

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 Wednesday, May 27, 2015

Wednesday, May 27, 2015

6:00pm

PARKS & RECREATION COMMISSION MEETING

Human Services Building
Conference Room B
5303 S Cedar
Lansing, 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. **FINANCIAL REPORT**
7. **ADMINISTRATIVE REPORTS**
 - A. [Director/Administrative Office](#)
 - B. [Park Managers](#)
8. **OLD BUSINESS**
9. **NEW BUSINESS**
10. **REPORTS OF STANDING COMMITTEES**
 - A. Executive Committee – Mr. Bennett
 - B. Planning & Community Outreach Committee - Mr. Bennett and Mr. Monsma
 - C. Budget & Personnel Committee - Mr. Schelke
11. **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
 - C. [Motion](#) to Support Staff's Recommendation for the Trails And Parks Task Force Consultant
 - D. [Motion](#) to Support Staff's Recommendation for the Reorganization of the Ranger II Positions
12. **Correspondence & Citizen Comment**
13. **Board/Staff Comments**
 - A. [June 22nd Staff Picnic](#) at 5:00pm at Hawk Island

14. Limited Public Comment ~ Limited to 3 minutes with no discussion

15. 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

16. 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. Annual Report

17. 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
April 27, 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: Matt Bennett, John Czarnecki, Kevin Duffy, Ralph Monsma, Paul Pratt, Jonathan Schelke, Commissioner Tsernoglou, and Commissioner Koenig

Absent: Chair Nicholls (Excused)

Also Present: Park Director Tim Morgan, Hawk Island County Park Manager Brian Collins, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Recording Secretary Nicole Wallace, Mike Rice-former Park Commissioner, Elaine Ferris-Mason City Council Member and Mason Area Chamber of Commerce Member, and Ann McConelee – Interested Citizen

Call to Order: Vice-Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:06pm

Minutes: **Moved by** Mr. Monsma and **Supported by** Commissioner Tsernoglou to approve the March 23, 2015 minutes of the regular meeting as amended.
Yes-7; No-0. MOTION CARRIED.

On page 1, changed TRI-COUNTY REGIONAL PLANNING COMMISSION to TRI-COUNTY REGIONAL PLANNING COMMISSION (TCRPC)

On page 2, changed Ms. Gmazel said they have these maps as a GIS layers to Ms. Gmazel said TCRPC has these maps as a GIS layer.

On page 2, changed Sleepy Howell State Park to Sleepy Hollow State Park

On page 2, changed We also need to think about how do you attract commuters? How do you get them out of their car? We need to understand recreational users and commuters. We should also promote physically activity to: We also need to think about: “how do you attract commuters?” “How do you get them out of their car?” We need to understand recreational users and commuters. We should also promote physical activity.

On page 3, changed Danville State Game Area to Dansville State Game Area

On page 3, changed You will need to hire a biologist to see if there are endangered species in an area and we will need to plan trails so the trails do not impact an area to: You will need to hire a biologist to see if there are

endangered species in an area and we will need to plan trails so the trails do not negatively impact an area.

On page 4, corrected the vote count to 6 yes votes to 7 yes votes for resolution #04-15 and #05-15

On page 5, corrected the vote count to 6 yes votes to 7 yes votes for resolution #06-15

On page 6, corrected the vote count to 6 yes votes to 7 yes votes for resolution #07-15

Limited Public Comment:

Elaine Ferris (Mason City Council Member and Mason Area Chamber of Commerce Member) invited all present to the Spring Fling in Mason.

Late Items / Deletions:

None.

ACTION ITEMS:

RESOLUTION #08-15 HONORING MIKE RICE

WHEREAS, Mike Rice has served the community for many years; and

WHEREAS, Mr. Rice was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in March of 2013; and

WHEREAS, Mr. Rice has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which he lives; and

WHEREAS, Mr. Rice served as an Ingham County Parks Commission member from 2013 to 2015; and

WHEREAS, during his term as a Parks Commissioner Mr. Rice was a member of the Planning and Community Outreach Committee; and

WHEREAS, Mr. Rice was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from his previous public service and personal experience; and

WHEREAS, through his diligence, tact, and personal integrity, he has promoted a relationship of mutual respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

WHEREAS, throughout his term as a Parks and Recreation Commission member, Mr. Rice has helped to advance, develop, and implement effective parks policies; and

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Mr. Rice's work, and

expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Parks & Recreation Commission extends to Mr. Rice its best wishes for continued success in all his future endeavors.

Moved by Commissioner Tsernoglou and **Supported by** Commissioner Koenig that Resolution #08-15 be approved. **Yes-7; No-0. MOTION CARRIED.**

PRESENTATION – RESOLUTION HONORING MIKE RICE

Mr. Bennett presented Mr. Rice with the award. Mr. Rice stated serving on the Park Commission was a pleasure and he thanked the Commission for their support and friendship. He hopes to see everyone in the future.

FINANCIAL REPORT

Mr. Morgan referenced the report in the packet. Commissioner Koenig asked about the parking revenue- why is the number of visits down and parking revenue is increased. Mr. Morgan said we are going to review our systems with Financial Services this summer. Since this question was initially asked, we have sent out a revenue survey to MACPRO and MRPA asking what kind of point of sale systems each park department has. Commissioner Koenig inquired about the per diem payments. Mr. Morgan stated we are investigating this issue. Mr. Bennett asked about requesting a different format for budget reports. Mr. Morgan stated we will discuss this at the upcoming Executive and Budget committees.

ADMINISTRATIVE REPORTS

Director/Administrative Reports~ Mr. Morgan referred to the reports in the packet.

Park Manager Reports~ Mr. Witte stated that 64 people from Lansing Catholic High School seal coated the playground. MSU Greeks had 180 volunteers at Lake Lansing too. Mr. Collins stated Comcast and MSU Alumni Association seal coated the Hawk Island playground.

Commissioner Koenig asked about the lifeguard job posting. Mr. Collins is working with a lifeguard instructor to come in and train staff. Discussion. Mr. Schelke asked how the canoe trip was on the Red Cedar. Mr. Morgan reported on the trip. Discussion.

Mr. Duffy entered the meeting at 6:34pm.

OLD BUSINESS

Trails and Parks Task Force Update~ Mr. Morgan stated staff is reviewing the bids turned in for the Request for Proposal (RFP). There were seven bidders ranging from \$52,000 to \$274,000.

NEW BUSINESS

Motions vs. Resolutions~ Mr. Schelke stated he attended an advisory board training and the County attorney stated there is no difference between motions and resolutions. You use a resolution for honoring or drawing attention to a matter, and a motion is just as effective as a resolution. Administratively it is a lot easier to do motions. All members present agreed to use motions as well as resolutions when appropriate.

Rayner Park Update~ Mr. Monsma stated this is in process. Mr. Morgan stated the first step is to get a survey and the Controller's office is arranging the survey.

REPORTS OF STANDING COMMITTEES

Executive Committee – Vice-Chair Bennett~ Mr. Bennett stated we discussed the June and July Park Commission meetings.

Elaine Ferris and Ann McConelee exited the meeting at 6:51pm.

Mr. Morgan stated that the May meeting will be at Burchfield Park. The cookout will be in June at Hawk Island. We are going to invite Mid-Michigan Bike Association (MMBA) and Capital City Renegades (CCR) to present at the May Park Commission meeting at Burchfield Park.

Mr. Bennett stated we have an update on the Ranger II reorganization. There are two Ranger II positions open, and what we have decided is one of Ranger II position will be bumped up to a mechanic and the second Ranger II will be changed to a Ranger I. This will allow for a Ranger I position at all three parks. Mr. Morgan stated this will run through the May Board of Commissioner meeting.

Mr. Bennett said an individual has contacted us about concerns with the community built playgrounds. Mr. Morgan said we sent a response to the individual and she sent back more questions. Commissioner Koenig suggested we create a form response.

Planning & Community Outreach Committee~ Mr. Monsma stated we discussed a previously passed resolution about Ingham County residents reserving a shelter one year in advance and non-residents booking a shelter three months in advance. The consensus at committee was to discuss this next year to discuss if any changes are necessary to this resolution. Mr. Monsma stated we talked about the Request for Proposal (RFP) and this has already been discussed previously. Mr. Morgan stated two months ago we talked about a potential dog park. Mr. Witte stated he met on site with Mr. Morgan, Mrs. Morgan and Meridian Township officials. They reviewed some potential areas for a small dog area and large dog park area. Potentially there is 6 to 32 acres that could be used for this recreational use. Mr. Witte stated the Township board members would like to continue conversations with Ingham County. Mr. Witte stated he talked with Ms. Maisner and they will get back with us on their opinions. Commissioner Tsernoglou asked who would fund this. Mr. Witte stated we have told Meridian Township we have zero dollars for this project.

Mr. Morgan stated we are working on getting sheriff patrols in place. Mr. Pratt asked if there will be a marine division. Mr. Witte said there is a grant which is shared between Lake Lansing and the Grand River and that decision is up to the State of Michigan.

Budget & Personnel Committee~ Mr. Czarnecki reported on the budget request for next year and that all staff was involved in this process. The Budget Committee will be meeting in the Hilliard Building in May instead of the Human Services Building. Mr. Morgan stated we are working on the draft budget and it will be on the agenda for the upcoming Park Commission meeting.

ACTION ITEMS:

Mr. Monsma and Mr. Czarnecki stated staff should include a written motion in the packet for future meetings. All members present agreed.

Ice Fishing Access at Lake Lansing Boat Launch~

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY MR. BENNETT THAT THE

EXECUTIVE DIRECTOR CAN SEND OUT A LETTER THAT THE PARK COMMISSION DOES NOT SUPPORT VEHICULAR ACCESS TO ICE FISHING AT LAKE LANSING BOAT LAUNCH.

THE MOTION CARRIED UNANIMOUSLY.

Hawk Island Irrigation Pump Failure~ Mr. Morgan stated we are working with the Purchasing Department to send out an RFP to replace the pump at Hawk Island. All members present agreed we will move forward with issuing an RFP and a motion will be brought to the Park Commission in May.

CORRESPONDENCE & CITIZEN COMMENT

No discussion.

