

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, August 24, 2015

Monday, August 24, 2015

6:00pm

PARKS & RECREATION COMMISSION MEETING

Winter Sports Building
Burchfield Park
881 Grovenburg Road
Holt, Michigan

NOTE
CHANGE IN
LOCATION

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
[Minutes](#) of June 22, 2015 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. Late Items / Deletions
6. New Park Commissioner Cherry Hamrick
7. PRESENTATION OF PARK STUDY BY JILL RHODE, FINANCIAL SERVICES DIRECTOR
(Document available at meeting)
8. ACTION ITEMS
 - A. [Resolution](#) Honoring Mr. D. Mike Todd
 - B. [Resolution](#) Honoring Mr. Daniel Baker
 - C. [Resolution](#) Transferring Funds from the Parks Department Capital Improvement Fund for Hawk Island Snow Hill Equipment Payback
 - D. [Motion](#) to Eliminate the 508 Enterprise Fund and Adopt Jill Rhode's Recommendations
 - E. [Motion](#) to Not Renew the Snowboarding Lessons Contract with the YMCA
 - F. [Motion](#) to Authorize the Submittal of a Grant Application to the Michigan Department of Natural Resources For The 2015 DNR Urban & Community Forestry Grant Program for Lake Lansing Parks
9. FINANCIAL REPORT
10. ADMINISTRATIVE REPORTS
 - A. [Director/Administrative Office](#)
 - B. [Park Managers](#)
11. OLD BUSINESS
 - A. Trails & Parks Millage Task Force/Consultant Update
 - B. Ranger I / Mechanic Update
12. NEW BUSINESS
 - A. [2016 Controller Recommended Park Budget](#)
13. REPORTS OF STANDING COMMITTEES

- A. Planning & Community Outreach Committee - Mr. Monsma
 - B. Budget & Personnel Committee - Mr. Czarnecki
14. **Correspondence & Citizen Comment**
- A. Request for Resident Rates for Non Resident Military (*Budget Committee*)
15. **Board/Staff Comments**
16. **PRESENTATION BY MID-MICHIGAN MOUNTAIN BIKE ASSOCIATION - BRINDLEY BYRD**
17. **PRESENTATION BY CAPITAL CITY RENEGADES – MATT RINKER**
18. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
19. **Upcoming Meetings**
- A. Date: Monday, September 21, 2015; Time: 5:30pm
Executive Committee Meeting
 - Date: Monday, September 21, 2015; Time: 6:00pm
Planning & Community Outreach Committee Meeting
 - Date: Tuesday, September 22, 2015; Time 12:00pm
Budget & Personnel Committee Meeting
 - Date: Monday, September 28, 2015; Time: 6:00pm
Parks & Recreation Commission Meeting
20. **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
 - C. MRPA Placemaking Event
 - D. Day Camp Surveys
21. **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 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
June 22, 2015

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Red Tail Shelter, Hawk Island, 1601 E. Cavanaugh, Lansing, Michigan.

Board Members

Present: Matt Bennett, Kevin Duffy, Commissioner Koenig, Ralph Monsma, Chair Nicholls, and Paul Pratt

Absent: Jonathan Schelke (Excused), John Czarnecki (Excused), and Commissioner Tsernoglou (Excused)

Also Present: Park Director Tim Morgan, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Hawk Island Park Manager Brian Collins, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, Account Clerk Raelyn Kateley, Earl Krom-U.S. Department of Agriculture, Steve Chadwick-Southwest Region Wildlife Supervisor DNR, Financial Services Director Jill Rhode, and Elaine Ferris-Mason City Council

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

Minutes: **Moved by Mr. Monsma and Supported by Commissioner Koenig to approve the May 27, 2015 minutes of the regular meeting as written. Yes-6; No-0. MOTION CARRIED.**

Limited Public Comment:
None.

Late Items / Deletions:
None.

PRESENTATION OF SERVICE AWARDS FOR PARK EMPLOYEES

Chair Nicholls presented the service awards for Brian Collins, John Elias, and Raelyn Kateley.

PRESENTATION – JILL RHODE, FINANCIAL SERVICES DIRECTOR

Ms. Rhode discussed the proposed changes to the Parks Department chart of accounts. Ms. Rhode stated she recommends eliminating the 508 Enterprise Fund and restructuring 208. This would reduce the number of accounts from ~2,100 to around 500.

Ms. Rhode reviewed the handout she provided at the meeting. An Enterprise Fund is an account for funds which operate like a business. There are four reasons for Enterprise Funds:

1. Insures that the activity pays for itself
2. Accounts for long term debt and capital assets associated with the activity
3. Does not typically have a General Fund appropriation
4. Is used to accumulate funds for replacement of equipment or infrastructure (like a water plant)

Ms. Rhode gave examples of other departments who have Enterprise Funds: the Medical Care Facility, Health Department Clinic Fund, Treasurer's Delinquent Tax activity, Fair and Inmate Stores.

Ms. Rhode will be working with the Director on this transition plan.

Elaine Ferris entered the meeting at 6:15pm.

Ms. Rhode asked if there were any questions.

Commissioner Koenig stated it is helpful to track certain activities, for example canoeing. Ms. Rhode stated if there are particular projects the Commission can indicate that, and you could have Hawk Island Snow Tubing hill, etc. Ms. Rhode stated that the chart of accounts is to manage operations. Ms. Rhode said we are open to whatever the Commission would like; she thinks it is currently too complex.

Ms. Fraser asked if we are the only department to use project codes. Ms. Rhode stated the Health Department uses project codes for grants. Mr. Duffy asked if this will simplify and help staff. Ms. Fraser stated this will simplify and it will all be in one fund which will be easier. Ms. Rhode stated the budget office will convert to the new chart of accounts in January. Discussion ensued. Ms. Rhode is in the process of an audit both in the field and office of the parks revenue procedures and will be providing recommendations.

Ms. Rhode left the meeting at 6:30pm.

PRESENTATION – STEVE CHADWICK-DNR AND EARL KROM-U.S. DEPARTMENT OF AGRICULTURE

Chair Nicholls introduced Steve Chadwick of the Department of Natural Resources (DNR) and Earl Krom of the U.S. Department of Agriculture. Mr. Chadwick stated this is the first time they have found chronic wasting disease in Ingham County. Mr. Chadwick stated his department collected road kill deer around Meridian Township and they may initially take over 100 deer and test them. So far there are no more cases reported as of the meeting.

Ms. Kateley left the meeting at 6:33pm.

Questions about Deer Taken During Hunting Season

Mr. Chadwick stated they will have mandatory hunter checks and hunters will get the results back in a couple days. Once they get the negative test they are clear to take the deer. Mr. Chadwick stated they will take as many deer as they can and they will ramp up testing in three counties. Mr. Chadwick stated they are testing in Clinton, Ingham and Shiawassee Counties and 9 townships. Mr. Chadwick stated they will be monitoring this for the next three years, checking at Rose Lake Facility, and another check station in Williamston which will help hunters.

Mr. Krom stated they are focusing on a two mile radius in Meridian Township. Mr. Krom stated if there are 100 deer taken and none tested positive, he wants to point out that we are getting ahead of this, the less we find, the more we want to shoot in that core area. Mr. Krom stated once the environment is contaminated you can't do much, the deer can infect the environment. Mr. Krom stated they are shooting the deer at nighttime so there is no impact to park activities. Mr. Krom stated the program is successful so far. Discussion.

Mr. Morgan asked what will happen to the meat, can we donate the meat to charity? Mr. Chadwick stated

we will have to discuss this further. Mr. Morgan stated the resolution will go to the Board of Commissioners for approval. Mr. Krom stated he will start efforts as soon as the resolution is approved. Commissioner Koenig recommended this go as a late resolution to the Board of Commissioners meeting. Discussion ensued. Chair Nicholls thanked Mr. Chadwick and Mr. Krom for their presentations.

Mr. Krom and Mr. Chadwick left the meeting at 7:02pm.

FINANCIAL REPORT

Ms. Fraser stated there was no Budget Committee meeting this month. Ms. Fraser referenced the budget report in the packet. Ms. Fraser stated we want to make the Commission aware that in 208, parking is \$11,000 less than the same time period of 2014; but this is not a concern since we budgeted less this year.

Ms. Fraser stated the planned use of fund balance has been increased by \$8,000; the reason for that is because we bought ten new credit card terminals for the parks due to credit card failure.

Ms. Fraser stated the \$50,000 budget for use of millage funds was established. Expense lines in the budget maintenance supplies were amended by adding \$20,000 and to contractual services \$30,000 for Sheriff Patrols.

Ms. Fraser stated administrative seasonal wage expenses are overstated by \$10,000 due to payroll distribution codes changing in the payroll system. This change caused the wages of four full time staff to be charged as seasonal. A journal entry to correct this will be done in June.

Ms. Fraser stated we increased the seasonal wage budget by \$23,520 which is a transfer of full time wages from our two open positions so Lake Lansing and Burchfield Park can hire a management intern to help with park oversight.

Ms. Fraser stated the gas-grease-oil expenses are \$10,000 less than for the same time period in 2014.

Ms. Fraser stated the equipment repair budget is in a transitional state. Expenses are significantly more than the same time period last year, but the extenuating circumstance of having no mechanic on staff for several months is a contributing factor. A request to transfer \$19,920 from permanent wages to the equipment repair line has been submitted to the Budget Office.

Ms. Fraser stated utilities will be over budget again this year, last year was \$10,000 over. We have requested additional funding in this line for 2016.

Ms. Fraser stated overall revenues are up \$30,000 from this time period in 2014. The snow tubing hill accounted for the majority of this change. Ms. Fraser stated day camp is down by half of what it was last year. Ms. Fraser stated this year we have done more to promote camp, and it is disappointing.

Ms. Fraser stated our revenue is up significantly, seasonal wages are down, and controllable expenses are down.

Ms. Fraser stated the Hawk Island administrative distribution is significantly higher than the other parks as a result of the snow equipment depreciation for the time period of January through May.

Mr. Gehl stated two of the three canoe/kayak trips are closed due to high river levels.

Mr. Bennett asked what happens if there is a surplus at the end of the year. Commissioner Koenig stated if you have way too much, it could be budgeted less. Ms. Fraser stated in our current environment the County doesn't pull this money back, it goes into a fund balance.

ADMINISTRATIVE REPORTS

Director/Administrative Reports~ Mr. Morgan referred to the reports in the packet. Mr. Bennett asked what the Hay Group is and Mr. Morgan stated the Hay Group is a consultant who was hired by the Board of Commissioners to evaluate job descriptions, equitable pay, and to look at County jobs and see how it compares in Mid-Michigan. Mr. Morgan stated the Mechanic and Ranger I positions were posted.

Park Manager Reports~ Chair Nicholls referenced the reports in the packet.

OLD BUSINESS

Trails And Parks Task Force Consultant Update~ Mr. Morgan stated the Mannik Smith Group went to County Services and Finance Committees and tomorrow it will go to the Board of Commissioners for approval.

