

# 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](http://www.ingham.org), choosing the "Monthly Calendar," and clicking on Monday, December 14, 2015

## Monday, December 14, 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 October 28, 2015 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**  
**Late Items / Changes/ Deletions**
6. **ACTION ITEMS**
  - A. [Resolution](#) Honoring Anne Grofvert as the 2015 Volunteer of the Year
7. **PRESENTATION OF THE 2015 VOLUNTEER OF THE YEAR AWARD**
8. **ADMINISTRATIVE REPORTS**
  - A. [Director/Administrative Office](#)
  - B. [Park Managers](#)
9. **OLD BUSINESS**
  - A. Friends of Ingham County Parks Update
10. **NEW BUSINESS**
  - A. Discussion of January Park Commission Elections and Committee Assignments
11. **REPORTS OF STANDING COMMITTEES**
  - A. Planning & Community Outreach Committee - Mr. Monsma
  - B. Budget & Personnel Committee - Mr. Czarnecki
    - i. [Financial Report](#)
12. **ACTION ITEMS**
  - A. [Motion](#) to Approve the Visitor Incentive of Tubing Tuesday / Friday Night Lights at Hawk Island
  - B. [Motion](#) to Approve the Visitor Incentive of 1/2 Off the Regular Fee for Moonlight Skiing at Burchfield Park on a Date Yet to Be Determined
  - C. [Motion](#) to Solicit for a Request for Proposal (RFP) for the 2017-2021 Master Plan
  - D. [Resolution](#) Amending the Parks Department Seasonal Employee Wage Schedule
  - E. [Motion](#) to Approve the 2016 Park Commission Meeting Dates

**13. Correspondence & Citizen Comment**

**14. Board/Staff Comments**

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

**16. Upcoming Meetings**

- A. Date: **Tuesday**, January 19, 2016; Time: 6:00pm  
Planning & Community Outreach Committee Meeting
- Date: **Wednesday**, January 20, 2016; Time 12:00pm  
Budget & Personnel Committee Meeting
- Date: Monday, January 25, 2016; Time: 6:00pm  
Parks & Recreation Commission Meeting

**17. 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

**18. 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.

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**Ingham County Parks & Recreation Commission Members:** Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Kevin Duffy, Cherry Hamrick, 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, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Christopher Wascher, 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**  
**October 26, 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:** Matthew Bennett, John Czarnecki, Kevin Duffy, Paul Pratt, Jonathan Schelke, Ralph Monsma, and Chair Nicholls

**Absent:** Cherry Hamrick, Commissioner Koenig, and Commissioner Tsernoglou

**Also Present:** Park Director Tim Morgan, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Hawk Island County Park Manager Brian Collins, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, and Elaine Ferris-Mason City Council

**Call to Order:** Vice-Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:01pm

**Minutes:** **Moved by** Mr. Monsma and **Supported by** Mr. Czarnecki to approve the September 28, 2015 minutes of the regular meeting as written.  
**Yes-6; No-0. MOTION CARRIED.**

**Limited Public Comment:**  
 None.

**Late Items / Changes / Deletions:**

Late Agenda Item #8A: Propose to Cancel November Park Planning, Budget, Commission Meetings and Encourage All to Attend Regional Trails and Parks Plan Public Meetings or Trails and Parks Task Force Meetings. Moved Action Items to the beginning of the agenda.

**ACTION ITEMS**

**Motion to Direct Staff to Issue a Request for Proposal (RFP) for a Revenue Management System**

MOVED BY MR. CZARNECKI, SUPPORTED BY MR. SCHELKE TO APPROVE

TO DIRECT STAFF TO WORK WITH THE PURCHASING DEPARTMENT, FINANCIAL SERVICES, INFORMATION TECHNOLOGY DEPARTMENT, POTTER PARK ZOO AND THE TREASURER'S OFFICE TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR A REVENUE MANAGEMENT SYSTEM.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig, Chair Nicholls, Commissioner Tsernoglou, and Cherry Hamrick.

**Motion to Cancel the Executive Committee Meetings and Schedule Meetings as Needed**

MOVED BY MR. MONSMA, SUPPORTED BY MR. PRATT TO APPROVE

TO CANCEL THE REMAINING 2015 EXECUTIVE COMMITTEE MEETINGS AND KEEP THE EXECUTIVE COMMITTEE AS A STANDING SUB COMMITTEE OF THE PARK COMMISSION AND SCHEDULE MEETINGS AS NEEDED AND REQUIRED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig, Chair Nicholls, Commissioner Tsernoglou, and Cherry Hamrick.

Chair Nicholls entered the meeting at 6:20pm.

**Motion to Cancel the November Park Meetings and Recommend Commissioners Attend the Public Input or Task Force Meetings**

Mr. Monsma recommended the Park Commissioners attend the Public Input meetings and inquired about the ranking system. Discussion.

MOVED BY MR. MONSMA, SUPPORTED BY MR. SCHELKE TO APPROVE

TO CANCEL THE NOVEMBER PARK PLANNING, BUDGET, AND PARK COMMISSION MEETINGS AND TO ENCOURAGE PARK COMMISSIONERS TO ATTEND THE REGIONAL TRAILS AND PARKS PLAN PUBLIC MEETINGS OR THE TRAILS AND PARKS TASK FORCE MEETINGS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig, Commissioner Tsernoglou, and Cherry Hamrick.

Mr. Monsma exited the meeting at 6:30pm.

**REPORTS OF STANDING COMMITTEES**

**Executive Committee**

*Meeting Cancelled.*

**Planning & Community Outreach Committee**

Mr. Pratt said Mr. Morgan and he met with the County Attorney regarding the parcels of land that Mr. Drobney wanted to donate to the County. Mr. Pratt stated the attorney recommended not pursuing this since the County should not have to pay for a lawsuit. Discussion.

**Motion for the County Attorney to Send a Letter to Mr. Drobney of HDI Builders**

MOVED BY MR. CZARNECKI, SUPPORTED BY MR. PRATT TO APPROVE

THE COUNTY ATTORNEY TO DRAFT A LETTER TO MR. DROBNEY, OWNER OF HDI BUILDERS, THAT INGHAM COUNTY PARK COMMISSION IS NOT INTERESTED IN ACCEPTING THE DONATION OF THE FOUR PARCELS OF LAND CONTIGUOUS TO LAKE LANSING COUNTY PARK-NORTH BECAUSE THE COUNTY PARK COMMISSION IS NOT WILLING TO PURSUE A LAWSUIT TO AMEND THE PLAT. COUNTY LEGAL OPINION IS THAT TO OBTAIN CLEAR TITLE ON THIS PROPERTY A LAWSUIT UNDER THE SUBDIVISION CONTROL ACT WOULD BE REQUIRED. IF MR. DROBNEY WOULD LIKE TO PURSUE THE LAWSUIT HIMSELF AND DOES ALL

THE DUE DILIGENCE THE COUNTY WOULD CONSIDER ACCEPTING THE DONATION IN THE FUTURE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig, Commissioner Tsernoglou, And Cherry Hamrick.

