

# 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 Tuesday, December 8, 2015.

## A MEETING OF THE BUDGET AND PERSONNEL COMMITTEE of the INGHAM COUNTY PARKS & RECREATION COMMISSION

Will Be Held at

**12:00pm**

**Tuesday, December 8, 2015**

Hilliard Building  
121 E. Maple Street,  
Conference Room B, 2<sup>nd</sup> Floor  
Mason, Michigan

**NOTE  
CHANGE IN  
LOCATION**

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS:
  - A. [Financial Report](#)
  - B. [Revenue Management](#) System Status Update
5. ACTION ITEMS
  - A. [Resolution](#) Amending the Parks Department Seasonal Employee Wage Schedule
  - B. [Motion](#) to Approve the Visitor Incentive Tubing Tuesday during Holiday Break at Hawk Island
  - C. [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
  - D. [Motion](#) to Approve the 2016 Park Commission Meeting Dates
6. Limited Public Comment
7. Adjournment

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 Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233. <sup>1</sup>

**A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING**

**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	Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking	ALL Parks	TOTAL		Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking		ALL Parks	TOTAL			
Revenue YTD Date	44,099	65,735	19,024	172,673	301,531							4,702	3,632	-	-	-	-	-	11,673	9,006	16,375	12,638	
Expenditures												4,000	3,302	-	-	-	-	-	8,242	6,907	12,242	10,209	
Personnel												1,460	1,706	-	-	-	-	-	5,933	10,348	7,393	12,054	
Operating Supplies	10,629	7,161	231	34,517	52,538						4,897	5,386	129	2,526	323	1,265	25,924	21,919	25,924	15,462	31,273	24,639	
	147	163	56	404	770						5,830	4,837	12,343	7,420	5,264	3,857	21,919	39,389	25,889	25,889	45,356	42,003	
Expenditures YTD Date	10,776	7,324	287	34,921	53,308						9,263	7,760	16,087	13,739	4,519	3,430	39,389	30,234	30,234	33,587	69,258	55,163	
Total Revenue	44,099	65,735	19,024	172,673	301,531						6,064	6,052	16,355	17,996	2,960	1,895	31,594	31,594	31,594	33,587	56,973	59,530	
Total Expenditures	10,776	7,324	287	34,921	53,308						7,162	7,258	13,698	14,355	2,284	2,121	21,380	23,286	23,286	11,447	18,750	23,795	
% Expenditures to Revenue	24.44%	11.14%	1.51%	20.22%	17.68%						741	1,191	380	435	764	397	397	397	397	4,665	7,788	10,027	
											110	235	1,296	751	-	-	-	-	3,083	1,842	1,803	4,453	
											240	-	-	-	-	-	-	-	-	-	-	-	
YTD Balance	33,323	58,411	18,737	137,752	248,223						47,311	44,099	65,466	65,735	17,451	19,024	184,830	184,830	172,673	315,058	301,531		

**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	Carry Forward 2016
Roof Picnic Area Restroom - LLS 208-75500-931000-51000	8,000			0	8,000	In Progress	Carry Forward 2016
Reforestation - LLS + grant application 245-75299-976000	5,000			0	5,000	Grant submitted	Carry Forward 2016
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		Carry Forward 2016
Gravel/Road Maintenance - BUR 208-75200-974000-86000	7,000			641	6,359		Carry Forward 2016
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		Carry Forward 2016 2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI 245-75299-974000	10,000			0	10,000		Carry Forward 2016
Master Plan 208-75200-967000-86000	25,000			0	25,000		Carry Forward 2016 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

**Ingham County Parks  
Revenue Management System Meeting Summary  
December 2, 2015**

Present: Jared Cypher, Vince Foess, Karen Fraser, Jim Hudgins, Tim Morgan, Jake Willett

The group reviewed two technology solutions for providing connectivity to 19 physical park locations. The Potter Park entry gate will also need connectivity. Park maps were provided to IT staff.

We discussed the use of Cellular internet cards being the most cost effective and a likely good choice for an initial (short-term) solution. The cost is a continuing annual cost. There are no contracts for the cards. If funding were available to install fiber optic connections in the future (long-term solution), the cards could be canceled at any time.

Use of the cellular internet cards for connectivity should be stated in the RFP for a new Parks Revenue Management System. The Parks Department will be working closely with the Purchasing, Financial Services and Information Technology Departments as we develop the final RFP.

Existing air cards and cable connections costing \$4,139 for the Parks annually may no longer be required. To be determined.

Jake confirmed that we could plan to do all of the initial fiber optic installations as a single project/expense or it could be a multiyear project with costs spread out.

Next Steps:

1. Jake will provide updated cost projections to the group.
2. Parks will coordinate a meeting everyone to talk with Tyler Technologies to learn about their Recreation Management Application and to obtain a budgetary cost.
3. Jake will research the cellular option to determine the reliability of the cellular cards at each of the specific required park locations. Karen will coordinate on site park visits with Jake, the park managers and Karen to be present.

# 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	



2016 Combined Actual Salaries and Wages-Temp \$467,884 (includes increase for minimum wages)

Difference approved 2015-\$450,000 and 2016 (Minimum Wage and any wage increases +17,884 (.03%))

Add .033 % from administration share to each cost center then multiplying times \$17,884 left for increase due to minimum wage.

Burchfield .293 x 17,884= \$5,245

Lake Lansing .303 x 17,884= \$5,425

Hawk .403 x 17,884= \$7,214

.10% Administration \$45,000 (Combined actual/no-Admin. Charge backs) =\$45,000

.26% Burchfield \$115,000 +\$5,245 minimum wage & wage increases? =\$120,245

.27% Lake Lansing \$123,000 +\$5,425 minimum wage & wage increases? =\$128,425

.37% Hawk \$167,000 +\$7,214 minimum wage & wage increases? =\$174,214

Total \$450,000 +\$17,884 = \$467,884

As of November 6<sup>th</sup>, there was 44,857 seasonal hours (YTD) x .35 cents= \$15,699.97

I am proposing that we increase all wage rates by .35 cents since this amount will absorb it. It will help with the lifeguard pay and all other categories, it is fair and equitable approach to minimum wage.

MOVE

TO APPROVE THE VISITOR INCENTIVE PROGRAM OF TUBING TUESDAYS AT HAWK ISLAND COUNTY PARK DURING THE HOLIDAY BREAK 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 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 <i>(Tuesday)*</i>	April 18	July 18	October 17
February 22 <i>(4<sup>th</sup> Monday)</i>	May 16	No August Meeting Due to Budget Hearings	November 7 <i>(1<sup>st</sup> Monday)*</i>
March 21	June 20	September 19	December 5 <i>(1<sup>st</sup> Monday)*</i>

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

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

**\* 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