

# AGENDA

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

The packet is available on-line by going to [www.ingham.org](http://www.ingham.org), choosing the "Monthly Calendar," and clicking Tuesday, May 12, 2015.

**A MEETING OF THE  
BUDGET AND PERSONNEL COMMITTEE**  
of the  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
Will Be Held at  
**12:00pm**  
**Tuesday, May 12, 2015**  
Hilliard Building, 121 E. Maple St  
Conference Room B  
Mason, Michigan

**NOTE  
CHANGE IN  
LOCATION**

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS:
  - A. [April Financial Report](#)
  - B. [Re-Organization-Ranger II / Mechanic - Update](#)
  - C. [Budget Request Draft](#) (Synopsis) (*Additional Documents Available at the Meeting*)
  - D. [Financial Services Recommendations](#): Accounting, Reporting, and Auditing
5. ACTION ITEMS
  - A. Motion Approving the 2016 Ingham County Parks Department Budget Request (*Document Available at the Meeting*)
  - B. [Motion to Replace the Irrigation Pump](#) and Casing at Hawk Island
6. Limited Public Comment
7. Adjournment

The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 ~ Phone: (517) 676-2233. <sup>1</sup>

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

**Ingham County Parks Department**

# **Financial Report**

**April 30, 2015**



## 2015 - 208 Operating Budget Report

April 30, 2015	Original Budget	Revised Budget 2015	YTD Total	Admin	Burch	Lk Lan	Hawk Is
<b>REVENUE</b>							
Special Event Fees	3,500	3,500	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					
<b>TOTAL REVENUE</b>	<b>1,956,656</b>	<b>2,006,656</b>	<b>906,791</b>	<b>839,251</b>	<b>14,026</b>	<b>3,791</b>	<b>41,723</b>
<b>PERSONNEL SERVICES</b>							
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
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,440,660</b>	<b>1,440,660</b>	<b>324,415</b>	<b>290,882</b>	<b>10,017</b>	<b>6,583</b>	<b>16,933</b>
<b>CONTROLLABLE EXPENSES</b>							
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	-				
<b>TOTAL CONTROLLABLE EXPENSES</b>	<b>282,686</b>	<b>277,686</b>	<b>59,856</b>	<b>12,115</b>	<b>15,116</b>	<b>11,518</b>	<b>21,108</b>
<b>NON-CONTROLLABLE EXPENSE</b>							
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	-	-	-
<b>TOTAL NON-CONTROLLABLE EXPENSES</b>	<b>233,310</b>	<b>233,310</b>	<b>53,310</b>	<b>37,762</b>	<b>3,899</b>	<b>3,153</b>	<b>8,197</b>
<b>CAPITAL OUTLAY</b>							
BUILDING REP/MAINTEN 2 ROOVES		16,000				-	
OTHER TAXES/ASSESSMENTS / PERRY		10,000		-			
LAND IMPROVEMENT - GRAVEL		14,000		-			
CAPITAL IMPROVE MATERIALS -MULCH		15,000		-			
<b>TOTAL CAPITAL OUTLAY</b>		<b>55,000</b>		<b>-</b>		<b>-</b>	
<b>TOTAL OPERATING REVENUE</b>	<b>1,956,656</b>	<b>2,006,656</b>	<b>906,791</b>				
<b>TOTAL EXPENSES</b>	<b>1,956,656</b>	<b>2,006,656</b>	<b>437,581</b>				
<b>CHANGE IN FUND BALANCE</b>			<b>469,210</b>				

208 Fund - Parking Revenue and Expenses - YTD										Monthly Revenue Report									
April 30, 2015	2015			2015			2015			2015			2015			2015			TOTAL
	Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking	ALL Parks														
Revenue YTD Date	14,026	2,526	1,265	41,723	59,540														12,638
																			10,209
Expenditures																			12,054
Personnel	3,708	443	175	5,677	10,004														24,639
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														-

  

