

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 27, 2015

Monday, April 27, 2015

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 March 23, 2015 regular meeting will be considered
4. Limited Public Comment ~ Limited to 3 minutes with no discussion
5. Late Items / Deletions
6. ACTION ITEM
 - A. Resolution Honoring Mike Rice
7. PRESENTATION – RESOLUTION HONORING MIKE RICE
8. FINANCIAL REPORT
9. ADMINISTRATIVE REPORTS
 - A. Director/Administrative Office
 - B. Park Managers
10. OLD BUSINESS
 - A. Trails And Parks Task Force Update (Mr. Morgan)
11. NEW BUSINESS
 - A. Motions vs. Resolutions (Executive-Mr. Schelke)
 - B. Rayner Park Update (Planning)
12. REPORTS OF STANDING COMMITTEES
 - A. Executive Committee – Vice-Chair Bennett
 - B. Planning & Community Outreach Committee - Mr. Monsma
 - C. Budget & Personnel Committee - Mr. Czarnecki
13. ACTION ITEMS
 - A. Ice Fishing Access at Lake Lansing Boat Launch (Planning)
 - B. Hawk Island Irrigation Pump Failure (Executive)
14. Correspondence & Citizen Comment

15. Board/Staff Comments

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

17. Upcoming Meetings

- A. Date: Monday, May 11, 2015; Time: 5:30pm
Executive Committee Meeting
- Date: Monday, May 11, 2015; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Tuesday, May 12, 2015; Time 12:00pm
Budget & Personnel Committee Meeting
- Date: Monday, May 18, 2015; Time: 6:00pm
Parks & Recreation Commission Meeting

18. 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

19. 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.

Ingham County Parks & Recreation Commission Members: Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Kevin Duffy, County Commissioner Carol Koenig, Ralph Monsma, Paul Pratt, Jonathan Schelke, and County Commissioner Penelope Tsernoglou
Ingham County Park Staff: Director Tim Morgan, Burchfield County Park Assistant Manager I Tim Buckley, Hawk Island County Park Manager II Brian Collins, Hawk Island County Park Assistant Park Manager II Coe Emens III, Financial Coordinator Karen Fraser, Burchfield County Park Manager II Jeff Gehl, Accounting Clerk Raelyn Kateley, Executive Assistant Nicole Wallace, Park Ranger II Brian Weston, Park Ranger I Mark Wichtoski, and Lake Lansing Park Manager II Pat Witte

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
March 23, 2015

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

Board Members

Present: Matt Bennett, Kevin Duffy, Ralph Monsma, Paul Pratt, Jonathan Schelke, Commissioner Tsernoglou, and Commissioner Koenig

Absent: John Czarnecki and Chair Nicholls

Also Present: Park Director Tim Morgan, Hawk Island County Park Manager Brian Collins, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Recording Secretary Nicole Wallace, Financial Coordinator Karen Fraser, Elaine Ferris-Mason City Council Member and Mason Area Chamber of Commerce Member, Jeff Potter-Friends of Red Cedar and Out Your Backdoor LLC, Ann McConnelie-Interested Citizen, and Harmony Gmazel-Senior Planner Tri-County Regional Planning Commission

Call to Order: Vice-Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:05pm

Minutes: **Moved by** Commissioner Koenig and **Supported by** Commissioner Tsernoglou to approve the February 23, 2015 minutes of the regular meeting as written. **Yes-6; No-0. MOTION CARRIED.**

Limited Public Comment:
None.

Late Items / Deletions:
None.

PRESENTATION BY HARMONY GMAZEL, SENIOR PLANNER, TRI-COUNTY REGIONAL PLANNING COMMISSION: GREENING MID-MICHIGAN, A VISION FOR GREEN INFRASTRUCTURE IN CLINTON, EATON, & INGHAM COUNTIES:

Mr. Pratt entered the meeting at 6:07pm.

Ms. Gmazel introduced herself. Ms. Gmazel stated Greening Mid-Michigan formed in 2008 and is made up of a team. The team consists of the Regional Planning Agency, the Regional Stormwater Committee, County Conservation Districts, County Park Department Directors, Michigan Trails and Greenways Alliance, and Michigan Natural Features Inventory. This group formed because there was a data gap. We needed habitat data and locations, we needed to educate local governments about planning, we needed regional trail linkages, and we needed to promote complete streets, farmers markets, historic preservation and other quality of life amenities.

To address this data gap, Greening Mid-Michigan created a Potential Conservation Areas Assessment (PCA Assessment). This report offers maps they hadn't taken a look at before. With the help of Michigan Natural Resources Inventory they pulled up the vegetation cover from the past. For example, the pink area on the map in the PowerPoint presentation for Ingham County is a beech-sugar maple forest. We had mixed conifer swamps and the wetland areas are the green areas on the map in the PowerPoint presentation. It is useful to analyze what is on the land now. We lost 96% of the beech maple forest, 85% of oak forest, and 98% of mixed conifer swamp. We need to know how the landscape has changed to plan for your parks.

After doing an analysis of land, they came up with Potential Conservation Areas (PCA) maps. This officially recognizes where high quality habitat areas are, for example Dansville State Game Area and Burchfield County Park are two of these areas. Commissioner Koenig asked what the yellow areas represent on the map. Ms. Gmazel stated the darker the color is on the map, the more likely there is an occurrence of an endangered species. This kind of planning tool has never existed in this area prior.

Elaine Ferris and Ann McConnelie entered the meeting at 6:16pm.

Ms. Gmazel said they have these maps as a GIS layers.

In 2010 Nancy Krupiarz and Ms. Gmazel held a workshop at the Hannah Community Center and it drew 150 people. At this workshop, they sketched out a vision for parks and trails. They also created the Greening Mid-Michigan poster. The text on the poster describes what she has already reviewed in the PowerPoint presentation. Ms. Gmazel referenced the map that was created, and stated the city boundaries are dark grey, and you will also see the basic freeways on the map. The light green areas on the map are the hubs, such as Dansville State Game Area, the Red Cedar River, and Burchfield County Park. The purple lines on the map is the trail vision. These connections make the most sense. At the workshop, it was agreed upon that the Lansing River Trail was the heart of the entire system and we need to focus on how we are going to connect to the Lansing River Trail and have trails radiating from this trail. Ms. Gmazel outlined some possible connections that included Williamstown Township, Webberville, Stockbridge, Williamston, Danville, Eaton Rapids, DeWitt, Charlotte, Delta Township, Sleepy Howell State Park, the Lansing River Trail and connecting trails in and throughout Ingham, Eaton, and Clinton counties.