BOARD/STAFF COMMENTS

Mr. Morgan stated the executive committee of the Friends and Park Commission are meeting on April 29th to discuss the future of the Friends.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 7:29pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Recording Secretary

Ingham County Parks Department

Financial Report

April 30, 2015



2015 - 208 Operating Budget Report

April 30, 2015	Original Budget	Revised Budget 2015	YTD Total	Admin	Burch	Lk Lan	Hawk Is
REVENUE							
Special Event Fees	3,500	3,500	2,275	2,275	-	-	-
Parking Fees	295,000	295,000	59,540	-	14,026	3,791	41,723
Donations / Friends	5,000	-					
Passport Fees	15,000	15,000	7,780	7,780	-	-	-
Misc Revenue	4,000	4,000	243	243	-	-	-
Capital Improvement trs in	-	55,000	27,500	19,500			
Carry Over Surplus Used	15,250	15,250					
Revenue Trf In - F-228		-					
Revenue Trf In - F-101	1,618,906	1,618,906	809,453	809,453	-	-	-
Revenue Trf In CAP IMP - F101		55,000					
TOTAL REVENUE	1,956,656	2,006,656	906,791	839,251	14,026	3,791	41,723
PERSONNEL SERVICES							
Salaries & Wages Perm	693,011	693,011	176,273	176,273	-	-	-
Salaries & Wages Seasonal	282,387	282,387	33,303	3,773	8,965	5,896	14,670
Overtime Permanent	4,783	4,783	2,019	1,775	-	-	244
Overtime Seasonals	3,587	3,587	287	-	-	28	259
FICA County Share	53,017	53,017	15,771	13,471	686	453	1,161
Meeting Fees	6,000	6,000	-	-	-	-	-
Fringe Benefits	397,875	397,875	96,763	95,590	367	206	600
TOTAL PERSONNEL SERVICES	1,440,660	1,440,660	324,415	290,882	10,017	6,583	16,933
CONTROLLABLE EXPENSES							
Office/Printing/Postage/Copying	17,980	16,400	2,001	2,001	-	-	-
Non-Cap Equipment	4,900	4,900	895	-	-	-	895
Controlled Capital Items	-	-	-	-	-	-	-
Maintenance Supplies	71,500	73,500	18,085	-	5,997	4,582	7,507
Other Supplies	21,111	21,111	4,323	799	479	1,433	1,612
Small Tools	1,500	1,500	331	-	33	-	299
Uniforms/Cleaning/Clothing	6,100	7,100	1,032	1,032	-	-	-
Gas-Grease-Oil	57,600	48,880	5,450	-	5,450	-	-
Med Services - Physicals	1,000	-	-	-	-	-	-
Memberships/Subscriptions/Adver	2,900	2,900	1,664	1,664	-	-	-
Contractual Services / Consultants	3,400	3,400	1,639	715	138	70	716
Travel - Local / Training	3,100	6,100	3,745	3,617	51	-	77
Telephone	7,484	7,484	1,648	1,266	64	38	280
Maintenance Contractual	25,673	25,673	1,442	-	832	270	340
Equipment Repair/Maint	30,400	30,700	17,600	1,021	2,073	5,125	9,383
Equipment Rental	3,038	3,038	-	-	-	-	-
Special Projects - Master Plan	25,000	25,000	-				
Millage	50,000	0	-				
TOTAL CONTROLLABLE EXPENSES	282,686	277,686	59,856	12,115	15,116	11,518	21,108
NON-CONTROLLABLE EXPENSE							
Insurance	29,341	29,341	-	-	-	-	-
Utilities	57,794	57,794	20,190	4,941	3,899	3,153	8,197
Courier Service	1,624	1,624	812	812	-	-	-
Telephone Allocation Costs	3,247	3,247	1326	1326	-	-	-
MIS Support	121,640	121,640	27,185	26,886	-	-	-
Vehicle Service Charge	19,664	19,664	3,798	3,798	-	-	-
TOTAL NON-CONTROLLABLE EXPENSES	233,310	233,310	53,310	37,762	3,899	3,153	8,197
CAPITAL OUTLAY							
BUILDING REP/MAINTEN 2 ROOVES		16,000				-	
OTHER TAXES/ASSESSMENTS / PERRY		10,000		-			
LAND IMPROVEMENT - GRAVEL		14,000		-			
CAPITAL IMPROVE MATERIALS -MULCH		15,000		-			
TOTAL CAPITAL OUTLAY		55,000		-		-	
TOTAL OPERATING REVENUE	1,956,656	2,006,656	906,791				
TOTAL EXPENSES	1,956,656	2,006,656	437,581				
CHANGE IN FUND BALANCE			469,210				

208 Fund - Parking Revenue and Expenses - YTD																	Monthly Revenue Report									
April 30, 2015	2015				TOTAL																					
	Burchfield	LLS	LLN	Hawk Is	ALL																					
	Parking	Parking	Parking	Parking	Parks																					
Revenue YTD Date	14,026	2,526	1,265	41,723	59,540																					
Expenditures																										
Personnel	3,708	443	175	5,677	10,004																					
Operating Supplies					0																					
Expenditures YTD Date	3,708	443	175	5,677	10,004																					
Total Revenue	14,026	2,526	1,265	41,723	59,540																					
Total Expenditures	3,708	443	175	5,677	10,004																					
% Expenditures to Revenue	26.44%	0.00%	0.00%	13.61%	16.80%																					
YTD Balance	10,318	2,083	1,090	36,047	49,537																					

508- ENTERPRISE FUND

CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK

As of April 30, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
REVENUE					
SHELTER FEES	58,000	31,582	15,840	7,032	8,710
DISC GOLF FEES	21,000	8,794	-	8,794	-
BOAT RENTAL	55,000	-	-	-	-
BOAT LAUNCH FEES	17,000	205	-	-	205
SKI RENTAL	2,000	7,423	-	7,423	-
FOOD CONCESSIONS	40,000	7,132	4,444	2,688	-
BAIT/TACKLE REVENUE	150	-	-	-	-
LL HOUSE	9,600	3,200	-	-	3,200
ADMISSION FEES	18,000	48,633	48,633	-	-
INFLATABLE RENTALS	1,000	-	-	-	-
SNOW TUBE RENTAL	2,000	2,937	-	2,937	-
SNOW HILL RESERVATIONS		600			
DOG PARK REVENUE	10,000	2,915	2,915	-	-
DAY CAMP	15,000	1,610	-	1,610	-
VENDING MACHINE COMMISSIONS	400	-	-	-	-
CABANA	5,000	2,175	2,175	-	-
MISC REVENUE	400	-	-	-	-
CARRY OVER SURPLUS USED	38,420	0		0	
TOTAL REVENUE	292,970	117,206	74,007	30,484	12,115
PERSONNEL SERVICES					
WAGES & BENEFITS - SEASONAL	152,000	32,334	16,467	12,876	2,991
TOTAL PERSONNEL SERVICES	152,000	32,334	16,467	12,876	2,991
CONTROLLABLE EXPENSES					
PRINTING	4,100	-	-	-	-
CONTROLLED CAP OTHER		-	-	-	-
MAINTENANCE SUPPLIES	20,000	2,107	1,125	982	-
OTHER SUPPLIES	26,391	8,369	2,052	1,157	5,160
CONTRACTUAL SERVICES	5,000	-	-	-	-
UTILITIES/INSURANCE	12,500	7,105	7,105	-	-
TELEPHONE	400	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,445	225	225	-	-
EQUIPMENT REPAIR & MAINT	500	-	-	-	-
EQUIPMENT RENTAL	600	-	-	-	-
SALES/USE TAX	2,800	510	363	148	-
ADMIN DISTRIBUTION	28,814	1,445	440	513	491
TOTAL CONTROLLABLE EXPENSE	102,550	19,761	11,309	2,800	5,651
TRANSFERS OUT-F101					
TRANSFER OUT-SNOW EQUIP	22,420	11,210	11,210		
TOTAL TRANSFERS OUT-F101	22,420	11,210	11,210		
CAPITAL OUTLAY					
ROOF BOAT RENTAL BUR	4,000				
PEDAL BOATS HAWK ISLAND & LL	7,000				
CANOE/KAYAKS- BUR	5,000				
LL DOCK(2014)		296			
TOTAL CAPITAL OUTLAY	16,000	296			
TOTAL OPERATING REVENUE	292,970	117,206	74,007	30,484	12,115
TOTAL OPERATING EXPENSES	292,970	63,601	38,986	15,677	8,642
CHANGE IN FUND BALANCE - OPERATIONS	0	53,606	35,021	14,807	3,473
REVENUE	292,970	117,206			
EXPENSE - OPERATIONS	292,970	63,601			
EXPENSE - CIP	-				
NET CHANGE - FUND OVERALL		53,606			

**508 Enterprise Fund
Report as of April 30, 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	2,045		7,032						6,665				15,840					31,582
Boat/Canoe Rental				0														0
Boat Launch		205																205
Burchfield Ski Rental								7,423										7,423
Misc Revenue/St. Grant																		0
Food Concessions					2,688											4,444		7,132
Bait/Tackle																		0
Lk Lansing House Rental												3,200						3,200
Soccer - field usage																		0
Interest Revenue																		0
Inflatable Equipment Rental																		0
Burch Snow Tube Rental																		0
Day Camp							1,610											2,937
Hawk Cabana																		1,610
Dog Park																		2,175
Snow Tubing - Reservations																		2,915
Disc Golf																600		600
Snow Tubing Admissions						8,794												8,794
Carry Over Surplus																48,633		48,633
Revenue to Date	2,045	205	7,032	0	2,688	8,794	1,610	10,360	6,665	0	0	3,200	18,015	0	0	53,677	2,915	117,206
Expenditures																		
Personnel - seasonal	194	437	1,412	1,443	4,083	493	0	5,444	1,360	489	474	36	1,551	330	276	14,311		32,334
Controllable Expenses	0	5,000	0	0	1,288	518	100	381	0	0	0	160	250	1,182	1,258	1,074	1,211	11,211
Admin Expenses	88	76	102	92	76	76	91	76	99	76	76	76	117	76	76	94	76	1,445
Capital Improvement																		0
Non-Controllable (ins/utilities)																7,105		7,105
Expenditures to Date	282	5,514	1,514	1,536	5,448	1,087	191	5,902	1,459	566	550	273	1,918	406	1,534	22,768	1,150	52,095
Total Revenue	2,045	205	7,032	0	2,688	8,794	1,610	10,360	6,665	0	0	3,200	18,015	0	0	53,677	2,915	117,206
Expenditures to Date	282	5,514	1,514	1,536	5,448	1,087	191	5,902	1,459	566	550	273	1,918	406	1,534	22,768	1,150	52,095
YTD Balance	1,763	(5,309)	5,518	(1,536)	(2,759)	7,707	1,419	4,458	5,206	(566)	(550)	2,927	16,097	(406)	(1,534)	30,909	1,765	65,111