	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
	Burch	Burch	LLS	LLS	LLN	LLN	Hawk Is	Hawk Is	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking
	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking	Parking
Jan	4,702	3,632	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Feb	4,000	3,302	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mar	1,460	1,706	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr	4,897	5,386	129	2,526	323	25,924	15,462	31,273	24,639											
May	5,830	-	12,343	-	5,264	-	-	45,356	-											
Jun	9,263	-	16,087	-	4,519	-	-	69,258	-											
Jul	6,064	-	16,355	-	2,960	-	-	56,973	-											
Aug	7,162	-	13,698	-	2,284	-	-	44,524	-											
Sep	2,842	-	5,178	-	1,337	-	-	18,750	-											
Oct	741	-	380	-	764	-	-	7,788	-											
Nov	110	-	1,296	-	-	-	-	1,803	-											
Dec	240	-	-	-	-	-	-	3,323	-											
YTD	47,311	14,026	65,466	2,526	17,451	1,265	184,830	315,058	59,540											

## 508- ENTERPRISE FUND

### CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK

As of April 30, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
<b>REVENUE</b>					
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	
<b>TOTAL REVENUE</b>	<b>292,970</b>	<b>117,206</b>	<b>74,007</b>	<b>30,484</b>	<b>12,115</b>
<b>PERSONNEL SERVICES</b>					
WAGES & BENEFITS - SEASONAL	152,000	32,334	16,467	12,876	2,991
<b>TOTAL PERSONNEL SERVICES</b>	<b>152,000</b>	<b>32,334</b>	<b>16,467</b>	<b>12,876</b>	<b>2,991</b>
<b>CONTROLLABLE EXPENSES</b>					
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
<b>TOTAL CONTROLLABLE EXPENSE</b>	<b>102,550</b>	<b>19,761</b>	<b>11,309</b>	<b>2,800</b>	<b>5,651</b>
<b>TRANSFERS OUT-F101</b>					
TRANSFER OUT-SNOW EQUIP	22,420	11,210	11,210		
<b>TOTAL TRANSFERS OUT-F101</b>	<b>22,420</b>	<b>11,210</b>	<b>11,210</b>		
<b>CAPITAL OUTLAY</b>					
ROOF BOAT RENTAL BUR	4,000				
PEDAL BOATS HAWK ISLAND & LL	7,000				
CANOE/KAYAKS- BUR	5,000				
LL DOCK(2014)		296			
<b>TOTAL CAPITAL OUTLAY</b>	<b>16,000</b>	<b>296</b>			
<b>TOTAL OPERATING REVENUE</b>	<b>292,970</b>	<b>117,206</b>	<b>74,007</b>	<b>30,484</b>	<b>12,115</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>292,970</b>	<b>63,601</b>	<b>38,986</b>	<b>15,677</b>	<b>8,642</b>
<b>CHANGE IN FUND BALANCE - OPERATIONS</b>	<b>0</b>	<b>53,606</b>	<b>35,021</b>	<b>14,807</b>	<b>3,473</b>
REVENUE	292,970	117,206			
EXPENSE - OPERATIONS	292,970	63,601			
EXPENSE - CIP	-				
<b>NET CHANGE - FUND OVERALL</b>		<b>53,606</b>			