Status of New Park Commissioner – Update~ Mr. Morgan stated the Board of Commissioners have interviewed two candidates. Commissioner Koenig stated the Board of Commissioners will discuss this tomorrow at their meeting.

NEW BUSINESS

None.

REPORTS OF STANDING COMMITTEES

Executive Committee ~ Chair Nicholls stated we discussed the By-Laws of the Friends of Ingham County Parks and the edits that the County Attorney suggested. Chair Nicholls stated the Friends will meet next on June 26th. Chair Nicholls stated we discussed having a County email to avoid any FOIA issues.

Planning & Community Outreach Committee~ Mr. Monsma stated we discussed the deer hunting resolution, the Hawk Island trail grant, and surveys. Mr. Morgan stated we extensively discussed the hardship parking pass program. Mr. Morgan stated we are waiting for Ms. Rhode's recommendation. Discussion.

Budget & Personnel Committee~ No discussion. The June meeting was canceled.

ACTION ITEMS

RESOLUTION #09-15 RECOMMENDING APPROVAL TO PERMIT DEER HUNTING AT LAKE LANSING PARK-NORTH

WHEREAS, overpopulation of white tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd; and

WHEREAS, the Michigan Department of Natural Resources has provided research data that supports the appropriate management of deer including a recent case of chronic wasting disease; and

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park-North, is causing damage to plant life within park property and surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area has increased over the last five years; and

WHEREAS, the Michigan Department of Natural Resources states that an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease and starvation; and

WHEREAS, Meridian Township has conducted successful deer hunts within their properties and surrounding properties; and

WHEREAS, Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park-North; and

WHEREAS, by working cooperatively with Meridian Township, resources can be shared to successfully complete the project; and

THEREFORE BE IT RESOLVED, Ingham County will continue to work with Michigan DNR and USDA to help resolve the Chronic Wasting Disease (CWD) that has a confirmed case in Meridian Township near Lake Lansing and assistance may include overnight culling supervised by the USDA Wildlife Services personnel, and in cooperation and planning with the Ingham County Parks Department staff under direction of the Michigan DNR.

BE IT FURTHER RESOLVED, the Ingham County Parks and Recreation Commission recommends that the Board of Commissioners approve the hunting of white tailed deer within the boundaries of Lake Lansing Park-North during the 2015 Archery Deer Season which may also include an additional special season during January/February 2016.

BE IT FURTHER RESOLVED, hunters must meet all requirements of the Meridian Township deer hunting program and may only use crossbows, guns will not be permitted.

BE IT FURTHER RESOLVED, staff is directed to continue to collect information regarding the deer herd in Meridian Township and that the Parks Commission will assess the data prior to approving future hunts.

Moved by Commissioner Koenig and **Supported by** Mr. Pratt that Resolution #09-15 be approved as amended. **Yes-5; No-0; 1-Abstain (Chair Nicholls). MOTION CARRIED.**

RESOLUTION #10-15 TO RECOMMEND THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN RECREATION PASSPORT GRANT FOR TRAIL REPAIR AND IMPROVEMENTS AT HAWK ISLAND COUNTY PARK

WHEREAS, Park Commission Resolution #06-15 and BOC Resolution #15-138 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park was passed at the March 23, 2015 Park Commission meeting and the April 28, 2015 Board of Commissioners meeting; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant Program requires a resolution that meets MDNR's sanctioned resolution form and unfortunately Resolution #15-138 does not meet the MDNR's requirements.

WHEREAS, the Michigan Department of Natural Resources has approved the grant request 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, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose in Resolution #14-116.

THEREFORE BE IT RESOLVED, that the Ingham County Parks Commission recommends that the Ingham County Board of Commissioners approve entering into a Project Agreement to accept the \$45,000 Michigan Recreation Passport Grant for trail repair at Hawk Island from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Parks Commission recommends that the Ingham County Board of Commissioners, Ingham County, MI, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, MI, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide fifteen thousand (\$15,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

BE IT FURTHER RESOLVED, this resolution supersedes and replaces Park Commission Resolution #06-15.

Moved by Mr. Monsma and **Supported by** Commissioner Koenig that Resolution #10-15 be approved. **Yes-6; No-0. MOTION CARRIED.**

Motion to Pursue the Action of Acquiring Dirt for Use at the Three County Parks

Mr. Morgan stated we discussed this previously in the winter. Mr. Morgan stated any dirt we can get for free we will take, but it depends on availability. Mr. Witte said we could use dirt in the overflow parking lot at Lake Lansing, in the open field. Mr. Morgan stated we will look into this in our master plan process- for potential of reshaping the hill at Burchfield Park for snowboarding or maybe a zip line that is now the toboggan run.

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY MR. MONSMA TO APPROVE THE PARK DEPARTMENT STAFF TO GO FORWARD WITH ACTION OF ACQUIRING DIRT FOR OVER THE TOBOGGAN/BOB SLED CONCRETE AT BURCHFIELD PARK AS

DISCUSSED AT THE FEBRUARY PARK COMMISSION MEETING WHEN AND IF DIRT BECOMES AVAILABLE FROM ROAD PROJECTS. WE MAY ALSO UTILIZE DIRT FROM ROAD PROJECTS FOR FILL/SHAPING OF SLEDDING HILL AT HAWK ISLAND AND FILL DIRT FOR OVERFLOW PARKING LOT AT LAKE LANSING PARK.

THE MOTION CARRIED UNANIMOUSLY. Absent: Jonathan Schelke, Commissioner Tsernoglou, and Mr. Czarnecki.

CORRESPONDENCE & CITIZEN COMMENT

No discussion.

BOARD/STAFF COMMENTS

None.

LIMITED PUBLIC COMMENT

Ms. Ferris, Mason City Council, stated Mason City Administrator Marty Colburn left for a new job in Traverse City, and Pat Price is the interim City Administrator. If there are any questions you need answered, feel free to contact her by email. Ms. Ferris stated they are putting a bridge over the middle of the Hayhoe Riverwalk. Ms. Ferris stated the Chamber is sponsoring a family walk along the Hayhoe Riverwalk and the Sun Dried Festival is September 29th. Ms. Ferris stated in today's paper, there was an article about Traverse City and kayakers and canoers who visit microbreweries, this is an idea that should be passed on to the consultant. Ms. Ferris stated the Mason Today Calendar can advertise our volunteer days or other activities or camps.

Adjournment:

There being no further business, the meeting was adjourned at 7:56pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of August 24, 2015
RESOLUTION # -15

RESOLUTION HONORING MR. D. MIKE TODD

WHEREAS, it is our privilege to honor Mr. D. Mike Todd for his desire to improve the facilities available to the public at Burchfield County Park, and

WHEREAS, Mr. Todd requested and received permission from the Ingham County Parks Department to do two construction projects; and

WHEREAS, Mr. Todd raised funds for and constructed a kayak rack for 20 kayaks and a 5 foot set of steps at the canoe/kayak landing at Burchfield County Park; and

WHEREAS, Mr. Todd worked closely with park staff to design and construct the kayak rack and the landing steps, and

WHEREAS, Mr. Todd's efforts will directly benefit park visitors safety at the canoe/kayak landing and reduce the wear on the park kayaks, as they no longer have to be dragged daily to and from the boat rental building for storage; and

WHEREAS, it is our privilege to congratulate Mr. Todd from Troop 2 on the completion of his Eagle Scout Community Service Project.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recognizes and commends Mr. Todd's public service efforts at Burchfield County Park.

BE IT FURTHER RESOLVED, the Ingham County Board of Parks and Recreation extends its sincere congratulations and best wishes for success to Mr. Todd in all of his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be presented to Mr. Todd as a token of this Commission's appreciation for his service to the citizens of Ingham County and the Ingham County Parks Department.

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of August 24, 2015
RESOLUTION # -15

RESOLUTION HONORING MR. DANIEL BAKER

WHEREAS, it is our privilege to honor Mr. Daniel Baker for his desire to improve the facilities available to the public at Burchfield County Park, and

WHEREAS, Mr. Baker requested and received permission from the Ingham County Parks Department to do a construction project; and

WHEREAS, Mr. Baker raised funds for and constructed an 8 x 12 foot fishing platform with guardrails and fencing at the north end of the pond at Burchfield County Park; and

WHEREAS, Mr. Baker worked closely with park staff to design and construct the pier bump out, and

WHEREAS, Mr. Baker's efforts directly benefit park visitors who enjoy pond fishing and its design and placement help minimize public traffic from driving on a service road used by staff in the running of our canoe livery; and

WHEREAS, it is our privilege to congratulate Mr. Baker from Troop 2 on the completion of his Eagle Scout Community Service Project.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recognizes and commends Mr. Baker public service efforts at Burchfield County Park.

BE IT FURTHER RESOLVED, the Ingham County Board of Parks and Recreation extends its sincere congratulations and best wishes for success to Mr. Baker in all of his future endeavors.

BE IT FURTHER RESOLVED, that this resolution be presented to Mr. Baker as a token of this Commission's appreciation for his service to the citizens of Ingham County and the Ingham County Parks Department.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of August 24, 2015

RESOLUTION # -15

RESOLUTION TRANSFERRING FUNDS FROM THE PARKS DEPARTMENT CAPITAL IMPROVEMENT FUND FOR HAWK ISLAND SNOW HILL EQUIPMENT PAYBACK

WHEREAS, Board of Commissioner Resolution #14-383 approved the purchase and repayment schedule for one (1) snow groomer and Board of Commissioner Resolution #14-384 approved the purchase and repayment schedule for two (2) snow makers and;

WHEREAS, the above mentioned resolutions established an amount of \$224,200 to be paid back to the general fund over a period of ten years; and

WHEREAS, the Hawk Island Snow Hill generated \$59,579 in revenue from December 2014-April 2015, with positive net revenue of \$23,821 after expenses; and

WHEREAS, while this is an outstanding shift to a positive net revenue situation for the snow hill, the Parks 508 Enterprise Fund as a whole cannot sustain the repayment of the purchase.

WHEREAS, the Parks Department Capital Improvement Fund (PDCIF), currently has a fund balance of \$170,000; and

WHEREAS, the Financial Services Department recommends transferring the existing (PDCIF) Fund, fund balance of \$170,000 to reduce the snow equipment repayment balance; and

WHEREAS, a transfer of \$170,000 to the snow equipment repayment would reduce the amount owed to \$54,200; and

WHEREAS, the balance of \$54,200 still owed to the general fund would be eliminated.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission recommend the \$170,000 fund balance in the Parks Department Land Improvement Fund be applied to the snow equipment repayment balances.

THEREFORE BE IT FURTHER RESOLVED, the Ingham County Parks and Recreation Commission recommend the balance of \$54,200 be eliminated.

MOVE

TO RECOMMEND ELIMINATING THE 508 ENTERPRISE FUND PER JILL RHODE, FINANCIAL SERVICES DIRECTOR, AND FOR STAFF TO WORK WITH JILL RHODE, THE BUDGET COMMITTEE, AND EXECUTIVE COMMITTEE ON REVIEWING AND IMPLEMENTATION OF OTHER SUGGESTED ITEMS THAT MAY APPLY AS NEEDED AND NECESSARY.

