

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 pk.ingham.org, choosing the "Park Commission" link and clicking on Monday, March 23, 2015

Monday, March 23, 2015

6:00pm

PARKS & RECREATION COMMISSION MEETING

Human Services Building
Conference Room D&E, Second Floor
5303 S. Cedar Street, Building #3
Lansing, Michigan

**NOTE
CHANGE IN
LOCATION**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
[Minutes](#) of February 26, 2015 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. Late Items / Deletions
6.
 - A. Presentation by Harmony Gmazel, Senior Planner, Tri-County Regional Planning Commission: Greening Mid-Michigan, A Vision for Green Infrastructure in Clinton, Eaton, & Ingham Counties
 - B. Q & A
7. ACTION ITEMS
 - A. [Resolution](#) Amending the Accounting Process for Special Event Fees
 - B. [Resolution](#) Amending the 2016 Ingham County Parks Department Fees
 - C. [Resolution](#) to Recommend the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant Program Grant for Trail Repair and Improvements at Hawk Island County Park
 - D. [Resolution](#) to Accept the 2016 Strategic Plan
8. FINANCIAL REPORT
9. ADMINISTRATIVE REPORTS
 - A. [Director/Administrative Office](#)
 - B. [Park Manager](#)
10. REPORTS OF STANDING COMMITTEES
 - A. Executive Committee – Mr. Bennett
 - B. Planning & Community Outreach Committee - Mr. Monsma
 - C. Budget & Personnel Committee - Mr. Schelke
11. OLD BUSINESS
 - A. [Trails and Parks Task Force RFP](#)
12. NEW BUSINESS

13. Correspondence & Citizen Comment

14. Board/Staff Comments

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

16. Upcoming Meetings

- A. Date: Monday, April 20, 2015; Time: 5:30pm
Executive Committee Meeting
- Date: Monday, April 20, 2015; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Tuesday, April 21, 2015; Time 12:00pm
Budget & Personnel Committee Meeting
- Date: Monday, April 27, 2015; 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
- C. 2015 Band Shell Schedule

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.

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

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

Board Members

Present: John Czarnecki, Kevin Duffy, Chair Nicholls, Ralph Monsma, Jonathan Schelke, Commissioner Tsernoglou, and Commissioner Koenig

Absent: Mike Rice, Matt Bennett, and Paul Pratt

Also Present: Park Director Tim Morgan, Hawk Island County Park Manager Brian Collins, Burchfield County Park Manager Jeff Gehl, Recording Secretary Nicole Wallace, Gary Barker-Mason Optimist Club, Elaine Ferris-Mason City Council Member and Mason Area Chamber of Commerce Member

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:03pm

Minutes: **Moved by** Mr. Monsma and **Supported by** Commissioner Tsernoglou to approve the January 26, 2015 minutes of the regular meeting as amended. **Yes-6; No-0.**
MOTION CARRIED.

On page 1 and 4 corrected each instance of Tri-County Bike Association to Tri-County Bicycle Association.

On page 3 changed TART Trails to Traverse Area Recreation and Transportation Trails, Inc. (TART). On page 3 and 4 changed each instance of TART to TART Trails.

On page 3, changed TART Trails did a SWOT analysis of accomplishment, challenges, and trends/opportunities to: TART Trails did a strengths, weaknesses, opportunities and threats (SWOT) analysis of accomplishment, challenges, and trends/opportunities.

On page 3, changed Ms. Krupiarz said it is similar, to the state-if the local government agrees to maintain the trail, they will help to: Ms. Krupiarz said it is similar to the state-if the local government agrees to maintain the trail, it will help with the grant.

On page 1 and page 4 changed LAP Inc. to Landscape Architects & Planners, Inc. (LAP, Inc.).

On page 4, paragraph 3, after sentence 1 added: The County provides maintenance at no cost.

On page 5, paragraph 4, corrected Tri-County Regional Planning to Tri-County Regional Planning Commission (TCRPC).

On page 5, changed Please share your local plan with our Park Director to: Mr. Monsma asked representatives at the meeting to share their local plan with Ingham County Park Director, Tim Morgan.

Limited Public Comment:

Gary Barker of the Mason Optimist Club thanked the Park Commission for their support and he hopes to continue the partnership with the Parks Department to hold the outdoor fair in conjunction with the fishing derby at Burchfield County Park. June 13th is the date for this year's event.

Late Items / Deletions:

None.

ACTION ITEMS:

RESOLUTION #02-15 HONORING THE MASON OPTIMIST CLUB AS THE 2014 VOLUNTEER OF THE YEAR

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

WHEREAS, the Ingham County Parks sponsors an annual Fishing Derby at Burchfield Park; and

WHEREAS, this event is held in June on the Michigan Department of Natural Resources free fishing weekend; and

WHEREAS, the Mason Optimist Club contacted the Ingham County Parks Department requesting to become involved in the Fishing Derby and expand the event to a Youth Sports Day in 2005; and

WHEREAS, the Mason Optimist Club began a long lasting relationship with the Ingham County Parks and have held this event for 10 years; and

WHEREAS, each year the Mason Optimist Club organizes and sponsors a free Youth Sports Day and has expanded the event to include fly tying, fly casting, lure making, duck calling, goose calling, air rifle shooting, archery shooting, a duck retrieving demo, dog retrieving demo, trappers display, deer display, virtual reality fishing machine, kayak and canoe paddling, water safety and disc golf; and

WHEREAS, the Mason Optimist Club was instrumental in the recruitment and organization of sponsors so that all participants received a free t-shirt and lunch as well as prizes for raffle winners; and

WHEREAS, over the past ten years, the annual fishing derby attracts hundreds of children yearly through free educational activities and hands on fishing for children age four to sixteen; and

WHEREAS, the Mason Optimist Club has shown remarkable levels of leadership and commitment to community betterment; and

WHEREAS, Gary Barker should be recognized for spearheading this event and his dedication with this project each year since its inception; and

WHEREAS, the Mason Optimist Club efforts have contributed greatly to the Parks Departments ability to provide exceptional outdoor recreational activities to the citizens of Ingham County and shows what can be done through collaboration among numerous organizations and a commitment from those involved in helping youth learn new skills and sharing their love for the environment.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of the Mason Optimist Club's work and extends its sincere appreciation for their ongoing efforts in promoting youth fishing.

BE IT FURTHER RESOLVED, that the Mason Optimist Club is the recipient of the 2014 Ingham County Parks Volunteer of the Year Award.

Moved by Commissioner Tsernoglou and **Supported by** Mr. Czarnecki Resolution #02-15 be approved. **Yes-6; No-0. MOTION CARRIED.**

PRESENTATION OF 2014 VOLUNTEER OF THE YEAR – MASON OPTIMIST CLUB

Chair Nicholls read the resolution to the Park Commission and presented Mr. Baker the 2014 Volunteer of the Year Award.

ACTION ITEMS:

2016 Ingham County Parks Department Fee Adjustment Request

Chair Nicholls made a friendly amendment to correct the snow tubing child fee to \$8.00, it was incorrectly printed as \$5.00. All members present agreed.

RESOLUTION #03-15 APPROVING THE 2016 INGHAM COUNTY PARKS DEPARTMENT FEE ADJUSTMENT REQUEST

WHEREAS, the Ingham County Parks Department staff has reviewed the fee schedule for park activities, shelters and park entry for the year 2016; and

WHEREAS, park staff does not believe significant changes to fees should be made at this time; and

WHEREAS, park staff wishes to simplify the fee structure where possible.

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

Moved by Mr. Czarnecki and **Supported by** Commissioner Tsernoglou that Resolution #03-15 be approved as amended. **Yes-6; No-0. MOTION CARRIED.**

2016 Park Fee Review		
Fee Description	2015 Fee	2016 Recommended Fee
Administrative/Office Fees ****		
Administrative - Returned Check Fee	\$30.00	
Cancellation Fee (for all park reservations)	\$20.00	
Parking/Vehicle Entrance Fees ****		
Resident Daily	\$3.00	
Resident Annual	\$30.00	
Non-Resident Daily	\$5.00	
Non-Resident Annual	\$40.00	
Shelters		
Winter Sports Building (100 Person Capacity) ****	\$90.00	
Winter Sports Building - additional fee for non operational hours reservation		\$30.00
Shelters - 60 Person Capacity ****		
Lake Lansing South Lakeview	\$75.00	
Lake Lansing North Oak Knoll	\$75.00	
Lake Lansing North Sandhill	\$75.00	
Hawk Island Kestrel	\$75.00	
Hawk Island 1/2 of Peregrine	\$75.00	
Burchfield Deer Run	\$75.00	
Burchfield Pine Knoll	\$75.00	
Burchfield Southridge	\$75.00	
Shelters - 120 Person Capacity ****		
Lake Lansing - North - 1/2 of Main	\$100.00	
Hawk Island Peregrine	\$125.00	
Burchfield 1/2 of North Bluff	\$100.00	
Burchfield 1/2 of Woodsong	\$100.00	
Shelters - 150 Person Capacity ****		
Lake Lansing - South - 1/2 of Main	\$100.00	
Shelters - 240 Person Capacity ****		
Lake Lansing - North - Main	\$175.00	
Burchfield - North Bluff	\$175.00	
Burchfield - Woodsong	\$175.00	
Shelters - 300 Person Capacity ****		
Lake Lansing - South - Main	\$175.00	
Burchfield - Overlook	\$175.00	
Shelters - 375 Person Capacity ****		
Hawk Island - Red Tail	\$250.00	
Cabanas - Mini semi permanent shelters/50 Person Capacity ****		
Hawk Island (1)	\$75.00	