Ms. Gmazel stated Greening Mid-Michigan has a video to promote the parks which is available on their website: www.greeningmidmichigan.org. Ms. Gmazel stated there will be a bus tour in the fall as they have had in past years.

Q&A

Mr. Monsma promoted the bus tour and stated it is an interesting opportunity. Mr. Bennett asked if the GIS maps/layers are available. Ms. Gmazel stated yes, Mr. Morgan has the files. Commissioner Koenig asked Ms. Gmazel what should we look at first in the planning process? Ms. Gmazel stated we want to make connections and link to places of interest. Ms. Gmazel stated we should also think of daily commuters, not just recreational users. Some people don't have cars. You will see people on the side of the road on a bike, and there may not be a widened road. We also need to think about how do you attract commuters? How do you get them out of their car? We need to understand recreational users and commuters. We should also promote physically activity.

Mr. Schelke said this is similar to looking at waterways. Ms. Gmazel agreed and said some people kayak to work in Old Town.

Ms. Gmazel said we should also consider how many interesting sights you can have along the trail, for example you want them to stop in downtown for lunch. There are economic reasons to consider while planning.

Commissioner Koenig stated you need to think of all users, some families can't go far. The question is where do you start a trail so it will be well used and benefit a lot of people. Ms. Gmazel said you should identify points of interest in the County, and then identify points in other counties, for example the Dansville State Game Area. We need to identify destinations big and small.

Mr. Monsma asked if Greening Mid-Michigan still meets. Ms. Gmazel stated they still meet, and are funded through a grant. Ms. Gmazel stated the group has to move into a planning mode to assess if the priorities are correct and to update the map.

Mr. Monsma asked if this will be linked to our new plan. Ms. Gmazel said yes, there would need to be a close relationship. Mr. Monsma stated there are three new county park directors. Commissioner Koenig asked when Greening Mid-Michigan meets? Ms. Gmazel said they meet every other month.

Mr. Witte asked how do you approach dealing with the key high quality lands, like Danville State Game Area. Ms. Gmazel stated if you are looking at this from a habitat viewpoint, keeping trails on the perimeter of an area is critical. The reason you don't have many red areas on the map is because it has been so fragmented; the likelihood of having endangered species has gone down. We need to do what we can to not fragment these high quality areas. You will need to hire a biologist to see if there are endangered species in an area and we will need to plan trails so the trails do not impact an area. You need to have this language in the Master Plan.

Mr. Monsma thanked Ms. Gmazel for her presentation. Ms. Gmazel said she is looking forward to being a part of this process.

ACTION ITEMS:

RESOLUTION #04-15 AMENDING THE ACCOUNTING PROCESS FOR SPECIAL EVENT FEES

WHEREAS, Board of Commissioner Resolution #11-165 approved the 2014 Ingham County Parks Fee Schedule which included a fee for special events; and

WHEREAS, the collection of the special event fee following events proved to be a cumbersome and inefficient process; and

WHEREAS, the special event fee was established in an effort to recoup labor costs associated with managing special events in the parks; and

WHEREAS, Board of Commissioner Resolution #13-396 approved an amendment to the 2014 Ingham County Parks Fee Schedule which eliminated the special event fee and determined that special events be charged shelter fees prior to their events; and

WHEREAS, Board of Commissioners Resolution #13-396 established that special event fees be receipted into the 508 enterprise fund upon receipt and annually be transferred to the 208 operating fund; and

WHEREAS, the annual transfer of funds has proved to be a cumbersome and inefficient method of accounting for special event fees.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission recommend the Board of Commissioners authorizes special event shelter fees to be receipted directly to the 208 operating fund.

Moved by Mr. Monsma and **Supported by** Mr. Schelke that Resolution #04-15 be approved as written. **Yes-6; No-0. MOTION CARRIED.**

Mr. Morgan stated the snow tubing fees have been simplified and staff supports the fee change.

RESOLUTION #05-15 AMENDING PARK COMMISSION RESOLUTION #03-15 THE 2016 INGHAM COUNTY PARKS DEPARTMENT FEE ADJUSTMENT REQUEST

WHEREAS, the Ingham County Parks and Recreation Commission passed Resolution #03-15 approving the 2016 fees; and

WHEREAS, the Ingham County Parks Department administrative staff has conducted a field review of the Hawk Island Snow Tubing Hill revenue procedures; and

WHEREAS, following this review, the administrative and park staff have discussed the fees at length.

WHEREAS, park staff wishes to further simplify the fee structure at the snow hill.

THEREFORE BE IT RESOLVED, that the attached 2016 Parks Fee Schedule for the Hawk Island Tubing Hill be approved for adoption in accordance with all appropriate County Policies and Procedures.

Moved by Mr. Schelke and **Supported by** Commissioner Tsernoglou that Resolution #05-15 be approved as written. **Yes-6; No-0. MOTION CARRIED.**

2016 Park Fee Review		
Hawk Island Snow Hill		
Adult Pass – Snow Tubing (2 hours) Mon-Fri	\$10.00	Eliminate
Child Pass – Snow Tubing (12 & under 2 hours) Mon-Fri	\$5.00	Eliminate
Family Pass – Snow Tubing (2 adults & 2 children 2hrs) Mon-Fri	\$25.00	Eliminate
Each add'l child for Snow Tubing	\$5.00	Eliminate
Non-operational hours reservation 1-50 people	\$50.00	Eliminate
Non-operational hours reservation 50+ people	\$100.00	Eliminate
Non-operational hours reservation + per person group rate		\$100.00
Adult Pass – Snow Tubing (2 hours) Sat, Sun and Holidays	\$12.00	Eliminate
Child Pass – Snow Tubing (12 & under 2 hours) S, S and hol	\$8.00	Eliminate
Family Pass – Snow Tubing (2 adults & 2 children 2hrs) S, S, hol	\$35.00	Eliminate
Adult Pass – Snow Tubing (2 hours)		\$12.00
Child Pass – Snow Tubing (2 hours)		\$5.00
Family Pass – Snow Tubing (2 hours)		\$35.00
Per Person		\$10.00
Group Rate - 4 or more people (per person)		\$8.00

RESOLUTION #06-15 TO RECOMMEND THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT PROGRAM GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

WHEREAS, The Ingham County Board of Commissioners authorized submission of an application to the Michigan Department of Natural Resources requesting a grant from the Michigan Natural Resources Trust Fund in the amount of \$45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, notification has been received that the Michigan Legislature has approved the grant request and the Michigan Department of Natural Resources has offered Ingham County Parks a Project Agreement; and

WHEREAS, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose (Resolution #05-14).