**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									2,937
Hawk Cabana																		1,610
Dog Park																		1,610
Snow Tubing - Reservations													2,175					2,175
Disc Golf																600		2,915
Snow Tubing Admissions						8,794												8,794
Carry Over Surplus																48,633		48,633
<b>Revenue to Date</b>	<b>2,045</b>	<b>205</b>	<b>7,032</b>	<b>0</b>	<b>2,688</b>	<b>8,794</b>	<b>1,610</b>	<b>10,360</b>	<b>6,665</b>	<b>0</b>	<b>0</b>	<b>3,200</b>	<b>18,015</b>	<b>0</b>	<b>0</b>	<b>53,677</b>	<b>2,915</b>	<b>117,206</b>
<b>Expenditures</b>																		
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		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
<b>Expenditures to Date</b>	<b>282</b>	<b>5,514</b>	<b>1,514</b>	<b>1,536</b>	<b>5,448</b>	<b>1,087</b>	<b>191</b>	<b>5,902</b>	<b>1,459</b>	<b>566</b>	<b>550</b>	<b>273</b>	<b>1,918</b>	<b>406</b>	<b>1,534</b>	<b>22,768</b>	<b>1,150</b>	<b>52,095</b>
<b>Total Revenue</b>	<b>2,045</b>	<b>205</b>	<b>7,032</b>	<b>0</b>	<b>2,688</b>	<b>8,794</b>	<b>1,610</b>	<b>10,360</b>	<b>6,665</b>	<b>0</b>	<b>0</b>	<b>3,200</b>	<b>18,015</b>	<b>0</b>	<b>0</b>	<b>53,677</b>	<b>2,915</b>	<b>117,206</b>
<b>Expenditures to Date</b>	<b>282</b>	<b>5,514</b>	<b>1,514</b>	<b>1,536</b>	<b>5,448</b>	<b>1,087</b>	<b>191</b>	<b>5,902</b>	<b>1,459</b>	<b>566</b>	<b>550</b>	<b>273</b>	<b>1,918</b>	<b>406</b>	<b>1,534</b>	<b>22,768</b>	<b>1,150</b>	<b>52,095</b>
<b>YTD Balance</b>	<b>1,763</b>	<b>(5,309)</b>	<b>5,518</b>	<b>(1,536)</b>	<b>(2,759)</b>	<b>7,707</b>	<b>1,419</b>	<b>4,458</b>	<b>5,206</b>	<b>(566)</b>	<b>(550)</b>	<b>2,927</b>	<b>16,097</b>	<b>(406)</b>	<b>(1,534)</b>	<b>30,909</b>	<b>1,765</b>	<b>65,111</b>

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

**YTD Balance from Operations** 65,111  
**Capital Improvement** 295  
**Transfer Out-Snow Equip** 11,210

**2014 Interim Unrestricted Fund Balance** 33,227  
**Current Available Funds** 86,833  
**Net Change Fund Balance** 53,606

2014 Total Fund Balance 273,120  
2014 Available Fund Balance 33,227

2013 Total Fund Balance 66,514  
2013 Available Fund Balance 38,229

2012 Total Fund Balance 78,719  
2012 Available Fund Balance 49,154

# CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of April 30, 2015

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
<b>GENERAL FUND</b>							
Zero Turn Mower - BUR 664-75299-978000	14,000			14,600	(600)	Complete	
Zero Turn Mower - LL 664-75299-978000	14,000			12,431	1,569	Complete	
Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010	42,000			44,340	(2,340)	Complete	
3/4 Ton 2WD Pick-Up - BUR 664-80000-978010	27,000			25,120	1,880	Complete	
4 WD Tractor w/loader - BUR 664-75299-978000	35,000			35,495	(495)	Complete	
Roof White Restroom - LLN 208-75500-931000-51000	8,000			0	8,000		
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		
<b>ENTERPRISE FUND - 508</b>							
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
<b>INFORMATION TECHNOLOGY</b>							
Call Center Software 664-75299-726010		840		840	0	Complete	
Cross Cut Shredder 664-75299-726010		999		979	20	Complete	
Poster Printer 664-75299-735100	1,750	0		0	0		Canceled
CPU - Office - Window Desk 664-75299-735000	800			0	800		
<b>CARRY FORWARD</b>							
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.



# 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 positions 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](mailto:tmorgan@ingham.org).