MOVE

TO NOT RENEW THE SNOWBOARDING LESSONS CONTRACT WITH THE YMCA AT HAWK ISLAND COUNTY PARK PER STAFF'S RECOMMENDATIONS.

MOVE

TO AUTHORIZE THE SUBMITTAL OF A GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR THE 2015 DNR URBAN AND COMMUNITY FORESTRY GRANT PROGRAM FOR \$5,000 WITH LOCAL MATCH OF \$5,000 OUT OF 2015 FISCAL CIP FUND FOR TOTAL PROJECT OF \$10,000 FOR LAKE LANSING PARKS.

Ingham County Parks Department

Financial Report

July 31, 2015



2015 - 208 Operating Budget Report

July 31, 2015	Original Budget	Revised Budget 2015	YTD Total	Admin	Burch	Lk Lan	Hawk Is
REVENUE							
Special Event Fees	3,500	3,500	4,725	4,725	-	-	-
Parking Fees	295,000	295,000	216,236	-	32,675	52,128	131,433
Donations / Friends	5,000	-	-	-	-	-	-
Passport Fees	15,000	15,000	11,875	11,875	-	-	-
Misc Revenue	4,000	4,000	567	567	-	-	-
Capital Improvement Tsf In - Cap Improvement	-	55,000	41,250	29,250	-	-	-
Carry Over Surplus Used	15,250	23,250	-	-	-	-	-
Revenue Trf In - F-228	-	50,000	37,500	-	-	-	-
Revenue Trf In - F-101	1,618,906	1,618,906	1,214,179	1,214,179	-	-	-
TOTAL REVENUE	1,956,656	2,064,656	1,526,332	1,260,596	32,675	52,128	131,433
PERSONNEL SERVICES							
Salaries & Wages Perm	693,011	669,491	339,718	339,718	-	-	-
Salaries & Wages Seasonal	282,387	305,907	154,471	10,246	39,261	45,843	59,121
Overtime Permanent	4,783	4,783	4,022	3,523	23	21	455
Overtime Seasonals	3,587	3,587	4,873	-	17	2,216	2,640
FICA County Share	53,017	53,017	37,873	26,429	3,006	3,678	4,760
Meeting Fees	6,000	6,000	3,120	3,120	-	-	-
Fringe Benefits	397,875	896,583	178,542	172,644	1,563	1,895	2,439
TOTAL PERSONNEL SERVICES	1,440,660	1,939,368	722,619	555,680	43,870	53,653	69,415
CONTROLLABLE EXPENSES							
Supplies	0	8,000	8,720	8,720	-	-	-
Office/Printing/Postage/Copying	17,980	16,400	4,990	4,990	-	-	-
Non-Cap Equipment	4,900	4,900	1,541	-	546	100	895
Controlled Capital Items	-	-	3,120	-	-	-	3,120
Maintenance Supplies	71,500	94,500	50,554	-	14,063	15,292	21,199
Other Supplies	21,111	21,111	10,392	1,050	5,120	1,888	2,334
Small Tools	1,500	1,500	895	-	53	543	299
Uniforms/Cleaning/Clothing	6,100	6,100	6,524	6,524	-	-	-
Gas-Grease-Oil	57,600	48,880	15,236	15,236	-	-	-
Med Services - Physicals	1,000	-	-	-	-	-	-
Memberships/Subscriptions/Adver/Assessments	2,900	12,900	13,390	13,390	-	-	-
Contractual Services / Consultants	3,400	33,400	7,024	1,195	1,093	385	4,351
Travel - Local / Training	3,100	6,100	5,535	4,879	51	491	114
Telephone	7,484	7,484	2,873	2,622	128	123	0
Maintenance Contractual	25,673	25,673	7,989	-	3,161	1,838	2,990
Equipment Repair/Maint	30,400	30,700	33,872	1,892	10,416	8,292	13,272
Equipment Rental	3,038	3,038	837	-	-	-	837
Special Projects - Master Plan	25,000	25,000	-	-	-	-	-
TOTAL CONTROLLABLE EXPENSES	282,686	345,686	173,492	51,778	34,631	28,952	49,410
NON-CONTROLLABLE EXPENSE							
Insurance	29,341	29,341	-	-	-	-	-
Utilities	57,794	57,794	34,111	7,410	5,519	5,468	15,714
Courier Service	1,624	1,624	1218	1218	-	-	-
Telephone Allocation Costs	3,247	3,247	2672	2672	-	-	-
MIS Support	121,640	121,640	46,300	45,777	-	-	-
Vehicle Service Charge	19,664	19,664	6,646	6,646	-	-	-
TOTAL NON-CONTROLLABLE EXPENSES	233,310	233,310	90,947	63,723	5,519	5,468	15,714
CAPITAL OUTLAY							
BUILDING REP/MAINTEN 2 ROOVES	-	16,000	370	-	-	370	-
LAND IMPROVEMENT - GRAVEL	-	14,000	-	-	-	-	-
CAPITAL IMPROVE MATERIALS -MULCH	-	15,000	12,465	12,465	-	-	-
TOTAL CAPITAL OUTLAY	-	45,000	12,835	12,465	-	370	-
TOTAL OPERATING REVENUE	1,956,656	2,064,656	1,526,332				
TOTAL EXPENSES	1,956,656	2,563,364	999,893				
CHANGE IN FUND BALANCE			526,439				

208 Fund - Parking Revenue and Expenses - YTD										Monthly Revenue Report														
July 31, 2015	2015				TOTAL	2014	Burch Parking	2015	Burch Parking	2014	LLS Parking	2015	LLS Parking	2014	LLN Parking	2015	LLN Parking	Hawk Is Parking	2014	Hawk Is Parking	2015	Hawk Is Parking	2014	2015
	Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking	ALL Parks																			
	32,675	41,681	10,447	131,433	216,236																			
	7,712	4,279	231	21,247	33,469																			
	40	20	20	61	141																			
	7,752	4,299	251	21,308	33,610																			
	32,675	41,681	10,447	131,433	216,236																			
7,752	4,299	251	21,308	33,610																				
23.72%	10.31%	2.40%	16.21%	15.54%																				
24,923	37,382	10,196	110,125	182,626																				

Revenue YTD Date																							
Expenditures																							
Personnel																							
Operating Supplies																							
Expenditures YTD Date																							
Total Revenue																							
Total Expenditures																							
% Expenditures to Revenue																							
YTD Balance																							

508- ENTERPRISE FUND

CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK

As of July 31, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
REVENUE					
SHELTER FEES	58,000	53,107	21,220	14,207	17,680
DISC GOLF FEES	21,000	18,667	-	18,667	-
BOAT RENTAL	55,000	31,505	10,181	16,042	5,282
BOAT LAUNCH FEES	17,000	14,122	-	-	14,122
SKI RENTAL	2,000	7,423	-	7,423	-
FOOD CONCESSIONS	40,000	40,950	26,619	2,911	11,420
BAIT/TACKLE REVENUE	150	2	-	2	-
LL HOUSE	9,600	5,558	-	-	5,558
ADMISSION FEES	18,000	48,633	48,633	-	-
INFLATABLE RENTALS	1,000	400	-	-	400
SNOW TUBE RENTAL	2,000	2,937	-	2,937	-
SNOW HILL RESERVATIONS		600			
DOG PARK REVENUE	10,000	7,675	7,675	-	-
DAY CAMP	15,000	11,920	-	11,920	-
VENDING MACHINE COMMISSIONS	400	-	-	-	-
CABANA	5,000	3,565	3,565	-	-
INTEREST	400	166	-	-	-
CARRY OVER SURPLUS USED	38,420	0		0	
TOTAL REVENUE	292,970	247,230	117,893	74,109	54,462
PERSONNEL SERVICES					
WAGES & BENEFITS - SEASONAL	152,000	98,035	34,786	33,671	29,578
TOTAL PERSONNEL SERVICES	152,000	98,035	34,786	33,671	29,578
CONTROLLABLE EXPENSES					
PRINTING	4,100	307	-	307	-
CONTROLLED CAP OTHER		-	-	-	-
MAINTENANCE SUPPLIES	20,000	6,180	3,633	2,059	488
OTHER SUPPLIES	26,391	20,630	11,735	2,311	6,584
CONTRACTUAL SERVICES	5,000	5,000	-	-	5,000
UTILITIES/INSURANCE	12,500	8,577	8,475	-	102
TELEPHONE	400	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,445	525	525	-	-
EQUIPMENT REPAIR & MAINT	500	-	-	-	-
EQUIPMENT RENTAL	600	-	-	-	-
SALES/USE TAX	2,800	1,291	939	152	200
ADMIN DISTRIBUTION	28,814	22,578	17,257	2,672	2,649
TOTAL CONTROLLABLE EXPENSE	102,550	65,088	42,564	7,501	15,023
TRANSFERS OUT-F101					
TRANSFER OUT-SNOW EQUIP	22,420	16,815	16,815		
TOTAL TRANSFERS OUT-F101	22,420	16,815	16,815		
CAPITAL OUTLAY					
ROOF BOAT RENTAL BUR	4,000	362			
ROOF OVERLOOK		672			
PEDAL BOATS HAWK ISLAND & LL	7,000	7,245			
CANOE/KAYAKS- BUR	5,000	4,913			
LL DOCK(2014)		962			
TOTAL CAPITAL OUTLAY	16,000	14,154			
TOTAL OPERATING REVENUE	292,970	247,230	117,893	74,109	54,462
TOTAL OPERATING EXPENSES	292,970	194,091	94,165	41,172	44,601
CHANGE IN FUND BALANCE - OPERATIONS	0	53,140	23,728	32,937	9,861
REVENUE					
REVENUE	292,970	247,230			
EXPENSE - OPERATIONS					
EXPENSE - OPERATIONS	292,970	194,091			
EXPENSE - CIP					
EXPENSE - CIP	-				
NET CHANGE - FUND OVERALL		53,140			

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of July 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	(600)	Complete	
Zero Turn Mower - LL 664-75299-978000	14,000			12,431	1,569	Complete	
Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010	42,000			44,340	(2,340)	Complete	
3/4 Ton 2WD Pick-Up - BUR 664-80000-978010	27,000			25,120	1,880	Complete	
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			12,465	2,535	In Progress	
Gravel/Road Maintenance - LLS 208-75200-974000-86000	7,000			0	7,000		Carry Forward 2016
Gravel/Road Maintenance - BUR 208-75200-974000-86000	7,000			0	7,000		
Buoys/Swim Ropes - All Parks 245-75299-726010	4,500			2,677	1,823	Complete	
Perry Rd. Paving Assessment 208-75200-957130-86000	10,000			0	10,050	Complete	
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			362	3,638	Complete	Transferred balance to Overlook and Lifejackets
Roof - Overlook Shelter 508-75200-931000		701		672		Complete	
Lifejackets - Canoe/Kayak 508-75200-743000		2,937					
Pedal Boats - HI & LL 508-75200-735000	7,000			7,245	(245)	Complete	
Canoe/Kayaks - BUR 508-75931-735000	5,000			4,912	88	Complete	
INFORMATION TECHNOLOGY							
Call Center Software 664-75299-726010		840		840	0	Complete	
Cross Cut Shredder 664-75299-726010		999		979	20	Complete	
Poster Printer 664-75299-735100	1,750	0		0	0		Canceled
CPU - Office - Window Desk 664-75299-735000	800			0	800	Complete	
CARRY FORWARD							
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			962	5,963	In Progress	
Lake Lansing Restroom/Concession (2013/450) 450-75200-976000	14,855			0	14,855	In Progress	

* Status = In Progress, On Hold, Complete

Directors Report
June 13th-August 20th (August 24th , Park Commission meeting)

It is my intention, each report, as I submit my report to you that I will begin by 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.