Lake Lansing South (1)	\$75.00	
Burchfield (1)	\$75.00	
Wedding Gazebo ****		
Lake Lansing Wedding Gazebo (1)	\$250.00	
Boating Fees ****		
In-Park Canoe/Kayak - per hr	\$6.00	
Abandonment Recovery Fee	\$40.00	
Late Fee (arriving 1/2 hour or later after closing)	\$20.00	
Canoe/Kayak Trips - McNamara	\$15.00	
Canoe/Kayak Trips - Bunker Rd	\$22.00	
Canoe/Kayak Trips - Eaton Rapids	\$28.00	
Transport Fee	\$5.00	
Pedal Boat - per 1/2 hr - weekday	\$5.00	Eliminate
Pedal Boat - per 1/2 hr - weekend	\$6.00	Eliminate
Pedal Boat - Senior (+60) - per 1/2 hr	\$1.00	Eliminate
Pedal Boat - 1/2 hour		\$6.00
Row Boat - 1st hour	\$7.00	
Row Boat - Hourly Thereafter	\$3.00	
Boat Launch - Daily (1)	\$5.00	
Boat Launch - Annual (1)	\$50.00	
Ski Rental Burchfield Park ****		
Moonlight Ski- Adult	\$10.00	
Moonlight Ski - Child (12 & under)	\$3.00	
1st hour	\$4.00	Eliminate
Each additional hour	\$1.00	Eliminate
Burchfield Cross Country Skiing Adults: Wknds & Holidays	-	
1st hour	\$8.00	Eliminate
Each additional hour	\$3.00	-
X-Country Skiing Children(12&under): Wkds& Holidays	-	
1st hour	\$4.00	Eliminate
Each additional hour	\$1.00	Eliminate
Cross country ski rental - adult (per hour)		\$7.00
Cross country ski rental - child (per hour)		\$5.00
Ski Equipment Rental ****		
Skis per hour	\$3.00	
Boots per hour	\$3.00	
Poles per hour	\$3.00	
Day Camp ****		
Resident Monday-Friday 9am-4pm	\$90.00	
Non-Resident Monday-Friday 9am-4pm	\$100.00	
Resident Mon-Fri 7:30am-5:30pm	\$120.00	
Non-Resident Mon-Fri 7:30am-5:30pm	\$130.00	

Disc Golf ****		
Day Pass - 12 & Under (with an adult)	\$0.00	
Day Pass (13 and older)	\$4.00	
Season Pass	\$40.00	
Equipment Rental per round of Disc Golf	\$1.00	
Equipment Replacement-lost,damaged,stolen Discs	\$10.00	
Dog Park (12 Month Pass) ****		
Regular Pass	\$30.00	
Student (college ID)	\$15.00	
Senior (+60)	\$15.00	
Veteran	\$15.00	
Owner of Service Animal	\$15.00	
Daily Pass	\$5.00	
Replacement FOB	\$5.00	
Snow Tube Rental -Burchfield ****		
Burchfield - Tube Rental (2 hours)	\$2.00	\$3.00
Hawk Island Snow Hill ****		
— Adult Pass— Snow Tubing (2 hours) Mon-Fri (32)	\$10.00	Eliminate
— Child Pass— Snow Tubing (12 & under 2 hours) Mon-Fri	\$5.00	Eliminate
Family Pass— Snow Tubing (2 adults & 2 children 2hrs) Mon-Fri	\$25.00	Eliminate
Each add'l child for Snow Tubing	\$5.00	
Non-operational hours reservation	\$50.00	
— Adult Pass— Snow Tubing (2 hours) Sat, Sun and Holidays	\$12.00	Eliminate
— Child Pass— Snow Tubing (12 & under 2 hours) S, S and hol	\$8.00	Eliminate
Family Pass— Snow Tubing (2 adults & 2 children 2hrs) S, S, hol	\$35.00	Eliminate
Adult Pass - Snow Tubing (2 hours)		\$12.00
Child Pass - Snow Tubing (2 hours)		\$8.00
Family Pass - Snow Tubing (2 hours)		\$35.00
Utility Vehicle/Golf Cart Rental ****		
1/2 day = up to 4 hours	\$50.00	
full day = up to 8 hours	\$100.00	
Game Rental (for 4 hours) ****		
Moonwalk	\$275.00	
Dunk Tank	\$225.00	
Giant Slide	\$400.00	
Rental House ****	\$800.00	

FINANCIAL REPORT - Interim 2014 Year End Report

Mr. Morgan referred to the report in the packet. Discussion ensued about parking revenue and the hardship pass program.

Commissioner Koenig entered the meeting at 6:25pm.

ADMINISTRATIVE REPORTS

Mr. Morgan referred to report in the packet. Discussion ensued regarding cross country skiing at Burchfield County Park.

OLD BUSINESS

TRAILS AND PARKS TASK FORCE RFP

Mr. Morgan reported the Trails and Park Task Force passed a directive for staff to develop an RFP (Request for Proposal) and move forward with a process to select a consultant that will help the task force assemble a plan for the expenditure of trails & parks millage dollars.

Elaine Ferris entered the meeting at 6:35pm.

At a minimum, the consultant will provide a trails inventory (identifying interconnectivity within the county), assistance developing spending categories (i.e. the Task Force agreed to some very broad funding categories: 1) New Construction 2) Repairs and Reconstruction 3) Operations & Maintenance 4) Parks 5) Special projects (planning grants for smaller municipalities or small grants). The consultant will help us determine best practices in deciding the selection process for individual projects and assistance developing priorities and selection criteria for project evaluation. The consultant will also help us determine the best avenue for public input on the process as well. The Trails & Parks Task Force meetings have been suspended until after the consultant has been hired. The task force will then reconvene to work with the consultant.

Mr. Monsma said it is clear we need more information on how to implement the millage. Mr. Morgan stated he and Jared Cypher are working on drafting the RFP. Common agreement at the Trails and Parks Task Force emerged on the need for a rating system for picking priorities. The consultant would be helpful in that process. Discussion ensued regarding the amount we are anticipating paying the consultant.

Discussion ensued about the trail map that the Ingham County Tax Mapping/Equalization Department prepared. The map includes current trails, proposed trails and farmland preservation areas.

Chair Nicholls asked future agendas clarify the Master Plan RFP versus the Trails and Parks Task Force RFP.

Moved by Mr. Monsma; **Supported** by Mr. Schelke to support the Trails and Parks Task Force motion to direct staff to develop an RFP to select a consultant that will help the task force assemble a plan for the expenditure of trails & parks millage dollars. The Park Commission supports this effort to move forward with best practices and planning of Trails and Parks Millage Funding. **Yes-7; No-0. MOTION CARRIED.**

Master Plan RFP

Mr. Monsma clarified that the parks master plan is not due until next year and can be worked on later this year.

Lake Lansing Park-South Shower House Renovation (Executive/Planning)~ Mr. Morgan stated the shower house renovation monies were approved a couple years ago and were brought forward specifically for the shower house. The shade needs to be attached to shower house in order to use this money, and it is roughly \$15,000 to complete the shower house renovation.

Mr. Duffy left the meeting at 7:04pm.

Mr. Morgan said there would be an ADA changing area as well as a walkway. The changing stations need to meet or exceed all current ADA guidelines.

Rescinding Resolution - Employee Discounts (Budget)~ Mr. Czarnecki stated the Budget Committee discussed this previously approved resolution from 2011 and recommends the Park Commission rescind the resolution that approved the \$1 discount for Ingham County employees for park activities. Commissioner Tsernoglou said most employees are not aware of the program and it is cumbersome to track. Mr. Schelke stated this program is not much of an incentive.

Moved by Mr. Czarnecki; **Supported** by Commissioner Koenig to rescind Ingham County Parks & Recreation Resolution #35-11 Recommending the Establishment of Ingham County Employee Discount Activity User Fees. **Yes-6; No-0. MOTION CARRIED.**

NEW BUSINESS

Trails And Parks Task Force Report (All)~ Chair Nicholls stated this agenda item has already been discussed and we will move on to the next agenda item.

Potential Dog Park Site – Lake Lansing Park-North (Executive/Planning)~ Mr. Morgan stated we have been approached by Meridian Township Parks to site a dog park in Lake Lansing Park-North. Mr. Morgan said he will meet with Meridian Township to discuss this idea. Discussion ensued regarding history and potential issues with dog parks. Mr. Morgan will meet with Meridian Township and report back to the Park Commission.

Repurpose Toboggan Run (Executive)~ Mr. Morgan stated the Ingham County Road Department approached the Parks Department with an opportunity to accept dirt. This might be a way to repurpose the toboggan run at Burchfield County Park to recontour and repurpose the toboggan run. Mr. Morgan stated he will work with the Road Department to see if they can transport the dirt to Burchfield County Park or if we will need to pay for the transportation of the dirt.

REPORTS OF STANDING COMMITTEES

Executive Committee - Chair Nicholls

Mr. Monsma reported that the committee decided to have more awards than just the volunteer of the year award.

Planning & Community Outreach Committee - Mr. Monsma

Mr. Monsma stated we had a brief discussion of the millage. We discussed the shower house renovations and dog park too.

Budget & Personnel Committee - Mr. Czarnecki

Mr. Czarnecki stated most of the agenda items at the Budget and Personnel Committee meeting had previously been discussed at this meeting. For any grievance reports that occur, the committee asks the grievance report be presented as it comes up instead of at the end of the year.

CORRESPONDENCE & CITIZEN COMMENT

No discussion.

BOARD/STAFF COMMENTS

None.

LIMITED PUBLIC COMMENT:

Elaine Ferris (Mason City Council Member and Mason Area Chamber of Commerce Member) stated every other month there is a Mason Chamber of Commerce meeting. She is interested in having Mr. Morgan speak at an upcoming meeting.

INFORMATIONAL PACKET

Mr. Morgan stated staff won the Golden Wrench Award for an innovative tool.

Adjournment:

There being no further business, the meeting was adjourned at 7:30pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 23, 2015

RESOLUTION # -15

RESOLUTION AMENDING THE ACCOUNTING PROCESS FOR SPECIAL EVENT FEES

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

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

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

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

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

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

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 23, 2015

Resolution # -15

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

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

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

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

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

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

2016 Park Fee Review

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 23, 2015

RESOLUTION # -15

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

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

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

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

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 23, 2015

Resolution # -15

RESOLUTION TO ACCEPT THE 2016 STRATEGIC PLAN

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

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

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

Ingham County Parks Department

2016 Strategic Planning Documents

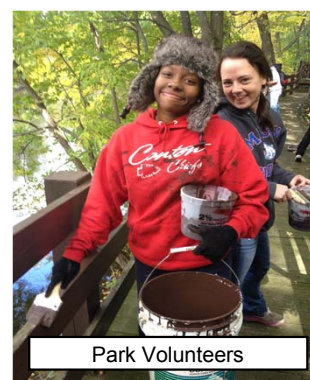


March 23, 2015

Ingham County Parks - Performance Measures

The Ingham County Parks performance measures correlate with the Board of Commissioners long-term objective of Providing Recreational Activities. Park activities and resources promote and support a Healthy and Active Population. Parks are essential to having a Thriving Economy and High Quality of Life in our community.