Sincerely,



Tim Morgan, Director  
Ingham County Parks

# County of Ingham

## HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102  
Lansing, MI 48911-3895

**Administration:** 517. 887.4327  
**Employee Services:** 517.887.4373  
**Internet:** www.ingham.org

**Employment:** 517.887.4328  
**FAX Number:** 517.887.4396



**TO:** Tim Morgan, Director Ingham County Parks  
**FROM:** Beth Bliesener, Employment Specialist  
**DATE:** 5-5-15  
**RE:** Memo of Analysis for Re-organization

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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

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**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.)*

**April 2015  
ICEA PARK RANGERS  
ASST MGR 1, MECHANIC**

## INGHAM COUNTY JOB DESCRIPTION

### PARK RANGER 1

**Reports To:** Foreman, Park Manager II, Park Ranger II  
**Supervises:** Season employees as assigned

**General Summary:** Under the supervision of the Foreman, Park Manager II, or Park Ranger II, 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.

**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.

ICEA-Parks  
01-24-02

**From:** Morton, Teri  
**Sent:** Wednesday, May 06, 2015 1:48 PM  
**To:** Morgan, Timothy  
**Cc:** Wallace, Nicole  
**Subject:** RE: Parks Department Re organization Documents

The long term annual cost of this reorganization would be \$1,499. Detail is attached. Please note, there is a detail sheet and a summary sheet. Let me know if you have any questions or if you need any additional information.

**2015 PERSONNEL COST PROJECTIONS**  
**PARKS REORGANIZATION PROPOSAL**  
**LONG TERM COSTS (ALL POSITIONS AT TOP STEP)**

	<b>CURRENT</b>	<b>PROPOSED</b>
	PARK RANGER II	MECHANIC - PARKS
WAGES	\$46,369	\$48,921
UNEMPLOYMENT	232	245
FICA	3,547	3,742
HEALTH	12,464	12,464
DENTAL	886	886
VISION	119	119
LIFE	95	95
DISABILITY	59	63
RETIREMENT	3,246	3,424
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,692	1,786
WORKERS COMP	2,601	2,744
CARES	33	33
TOTAL	\$74,109	\$77,288

	<b>CURRENT</b>	<b>PROPOSED</b>
	PARK RANGER II	PARK RANGER I
WAGES	\$46,369	\$45,019
UNEMPLOYMENT	232	225
FICA	3,547	3,444
HEALTH	12,464	12,464
DENTAL	886	886
VISION	119	119
LIFE	95	95
DISABILITY	59	58
RETIREMENT	3,246	3,151
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,692	1,643
WORKERS COMP	2,601	2,526
CARES	33	33
TOTAL	\$74,109	\$72,429



2015 PERSONNEL COST PROJECTIONS  
PARKS REORGANIZATION PROPOSAL  
LONG-TERM COSTS (ALL POSITIONS AT TOP STEP)

CURRENT TITLE/PAY GRADE	CURRENT LONG-TERM COST	PROPOSED TITLE/PAY GRADE	PROPOSED LONG-TERM COST	ADDITIONAL COST
PARK RANGER II	\$74,109	MECHANIC - PARKS	\$77,288	\$3,179
PARK RANGER II	\$74,109	PARK RANGER I	\$72,429	(\$1,680)
<b>TOTALS</b>	<b>\$148,218</b>		<b>\$149,717</b>	<b>\$1,499</b>



# Ingham County Parks

## 2016

## Budget Request

1. Capital Improvement Request	(Consolidated request in packet. Detailed forms provided prior to Park Commission meeting) Hard copies at meeting.
2. Additional Operating Request	(Consolidated request in packet. Narrative of request available at Budget Committee.) Hard copies at meeting.
3. Service Enhancement Request	(Consolidated request in packet. Narrative of request available at Budget Committee.) Hard copies at meeting.
4. Contract Form	Completed request in packet. Hard copies at meeting.
5. 208 Operating Request	(Provided to the Budget Committee by email on 5-8-15.) Hard copies at meeting.
6. 508 Operating Request	(Provided to the Budget Committee by email on 5-8-15.) Hard copies at meeting.
7. Motion For Approval	(Provided to the Budget Committee by email on 5-8-15.) Hard Copies at meeting.