- Again, worked with Nicole and Karen on various committee agendas, supporting documents and internal items. Worked on budget items and 2016 budget request overview as we received the controllers recommended budgets back.
- Sorted files and organized efforts of multiple projects that have begun since starting seven months ago. Much has taken place on multiple levels since starting. With the Trails & Parks Task Force starting in July it will provide for exciting times in the County Parks and Recreational opportunities for years to come in Ingham County!
- Started thinking about and working on a timeline to begin the next update of the Parks five-year master plan update that will include the “new” trails & blueways planning that is underway. Planned a meeting with Sarah Nichols to discuss the process and surveys/public input.
- Worked with Jared Cypher on various items for the Trails & Parks Task Force and other Park related items that required coordination.
- Escalated efforts and work on a variety Trails & Park Millage items, gathering information from local communities to pass on to the consultants when they come on board in July. Nicole and I worked with legal for the contract for the recommended consultant Mannik Smith Group. Met with the Trails & Parks Task force leadership team for the kick-off meeting. Worked with Mannik Smith Group to help coordinate the fact sheet and get the web page up and running. Helped with coordination on the public input meetings with the consultant and a variety of other items. Worked with consultant on a VIP bike ride to look at a section of trail that exists in the county.
- Worked with Nicole on assembling all the Data to transition over to the consultant from the past seven months plus... Have been working with consultant since they started on various items.
- Attended Controller monthly meetings, produced quarterly report short narrative.
- Worked with staff and reviewed and turned in Position Description Questionnaires for all full-time employees for the Hay Group on review of current position descriptions.
- Did additional follow-up with Nicole and Jeff Gehl on additional questions to an individual with interests on Disc golf development in the county.
- Deer Management for Lake Lansing and (CWD) chronic wasting disease items and follow-up with USDA-Fish and Wildlife and MDNR, worked with staff and BOC on getting a late resolution presented and passed to allow for culling of deer at Lake Lansing north. Have been in contact with these organizations since then with updates. At last report they were up to three with positive CWD.
- Work with Human Resources on posting Ranger I and Mechanic Positions. Conducted interview for both of these positions with HR and staff and hired both a mechanic, David Strahle and ranger I, Christopher Wascher. The will be starting August 31st, and September 8th respectively. We are all excited they are on board!
- Attended Humans Services, Budget Committee and Board of Commissioners meeting to seek approvals of the special deer hunt, and Trails & Parks Task Force Consultant and both were approved.

- Ongoing communication with the property managers and field staff to stay in loop with all that is happening in the parks. Met again with managers and representatives from the Sheriff Department to discuss how the patrol in the parks program is going. I worked in all Parks on Sunday, August 16th. It was a sunny hot day and the parks were busy with park patrons enjoying the parks and facilities! Staff is doing a great job with the parks and the users seemed to be enjoying themselves.
- Pat provided a tour of Lake Lansing for Jared and I and took us on a tour of Lake Lansing south and north properties. Pat is working on collecting survey data from users of band shell concerts for the summer. Started with a correspondence of neighbor of property that we looked at as a potential gift back in December. Will be following up on that in July. Also, exploring another possible lead on a parcel both for Lake Lansing North.
- Continue to meet with Nicole & Karen weekly, sometimes daily, and more frequently to stay on tasks with day-to-day park operations.
- Met with Karen on continued discuss the “Transition Plan for the Friends” and start discussions about what that should look like and how/what we need to do to transition to accomplish this. Tim & Karen along with Matt Nordfjord, County Attorney attended the Friends quarterly meeting and the amendments to the bi-laws were passed. Karen is working to set-up meetings to discuss direction and guidance on job descriptions of officer positions, recruitment of new board members and other items as to transition. It was discussed that the target date for the transition was by the last quarter or year end. Tim worked on communicating with various people on recruitment and ideas moving forward. Tim will be following up with the Friends leadership in the next few weeks to follow-up with them on progress and make sure they are working toward a transition plan, assist as needed.
- Coordinated with Pat, and Lake Lansing was the first “free” dirt delivered for use in overflow parking area latter this fall to help fill in sinks from fill of the amusement park in the past. Several loads of dirt have arrived since and we will be able to fill holes latter this fall in the overflow parking grass area.
- Worked on items and thoughts with Jill Rohde for the change in our accounts and other financial items. Jill said in July she will finish what she started in the way of the field audits/evaluation in August. This will be to look at point of sale and how we are doing financial items. Recommendations will be forthcoming in the next months. Met with Jill and arranged for her to meet with staff in July and Park Commission Budget Committee in August to present thoughts and gather input from the Board and staff. Met with her several more times to discuss items she is on the agenda to present her findings at the August 24th Park Commission meeting.
- Continued to work with Brian Collins and with Bill Conklin and Road Department staff to discuss the Passport Grant for Hawk Island. We will be working with purchasing on an RFP for work to be completed in the fall. RFP’s received working with staff on alternate bid dates early 2016, construction in 2016. The grant does not expire until March of 2016.
- Attended MRPA sponsored “Day at the Capital” event where 1,500 kids from around the state come and visit the capital lawn and play. Jeff Gehl and I set up portable Disc golf baskets and let kids try their hand at it, we also set-up our portable information booth with brochures...
- Sorted and organized items that I have been working on with files sense arriving. Nicole and staff helped with getting things organized. Cannot say enough great things about our office staff! All staff for that matter, everyone is committed to serving the public and the Parks Mission!
- Continued to have monthly staff meetings to go over items.
- I was able to get out on the majority of the current separated non-motorized trails this summer with the assistance of guide Jonathan Schelke, thanks John!
- Attended Greening Mid-Michigan Coordination meeting, also did a promotional video spot for the updated marketing portion of this groups efforts for the Ingham Parks.
- Attended a Trails Summit meeting on the State Iron Belle Trail in Detroit. A section of the trail runs through southern Ingham County. It was very informative meeting.

- Attended both Planning and Budget & Personnel Committee meetings.
- Prepared for staff meeting and park commission committee and board meeting, working on agendas.
- Seasons of change have begun in multiple areas of my life as well in the lives of those here of our staff. I would be remiss if I did not applaud the efforts of all staff since my arrival! They have and continue to be dedicated to providing quality parks & recreation facilities and services. I look forward to all that is on the horizon for the Ingham County Parks in the coming years. Like the great sailing ships of the past, they were built for the seas and not meant to stay in the safety of the harbor. Prepare to head out into open and at times uncharted waters! This indeed is exciting times, glad that you are all a part, each one of you will play an important role at some point along the way! Glad to have you all on board!
- *Summer is finally here! Put on sunscreen and bug spray and enjoy the great out of doors! ☺*

June and July- Parks Office Monthly Report

Communications, Planning & Research

Schedules and agendas for numerous meetings were coordinated with staff, the park commission, other departments, and other agencies. Resolutions were prepared and contracts coordinated. Prepared an orientation packet for the new Park Commissioner. Continued to prepare documents for the Trails and Parks consultant. Prepared job (PDQ) position description qualification review form for the Hay Study.

Day Camp

Registration continued for Burchfield County Park's Exploring Nature Summer Day Camp. A total of 132 campers have signed up for camp so far.

Customer Service

We received 1,322 phone calls in the month of June and 1,333 calls in the month of July. 136 park visitors made a picnic shelter reservation in June and 142 park visitors made a reservation for July. Staff responds to multiple general inquiries regarding passports each month and in addition accepted 45 U.S. passport applications in June and 31 in July. We have received 71 requests for future special events in 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. In June 545 requests for low income fee waivers were received and mailed to park visitors, and 395 were processed in July.

Accounting/Budget

As visitation in the parks ramps up so does accounting work in the office. In July there were over 2,000 cash and credit card deposits! The result being, over \$118,000 to be receipted and accounted for. Routine work including payroll, accounts payable, financial reports, transmittals and journal entry continue.

Marketing

Canoe rentals fully opened and we promoted that through a press release, social media and an all user email to Ingham County employees. The promotion worked! There were over 1,500 boaters on the river over the weekend!



The County IT Department migrated the Parks Department website to the new format, making the parks website consistent with other County Departments. Review and edits are being done to ensure accuracy.

Random Acts of Recreation made its 2nd run and Katie Peston visited Lake Lansing South and Hawk Island Parks and had a blast surprising/ talking with people at each of the parks. The program initiated by Fenner Nature Center is popular with many businesses who have donated items for swag bags. LSJ is excited about this program and joined us at Hawk Island to cover the story. So far, Random Acts of Recreation has given away 20 swag bags.

We continue to build our social media audience through frequent postings and interaction with park visitors adding over 660 followers in July and reaching 13,695 followers during the month. The most popular and shared posts were those announcing our open positions for a Mechanic and Park Ranger! It is fun to work for the parks.

In July the department participated in the Convert Capital Avenue event sponsored by the Michigan Municipal League. The event featured mini parklets along Capital Avenue to help people see the Avenue as a space that can be shared with cars, walkers and bicyclists. We collaborated with MRPA and GameTime. 800 people participated in the event.



August 2015 Parks Commission Meeting Monthly Report

Hawk Island County Park

Poured several small concrete pours to increase accessibility throughout the park



Installed new well pump and piping



Installed new flowerbed in front of Red Tail shelter



Put together a "minipark" for the Michigan Recreation and Park Association in front of the State Capital

To: Park Commission

From: Jeff Gehl

RE: June/July Burchfield Report.

July 8 worked at the capitol representing disc golf

July 20 met with the sheriff to discuss park security issues

July 28 Staff meeting and met to discuss 508 options

June started out well but soon deteriorated because of the significant amount of rainfall that we had. The Grand River overflowed its banks and Bunker landing had to be completely closed because water was covering the park. The flooding also made the Rivers Edge golf course impossible to play. As a result the July golf tournament had to be reduced in size and number of holes played.

After the river went down we re-opened the bunker road landing but canoe trips to Eaton Rapids and Bunker remained closed for July because the low bridge was blocked by high water and trees. After the water level continued to go down we were finally able to clear the blockage. Throughout July we continually worked at clearing large trees that had fallen into the river causing blockages at a variety of different locations. Finally on July 31 all canoe trips were again re-opened. Throughout June and July we continued to use three trash pumps to attempt to pump out standing water along the river in the Rivers edge golf course. The frequent rains despite putting down larvaecide and spray resulted in one of the largest mosquito's hatches that I can remember. While rivers edge is playable it is also very bug infested at this time. I would expect our boat and golf revenue to reflect the conditions mentioned above and should be somewhat lower than in previous years.