2014 Total Fund Balance	273,120	YTD Balance from Operations 65,111																
2014 Available Fund Balance	33,227	Capital Improvement 295																
2013 Total Fund Balance	66,514	Transfer Out-Snow Equip 11,210																
2013 Available Fund Balance	38,229																	
2012 Total Fund Balance	78,719	2014 Interim Unrestricted Fund Balance 33,227																
2012 Available Fund Balance	49,154	Current Available Funds 86,833																
		Net Change Fund Balance 53,606																

CIP Canoe/Kayaks - Burch
CIP Lake Lansing Boat Launch
CIP Boat Rental Roof - Burch
CIP Pedal Boats @ LL and Hawk
CIP LL Dock(2014) 295
295

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of April 30, 2015

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
GENERAL FUND							
Zero Turn Mower - BUR 664-75299-978000	14,000			14,600	(600)	Complete	
Zero Turn Mower - LL 664-75299-978000	14,000			12,431	1,569	Complete	
Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010	42,000			44,340	(2,340)	Complete	
3/4 Ton 2WD Pick-Up - BUR 664-80000-978010	27,000			25,120	1,880	Complete	
4 WD Tractor w/loader - BUR 664-75299-978000	35,000			35,495	(495)	Complete	
Roof White Restroom - LLN 208-75500-931000-51000	8,000			0	8,000		
Roof Picnic Area Restroom - LLS 208-75500-931000-51000	8,000			0	8,000		
Reforestation - LLS + grant application 245-75299-976000	5,000			0	5,000		+ DNR GRANT / \$120 per tree
Playground Mulch - All Parks 208-75200-974100	15,000		14,980	0	20		PO Issued
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		Complete
Pedal Boats - HI & LL 508-75200-735000	7,000		7,245	0	(245)		PO Issued
Canoe/Kayaks - BUR 508-75931-735000	5,000		4,658	0	342		PO Issued
INFORMATION TECHNOLOGY							
Call Center Software 664-75299-726010		840		840	0	Complete	
Cross Cut Shredder 664-75299-726010		999		979	20	Complete	
Poster Printer 664-75299-735100	1,750	0		0	0		Canceled
CPU - Office - Window Desk 664-75299-735000	800			0	800		
CARRY FORWARD							
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			295	6,630	In Progress	
Lake Lansing Restroom/Concession (2013/450) 450-75200-976000	14,855			0	14,855	In Progress	

* Status = In Progress, On Hold, Complete

2015 Trails & Park Millage - Fund 228

as of 4-30-15

Tax Revenues	\$3,250,000
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Note: Interest has not been credited to the fund.
We have an inquiry into the Treasury office about this.

Directors Report
April 24th - May 8th (May 18th Park Commission meeting)

It is my intention, each report, as I submit my report to you that I will begin by remind us all of our purpose.

Mission Statement:

The Ingham County Parks & Recreation Commission and Ingham County Parks Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation and professional management of park lands.

- Again, worked with Nicole and Karen on various committee agendas, supporting documents and internal items.
- Worked with Karen & Staff on review of 2016 Budget Request, ranking CIP and other items for the request revision and explanations.
- Continued to work on a variety of Park Millage items review of the RFP (Brian Collins has assisted with the review and selection process team). Worked with Jared Cypher and Jim Hudgins on various items for a consultant review of RFP's to help assist the Task Force on the planning. Received several correspondences from communities and interest groups with ideas for millage. Nicole and I have been assembling these for the consultant.
- Attended Controller monthly meeting.
- Met with Coe Emens, Union Representative and Human Resources to review the re-org mechanic job description. Worked with Nicole and Human Resources on a request to the BOC for proposed Mechanic position and reorg of both Ranger II positions. Met with Human Resources multiple times this past month on various items.
- Ongoing communication with the park managers and field staff to stay in loop with all that is happening in the parks. I hope to get out to the parks on a more regular basis (as time permits).
- Continue to meet with Nicole & Karen weekly to stay on tasks with day-to-day park operations.
- Met with Karen and Friends & Park Commission Executive to discuss the "future of the Friends" and start discussions about what that should look like and how/what we need to do to transition to accomplish this. Tim will be following up on this with Jared Cypher on direction and guidance.
- Continued to work with Sheriff Office and will have officers starting in the parks Memorial Day weekend and throughout the summer on weekends for coverage at Parks.
- Met with Jill Rohde and Jared Cypher to talk about financial items, task list of items that Jill will assist us with.
- Met with Bill Conklin and Road Department staff to discuss the Passport Grant for Hawk Island and road maintenance items with all three Park Managers.
- Worked the Bill Earl "Fishin Michigan" organization kids fishing day three consecutive Saturday mornings in May ending May 16th. Over 60 kids attended each of the sessions, lots of smiling faces and many fish got exercise from the participants.
- Attended a Human Service, Budget, and Board of Commission meetings for Hawk Island Passport grant.
- Attended a State Wide Trails Legislative Day with Johnathan Schelke at the State Capital.
- Responded to several public correspondences and questions, worked on playground research.
- Attended a meeting with MRPA about legislative park issues.
- Continued to have monthly staff meetings to go over items, this past month we have been working on prioritizing 2016 budget request.
- Worked on various items for the Park Commission committee meetings and had a conference call with executive committee.

- Prepared for staff meeting and park commission committee and board meeting, working on agendas.
- Met with Jared Cypher to talk about 2016 Budget Request.
- *Morel mushrooms are up as well as woodland wildflowers and migrant birds are all out at your Ingham County Parks, Enjoy! ☺*



Parks Office Monthly Report

Communications & Research

The new call center is up and running. The call center helps with getting the customer to the next available staff and phone calls are answered more quickly. Kendra and Sarah worked on distributing the summer activities over 7000 flyers and day camp rack cards. Kendra, Nicole and Sarah worked on getting 150 Bill Earl fishing program packets and name tags prepped.

Planning

Nicole, Coe and Tim worked with MRPA on planning a chainsaw training class for any interested patrons. Nicole and Tim worked with Rick Terrill on the office reconfiguration. Facilities staff moved a cubicle walls to make the office a more productive work place.

Staffing

Our newest seasonal employee Peggy was trained on passports, she is now a certificated passport agent! Karen and Kendra trained Peggy on how to make ticket bags for the parks, with the annual tickets and boat tickets to get the managers prepared for the summer rush. Kendra trained Peggy on phones and how to use our reservation system. Kendra has been working with the seasonal staff that has been hired to work out in the parks-they have been filling out their paperwork and getting ready for their summer jobs.

Customer Service

In March, the phones started ringing more! 101 park visitors made a picnic shelter reservation for this summer. Staff responds to multiple general inquiries regarding passports each month and in addition accepted 30 U.S. passport applications. At this time 63 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. 114 requests for low income fee waivers were received and mailed to park visitors.

Accounting/Budget

Routine functions continue with the larger focus on the 2016 request. A great deal of research, analysis and compilation of data has taken place to develop the 2016 additional operating request, service enhancements and capital improvement requests for the department. Budget documents have been compiled for the Park Commission for approval. 10 new credit card terminals have been received and are being distributed to the parks for the 2015 season. The cost of the new terminals was \$8,720.

Marketing

Press releases about chain saw training and canoe rental opening were developed and sent out to the media. Edits to the parks website were made, for example adding events to the calendar page. New printed materials were delivered to the parks office including; the 2015 Canoe Brochure, LLN Trails Brochure, Burchfield Park Trails Brochure, the Day Camp Rack Card and a Summer Flyer.

In April we have posted 67 times on the various parks Facebook pages, Twitter and Instagram. Posts have been made about; Kids to Park Day, May is Bike Month, Day Camp, Canoeing, the Sailing Season, Upcoming Concerts, 5K's and much more. Whoot whoot, the parks now have over 15,000 fans on social media!!!

May 2015 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Summer Prep
 - o Power washing
 - o Mowing
 - o Removal of warming building.
 - o Small equipment prep
- Worked with 18 volunteers from Barnes Aerospace to move playground mulch, weed, and plant flowers.
- Hired seasonal summer staff.
- Seasonal staff training.
- Set up lifeguard training
- 3 Bill Earl Fishing Days held at Hawk Island
- Pulled pump, discovered issues, developed RFQ for repairs.
- Worked on Hawk Island Passport Grant
 - o Met with Road Commission
 - o Met with Strawser Construction to talk over project and receive recommendations.
 - o Spoke with DNR regarding Project Agreement and other requirements



May 2015 Lake Lansing Manager's Report:

1. Hosted 279 volunteers which pulled garlic mustard, painted posts and tables, seal coated all playgrounds, and moved playground mulch.
2. Continue to interview and train new seasonal staff.
3. Set up beverage account for all parks.
4. Repaired and installed pedal boat rental dock, also moved boats to the dock.
5. Installed irrigation pump and serviced both water reels.
6. Cleaned and prepped concessions stand and boat rental buildings.
7. Took beach water samples, purchased annual flowers for beds, ordered drinking fountain, Sloan, ice machine, and electrical parts.
8. Hosted reservations and special events, started cleaning flower beds, ongoing turf maintenance, and enforcing rules.
9. Attended Band Shell, Lake Lansing Watershed, Road Commission, Meridian Police, and staff/managers meeting. Also hosted Meridian Garden Club tree dedication.





May Burchfield Report

April 21: Budget commission meeting
April 25: Went over Eagle Scout project
April 27: Park Board meeting
April 29: Senior work day
May 2: MMMBA Trail work day
May 9: Opened up canoeing on weekends.

Mid-April to mid-May has been busy getting the park ready for the upcoming summer season. We completed replacing the roof on the boat rental building prior to opening for the season. We canoed the river and cleared a minor blockage at the English Inn. We inspected the roof at Overlook pavilion and have started work on supporting the deteriorating rafters. I have received a price quote for complete repair next year. We have identified several projects that need to be completed including replacing the steps at Overlook area. I met with road commission representatives and discussed road repairs for this year as well as next year. We had several volunteer groups work at the park this spring. The Mason High school painted all the posts, grills, and many fence lines. They also worked at cleaning up mowing areas and replacing top soil. Lansing Catholic sent a class out to the park and they worked on the removal of upright posts along the main road and filling in the holes. They also worked at clearing all mowing areas from debris prior to the start of mowing season. We completed construction on our benches and they are all ready to be installed. I have been busy with interviewing, hiring, and training new staff employees.



