

AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
Telephone: 517.676.2233; Fax: 517.244.7190

The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking on Monday, May 11, 2015.

**A MEETING OF THE
EXECUTIVE COMMITTEE
OF THE INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
5:30pm
Monday, May 11, 2015
Human Services Building
Conference Room B, Second Floor ~ 5303 S. Cedar, Building #3
Lansing, Michigan**

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS
 - A. Playgrounds – Community Built
 - B. [Friends of Ingham County Parks](#)
 - C. [Financial Services Recommendations](#): Accounting, Reporting, and Auditing
 - D. [Park Commission Agenda Items](#)
5. ACTION ITEMS
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.

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

DRAFT MINUTES OF THE MEETING
FRIENDS OF INGHAM COUNTY PARKS EXECUTIVE AND INGHAM COUNTY
PARKS & RECREATION COMMISSION EXECUTIVE MEMBERS
Los Tres Amigos, 1227 E Grand River Ave, East Lansing, MI 48823
April 29, 2015

Board Members

Present: Matt Bennett (Parks), Zak Taylor (Friends), and Maricela Deehan (Friends)

Absent: Chair Nicholls, Kevin Duffy, and Ralph Monsma

Also Present: Park Director Tim Morgan, Financial Coordinator Karen Fraser, and Recording Secretary Nicole Wallace

Call to Order: The meeting began at 6:32pm.

Mr. Morgan reviewed the mission statement and all present agreed the mission statement is okay. Mr. Morgan stated we need a transition plan.

Mr. Morgan presented an overview of priorities for the transition:

501C3 Status

All agreed that we need to keep the 501C3 status. There are certain requirements we need to do to maintain this.

Friends Board

We need a diverse/strong leadership team on the Board. Discussion ensued about having a Treasurer from a business like a bank, financial institution, trust, etc., instead of having County park staff fill this position. For example, at LaPorte County Parks they had an employee from Wells Fargo be the Treasurer and we need to head hunt and find a person like this.

Memberships

The current members of the Friends Board might want to become members, if a memberships was available. Other individuals might become members only through a donation. Ms. Fraser said another benefit of membership is recurring revenue. Discussion ensued about what would be included in a membership? T-shirt, mug, etc. There could be different levels and an option not to get perks. We could provide a park pass if you sign up for the \$100 membership level as a possibility.

Social Media/Website

Mr. Taylor offered that he could do some graphic design work. Facebook is handled through the parks office and this can continue so the parks pages and Friends pages can share information across pages.

Events

All members present agreed this is a year for planning. We need to talk about planning events in the winter. Mr. Taylor stated we need to think long term about event planning. The events will start small and will grow over time.

Discussion of the Friends By-Laws

The By-Laws would eventually change and not require the Treasurer to be County staff. Discussion ensued of how the Treasurer position evolved and that the then Director of Parks and

Friends President wanted that position here for continuity. Other changes to the By-Laws would need to be made to the Secretary position and also put in place a requirement for an audit to be done when the role of Treasurer changed from one person/organization to another.

Fundraising

Mr. Taylor stated that memberships are a priority. Ms. Fraser stated we currently have a tree and bench brochure and have 5,000 emails in constant contact that we can use to send out information. Mr. Morgan handed out examples of marketing materials from LaPorte County Parks Foundation.

Discussion ensued about how money is raised by the Friends. The Bandshell, the red can at the Bandshell, Touch a Truck event, Cuisine in the park event, grant revenue, etc. Stewardship was started with the left over money from the Lake Lansing Park North fundraising.

Discussion ensued about the benefit of having the Friends pay for things since the County policy makes you do follow an extensive Request for Proposal (RFP) process that sometimes can slow a process.

Mr. Bennett asked if the Friends are actively fundraising. How does the process work?