BE IT THEREFORE RESOLVED, that the Ingham County Parks Board recommends that the Ingham County Board of Commissioners approve entering into a Project Agreement to accept the funds from the Michigan Department of Natural Resources.

Moved by Commissioner Koenig and **Supported by** Mr. Schelke that Resolution #06-15 be approved as written. **Yes-6; No-0. MOTION CARRIED.**

RESOLUTION #07-15 TO ACCEPT THE 2016 STRATEGIC PLAN

WHEREAS, as part of Ingham County’s 2016 budget and priority setting process the County requires each department to submit 1) strategic planning background information, 2) performance measures, and 3) activity indicators and to provide information on the key services that your department delivers; and

WHEREAS, the Ingham County Parks Department staff and Park Commission have reviewed the Strategic Plan.

THEREFORE BE IT RESOLVED, that the attached 2016 Strategic Plan be adopted.

Moved by Commissioner Tsernoglou and **Supported by** Commissioner Koenig that Resolution #07-15 be approved as written. **Yes-6; No-0. MOTION CARRIED.**

FINANCIAL REPORT

Ms. Fraser referred to the report in the packet. Ms. Fraser stated Mr. Morgan, Jill Rhode-Financial Services Director, and herself met and found an error in the fund balance on the reports going back to 2008. The reporting showed the total fund balance, not the *available* fund balance. Discussion.

Discussion ensued about the overall revenue for the Hawk Island snow tubing hill. It shows a positive revenue. Mr. Morgan, Commissioner Koenig and Mr. Bennett thanked Mr. Collins for a job well done.

Jeff Potter entered the meeting at 6:59pm.

ADMINISTRATIVE REPORTS

Mr. Morgan referred to report in the packet. Mr. Monsma thanked Mr. Morgan for the report. Mr. Morgan said it has been a busy month. There are a lot of great things coming up and we are taking a new look at many items. Ms. Wallace stated passport processing has increased in the office. Mr. Morgan stated we process over 350 applications a year, and had 80 applications in January. Ms. Fraser stated we also get over 50 calls or in-person questions about passports a month. Ms. Fraser stated we added a millage report to the packet.

PARK MANAGER REPORTS

Mr. Bennett asked if there were any questions on the reports. Commissioner Tsernoglou asked how geese are removed. Discussion.

REPORTS OF STANDING COMMITTEES

Executive Committee – Vice-Chair Bennett

Mr. Bennett stated the Executive Committee discussed the Highland River Adventures proposal. Since a decision was already made last year on this issue, the committee agreed that no change in the decision was necessary. Mr. Bennett stated Mr. Morgan gave an update on the Ranger II posting. The committee discussed the Friends and determined a meeting with the executive members of the Friends and Park Commission would be forthcoming to help determine the future direction of the Friends.

Planning & Community Outreach Committee - Mr. Monsma

Mr. Monsma stated the committee discussed the Strategic Plan and the Hawk Island trail grant.

Budget & Personnel Committee - Mr. Schelke

Mr. Schelke stated the committee discussed amending the 2016 fees to simplify the Hawk Island snow tubing fees, discussed simplifying the accounting process for special events, and the Strategic Plan.

OLD BUSINESS

TRAILS AND PARKS TASK FORCE RFP

Mr. Morgan stated that the deadline for questions for the Trails and Parks Task Force RFP is coming up and the Purchasing Department will address the questions and send out an addendum.

NEW BUSINESS

None.

CORRESPONDENCE & CITIZEN COMMENT

No discussion.

BOARD/STAFF COMMENTS

Mr. Bennett stated he thinks that the County's approach to dealing with the Trails and Parks millage has been based on a reactive approach. Are we going to be more proactive? Commissioner Koenig said she disagrees with this statement. A consultant is being hired to help lead the process and we need to create a hierarchy and ranking. Commissioner Tsernoglou said she sees choosing which plans to go with in the second part of the Master Plan. Discussion ensued. Mr. Morgan said this is where we were going with discussions at the Task Force and the consultant will help us determine this process.

LIMITED PUBLIC COMMENT:

Elaine Ferris, Mason City Council Member, congratulated the Parks Department on the Hawk Island trail grant.

Jeff Potter, Friends of Red Cedar and Out Your Backdoor LLC, stated he represents several outdoor groups in area. Mr. Potter said he has a water trail idea and that no easements are needed for the Red Cedar. Mr. Potter works with the Friends of Red Cedar and also works on the private side in which he has a plan from Out Your Backdoor LLC. Their website is www.outyourbackdoor.com.

Adjournment:

There being no further business, the meeting was adjourned at 7:31pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of April 27, 2015
RESOLUTION # -15

RESOLUTION HONORING MIKE RICE

WHEREAS, Mike Rice has served the community for many years; and

WHEREAS, Mr. Rice was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in March of 2013; and

WHEREAS, Mr. Rice has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which he lives; and

WHEREAS, Mr. Rice served as an Ingham County Parks Commission member from 2013 to 2015; and

WHEREAS, during his term as a Parks Commissioner Mr. Rice was a member of the Planning and Community Outreach Committee; and

WHEREAS, Mr. Rice was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from his previous public service and personal experience; and

WHEREAS, through his diligence, tact, and personal integrity, he has promoted a relationship of mutual respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

WHEREAS, throughout his term as a Parks and Recreation Commission member, Mr. Rice has helped to advance, develop, and implement effective parks policies; and

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Mr. Rice's work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission extends to Mr. Rice its best wishes for continued success in all his future endeavors.