Ingham County Parks

2016

Budget Request

1. Capital Improvement Request
2. Additional Operating Request
3. Service Enhancement Request
4. Contract Form
5. 208 Operating Request
6. 508 Operating Request
7. Motion for Approval

2016 CIP REQUEST

CAPITAL IMPROVEMENT PROJECTS

Draft

PARK	ITEM	COST	Final Overall	
			Ranking	NEW/Renew
All Parks	Security cameras & alarms / 50/50 MMRA Grant	\$15,000	1	New
All Parks	AED's / Safety	\$4,500	2	New
LL	Rescue Boat - LLS / Safety	\$3,500	3	Renew
Office	Space Reconfiguration - ADA / Compliance	\$2,100	4	Renew
BUR	Overlook Shelter Roof - Bur / Safety/Compliance	\$20,000	5	Renew
LL	Boat Launch Shoreline Stabilization / Safety	\$15,000	6	Renew
BUR	Table Saw / Safety	\$2,500	7	Renew
LL	White Restroom Roof - LLN - (\$5,000)	\$0		
HAWK	Beach House Roof - HI	\$20,000	8	Renew
HAWK	Maintenance Roof - HI	\$20,000	9	Renew
BUR	Stone chip road	\$5,600	10	Renew
LL	Carousel Building Roof- LLS	\$20,000	11	Renew
HAWK	Pump house building	\$20,000	12	Renew
HAWK	Red Tail Roof - HI	\$20,000	13	Renew
HAWK	Parking Lot Repair	\$40,000	14	Renew
HAWK	Boardwalk sealer	\$10,000	15	Renew
LL	Sand Hill Shelter Roof - LLN	\$4,000	16	Renew
HAWK	Boardwalk Replacement	\$5,000	17	Renew
HAWK	Bathroom refurbishments	\$10,000	18	Renew
HAWK	Irrigation Pump - Control Panel	\$11,000	19	Renew
BUR	Boardwalk sealer	\$3,000	20	Renew
BUR	Electrical hand dryers for beach	\$2,500	21	Renew
LL	Hand Driers - LLS (4)	\$2,200	22	Renew
All Parks	Point of Sale System	\$150,000	23	New
Subtotal		\$405,900		

CAPITAL IMPROVEMENT EQUIPMENT

BUR	Canoe Van	\$30,000	1	Renew
HAWK	Zero Turn Mower	\$14,000	2	New
HAWK	Trail Blower	\$6,500	3	New
BUR	John deer Gator	\$15,000	4	Renew
HAWK	Golf Cart	\$4,300	5	Renew
LL	Snowmobile - Reopen LLN Skiing	\$9,500	6	Renew
BUR	Canoe Van	\$30,000	7	Renew
Subtotal		\$109,300		

CAPITAL IMPROVEMENT EQUIPMENT 508 REQUEST

BUR	Life Jackets - Canoe/Kayak / Safety	\$5,000	1	Renew
BUR	Disc golf store	\$4,000	2	New
BUR	Cross country ski equipment	\$4,000	3	Renew
HAWK	Snow Tubes	\$3,000	4	Renew
LL	Cross Country Skiis - (15pr) kids LLN Reopen Ski	\$3,000	5	New
BUR	Reforestation / Landscaping Disc Golf	\$4,500	6	New
		\$23,500		

CAPITAL IMPROVEMENT EQUIPMENT IT REQUEST

Office	Laserjet P4015X printer	\$350	no rank	Renew
Hawk	Deskjet 6940	\$490	no rank	Renew
LL	Deskjet 6940	\$490	no rank	Renew
Burch	Laserjet P2035N	\$350	no rank	Renew
		\$1,680		

Grand Total \$540,380

2016 Additional Operating Request

5/13/2015

<i>Personnel</i>	Minimum Wage Increase	
	Hawk Island	4,300
	Lake Lansing	3,700
	Burchfield	4,000
		<u>12,000</u>
<i>Personnel</i>	Lifeguard Seasonal Wages	
	Hawk Island	5,000
	Lake Lansing	4,800
	Burchfield	1,000
		<u>10,800</u>
<i>Personnel</i>	Meeting Fees (Park Commission)	3,400
<i>Non-Controllable</i>	Utilities	10,000
<i>Controllable</i>	Ingham County Sherriff Patrols	\$50,000
<i>Personnel</i>	Ranger Seasonal Wages	
	Hawk Island	9,000
	Lake Lansing	5,000
	Burchfield	6,000
		<u>20,000</u>
<i>Personnel</i>	Management Intern Seasonal Wages	
	Lake Lansing	11,760
		<u>11,760</u>
<i>Controllable</i>	Maintenance & Operating Supplies	\$35,000
<i>Controllable</i>	Equipment Repair	\$10,000
<i>Controllable</i>	Conference/Training	\$5,800
<i>Controllable</i>	Greening Mid-Michigan / Advertising	\$10,000

Draft

Total Additional Request \$178,760

Personnel Total	57,960
Controllable Total	\$110,800
Non-Controllable Total	10,000
	<u>178,760</u>

2016 ADDITIONAL OPERATING REQUEST

1. Increase Seasonal Wage Budget – New Minimum Wage: \$15,000

Recent changes to Michigan's minimum wage laws will impact the parks department seasonal wage budget as many of our seasonal workers are currently earning \$8.15 - \$8.40 which is less than the new minimum wage of \$8.50 that is effective January 1, 2016. We are requesting appropriation be approved to cover this additional expense to the parks department.

2. Increase Seasonal Wage Budget – Lifeguard Seasonal Wages: \$10,800

Currently our lifeguard wages are \$8.96 - \$10.10 per hour. We have been particularly challenged in recruiting for these positions for the last two years. These positions have a great deal of responsibility and ensure the safety of park patrons. Our intent is to increase the wage rates to become more competitive in the marketplace. In addition these funds would allow us to increase the number of guards at Lake Lansing and Hawk Island Beaches during peak hours. An additional guard will ensure a rotation of the guards, allow breaks when needed and keep our lifeguards "fresh" when they are on the lifeguard stand.

3. Increase Meeting Fees Budget – Park Commission Per Diems: \$3,400

In the 2015 budget meeting fees were decreased in the parks budget. This was the result of a payroll/accounting error that caused the fees to be charged to a different line and due to past expenses being recorded incorrectly the expenses in the line were understated. Consequently, the budget for this line was reduced. Park Commissioners receive a per diem of \$60 per meeting.

4. Increase the Utilities Budget - \$10,000

In the 2014 park utility costs rose to over \$65,000 and our budget was \$57,916. To cover this increased expense and not impact park maintenance or services we respectfully request an increase to this line in the parks budget.

5. Increase Contractual Services: Provide Ingham County Sheriff Patrols in the Ingham County Parks: \$50,000

This additional funding will provide Deputies from the Ingham County Sheriff's Department to patrol the three Park centers at appropriately designated days and times. **This funding supports the security and safety of park visitors.**

In 2010, the Parks Department faced a significant budget reduction which resulted in the loss of the Park Police staff that was deputized officers who worked for the Parks Department and were focused on issues within the Parks. Following the loss of the Park Police, we attempted to utilize "security officers" as a means to maintain appropriate behavior in the Parks. Unfortunately, without actual policing power, the security officer's presence in the Parks proved useless in managing inappropriate behavior. After two years of using security officers, we discontinued the program.

In the 2015 budget \$30,000 was approved for Sheriff Patrols pending the passage of the Trails and Parks millage. The current funding of \$30,000 will provide a full time weekend officer at Hawk Island and a part time weekend officer at Lake Lansing and Burchfield Parks. The addition of \$20,000 will increase weekend patrols from part time to full time at Lake Lansing and Burchfield Parks. This will also allow for intermittent weekday coverage in the parks.

6. Increase Seasonal Wage Budget – Park Rangers/Gate Attendants: \$20,000

This additional funding would support the county park system in a multitude of ways.

- Hawk Island – \$9,000. Adds one ranger for 6 months at 16 hours per week. The ranger will do general park maintenance that isn't routinely done due to lack of staffing. Tasks to be accomplished include; early morning park clean-up, beach and volleyball court raking, cleaning the Splash Pad®, thorough restroom cleaning, trail maintenance and support staff for special events. This funding will also provide for more staffing hours at the entry gate which provides better service to park visitors and will support increased park and dog park entry fees.
- Burchfield Park - \$6,000. This funding will provide for two additional rangers at Burchfield Park. Parks staff at Burchfield manages a 540 acre park, McNamara Canoe Landing and Bunker Road Landing. Staff is needed to perform mowing, painting, restroom cleaning and general park maintenance.
- Lake Lansing Parks - \$5,000. The ranger will do general park maintenance that isn't routinely done due to lack of staffing. Tasks to be accomplished include; early morning park clean-up, beach and volleyball court raking, thorough restroom cleaning, trail maintenance and support staff for special events. This funding will also provide for more staffing hours at the entry gate which provides better service to park visitors and will support increased park entry fees.

7. Increase Seasonal Wage Budget – Management Intern: \$11,760

This funding is requested to provide a Management Intern who would act in a supervisory capacity at the Lake Lansing Parks. The position would be ½ time and would oversee the park operations in the park managers absence. Since the elimination of a Park Manager I position in 2013 lack of supervisory staff has been problematic, in that the parks operate 7 days a week, year round. Should the request for the addition of a Park Manager I be approved, this funding request would not be needed.

8. Increase Maintenance Supplies: \$35,000

In the 2015 budget \$20,000 was approved for Maintenance Supplies pending the passage of the Trails and Parks millage. We are requesting an additional \$15,000 in 2016.

This funding increase will provide for the ability to purchase various maintenance supplies to address deferred maintenance projects due to past budget reductions. Some of the higher priorities include:

- Lumber and paint, all parks. Lumber is needed for general repairs to park facilities. Paint for picnic tables, parking posts, fences and buildings is needed in the all of the parks.
- Playground sealant is a small investment to protect our valuable playgrounds.
- Road gravel and ditching is needed is needed at Lake Lansing North and Burchfield Parks, McNamara Landing and Bunker Road. Both roadways and parking areas are not paved.
- Fertilization and weed control, all parks. While we do not apply a great deal of fertilizer or chemicals to the turf and ponds in our parks, reductions were made over the last four years. This has led to reduced turf quality in our high traffic areas and of course the aesthetic value of our parks has diminished. Aquatic weeds have increase dramatically at both Hawk Island and Burchfield Parks; the weeds are encroaching on the swim areas and are limiting fishing access.