Mr. Taylor stated in previous years they worked on fundraising, for example Touch a Truck-they would reach out to personal contacts and corporate contacts. Ms. Fraser noted the Friends had received a \$10,000 grant from Capital Region Foundation to help fund school field trips. That money went into the general parks budget. There was a grant of \$5,000 for the Beach Cabana, an anonymous grant. We received grants from Jackson for Exploring Nature Day Camp at Burchfield Park. This year, no grants have been written.. Mr. Taylor stated he would be interested in writing grants. Ms. Fraser said this needs to be strategized. Capital Region Foundation has an impact grant, they want cooperation and partnerships between agencies. Mr. Morgan stated maybe we could use the idea similar from President Obama to allow fourth grade children in to the parks at no charge.

Mr. Morgan stated we need to think about how the Friends will play a role in the future of the parks. We will be working on the Master Plan and we want the Friends to tie into the action plan.

Ms. Fraser stated that for grants we need to tailor the application to what an organization wants. The last grant we applied for with Granger was denied, which may have been a function of the millage just having been passed. Ms. Fraser stated as an example we may want to look at ten organizations whose funding goals are in line with our needs and then plan what foundations or organizations you want to approach for a grant. Mr. Bennett asked do we have anything set up for scholarships for Burchfield Park day camp. Mr. Taylor said that would be a perfect idea for the Team Trevor idea. Ms. Fraser stated that with funds from the Jackson Foundation we have been funding day camp scholarships. Right now, all campers get a backpack that says Jackson National on it. The Parks Department offers/promotes scholarships through Capital Area Community Services and the VFW Home for Children. Mr. Bennett suggested companies sponsor scholarships.

Mr. Morgan addressed the Team Trevor idea. Right now we should stay focused on trying to get dollars and we need a strong organization. Mr. Taylor said we would need consensus from the Friends board for the Team Trevor idea.

Hardship Parking Pass

Discussion ensued about the hardship parking pass program. Mr. Bennett thought we should get a company to sponsor the hardship pass. Ms. Fraser stated the Parks Commission has sent a couple of resolutions to the Board of Commissioners to change the structure of this program and so far this program has been untouchable. Mr. Bennett said there should be a threshold for someone to get a hardship pass. Ms. Deehan stated they should have to provide us some documentation and this is a great program. Discussion.

Mr. Morgan said we should somehow use the hardship program as a marketing tool; how can we use this as a positive? Maybe it could help be a tool to get grant funding? Mr. Taylor said it is positive to provide a park pass, when you are sending a pass you are encouraging them to come back to the park. Mr. Bennett asked Mr. Taylor if he could see a corporation donating to cover the hardship passes. Mr. Taylor said yes, if you can provide a corporation hard facts, that is very helpful. Mr. Bennett asked about if fundraising has fallen off since millage passed. Mr. Taylor stated we have been in a holding pattern since the millage passed. Information about this program and sponsorship opportunity of this is on the Friends web page.

Next Steps

Mr. Morgan asked what is the next step. Mr. Bennett said recruiting a Treasurer and other board members. Ms. Fraser said in 2013 we changed the By-Laws so that the Secretary could be an individual other than a County park staff person. We elected someone as Secretary and then that person left the board, so Ms. Fraser got the position back. Ms. Deehan said it is hard to get people to join the Friends Board because we don't have a clear direction. Mr. Taylor suggested tightening up membership. Discussion ensued on how to find new members for the Friends Board. Mr. Taylor said Toastmasters, another source is everyone's professional relationships. Currently there are eight members. Each member is elected.

Mr. Bennett asked what would the Friends like from the Park Commission. Mr. Taylor said direct communication on a regular basis and to partner with the Friends. Mr. Morgan said our Master Plan should and will address the Friends and provide direction. The Friends will be involved in this process. Mr. Morgan stated the Master Plan can provide the Friends boilerplate. When the Friends are out fundraising and trying to get members they can have a document to support this plan. Mr. Morgan stated the Friends vision should be incorporated into the Master Plan.