Ingham County Parks Department

**Financial
Report**

March 31, 2015



2015 - 208 Operating Budget Report

March 31, 2015	Original Budget	Revised Budget 2015	YTD Total	Admin	Burch	Lk Lan	Hawk Is
REVENUE							
Special Event Fees	3,500	3,500	-	-	-	-	-
Parking Fees	295,000	295,000	34,901	-	8,640	-	26,261
Donations / Friends	5,000	0	-	-	-	-	-
Passport Fees	15,000	15,000	6,410	6,410	-	-	-
Misc Revenue	4,000	4,000	207	207	-	-	-
Capital Improvement trs in	0	55,000	-	0	-	-	-
Carry Over Surplus Used	15,250	15,250	-	-	-	-	-
Revenue Trf In - F-228	-	0	-	-	-	-	-
Revenue Trf In - F-101	1,618,906	1,618,906	404,727	404,727	-	-	-
Revenue Trf In CAP IMP - F101	-	55,000	-	-	-	-	-
TOTAL REVENUE	1,956,656	2,006,656	446,245	411,344	8,640	0	26,261
PERSONNEL SERVICES							
Salaries & Wages Perm	693,011	693,011	130,234	130,234	-	-	-
Salaries & Wages Seasonal	282,387	282,387	24,213	2,579	6,251	3,698	11,685
Overtime Permanent	4,783	4,783	1,938	1,694	-	-	244
Overtime Seasonals	3,587	3,587	0	-	0	0	0
FICA County Share	53,017	53,017	11,652	9,979	478	283	912
Meeting Fees	6,000	6,000	-	-	0	0	0
Fringe Benefits	397,875	397,875	72,746	71,895	257	117	477
TOTAL PERSONNEL SERVICES	1,440,660	1,440,660	240,783	216,381	6,986	4,098	13,318
CONTROLLABLE EXPENSES							
Office/Printing/Postage/Copying	17,980	16,400	1,178	1,178	-	-	-
Non-Cap Equipment	4,900	4,900	0	0	-	-	-
Controlled Capital Items	-	0	474	-	-	-	474
Maintenance Supplies	71,500	73,500	5,044	0	3,311	655	1,078
Other Supplies	21,111	21,111	2,330	799	479	0	1,052
Small Tools	1,500	1,500	33	0	33	0	0
Uniforms/Cleaning/Clothing	6,100	7,100	877	877	-	-	-
Gas-Grease-Oil	57,600	48,880	3,824	3,824	-	-	-
Med Services - Physicals	1,000	0	0	-	-	-	-
Memberships/Subscriptions/Adver	2,900	2,900	1,598	1,598	-	-	-
Contractual Services / Consultants	3,400	3,400	1,411	555	70	70	716
Travel - Local / Training	3,100	6,100	3,275	3,198	-	-	77
Telephone	7,484	7,484	1,052	619	115	38	280
Maintenance Contractual	25,673	25,673	988	0	530	203	255
Equipment Repair/Maint	30,400	30,700	14,676	1,021	1,555	5,430	6,670
Equipment Rental	3,038	3,038	0	-	-	-	0
Special Projects - Master Plan	25,000	25,000	0	-	-	-	-
Millage	50,000	0	0	-	-	-	-
TOTAL CONTROLLABLE EXPENSES	332,686	277,686	36,760	13,669	6,093	6,396	10,602
NON-CONTOLLABLE EXPENSE							
Insurance	29,341	29,341	0	0	0	0	0
Utilities	57,794	57,794	15,623	2,470	3,051	2,549	7,553
Courier Service	1,624	1,624	406	406	-	-	-
Telephone Allocation Costs	3,247	3,247	801	801	-	-	-
MIS Support	121,640	121,640	20,773	20,549	-	-	-
Vehicle Service Charge	19,664	19,664	2,848	2,848	-	-	-
TOTAL NON-CONTROLLABLE EXPENSES	233,310	233,310	40,451	27,074	3,051	2,549	7,553
TOTAL OPERATING REVENUE	1,956,656	2,006,656	446,245				
TOTAL EXPENSES	2,006,656	1,951,656	317,994				
CHANGE IN FUND BALANCE			128,251				

**508- ENTERPRISE FUND
CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK**

As of March 31, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
REVENUE					
SHELTER FEES	58,000	26,332	13,995	5,162	7,175
DISC GOLF FEES	21,000	3,278	-	3,278	-
BOAT RENTAL	55,000	-	-	-	-
BOAT LAUNCH FEES	17,000	100	-	-	100
SKI RENTAL	2,000	7,423	-	7,423	-
FOOD CONCESSIONS	40,000	6,486	3,872	2,614	-
BAIT/TACKLE REVENUE	150	-	-	-	-
LL HOUSE	9,600	2,400	-	-	2,400
ADMISSION FEES	18,000	42,597	42,597	-	-
INFLATABLE RENTALS	1,000	-	-	-	-
SNOW TUBE RENTAL	2,000	2,937	-	2,937	-
SNOW HILL RESERVATIONS		450			
DOG PARK REVENUE	10,000	1,330	1,330	-	-
DAY CAMP	15,000	90	-	90	-
VENDING MACHINE COMMISSIONS	400	-	-	-	-
CABANA		1,725	1,725		
MISC REVENUE	400	-	-	-	-
CARRY OVER SURPLUS USED	-	0		0	
TOTAL REVENUE	249,550	95,148	63,519	21,504	9,675
PERSONNEL SERVICES					
WAGES & BENEFITS - SEASONAL	152,000	27,188	15,243	10,589	1,356
TOTAL PERSONNEL SERVICES	152,000	27,188	15,243	10,589	1,356
CONTROLLABLE EXPENSES					
PRINTING	4,100	-	-	-	-
CONTROLLED CAP OTHER		-	-	-	-
MAINTENANCE SUPPLIES	20,000	1,848	875	973	-
OTHER SUPPLIES	26,391	2,996	1,679	1,157	160
CONTRACTUAL SERVICES	5,000	-	-	-	-
UTILITIES/INSURANCE	12,500	7,105	7,105	-	-
TELEPHONE	400	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,445	150	150	-	-
EQUIPMENT REPAIR & MAINT	500	-	-	-	-
EQUIPMENT RENTAL	100	-	-	-	-
SALES/USE TAX	2,800	143	143	-	-
ADMIN DISTRIBUTION	28,814	286	95	103	88
TOTAL CONTROLLABLE EXPENSE	102,050	12,528	10,047	2,233	248
TOTAL OPERATING REVENUE	249,550	95,148	63,519	21,504	9,675
TSF OUT - 450 FUND					
TOTAL OPERATING EXPENSES	254,090	39,716	25,290	12,822	1,604
CHANGE IN FUND BALANCE - OPERATIONS	0	55,432	38,229	8,682	8,071
REVENUE	249,550	95,148			
EXPENSE - OPERATIONS	254,090	39,716			
EXPENSE - CIP	-				
NET CHANGE - FUND OVERALL		55,432			