**Budget & Personnel Committee**

Mr. Czarnecki stated the Committee discussed the Revenue Management System and the family pass versus a vehicle pass and this would be addressed at a future meeting. Mr. Morgan said we are doing research about what other park departments do and we can discuss this in the future and make a decision.

**ADMINISTRATIVE REPORTS**

*Director/Administrative Reports and Park Manager Reports~* Mr. Morgan referenced the report in the packet. Mr. Bennett asked what made 2011 the best year for the Band Shell concerts. Mr. Witte said it is weather dependent.

**OLD BUSINESS**

*Trails & Parks Millage Task Force/Consultant Update ~* Mr. Morgan said the Task Force has scheduled two more meetings on November 19<sup>th</sup> and December 10<sup>th</sup>.

**CORRESPONDENCE & CITIZEN COMMENT:**

No discussion.

**BOARD/STAFF COMMENTS**

No discussion.

**LIMITED PUBLIC COMMENT**

Elaine Ferris invited the Park Commission to the grand opening of the new bridge on the Hayhoe Trail. The event is on Friday, October 30<sup>th</sup> at 11:30am. Ms. Ferris inquired about the bridges in Mason and Mr. Morgan stated he would check into this.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:41 pm.

Meeting adjourned

Minutes submitted by:  
Nicole Wallace, Recording Secretary

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2015

## RESOLUTION # -15

### RESOLUTION HONORING ANNE GROFVERT AS THE 2015 VOLUNTEER OF THE YEAR

**WHEREAS**, the Parks and Recreation Commission has established an award to publicly recognize an outstanding volunteer each year; and

**WHEREAS**, Anne Grofvert's work on the Burchfield Park trail network began in the mid-1990s, when she helped add the first mountain-bike-oriented segments to the park's original trails as an experiment to see if the trails could accommodate bikes; and

**WHEREAS**, since then, Anne has logged more than 2,000 hours in service to Burchfield Park; and

**WHEREAS**, beginning in the late 1990s, Anne was a part of a community group that worked with park staff to plan, design and build the initial six miles of mountain bike trail in the park; and the early trail segment Annie's Playhouse is named after her; and

**WHEREAS**, over the past 15 years, Anne has worked tirelessly to enhance sustainability, flow and safety to the trails for a better rider experience; and

**WHEREAS**, this work includes:

- Rerouting Swamp Thing out of the flood plain along the river.
- Several improvements to Inner Sandman trail and reroute (now part of disc golf course).
- Reroute of Looman's Run including a major orange loop extension in a previously unused area.
- Reroutes in Forest Hump and Remember Me to avoid chronic wet sections.
- Building over a dozen wooden ground-laying bridges and rock infill to mitigate wet areas on Nathan Dynamite.
- Scouted and flagged two new trail segments in Forest Hump to make better use of terrain and added new trail.
- Scouted and flagged of newest section of trail (the Lollipop) at Riverbend (under development, this will add 5.-.8 mile of new trail).
- Throughout all of her years, during the season, volunteered regularly for trail maintenance (trimming, mowing, trail surface upkeep) on her own, with Mid-Michigan Mountain Bike Association (MMMBA) members, and in collaboration with park staff; and

**WHEREAS**, beginning in 2003, Anne started a women's MTB clinic series held on Burchfield trails and local bike shops and more than 60 women attended the series and many continue to ride and some went on to race; and

**WHEREAS**, Anne continues to work with the MMMBA on weekly group rides often leading groups of beginner group; and

**WHEREAS**, Anne frequently meets new riders at the park after queries via MMMBA Facebook to introduce them to the trails and work on mountain biking skills; and

**WHEREAS**, Anne helped organize and worked at the Burchfield MTB Time Trail (presented by the Michigan Interscholastic Cycling Association) for high school mountain bike teams around the state and she designed and

constructed the unique race awards; and

**WHEREAS**, Anne recently completed a complete GPS mapping of the entire Burchfield trail network. From this data, Anne has built maps (the mountain bike trail map is currently live on MTBProject.com) and is working with park staff on a comprehensive trail map and signage system.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Anne Grofvert's work and extends its sincere appreciation for her ongoing efforts.

**BE IT FURTHER RESOLVED**, Anne Grofvert is the recipient of the 2015 Ingham County Parks Volunteer of the Year Award.

**Directors Report**  
**October 20<sup>th</sup> –December 7<sup>th</sup> (December 14<sup>th</sup>, Park Commission meeting)**

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

- Monthly worked with Nicole and Karen on various committee agendas, supporting documents and internal items.
- Worked with Trail & Parks Consultant Mannik Smith helping with all the public input sessions and staff has helped get the word out with flyers and social media, have spent multiple hours working on Trails & Parks items; online survey review and launch, multiple items for the Task Force for documents for the November meeting that the consultant was not at.
- Worked closely with Consultant Mannik Smith on the project web site and items for upcoming task force meetings and online survey.
- Continued to work on RFP for master plan update, Sarah Nicholls assisted with edits to the RFP and provided valuable feedback and insight for the process. The input survey that we started handing out with the Task Force Public input meetings we have received 49 surveys.
- Worked with Friends Board and follow-up items with Karen and Kevin Duffy, transition plan is now in place for early next year (first quarter). Worked with Karen, Kevin on an agenda and transition documents for the friends group.
- Responded to various e-mails daily concerning Trails & Parks Task Force, and forwarded input for Task Force to our consultants. Nicole has been documenting everything as well electronically and hard copy.
- Continued reviewing and updating of Park Brochures for reprint with edits done by Karen.
- Worked on edits with Karen on update of the Kiosk Human Services.
- Met with Managers and Karen on year end budget consolidation items. Also met with Teri Morton and Karen on how that will be handled at the first of the year in the transition of eliminating the 508 fund.
- Met with the “HAY” group and HR to review the job descriptions and analysis work that has been done so far, more to come.
- Attended a University Regions Ped & Bike committee meeting in Jackson.
- Attended “The Grand River/Blueway” Stakeholder meeting hosted by MDNR with Jeff Gehl.
- Attended two Task Force meetings and staff helped prepare agendas and packets for them.
- Attended two controllers staff meetings; one on employee ethics the other to meet with state legislators from Ingham County.
- Attended the Hayhoe River walk trail head parking lot grand opening ribbon cutting ceremony.
- Met with Sheriff Department for potential grant for future partnership on helping with river clearing with their dive team.
- Worked with Karen for several days on budget consolidation and distribution by cost centers.