- Additional fish stocking at Burchfield Park. The small pond at Burchfield Park is stocked with legal sized Rainbow Trout each year, providing for a great resource for guests to fish for trout, a species that most people never have the opportunity to fish for. Historically, the pond was stocked 2-3 times per summer, but has been reduced to one time.

Lack of park maintenance examples:



Sealant to protect our beautiful playgrounds is essential. Lake Lansing's community built playground is 18 years old and in wonderful condition. Good maintenance makes a difference. Estimated replacement cost if not maintained: \$200,000.

9. Increaser Equipment Repair: \$10,000

Maintaining equipment to ensure employee safety and the County's investment is essential. This line item in the parks budget was reduced significantly, and current funds limit our ability to maintain equipment.

10. Increase Employee Training and Improvement: \$5,800

Park staff has been unable to attend conferences or training for several years. It is important to keep up with industry trends, establish relationships, learn new skills and exchange ideas. Conferences and training planned include:

Michigan Recreation & Parks Association	\$1,500
Certified Tourism Ambassador	175
Miscellaneous Day Conferences	200
Pesticide Certifications	525
Lifeguard Training	1,200
CPR Training	300
Great Lakes Training	550
Great Lakes Certification	1,350
	<hr/>
	\$5,800

11. Increase Advertising: \$10,000

This funding will support our partnership with Greening Mid-Michigan and provide funding for the general promotion of the Ingham County Parks. With Greening Mid-Michigan we will develop video segments and printed materials that will highlight the Ingham County Parks and can be used for marketing.

The Greening Mid-Michigan vision includes parks, natural areas, privately held conservancy land, trails, rivers, lakes, streams forests and wetlands in Ingham, Clinton and Eaton Counties, with the goal of integrating these natural resources into our communities.

Board of Commissioners Resolution #14-013: \$9,093

Per Board of Commissioners Resolution #14 – 013, it is resolved that the Parks Department is to financially support in part the \$45,464.50 cost associated with this resolution recommended by the Drain Commission. The parks portion of this expense is \$9,093, if the amount due to the Drain Commission is divided equally amongst the departments noted in the resolution. We are requesting funding for this expense as the Parks Department does not currently have this budgeted in its contractual service budget. This request is listed on our contract form as well.

The vision may change over time as local communities commit to preservation priorities. Public policy may need adjustment to more easily integrate green infrastructure components into local priorities.

It is hoped this green infrastructure vision will catalyze regional collaboration and planning beyond jurisdictional borders in order to realize an economically viable, sustainable and vital region for businesses and citizens alike.

With thanks to

Clinton County Board of Commissioners
Eaton County Board of Commissioners
Ingham County Board of Commissioners

. and to our Funding Organizations* and Partners

Clinton County Agricultural Preservation Board*
Clinton County Conservation District
Clinton County Parks and Greenspace*
Eaton County Community Development
Eaton Conservation District
Eaton County Parks and Recreation*

Funding Organizations* and Partners continued.

Greater Lansing Regional Committee for Stormwater Management*
General Motors*

Heart of Michigan Trails and Greenways Partnership
Ingham County Farmland & Open Space Preservation Board*
Ingham County Health Department*
Ingham County Parks and Recreation*
Land Use and Health Resource Team

Leap, Inc.*

Michigan Department of Natural Resources and Environment
DEQ (MDNRE) 319 Funds*

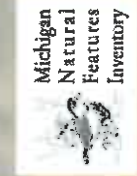
Michigan Natural Features Inventory
Michigan Trails and Greenways Alliance
Natural Resources Conservation Service
People and Land (PAL) Program of the Kellogg Foundation*
Power of We Consortium AmeriCorps Program
Tri-County Regional Planning Commission*

And Thanks to All the Workshop Participants and Facilitators!!

Published Fall 2010

Design Assistance: Lovall Associates

* Photos Courtesy of Hali Colandrea



2016 Service Enhancement Request

Status	Position	Estimated Cost
Full Time	Assitant Manager I	\$67,519
Half Time	Customer Service Specialist	\$29,950
Total Cost		\$97,469

Projected cost provided by the Budget Office 5-5-15

2016 CONTRACT FORM

DEPT	CONTRACTOR	REASON FOR CONTRACT	DISTRIBUTION NUMBER			BEGIN DATE	END DATE	2014 ACTUAL	2015 BUDGET	2016 PROJECTED
PARKS	Supreme Rental	Portable Restroom Rental Service	208	75300	931100	61000	3/31/16	\$ 3,535	\$ 3,500	\$ 3,500
PARKS	Supreme Rental	Portable Restroom Rental Service	208	75500	931100	51000	3/31/16	\$ -	\$ 1,385	\$ -
PARKS	Granger Waste	Dumpster Service	208	75300	931100	61000	12/31/15	\$ 920	\$ 1,500	\$ 1,907
PARKS	Granger Waste	Dumpster Service	208	75500	931100	51000	12/31/15	\$ 810	\$ 1,900	\$ 2,879
PARKS	Granger Waste	Dumpster Service	208	75600	931100	71000	12/31/15	\$ 1,020	\$ 1,900	\$ 2,264
PARKS	Advance Dust Control	Parking lot dust control- LL & BUR	208	75500	931100	51000	N/A	\$ 960	\$ 2,400	\$ 1,920
			208	75300	931100	61000		\$ 480	\$ 1,000	\$ 960
PARKS	State of Michigan	Water tests	208	75300	931100	61000	N/A	\$ 1,197	\$ 1,915	\$ 1,300
PARKS	State of Michigan	Water tests	208	75500	931100	51000	N/A	\$ 810	\$ 1,200	\$ 1,000
PARKS	State of Michigan	Water tests	208	75600	931100	71000	N/A	\$ 753	\$ 1,000	\$ 1,000
PARKS	Commission	Resolution 14-013	208	75200	931100	86000	12/31/17	\$ -	\$ 9,093	\$ 9,093
		208 SUBTOTAL OF 931100						\$10,485	\$ 26,793	\$ 25,823
PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	86000	N/A	\$ 2,520	\$ 3,200	\$ 3,200
PARKS	Comcast	Internet	208	75600	818000	71000	N/A	\$ 1,434	\$ -	\$ 1,500
PARKS	Comsource	Radios	208	75600	818000	71000	N/A	\$ 3,360	\$ -	\$ 3,360
PARKS	Ingham County Sherrif	Park Police Patrols	208	75200	818000	86000	N/A	\$ -	\$ 30,000	\$ 50,000
		208 SUBTOTAL OF 818000						\$2,520	\$ 33,200	\$ 58,060
PARKS	Active Network	RecNet Reservation System	508	75200	818000		No end date	\$3,022	\$ 3,600	\$ 3,400
PARKS	Meridian Township	Watershed Agreement	508	75200	818000		12/31/17	\$ 5,000	\$ 5,000	\$ 5,000
		508 SUBTOTAL OF 818000						\$8,022	\$8,600	\$8,400
PARKS	Supreme Rental	Portable Restroom Rental Service	508	75984	931100		3/31/16	\$ 975	\$ 660	\$ 1,000
		508 SUBTOTAL OF 931100						\$ 975	\$ 660	\$ 1,000

2016 - 208 Fund Operating Request

	2014	2015	2015	2016
Draft	Actual	Original Budget	Amended Budget	SUM OF BUDGET REQUEST
REVENUE				
600200 SPECIAL EVENT FEES	1,050	3,500	3,500	3,500
652000 PARKING FEES	315,058	295,000	295,000	305,000
669142 PASSPORT REVENUE	14,759	15,000	15,000	16,000
676000 DONATIONS	0	5,000	0	0
673000 SALE OF FIXED ASSETS	0	0	0	0
688220 MISC REVENUE	2,182	4,000	4,000	3,000
698010 CARRY OVER SURPLUS USED	0	15,250	15,250	0
699000 REVENUE TSF IN - F101	1,484,577	1,618,906	1,618,906	1,730,917
000000 REVENUE TSF IN - Millage	0			0
699500 REVENUE TRF IN CAP IMP - F101	6,800	0		0
TOTAL REVENUE	1,824,426	1,956,656	1,951,656	2,058,417

PERSONNEL SERVICES				
704000 SALARIES & WAGES-PERM	681,495	693,011	693,011	693,490
705000 SALARIES & WAGES-TEMP	253,339	282,387	282,387	336,947
706000 SALARIES & WAGES-OVERTI	4,649	4,783	4,783	4,783
706100 ON CALL PAYMENT	0	180	180	180
706700 OVERTIME WAGES - SEASONAL	3,636	3,587	3,587	3,587
708000 MEETING FEES	1,188	6,000	6,000	9,400
713000 MISC FRINGES		-4,580	-4,580	-4,580
714000 UNEMPLOYMENT	4,703	3,464	3,464	3,589
715000 FICA COUNTY SHARE	70,774	53,017	53,017	54,917
715050 INSURANCE COST LIABILITY	49	0	0	388
716020 HEALTH INS-PHP	98,618	114,508	114,508	114,779
716030 HEALTH WAIVER	4,316	13,246	13,246	11,270
716035 RETIREE HLTH INS CHARGEBACK	29,698	35,958	35,958	39,520
716040 RETIREE HLTH INS TRUST CHG	18,100	25,298	25,298	32,304
716100 DENTAL INS-ADMIN	9,810	11,518	11,518	11,518
716200 VISION INSURANCE	1,451	1,547	1,547	1,586
717000 LIFE INS	1,194	1,338	1,338	1,676
717100 DISABILITY INS	386	1,281	1,281	157
718000 RETIREMENT PROGRAM	137,140	151,089	151,089	122,990
718500 RTMT DEFINED CONTRIBUTION	138			1,997
720000 LONGEVITY BONUS	11,679	15,344	15,344	13,100
722000 WKCPMP INS	22,518	27,255	27,255	19,001
722600 EMPLOYEE ASST PROGRAM	406	429	429	429
TOTAL PERSONNEL SERVICES	1,355,287	1,440,660	1,440,660	1,473,028