**508 Enterprise Fund
Report as of March 31, 2015**

	LLN Shelter	Boat Launch	Burch Shelter	Burch Can/Boat	Burch Food	Burch Disc Golf	Burch Camp	Burch Ski	LLS Shelter	LLS Boat	LLS Food	LLS House	Hawk Is Shelter	Hawk Is Boat	Hawk Is Food	Hawk Tubing Hill	Dog Park	TOTAL																		
Shelter	1,850		5,162						5,325			2,400	13,995					28,732																		
Boat/Canoe Rental				0														0																		
Boat Launch	100																	100																		
Burchfield Ski Rental								7,423										7,423																		
Misc Revenue/St. Grant					2,614													0																		
Food Concessions																3,872		6,486																		
Bait/Tackle																		0																		
Lk Lansing House Rental																		0																		
Soccer - field usage																		0																		
Interest Revenue																		0																		
Inflatable Equipment Rental																		0																		
Inflatable Tube Rental																		0																		
Day Camp							90	2,937										2,937																		
Hawk Cabana													1,725				1,330	1,725																		
Dog Park																450		450																		
Snow Tubing - Reservations						3,278												3,278																		
Disc Golf																42,597		42,597																		
Snow Tubing Admissions																		0																		
Carry Over Surplus																		0																		
Revenue to Date	1,850	100	5,162	0	2,614	3,278	90	10,360	5,325	0	0	2,400	15,720	0	0	46,919	1,330	95,148																		
Expenditures																																				
Personnel - seasonal	60	134	954	778	3,675	282	0	4,901	870	134	146	11	913	18		14,311		27,187																		
Controllable Expenses	0	0	0	0	1,132	518	100	381	0			160				1,849	999	5,139																		
Admin Expenses	19	11	29	22	11	11	21	11	26	11	11	11	40	11	11	23	11	286																		
Capital Improvement																		0																		
Non-Controllable (ins/utilities)																7,105		7,105																		
Expenditures to Date	79	145	983	800	4,818	811	121	5,293	896	145	157	182	953	29	11	23,288	1,010	39,717																		
Total Revenue	1,850	100	5,162	0	2,614	3,278	90	10,360	5,325	0	0	2,400	15,720	0	0	46,919	1,330	95,148																		
Expenditures to Date	79	145	983	800	4,818	811	121	5,293	896	145	157	182	953	29	11	23,288	1,010	39,717																		
YTD Balance	1,771	(45)	4,179	(800)	(2,204)	2,467	(31)	5,067	4,429	(145)	(157)	2,218	14,767	(29)	(11)	23,631	320	55,431																		
<table border="0" style="width:100%"> <tr> <td style="width:100%">CIP Canoe/Kayaks - Burch</td> <td align="right">55,431</td> </tr> <tr> <td>CIP Lake Lansing Boat Launch</td> <td align="right">0</td> </tr> <tr> <td>CIP Boat Rental Roof - Burch</td> <td align="right">0</td> </tr> <tr> <td>CIP Pedal Boats @ LL and Hawk</td> <td align="right">0</td> </tr> <tr> <td>YTD Balance from Operations</td> <td align="right">55,431</td> </tr> <tr> <td>Capital Improvement</td> <td align="right">0</td> </tr> <tr> <td>2014 Interim Unrestricted Fund Balance</td> <td align="right">33,227</td> </tr> <tr> <td>Current Available Funds</td> <td align="right">88,658</td> </tr> <tr> <td>Net Change Fund Balance</td> <td align="right">55,431</td> </tr> </table>																			CIP Canoe/Kayaks - Burch	55,431	CIP Lake Lansing Boat Launch	0	CIP Boat Rental Roof - Burch	0	CIP Pedal Boats @ LL and Hawk	0	YTD Balance from Operations	55,431	Capital Improvement	0	2014 Interim Unrestricted Fund Balance	33,227	Current Available Funds	88,658	Net Change Fund Balance	55,431
CIP Canoe/Kayaks - Burch	55,431																																			
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YTD Balance from Operations	55,431																																			
Capital Improvement	0																																			
2014 Interim Unrestricted Fund Balance	33,227																																			
Current Available Funds	88,658																																			
Net Change Fund Balance	55,431																																			
2014 Total Fund Balance	273,120																																			
2014 Available Fund Balance	33,227																																			
2013 Total Fund Balance	66,514																																			
2013 Available Fund Balance	38,229																																			
2012 Total Fund Balance	78,719																																			
2012 Available Fund Balance	49,154																																			