- Stopped by to see our staff pouring the concrete for renovations at the Lake Lansing South bathhouse and concession stand for renovations that will be done for 2016 season.
- Attended a Heart of Michigan Trails meeting.
- Attended a Stakeholder meeting with over 20 representatives from various parks and public and state entities for the trails planning underway!
- Met with Pete Boscheff and Controller and Deputy Controller to talk about Hawk Island.
- Nicole, Brian and Tim worked on several items with reference to Hawk Island maintenance agreement and license for snow hill extended area with the city of Lansing.
- Did a feature article with MPARKS as part of our Agency membership.
- Met with HR and ICEA for labor negotiations for upcoming contracts.
- Attended with Nicole and Karen the Greater Lansing Visitor Bureau-Holiday Showcase and network with other agencies.
- Worked with Jared and Sandy from Fairgrounds on Rayner Park being given over to City of Mason in early 2016.
- Continued working with Brian, Nicole and County Legal on Scotts Woods/Hawk Island agreement renewal. Met with Brett of Lansing City Parks to discuss this as well the Scott Woods/Lansing River Trail maintenance agreement update which expires in March, 2016.
- Nicole and staff typed up a draft document to get with volunteer group to then get to County Legal on MOU for Mountain Bike group at Burchfield.
- Ongoing correspondence with USDA-Fish and Wildlife and MDNR on Deer Management for Lake Lansing and (CWD) chronic wasting disease items and follow-up with. Still three reported with positive CWD. They are finished until hunting seasons are finished with the MDNR.
- Ongoing communication with Nicole & Karen weekly, sometimes daily to stay on tasks with day-to-day park operations. Administrative support staff does an OUTSTANDING JOB! 😊
- Continued working on items and thoughts from Jill Rhode's recommendations to the Park Department, this included working with IT Department to look at connectivity in our parks for internet service.
- Continued to work with Brian Collins and Road Department staff to discuss the Passport Grant for Hawk Island. We will be working with purchasing on an RFP for re-bidding work to be completed on the trail in early 2016, work to be completed summer 2016.
- Continued to have monthly staff meetings, other specific meetings with staff as necessary to go over current items.
- Met with Ingham County Parks Directors and discussed parks and what was happening in the park profession locally.
- Did monthly talk on Tim Barron's Radio Michigan Program, promoted parks and Trails & Parks Master Plan and fall park activities and pre-winter sports press.
- Continued Coordinating with Financial Services, IT, Purchasing and other departments about making sure that new software/hardware for revenue would be adaptable, we will be working with all to develop and solicit for an RFP.
- Prepared for staff meeting and park commission committee and board meeting, working on agendas.
- Winter is quickly approaching but, with the warm weather winter sports may get a late start. If you want to walk a trail visit a County Park this fall and enjoy the natural beauty of winter without snow!

Hayhoe Trail Head Parking Lot Access Dedication Mason 10-30-15



## **October and November- Parks Office Monthly Report**

### Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared. Staff completed the annual U.S. passport training certification. Phone scripts were prepared and recorded for winter. Coordinated the contract for the roofing project at Lake Lansing.

### Planning

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

### Customer Service

We received 308 phone calls in the month of October and 130 in November. 31 park visitors made a picnic shelter reservation in October and 14 in November. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 23 U.S. passport applications in October and 39 in November. We have received 26 requests for 2016 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. Requests for low income fee waivers were received and mailed to park visitors (October –6 and November -7).

### Staffing

One seasonal position in the office was filled in November. We welcomed Amanda as Clerk/Receptionist. We are excited to have her join us! Amanda is training on phones, reservation software, passport photos, and miscellaneous tasks throughout the office.

### Accounting/Budget

Karen and Tim worked together to distribute the combined 208 and 508 budget between the four planned cost centers. We met with the Park Managers to review and a few adjustments were made based on our discussion. Worked on preparation for upcoming accounting changes. Routine functions; payroll, accounts payable, accounts receivable and reporting continue.

### Marketing

We now have one Ingham Parks Facebook page! In October and November, there was heavy emphasis on promoting the Trail and Park Public Planning meetings through press releases and social media. In October and November, we reached 19,963 people through Facebook. Our Twitter audience has grown significantly and in the past 2 months, 15,565 people viewed our Tweets! We posted 73 times on Facebook and Tweeted 129 times. Five press releases were sent out over the two-month period.

We received delivery of the newly designed Burchfield and Hawk Island Park winter rack cards. Ten thousand updated Ingham County Park brochures were delivered in November. Brochure distributions are done periodically. We recently sent brochures to CADL, other Park and Rec agencies and other public venues with brochure racks. 2,925 brochures and winter rack cards were delivered.

To: Park Commission  
From: Jeff Gehl  
RE: Burchfield park report

October & November:

I took a significant amount of vacation time in the month of October.

We continued to operate the boat rental on weekends on a reservation basis only

We started working on the disc golf course and rented a wood chipper from the road commission and chipped brush and debris as needed.

We started prepping the trails for the upcoming ski season and mowed the ski skating trails out in the field areas.

Because of high winds we continued on a regular basis to cut and remove trees.

Worked with the senior class on the fall work day and upgraded flower beds on the golf courses and re-routed a bike trail section to avoid an erosion issue.

Completed moving the fibar to the playground

Rented a backhoe for a week and pulled stumps, modified McNamara parking lot, removed island at Overlook parking lot, started modification to hole 17 of renegades trail, smoothed off old woodchip piles.

Worked on cutting and splitting fire wood for the ski rental and both sledding hills.

Met with eagle scout to outline spring project

Prepped the dump truck for the new salt spreader

Ordered fall/winter supplies

Ordered fall uniforms

Sent crew to Lake Lansing to help on concrete project.

Set up for winter sports including the ski rental

Mulched leaves on a regular basis throughout both October and November.

11-17 staff and budget meeting

10-29 met with sheriff on security

10-27 staff meeting met with patron on ballfield maintenance







## Lake Lansing Manager's Report

October – November

1. Removed all three docks
2. Closed all restrooms for winter
3. Poured all the concrete for the LLS Cabana project
4. Cleared LLN walking trails
5. Mulched leaves at all locations
6. Attended mandatory meetings
7. Prepared all Volleyball Courts, Horseshoe Pits, Picnic Tables, Trash Cans, Picnic Area Grills, Inflatables and seasonal equipment for winter
8. Planted over 400 bulbs in all the flower beds.



# November 2015 Parks Commission Meeting Monthly Report

Hawk Island County Park



- Winterized drinking fountains and dog park water lines
- Split wood for use in winter fire pits
- Set up and tested snow tubing lifts
- Leaf removal from trails and mulching of leaves in other areas
- Ordered new trash cans, picnic table frames, and replacement grills
- Planting of 500 tulip bulbs
- Cut back perennial plants
- Removed shade kites and Cabana shade kite
- Replaced lighting in warming building
- Replaced broken windows in tubing hill booth
- Replaced broken boards on picnic tables throughout park.

