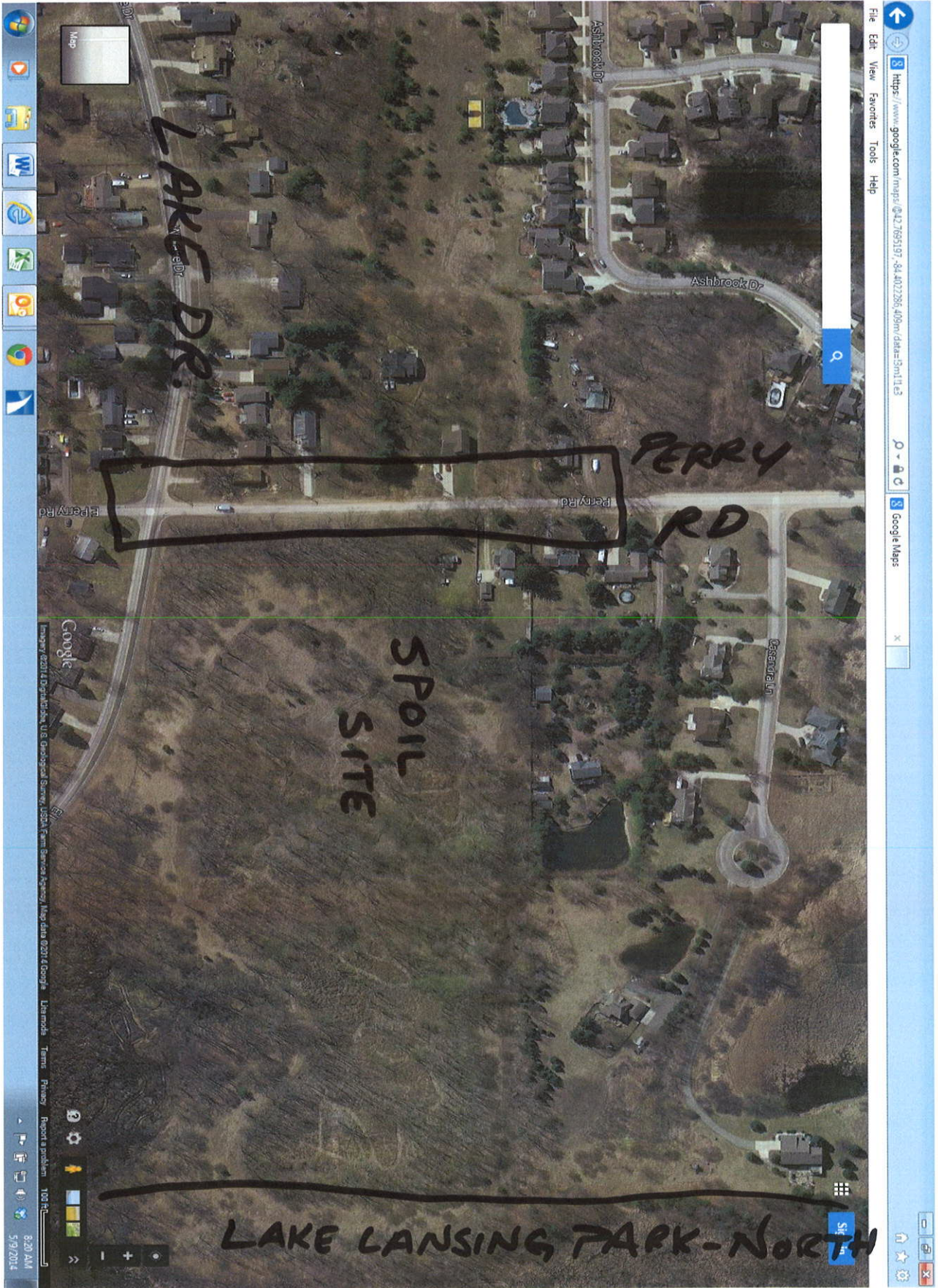
WHEREAS, Meridian Township will petition the land owners along Perry Road in regards to a special assessment district to finance the project; and

WHEREAS, if assessed, the County's assessment is estimated at \$10,000 which equates to the approximate 36% of road frontage the County owns on Perry Road; and

WHEREAS, the Ingham County Parks Commission supports the project concept and the work of the SAD and recommends that the Ingham County Board of Commissioners agrees to and signs the Perry Road Assessment Petition; and

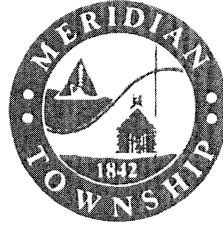
WHEREAS, the Parks Commission will recommend funding for the assessment in the Parks Department's 2015 Capital Improvement Request.