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of March 31, 2015

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
GENERAL FUND							
Zero Turn Mower - BUR 664-75299-978000	14,000		14,600	0	(600)	In Progress	PO Issued
Zero Turn Mower - LL 664-75299-978000	14,000		12,431	0	1,569	In Progress	PO Issued
Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010	42,000		44,340	0	(2,340)	In Progress	Salt PO Issued
3/4 Ton 2WD Pick-Up - BUR 664-80000-978010	27,000		25,120	0	1,880	In Progress	PO Issued
4 WD Tractor w/loader - BUR 664-75299-978000	35,000			35,495	(495)	Complete	
Roof White Restroom - LLN 208-75500-931000-51000	8,000			0	8,000		
Roof Picnic Area Restroom - LLS 208-75500-931000-51000	8,000			0	8,000		
Reforestation - LLS + grant application 245-75299-976000	5,000			0	5,000		+ DNR GRANT / \$120 per tree
Playground Mulch - All Parks 208-75200-974100	15,000			0	15,000		PO Issued
Gravel/Road Maintenance - LLS 208-75200-974000-86000	7,000			0	7,000		
Gravel/Road Maintenance - BUR 208-75200-974000-86000	7,000			0	7,000		
Buoys/Swim Ropes - All Parks 245-75299-726010	4,500			0	4,500		+ RAP Grant MMRMA
Perry Rd. Paving Assessment 208-75200-957130-86000	10,000			0	10,000	In Progress	Paving Done/No Invoice
Path Repair - HI 245-75299-974000	10,000	70,000		0	70,000		2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI 245-75299-974000	10,000			0	10,000		
Master Plan 208-75200-967000-86000	25,000			0	25,000		
ENTERPRISE FUND - 508							
Roof - Boat Rental - BUR 508-75931-931000	4,000			0	4,000		Complete
Pedal Boats - HI & LL 508-75200-735000	7,000		7,245	0	(245)		PO Issued
Canoe/Kayaks - BUR 508-75931-735000	5,000		4,658	0	342		PO Issued
INFORMATION TECHNOLOGY							
Call Center Software 664-75299-726010		840		840	0	Complete	
Cross Cut Shredder 664-75299-726010		999			999	Received	
Poster Printer 664-75299-735100	1,750	0		0	0		Canceled
CPU - Office - Window Desk 664-75299-735000	800			0	800		
CARRY FORWARD							
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			0	6,925	In Progress	
Lake Lansing Restroom (2013/450) 450-75200-976000	14,855			0	14,855	In Progress	

* Status = In Progress, On Hold, Complete

2015 Trails & Park Millage - Fund 228

as of 3-31-15

Tax Revenues \$3,250,000

Note: Interest has not been credited to the account.
We have an inquiry into the Treasury office about this.

Directors Report
March 17th -April 24th (April 27th Park Commission meeting)

It is my intention that as I submit my monthly report to you that I will remind us all of our purpose.

Mission Statement:

The Ingham County Parks & Recreation Commission and Ingham County Parks 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.

- Worked with Nicole and Karen on various committee agendas, supporting documents and internal items.
- Worked with Karen on reviewing the 2014 Annual Report, also worked with all staff and Karen on the 2015 budget request items, ranking CIP and other items for the request.
- Continued to work on a variety of Park Millage items including meeting with Teri Banas and Nicole to provide documents gathered to date on the subject and review and update. Continued to work with Jared Cypher and Jim Hudgins on various items including responding to consultants questions on the RFP for a consultant to help assist the Task Force on the planning.
- Attended Controller monthly meeting.
- Met with Brian, Pat and Jeff to review the re-org mechanic job description. Also met with Human Resources to review and edit the proposed Mechanic position draft. Spent time researching and developing this new description.
- Met with Karen & Nicole several times to go over various office items and discuss tasks for the newly started staff. I know Karen and Nicole are very happy to get additional help in the office!
- Ongoing communication with the park managers and field staff to stay in loop with all that is happening in the parks. I hope to get out to the parks on a more regular basis (as time permits).
- Continue to meet with Nicole & Karen weekly or sometimes daily to stay on tasks with day-to-day park operations.
- Met with Karen and Friends executive to discuss the “future of the Friends” and start discussions about what that should look like and how/what we need to do to transition to accomplish this. We scheduled a meeting with both Park Commission Executive and Friends Executive April 29th to expand upon this.
- Continued to work with Sheriff Office and will be working with them on a format of best practices for summer coverage at Parks.
- Met with Jill Rohde and Karen to talk about financial items.
- Met with the DNR Grant coordinator and Brian Collins to discuss the Passport Grant for Hawk Island.
- Attended CPR & First-Aid certification class with 16 other staff members.
- Attended an Advisory Board training meeting with Nicole.
- Responded to several public correspondences and questions.
- Continued to have monthly staff meetings to go over items, this past month we have been working on prioritizing CIP items as well as deferred items for the 2016 budget request.
- Met with Baldwin Park representatives and Jared Cypher from the Controller’s office and conducted final closing and transfer of Baldwin Park to the Township for \$1.
- Worked with Karen on deferred maintenance list and CIP lists and overall 2016 request preparation.
- Worked on various items for the Park Commission committee meetings and met with them.
- Worked with Coe and Nicole and staff on chainsaw safety class coordination with MRPA.
- Worked with Nicole and Ann Conklin, MRPA Executive Director on the formation of a legislative watch team for mid-Michigan park professionals in combination with MACPR.

- Worked with staff on 2016 Budget Request items, planning and prioritization.
- Met with Sandy Dargatz, Fair Director and talked about future partnering potential and looked at her office layout to glean ideas for our office.
- Worked with staff on some ideas for making our office more efficient and organized the back room and created a work/meeting area.
- Facilities assisted with providing some used furniture and helped us with some tweaks to partitions to make our office space more functional as well.
- Prepared for staff meeting and park commission committee and board meeting, working on agendas.
- Worked on organizing in the office and creating more user friendly and effective work area.
- Met with Human Resources and the Union about reorganization of Ranger II positions.
- Met with Sheriff Department and Park Managers and had another meeting with Jared Cypher and the Sheriff Department about 2016 request for patrol in the parks.
- Met with Jared Cypher to talk about 2016 Budget Request.
- Met with Marcus Kirkpatrick, Delta Township Director to talk parks.
- Met with Jeff and Pat about summer schedules and utilizing monies from open Ranger II position to help with temporary needs for staffing in field.
- Attended a University Region Trails MDOT non-motorized plan meeting, I informed them of our trails planning and will be working with them in the future once the consultant is brought on board.
- Visited Burchfield, Hawk Island, and Lake Lansing North and South Parks to review 2016 budget request items with staff.
- Along with Brian Collins, spoke to MSU recreation class about parks at Hawk Island.
- Worked with Nicole and staff on various items for the upcoming Bill Earl fishing program at Hawk Island and Lake Lansing parks.
- Attended a Greening Mid-Michigan Planning meeting and discussed upcoming Bus tour and possible updated to promotional video pieces and map/brochure that was produced five years ago.
- Attended Parks Commission Executive, Planning and Budget meetings.
- Attended County Services meeting and Finance Committee meetings for Passport Grant Agreement.
- Attended a meeting with Park Managers and Bill Conklin from Road Department about potential assistance with passport grant as well future needs of roads and parking lots for budgeting and planning purposes.
- Attended a meeting with MRPA and MACPRO members to talk about a local legislative watch group of park professionals that could share in identifying legislation that would be helpful with parks & recreation.
- Worked on quarterly report for the Controller's office.
- Went on and exploratory hike at Lake Lansing North to look at a potential site for no-leash area with staff and Park Commission members.
- Attended the RFP for consultant bid opening for the Task Force for Trails and Parks to hire a consultant to assist the task force with planning.
- Went on a canoe trip on the Red Cedar with Staff and Commissioner Banas to explore Blueway potential.
- Did a public presentation to 30 members of the Mason Optimist Club that assist the parks with the June fishing day at Burchfield park.
- *Spring has sprung! Get out and enjoy one the County Parks and explore what is renewing this spring in our parks, enjoy the wildflower, renewal of the hardwoods as leaves and flowers take form. Take your fishing pole and wet a line and see what hungry fish waits just below the wake of your cast to strike! ☺*