Increase annual visitation to the Ingham County Parks by 1% each year.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Engage the community via Social Media by increasing number of fans on park Facebook pages 10% annually	12,285 / + 25.55%	14,500 / + 18%	15,657 / + 10%	17,223 / + 10%
Facebook Posts - increase 5% annually	302	421	442	464
Issue press releases regarding activities	15	19	24	24
Partner with organizations hosting special events in the parks	62	81	85	90
Provide annual hardship passes to low income individuals and families	1,527	1,626	1,725	1,825
Donation of park passes and activity coupons to non-profits for silent auctions and special events	143	233	250	260
Public outreach - total people reached	0	0	950	1,025
Park Visitation *	1,220,160 / +1.46%	1,133,549 / -7.10%	1,144, 884 / +1%	1,156,333 / +1%
Maintain a cost-effective general fund, cost per visitor ratio below \$1.50.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Cost per visitor	1.13	1.32	1.40	1.45
Provide a variety of recreational activities, both amenities and fee based, increasing participation 1% annually. Through partnerships with the community offer one new activity or event for visitors each year.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Park Activities	119,565	127,642	128,918	130,207
Develop partnership with Meridian Township Parks for park programs.	0	0	0	500
Open the Burchfield Toboggan Runs	0	500	500	505
Increase volunteer and court assigned hours worked in the parks 2% annually.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Community Service Workers – court designated	389	875	892	910
Jail Alternative Sentencing Program - program ends 2014	5,472	2,624	0	0
Community Park Volunteers	N/A	1,108	1,300	1,400
Increase park access to visitors regardless of ability to pay by 1% annually.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Annual Hardship Passes	1,527	1,626	1,658	1,692
School/Youth Groups – no charge entry/park use and no charge shelters	12,136	12,473	12,597	12,722
Increase the number of customer surveys to ensure we meet customer expectations and maintain park visitor satisfaction rating of a 4.5/5.0.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Surveys completed	149	125	300	400
Overall customer satisfaction rating	4.8/5.0	4.8/5.0	4.8/5.0	4.8/5.0
Increase public engagement in the Friends of Ingham County Park activities 2% annually.	2013 Actual	2014 Actual	2015 Projected	2016 Projected
Event participants	10,745	10,386	10,593	10,805



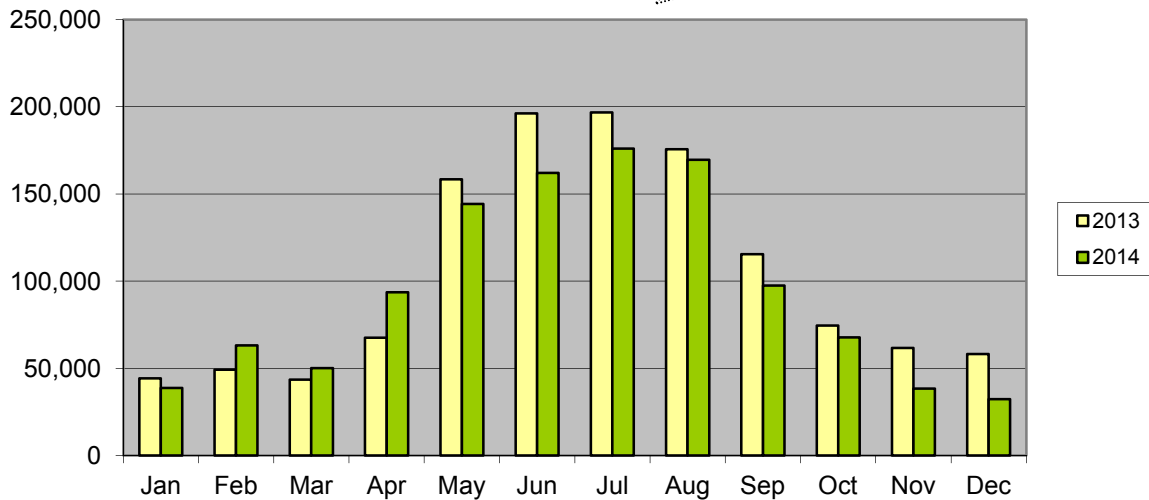
SurveyMonkey.com
because knowledge is everything

* 2013 Park visitation is adjusted. Soccer and Baldwin Park have been removed to provide comparable numbers for 2014.

Ingham County Parks - Performance Measures

Performance Measure: Increase annual visitation to the Ingham County Parks by 1% each year. Maintain a cost-effective, cost per visitor ratio below \$1.50.

Park Visitation



Park Visitors By Month

	2013	2014
Jan	44,346	38,775
Feb	49,236	63,099
Mar	43,532	50,087
Apr	67,591	93,616
May	158,449	144,299
Jun	196,154	162,044
Jul	196,724	176,085
Aug	175,549	169,522
Sep	115,525	97,522
Oct	74,591	67,769
Nov	61,638	38,459
Dec	58,229	32,271
	<u>1,241,565</u>	<u>1,133,549</u>

Soccer	45,600	0
	<u>1,287,165</u>	<u>1,133,549</u>

A significant effort is made to increase visibility and awareness of the Ingham County Parks to County residents and visitors through traditional methods such as press releases and brochures. Social media is an incredible way to connect with the community.

In 2014 the Parks engaged over 14,500 fans via Facebook and Twitter. This number is an 18% increase from 2013. Over 400 direct communications to the public were made through Social Media with no direct cost.

Through the use of Constant Contact we email announcements, invitations and newsletters. Our open rate of Constant Contact emails is 30.8% compared to an industry rate of 19.7% for other recreational entities. This demonstrates a well targeted audience of people with an interest in the Parks.



**General Fund
Cost Per Park Visitor**

2013	\$1.13
2014	\$1.32



A \$30 annual park pass for Ingham County Residents offers a year of fun recreational options!

Ingham County Parks - Performance Measures

Performance Measure: Provide a variety of recreational activities, both amenities and fee based, increasing participation 1% annually. Through partnerships with the community offer one new activity or event for visitors



Picnics in the Parks



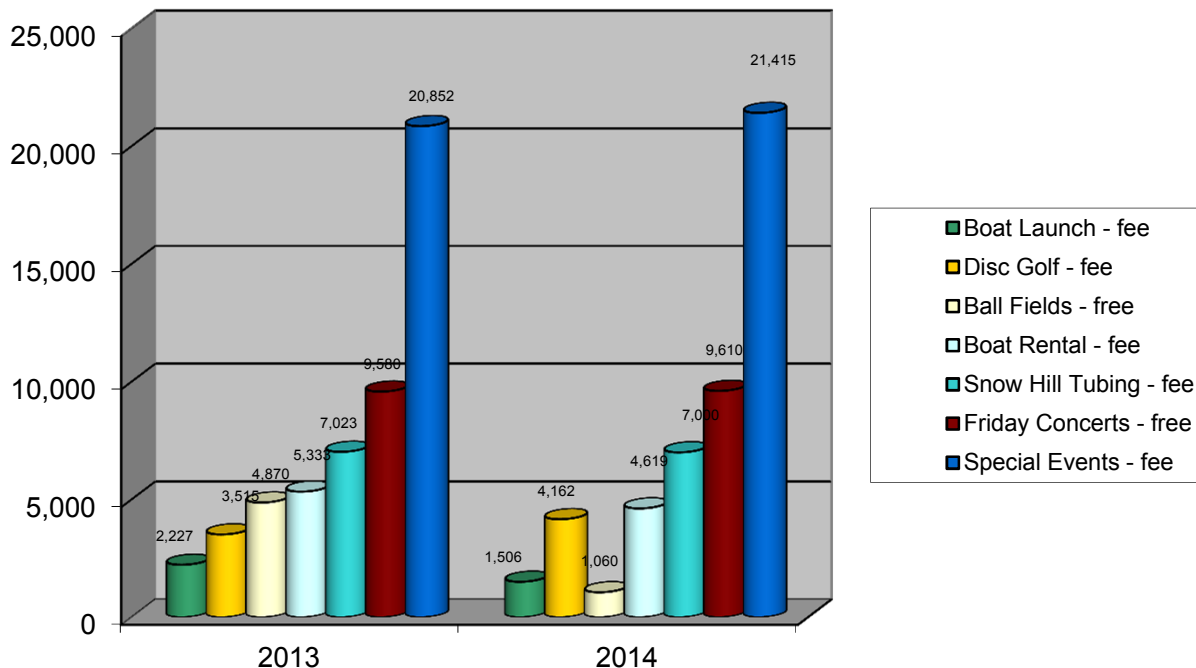
15 picnic shelters in 4 parks hosted 73,260 park visitors for picnic events in 2014.

Parks are an important part of our community. People gather in our picnic shelters for family reunions, graduations, birthdays, company picnics and other activities.

Popular Park Activities

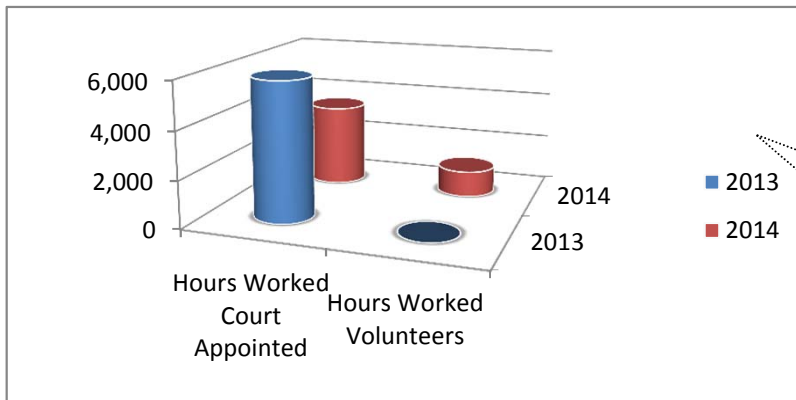
The Parks offer more than 25 activities to park visitors. Some activities are passive activities that involve little interaction with staff, such as hiking. Others, such as those listed to the right are some of the more popular activities that are measurable.