**Ingham County Parks Department**

**Financial  
Report**

**November 30, 2015**





## 2015 - 208 Operating Budget Report

November 30, 2015	Original Budget	Revised Budget 2015	YTD Total	Admin	Burch	Lk Lan	Hawk Is
<b>REVENUE</b>							
Special Event Fees	3,500	3,500	6,800	6,800	-	-	-
Parking Fees	295,000	295,000	301,532	-	44,100	84,759	172,673
Donations / Friends	5,000	-	-	-	-	-	-
Passport Fees	15,000	15,000	16,630	16,375	-	-	-
Misc Revenue	4,000	4,000	1,472	1,472	-	-	-
Capital Improvement Tsf In - Cap Improvement	-	55,000	55,000	39,000	-	-	-
Carry Over Surplus Used	15,250	23,250	-	-	-	-	-
Revenue Trf In - F-228	-	50,000	50,000	-	-	-	-
Revenue Trf In - F-101	1,618,906	1,625,350	1,631,550	1,631,550	-	-	-
<b>TOTAL REVENUE</b>	<b>1,956,656</b>	<b>2,071,100</b>	<b>2,062,984</b>	<b>1,695,197</b>	<b>44,100</b>	<b>84,759</b>	<b>172,673</b>
<b>PERSONNEL SERVICES</b>							
Salaries & Wages Perm	693,011	662,215	536,384	536,384	-	-	-
Salaries & Wages Seasonal	282,387	305,907	259,203	15,245	61,200	82,630	100,128
Overtime Permanent	4,783	4,783	4,970	4,470	24	21	455
Overtime Seasonals	3,587	3,587	1,276	-	127	116	1,033
FICA County Share	53,017	53,017	60,239	41,440	4,693	6,332	7,774
Meeting Fees	6,000	6,000	4,740	4,740	-	-	-
Fringe Benefits	397,875	397,875	334,198	325,272	2,256	2,993	3,675
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,440,660</b>	<b>1,433,384</b>	<b>1,201,010</b>	<b>927,551</b>	<b>68,300</b>	<b>92,092</b>	<b>113,065</b>
<b>CONTROLLABLE EXPENSES</b>							
Supplies	0	8,720	8,720	8,720	-	-	-
Office/Printing/Postage/Copying	17,980	15,900	10,683	10,113	107	178	285
Non-Cap Equipment	4,900	5,400	3,842	914	1,335	698	895
Controlled Capital Items	-	-	3,120	-	-	-	3,120
Maintenance Supplies	71,500	94,500	83,638	-	23,819	24,726	35,093
Other Supplies	21,111	21,111	18,111	1,184	5,677	3,297	7,953
Small Tools	1,500	1,500	895	-	53	543	299
Uniforms/Cleaning/Clothing	6,100	11,100	8,116	8,116	-	-	-
Gas-Grease-Oil	57,600	33,565	24,459	24,459	-	-	-
Med Services - Physicals	1,000	-	-	-	-	-	-
Memberships/Subscriptions/Adver/Assessments	2,900	14,879	14,723	14,723	-	-	-
Contractual Services / Consultants	3,400	40,300	41,588	31,187	1,694	1,971	6,736
Travel - Local / Training	3,100	8,098	8,055	7,123	58	681	193
Telephone	7,484	6,675	5,002	4,469	222	311	0
Maintenance Contractual	25,673	15,880	13,816	-	7,269	2,386	4,161
Equipment Repair/Maint	30,400	50,620	47,233	2,620	15,576	11,119	17,918
Equipment Rental	3,038	3,038	3,812	-	795	1,413	1,604
Special Projects - Master Plan	25,000	25,000	-	-	-	-	-
<b>TOTAL CONTROLLABLE EXPENSES</b>	<b>282,686</b>	<b>356,286</b>	<b>295,812</b>	<b>104,908</b>	<b>56,605</b>	<b>47,323</b>	<b>78,256</b>
<b>NON-CONTROLLABLE EXPENSE</b>							
Insurance	29,341	29,341	14,670.00	14,670.00	-	-	-
Utilities	57,794	57,794	62,638	9,881	8,226	13,089	31,442
Courier Service	1,624	1,624	1624	1624	-	-	-
Telephone Allocation Costs	3,247	3,247	4382	4382	-	-	-
MIS Support	121,640	121,640	74,009	73,186	-	-	-
Vehicle Service Charge	19,664	19,664	10,443	10,443	-	-	-
<b>TOTAL NON-CONTROLLABLE EXPENSES</b>	<b>233,310</b>	<b>233,310</b>	<b>167,766</b>	<b>114,186</b>	<b>8,226</b>	<b>13,089</b>	<b>31,442</b>
<b>CAPITAL OUTLAY</b>							
BUILDING REP/MAINTEN 2 ROOVES	-	16,000	370	-	-	370	-
LAND IMPROVEMENT - GRAVEL	-	14,000	641	641	-	-	-
CAPITAL IMPROVE MATERIALS -MULCH	-	15,000	14,983	14,983	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>45,000</b>	<b>15,994</b>	<b>15,624</b>	<b>-</b>	<b>370</b>	<b>-</b>
<b>TOTAL OPERATING REVENUE</b>	<b>1,956,656</b>	<b>2,071,100</b>	<b>2,062,984</b>				
<b>TOTAL EXPENSES</b>	<b>1,956,656</b>	<b>2,067,980</b>	<b>1,680,582</b>				
<b>CHANGE IN FUND BALANCE</b>			<b>382,397</b>				

208 Fund - Parking Revenue and Expenses - YTD												Monthly Revenue Report													
November 30, 2015	2015						TOTAL						2014	2015		2014		2015	2014		2015				
	Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking	ALL Parks	TOTAL	Burch Parking	LLS Parking	LLN Parking	Hawk Is Parking	ALL Parks	TOTAL		Burch Parking	LLS Parking	LLN Parking	Hawk Is Parking		ALL Parks	TOTAL		Burch Parking	LLS Parking	LLN Parking	Hawk Is Parking
<b>Revenue YTD Date</b>	<b>44,099</b>	<b>65,735</b>	<b>19,024</b>	<b>172,673</b>	<b>301,531</b>																				
<b>Expenditures</b>																									
Personnel	10,629	7,161	231	34,517	52,538																				
Operating Supplies	147	163	56	404	770																				
<b>Expenditures YTD Date</b>	<b>10,776</b>	<b>7,324</b>	<b>287</b>	<b>34,921</b>	<b>53,308</b>																				
Total Revenue	44,099	65,735	19,024	172,673	301,531																				
Total Expenditures	10,776	7,324	287	34,921	53,308																				
% Expenditures to Revenue	24.44%	11.14%	1.51%	20.22%	17.68%																				
<b>YTD Balance</b>	<b>33,323</b>	<b>58,411</b>	<b>18,737</b>	<b>137,752</b>	<b>248,223</b>																				