Parks Office Monthly Report

Communications & Research

Staff compiled data in a binder and digital format for the Trails and Parks Task Force Chair, Teri Banas. Schedules and agendas for numerous meetings were coordinated with staff, the park commission, other departments, Friends and other agencies. We utilized a new online scheduling tool – Doodle.com. We engage in frequent communications and discussions of processes and procedures with park and office staff. The seasonal manual was reviewed and updated.

Planning

We continue development of a detailed Parks Budget Calendar and a “Big” calendar for the department. The Big calendar will help us establish annual deadlines and goals.

Staffing

One seasonal position in the office was filled in March. We welcomed Peggy as Accounting Clerk. We are excited to have Peggy join us! Our new Accounting Clerk is training on reconciling the parks bank account and balancing to the general ledger and identifying corrective action needed for balancing, and learning the ticket process for the parks, checking in ticket bags from winter sports activities.



Customer Service

In March, the phones started ringing more! 71 park visitors made a picnic shelter reservation for this summer. Staff responds to multiple general inquiries regarding passports each month and in addition accepted 34 U.S. passport applications. At this time 57 requests for special events have been received by the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval. 61 requests for low income fee waivers were received and mailed to park visitors. Tim, Nicole and Raelyn attended first aid and CPR training. Call center software was installed in the park office and the phone scripts were updated.

Accounting/Budget

Routine functions continue with the larger focus on the 2016 request. Initial requests for information for Capital Improvement were received from staff and have been compiled into functional documents for the Park Commission and staff as we move forward in the budget process. A great deal of research, analysis and compilation of data has taken place to develop the 2016 additional operating request for the department.

Marketing

Two press releases were developed and sent out to the media. Edits to the parks website were made, for example adding events to the calendar page. Office staff worked to gain approval from local schools to distribute day camp rack cards in the spring. Several brochures are in the re-design stage as our supplies are running low and we will be reprinting this year.

In March we added 96 fans to our Facebook pages and interacted directly with 681 customers. Our Twitter account received 822 profile visits and tweeted 50 times. We began an Instagram page in March and have 50 new followers.

Friends of Ingham County Park

Work began on the Sounds of Summer Friday night concert series programs. Sponsor donations have begun to come in and contracts for the bands.

April Lake Lansing Manager's Report:

1. Open all restrooms and drinking fountains at all three areas.
2. Opened up the boat launch and installed new dock at the ramp.
3. Installed stationary/handicap dock at South Park.
4. Interview and train seasonal staff.
5. Move 80 yards of woodchips onto North Park trails.
6. Pull and spray garlic mustard with volunteer groups.
7. Roll/mow turf, put up volleyball nets, york rake sand courts, grade parking lots, set out picnic area tables and trash cans, cleaned picnic shelters and hosted reservations, enforced rules and regulations.
8. Attend Band Shell, Lake Lansing Watershed, HBA, and Staff/Managers meetings





April 2015 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Pruned 30+ trees around park
- Began tree removal/trimming on West side of park for trail improvement work.
- Worked with 60 COMCAST and MSU Alumni Association volunteers to reseal/repaint playground and remove garlic mustard in Scott Woods Park.
- Built benches for Soldan Dog Park.
- Interviews held for seasonal summer staff.
- Staff attended Michigan Recreation and Park Association Park Resources Committee Meeting
- Staff set up a Chainsaw safety training workshop. Worked with MRPA, Fairgrounds, and several local vendors for this training.



To: Park Commission
From: Jeff Gehl
Date: April 17, 2015

RE: Burchfield Monthly report

3-24 Staff meeting
Mid-Michigan Mountain Bike ASSOC. meeting
3-26 CPR and first aid training
4-3 Holiday
4-4 vacation (spring break)
4-14 Staff meeting
Sherriff meeting
Mechanic status meeting
4-15 Seasonal staff meeting
4-16 Surface water roundtable meeting
4-17 On site meeting with Director

Other:

We spent the latter part of March finishing up taking down winter sports operations at the park. This also included cleaning up the areas such as restacking wood piles and raking, removing gravel from grass areas on roadways, and taking down signs.

Started setting up interviews and contacted previous employees to find out status of employment for this summer. Set up interviews and started hiring staff including seasonal rangers and naturalist. Started working with naturalist and went over camp policies and procedures.

Ordered summer supplies and put them away when they came in such as paint, stain, cleaning supplies etc. We cleaned and started organizing the storage area in the maintenance building. Re roofed the boat house rental building so it would be completed prior to the start of rental season. Monitored the trails and worked with the mmba and opened the mountain bike trails. We finished constructing over 20 benches to be installed at the park mainly on the disc golf course. Working with other managers to set up a lifeguard training class as we do not have enough lifeguards at this time to open the beach.