THEREFORE BE IT RESOLVED, the Parks & Recreation Commission recommends that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the Perry Road Assessment Petition and agrees to pay the assessment if levied by Meridian Township.



CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff Supervisor
Brett Dreyfus Clerk
Julie Brixie Treasurer
Frank L. Walsh Manager



Milton L. Scales Trustee
Ronald J. Styka Trustee
John Veenstra Trustee
Angela Wilson Trustee

May 8, 2014

Mr. Willis Bennett
Ingham County Parks
P.O.Box 178
Mason, MI 48854

RE: Perry Road

Dear Mr. Bennett:

In order to fund improvements for Perry Road between Lake Drive and the county limit, Meridian Township has prepared a petition to defray the cost amongst property owners with frontage along said gravel road. The improvements will include sub-base, base, drainage improvements and installation of asphalt surface. The work may also include paved shoulders for non-motorized users.

Our original estimate for the entire project is \$30,000, with the county's share estimated at \$10,027 based on frontage constituting 36.46% of the total road frontage within the proposed assessment district.

So far we have signatures from property owners representing 45% of the entire project frontage; a valid petition must have signatures from property owners representing at least 50%+ of the total frontage.

We understand that the county would be willing to sign the petition provided that their monetary assessment is reduced by the value of the in kind field work performed by the County Road department. Meridian Township is agreeable to this concept and would like for the county to sign the petition accordingly.

Should you have any questions regarding this matter, please feel free to call me at 853-4460.