We did have two Eagle Scouts complete their projects during this time at Burchfield Park. The first one was a boat rack located near our rental facility that allows us easier access to lock up our kayaks. The second one was an additional fishing dock that was located on the extreme North side of the pond. This area continued to be a problem for us as there was limited space for the public and for our vehicles.



Lake Lansing Manager's Report for July:

1. Hosted special events, company picnic's, Band Shell concerts.
2. Met with organizers for September special events
3. Submitted bids for two roof replacements.
4. Submitted bids for shade structure.
5. Continue woody invasive removal at North Park.
6. Cut concrete and ordered plumbing fixtures for the beach house renovations.
7. Cut dead trees at all areas.
8. Continue attending all required meeting.



SERVICE: Parks Operation & Maintenance

Discretionary

DEPARTMENT: Parks and Recreation

ACTIVITY/PROJECT: 208, 508

AGENDA ITEM #12A

The Ingham County Parks and Recreation Department, overseen by the Parks and Recreation Commission, provides for the operation and maintenance of the Ingham County Parks System. The Parks System with over 1,200 acres includes: 4 parks, 3 beaches, 14 picnic areas, 9 children's play areas, a snow tubing hill with man made snow, 2 softball fields, a band shell, Splash Pad®, and 17 miles of hiking and cross-country ski trails. The four County Parks are: Lake Lansing Park-North (Meridian Township), Lake Lansing Park-South (Meridian Township), Wm. Burchfield Park (Delhi Township), and Hawk Island Park (Lansing). Additional facilities include the Lake Lansing Boat Launch, the Riverbend Natural Area and the Bunker Road and McManara Canoe Landings.

The County Board of Commissioners determines the general direction of the Parks Department through control of the budget, while the Park Commission oversees the operation of the budget. The ten member Park Commission is appointed by the County Board of Commissioners to staggered four year terms.

Although the primary source of revenue for the Parks program is the County General Fund, several other sources, including revenue generating facilities, state grant programs, and private contributions contribute to the budget of the Parks Department. All Parks operation and maintenance expenses are accounted for in Fund 208. Fund 508 is the Park's Enterprise Fund, which supports the operation of various activities within the parks through user fees.

	2016	2016
TOTAL COST	REQUEST	CONTROL
	2,464,425	2,247,391
NON GF REVENUE	681,250	681,250
TOTAL GF COST	1,783,175	1,566,141
GF REVENUE	0	0
NET GF COST	1,783,175	1,566,141
FTE	14.00	12.50

ACTIVITY INDICATORS:

	2013	2014	2015	2016
<u>Visitation (based on car counts)</u>	1,220,160	1,133,549	1,144,884	1,156,333
<u>Annual Hardship Passes Issued</u>				
All Parks	1,527	1,626	1,725	1,825
<u>Community Service Program</u>				
Number of Participants	389	875	892	910
<u>Jail Alternative Sentencing Program</u>				
Number of Participants	5,472	2,624	0*	0*
*ended in 2014				

CONTROLLER RECOMMENDED CHANGES TO THE DEPARTMENT REQUEST

	TOTAL COST	NON GF REVENUE	TOTAL GF COST	GF REVENUE	NET GF COST
ADMINISTRATIVE REDUCTIONS:					
Reproject Retiree Health Insurance	(\$2,966)	\$0	(\$2,966)	\$0	(\$2,966)
No Liability Charge in 2016	(\$29,341)	\$0	(\$29,341)	\$0	(\$29,341)
Line Item Reduction - Equipment Repair/Maintenance	(\$10,000)	\$0	(\$10,000)	\$0	(\$10,000)
SERVICE REDUCTIONS:					
New Request - Restore Assistant Parks Manager	(\$67,041)	\$0	(\$67,041)	\$0	(\$67,041)
New Request - Part-time Customer Service Specialist	(\$30,126)	\$0	(\$30,126)	\$0	(\$30,126)
New Request - Increase Maintenance Supplies	(\$15,000)	\$0	(\$15,000)	\$0	(\$15,000)
New Request - Increase Seasonal Parks Rangers	(\$20,000)	\$0	(\$20,000)	\$0	(\$20,000)
New Request - Increase Seasonal Management Intern	(\$11,760)	\$0	(\$11,760)	\$0	(\$11,760)
New Request - Increase Sheriff Parks Patrol	(\$20,000)	\$0	(\$20,000)	\$0	(\$20,000)
New Request - Increase Seasonal Lifeguard Wages	(\$10,800)	\$0	(\$10,800)	\$0	(\$10,800)

2016 CAPITAL BUDGET

DEPARTMENT		DEPARTMENT REQUEST	FUNDED AMOUNT	GENERAL FUND	EQUIP. REVOLV. FUND	OTHER	DESCRIPTION OF OTHER
PARKS							
Security Cameras & Alarms - All Parks		30,000	30,000	15,000		15,000	MAPA Grant
3 AED Defibrillators		4,500	4,500	4,500			
Rescue Boat at LLS		3,500	3,500	3,500			
Office Counter Space - ADA Compliance		2,100	2,100			2,100	Public Improvements Fund
Overlook Shelter Roof - Birchfield Park		20,000	20,000			20,000	Public Improvements Fund
Shoreline Stabilization - Lake Lansing Boat Launch		15,000	15,000	15,000			
Table Saw - Birchfield Park		2,500					
Beach House Roof - Hawk Island		20,000	20,000			20,000	Public Improvements Fund
Maintenance Building Roof - Hawk Island		20,000	20,000			20,000	Public Improvements Fund
Stone Chip Entrance Road		5,600					
Carnusel Building Roof - Lake Lansing		20,000					
Pump House Building - Hawk Island Snow Hill		20,000					
Red Trail Roof - Hawk Island		20,000					
Parking Lot Repair - Hawk Island		40,000					
Boardwalk Sealer - Hawk Island		10,000					
Sand Hill Shelter - Lake Lansing North		4,000					
Boardwalk Replacement & Repair		5,000					
Bathroom Refurbishments - Hawk Island		10,000					
Control Panel - Irrigation Pump		11,000					
Boardwalk Sealer - Birchfield Pond		3,000					
Electric hand dryers - Beach Restrooms - Birchfield		2,500					
(4) Restroom hand dryers - Lake Lansing South		2,200					
Point of Sale System		150,000					
Canoe Van - Birchfield		30,000	30,000			30,000	
Zero Turn Mower - Hawk Island Park		14,000	14,000			14,000	
Trail Blower - Hawk Island Park/River Trail		6,500					
John Deere Gator - Birchfield		15,000					
Golf Cart - Hawk Island Park		4,300					
Snowmobile - Lake Lansing North		9,500					
Canoe Van - Birchfield		30,000					
Life Jackets - Canoe Kayak Program		5,000	5,000			5,000	508 Enterprise
Disc Golf Store Inventory - Birchfield		4,000	4,000			4,000	508 Enterprise
Cross Country Ski Equipment - Birchfield		4,000	4,000			4,000	508 Enterprise
Snow Tubes - Hawk Island Park		3,000	3,000			3,000	508 Enterprise
Children's Cross Country Skis - Lake Lansing North		3,000	3,000			3,000	508 Enterprise
Reforestation - Landscaping Birchfield Disc Golf Courses		4,500	4,500			4,500	508 Enterprise
Totals		553,700	182,600	38,000		44,000	100,600
INFORMATION/TECHNOLOGY EQUIPMENT LTD							
Printer Replacement Request 2 HP Pro 400 and 2 HP Color Pro 400		1,680	1,680			1,680	
T totals		1,680	1,680	0		1,680	0
SCHEDULED EQUIPMENT REPLACEMENT LTD							
Parks - 2 CPUs and 1 Laptop		2,950	2,950			2,950	

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INGHAM COUNTY
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ACCOUNTS FOR: (0208) COUNTY PARK FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 CONTL REC	PCT CHANGE
(400001) REVENUE CONTR	.00	.00	.00	.00	.00	.0%
(403010) CURRENT PROPE	.00	.00	.00	.00	.00	.0%
(405010) PROPERTY TAX	.00	.00	.00	.00	.00	.0%
(407000) DEL REAL PROP	.00	.00	.00	.00	.00	.0%
(417000) UNPAID PERSON	.00	.00	.00	.00	.00	.0%
(437000) INDUSTRIAL PA	.00	.00	.00	.00	.00	.0%
(447000) INTEREST-TAXE	.00	.00	.00	.00	.00	.0%
(503040) CITY OF LANSI	.00	.00	.00	.00	.00	.0%
(570000) STATE GRANTS	.00	.00	.00	.00	.00	.0%
(570500) ST GRANT FEDE	.00	.00	.00	.00	.00	.0%
(599000) PAYMENTS IN L	.00	.00	.00	.00	.00	.0%
(600200) SPECIAL EVENT	-1,050.00	-3,500.00	-3,500.00	-3,500.00	-3,500.00	.0%
(628010) RMB INTERNAL	.00	.00	.00	.00	.00	.0%
(628011) ZOO SERVICES	.00	.00	.00	.00	.00	.0%
(629500) CITY PARK MAI	.00	.00	.00	.00	.00	.0%
(631000) MISC. REVENUE	.00	.00	.00	.00	.00	.0%
(652000) PARKING FEES	-315,058.08	-295,000.00	-295,000.00	-305,000.00	-305,000.00	3.4%
(665000) INTEREST REVE	.00	.00	.00	.00	.00	.0%
(669142) PASSPORT REVE	-14,759.36	-15,000.00	-15,000.00	-16,000.00	-16,000.00	6.7%
(673000) SALE OF FIXED	.00	.00	.00	.00	.00	.0%
(673030) GAIN ON SALE	.00	.00	.00	.00	.00	.0%

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INGHAM COUNTY
NEXT YEAR BUDGET COMPARISON REPORT
PROJECTION: 20161 2016 BUDGET