CONTROLLABLE EXPENSES				
728000 PRINTING AND BINDING	4,141	7,980	7,300	7,300
729000 POSTAGE	4,203	5,600	5,000	4,500
730000 OFFICE SUPPLIES	1,910	3,100	3,100	2,500
731000 PHOTO-COPYING & SUPPLIES	536	1,300	1,000	600
734000 NON-CAPITAL EQUIP	2,647	4,900	4,900	4,900
735100 CONTROLLED CAPITAL ITEMS	4,138	0	0	0
740000 MAINTENANCE SUP	78,628	71,500	73,500	108,500
743000 OTHER SUPPLIES	20,047	21,111	21,111	21,911
743100 SMALL TOOLS	1,565	1,500	1,500	1,500
745000 UNIFORM & ACCESSORIES	5,217	5,500	6,500	5,500
746000 CLEANING ALLOWANCE	196	0	0	200

2016 - 208 Fund Operating Request

	2014	2015	2015	2016
Draft	Actual	Original Budget	Amended Budget	SUM OF BUDGET REQUEST
746010 CLOTHING ALLOWANCE	294	600	600	400
747000 GAS-GREASE-OIL-ANTIFREE	46,009	57,600	48,880	52,000
802180 MED SERVICES - physicals	0	1,000	0	1,000
815000 MEMBR/SCRPS/SUBSCRIPTIONS	2,691	1,950	1,950	3,500
818000 CONTRACTUAL SERVICES	9,041	3,400	3,400	58,060
861000 TRAVEL EXPENSE-LOCAL	1,753	3,000	3,000	2,000
861100 TRVL PROF DEVELOP INSTATE	0	100	100	600
901000 ADVERTISING	525	750	750	10,750
921050 TELEPHONE	7,257	7,434	7,434	7,900
921060 TELEPHONE - LONG DISTANCE	15	50	50	0
931100 MAINT-RELATED CONTRACTUAL	14,133	25,673	25,673	25,823
932000 EQUIP REP & MAIN	53,652	30,400	30,700	40,700
942000 EQUIPMENT RENTAL	2,097	3,038	3,038	3,038
957130 OTHER TAXES/ ASSESSMENTS	0	200	200	0
960000 EMP TRAINING & IMPROV	813	0	3,000	8,800
967000 SPECIAL PROJECTS - MASTER PLAN	0	25,000	25,000	0
000000 MILLAGE				0
TOTAL CONTROLLABLE EXPENSES	261,508	282,686	277,686	371,982

NON-CONTOLLABLE EXPENSE				
911000 INSURANCE & BONDS	10,500	29,341	29,341	29,341
915050 INSURANCE COST - LIABILITY	369	0	0	0
921000 UTILITIES	65,651	57,794	57,794	67,794
921070 COURIER SERVICE	1,577	1,624	1,624	1,662
921150 TELEPHONE ALLOCATION COSTS	4,867	3,247	3,247	5,070
943000 OFFICE EQUIP SVC CHG	60,693	56,342	56,342	32,123
943010 EQUIP SVC CHG	44,068	44,064	44,064	44,064
943020 EQUIP SVC CHG PC	0	5,821	5,821	3,829
943100 NETWORK MAINT SVC CHG	4,502	15,413	15,413	9,860
944000 VEHICLE SERVICE CHG	14,667	19,664	19,664	19,664
944100 COPIER SERVICE CHG				0
TOTAL NON-CONTROLLABLE EXPENSES	206,894	233,310	233,310	213,407
TOTAL REVENUE	1,824,426	1,956,656	1,951,656	2,058,417
TOTAL EXPENSES	1,823,689	1,956,656	1,951,656	2,058,417

**508- ENTERPRISE FUND
2016 BUDGET REQUEST**

Draft

	2014 Actual	2015 Budget	2015 REVISED	2016 REQUEST
REVENUE				
600000 SHELTER FEES	61,550	58,000	58,000	58,000
671170 CABANA	3,620	5,000	5,000	5,000
600100 DISC GOLF FEES	25,115	21,000	21,000	22,000
610000 BOAT RENTAL	66,166	55,000	55,000	60,000
620000 BOAT LAUNCH FEES	16,145	17,000	17,000	17,000
630000 SKI RENTAL	11,368	2,000	2,000	7,000
641000 FOOD CONCESSIONS	49,450	40,000	40,000	45,000
641200 BAIT/TACKLE REVENUE	51	150	150	150
650000 LL HOUSE	10,040	9,600	9,600	9,600
652100 ADMISSION FEES - Snow Park	21,129	18,000	18,000	50,000
669130 INFLATABLE RENTALS	1,175	1,000	1,000	1,000
669140 SNOW TUBE RENTAL - Burchfield	3,971	2,000	2,000	4,000
669140 SNOW HILL RESERVATIONS - Hawk	948	-	-	-
669141 DOG PARK REVENUE	10,874	10,000	10,000	10,000
671000 DAY CAMP	13,907	15,000	15,000	15,000
671150 VENDING MACHINE COMMISSIONS	36	400	400	-
688220 MISC REVENUE	-	400	400	-
698010 CARRY OVER SURPLUS USED			22,420	22,420
TOTAL REVENUE	295,545	254,550	276,970	326,170
PERSONNEL SERVICES				
705000 SALARIES & WAGES- TEMP	158,575	152,000	152,000	190,000
TOTAL PERSONNEL SERVICES	158,575	152,000	152,000	190,000
CONTROLLABLE EXPENSES				
728000 PRINTING AND BINDING	5,360	4,100	4,100	5,500
740000 MAINTENANCE SUPPLIES	19,462	28,000	20,000	23,086
743000 OTHER SUPPLIES	29,324	26,071	26,391	31,000
818000 CONTRACTUAL SERVICES	1,982	5,000	5,000	8,400
890080 ADMINISTRATIVE CHARGES	12,059	6,050		12,500
921050 TELEPHONE	-	400	400	-
931100 MAINT-RELATED CONTRACTUAL	3,104	1,445	1,445	1,000
942000 EQUIPMENT RENTAL	-	500	600	-
957120 SALES/USE TAX	3,574	3,400	2,800	3,650
TOTAL CONTROLLABLE EXPENSE	77,025	74,966	60,736	85,136
NON-CONTROLLABLE EXPENSES				
911000 INSURANCE AND BONDS	2,039	5,594	5,594	5,594
921000 UTILITIES	12,211	12,500	12,500	15,000
968000 DEPRECIATION	12,591	8,020	8,020	8,020
TOTAL NON-CONTROLLABLE EXPENSES	26,841	26,114	26,114	28,614
TRANSFERS OUT-F101				
999900 TRANSFER OUT-SNOW EQUIP			22,420	22,420
TOTAL TRANSFERS OUT-F101			22,420	22,420
TOTAL OPERATING REVENUE	295,545	254,550	276,970	326,170
TOTAL OPERATING EXPENSES	262,441	253,080	261,270	326,170

Draft

MOTION TO APPROVE THE 2016 BUDGET REQUEST

Move to approve

- The 2016 capital improvement request of \$540,380
- The 2016 additional operating request of \$178,760
- The 2016 service enhancement request of \$97,469
- The 2016 208 operating budget request of \$2,058,417
- The 2016 508 enterprise fund budget request of \$326,170

The Ingham County Parks Commission hereby directs staff to submit the above request totaling \$3,201,196 as stated above pending any requisite adjustments made by the budget office.

Move:

For the Park Department staff to go forward with a request to the Board of Commission for emergency funding to replace the irrigation pump and casing at Hawk Island County Park for the low quote from Layne Christensen Company not to exceed \$7,850.

MEMO

Date: May 19, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing a Contract with Layne Christensen Company for the Emergency Replacement of an Irrigation Well Pump and Housing at Hawk Island County Park

The irrigation well at Hawk Island County Park was not working so park staff contacted Dyer Well Drilling & Service, Inc. to pull the pump and piping for a repair estimate. It was determined that the pump and housing needed to be replaced. This is an emergency request that the Park Commission recommended pursuing with the Board of Commissioners.

The Ingham County Purchasing Department solicited proposals from experienced and qualified contractors for the purpose of installing an irrigation well pump and housing at Hawk Island County Park. Three vendors submitted bids: Layne Christensen Company, Brown Drilling Co., Inc., and Dyer Well Drilling Service, Inc.

After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Layne Christensen Company in an amount not to exceed \$7,850.

Please do not hesitate to contact me if you have questions regarding this issue.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH LAYNE CHRISTENSEN COMPANY FOR
THE EMERGENCY REPLACEMENT OF AN IRRIGATION WELL PUMP AND HOUSING AT
HAWK ISLAND COUNTY PARK**

WHEREAS, the irrigation well at Hawk Island County Park was not working; and

WHEREAS, park staff contacted Dyer Well Drilling & Service, Inc. to pull the pump and piping for a repair estimate, and

WHEREAS, it was determined the pump needed repair and the piping/housing is extensively corroded, has several holes in it and needs replacing; and

WHEREAS, this is an emergency request that the Park Commission recommended pursuing with the Board of Commissioners; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of installing an irrigation well pump and housing at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Layne Christensen Company who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Layne Christensen Company, for a cost not to exceed \$7,850 for the installation of an irrigation well pump and housing at Hawk Island County Park.

BE IT FURTHER RESOLVED, that funds are available in the Machinery and Equipment Revolving fund balance (664-75299-978000).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: May 14, 2015

SUBJECT: Installation of an Irrigation Well Pump & Motor at Hawk Island Park

Project Description:

Proposals were sought from experienced and qualified contractors for the purpose of installing an irrigation well pump and motor at Hawk Island County Park. The awarded contractor must be registered through the State of Michigan Department of Environmental Quality in accordance with Part 127, 1978 PA 368, MCL 333.12701 to 333.12715 and Administrative Rules in the Michigan Water Well Construction and Pump Installation Code.

Proposal Summary:

Vendors contacted: 08 Local: 02
Vendors responding: 03 Local: 01

VENDOR NAME	Local Pref	Total Bid
Layne Christensen Co	Yes, Lansing	\$7,850.00
Brown Drilling Company	No, Howell	\$11,683.00
Dyer Well Drilling	No, Lansing (Eaton County)	\$14,745.00

Recommendation:

Layne Christensen Company, a local vendor, submitted the lowest responsive and responsible proposal. The company is registered through the State of Michigan Department of Environmental Quality and insured.