We finished writing up uniforms bids and ordered seasonal and full time uniforms. Followed up on equipment bids and received the new tractor and finalized the ordering of the new kayaks. Worked with the volunteers who are using the ball field and expanded the size of the infield per their recommendations. Submitted the first quarter drinking samples to the state lab. We removed a large beech tree on the river's edge golf course that had snapped off and was a hazard. Continue to work on repairing picnic tables. Started outsourcing all of our canoe vans and had repairs completed prior to the start of rental season.



Boat Rental Building at Burchfield Park

City of Mason

201 W. Ash St.
P.O. Box 370
Mason, MI 48854-0370
www.mason.mi.us



City Hall 517 676-9155
Police 517 676-2458
Fax 517 676-1330
TDD 1-800-649-3777

March 17, 2015

Mr. Tim Dolehanty
Controller/Administrator
Ingham County Courthouse
PO Box 319
Mason MI 48854

MAR 20 2015

Mr. Timothy Morgan
Director
Ingham County Parks Department
121 E Maple Street
PO Box 178
Mason Mi 48854

Dear Mr. Dolehanty and Mr. Morgan,

In 2009, Ingham County determined that due to cost reductions and a change in county philosophy of regional parks, Rayner Park inside the City of Mason was being closed. Through a negotiation process the County of Ingham and the City of Mason entered into a lease/option to purchase agreement on June 9, 2010.

This lease/option to purchase was a 6-year agreement with an annual payment of \$1.00 and the responsibility of the City to operate and maintain the park. This agreement is in effect through December 31, 2016. During this time period the city has properly maintained Rayner Park as well as made improvements to the buildings and structures. Most recently, the Rotary Stage was added as a new capital improvement.

Under Section 10, Option to Purchase within the agreement, the City has an exclusive option to purchase Rayner Park. This option remains in effect from January 2, 2016, through the balance of the duration of the agreement. Purchase price for the option is \$1.00. To initiate the option to purchase, one of the requirements upon the County is to obtain a professional survey of the premises and updated legal description, and to prepare the necessary Quit Claim Deed

conveyance documents consistent with the survey and updated legal description. This component is the County's responsibility and it has been conveyed that the County requires notice of intent by the City to ultimately take ownership of Rayner Park prior to the County assuming the expense of the survey.

The Mason City Council passed resolution 2015-15 at the Council Meeting of March 16, 2015, ratifying consent of the City Administrator to proceed with communicating the City's intent to exercise the option to purchase Rayner Park in accordance with the agreement set out in 2010. This letter of intent initiates the process for Ingham County to obtain the professional survey of the premises of Rayner Park to update the legal description for the future preparation of the Quit Claim Deed. These documents will ultimately convey a transfer of the property to the City of Mason.

The City has taken seriously our obligation to properly maintain Rayner Park in accordance with the agreement. I will be inviting Mr. Morris, as we have in previous years with Mr. Bennett, to inspect the park annually. City staff is available to meet with County representatives at the appropriate time to share or convey any further information required to pursue the completion of the survey and ultimately the transfer of the property of Rayner Park to the City of Mason. I look forward to working with you on completing this process.

Sincerely,



Martin Colburn
City Administrator
City of Mason

Attachment: Lease/Option to Purchase Agreement between County of Ingham and City of Mason for Rayner Park
Mason City Council Resolution 2015-15

Cc: Mason City Council
Ms. Robin Naeyaert, County Commissioner, District 14
Mr. Tom Hitch, Mason City Attorney
Mr. Ken Baker, DPW Director
Mr. David Haywood, Zoning and Development Director

From: "Collins, Brian" <BCollins@ingham.org>

To: "Morgan, Timothy" <TMorgan@ingham.org>, "Fraser, Karen" <KFraser@ingham.org>

Cc: "Emens, Coe" <CEmens@ingham.org>

Subject: Hawk pump

Good news is the hawk island irrigation pump was pulled up without falling off. Bad news is that the piping had 5-6 holes (see attached pics) from corrosion, frayed wiring and the pump was tested and is only at 50% power when running. Dyer well drilling will be sending me a cost estimate later today that I will forward.





THANK YOU!

We can't thank you enough for your support for this year's Humanitarian Awards. Our 10th annual event honored 26 individuals and groups that went above and beyond to help the animals of Ingham County in 2014.

With the support of donors, sponsors and attendants, not only were we able to honor their hard work and celebrate a year of wonderful accomplishments, we also raised over \$10,000 for our Animal Care Fund!



This is completely funded by sponsorships and donations. We could not have accomplished such a successful evening without you.

We greatly appreciate your contribution and your continued support.

Thank you,

ICAC staff, volunteers and shelter animals!

March 6, 2014

Ingham County Parks
6260 Lake Drive
Haslett, MI 48840

Dear Friend,

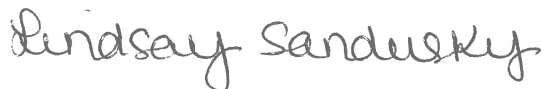
Thank you so much for your generous gift to the Capital Area Humane Society for the Junior Paw Award Banquet. It was so kind of you to donate a complimentary parks package, which included 1 disc golf and one disk rental at Burchfield Park, 1 hour pedal boating, 1 annual park parking pass, and 1 hour ski rental at Burchfield Park. We are grateful for it, and the children are too.

More than 6,000 animals are surrendered to CAHS annually. The shelter receives no tax dollars or government funding and relies on the generosity of volunteers and donors like you to help. The children in CHAT Club (Children for Humane Animal Treatment) come in every week to learn about the animals and volunteer in the shelter, and they also participate in winter, spring break, and summer camps. They are great helpers and are very much appreciated by the animals and the staff. The Junior Paw Award Banquet should be a huge success and the children will enjoy being honored for all their hard work. But we cannot do it without donors like you, so thank you for your help.

In accordance with directives from the Internal Revenue Service, this letter will serve as your tax receipt. Your donation is a tax-deductible gift for which you have received no goods or services. Your support helps to fulfill our mission of promoting the humane treatment of companion animals through protection, education, and example. If you have any further questions feel free to contact me at (517) 626-6821 ext. 130 or education@adoptlansing.org.

We greatly appreciate your generosity!

Sincerely,



Lindsay Sandusky
Humane Educator



Capital Area
Humane Society