## 2016 CIP REQUEST

### CAPITAL IMPROVEMENT PROJECTS

**Draft**

PARK	ITEM	COST	Final Overall	
			Ranking	NEW/REPLACE
BUR	Overlook Shelter Roof - Bur / <b>Safety/Compliance</b>	\$20,000	1	Replace
LL	White Restroom Roof - LLN	\$5,000	2	Replace
HAWK	Beach House Roof - HI	\$20,000	3	Replace
HAWK	Maintenance Roof - HI	\$20,000	4	Replace
LL	Boat Launch Shoreline Stabilization / <b>Safety</b>	\$15,000	5	Replace
Office	Space Reconfiguration - ADA / <b>Compliance</b>	\$2,100	6	Replace
BUR	Stone chip road	\$5,600	7	Replace
LL	Carousel Building Roof- LLS	\$20,000	8	Replace
HAWK	Pump house building	\$20,000	9	Replace
LL	Rescue Boat - LLS / <b>Safety</b>	\$3,500	10	Replace
HAWK	Red Tail Roof - HI	\$20,000	11	Replace
All Parks	AED's / <b>Safety</b>	\$4,500	12	New
HAWK	Parking Lot Repair	\$40,000	13	Replace
HAWK	Boardwalk sealer	\$10,000	14	Replace
LL	Sand Hill Shelter Roof - LLN	\$4,000	15	Replace
All Parks	<b>Security</b> cameras & alarms / 50/50 MMRA Grant	\$15,000	16	New
HAWK	Boardwalk replacement	\$5,000	17	Replace
HAWK	Bathroom refurbishments	\$10,000	18	Replace
HAWK	Irrigation Pump - Control Panel	\$11,000	19	Replace
BUR	Boardwalk sealer	\$3,000	20	Replace
BUR	Electrical hand dryers for beach	\$2,500	21	Replace
LL	Hand Driers - LLS (4)	\$2,200	22	Replace
BUR	Table Saw / <b>Safety</b>	\$1,500	23	Replace
All Parks	Point of Sale System	\$150,000	24	New

Subtotal \$409,900

### CAPITAL IMPROVEMENT EQUIPMENT

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

Subtotal \$109,300

### CAPITAL IMPROVEMENT EQUIPMENT 508 REQUEST

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

\$23,500

### CAPITAL IMPROVEMENT EQUIPMENT IT REQUEST

Office	Laserjet P4015X printer	\$350	no rank	Replace
Hawk	Deskjet 6940	\$490	no rank	Replace
LL	Deskjet 6940	\$490	no rank	Replace
Burch	Laserjet P2035N	\$350	no rank	Replace

\$1,680

**Grand Total \$544,380**

## 2016 Additional Operating Request

5/7/2015

<i>Personnel</i>	<b>Minimum Wage Increase</b>	
	Hawk Island	4,300
	Lake Lansing	3,700
	Burchfield	4,000
		<u>12,000</u>
<i>Personnel</i>	<b>Lifeguard Seasonal Wages</b>	
	Hawk Island	5,000
	Lake Lansing	4,800
	Burchfield	1,000
		<u>10,800</u>
<i>Personnel</i>	<b>Meeting Fees (Park Commission)</b>	<b>3,400</b>
<i>Non-Controllable</i>	<b>Utilities</b>	<b>10,000</b>
<i>Controllable</i>	<b>Ingham County Sherriff Patrols</b>	<b>\$50,000</b>
<i>Personnel</i>	<b>Ranger Seasonal Wages</b>	
	Hawk Island	9,000
	Lake Lansing	5,000
	Burchfield	6,000
		<u>20,000</u>
<i>Personnel</i>	<b>Management Intern Seasonal Wages</b>	
	Lake Lansing	11,760
		<u>11,760</u>
<i>Controllable</i>	<b>Maintenance &amp; Operating Supplies</b>	<b>\$35,000</b>
<i>Controllable</i>	<b>Equipment Repair</b>	<b>\$10,000</b>
<i>Controllable</i>	<b>Conference/Training</b>	<b>\$8,800</b>
<i>Controllable</i>	<b>Greening Mid-Michigan / Advertising</b>	<b>\$10,000</b>