	2013	2014
Boat Launch - fee	2,227	1,506
Disc Golf - fee	3,515	4,162
Ball Fields - free	4,870	1,060
Boat Rental - fee	5,333	4,619
Snow Hill Tubing - fee	7,023	7,000
Friday Concerts - free	9,580	9,610
Special Events - fee	20,852	21,415



Ingham County Parks - Performance Measures

For over 30 years, the Ingham County Parks Department has made use of available resources to manage the workload of operating a park system. In 2013, 5,861 hours of work were completed in the parks through various court programs. In 2014, court assigned workers provided 3,499 hours of park labor. Citizen volunteers contribute very meaningful work hours to our parks. Last year, 1,108 hours of volunteer time was donated to the parks!



Performance Measure:
Increase volunteer and court assigned hours worked in the parks 2% annually.



Unpaid and Volunteer Work Accomplished:

- Painting
- Construction
- Power Washing
- Boats - in/out of the water
- Walkway sealing
- Raking
- Drainage tile installation
- Rototill volleyball pits
- Warming houses - wall set up
- Trash removal
- Mowing
- Weed whipping
- Weeding
- Landscaping

Total court assigned and volunteer hours
= 2.22 Full Time Employees

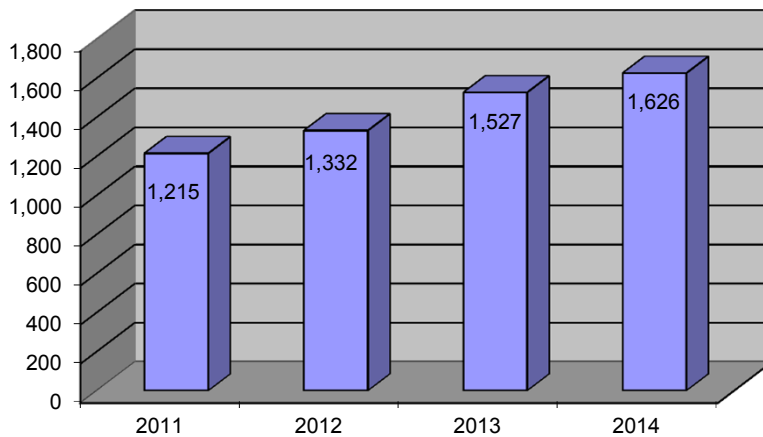


Ingham County Parks - Performance Measures

Mission: The Ingham County Parks & Recreation Commission and 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.

Performance Measure:
Increase park access to
visitors regardless of ability to
pay by 2% annually.

Low Income Passes Distributed



In 2014, the Parks Department distributed 1,626 low income annual passes. The families requesting a pass included 2,831 children.

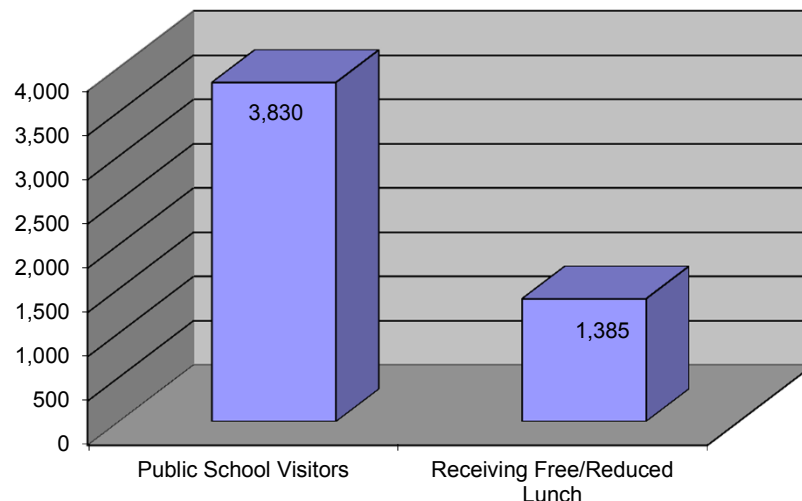
1,135 families receiving a low income park pass voluntarily reported that they receive some form of public assistance.

In 2014, school children from 22 schools visited an Ingham County Park. The 3,813 students represent 30% of the total number of School/Youth groups that visited the parks last year. 36.2% of these school children receive reduced or free school lunches. According to Kids Count, 29.7% of children living in Ingham County, live below the poverty level.

School children visit the parks for a variety of educational purposes and for many year end field trips. Busses and picnic shelters are free to school groups. The parks provide a low cost activity option for schools.



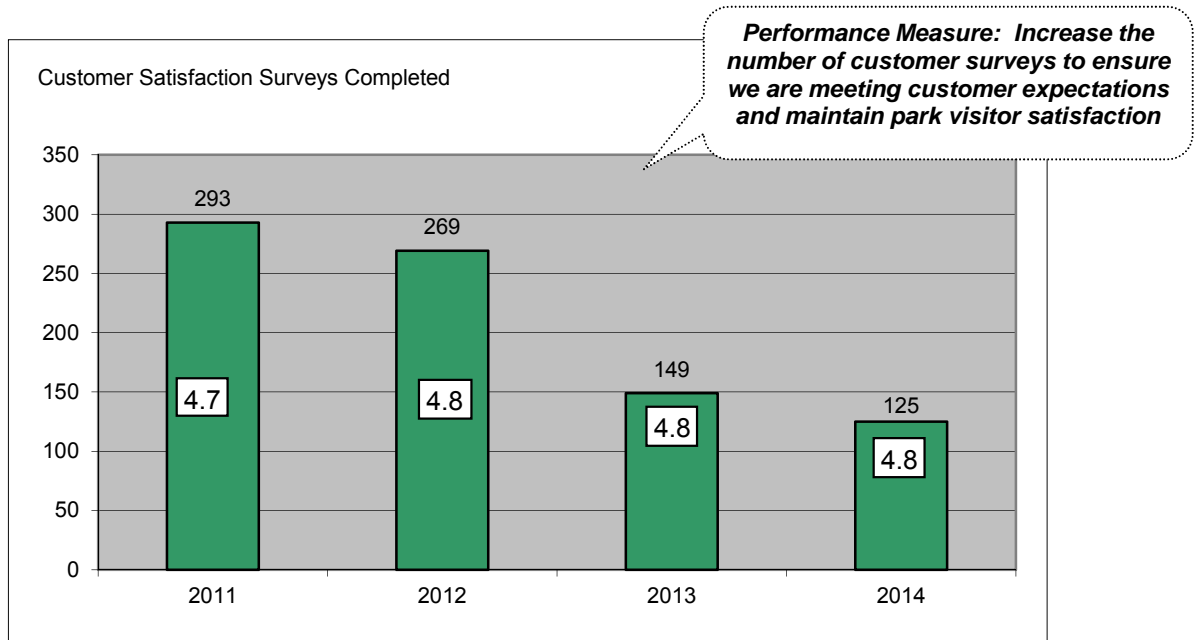
School Children in the Parks



Ingham County Parks - Performance Measures

As our residents and society in general have moved toward numerous forms of electronic media for every day tasks, the Parks paper survey return rate has declined. In an effort to increase the volume of feedback received from customers, Survey Monkey has been engaged.

The survey link is on the home page of the Ingham County Parks website. Once quarterly, a link to the survey will be posted on the three park Facebook pages, Burchfield Park, Hawk Island Park and Lake Lansing Parks.



The **Friends of Ingham County Parks** are the non-profit fundraising organization for the Ingham County Parks. Incorporated in 1999, the Friends have built playgrounds in our parks, a band shell and provide matching grant funds. A cabana at Hawk Island Park was constructed in 2014 with a donation of \$5,000 from the Friends. In addition to these significant projects the Friends fund Friday evening concerts at Lake Lansing South and contribute funds to park operations and marketing.

Mission: THE FRIENDS OF INGHAM COUNTY PARKS is a group of citizens committed to supporting, identifying, planning, funding and implementing select improvements within the Ingham County Parks system. Through active citizen involvement we strive in conjunction with the Parks Department to provide financial assistance to support park operations to enhance the quality of life for park visitors and county residents.



Performance Measure: Increase public engagement in the Friends of Ingham County Park activities 2% annually



2016 STRATEGIC PLANNING BACKGROUND INFORMATION

1. ***What changes or events are occurring in county, regional, state, or national matters that are likely to impact the services your department delivers, and what issues do these changes or events create?***

Nationally there is a movement toward fitness and health that are tied to parks & recreation opportunities. State wide there is a major emphasis to promote non-motorized trails and connectivity locally and regionally. Water based recreation and water trails is a trend that has surfaced. In Ingham County the passage of the Trails and Parks millage in 2014 creates a new focus and opportunity for the parks department.

2. ***Will these changes affect your department's ability to advance the County's objectives or areas of priority? How will your department's operations or plan for services be impacted in 2016 and beyond?***

We are at a pinnacle of becoming something larger, an organization more integrated into and a part of the communities in which we operate. Planning this year will address a comprehensive evaluation of deferred maintenance and capital projects as well as routine maintenance and departmental staffing levels.

In a positive way, the ability to enhance non-motorized and water trails and parks within Ingham County through the recently passed Trails and Parks millage should provide facilities and services to help with promoting a healthy and active population, a safe community (millage dollars utilized to provide park security through the Sheriff Department), a higher quality of life through the new facilities and services that the millage will provide.

3. ***What major goals does your department hope to accomplish in the 2016 budget year?***

Begin the methodical and thoughtful implementation of the forthcoming Comprehensive Park and Trail Master Plan. Through the plan implementation we will work to successfully accomplish deferred maintenance projects in the parks. Our goal is to be positioned to begin grant writing and or establish partnerships with neighboring communities to take meaningful steps toward the connection of communities and pursue exciting capital projects.

Enhancement of our customer service and marketing and outreach to the county. Evaluation of our revenue and point of sale systems to make sure they are current and utilizing today's technologies.