	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
2014																										
Burch Parking	4,702	3,632	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LLS Parking	4,000	3,302	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LLN Parking	1,460	1,706	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hawk Is Parking	4,897	5,386	129	2,526	323	1,265	25,924	11,673	9,006	15,462	31,273	16,375	12,638	12,054	24,639	42,003	55,163	59,530	47,020	23,795	10,027	4,453	-	-	-	
Operating Supplies	5,830	4,837	12,343	7,420	5,264	3,857	21,919	8,242	6,907	25,889	45,356	12,242	10,209	12,054	24,639	42,003	55,163	59,530	47,020	23,795	10,027	4,453	-	-	-	
Personnel	9,263	7,760	16,087	13,739	4,519	3,430	39,389	21,919	15,462	25,889	45,356	12,242	10,209	12,054	24,639	42,003	55,163	59,530	47,020	23,795	10,027	4,453	-	-		
Operating Supplies	6,064	6,052	16,355	17,996	2,960	1,895	31,594	8,242	6,907	25,889	45,356	12,242	10,209	12,054	24,639	42,003	55,163	59,530	47,020	23,795	10,027	4,453	-	-		
Personnel	7,162	7,258	13,698	14,355	2,284	2,121	21,380	8,242	6,907	25,889	45,356	12,242	10,209	12,054	24,639	42,003	55,163	59,530	47,020	23,795	10,027	4,453	-	-		
Operating Supplies	2,842	2,740	5,178	8,513	1,337	1,095	9,393	8,242	6,907	25,889	45,356	12,242	10,209	12,054	24,639	42,003	55,163	59,530	47,020	23,795	10,027	4,453	-	-		
Total Revenue	741	1,191	380	435	764	3,736	5,903	397	1,842	4,665	7,788	1,803	4,453	4,453	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	
Total Expenditures	110	235	1,296	751	-	-	397	397	1,842	4,665	7,788	1,803	4,453	4,453	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	
% Expenditures to Revenue	240	-	-	-	-	-	397	397	1,842	4,665	7,788	1,803	4,453	4,453	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	10,027	
<b>YTD Balance</b>	<b>47,311</b>	<b>44,099</b>	<b>65,466</b>	<b>65,735</b>	<b>17,451</b>	<b>19,024</b>	<b>184,830</b>	<b>315,058</b>	<b>172,673</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	<b>301,531</b>	

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

As of November 30, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
<b>REVENUE</b>					
SHELTER FEES	58,000	59,513	23,595	16,028	19,890
DISC GOLF FEES	21,000	22,543	-	22,543	-
BOAT RENTAL	55,000	55,773	14,661	33,567	7,545
BOAT LAUNCH FEES	17,000	17,782	-	-	17,782
SKI RENTAL	2,000	7,478	-	7,478	-
FOOD CONCESSIONS	40,000	58,961	37,398	3,183	18,380
BAIT/TACKLE REVENUE	150	2	-	2	-
LL HOUSE	9,600	8,758	-	-	8,758
ADMISSION FEES	18,000	48,825	48,825	-	-
INFLATABLE RENTALS	1,000	1,350	-	-	1,350
SNOW TUBE RENTAL	2,000	3,283	-	3,283	-
SNOW HILL RESERVATIONS		600			
DOG PARK REVENUE	10,000	11,324	11,324	-	-
DAY CAMP	15,000	11,569	-	11,569	-
VENDING MACHINE COMMISSIONS	400	-	-	-	-
CABANA	5,000	3,810	3,810	-	-
INTEREST	400	166	-	-	-
CARRY OVER SURPLUS USED	22,925	0		0	
<b>TOTAL REVENUE</b>	<b>277,475</b>	<b>311,737</b>	<b>139,613</b>	<b>97,653</b>	<b>73,705</b>
<b>PERSONNEL SERVICES</b>					
WAGES & BENEFITS - SEASONAL	152,000	150,520	50,657	49,002	50,861
<b>TOTAL PERSONNEL SERVICES</b>	<b>152,000</b>	<b>150,520</b>	<b>50,657</b>	<b>49,002</b>	<b>50,861</b>
<b>CONTROLLABLE EXPENSES</b>					
PRINTING	4,100	1,755	1,170	307	278
CONTROLLED CAP OTHER		-	-	-	
MAINTENANCE SUPPLIES	20,000	11,721	8,365	3,270	#REF!
OTHER SUPPLIES	26,391	33,031	19,574	3,497	86
CONTRACTUAL SERVICES	5,000	5,000	-	-	5,000
UTILITIES/INSURANCE	12,500	8,628	8,526	-	102
TELEPHONE	400	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,445	750	750	-	-
EQUIPMENT REPAIR & MAINT	500	-	-	-	-
EQUIPMENT RENTAL	600	-	-	-	-
SALES/USE TAX	2,800	3,582	2,329	174	1,079
ADMIN DISTRIBUTION	33,000	42,092	-	-	-
<b>TOTAL CONTROLLABLE EXPENSE</b>	<b>106,736</b>	<b>106,559</b>	<b>40,714</b>	<b>7,248</b>	<b>#REF!</b>
<b>CAPITAL OUTLAY</b>					
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			
<b>TOTAL CAPITAL OUTLAY</b>	<b>16,000</b>	<b>14,154</b>			
<b>TOTAL OPERATING REVENUE</b>	<b>277,475</b>	<b>311,737</b>	<b>139,613</b>	<b>97,653</b>	<b>73,705</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>274,736</b>	<b>272,030</b>	<b>91,371</b>	<b>56,250</b>	<b>69,125</b>
<b>CHANGE IN FUND BALANCE - OPERATIONS</b>	<b>0</b>	<b>39,708</b>	<b>48,242</b>	<b>41,403</b>	<b>4,580</b>
REVENUE	277,475	311,737			
EXPENSE - OPERATIONS	274,736	257,876			
EXPENSE - CIP	-	14,154			
<b>NET CHANGE - FUND OVERALL</b>		<b>39,708</b>			

# CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of November 30, 2015

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
<b>GENERAL FUND</b>							
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	In Progress	<b>Carry Forward 2016</b>
Roof Picnic Area Restroom - LLS 208-75500-931000-51000	8,000			0	8,000	In Progress	<b>Carry Forward 2016</b>
Reforestation - LLS + grant application 245-75299-976000	5,000			0	5,000	Grant submitted	<b>Carry Forward 2016</b>
Playground Mulch - All Parks 208-75200-974100	15,000			14,984	16	Complete	
Gravel/Road Maintenance - LLS 208-75200-974000-86000	7,000			0	7,000		<b>Carry Forward 2016</b>
Gravel/Road Maintenance - BUR 208-75200-974000-86000	7,000			641	6,359		<b>Carry Forward 2016</b>
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		<b>Carry Forward 2016</b> 2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI 245-75299-974000	10,000			0	10,000		<b>Carry Forward 2016</b>
Master Plan 208-75200-967000-86000	25,000			0	25,000		<b>Carry Forward 2016</b> Developing RFP
<b>ENTERPRISE FUND - 508</b>							
Roof - Boat Rental - BUR 508-75931-931000	4,000			362	3,638	Complete	
Roof - Overlook Shelter 508-75200-931000		701		672	29	Complete	
Lifejackets - Canoe/Kayak 508-75200-743000		2,937		2,841	96	Complete	
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	
<b>INFORMATION TECHNOLOGY</b>							
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	
<b>CARRY FORWARD</b>							
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			962	5,963	In Progress	Carry Forward 2016
Lake Lansing Restroom/Concession (2013/450) 450-75200-976000	14,855		3,750	1,089	10,016	In Progress	Carry Forward 2016