The recommendation is to award the contract to Layne Christensen Company in an amount not to exceed \$7,850.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.

Motion to support staff's recommendation to the Board of Commissioners for consideration to hire Mannik Smith Group of Lansing for Professional Consulting Services for the Ingham County Trails & Parks Task Force.

MEMO

Date: May 19, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing Entering into a Contract with Mannik Smith Group, for the Purpose of Providing 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

On November 4, 2014, Ingham County voters passed a six-year, 0.5-mill for trails & parks. The millage will generate a projected \$3.5 million a year. An Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, was established to guide the process. The Task Force voted to hire a consultant who will be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars.

The Purchasing Department solicited proposals from qualified and experienced firms. Seven firms both large and small submitted proposals: Mannik Smith Group, Spicer Group, C2AE, Professional Engineering Association, Edgewater Associates, DLZ, and Landscape Architects & Planners. The firms were scored by Jared Cypher-Deputy Controller, Jim Hudgins-Purchasing Director, Tim Morgan-Parks Director, and Brian Collins-Hawk Island Park Manager. The top three firms were selected as finalists and interviewed: Mannik Smith Group, Edgewater Associates, and Spicer Group. After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group.

This resolution authorizes entering into a contract with Mannik Smith Group for the purpose of providing 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.

The following were key points from their interview with Mannik Smith Group:

- Extensive experience working in, with and for local governmental agencies.
- They are local, Lansing and their sub Michigan Trails & Greenways Alliance (MTGA) is also local, Lansing.
- They were the lowest accepted bidder \$73,514.
- Collaboration with the leader in trails advocacy Michigan Trails & Greenways Alliance (MTGA is the statewide voice for non-motorized trail users, helping people build, connect, and promote trails for a healthier and more prosperous Michigan.)
- They focused on meeting the needs of all the deliverables and scope of work from the Request for Proposal with emphasis on recommendations for spending categories and methodology for utilizing grant dollars to maximize local funding.

This resolution is running concurrent with the Parks & Recreation Commission.

Please do not hesitate to contact me if you have questions regarding this issue.

Sincerely,

Timothy Morgan, Director
Ingham County Parks

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MANNIK SMITH GROUP
FOR THE PURPOSE OF PROVIDING 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**

WHEREAS, on November 4, 2014, Ingham County voters passed a six-year, 0.5-mill for trails & parks; and

WHEREAS, the millage will generate a projected \$3.5 million a year; and

WHEREAS, an Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, has been established to guide the process; and

WHEREAS, the Task Force voted to hire a consultant who would be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars; and

WHEREAS, the Purchasing Department solicited 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; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group who submitted the most responsive and responsible proposal; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Mannik Smith Group, for a total cost not to exceed \$73,514.00 from the Trails and Parks millage fund 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.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: May 15, 2015

SUBJECT: Professional Consulting Services for the Ingham County Trails & Parks Task Force

Project Description

Ingham County sought 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.

Proposal Summary

Vendors contacted: 41 Local: 05
Vendors responding: 07 Local: 05

Vendor Name	Local Preference	Alternate Not to Exceed Total:	Not to Exceed Total:
Mannik Smith Group	Yes, Lansing, MI		\$73,514.00
Spicer Group Inc.	Yes, Holt, MI		\$77,587.00
C2AE	Yes, Lansing		\$80,156.24
Professional Engineering Assoc., Inc.	No, Howell, MI		\$112,741.00
Edgewater Resources LLC	No, St. Joseph MI	\$75,720.00	\$52,810.00
DLZ Michigan Inc.	Yes, Lansing		\$147,587.00
Landscape Architects & Planners	Yes, Lansing, MI		\$273,693.00

Vendors Not Bidding

ROWE Professional Services Company, Flint, MI

We appreciate the opportunity to provide our qualifications for this contract; however, we are unable to submit at this time. After closely reviewing the contract scope, we feel our current workload, coupled with ROWE's commitment to complete quality work within budget and on time, will prevent us from giving this contract the attention it deserves.

Butler Fairman and Seufert Inc., Merrillville, IN

At this time, we do not believe our current staffing and workload would allow us to perform the required services mentioned in the RFP within the four-month timeframe referenced in Section 7.0. Also, we were not able to identify a local Ingham County consultant available to partner with BF&S. We believe this type of partnership would be important in creating a viable Team for the Task Force relative to the scope of work identified in this RFP.

Lapham Associates, West Branch, MI

We appreciate your consideration of our firm for your proposed project, but at this time because of our current staffing and work load we do not believe that we would be able to provide you with the highest of quality of work that we feel is necessary for this project.

WadeTrim, Flint, MI

We appreciate the opportunity to submit a proposal to assist the Ingham County Trails and Parks Task Force. Unfortunately, we will not be submitting a proposal due to our current staff and project commitments.

SmithGroupJJR, Ann Arbor, MI

We have decided not to submit a proposal for this project. The scope of work was not entirely compatible with our services and strengths.

Recommendation:

Mannik Smith Group, a local vendor, submitted the lowest responsive and responsible proposal. The company is qualified, has extensive experience working with governmental agencies, and comes highly referred by current and past clients.

Mannik Smith Group will be subcontracting with Michigan Trails & Greenways Alliance (MTGA), who is also a local vendor, and has worked with the State of Michigan, as well as, other governmental entities throughout Michigan.

The Evaluation Committee, comprised of the Controller's Office, Purchasing and Parks Departments, recommend awarding the contract to Mannik Smith Group in an amount not to exceed \$73,514.00

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.

Motion to support staff's recommendation to the Board of Commissioners to authorize the reorganization of the Ingham County Parks Department to eliminate the two vacant Ranger II positions (Position #759006 and Position #759007) and replace these positions with one Mechanic-Parks Department position and one Ranger I position.

MEMO

Date: May 6, 2015
To: County Services
From: Tim Morgan, Parks Director
Re: Discussion Item Reorganization of Ranger II Positions

Dear Commissioners,

The Ingham County Parks Department is requesting the reorganization of the department at the Ranger II level of service in the parks. Ingham County presently has two open positions for Ranger II. The Ranger II position no longer meets the needs of the department. Upon review by staff, Human Resources and consulting with the union it was determined that the best way to cover the needs of the Ingham County Parks would be to reorg both Ranger II positions.

1. Position number 759006 is currently a Park Ranger II. The Parks Department would like to convert this position into a newly created job description, Mechanic – Parks Department. The salary range would be the same as an Assistant Park Manager, salary scale \$39,965.78 - \$48,921.20. I have attached a copy of the Mechanic job description for your records.
2. Position number 759007 is currently a Park Ranger II. The Parks Department would like to convert this position to a Park Ranger I.

Please find the new job descriptions for both positons that more accurately represent the job duties performed in their day to day roles in the department. The new positions will fulfill the need to have a certified mechanic and provide a third Ranger I position, therefore providing for a Ranger I at all three County Parks. Presently, there are only two Ranger I positions and these positions are often shared between the parks. The financial analysis of this change is attached and provided by Teri Morton, Budget Director. She informed us that the long term annual cost of this reorganization would be \$1,499 as a financial impact to this request. Human Resources have approved and are included with this request. The ICEA Park Rangers union has reviewed the job descriptions for the positions and has given their approval with no objections. I have also reached out to the staff affected and they have indicated and confirmed they have no concern or objection to these changes. Thank you for your consideration and feel free to contact me if you have any questions at 244-7191 or tmorgan@ingham.org.

Sincerely,



Tim Morgan, Director
Ingham County Parks

TO: Tim Morgan, Director Ingham County Parks

FROM: Beth Bliesener, Employment Specialist

DATE: 5-5-15

RE: Memo of Analysis for Re-Organization

Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. Position number 759006 is currently a vacant Park Ranger II. The Parks Department would like to convert this position into a newly created job description, Mechanic – Parks Department. The salary range would be ICEA Park Ranger Asst Manager 1, Mechanic; salary scale \$39,965.78 - \$48,921.20. I have attached a copy of the Mechanic job description.
2. Position number 759007 is currently a vacant Park Ranger II. The Parks Department would like to convert this position into an established classification, Park Ranger I.

I have sent the ICEA Park Rangers chair notice regarding the new job description and position conversions and they support the re-organization. I have attached the Unions response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: Emens, Coe
Sent: Tuesday, May 05, 2015 8:21 AM
To: Bliesener, Elisabeth
Subject: RE: Parks Department Re-organization

Good morning Elisabeth.

Go ahead with the Re-org.

Thanks.

Coe F. Emens III
Ingham County Parks Department
121 East Maple Street
Mason, MI 48854

From: Bliesener, Elisabeth
Sent: Tuesday, April 21, 2015 10:10 AM
To: Emens, Coe
Cc: Morgan, Timothy
Subject: Parks Department Re-organization

Thank you Coe for meeting with us this morning. Here is a recap of what the Parks Department would like to propose to do in their reorganization.

1. Position number 759006 is currently a Park Ranger II. The Parks Department would like to convert this position into a newly created job description, Mechanic – Parks Department. The salary range would be the same as an Asst Park Manager, salary scale \$39,965.78 - \$48,921.20. I have attached a copy of the Mechanic job description for your records.
2. Position number 759007 is currently a Park Ranger II. The Parks Department would like to convert this position to a Park Ranger I.

After you review please let me know if you have any other questions and if you support the re-organization.

Thanks,
Beth

Beth Bliesener
Employment Specialist
517-887-4375

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INGHAM COUNTY JOB DESCRIPTION

MECHANIC – PARKS DEPARTMENT

General Summary:

Under the supervision of all Park Manager II's, services, repairs and maintains equipment and vehicles used in all park's operation. Develops programs for preventive maintenance and effectively schedules all ongoing maintenance activities. Performs a variety of repair and maintenance tasks related to buildings and grounds which require trade skills and the operation of heavy equipment at all parks. Serves as a lead worker for seasonal employees and volunteers.