4. ***Do you plan to enhance or reduce any of your department's services?***

Current services will be carried forward, with the addition of Sheriff Patrols in the Parks this will provide for a safer environment. This will be a year of planning looking at possible new service opportunities as we gather input and data from our master plan process.

5. *Do you anticipate any significant increase or decrease in the demand for your department's services? Please indicate those areas that may be affected.*

As we move forward with the Trails and Park Millage, that initiative will place the Ingham County Parks in the news. Awareness of the Ingham County Parks will be in the forefront of people's minds. This tends to bring more visitors to the parks and more calls into the parks office. Providing passport service in our administrative office continues to increase in numbers served.

We would anticipate an increase in demand due to the excitement of the newly passed millage. Gas prices and weather can contribute greatly to the services provided. Again, 2015 will be a year of planning and many decisions about the future demand for the Ingham County Parks will be identified and planned for the future.

6. *Are there any comments or observations that you would like to address that are not covered above?*

The growing popularity of outdoor recreation activities, such as cycling, inline skating, walking and running, kayaking, combined with the loss of community open space, has increased the need for quality recreational facilities such as parks, trails and blueways.

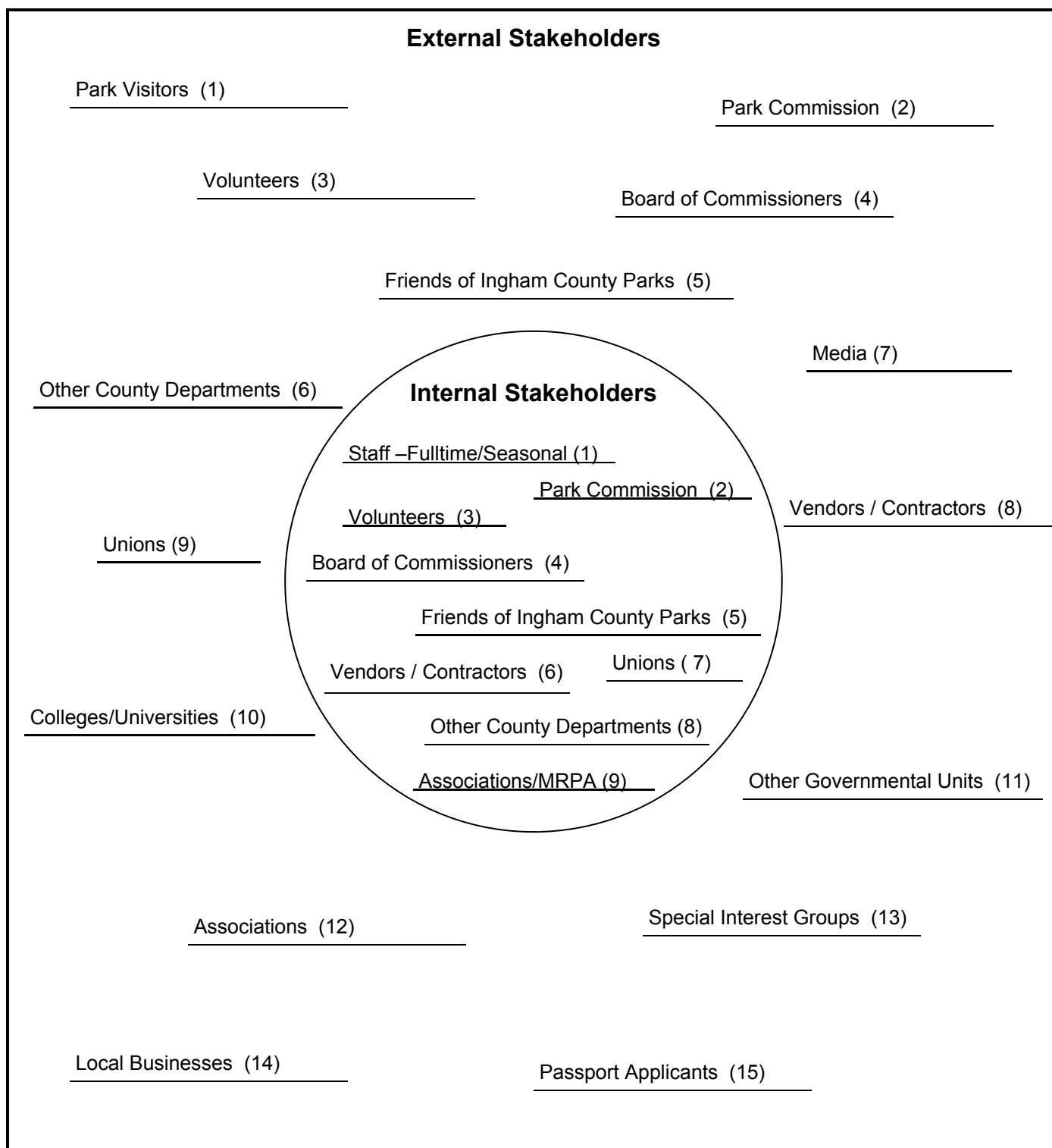
Parks and Trails provide places for cyclists, hikers, walkers, runners, inline skaters, kayakers, and physically challenged individuals to exercise and experience the many natural and cultural wonders of the nation's urban, suburban and rural environments. Trails not only serve as independent community amenities, they also enhance existing recreational resources by linking neighborhoods and schools to parks, waterfronts, recreational centers and other facilities.

There is no doubt about the strong link between exercise and good health. But few realize the many other benefits of trails to local communities. The Ingham County Parks and Recreation Commission and the Ingham County Board of Commissioners have recognized the importance of non-motorized trails and will be working with other municipalities within the county to develop public trails linking major parks and areas.

KEY SERVICE DELIVERY AREAS Department: <u>Parks</u>		
Service Area	Who is Served	Number of Employees
1. Hawk Island Park, Soldan Dog Park, Scott Woods Park, River Trail South	Hawk Island Park served 454,170 visitors in 2014 and continues to be the busiest park in the County park system. Visitation at this park has dropped since implementation of seven day entry fees and increased entry fees. The park is open to the general public. The park is located in southern Lansing, the most populous section of the city. The south side has been referred to as Lansing's most forgotten area, as city development has often focused on the city's core areas and east and west sides. The City of Lansing is the largest population center in Ingham County with over 40% of the county population. Median household income in the city is \$36,054. 28.7% of the residents in Lansing live below the poverty level. 1,212 no fee annual passes were distributed to visitors under the low income policy fee. 8,968 school children and youth non-profits participated in free year end picnics, swimming and the Lansing Area Safety Council Picnic in 2014. Fifteen run/walk events were held at Hawk Island Park in 2014. These events contribute over one half million dollars in economic support to non-profit initiatives in our community. <i>(Income and poverty data from 2010 census data.)</i>	4.75 FTE's Seasonal hours equal 5.2 FTE's
2. Lake Lansing Parks – North and South, Lake Lansing Boat Launch	The Lake Lansing Parks hosted 380,847 visitors in 2014. The parks serve residents from Meridian Township and visitors from the greater Lansing area. 2,480 school children and youth non-profits participated in no fee school picnics, encampments and nature based activities in 2014. Lake Lansing South Park hosts free Friday evening concerts attended by over 9,600 people in 2014. The concerts are popular with families and senior citizens. Lake Lansing South Park issued 213 annual passes in accordance with the county low income no fee policy.	2.75 FTE's Seasonal hours equal 4.49 FTE's
3. Burchfield Park, McNamara Landing and Riverbend Natural Area	What we refer to as the "south Parks," these facilities welcomed 298,533 citizens in 2014. These parks serve the general public of Ingham County, particularly those in the southern rural areas of the county, where recreational opportunities are at a minimum. 1,025 school children and youth non-profits enjoyed picnics and outdoor activities at Burchfield Park for no charge. Burchfield Park hosts a summer camp that enrolled 150 kids in 2014 with 9 low income children receiving scholarships for free attendance. In support of the low income fee policy, Burchfield Park gave out 93 low income passes to visitors in 2014.	3 FTE's Seasonal hours equal 3.06 FTE's
* The Parks offer concessions, boat rentals, ski rental, shelter rentals, disc golf, snow tubing, day camp, and boat launch services, these activities are not funded by the general fund. These activities are funded through user fees and accounted for in the 508 enterprise fund.		1.25 FTE's Seasonal hours equivalent to 7.75 FTE's

Ingham County Parks—Stakeholder Identification

Ingham County Park Staff each did an independent assessment to identify stakeholders in the Ingham County Park System. Identification of stakeholders was done to assess the impact various stakeholders have on the organization; be it positive or negative. Some stakeholders are a function of governance and or mandates, others may be important in fulfilling the mission or those that value the mission and recreational opportunities in Ingham County. Some stakeholders, such as unions, the Park Commission and the Board of Commissioners are identified as both internal and external stakeholders. Data gathered from the department staff is compiled below.