Mr. Morgan said tonight is a start of the discussion. The next Friends meeting can share this information with the Friends Board. We need to work toward a transition for County park staff to not have as active a role. Mr. Morgan said for the short time he doesn't see anyone that will fit this role. Mr. Morgan said Ms. Fraser will need to continue in the role of Secretary/Treasurer for the time being until we find a new Treasurer that is not County staff.

To help with revenue, for the short term, we need to focus on membership so dollars can start coming in. Mr. Taylor offered to develop a brochure for membership. We need to work on recruiting members. Ms. Deehan asked will Ms. Fraser train the new Treasurer. Mr. Morgan said this will be a transition and we will work toward that, it would be phased in. Hopefully we can get someone who is well versed, someone with that accounting background. Mr. Bennett said we should write into the By-Laws an external audit every four years or whenever the position changes. Mr. Morgan said the Friends have never been audited and we should have an audit prior to the transition from staff to volunteer.

Next Meeting for Friends Board

The next meeting is scheduled for Wednesday June 26th at lunch.

Adjournment:

There being no further business, the meeting was adjourned at 8:15pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

TO DO LIST:

ZAK / MARICELA

- **Investigate other membership packages and come up with ideas for membership packages, formulate recommendations**

TIM / KAREN

- **Draft next agenda for Friends Board meeting**
- **Check with legal about Friends memberships**
- **Re-set quarterly meeting for rest of year-last month of each quarter; September and December early**

Morgan, Timothy

From: Rhode, Jill
Sent: Wednesday, May 06, 2015 3:24 PM
To: Morgan, Timothy
Subject: FW: Parks meeting recap

FYI

From: Morton, Teri
Sent: Wednesday, May 06, 2015 3:13 PM
To: Rhode, Jill
Subject: RE: Parks meeting recap

No issues. All sounds good.

From: Rhode, Jill
Sent: Wednesday, May 06, 2015 3:03 PM
To: Morton, Teri
Subject: FW: Parks meeting recap

Can you review and let Tim Morgan know if you have any issues?

From: Rhode, Jill
Sent: Wednesday, May 06, 2015 10:01 AM
To: Morgan, Timothy; Cypher, Jared
Subject: Parks meeting recap

We met earlier this morning and determine that we would be working on the following issues in the near term:

1. We will simplify the current Park's Fund chart of accounts (which in my opinion is way overly complicated). The revised account structure will be more parks based rather than activity based (example – all costs for Hawk Island will be in one easy to find location). This new account structure will go into effect 1/1/16.
2. As of 1/1/16 we will be eliminating the Park's Enterprise Fund since we no longer believe it has any business purpose.
3. We will need to go to the Board of Commissions to relieve the Park's Fund of having to repay the loan to purchase the snow making equipment since it does not appear the fund will have the money available to repay this balance.
4. The Financial Services Department will conduct a financial review of the cash collections methods at the Parks Department beginning the first week in June. (Since the parks are not fully operational until then, there would be little value in starting earlier.) This process will following all transaction from the start of the process through the bank deposit and entry into the General Ledger.
5. I will work on drafting a monthly reporting model which will provide timely and beneficial information for both the park's managers and their Commission.

If I have missed anything or you have anything to add, please let me know.

Thanks - Jill

Parks Administration

Interest Revenue	R
Indirect Cost Revenue	R
Passport Revenue	R
Special Event Fee	R
Misc Revenue	R
Transfer in General Fund	R
Wages Permanent	E
Wages Temp	E
Wages OT	E
On Call	E
Meeting Fee	E
Unemployment	E
FICA	E
Liability Insurance	E
PHP	E
Health Waiver	E
Retiree Chargeback	E
Retiree Trust	E
Dental	E
Vision	E
Life Insurance	E
Disability	E
Defined Contribution Pension	E
Defined Benefit Pension	E
Longevity	E
Worker's Comp	E
CARES	E
Supplies	E
Postage	E
Contracted Services	E
Memberships and Subscriptions	E
Travel	E
Advertising	E
Utilities	E
Telephone	E
Courier	E
Equipment Service Charge	E
Network Service Charge	E