Sincerely,

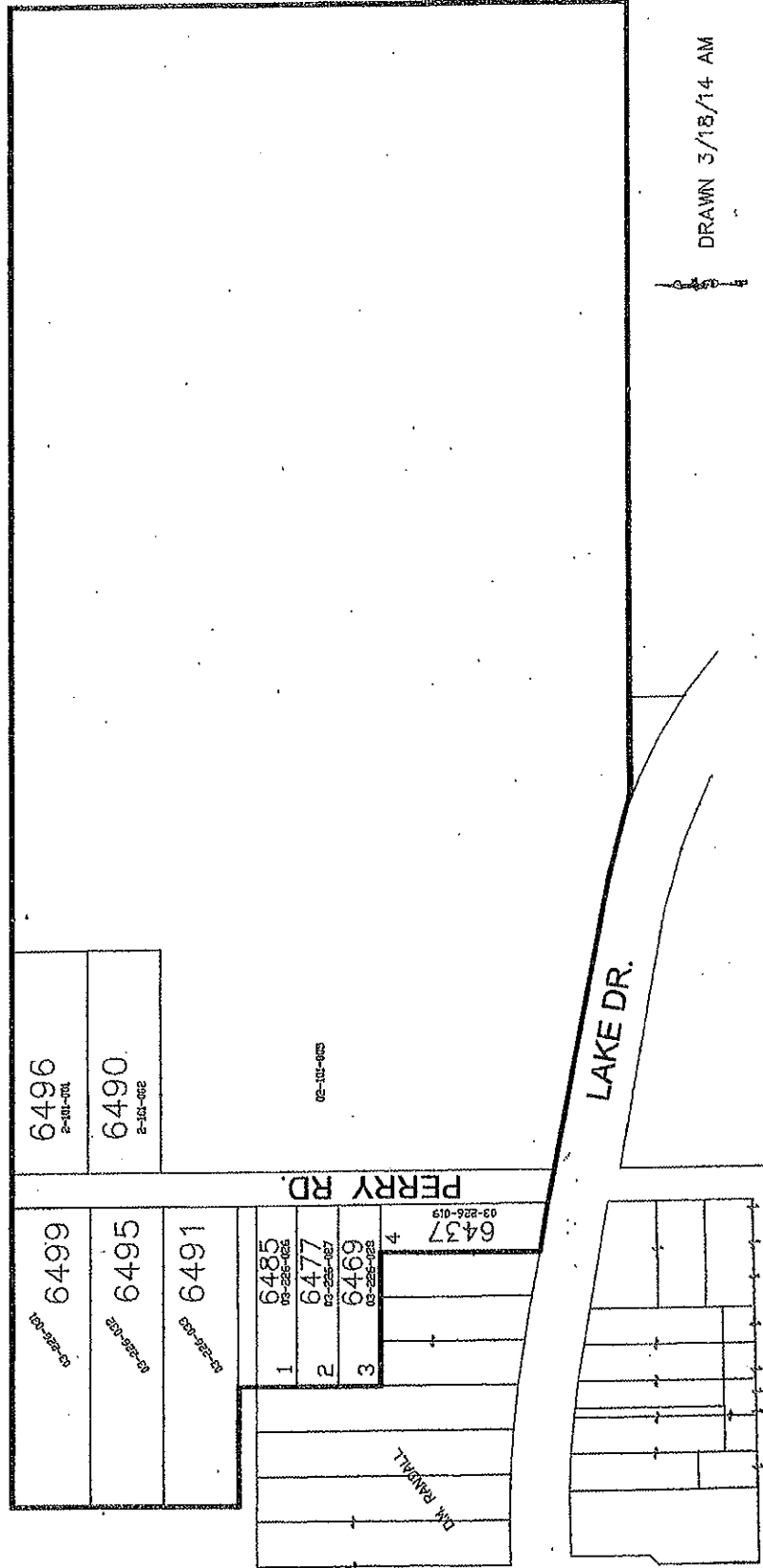
Younes Ishraidi, P.E.
Chief Engineer

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000

www.meridian.mi.us



2014 PERRY ROAD PAVING ASSESSMENT DISTRICT # 42



FACT SHEET

Perry Road PAVING SPECIAL ASSESSMENT DISTRICT

The proposed design is a 22' wide asphalt pavement. The work will also include all necessary grading, ditch modifications, and drainage improvements. The pavement will extend along Perry Road from Lake Drive north to the County line. The length of pavement will be approximately 535'.

A public hearing conducted by the Township Board will follow a successful petition.

The estimated cost of the road pavement and related work is \$30,000. The Lake Lansing watershed SAD will contribute \$2,500 towards the project. Assessments will be proportional to the frontage of the property.

Final assessments would be based on actual construction cost.

The assessment may be paid in full, or over a period of several years at 5% interest. The pay back period is established for 10 years, but it may be longer if approved by Township Board. The first payment to the Township will be due July 1, 2015.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 19, 2014

RESOLUTION # -14

**RESOLUTION AUTHORIZING ADJUSTMENTS TO
THE 2014 PARKS 508 ENTERPRISE FUND BUDGET**

WHEREAS, the 2014 budget request was submitted to the Ingham County Controller's Office in May of 2013; and

WHEREAS, the Ingham County Parks no longer operate the Kenneth Hope Soccer Complex; and

WHEREAS, the projected \$58,000 of soccer revenue and expenses were included in the budget; and

THEREFORE BE IT RESOLVED, that Ingham County Parks and Recreation Commission recommends that line items identified below be changed in the 2014 Parks enterprise fund budget to reflect an overall reduction of \$47,210.

	2014	2014	2014
	Original Budget	Revised Budget	Change + / -
REVENUE			
SHELTER FEES	58,500	58,500	0
BEACH CABANAS - new revenue source	-	4,000	4,000
DISC GOLF FEES	15,000	21,000	6,000
BOAT RENTAL	49,000	55,000	6,000
BOAT LAUNCH FEES - changed fee structure	22,000	16,000	(6,000)
SKI RENTAL	2,000	11,500	9,500
FOOD CONCESSIONS	55,000	40,000	(15,000)
LL HOUSE	-	9,990	9,990
SNOWPARK ADMISSION FEES	20,000	18,000	(2,000)
FIELD USAGE FEE/SOCCER	58,000	-	(58,000)
SNOW TUBE RENTAL	2,000	4,000	2,000
DOG PARK REVENUE	13,000	10,000	(3,000)
VENDING MACHINE COMMISSIONS	500	400	(100)
MISC REVENUE	1,000	400	(600)
CARRY OVER SURPLUS USED			
TOTAL REVENUE	296,000	248,790	(47,210)
PERSONNEL SERVICES			
WAGES & BENEFITS - SEASONAL	140,070	142,750	2,680
TOTAL PERSONNEL SERVICES	140,070	142,750	2,680
CONTROLLABLE EXPENSES			
PRINTING	2,100	3,000	900
MAINTENANCE SUPPLIES	29,000	12,000	(17,000)
OTHER SUPPLIES	41,000	24,125	(16,875)
CONTRACTUAL SERVICES	8,000	5,000	(3,000)
UTILITIES	22,500	10,000	(12,500)
EQUIPMENT RENTAL	1,100	-	(1,100)
SALES/USE TAX	3,715	3,400	(315)
TOTAL CONTROLLABLE EXPENSE	107,415	57,525	(49,890)
TOTAL EXPENSE REDUCTION			(47,210)



2012 2013 38th Annual Ingham County Service Awards

Awards Ceremony
Tuesday, April 8, 2014
3:00 p.m. to 5:00 p.m.
Ingham County Fair Community Hall
700 E. Ash Street - Mason, Michigan

Schedule of Events

WELCOME and APPRECIATION
DISTRIBUTION of CERTIFICATES
CLOSING REMARKS
(Refreshments will be served)

Ingham County Board of Commissioners

Chairperson, Victor Celentino, District 1
Vice Chairperson, Brian McGrain, District 10
Vice Chairperson Pro Tem, Randy Maiville, District 6