Ingham County Parks Department

Financial Report

February 28, 2015



2015 - 208 Operating Budget Report

February 28, 2015	Original Budget	Revised Budget 2015	YTD Total	Admin	Burch	Lk Lan	Hawk Is
REVENUE							
Special Event Fees	3,500	3,500	-	-	-	-	-
Parking Fees	295,000	295,000	22,847	-	6,934	-	15,913
Donations / Friends	5,000	0					
Passport Fees	15,000	15,000	4,870	4,870	-	-	-
Misc Revenue	4,000	4,000	0	0	-	-	-
Capital Improvement trs in	0	0	-	0			
Carry Over Surplus Used	15,250	15,250					
Revenue Trf In - F-228	50,000	50,000					
Revenue Trf In - F-101	1,618,906	1,618,906	404,727	404,727	-	-	-
TOTAL REVENUE	2,006,656	2,001,656	432,444	409,597	6,934	0	15,913
PERSONNEL SERVICES							
Salaries & Wages Perm	693,011	693,011	84,727	84,727	-	-	-
Salaries & Wages Seasonal	282,387	282,387	17,048	1,338	4,331	3,310	8,069
Overtime Permanent	4,783	4,783	1,938	1,694	-	-	244
Overtime Seasonals	3,587	3,587	0	-	0	0	0
FICA County Share	53,017	53,017	7,750	6,530	331	253	636
Meeting Fees	6,000	6,000	-	-	0	0	0
Fringe Benefits	397,875	397,875	48,948	48,340	178	101	329
TOTAL PERSONNEL SERVICES	1,440,660	1,440,660	160,411	142,629	4,840	3,664	9,278
CONTROLLABLE EXPENSES							
Office/Printing/Postage/Copying	17,980	16,400	532	532	-	-	-
Non-Cap Equipment	4,900	4,900	0	0	-	-	-
Controlled Capital Items	-	0	0	-	-	-	-
Maintenance Supplies	71,500	73,500	3,162	0	1,836	532	794
Other Supplies	21,111	21,111	2,050	799	479	0	772
Small Tools	1,500	1,500	33	0	33	0	0
Uniforms/Cleaning/Clothing	6,100	7,100	807	807	-	-	-
Gas-Grease-Oil	57,600	48,880	2,787	2,787	-	-	-
Med Services - Physicals	1,000	0	0	-	-	-	-
Memberships/Subscriptions/Adver	2,900	2,900	1,267	1,267	-	-	-
Contractual Services / Consultants	3,400	3,400	990	395	70	70	455
Travel - Local / Training	3,100	6,100	2,944	2,904	-	-	40
Telephone	7,484	7,484	543	241	22	0	280
Maintenance Contractual	25,673	25,673	608	0	303	135	170
Equipment Repair/Maint	30,400	30,700	11,503	560	890	5,325	4,728
Equipment Rental	3,038	3,038	0	-	-	-	0
Special Projects - Master Plan	25,000	25,000	0				
Millage	50,000	50,000	0				
TOTAL CONTROLLABLE EXPENSES	332,686	327,686	27,226	10,292	3,633	6,062	7,239
NON-CONTROLLABLE EXPENSE							
Insurance	29,341	29,341	0	0	0	0	0
Utilities	57,794	57,794	10,139	2,470	1,909	1,640	4,120
Courier Service	1,624	1,624	406	406	-	-	-
Telephone Allocation Costs	3,247	3,247	0	0	-	-	-
MIS Support	121,640	121,640	0	-	-	-	-
Vehicle Service Charge	19,664	19,664	0	0	-	-	-
TOTAL NON-CONTROLLABLE EXPENSES	233,310	233,310	10,545	2,876	1,909	1,640	4,120
TOTAL OPERATING REVENUE	2,006,656	2,001,656	432,444				
TOTAL EXPENSES	2,006,656	2,001,656	198,182				
CHANGE IN FUND BALANCE			234,262				

[illegible]

508- ENTERPRISE FUND

CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK

As of February 28, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
REVENUE					
SHELTER FEES	58,000	20,465	12,145	3,520	4,800
DISC GOLF FEES	21,000	1,698	-	1,698	-
BOAT RENTAL	55,000	-	-	-	-
BOAT LAUNCH FEES	17,000	-	-	-	-
SKI RENTAL	2,000	5,396	-	5,396	-
FOOD CONCESSIONS	40,000	5,429	3,030	2,399	-
BAIT/TACKLE REVENUE	150	-	-	-	-
LL HOUSE	9,600	1,600	-	-	1,600
ADMISSION FEES	18,000	32,210	32,210	-	-
INFLATABLE RENTALS	1,000	-	-	-	-
SNOW TUBE RENTAL	2,000	2,423	-	2,423	-
SNOW HILL RESERVATIONS		450			
DOG PARK REVENUE	10,000	115	115	-	-
DAY CAMP	15,000	-	-	-	-
VENDING MACHINE COMMISSIONS	400	-	-	-	-
CABANA		975	975		
MISC REVENUE	400	-	-	-	-
CARRY OVER SURPLUS USED	-	0		0	
TOTAL REVENUE	249,550	70,761	48,475	15,436	6,400
PERSONNEL SERVICES					
WAGES & BENEFITS - SEASONAL	152,000	18,630	11,049	6,854	727
TOTAL PERSONNEL SERVICES	152,000	18,630	11,049	6,854	727
CONTROLLABLE EXPENSES					
PRINTING	4,100	-	-	-	-
CONTROLLED CAP OTHER		-	-	-	-
MAINTENANCE SUPPLIES	20,000	1,799	875	924	-
OTHER SUPPLIES	26,391	2,432	1,204	1,068	160
CONTRACTUAL SERVICES	5,000	-	-	-	-
UTILITIES/INSURANCE	12,500	3,721	3,721	-	-
TELEPHONE	400	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,445	75	75	-	-
EQUIPMENT REPAIR & MAINT	500	-	-	-	-
EQUIPMENT RENTAL	100	-	-	-	-
SALES/USE TAX	2,800	143	143	-	-
ADMIN DISTRIBUTION	28,814	160	47	56	56
TOTAL CONTROLLABLE EXPENSE	102,050	8,330	6,065	2,048	216
TOTAL OPERATING REVENUE	249,550	70,761	48,475	15,436	6,400
TSF OUT - 450 FUND					
TOTAL OPERATING EXPENSES	254,090	26,960	17,114	8,902	943
CHANGE IN FUND BALANCE - OPERATIONS	0	43,801	31,361	6,534	5,457
REVENUE	249,550	70,761			
EXPENSE - OPERATIONS	254,090	26,960			
EXPENSE - CIP	-				
NET CHANGE - FUND OVERALL		43,801			

**508 Enterprise Fund
Report as of February 28, 2015**

	LLN Shelter	Boat Launch	Burch Shelter	Burch Can/Boat	Burch Food	Burch Disc Golf	Burch Camp	Burch Ski	LLS Shelter	LLS Boat	LLS Food	LLS House	Hawk Is Shelter	Hawk Is Boat	Hawk Is Food	Hawk Tubing Hill	Dog Park	TOTAL
Shelter	1,025		3,520						3,775			1,600	12,145					22,065
Boat/Canoe Rental				0														0
Boat Launch		0																0
Burchfield Ski Rental								5,396										5,396
Misc Revenue/St. Grant																		0
Food Concessions					2,399											3,030		5,429
Bait/Tackle																		0
Lk Lansing House Rental																		0
Soccer - field usage																		0
Interest Revenue																		0
Inflatable Equipment Rental																		0
Burch Snow Tube Rental																		0
Day Camp																		2,423
Hawk Cabana							0											0
Dog Park													975				115	975
Snow Tubing - Reservations																450		450
Disc Golf						1,698												1,698
Snow Tubing Admissions																32,210		32,210
Carry Over Surplus																		0
Revenue to Date	1,025	0	3,520	0	2,399	1,698	0	7,819	3,775	0	0	1,600	13,120	0	0	35,690	115	70,761
Expenditures																		
Personnel - seasonal	33	74	527	583	2,372	209	0	3,163	452		80	6	472	18		10,558		18,547
Controllable Expenses	0	0	0	0	1,019	518	100	356	0	82	9	160	9	9		1,374	924	4,533
Admin Expenses	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	160
Capital Improvement																3,721		3,721
Non-Controllable (ins/utilities)																		0
Expenditures to Date	42	83	536	592	3,400	736	109	3,528	461	91	89	175	481	27	9	15,662	933	26,961
Total Revenue	1,025	0	3,520	0	2,399	1,698	0	7,819	3,775	0	0	1,600	13,120	0	0	35,690	115	70,761
Expenditures to Date	42	83	536	592	3,400	736	109	3,528	461	91	89	175	481	27	9	15,662	933	26,961
YTD Balance	983	(83)	2,984	(592)	(1,001)	962	(109)	4,291	3,314	(91)	(89)	1,425	12,639	(27)	(9)	20,028	(818)	43,800

CIP Canoe/Kayaks - Burch
CIP Lake Lansing Boat Launch
CIP Boat Rental Roof - Burch
CIP Pedal Boats @ LL and Hawk

YTD Balance from Operations 43,800

Capital Improvement 0

2014 Fund Balance 64,199

Current Available Funds 107,999

Net Change Fund Balance 43,800

* The interim year end 2013 operating statement reflects our fund balance as \$64,199

* The interim year end 2013 operating statement reflects our fund balance as \$66,514

* The audited year end 2012 operating statement reflects our fund balance as \$78,719

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of February 28, 2015

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
GENERAL FUND							
Zero Turn Mower - BUR 664-75299-978000	14,000			0	14,000	In Progress	
Zero Turn Mower - LL 664-75299-978000	14,000			0	14,000	In Progress	PO Issued
Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010	42,000		4,695	0	37,305	In Progress	Salt PO Issued
3/4 Ton 2WD Pick-Up - BUR 664-80000-978010	27,000			0	27,000	In Progress	
4 WD Tractor w/loader - BUR 664-75299-978000	35,000		35,495	0	(495)	In Progress	PO Issued
Roof White Restroom - LLN 208-75500-931000-51000	8,000			0	8,000		
Roof Picnic Area Restroom - LLS 208-75500-931000-51000	8,000			0	8,000		
Reforestation - LLS + grant application 245-75299-976000	5,000			0	5,000		+ DNR GRANT / \$120 per tree
Playground Mulch - All Parks 208-75200-974100	15,000			0	15,000		
Gravel/Road Maintenance - LLS 208-75200-974000-86000	7,000			0	7,000		
Gravel/Road Maintenance - BUR 208-75200-974000-86000	7,000			0	7,000		
Buoys/Swim Ropes - All Parks 245-75299-726010	4,500			0	4,500		+ RAP Grant MMRMA
Perry Rd. Paving Assessment 208-75200-957130-86000	10,000			0	10,000	In Progress	Paving Done/No Invoice
Path Repair - HI 245-75299-974000	10,000	70,000		0	70,000		2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI 245-75299-974000	10,000			0	10,000		
Master Plan 208-75200-967000-86000	25,000			0	25,000		
ENTERPRISE FUND - 508							
Roof - Boat Rental - BUR 508-75931-931000	4,000			0	4,000		Doing in house
Pedal Boats - HI & LL 508-75200-735000	7,000			0	7,000		
Canoe/Kayaks - BUR 508-75931-735000	5,000			0	5,000		
INFORMATION TECHNOLOGY							
Call Center Software 664-75299-726010		840			840	In Progress	
Cross Cut Shredder 664-75299-726010		999			999	Ordered	
Poster Printer 664-75299-735100	1,750	0		0	0		Canceled
CPU - Office - Window Desk 664-75299-735000	800			0	800		
CARRY FORWARD							
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			0	6,925	In Progress	
Lake Lansing Restroom (2013/450) 450-75200-976000	14,855			0	14,855	In Progress	