Same Account # for 5 ORGS - Lake Lansing Summer, Lake Lansing Winter, Hawk Island Summer, Hawk Island Winter and Burchfield

Parking Fee	R
Misc Revenue	R
Concession Sales	R
Transfer In General Fund	R
Capital Transfer in General Fund	R
Wages Permanent	E
Wages Temp	E
Wages OT	E
On Call	E
Meeting Fee	E
Unemployment	E
FICA	E
Liability Insurance	E
PHP	E
Health Waiver	E
Retiree Chargeback	E
Retiree Trust	E
Dental	E
Vision	E
Life Insurance	E
Disability	E
Defined Contribution Pension	E
Defined Benefit Pension	E
Longevity	E
Worker's Comp	E
CARES	E
Supplies	E
Consession Supplies	E
Small Tools	E
Contracted Services	E
Travel	E
Utilities	E
Telephone	E
Equipment Maintenance	E
Uniforms	E
Cleaning Allowance	E
Building Repair and Maintenance	E
Vehicle Maintenance	E
Equipment Rental	E
Capital Outlay - as needed	E
Parks Administration Indirect Cost	E

Other Revenue set up in applicable parks

Boat Canoe Rental	R
Ski Rental	R
Picnic Fees	R

Shelter Rental	R
Disc Golf	R
Tubing Admission	R
Dog Park Admission	R

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Monday, May 18, 2015

6:00pm

PARKS & RECREATION COMMISSION MEETING

Winter Sports Building
Burchfield County Park
881 Grovenburg Rd
Holt, Michigan

**NOTE
CHANGE IN
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of April 27, 2015 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **Late Items / Deletions**
6. **PRESENTATION OF SERVICE AWARDS FOR PARK EMPLOYEES**
7. **PRESENTATION – JILL RHODE, FINANCIAL SERVICES DIRECTOR**
8. **PRESENTATION BY MID-MICHIGAN MOUNTAIN BIKE ASSOCIATION**
9. **PRESENTATION BY CAPITAL CITY RENEGADES**
10. **FINANCIAL REPORT**
11. **ADMINISTRATIVE REPORTS**
 - A. Director/Administrative Office
 - B. Park Managers
12. **OLD BUSINESS**
 - A. Trails And Parks Task Force Update
13. **NEW BUSINESS**
 - A.
14. **REPORTS OF STANDING COMMITTEES**
 - A. Executive Committee - Vice Chair Bennett
 - B. Planning & Community Outreach Committee - Mr. Monsma
 - C. Budget & Personnel Committee - Mr. Czarnecki
15. **ACTION ITEMS**
 - A. Motion Approving the 2016 Ingham County Parks Department Budget Request

- B. Motion to Replace the Irrigation Pump and Casing at Hawk Island
- 16. **Correspondence & Citizen Comment**
- 17. **Board/Staff Comments**
 - A. **June 22nd Staff Picnic at 5:00pm at Hawk Island**
- 18. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
- 19. **Upcoming Meetings**
 - A. Date: Monday, June 15, 2015; Time: 5:30pm
Executive Committee Meeting
 - Date: Monday, June 15, 2015; Time: 6:00pm
Planning & Community Outreach Committee Meeting
 - Date: Tuesday, June 16, 2015; Time 12:00pm
Budget & Personnel Committee Meeting
 - Date: Monday, June 22, 2015; Time: 6:00pm
Parks & Recreation Commission Meeting
- 20. **Informational Items – *Distributed at Commission Meeting***
 - A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes
(Items pertaining to the Parks Department)
 - B. Newspaper Articles
- 21. **Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks & Recreation Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks & Recreation Commission by writing to the Ingham County Parks Department, P.O. Box 178, Mason, Michigan 48854, or by calling 517.676.2233.

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