Draft

**Total Additional Request \$181,760**

Personnel Total	57,960
Controllable Total	\$113,800
Non-Controllable Total	10,000
	<u>181,760</u>

## 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	4/1/11	3/31/16	\$ 3,535	\$ 3,500
PARKS	Supreme Rental	Portable Restroom Rental Service	208	75500	931100	51000	4/1/11	3/31/16	\$ -	\$ 1,385
PARKS	Granger Waste	Dumpster Service	208	75300	931100	61000	1/1/13	12/31/15	\$ 920	\$ 1,500
PARKS	Granger Waste	Dumpster Service	208	75500	931100	51000	1/1/13	12/31/15	\$ 810	\$ 1,900
PARKS	Granger Waste	Dumpster Service	208	75600	931100	71000	1/1/13	12/31/15	\$ 1,020	\$ 1,900
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	7/7/05	12/31/17	\$ -	\$ 9,093
		<b>208 SUBTOTAL OF 931100</b>						<b>\$10,485</b>	<b>\$ 26,793</b>	<b>\$ 25,823</b>
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	Ingham County Sheriff	Park Police Patrols	208	75200	818000	86000	N/A	\$ -	\$ 30,000	\$ 50,000
		<b>208 SUBTOTAL OF 818000</b>						<b>\$2,520</b>	<b>\$ 3,200</b>	<b>\$ 54,700</b>
PARKS	Active Network	RecNet Reservation System	508	75200	818000			\$3,022	\$ 3,600	\$ 3,400
PARKS	Meridian Township	Watershed Agreement	508	75200	818000		1/1/2008	12/31/17	\$ 5,000	\$ 5,000
		<b>508 SUBTOTAL OF 818000</b>						<b>\$8,022</b>	<b>\$8,600</b>	<b>\$8,400</b>
PARKS	Supreme Rental	Portable Restroom Rental Service	508	75984	931100		4/1/11	3/31/16	\$ 975	\$ 660
		<b>508 SUBTOTAL OF 931100</b>						<b>\$ 975</b>	<b>\$ 660</b>	<b>\$ 1,000</b>

## Morgan, Timothy

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

FYI

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

No issues. All sounds good.

---

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

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

---

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

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

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

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

Thanks - Jill

**Parks Administration**

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

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



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

#### Other Revenue set up in applicable parks

Boat Canoe Rental	R
Ski Rental	R
Picnic Fees	R

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

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. Staff is to work with purchasing on the RFP bid price that they recommend.

**From:** Hudgins, Jim  
**Sent:** Monday, May 04, 2015 10:09 AM  
**To:** Morgan, Timothy  
**Cc:** Cypher, Jared  
**Subject:** RE: Ingham County RFP 63-15 Well Installation for Hawk Island

Hi Tim,

I would make sure that the Parks Board fully understands that the initial quote that you got is strictly preliminary and that the total cost may be more --or less.

James C. Hudgins, Jr.  
Director of Purchasing  
Ingham County Purchasing Department  
121 E. Maple St.  
Mason, MI 48854

**From:** Morgan, Timothy  
**Sent:** Monday, May 04, 2015 8:47 AM  
**To:** Hudgins, Jim  
**Cc:** Cypher, Jared; Morgan, Timothy  
**Subject:** FW: Ingham County RFP 63-15 Well Installation for Hawk Island

Jim,

Please give me a call when you get a chance. I see the bids are due the day after our May Park Commission meeting. Can we give the Park Commission the original quote and allow them to give their blessing on moving forward with the recommendation of purchasing Department with the BOC? This might speed things up to mid-June... Let me know your thoughts....

Thanks,

Tim

**From:** Collins, Brian  
**Sent:** Friday, May 01, 2015 6:06 PM  
**To:** Morgan, Timothy  
**Subject:** Re: Ingham County RFP 63-15 Well Installation for Hawk Island

Is it possible to get this through on the May rounds. Waiting till June will push installation into July sometime, grass will be quite brown by then.