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ACCOUNTS FOR: (0208) COUNTY PARK FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 CONTL REC	PCT CHANGE
(676020) DONATIONS	.00	-5,000.00	.00	.00	.00	.0%
(678200) REIMB SALARIE	.00	.00	.00	.00	.00	.0%
(683100) RESTITUTION	.00	.00	.00	.00	.00	.0%
(688220) MISC REVENUES	-2,182.30	-4,000.00	-4,000.00	-3,000.00	-3,000.00	-25.0%
(698010) CARRY OVER SU	.00	-15,250.00	-23,250.00	.00	.00	-100.0%
(698100) LEASE PROCHAS	.00	.00	.00	.00	.00	.0%
(699000) REVENUE TRF I	-1,484,577.00	-1,618,906.00	-1,618,906.00	-1,783,175.00	-1,566,141.00	10.1%
(699228) REV TRF IN -	.00	.00	-50,000.00	-50,000.00	-50,000.00	.0%
(699500) REV TRF IN CA (OR) REVENUE	-6,800.00 -1,824,426.74	.00 -1,956,656.00	-55,000.00 -2,064,656.00	.00 -2,160,675.00	.00 -1,943,641.00	-100.0% 4.7%
(700001) EXPENDITURE C (1E) EXPENDITURE CONTR	.00 .00	.00 .00	.00 .00	.00 .00	.00 .00	.0% .0%
(704000) SALARIES & WA	681,495.22	693,011.00	669,491.00	750,268.00	693,490.00	12.1%
(704100) SAL & WAGES -	.00	.00	.00	.00	.00	.0%
(705000) SALARIES & WA	253,338.69	282,387.00	305,907.00	336,947.00	294,387.00	10.1%
(705100) SAL & WAGES-T	.00	.00	.00	.00	.00	.0%
(706000) SALARIES & WA	4,648.95	4,783.00	4,783.00	4,783.00	4,783.00	.0%
(706100) ON CALL PAYME	.00	180.00	180.00	180.00	180.00	.0%
(706700) OVERTIME WAGE	3,635.92	3,587.00	3,587.00	3,587.00	3,587.00	.0%
(708000) MEETING FEES	1,188.00	6,000.00	6,000.00	9,400.00	9,400.00	56.7%
(713000) MISC FRINGES	.00	-4,580.00	-4,580.00	.00	-2,964.00	-100.0%
(714000) INSURANCE COS	4,703.23	3,464.00	3,464.00	3,759.00	3,589.00	8.5%

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INGHAM COUNTY
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PROJECTION: 20161 2016 BUDGET

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ACCOUNTS FOR:		2014	2015	2015	2016	2016	PCT
(0208) COUNTY PARK FUND		ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CONTL REC	CHANGE
(715000) FICA COUNTY S		70,774.03	53,017.00	53,017.00	59,261.00	54,917.00	.00 11.8%
(715050) INSURANCE COS		48.98	.00	.00	.00	.00	.00 .0%
(716000) INSURANCE COS		.00	.00	.00	.00	.00	.00 .0%
(716010) INSURANCE COS		.00	.00	.00	.00	.00	.00 .0%
(716020) INSURANCE COS		98,617.07	114,508.00	114,508.00	133,849.00	114,779.00	.00 16.9%
(716030) HLTH WAIVER		4,315.64	13,246.00	13,246.00	11,270.00	11,270.00	.00 -14.9%
(716035) RETIREE HLTH		29,698.14	35,958.00	35,958.00	45,600.00	39,520.00	.00 26.8%
(716040) RETIREE HEALT		18,100.21	25,298.00	25,298.00	34,859.00	32,304.00	.00 37.8%
(716060) INSURANCE COS		.00	.00	.00	.00	.00	.00 .0%
(716080) INSURANCE COS		.00	.00	.00	.00	.00	.00 .0%
(716090) INSURANCE COS		.00	.00	.00	.00	.00	.00 .0%
(716100) INSURANCE COS		9,809.97	11,518.00	11,518.00	13,290.00	11,518.00	.00 15.4%
(716110) ADMINISTRATIO		.00	.00	.00	.00	.00	.00 .0%
(716200) INSURANCE COS		1,451.15	1,547.00	1,547.00	1,830.00	1,586.00	.00 18.3%
(716300) INSURANCE COS		.00	.00	.00	.00	.00	.00 .0%
(717000) INSURANCE COS		1,194.35	1,338.00	1,338.00	1,929.00	1,676.00	.00 44.2%
(717100) INSURANCE COS		386.10	1,281.00	1,281.00	210.00	157.00	.00 -83.6%
(718000) RETIREMENT -D		137,140.41	151,089.00	151,089.00	127,231.00	122,990.00	.00 -15.8%
(718500) RTMT DEFINED		137.76	.00	.00	1,997.00	1,997.00	.00 .0%
(720000) LONGEVITY BON		11,678.50	15,344.00	15,344.00	13,100.00	13,100.00	.00 -14.6%
(722000) INSURANCE COS		22,517.70	27,255.00	27,255.00	20,544.00	19,001.00	.00 -24.6%
(722600) INSURANCE COS		406.30	429.00	429.00	495.00	429.00	.00 15.4%
(1P) PERSONNEL SERVICE		1,355,286.32	1,440,660.00	1,440,660.00	1,574,389.00	1,431,696.00	.00 9.3%

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INGHAM COUNTY
NEXT YEAR BUDGET COMPARISON REPORT

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ACCOUNTS FOR: (0208) COUNTY PARK FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 CONTL REC	PCT CHANGE
(726010) SUPPLIES	.00	.00	8,000.00	.00	.00	.00 -100.0%
(728000) PRINTING AND	4,140.73	7,980.00	7,300.00	7,300.00	7,300.00	.00 .0%
(729000) POSTAGE	4,202.66	5,600.00	5,000.00	4,500.00	4,500.00	.00 -10.0%
(730000) OFFICE SUPPLI	1,910.07	3,100.00	3,100.00	2,500.00	2,500.00	.00 -19.4%
(731000) PHOTO-COPYING	536.02	1,300.00	1,000.00	600.00	600.00	.00 -40.0%
(734000) NON-CAPITAL E	2,647.09	4,900.00	4,900.00	4,900.00	4,900.00	.00 .0%
(735000) CONTROLLED CA	.00	.00	.00	.00	.00	.00 .0%
(735100) CONTROLLED CA	4,138.38	.00	.00	.00	.00	.00 .0%
(740000) MAINTENANCE S	78,627.60	71,500.00	94,500.00	108,500.00	93,500.00	.00 14.8%
(743000) OTHER SUPPLIE	20,018.10	21,111.00	21,111.00	21,911.00	21,911.00	.00 3.8%
(743100) SMALL TOOLS	1,565.01	1,500.00	1,500.00	1,500.00	1,500.00	.00 .0%
(745000) UNIFORM & ACC	5,217.32	5,500.00	5,500.00	5,500.00	5,500.00	.00 .0%
(746000) CLEANING ALLO	196.00	.00	.00	200.00	200.00	.00 .0%
(746010) CLOTHING ALLO	294.00	600.00	600.00	400.00	400.00	.00 -33.3%
(747000) GAS-GREASE-OI	46,009.18	57,600.00	48,880.00	52,000.00	52,000.00	.00 6.4%
(750000) FOOD PROVISIO	.00	.00	.00	.00	.00	.00 .0%
(802000) CONSULTANTS	.00	.00	.00	.00	.00	.00 .0%
(802800) MED SVC- EMPL	.00	1,000.00	.00	1,000.00	1,000.00	.00 .0%
(803000) MEDICAL SERV	.00	.00	.00	.00	.00	.00 .0%
(810600) CONTRACTUAL-T	.00	.00	.00	.00	.00	.00 .0%
(815000) MEMBR/SCRPS/S	2,690.66	1,950.00	1,950.00	3,500.00	3,500.00	.00 79.5%
(818000) CONTRACTUAL S	9,041.20	3,400.00	33,400.00	58,060.00	38,060.00	.00 73.8%

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INGHAM COUNTY
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ACCOUNTS FOR: (0208) COUNTY PARK FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 CONTL REC	PCT CHANGE
(823100) POLICE SVCS -	.00	.00	.00	.00	.00	.00
(860000) RECRUITING EX	.00	.00	.00	.00	.00	.00
(861000) TRAVEL EXPENS	1,752.60	3,000.00	3,000.00	2,000.00	2,000.00	-33.3%
(861100) TRVL PROF DEV	.00	100.00	100.00	600.00	600.00	500.0%
(861110) TRVL PROF DEV	.00	.00	.00	.00	.00	.0%
(890080) ADMINISTRATIO	.00	.00	.00	.00	.00	.0%
(890200) CLAIMS EXP	.00	.00	.00	.00	.00	.0%
(901000) ADVERTISING	525.20	750.00	750.00	10,750.00	10,750.00	1333.3%
(921050) TELEPHONE	7,257.17	7,434.00	7,434.00	7,900.00	7,900.00	6.3%
(921060) TELEPHONE - L	15.04	50.00	50.00	.00	.00	-100.0%
(931000) BUILDING REPA	.00	.00	16,000.00	.00	.00	-100.0%
(931100) MAINT-RELATED	14,132.99	25,673.00	25,673.00	25,823.00	25,823.00	.6%
(932000) EQUIPMENT REP	53,652.90	30,400.00	30,700.00	40,700.00	30,700.00	32.6%
(933000) VEHICLE REPAIR	.00	.00	.00	.00	.00	.0%
(933010) VEH COLL DEDU	.00	.00	.00	.00	.00	.0%
(942000) EQUIPMENT REN	2,096.72	3,038.00	2,138.00	3,038.00	3,038.00	42.1%
(957120) SALES/USE TAX	.00	.00	.00	.00	.00	.0%
(957130) OTHER TAXES/A	.00	200.00	10,200.00	.00	.00	-100.0%
(960000) EMP TRAINING	813.00	.00	3,000.00	8,800.00	8,800.00	193.3%
(960080) COUNTY STAFF	.00	.00	.00	.00	.00	.0%
(964000) REFUNDS	.00	.00	.00	.00	.00	.0%
(967000) SPECIAL PROJE	261,479.64	25,000.00	25,000.00	371,982.00	326,982.00	-100.0%
(2C) CONTROLLABLE EXPE		282,686.00	360,786.00			3.1%

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ACCOUNTS FOR:		2014	2015	2015	2016	2016	PCT
(0208) COUNTY PARK FUND	ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CONTL REC	CHANGE	
(911000) INSURANCE & B	10,500.00	29,341.00	29,341.00	29,341.00	.00	.00	.0%
(915050) INSURANCE COS	368.51	.00	.00	.00	.00	.00	.0%
(921000) UTILITIES	65,650.93	57,794.00	57,794.00	67,794.00	67,794.00	.00	17.3%
(921070) COURIER SERVI	1,577.04	1,624.00	1,624.00	1,662.00	1,662.00	.00	2.3%
(921150) TELEPHONE ALL	4,866.64	3,247.00	3,247.00	5,070.00	5,070.00	.00	56.1%
(943000) OFFICE EQUIP	60,693.39	56,342.00	56,342.00	32,123.00	32,123.00	.00	-43.0%
(943010) EQUIP SVC CHG	44,068.08	44,064.00	44,064.00	44,064.00	44,064.00	.00	.0%
(943020) EQUIP SVC CHG	.00	5,821.00	5,821.00	3,829.00	3,829.00	.00	-34.2%
(943100) NETWORK MAINT	4,501.92	15,413.00	15,413.00	9,860.00	9,860.00	.00	-36.0%
(943200) LOFT MAINT SE	.00	.00	.00	.00	.00	.00	.0%
(944000) VEHICLE SERVI	14,667.00	19,664.00	19,664.00	19,664.00	19,664.00	.00	.0%
(944100) COPIER SERVIC	206,893.51	233,310.00	234,210.00	897.00	897.00	.00	-.3%
(3N) NON-CONTROLLABLE				214,304.00	184,963.00	.00	-8.5%
(973190) SIGN, LANDSCAP	.00	.00	.00	.00	.00	.00	.0%
(974000) LAND IMPROVEM	.00	.00	14,000.00	.00	.00	.00	-100.0%
(974100) CAPITAL IMPRO	.00	.00	15,000.00	.00	.00	.00	-100.0%
(978000) MACHINERY & E	.00	.00	.00	.00	.00	.00	.0%
(978010) MACHINERY--CA	.00	.00	.00	.00	.00	.00	.0%
(979000) OFFICE EQUIP	.00	.00	.00	.00	.00	.00	.0%
(40) CAPITAL OUTLAY	.00	.00	29,000.00	.00	.00	.00	-100.0%
(999250) APPROP TRF OV	.00	.00	.00	.00	.00	.00	.0%
(999450) APPROP TSF OV	.00	.00	.00	.00	.00	.00	.0%
(6T) TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.0%
TOTAL (0208) COUNTY PARK FUND	-767.27	.00	.00	.00	.00	.00	.0%
TOTAL REVENUE	-1,824,426.74	-1,956,656.00	-2,064,656.00	-2,160,675.00	-1,943,641.00	.0%	.0%
TOTAL EXPENSE	1,823,659.47	1,956,656.00	2,064,656.00	2,160,675.00	1,943,641.00	.0%	.0%