Essential Functions:

1. Establish and implement preventative maintenance, repair schedules and procedures for all equipment and vehicles. Responsible for getting vehicles and equipment from all parks for preventative maintenance. Maintains fleet database and updates established procedures to meet current standards.
2. Repairs and maintains vehicles and equipment used in park's operation. Performs full range of preventative maintenance tasks including oil changes, lubricating and changing fluids, tune-ups, brake repairs, transmission and engine repairs, ignition and electronic engine control repairs, antilock brakes and complete brake overhauls, repairs wheel-bearings, installs shock absorbers.
3. Inspects, diagnoses, repairs a variety of heavy and medium-duty fleet units (including but not limited to: loaders, graders, dump trucks, snow groomers and a variety of tractors); light-duty automotive fleet units (automobiles, and trucks); small fleet units (riding lawn mowers, snowmobiles, bobcat and tractors); and small engine fleet units (including but not limited to: chainsaws, weed whips, blowers and push mowers).
4. Repairs, rebuilds, and fabricates parts to repair light and heavy-duty equipment – gasoline and diesel, drive trains, engines, transmissions, electrical systems, fuel systems, brake systems, cooling systems and hydraulic systems or related equipment.
5. Places orders and maintains inventory including parts and supplies.
6. Serves as liaison for internal and external vendors. Completes necessary paperwork. Maintains records and receipts on purchases, performed services and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
7. Prepares decommissioned units for sale/trade; outfit new units to put in service.
8. Serves as liaison for internal and external vendors. Completes necessary paperwork. Maintains records and receipts on purchases, performed services and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
9. Performs routine inspections and records of units to ensure compliance with MDOT regulations.
10. Makes service calls on fleet units to perform emergency repairs.

11. Maintenance of the Snowcat for grooming snow. Includes, but not limited to dealing with freeze-ups, electrical problems, broken seals, computer failures, track adjustments, and hydraulic leaks.
12. Participates in the performance of parks operations, grounds and building maintenance tasks year round such as but not limited to landscaping, plumbing, electrical, concrete, and carpentry.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School diploma or equivalent is required. Vocational training in automotive and equipment repair is preferred.

Experience: A minimum of three (3) years' experience as a mechanic is required.

Certifications: Certified by the State of Michigan as a Master Auto Mechanic is required.

Other Requirements:

- A valid Michigan Driver's License in good standings
- Successful completion of a physical exam and substance abuse test prior to start date.
- Must be able to work a variable work schedule including overtime, weekends and holidays as needed.
- Must be able to respond to emergency situations as needed.
- Must possess personal necessary hand tools and toolbox to perform duties.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Desirable Knowledge, Skills and Abilities:

- Strong knowledge of basic design, operation and repair of diversified mechanized equipment and related parts for small engine (both 2 and 4 cycle), light, medium, and heavy-duty vehicles and equipment, including general knowledge of current CLD and DOT rules and regulations.
- Strong knowledge of materials, tools, hazards and safety practices and procedures related to vehicle and equipment maintenance and ability to follow them.
- Good knowledge of light and heavy maintenance fleet units and automotive apparatus; care and operation of internal combustion engines of hydraulic systems, transmissions and differentials of electrical motors and vehicles.
- Knowledge and ability to operate light and heavy equipment including, but not limited to, automobiles, boom/aerial truck, water/tank truck, backhoe, loader, skidsteer, tractors, snow plow, dump truck and snowcat.
- Basic knowledge of personal computer and software including Microsoft Office and fleet maintenance software to enter and retrieve records and prepare written reports.

- Ability to use electronic diagnostic equipment to diagnose mechanical problems, determine the cause, prepare estimates of time and materials needed and complete skilled repair work required to return the equipment to proper operating condition.
- Ability to read, interpret and understand service manuals and schematics.

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, squatting, kneeling, bending, climbing, enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require periodic stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 80-100 pounds of force in the physical requirements above.
- This position primarily close visual acuity to perform tasks within arm's reach such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter and retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

INGHAM COUNTY JOB DESCRIPTION

PARK RANGER 1

General Summary: Under the supervision of the Park Manager II's, Assistant Park Manager I and Assistant Park Manager II's, performs a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities. Operates heavy, and other equipment in completing assigned tasks. Displays proficiency in a number of semi-skilled trade areas including cement and brick work, carpentry, plumbing, minor electrical repair, roofing and grounds maintenance. Supervises seasonal employees as assigned.

Typical Duties:

1. Performs park maintenance and repair activities such as plumbing and electrical repairs, seasonal start-up and shut-down, and maintenance and repair of water and irrigation systems.
2. Performs ground maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, etc.
3. Participates in the construction of new buildings, signs, trails, bridges, and other structures. Performs a variety of semi-skilled tasks such as painting, cement and brick work, carpentry, minor electrical work, etc.
4. Operates heavy equipment such as a back-hoe.
5. Functions as a job leader on some work assignments, instructing and monitoring the work of seasonal employees.
6. Assists in the operation of the winter sports area. Performs maintenance tasks, assists the general public and monitors park activities.
7. Performs other duties as required.

Employment Qualifications: Possession of a high school diploma, or the equivalent, is required. A minimum of three years experience in the building trades is also required.

Special Employment Requirements: State Licensing as a Pesticide Applicator is required. A valid Michigan Motor Vehicle Operator's License is also required.

01-24-02
Parks 2921-6

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE PARKS DEPARTMENT'S
TWO VACANT RANGER II POSITIONS**

WHEREAS, the Parks Department has experienced significant changes in the last year, including the vacancy of two Park Ranger II positions; and

WHEREAS, the two Ranger II positions no longer fit the needs of the department; and

WHEREAS, the two vacated positions present an opportunity to restructure the Parks Department to better fit the needs of park operations; and

WHEREAS, the Parks Department would like to convert one vacant Ranger II position into a newly created job description-Mechanic-Parks Department; and

WHEREAS, the Parks Department would like to convert the second vacant Ranger II position into an established classification, Park Ranger I; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union has reviewed the proposed changes and have no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the reorganization of the Ingham County Parks Department to eliminate the two vacant Ranger II positions (Position #759006 and Position #759007) and replace these positions with one Mechanic-Parks Department position and one Ranger I position using the same position numbers:

POSITION #	CURRENT TITLE	NEW TITLE
759006 (Vacant)	1.0 FTE Park Ranger II Salary scale – ICEA Park Ranger Ranger II, \$36,960- \$45,238	1.0 FTE Mechanic – Parks Department Salary range - ICEA Park Ranger Asst Manager 1, Mechanic; salary scale \$39,965.78 - \$48,921.20
759007 (Vacant)	1.0 FTE Park Ranger II Salary scale – ICEA Park Ranger Ranger II, \$36,960- \$45,238	1.0 FTE Park Ranger I Salary range - ICEA Park Ranger Ranger I, salary scale \$33,146- \$40,199

BE IT FURTHER RESOLVED, that the Mechanic position will be posted and filled with the new job description.

BE IT FURTHER RESOLVED, that the Ranger I position will be posted and filled with the current Ranger I job description.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.



April 28, 2015

Pat Witte
Ingham County Parks
PO Box 178
Mason, MI 48854

Dear Mr. Witte:

Thank you for enabling us to hold the Meridian Garden Club's second Arbor Day Celebration on Saturday, April 25th.. at Lake Lansing Park-South. Despite the poor weather and competing events we more than doubled the participation rate from last year.

We appreciate your coordination with Van Atta's regarding the delivery and placement of the tree, as well as meeting with us in early December to review the site and advise us on the selection and placement of the tree. The professional assistance you provided during the planting of the red maple was essential.

The park's staff were courteous and helpful in cleaning the pavilion for our event.

On behalf of the entire Meridian Garden Club we thank you for your contribution to the environment and promotion of nurturing trees.

Sincerely,

A handwritten signature in blue ink that reads "Barbara Bradford". The signature is fluid and cursive, with the first name "Barbara" and last name "Bradford" clearly distinguishable.

Barbara Bradford, Arbor Day Chair

*Barbara Bradford, Arbor Day Chair * 517-721-1615 * Barbara@gzinteractive.com
Committee: Peggy Garver, Mary Ann Martin, Sue Niefand, Simar Pawar,
Georgia Styka, Helen Tanner*



Special Thanks

From Meridian Garden Club

Van Atta's Nursery

Meijers- Okemos

Krogers -Okemos

McDonalds- Bath

Outdoor Specialists

MSU Nursery

MI Capitol Commission

Ingham County Parks



30 April 2015

Ingham County Parks Department
ATTN: Timothy Morgan
PO Box 178
Mason, MI 48854

Dear Friend of EC3:

A million thanks to you for contributing a silent-auction item to our Spring Auction, which was held on April 17th. The event was the best one for us yet, helping us to raise nearly \$35,000 for our general fund.

EC3 is a 501(c)(3) nonprofit organization that operates almost exclusively on family-paid tuition. Contributions such as yours are critical to sustaining EC3's high quality in both our program and our facility, and the value of your donation is tax-deductible.

Please accept my gratitude on behalf of the staff, Board of Directors, and families of EC3.

Sincerely,

Elisabeth Weston
Executive Director



April 12, 2015

Hawk Island Park
Attn: Brian Collins and Coe Emmons
1601 E. Cavanaugh Road
Lansing, Michigan 48910



P.O. Box 238
Mason, MI 48854

www.icasfund.org

Dear Brian and Coe:

On behalf of the Board of Directors for the Ingham County Animal Shelter Fund, a 501(c)(3) non-profit organization, thank you for your support of our First Doggie Easter Egg Hunt held at Hawk Island. We appreciated the waiver of the park shelter fee as well as opening up the Soldan Dog Park for free on this day. We had approximately 100 dogs and their owners participate in this event. Your support allowed us to raise approximately \$1,600 to go towards establishing a new building for the animal shelter and to continue funding of established, vital programs at the Ingham County Animal Shelter.

Thank you again for your generous support of the Doggie Easter Egg Hunt!

Sincerely,

A handwritten signature in blue ink, appearing to read "Patricia A. Whitener", is written over a light blue horizontal line.

Patricia A. Whitener, Secretary / Acting Chair to the Board

Board of Directors:

Patricia Whitener, Secretary
and Acting Chair

Connie Jones, Treasurer

Board Members:

Ralph Beebe

Teresa Carter

Brenda Sayles

Andrew Seltz

Dennis Stepanovich



Ingham County Parks Department Potluck!

WHO: For Ingham County Park Employees and Parks Commissioners

WHAT: Parks Department Potluck

WHEN: June 22, 2015 at 5:00pm

WHERE: Red Tail Shelter at Hawk Island County Park

BRING: A dish to pass

Hamburgers and hotdogs provided by Tim

Please RSVP by June 15, 2015
by email to parcs@ingham.org or call 517-676-2233