* Status = In Progress, On Hold, Complete

2015 Park Millage - Fund 228

as of 2-28-2015

Tax Revenues	\$3,250,000
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Directors Report
Through Feb.13th-March 17th (March 23rd 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. We discussed various topics including function of the office and have set in motion a few minor changes initially with walls to allow the office to flow better.
- Worked with Karen on this year's strategic plan including the draft questions as response asked by Controllers office.
- Worked on a variety of Park Millage items including meeting and working with staff Jared Cypher and Jim Hudgins on various items including assembling a RFP for consultant to help assist the Task Force.
- Met with other Department Heads and Jim Hudgins on waste disposal RFP and contract for 2016.
- Attended Controller monthly meeting.
- Met with Brian and office staff on recommendations for Park User Fee proposed modification at Hawk Island snow hill.
- Met with Jared Cypher, Karen, Brian to discuss snow hill items and potential future capital items.
- Worked with Karen on 2016 Budget Request Calendar update.
- Worked with Karen and Nicole on overall master internal calendar of annual important dates and calendar items (still a work in progress).
- Met with Karen & Nicole several times to go over financials of the Parks. Worked with both on getting out survey on financial systems, point of sale questionnaire out to members of Michigan Recreation and Parks Association and the Michigan Association of County Park Recreation Officials.
- Continue to meet with Nicole & Karen weekly, sometimes daily, and more frequently to stay on tasks with day-to-day park operations.
- Continued to talk with Karen and Jared to try and understand the role of Friends, talking past history, future roles and how the Friends can be utilized more effectively. Would anticipate a possible meeting with both Park Commission Executive and Friends Executive in near future to expand upon this.
- Met with Sheriff Office and will be working with them on a format of best practices for summer coverage at Parks, they will be getting back with me before months end to set-up a meeting with the Property Managers.
- Met with property managers and Jared Cypher and spoke with Travis Parsons several times to discuss the Ranger II open position and a possible re-organization of the position.
- Responded to several public correspondences and questions.
- Completed an Executive Summary for 2014 annual report that Karen is assembling.
- Worked several days and nights on various items of organizing all things since arriving December 1st, we have been very busy with reviewing lots of what we do and making recommendations and tweaking things a little at a time with staff to make us work smarter and not harder! ☺
- Continued to have monthly staff meetings to go over items.
- Met with office staff on function and purpose and we hired all seasonal staff for the office we have evaluated and tweaked a few things in office for efficiency. Will be exploring more as the space study is completed in the near future for the Park Office.

- Continued to work multiple hours on BOC Trails and Parks Task Force items for millage.
- Continue to meet with a multitude of people since arriving in December and still are in the process of networking and meeting and learning about Ingham County and mid-Michigan ☺!
- Met with Jared and Greg Goodall from tax mapping to develop a draft layer map for trails in Ingham County.
- Met with photographer from Capital Area Gains paper on story that Keven Duffy is doing on me and the Parks.
- Worked on various items for the Park Commission committee meetings and met with them.
- Met with Jeff Gehl and Scott Fraser, from Highland River Adventures to discuss Eaton Rapids Canoe Landing and looked at launch site.
- Spoke on Tim Barron Radio Show about winter programs and Trails & Parks Task Force.
- Met with Jared Cypher, Travis Parsons and Property Manger to discuss Ranger II position and possible re-organization.
- Study for and attended and passed the Certified Tourism Ambassador Program.
- Attended Heart of Michigan Trails meeting.
- Met with the Sheriff Department staff to continue talks about summer security.
- Met with IT Department to discuss some housekeeping items on phone service and shredder.
- Met with Mike Smith, MDOT Grants Coordinator to learn about grant opportunities for future.
- Met with MRPA Director and other Park Professionals for Public Policy meeting in East Lansing.
- Attended Great Lakes Park Training Institute in Angola, Indiana.
- Sessions that I attended included: Presentations and sessions on; *Facility Management Case Study on Accountability*-Tim Harvey, Chief, Park Facility Management Division National Park Service; *Multi-Use Trails How, Where, and Why*-Eric Oberg, Manger Trails Development, Rails-to-Trails Conservancy; *An Agenda for Urban Parks*- Joseph Wynns, Urban Strategist/Consultant-Retired City of Indianapolis Director; *Enhancing and Evaluating your Park Operations through Technology*- Allen Patterson, Director Hamilton County Parks Indiana, Andy Aidt- GIS Manager City of Kettering.

Parks Office Monthly Report

Communications & Research

A citizen FOIA request was received and a response was provided. Staff provided research assistance and data compilation for the Trails and Parks Task Force. A prospective vendor list was compiled for the pending Trails/Parks millage consultant RFP. Schedules and agendas for numerous meetings were coordinated with staff, the park commission, other departments, Friends and other agencies. We engage in frequent communications and discussions of processes and procedures with park and office staff. A survey for gathering revenue management information from other parks departments was developed and reviewed by all park staff. A draft of the 2014 Annual Report has been completed.

Planning

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

Staffing

Two seasonal positions in the office were filled in February. We welcomed Sarah as Clerk/Receptionist and Katie as a Marketing Specialist/Management Intern. We are excited to have these two talented people join us! Interviews have continued for the Accounting Clerk/Management Intern position. Our new clerk is training on phones, reservation software, passport photos, and miscellaneous tasks throughout the office. The marketing specialist is busy drafting flyers, brochures, and getting acquainted with our social media outlets and web page.



Customer Service

In February, the phones started ringing a bit more in the office! 47 park visitors made a picnic shelter reservation for this summer. Staff responds to multiple general inquiries regarding passports each month and in addition accepted 35 U.S. passport applications. At this time 53 requests for special events have been received by the parks office. Office staff assists the event coordinators with the event application, park reservations and coordinates the application process with park managers for approval. Ten requests for low income fee waivers were received and mailed to park visitors. Tim, Nicole and Karen attended CTA training and became Certified Tourism Ambassadors. Kendra and Raelyn recertified as CTA's.

Accounting/Budget

Over 170 vendor invoices were paid and 150 receipts generated for revenues received. With the onset of a new year and having a new budget in place processing purchase orders for capital improvement items has begun. Payroll is processed bi-weekly with attention to PAR's (personnel action requests); these may include change of pay rates, new employee set up and other actions. The interim 2014 Financial Report was provided to the Park Commission. Preliminary discussions and information gathering has begun for the 2016 budget. An adjustment to the 2015 CIP budget allowed for the purchase of much needed call center software and a necessary shredder. We began discussions with Recnet (our reservation software provider) about a “Public Access Module” and a “Day Camp Module”.

Marketing

Four press releases were developed and sent out to the media. A fantastic slide show was developed for the Mason Women's Expo that took place at the Fairgrounds on February 14! Karen represented the parks department at the show and 500 people attended. Special thanks to Fair Director Sandy Dargatz for thinking of us! Park promotion through Facebook and Twitter continue. Tweet, tweet! The, Your Ingham County Parks and CAHA brochures were distributed to local libraries and other locations. We determined the distribution plan of day camp flyers to area schools. The 2015 day camp rack card was updated for publication.

Friends of Ingham County Park

Staff published the Band Shell sponsorship booklet. Meeting reminder postcards were mailed to the Band Shell committee. Office staff began designing the summer 2015 Band Shell programs. Research and conversations with the IRS regarding 501 c 3 status and Type I, II, or III status.

March Lake Lansing Manager's Report

1. Two week vacation
2. Started interviewing seasonal employees
3. Sent out 2015 Band Shell contracts to summer talent
4. Registered all Ingham County Park beaches for the 2015 season
5. Ordered safety and life guard supplies for all parks
6. Researching drone policies, dog park options, and vendors for beach house renovations.
7. Inspecting park grounds/trails for winter damages
8. Removing geese from beach front
9. Attending meetings; Band Shell, SAD, Staff/Managers
10. Organizing spring volunteer groups for cleanup and playground sealing

Pat Witte

Ingham County Parks

Lake Lansing Park Manager

Burchfield Park Report February Report

February 10 – Went to the MRPA trail summit in Lansing

February 12 - Went to the MRPA conference

February 20 – Had a meeting with Highland Adventures to discuss canoeing and kayaking on the Grand River.

February 25 – Went to the Great Lakes conference in Angola Indiana.

March 05 – Went to MMRMA training (risk management) in Lansing

The month of February had its ups and downs as far as winter sports activities are concerned. A big portion of the month had days with wind chills below zero. On those weekends the revenue and activities were slower than normal. On the weekends where we had milder temperatures visitation was very good. During February we also had several groups take advantage of our facilities. A local school group came out for a class trip as well as groups from Cedar Village and MSU. We had the first Quidich tournament at the park and it was a great success and hopefully will lead to further tournaments. The extreme cold weather was not without its advantages though as the river is frozen over enough to allow several low trees to be removed. This will help keep the river clean for our canoeing and kayak season. Most of the bids for CIP equipment have come back and are either ordered or in the process of being ordered.



February 2015

Hawk Island County Park

Snow Park

- 6,188 visits (season to date)
- 100 hours of snow grooming/shaping in February
- Met with State of Michigan Safety Inspector for annual inspection of tow ropes. Passed inspection with no issues.
- Visited Cannonsburg Ski Area to view their "Magic Carpet" lift system.

Soldan Dog Park

- Email communication with 350+ dog park visitors regarding plans for 2015. Plans include installing a concrete pad at the southern entrance to the dog park for easier customer access and easier maintenance during winter months. The current Ingham County Parks bench and tree donation program has now been implemented in the Soldan Dog Park.