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ACCOUNTS FOR:	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 CONTL REC	PCT CHANGE
(0508) PARKS ENTERPRISE FUND						
(968021) GA-DEPR EXP C	.00	.00	.00	.00	.00	.0%
() UNDEFINED CHAR	.00	.00	.00	.00	.00	.0%
(570000) STATE GRANTS	.00	.00	.00	.00	.00	.0%
(600000) SHELTER FEES	-61,550.00	-58,000.00	-58,000.00	-58,000.00	-58,000.00	.0%
(600100) DISC GOLF FEE	-25,115.25	-21,000.00	-21,000.00	-22,000.00	-22,000.00	4.8%
(600150) SPECIAL EVENT	.00	.00	.00	.00	.00	.0%
(610000) TAX COLLECTIO	.00	.00	.00	.00	.00	.0%
(610100) BOAT RENTAL	-66,166.60	-55,000.00	-55,000.00	-60,000.00	-60,000.00	9.1%
(611000) FOC SVC FEE	.00	.00	.00	.00	.00	.0%
(620000) BOAT LAUNCH F	-16,144.50	-17,000.00	-17,000.00	-17,000.00	-17,000.00	.0%
(630000) SKI RENTAL	-11,368.00	-2,000.00	-2,000.00	-7,000.00	-7,000.00	250.0%
(631000) MISC. REVENUE	.00	.00	.00	.00	.00	.0%
(641000) FOOD CONCESSI	-49,449.76	-40,000.00	-40,000.00	-45,000.00	-45,000.00	12.5%
(641100) UMBRELLA REVE	.00	.00	.00	.00	.00	.0%
(641200) BAIT/TACKLE R	-50.75	-150.00	-150.00	-150.00	-150.00	.0%
(650000) LL HOUSE	-10,040.00	-9,600.00	-9,600.00	-9,600.00	-9,600.00	.0%
(652100) ADMISSION FEE	-21,128.72	-18,000.00	-18,000.00	-50,000.00	-50,000.00	177.8%
(653000) FIELD USAGE F	.00	.00	.00	.00	.00	.0%
(665000) INTEREST REVE	.00	.00	.00	.00	.00	.0%
(669130) INFLATABLE RE	-1,175.00	-1,000.00	-1,000.00	-1,000.00	-1,000.00	.0%
(669140) EQUIPMENT REN	-4,918.79	-2,000.00	-2,000.00	-4,000.00	-4,000.00	100.0%

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FOR PERIOD 13

ACCOUNTS FOR: (0508) PARKS ENTERPRISE FUND	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 COMTL REC	PCT CHANGE
(669141) DOG PARK REVE	-10,874.00	-10,000.00	-10,000.00	-10,000.00	-10,000.00	.00 .0%
(669142) PASSPORT REVE	.00	.00	.00	.00	.00	.00 .0%
(671000) DAY CAMP	-13,907.00	-15,000.00	-15,000.00	-15,000.00	-15,000.00	.00 .0%
(671050) SNOW PARK SPE	.00	.00	.00	.00	.00	.00 .0%
(671150) VENDING MACHI	-36.00	-400.00	-400.00	.00	.00	.00 -100.0%
(671160) LOCKER REVENU	.00	.00	.00	.00	.00	.00 .0%
(671170) CABANA REVENU	-3,620.00	-5,000.00	-5,000.00	-5,000.00	-5,000.00	.00 .0%
(671200) SNOW PARK CLA	.00	.00	.00	.00	.00	.00 .0%
(673000) SALE OF FIXED	.00	.00	.00	.00	.00	.00 .0%
(676020) DONATIONS	.00	.00	.00	.00	.00	.00 .0%
(679000) NSF - CHECK F	.00	.00	.00	.00	.00	.00 .0%
(680000) BURCHFIELD FI	.00	.00	.00	.00	.00	.00 .0%
(683010) INSURANCE PRO	.00	.00	.00	.00	.00	.00 .0%
(683100) RESTITUTION	.00	.00	.00	.00	.00	.00 .0%
(686220) MISC REVENUES	.00	-400.00	-400.00	.00	.00	.00 .0%
(696100) INSURANCE REC	.00	.00	.00	.00	.00	.00 -100.0%
(698010) CARRY OVER SU	.00	.00	.00	.00	.00	.00 .0%
(698100) LEASE PRUCHAS	.00	.00	-45,345.00	.00	.00	.00 -100.0%
(699000) REVENUE TRF I	.00	.00	.00	.00	.00	.00 .0%
(699500) REV TRF IN CA	-224,200.00	.00	.00	.00	.00	.00 .0%
(OR) REVENUE	-519,744.37	-254,550.00	-299,895.00	-303,750.00	-303,750.00	.00 1.3%
(704000) SALARIES & WA	31,101.36	.00	.00	.00	.00	.00 .0%

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bgnyrpts
FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	PCT
(0508) PARKS ENTERPRISE FUND		ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CONTL REC	CHANGE
(705000) SALARIES & WA	128,613.94	150,728.00	150,728.00	173,497.00	173,497.00	.00	15.1%
(706000) SALARIES & WA	.00	.00	.00	.00	.00	.00	.0%
(706100) ON CALL PAYME	.00	.00	.00	.00	.00	.00	.0%
(706700) OVERTIME WAGE	3,024.61	1,272.00	1,272.00	3,000.00	3,000.00	.00	.0%
(713000) MISC FRINGES	.00	.00	.00	.00	.00	.00	135.8%
(714000) INSURANCE COS	811.33	.00	.00	.00	.00	.00	.0%
(715000) FICA COUNTY S	12,418.06	.00	.00	.00	.00	.00	.0%
(715050) INSURANCE COS	5.70	.00	.00	.00	.00	.00	.0%
(716020) INSURANCE COS	4,280.03	.00	.00	.00	.00	.00	.0%
(716030) HLTH WAIVER	165.06	.00	.00	.00	.00	.00	.0%
(716035) RETIREE HLTH	1,317.58	.00	.00	.00	.00	.00	.0%
(716040) RETIREE HEALT	811.09	.00	.00	.00	.00	.00	.0%
(716060) INSURANCE COS	.00	.00	.00	.00	.00	.00	.0%
(716090) INSURANCE COS	.00	.00	.00	.00	.00	.00	.0%
(716100) INSURANCE COS	435.88	.00	.00	.00	.00	.00	.0%
(716110) ADMINISTRATIO	.00	.00	.00	.00	.00	.00	.0%
(716200) INSURANCE COS	64.89	.00	.00	.00	.00	.00	.0%
(716300) INSURANCE COS	.00	.00	.00	.00	.00	.00	.0%
(717000) INSURANCE COS	53.20	.00	.00	.00	.00	.00	.0%
(717100) INSURANCE COS	18.26	.00	.00	.00	.00	.00	.0%
(718000) RETIREMENT -D	5,871.79	.00	.00	.00	.00	.00	.0%
(718500) RTWT DEFINED	2.82	.00	.00	.00	.00	.00	.0%

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PROJECTION: 20161 2016 BUDGET

INGHAM COUNTY
NEXT YEAR BUDGET COMPARISON REPORT

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FOR PERIOD 13

ACCOUNTS FOR:		2014	2015	2015	2016	2016	PCT
(0508) PARKS ENTERPRISE FUND		ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	COMPL REC	CHANGE
(720000) LONGEVITY BON		571.50	.00	.00	.00	.00	.0%
(722000) INSURANCE COS		3,692.63	.00	.00	.00	.00	.0%
(722600) INSURANCE COS		17.84	.00	.00	.00	.00	.0%
(1P) PERSONNEL SERVICE		193,277.57	152,000.00	152,000.00	188,530.00	188,530.00	24.0%
(726010) SUPPLIES		.00	.00	.00	.00	.00	.0%
(728000) PRINTING AND		5,360.13	4,100.00	4,100.00	5,500.00	5,500.00	34.1%
(729000) POSTAGE		.00	.00	.00	.00	.00	.0%
(730000) OFFICE SUPPLI		.00	.00	.00	.00	.00	.0%
(734000) NON-CAPITAL E		.00	.00	.00	.00	.00	.0%
(735000) CONTROLLED CA		.00	.00	.00	.00	.00	.0%
(735100) CONTROLLED CA		8,930.04	.00	12,000.00	.00	.00	-100.0%
(740000) MAINTENANCE S		19,600.18	28,550.00	28,550.00	23,636.00	23,636.00	-17.2%
(743000) OTHER SUPPLIE		29,324.30	26,391.00	29,328.00	31,320.00	31,320.00	6.8%
(746000) CLEANING ALLO		4.00	.00	.00	.00	.00	.0%
(746010) CLOTHING ALLO		6.00	.00	.00	.00	.00	.0%
(747000) GAS-GREASE-OI		.00	.00	.00	.00	.00	.0%
(802000) CONSULTANTS		.00	.00	.00	.00	.00	.0%
(818000) CONTRACTUAL S		1,982.20	5,000.00	5,000.00	8,400.00	8,400.00	68.0%
(860000) RECRUITING EX		.00	.00	.00	.00	.00	.0%
(890080) ADMINISTRATIO		12,059.32	6,050.00	6,050.00	12,500.00	12,500.00	106.6%
(890150) THEFT LOSS		.00	.00	.00	.00	.00	.0%
(901000) ADVERTISING		.00	.00	.00	.00	.00	.0%

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PROJECTION: 20161 2016 BUDGET