\* Status = In Progress, On Hold, Complete

MOVE

TO APPROVE THE VISITOR INCENTIVE PROGRAM OF TUBING TUESDAYS OR FRIDAY NIGHT LIGHTS AT HAWK ISLAND COUNTY PARK ON DATE(S) TO BE DECIDED BASED UPON WINTER WEATHER CONDITIONS AND FOR MARKETING AS DETERMINED BY STAFF FOR A FEE OF \$5 PER PERSON FOR 2 HOUR SNOW TUBING RENTAL

MOVE

TO APPROVE THE VISITOR INCENTIVE PROGRAM OF 1/2 OFF THE REGULAR PRICE (\$5 ADULT / \$1.50 CHILD) FOR MOONLIGHT SKIING AT BURCHFIELD COUNTY PARK ON A DATE(S) TO BE DECIDED BASED UPON SNOWFALL AND FOR MARKETING AS DETERMINED BY STAFF

MOVE

TO DIRECT STAFF TO WORK WITH THE INGHAM COUNTY PURCHASING DEPARTMENT TO SOLICIT A REQUEST FOR PROPOSAL (RFP) FOR THE 2017-2021 MASTER PLAN.

**DRAFT (12-8-15)**  
**Scope of Work, Specifications, and Timeline for**  
**Ingham County’s Comprehensive “*Master Plan*”**  
**2017-2021 and Beyond Update**

**PURPOSE:**

Ingham County (County) solicits proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

**BACKGROUND:**

Parks Department Background:

Ingham County Parks Located just minutes from the heart of Lansing in mid-Michigan, offering more than 1,200 acres of outstanding parklands for recreation and enjoyment. Burchfield Park (including Bunker Road & McNamara Canoe Landings as well Riverbend Natural Area), Hawk Island County Park (including access to the river trail), Lake Lansing North and South (including Lake Lansing South Boat Launch)

**Why Plan the Future:**

We want to make sure that our current approach to parks and recreation meets the needs of this changing community and continues to contribute to the richness of Ingham County over the next five to twenty years.

Public parks are critical components of Ingham County’s economic and social health. The opportunities offered by the Ingham County Parks allow residents the chance to participate in programs and activities that benefit their physical and mental health. The Ingham County park system represents a large investment, but one that pays enormous dividends by providing recreational areas and opportunities for our residents and visitors.

Parks can also be justified by the economic dividends they contribute to a community. Parks can raise property values of an area and is an important asset for attracting industry and visitors. Parks also protect the environment as well as the quality of life that our residents enjoy. Preservation of parkland is critical as Ingham County experiences development and population growth.

Ingham County Parks have the potential to transform and further enrich our County. The key is for community leaders, Park Commission members and others to think of Ingham County Parks and their surroundings as places for social and cultural exchange, business opportunities, and recreational activities for children, teens, adults and seniors, and as the protector of our natural resources and environment. It is critical to broaden the way we think about Ingham County and its parks, or lose an important opportunity for its parks to be a catalyst for the future. The Goal of this Master Plan is to continue to build on the *Great* vision for our parks into the future.

**Mission Statement:**

The Ingham County Parks & Recreation Commission (Parks Commission) and Ingham County Parks Department (ICPD) 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.



**Purpose (core values):**

Provide the highest quality park system through effective and efficient use of resources, and consistent/fair service delivery. Lastly, provide open communication to the public in delivery of those services.

**Priority:**

To be completed within eight months of the starting date with adoptions by their appropriate boards no later than December 2016. It should be filed with the MDNR no later than February 1, 2017. It should utilize and integrate the Ingham County Parks Comprehensive (non-motorized) Trails, Greenways and Blueways Plan being produced in the fall of 2015 to be completed and adopted by March 2016.

**MASTER PLAN 2021**  
**“Vision for Ingham County Parks”**

**Purpose of Master Plan:** *To develop a long-term vision for park and recreation services in Ingham County, establish implementation strategies and examine funding opportunities.*

**Deliverables:**

- **Aspect #1:** Determine the current status of parks and recreation programs, the inventory and condition of parklands, determine full-time staffing needs for current operations, equipment needs both present and future, *facilities inventory (this was done in fall of 2015 as part of the Trails & Parks Master plan and would need to be just updated, also incorporate plans for any new or renovated facilities).*
- **Aspect #2:** "Ingham County Trails and Blueways" Plan that should be completed by February 2016 should be integrated and a component of the 2017-2021 Ingham County Parks & Recreation Plan. This would include directives of the expenditure of Trails & Parks Millage dollars from the Board of Commissioners (BOC).
- **Aspect #3:** Develop an Action Plan that outlines specific strategies for the initial five-year period and longer term twenty-year vision including a five-year budget projection. This process for the five-year budget action plan (year one for 2017 calendar year should be completed no later than May 11, 2016 for Department use with 2017 fiscal budget request) the subsequent years can be completed with the entire document. Assist the Park Commission with the prioritizing of expenditure of Millage dollars that may be dedicated to the ICPD over the next five-years as part of the overall budget action plan.

**Scope of Work:**

*Will include, but not limited to, the following key priorities; (these must align with and meet the standards of the Michigan Department of Natural Resources (MDNR) Guidelines for the Development of Community Parks, Recreation, and Greenways Plan Update to meet the content and local approval standards listed in the checklist and as outlined in the MDNR guidelines)*

**1. COMMUNITY DESCRIPTION**

## **2. ADMINISTRATIVE STRUCTURE**

- Roles of Commission(s) or Advisory Board(s)
- Department, Authority and/or Staff Description and Organizational Chart
- Annual and Projected Budgets for overall Operations and Capital Improvements
- Current Funding Sources
- Role of Friends of Ingham County Parks and incorporate the future plans for their assistance as part of the five-year action plans.
- Role of Volunteers
- Relationship(s) with School Districts, Tri-County Regional Plan Commission, Other Public Agencies or Private Organizations

## **3. RECREATION INVENTORY**

- Description of Methods Used to Conduct the Inventory
- Inventory of all Community Owned Parks and Recreation Facilities
- Location Maps (site development plans / trail maps in color and black and white (maps for use in park brochures) for all County Parks to be updated with current amenities, as well as a second layer that shows all proposed developments short/long range), provide ICPD with color (and black and white) originals and electronic copies in format that is compatible for updating with ICPD computer software and technology.
- Accessibility Assessment
- Status Report for all Grant-Assisted Parks and Recreation Facilities

## **4. RESOURCE INVENTORY**

- Review and utilize resources from other local park plans within Ingham County, farmland preservation plans: Greening Mid-Michigan, Heart of Michigan Trails plan, etc.