Other Projects/Happenings

- Capital Area Dive Team performed ice training at Hawk Island.
- Staff began working on MDNR passport grant.
- Signage developed and will be posted throughout key locations on the Hawk Island Trail thanking the MDNR for the passport grant and also indicating work will be taking place throughout the year.
- 12 new portable directional arrows were built that are utilized by Special Events during their races.
- Development of 5 year Capital Improvement Request schedule.
- Ranger I renewed his Pesticide Applicator license.
- Solicited bids for 2015 CIP items (pedal boats, swimming area buoys, playground mulch)



From: Buckmaster, Julie

Sent: Friday, March 13, 2015 11:00 AM

To: 'tanyam@spicergroup.com'; 'troyr@ndgconsulting.com'; 'RALIX@HRC-ENGR.COM'; 'dstratelak@hrc-engr.com'; 'DSCHULTZ@ROWEPSC.COM'; 'sclark@rowepsc.com'; 'JRichards@manniksmithgroup.com'; 'TAS@MCSAGROUP.COM'; 'csullivan@bfsengr.com'; 'JDammarell@bfsengr.com'; 'AHamersly@bfsengr.com'; 'nicho210@msu.edu'; 'pmontagno@cwaplan.com'; 'bford@lapinc.net'; 'leah@livinglabdetroit.com'; 'normancox@greenwaycollab.com'; 'SPost@preinnewhof.com'; 'jbond@ctconsultants.com'; 'sloval@peainc.com'; 'tim.lapham@laphamassoc.com'; 'bjenkins@hamilton-anderson.com'; 'Bob.Doyle@smithgroupjir.com'; 'beckett@bria2.com'; 'mrobinson@jhle-studio.com'; 'pjudd@cdsinc.com'; 'afercho@cdsinc.com'; 'ocba@ocba.com'; 'john@virdg.com'; 'tnoble@wadetrim.com'; 'pamb@pmbrough.com'; 'j.greenslit@comcast.net'; 'linda@scofesconsulting.com'; 'rrayl@rs-eng.com'; 'gino.delpup@plantemoran.com'; 'MBECGROUP@YAHOO.COM'; 'brad@linkeng.us'; 'schroederb@ayresassociates.com'; 'dchristian@dcengpc.com'; 'tamaraal@hdjinc.com'

Cc: Hudgins, Jim

Subject: Ingham County RFP 26-15: Professional Consulting Services for the Trails & Parks Task Force

Good morning,

Ingham 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 Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars.

Please read the attachment in its entirety. The attachment includes but is not limited to the Background, Mission Statement, Proposed Trails Vision, Scope of Work, Deliverables, Timeline, Submission Requirements, General Information, Contractual Terms and Conditions and Evaluation, Award and Timeline, Response Format, and Forms.

Any explanation desired by a proposer regarding the meaning or interpretation of this RFP and attachments **must be requested** to the Ingham County Purchasing Department, attention James C. Hudgins, Jr. **at jhudgins@ingham.org no later than 3:00 P.M. on March 26, 2015.**

Proposals will be received no later than 11:00 A.M., local time prevailing, on April 7, 2015 at which time they will be opened in public and read aloud in the:

Ingham County Purchasing Department
Attention: James C. Hudgins, Jr., Director of Purchasing
PO Box 319
121 E. Maple St., Room 203
Mason, Michigan 48854

Proposals received at other locations or delivered after the due date and time will not be accepted and will be returned to the proposer.

Julie Buckmaster
Purchasing Assistant
Ingham County Purchasing
<http://pu.ingham.org/>
517-676-7222
PO Box 319
Mason MI 48854

Current bid information can be obtained online at:
<http://pu.ingham.org/Home/CurrentBids.aspx>

Bid archives are online at:
<http://pu.ingham.org/Home/BidArchives.aspx>

Vendor registration:
<https://apps.ingham.org/vendorreg/>

bcc: T. Morgan, Parks
N. Wallace, Parks
J. Cypher, Controllers Office



March 15, 2015

Ingham County Parks and Recreation Commission
PO Box 178
Mason, MI 48854

In honor of National Arbor Day, April 25 the Meridian Garden Club is donating a tree to be planted, a sugar maple, in Lake Lansing Park South, as well as a small catalpa tree by children. We have consulted with the Lansing parks and Recreation Director who recently retired.

You are invited to join us for dedication of the tree at 11 AM, Saturday, April 25th by the children's play area and pavilion . You will be recognized and included in the photos submitted to local media.

The Garden Club recognizes your role in making our county and township beautiful and livable. This is our second year to plant a tree for Arbor Day.. After the short ceremony we will have consultants available to help the public with their troubled trees, written materials on Michigan trees, a free seedling giveaway, children's activities, music, refreshments We hope you will be present to add weight to our event.

Please let us if you will be attending by April 20th.

Thank you for your kind attention.

Sincerely,



Barbara Bradford
Arbor Day Chair
Meridian Garden Club
Barbara@g2interactive.com

Contact through April 6
Simar Pawar
517-290-6974
simarkaur@hotmail.com

City of Mason

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



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

February 27, 2015

Mr. Timothy Morgan, Director
Ingham County Parks Department
121 E Maple St, PO Box 178
Mason MI 48854

Dear Mr. Morgan,

At the Ingham County Trails and Parks Taskforce meeting of February 19, 2015, the Ingham County Commission allowed public input regarding the trail millage funds. Although I was provided an opportunity to speak, I was asked to provide further details of thoughts and recommendations regarding related issues.

The City of Mason has developed the Hayhoe River Walk that runs from the north to the south sides of the city near and along Sycamore Creek. The length of the trail is 2.5 miles long and also runs partway through Maple Grove Cemetery. It is a scenic setting which is inclusive of the trailhead currently under development along Jefferson Street adjacent to the Cemetery. This trail also runs adjacent to the historic Mason downtown to include the Ingham County Courthouse. These county facilities are an integral component of Ingham County services housed in Mason, the Ingham County Seat.

A critical component utilizing these new millage funds approved by voters in 2014 is to link communities to each other via a regional trail system. This will allow each community to have connectivity through the trail system, bringing us together physically, culturally, and economically. These facilities are important links not only for positive physical activity, but also for an enhanced quality of life. We understand the County Commission has the challenging job to identify how to utilize these funds and provide support to their constituents and their communities. We feel the primary intent is the connectivity of these trail systems while leveraging the funding as far as possible with other federal, state, non-profit and private funds. We recognize the County will provide oversight of these funds by facilitating development of new trails as well as providing grants leveraged with other funding sources to support the participating municipalities.

As the County establishes criteria and use of these funds, the following should influence priority:

1. Create an inventory of current and proposed trail systems
2. Development of acceptable construction standards, e.g., ASHTO, ADA
3. Identified usable easements, licenses, or right of ways
4. Requirements and obstacles to work through are resolved with Department of Environmental Quality, Corps of Engineers, Department of Natural Resources, Drain Commissioner, and other agencies

5. Wetlands, woodlands, and other environmental and physical challenges that equate to required mitigation, inclusive of additional land and related costs have been identified

The Michigan Fitness Foundation and Michigan Trails and Greenways Alliance with input from Michigan Department of Transportation, Ingham County Road Department, Delhi Township, City of Mason, Ingham County Parks and George Hayhoe have completed a feasibility study of a non-motorized trail connection between Delhi Township and the Hayhoe Riverwalk in the City of Mason. This feasibility study was inclusive in identifying five alternative routes to manage linear obstacles such as US 127, the Jackson/Lansing Railroad, Sycamore Creek, and other items. A recommended preferred route has been identified by the consulting group and affected municipalities.

The same coalition of non-profits and municipalities in conjunction with your department and the Ingham County Road Department are pursuing preliminary engineering and design for this trail connector. Having taken this proactive approach in planning provides Ingham County with the tools required to analyze the project and ultimately construct this component of the trail. This section has not only been identified through a feasibility study but through previous reviews by Ingham County Parks and Recreation and Michigan Trails and Greenways Alliance.

Our experience with constructing trails as well as the preparatory planning is offered to the Ingham County Board of Commissioners and County staff in support of the continued development of Ingham County's overall responsibility of managing the trail millage funding. We look forward to the partnerships and opportunities presented, and to working with the Commission's selected consultant as the planning process is pursued.

Thank you for the opportunity for public input of February 19th. Please include this letter as part of the constructive public process as we work together to pursue the development of the trail system integrated throughout Ingham County. We recognize there are other municipal elements that will require additional planning, engineering and design. We recommend that planning be part of the support to those communities. Additional priority should be given by those components of the trail system that have identified plan and design in place. This can be most timely leveraged toward other prioritization consideration with funding sources available through state, federal, non-profit and private sources.

Lastly, through the municipality parks and recreation plans, secondary trail systems can further be identified, as well as funding for planning and ultimate development, which can be included in future years when funding sources are available.

We look forward to working with Ingham County staff and elected officials as we successfully complete the trail system, section by section.

Sincerely,



Martin Colburn

cc: Honorable Mayor and Mason City Council
Honorable Robin Naeyaert, Ingham County Commissioner, District 14
David Haywood, Zoning and Development Director
George Hayhoe

Dear Ingham County Parks,

The members of MSUCOM's SAAO chapter would like to thank you for your contribution to our annual auction.

With the help of your donation, we were ultimately able to raise over \$9000 to help fund our trip to Louisville, KY. At convocation, we will meet and learn from doctors from all over the country. We hope to expand our knowledge and ultimately become better physicians ourselves.

Thank you again,
MSUCOM SAAO

thank you THANK YOU
 THANKS **thanks!**
in appreciation
 THANKS THANK YOU
Thanks thank you
 THANK YOU **thanks**
 THANK YOU *sincere thanks*
many thanks thank you very much
Thanks
 thank you thank you thank you thank you thank you thank you thank you

Ingham County Parks,
 Thank you for allowing msuFCU
 employees to use Hawk Island
 facilities for our walking event!
 This was a great support for
 our wellness program and helped
 in our victory against another
 Credit Union in a step challenge!
 Kendra and everyone I worked with
 were very helpful and supportive!
 many thanks,
 Chebia Goodsell & the msuFCU
 team

Marble Elementary School



729 North Hagadorn Road * East Lansing * MI 48823
(517) 333-7860

Thank you so much
for your generous
donation of the
Canoe/Kayak trip,
2-1hr pedal boating,
& one annual pass!
Your support of our
School carnival on
April 24, 2015 means
so much!
Sincerely, The Marble
Parent Council & Kindy Fast

Marble Elementary School



Ingham County Parks
Deb Beverly
21 E. Maple St
PO Box 178
Mason, MI 48854

Thank you for supporting the future!