Rebecca Bahar-Cook, District 2
Bryan Crenshaw, District 4
Kara Hope, District 7
Carol Koenig, District 9
Deb Nolan, District 12
Don Vickers, District 14

Sarah Anthony, District 3
Todd Tennis, District 5
Penelope Tsernoglou, District 8
Dianne Holman, District 11
Randy Schaefer, District 13



Recognizing the hard work and importance of Ingham County Employees



5 YEARS

*Imelda Maloney
Michelle T. Rutkowski*

15 YEARS

Daneen A. Jones



Management Information Systems

5 YEARS

Toranda L. Brown

10 YEARS

Galen K. Flourry

20 YEARS

Jeff J. VanDerschaaf



5 YEARS

Timothy L. Buckley

10 YEARS

*Coe F. Emens
Karen A. Fraser
Brian L. Weston*

COUNTY OF INGHAM




CERTIFICATE OF APPRECIATION

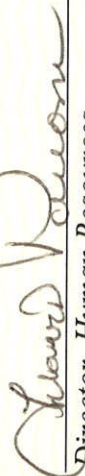
This Ten Year Certificate of Continuous Service is hereby awarded to

Karen A. Fraser

on this 8TH day of April, 2014



Chairperson, Board of Commissioners



Director, Human Resources





MARBLE PARENT COUNCIL

Marble Elementary School • 729 North Hagadorn Rd • East Lansing, MI 48823

May 3, 2014



Ingham County Parks

121 E. Maple Street Suite 102

P.O. Box 178

Mason, MI 48854

Dear Ingham County Parks,

On behalf of the Marble Parent Council and the students of Marble Elementary School, thank you for your support of this year's Marble Carnival. We very much appreciate your generous donation to the 2014 Silent Auction.

This year the Marble Carnival was a great success as well as an enjoyable evening for all who attended. The Marble Parent Council will be able to purchase much needed technology equipment for the students. Your support of this event makes that possible.

Thank you again for your generous support of Marble Elementary School and the children of East Lansing.

Sincerely,

Anastasia Kimbouris

Marble Carnival Silent Auction Volunteer

Many Thanks!

Dori Leyko, Principle at Marble Elementary School

THANK YOU

Thank you for the donation to our silent auction. The kids had fun at our carnival. We raised over \$1300 for educational activities and new playground equipment. We really appreciate your kindness.

Karlie
Abby
Parker

Thank you,
North Aurelius PTO

Emma
Emmaleigh
COOPER

Lara

JOE A

Ella F



Thank You Very Much

Thanks-
Wiz Olson 4/28/2014
Megan Doyle
Sam
Weschuk

Jeff, Tim, Spence & Levi

A very special
thank you.

Erik
Richard for being so kind.

Joel Collinson

Jordan J. Kovac

Evan

Peter L. Galuz

#33

Thanks!
- Micky
Peterson

Lansing Catholic
High School!

Lizzy Greencer
Sam Neal

Amanda Dershem

Rachel Knox

Amy Dubois

Abby Laver

Thank You!!



Lake Lansing



Jacki Peters

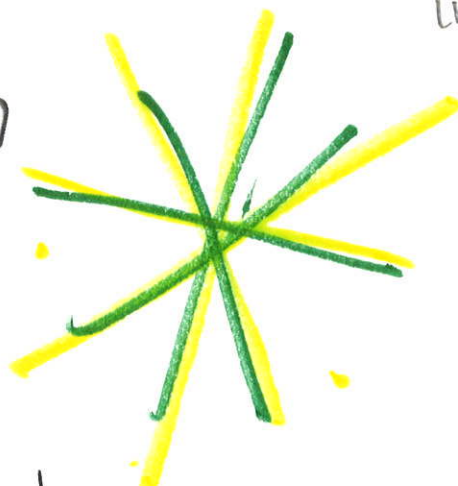
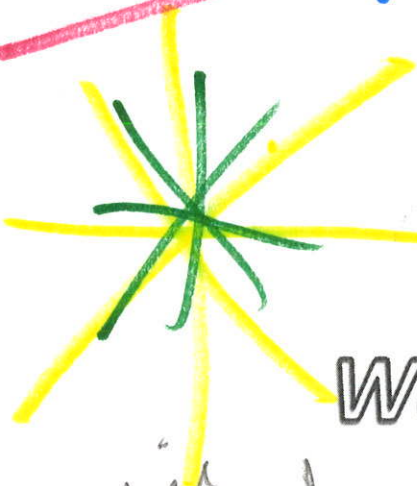
LCHS

Caleb Mayer

2014

Milan Lopez

Work-A-Thon



Sophie Collard

Abby McKay

Jan Koval

Max F

Bridget L.

Eric Gu

Elise Ross Connor R.
Tommy Dean

Olivia
Steg