## **5. DESCRIPTION OF THE PLANNING PROCESS**

A master plan should provide the framework in providing parks & recreation opportunities in a community. This plan offers insight on the current and future trends and needs within Ingham County. It is critical that we consider not just the present, but also projected needs, as determined by local, state, and national surveys and information.

Development of the *Recreation Plan* is guided by the community's need for park and recreation services as expressed in community recreational needs surveys; is created in consideration of other regional and community planning efforts; and incorporates an understanding of future population growth, population demographics, planned transportation systems and other land use planning. The *Recreation Plan* and its approval by Michigan Department of Natural Resources (MDNR) are necessary for ICPD to apply for funding from the MDNR Recreation Grants program (MDNR). The Recreation Plan will be created in accordance with MDNR's *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans*.

The master plan will serve as a guide for addressing Ingham County's diverse park needs and provide a five-year road map for the park system. It is to provide a sound footing from which logical, orderly, and consistent decisions can be made concerning future park development. The Master Plan should include key issues, short & long priorities, recommendations pertaining to park development, park maintenance recommendations, program recommendations, and a five-year action plan and budget for the years 2017-2021. The Ingham County Parks and the citizens of Ingham County use this tool to help achieve the mission, goals, and objectives of the department.

## 6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

**Public input is critical to the development of the Master Plan. Input should be solicited from both users and non-users. Proposals should describe the methodology(ies) to be used to obtain public input, including references to sampling techniques, efforts to reduce sample bias, development of input instruments or protocols (e.g., survey questions), and the reliability and validity of the techniques proposed. Methods of data analysis should also be described, as should the type/format of results to be provided to the county and degree of accuracy expected. The consultant shall record and document all public input meetings, charrettes, etc.**

*Public input meetings combined with Park Commission meetings at the following County Parks:*

- Burchfield
- Hawk Island
- Lake Lansing South

*Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan. Please describe the proposed methods to be used:*

- Website
- Facebook
- Twitter
- Park office
- Park sites
- Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
- Duration of Draft Plan Public Review Period (Must be at Least 30 Days)- plan to have available at Public Libraries
- Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Bodies

*Types of methods to be considered to be used (minimum of three used). Please describe the approach and method(s) you plan to use:*

- Questionnaires
- Community Surveys
- Focus Groups
- Stakeholder Groups
- Citizen Luncheons
- Community Workshops
- Planning Charrettes
- Public Information Resource Groups

## 7. GOALS AND OBJECTIVES

Developing goals and objectives is an important part of the recreation planning process. The overall goal of a park and recreation department (or the entity that provides recreation for your community) is, obviously, to provide recreation opportunities for the community and/or region it serves, and possibly for tourists. More specific goals must be based on the demographic characteristics of the population served and the physical and environmental characteristics of the area.

### **Goals and Objectives:**

A goal defines the service to be produced. Objectives are specific statements that can be measured to accomplish the goals.

## **8. ACTION PROGRAM (DELIVERABLES)**

The Action Program is the section of the plan where you identify how you intend to meet, or work towards meeting, your goals and objectives over the next five years. Specific projects that are identified during the planning process should be described and an explanation provided as to how they will meet the goals and objectives. You should include organizational, staffing, programming, public information, operation, capital improvement schedule, maintenance standards (SOP) actions, and a marketing plan, recommendations on signage / wayfinding and a uniform signage plan, as well as land acquisition and facility development, if applicable.

## **9. POST-COMPLETION SELF-INSPECTION REPORT(S)**

Confirm and make sure all are up-to-date and on file.

### *PLAN ADOPTION DOCUMENTATION*

- Plans must be adopted by the highest level governing body (i.e., city council, county commission, township board). If planning is the responsibility of a Park and Recreation Commission, the plan should also include a resolution from the Board or Commission recommending adoption of the plan by the governing body.
- The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.
- Include a brief executive summary which concisely summarizes the finding of the entire document and may serve as a standalone document.
- Provision of no less than twenty-five (25) bound hard copies and one (1) digital copy of each of the documents described above shall be submitted to the County.
- Items 1- 4 below are required and must be included in the plan.
  - APPROVAL DOCUMENTATION: For multi-jurisdictional plans, each local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan all to be adopted no later than December 2016.
    - 1. Official resolution of adoption by the governing body dated:
    - 2. Official resolution of the Commission or Board, recommending adoption of the plan by the governing body, dated:
    - 3. Copy of letter transmitting adopted plan to County Planning Agency dated:
    - 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated:

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 14, 2015

RESOLUTION # -15

## RESOLUTION AMENDING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

**WHEREAS**, the Ingham County Parks & Recreation Commission periodically adjusts seasonal wage rates; and

**WHEREAS**, the last seasonal wage rate review was approved by the Parks & Recreation Commission on October 27, 2014 (Resolution #22-14); and

**WHEREAS**, Board of Commissioner Resolution #05-004 authorized the Ingham County Parks and Recreation Commission to establish seasonal wage rates, subject to restrictions established by the Ingham County Board of Commissioners through the adopted budget; and

**WHEREAS**, the adoption of the new minimum wage for employees within the State of Michigan will require the Parks Department to make an adjustment to seasonal wages to comply with State law.

**THEREFORE BE IT RESOLVED**, that seasonal wage rates indicated below, will become effective December 26, 2015 to be in compliance with the minimum wage law as required by the State of Michigan.

	<b>2015 WAGE RATE</b>		<b>2016 WAGE RATE</b>		
	<u>1st year</u>	<u>2nd year</u>	<u>Initial Wage</u>	<u>&gt;500 Hours</u>	
Park / Office Management Intern	<del>10.00</del>	<del>16.14</del>	10.00	16.14	
<del>Clerk/Receptionist/Accounting Intern</del> Administrative Support	<del>9.00</del>	<del>9.90</del>	9.35	10.25	} Due to minimum wage increase
<del>Park Security Officers</del> Park Gate/Closer	<del>10.37</del>	<del>11.60</del>	10.72	11.95	
<del>Environmental Day Camp Coordinator</del> Naturalist	<del>10.37</del>	<del>11.60</del>	10.72	11.95	
Lifeguard Supervisor	<del>11.08</del>	<del>12.04</del>	11.43	12.39	
Lifeguard	<del>8.96</del>	<del>10.10</del>	9.31	10.45	
Chief Ranger	<del>9.25</del>	<del>10.25</del>	9.60	10.60	
Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators and Food Concession	<del>8.15</del>	<del>8.40</del>	8.50	8.75	

MOVE

TO TENTATIVELY APPROVE THE 2016 MEETING DATES FOR THE PARK PLANNING & COMMUNITY OUTREACH COMMITTEE, BUDGET & PERSONNEL COMMITTEE, AND PARK COMMISSION. ONCE THE BOC MEETING DATES ARE SET MINOR ADJUSTMENTS MAY NEED TO BE MADE.