Sent from my iPhone [Brian Collins](#)

On May 1, 2015, at 3:49 PM, Morgan, Timothy <[TMorgan@ingham.org](mailto:TMorgan@ingham.org)> wrote:

<image001.gif>

Hawk Island Irrigation well.

To all this is out.

We will let you know as to the results once we get them in.  
Looks like we will be running these concurrent in June.  
Thank you,

Tim  
Tim Morgan, CPRP (Certified Parks & Recreation Professional), and  
CTA (Certified Tourism Ambassador™)  
Director, Ingham County Parks  
121 E. Maple St., Suite 102  
Mason, Michigan 48854  
517-676-2233  
[tmorgan@ingham.org](mailto:tmorgan@ingham.org)  
[www.inghamcountyparks.org](http://www.inghamcountyparks.org)  
<image006.jpg><image007.jpg>

**From:** Buckmaster, Julie  
**Sent:** Friday, May 01, 2015 3:13 PM  
**To:** '[jerry@browndrillingco.com](mailto:jerry@browndrillingco.com)'; '[officemanager@dyerwell.com](mailto:officemanager@dyerwell.com)'; '[jmwelldrilling@aol.com](mailto:jmwelldrilling@aol.com)'; '[glyhov@aol.com](mailto:glyhov@aol.com)'; '[chris.zeeb@layne.com](mailto:chris.zeeb@layne.com)'; '[scott@thewellguy.com](mailto:scott@thewellguy.com)'; '[rickv8327@yahoo.com](mailto:rickv8327@yahoo.com)'; '[sales@cribley.com](mailto:sales@cribley.com)'; '[PATTIXMAS@MSN.COM](mailto:PATTIXMAS@MSN.COM)'; '[michelle.beckwith@layne.com](mailto:michelle.beckwith@layne.com)'  
**Cc:** Hudgins, Jim; Morgan, Timothy; Collins, Brian  
**Subject:** Ingham County RFP 63-15 Well Installation for Hawk Island

Good afternoon,

Ingham County solicits proposals from experienced and qualified water well contractors for the purpose of installing an irrigation well 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.

Please read the attachment in its entirety. The attachment includes but is not limited to: Scope of Services, Location, Visits, Utilities, Protection of Property, Notification of Utilities, Submission Requirements, General Information, Contractual Terms and Conditions, Timelines and Required Forms.

Any explanation desired by a proposer regarding the meaning or interpretation of this RFP and attachments must be requested to the Ingham County Purchasing Department, attention James C. Hudgins, Jr. at [jhudgins@ingham.org](mailto:jhudgins@ingham.org).

**Proposals will be received no later than 11:00 A.M., local time prevailing, on May 19, 2015** at which time they will be opened in public and read aloud in the:

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

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

Julie Buckmaster  
Purchasing Assistant  
Ingham County Purchasing



## **Dyer Well Drilling & Service, Inc.**

7300 Millett Hwy.  
Lansing, MI 48917  
517-322-0598

*! Preliminary Quote!*

*RFP  
Quotes to  
come May 19th*

04/22/15

City of Lansing-Hawk Island  
Brian Collins

[bcollins@ingham.org](mailto:bcollins@ingham.org)

### **OPTION ONE-repair of existing system**

Remove pump, drop pipe, and wire  
Install new check, 84'-4" galvanized steel drop pipe, and 90'- wire  
Misc. material  
Labor

**\$6880**

### **OPTION TWO-replacement with all stainless steel hardware**

Remove pump, drop pipe, and wire  
Install new check, 25 hp stainless pump/motor, 84'-4" stainless pipe, and wire  
Misc. material  
Labor

**\$20,125**

### **OPTION THREE-replacement with stainless steel and PVC hardware**

Remove pump, drop pipe, and wire  
Install new check, 25 hp stainless pump/motor, 80'-4" Certalok pipe, and wire  
Misc. material  
Labor

**\$15,945**

Thank you

Michael Dyer  
President and owner