INGHAM COUNTY
NEXT YEAR BUDGET COMPARISON REPORT

FOR PERIOD 13
P
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ACCOUNTS FOR:		2014	2015	2015	2016	2016	PCT
(0508) PARKS ENTERPRISE FUND		ACTUAL	ORIG BUD	REVISED BUD	DEPT REQ	CONTL REC	CHANGE
(921050) TELEPHONE		.00	400.00	400.00	.00	.00	.00 -100.0%
(931000) BUILDING REPA		9,074.39	.00	7,988.00	.00	.00	.00 -100.0%
(931100) MAINT-RELATED		3,104.00	1,445.00	1,445.00	1,000.00	1,000.00	.00 -30.8%
(932000) EQUIPMENT REP		.00	500.00	500.00	500.00	500.00	.00 .0%
(942000) EQUIPMENT REN		.00	600.00	600.00	100.00	100.00	.00 -83.3%
(957120) SALES/USE TAX		3,574.04	3,400.00	3,400.00	3,650.00	3,650.00	.00 7.4%
(957130) OTHER TAXES/A		.00	.00	.00	.00	.00	.00 .0%
(960000) EMP TRAINING		.00	.00	.00	.00	.00	.00 .0%
(964000) REFUNDS		.00	.00	.00	.00	.00	.00 .0%
(2C) CONTROLLABLE EXPE		93,018.60	76,436.00	99,361.00	86,606.00	86,606.00	.00 -12.8%
(911000) INSURANCE & B		2,000.00	5,594.00	5,594.00	5,594.00	5,594.00	.00 .0%
(915050) INSURANCE COS		39.01	.00	.00	.00	.00	.00 .0%
(921000) UTILITIES		12,210.51	12,500.00	12,500.00	15,000.00	15,000.00	.00 20.0%
(951000) UTILITIES		.00	.00	.00	.00	.00	.00 .0%
(968000) DEPRECIATION		12,591.60	8,020.00	8,020.00	8,020.00	8,020.00	.00 .0%
(3N) NON-CONTROLLABLE		26,841.12	26,114.00	26,114.00	28,614.00	28,614.00	.00 9.6%
(970000) CONTRA FIXED		-224,200.00	.00	.00	.00	.00	.00 .0%
(974100) CAPITAL IMPRO		.00	.00	.00	.00	.00	.00 .0%
(976000) BLDG ADDITION		.00	.00	.00	.00	.00	.00 .0%
(978000) MACHINERY & E		224,200.00	.00	.00	.00	.00	.00 .0%
(978010) MACHINERY--CA		.00	.00	.00	.00	.00	.00 .0%
(40) CAPITAL OUTLAY		.00	.00	.00	.00	.00	.00 .0%

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INGHAM COUNTY
NEXT YEAR BUDGET COMPARISON REPORT

PROJECTION: 20161 2016 BUDGET

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bgyrpts
FOR PERIOD 13

ACCOUNTS FOR:	2014 ACTUAL	2015 ORIG BUD	2015 REVISED BUD	2016 DEPT REQ	2016 CONTL REC	PCT CHANGE
(0508) PARKS ENTERPRISE FUND						
(999100) APPROP TSF OU	.00	.00	.00	.00	.00	.0%
(999450) APPROP TSF OU	.00	.00	.00	.00	.00	.0%
(999900) APPROP TRF OU	.00	.00	22,420.00	.00	.00	-100.0%
(6T) TRANSFERS OUT	.00	.00	22,420.00	.00	.00	-100.0%
TOTAL (0508) PARKS ENTERPRIS	-206,607.08	.00	.00	.00	.00	.0%
TOTAL REVENUE	-519,744.37	-254,550.00	-299,895.00	-303,750.00	-303,750.00	.0%
TOTAL EXPENSE	313,137.29	254,550.00	299,895.00	303,750.00	303,750.00	.0%
GRAND TOTAL	-206,607.08	.00	.00	.00	.00	.0%

** END OF REPORT - Generated by Jill Bauer **

After discussion with the Park Commission Budget Committee, Consensus was that we appreciate the service of all our service men and women both present and past and their contributions to our freedom and our County. The Commission felt that to be consistent with our new streamline structure that they would not allow for the resident rates for out of county residents.

DRAFT

From: Joey Mooney [mailto:joeymooney8@gmail.com]
Sent: Monday, August 10, 2015 11:40 AM
To: Wallace, Nicole
Subject: Re: Helping

thats a real bummer because all my friends were going to buy season passes

From: Wallace, Nicole
Sent: Wednesday, July 29, 2015 8:34 AM
To: 'Joey Mooney'
Cc: Morgan, Timothy (TMorgan@ingham.org)
Subject: RE: Helping

Good morning Joey and Will,

Ingham County has decided that we will only be offering Snow Tubing at Hawk Island again for 2015/2016 winter season. This change was made due to a significantly higher snow tubing attendance, frequent lines of visitors waiting to tube and operating costs. Our 3 year trial to provide a snowboarding hill did not meet revenue or visitor projections and we are disappointed that we can no longer offer this to park visitors. Our goal is to offer activities that encourage the highest levels of public participation and that can be provided by the Parks Department in a cost effective manner managing the snow hill for tubing was a popular activity both in attendance and revenue.

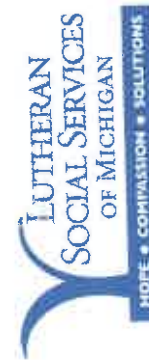
Nicole Wallace, CTA (*Certified Tourism Ambassador™*)
Executive Assistant, Ingham County Parks
121 E. Maple St., Suite 102
Mason, Michigan 48854
517-676-2233
www.inghamcountyparks.org



From: Joey Mooney [mailto:joeymooney8@gmail.com]
Sent: Thursday, July 23, 2015 10:56 AM
To: Wallace, Nicole
Subject: Helping

Hi this is Joey and Will we are wondering if we could do anything to help reopen Hawk Island Snowboard Park. Please get back with us if there is anything that we can do.

Thankyou



1545 Keystone Ave
Lansing, MI 48911
Office: 517.827.5164
FAX 517.394.7688
Email: calles@lssm.org
www.lssm.org

Ashley Carson-Allen
Case Manager

Thank-You so much
for the graduation party
which
was a great
experience for
all of us!

Thank you so much
for the graduation
party. It was
a great
experience for
all of us!

Thank you so
much for letting
us use your facilities.
It made our graduation
party wonderful!
- Courtney

Hawk Island

Thank you so much
for allowing our youth
to have a great
party at your park
~ Audrey

Thank you so much
for your facilities!
Our youth had a lot
of fun!
- Anna

Thank you so much
for the graduation
party. It was
a great
experience for
all of us!

LUTHERAN SOCIAL SERVICES OF MICHIGAN

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Refugee Foster Care



1545 Keystone Ave
Lansing, MI 48911

Office: 517.827.5164

FAX 517.394.7688

Email: calie@lssm.org

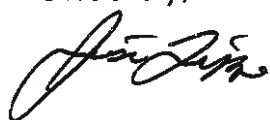
www.lssm.org

Ashley Carson-Allen
Case Manager

Tim,

Thank you so much for being part of the "Come Outside and Play" at the Capitol event. It was a great day and I am very appreciative of the Disc Golf activity you and your staff provided for the more than 1,500 children on site yesterday. Thank you for taking the time and extra effort to make the event a great success! Thanks again for your commitment to getting kids outdoors and active.

Sincerely,





South Lansing Community Development Association
800 W. Barnes Ave., Lansing, MI 48910
(517) 374-5700
www.southlansing.org

Thank You!

June 4, 2015

Brian Collins
Hawk Island Park
1601 E Cavanaugh Park
Lansing, MI 48910

Re: Park services and general assistance

Thank you for supporting the South Lansing Community Development Association and our Hawk Island Triathlons. This race series is part of our nonprofit agency's mission to promote community health and wellness. All event proceeds stay in South Lansing to support healthy lifestyle programs that, among other things:

- encourage physical activities available at local parks and trails,
- increase local access to affordable fresh foods, and
- teach families how to prepare/eat more nutritious meals/snacks.

SLCDA manages an urban farm and four community gardens that produce nutritious food for 160 families (more than 600 people). We also operate a three season hoop house staffed by AmeriCorps and community volunteers who plant, tend, and harvest more than 1,500 pounds of produce each year for local soup kitchens and food pantries.

Thank you for your commitment to health and wellness in our community. We look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Kathie".

Kathie Dunbar
Executive Director
kathie@southlansing.org

*We could NOT pull this off
every year w/ out your team.*

A simple hand-drawn smiley face consisting of two dots for eyes and a curved line for a mouth.

THANK YOU FOR YOUR SUPPORT!

For charitable tax deductions, please note our Federal EIN is 41-2137028

From: Carey McLamara <c.mclamara@micauw.org>
Date: July 22, 2015 at 10:00:59 AM EDT
To: "PWitte@ingham.org" <PWitte@ingham.org>
Subject: Thank YOU!

Dear Pat,

Thank you for graciously hosting the synod youth group last week. You provided an ideal opportunity for participating youth to experience meaningful community engagement firsthand. Capital Area United Way greatly appreciates it and looks forward to working with Lake Lansing Park - North in the future.

Please share this note of gratitude with all involved in making this volunteer event a success.

Warmly,

Carey McLamara

*Carey Ann McLamara
Community Investment Associate
Capital Area United Way
330 Marshall Street, Ste. 203
Lansing, MI 48912*

*Direct Line: 517.203.5033; Office Line: 517.203.5000
Fax Line: 517.203.5001*



Thank you so much for your donation. Your generosity is overwhelming!

-Peoples Church Preschool

From: Karen Webster
Date: August 3, 2015 at 11:41:31 AM EDT
To: "pwitte@ingham.org"
Subject: Friday night

Hi Pat,

The Life Support concert Friday night was great, as was the Sea Cruisers concert the week before. The park looks beautiful! Thank you for all the work you and your staff do to make these evenings possible.

Warmest Regards,
Karen Webster
Community Development Director
Medical Care Facility and Rehabilitation Services of Ingham County
3860 Dobie Road
Okemos, MI 48864
Phone 517-381-6132
Fax 517-381-6201

Tim:

Very sincere thanks to Ingham County Parks for all of the help & support with the parklets on the Capitol! Brian, Lee & all of the staff were so positive, flexible & accomodating.

It was a great event and brought great exposure to parks. We heard over & over again that our area was the best because it looked like a real park.

Thanks for taking a risk w/ us!

Ann Conkle





Dear Tim,

THANK YOU for your 2015 membership with the Michigan Recreation and Park Association. We value your commitment to your professional organization.

With an exciting year ahead of us, MRPA would like to take a moment to appreciate the continued support to your association. We are so dedicated to providing the highest quality of service and support to our patrons. We hope that you are able to explore all avenues of the benefits and resources offered to you as a member. MRPA promises to provide new educational and professional development opportunities for you to stay relevant in this industry. Be sure to watch for some newly added member benefits as we expand.

As a member, you have not only shown your commitment to the parks and recreation profession, but also to improving the quality of life in Michigan. We value your support and look forward to your involvement in our events and programs, and the opportunity to serve you! Should you ever have any questions or concerns please call us at 517.485.9888.

Thank you for your membership,

Kristin Stempky
Operations Coordinator