**PLEASE NOTE: AFTER THIS MEMO, ANY FURTHER CHANGES IN DATES AND/OR TIMES WILL BE NOTED ON THE APPROPRIATE AGENDA**

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** December 2, 2015  
**TO:** Parks & Recreation Commission Members  
**FROM:** Nicole Wallace  
**RE:** 2016 COMMISSION & COMMITTEE DATES

Commission and Committee meeting dates and times have been scheduled through the month of **December 2016**.

**Planning and Community Outreach Committee** – Meetings to be held in Room B at the Human Services Building at **6:00pm** the Monday prior to the Park Commission meetings (unless otherwise noted).

January 19 (Tuesday)*	April 18	July 18	October 17
February 22 (4 <sup>th</sup> Monday)	May 16	No August Meeting Due to Budget Hearings	November 7 (1 <sup>st</sup> Monday)*
March 21	June 20	September 19	December 5 (1 <sup>st</sup> Monday)*

**Budget & Personnel Committee** – Meetings to be held in Rooms C at the Human Services Building at **12:00pm** the **Tuesday** prior to the Park Commission meetings (unless otherwise noted).

January 20 (Wednesday)*	April 19	July 19	October 18
February 23 (4 <sup>th</sup> Tuesday)*	May 17	No August Meeting Due to Budget Hearings	November 8
March 22	June 21	September 20	December 6 Room A

**Parks Commission Meetings** – Meetings to be held in Room A (unless otherwise noted) at the Human Services Building at 6:00pm the fourth Monday of the month (with the exception of February, November, and December).

January 25	April 25	July 25 Red Tail Shelter, Hawk Island	October 24 Room B
February 29 (5 <sup>th</sup> Monday)*	May 23 Winter Sports Building, Burchfield Park	No August Meeting Due to Budget Hearings	November 14 (2 <sup>nd</sup> Monday)*
March 28	June 27 Main Shelter, Lake Lansing South	September 26	December 12 (2 <sup>nd</sup> Monday)*

**\* Meeting date adjusted due to holiday conflicts or MRPA Conference**

- MRPA Conference & Trade Show will take place February 16-19, 2016 Acme, MI
- NRPA Annual Conference will be held in St. Louis, MO from October 6-8, 2016

December 8, 2015

To: Tim Morgan, Director of Parks  
From: Brian Collins, Park Manager II

Re: Snow making update

Due to unseasonably warm temperatures from Mid-November through Mid-December, I am sure there have been a few people wondering about the snow making and Snow Park at Hawk Island County Park. I have put together a few bullets detailing the various effects the weather plays on snowmaking abilities and how much the weather affects the snow park opening.

- Snow making depends on two main factors, the temperature and the humidity in the air. These two factors calculate what is termed a “wet bulb” temperature. At Hawk Island, we have found that temperatures below 25 degrees with humidity approximately 65% or below are where we can make “good” snow.
- Another factor taken into account is the temperature of the water we are using to make the snow. The lake temperature is higher than where it usually is this time of year and makes it more difficult to make snow. When the lake freezes over, we actually turn an aerator on in the lake near the snow making pump intake. This circulates the water and creates an open area in the ice that will actually make the water colder than if it were “insulated” with a layer of ice.
- Season to date, the snow makers were operational for a total of 24 hours between November 20-22, creating 3 piles of snow, approximately 5 feet deep x 30 feet x 20 feet. Only approximately 40-50% of this remains due to rain/warm temps.
- In order to open Hawk Island Snow Park, we need to have at minimum 1-1 ½ weeks of solid snowmaking (24 hours/day).

Looking out at the extended forecast over the next 10 days, it does not appear that snow making will be a possibility until at least the week before Christmas. We are most likely looking at a late December or early January opening if weather allows.

If anyone has any questions regarding the snow making process or snow park questions in general, please feel free to have them contact me directly and I can answer.



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## Ingham County Parks & Recreation Commission

121 E. Maple St., PO Box 178, Mason, MI 48854  
Phone: (517) 676-2233 Fax: (517) 244-7190  
[www.inghamcountyparks.org](http://www.inghamcountyparks.org) email: [parks@ingham.org](mailto:parks@ingham.org)





# River Terrace Church

October 28, 2015

Dear Billy:

We wanted to say thank-you for taking us all on a great hike at Lake Lansing Park North! We really enjoyed the pictures you put on the table and the talk you gave us on wildlife and the trees at the park!

The open field and the pathways were great and finally, we just wanted to say "thank you" for the time you took out of your busy day!

Bobby ✓ Ben  
Sincerely, Owen, Andrew  
Sammy  
Drew  
Christopher  
Aiden  
Nick @ Noah  
Ben Wilson

Island City Academy PTO

# Silent Auction



11/23/2015

Tim Morgan  
Ingham County Parks Department  
121 E. Maple St., Suite 102  
Mason MI, 48854

Dear Tim,

Thank you for your generous donation of an Annual Parking Pass for our silent auction! Donations such as yours go a long way to benefitting the children at Island City Academy. The money raised from our silent auction in 2015 is being put towards offsetting the costs of new furnaces and air-conditioning at the school. While it is not something the children will be able to see, they will definitely feel the difference when their classrooms are kept at a consistent warm temperature this winter and are cool in the spring.

Past auction proceeds have been used for much needed library upgrades and books. They have also been used to purchase risers for the music program, playground equipment for the younger grades, and a ball field for the physical education program. None of these purchases would have been possible without the support of people like you and companies like yours.

Once again, thank you for making a difference in our children's education at Island City Academy.

Sincerely,



Jenny Hodges  
President, Island City Academy PTO

## Thank You!

Facebook 10-26-15

Burch Field


**VISITOR POSTS** >

 **Glenn Wilson**  
Yesterday at 5:11pm 🌐

Thank you! To the park ranger I encountered this morning. I appreciate that you made an effort to save the doe trapped on the fence. I was glad someone else cared enough to try.... To the higher ups: please add bolt cutters to tools your rangers carry in their vehicles! It wouldn't of mattered this morning but it could have...

Unlike · Comment      👍 1 💬 1 🌐 ▾

👍 Ingham County Parks likes this.      Most Recent ▾

 **Ingham County Parks Thanks Glenn!**  
Appreciate the feedback.  
Like · Reply · Commented on by Karen Fraser (?) · 2 minutes ago