

# 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 on Monday, October 26, 2015

## Monday, October 26, 2015

### 6:00pm

# PARKS & RECREATION COMMISSION MEETING

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

**NOTE  
CHANGE IN  
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**  
[Minutes](#) of September 28, 2015 regular meeting will be considered
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **MOTION TO APPROVE THE AGENDA**  
Late Items / Changes/ Deletions
6. **ADMINISTRATIVE REPORTS**
  - A. [Director/Administrative](#) Office
  - B. [Park Managers](#)
  - C. [Band Shell Report](#)
7. **OLD BUSINESS**
  - A. Trails & Parks Millage Task Force/Consultant Update
8. **NEW BUSINESS**
  - A.
9. **REPORTS OF STANDING COMMITTEES**
  - A. Executive Committee - Chair Nicholls – cancelled
  - B. Planning & Community Outreach Committee - Mr. Monsma
  - C. Budget & Personnel Committee - Mr. Czarnecki
    - i. [Financial Report](#)
10. **ACTION ITEMS**
  - A. [Motion](#) to Direct Staff to Work with the Purchasing Department, Financial Services, Information Technology Department, Potter Park Zoo, and the Treasurer's Department to Issue a Request for Proposal (RFP) for a Revenue Management System
  - B. [Motion](#) to Cancel the Remaining 2015 Executive Committee Meetings and Keep the Executive Committee as a Standing Sub Committee of the Park Commission and Schedule Meetings as Needed
11. **[Correspondence & Citizen Comment](#)**
12. **Board/Staff Comments**

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

**14. Upcoming Meetings**

- A. Date: No November Meeting  
Executive Committee Meeting  
Date: Monday, November 9, 2015; Time: 6:00pm  
Planning & Community Outreach Committee Meeting  
Date: No November Meeting  
Budget & Personnel Committee Meeting  
Date: Monday, November 16, 2015; Time: 6:00pm  
Parks & Recreation Commission Meeting

**15. 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. Golden Wrench Award Presentation to Park Staff at the MRPA MowDeo Event

**16. 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.

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**Ingham County Parks & Recreation Commission Members:** Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Kevin Duffy, Cherry Hamrick, County Commissioner Carol Koenig, Ralph Monsma, Paul Pratt, Jonathan Schelke, and County Commissioner Penelope Tsernoglou

**Ingham County Park Staff:** Director Tim Morgan, Burchfield County Park Assistant Manager I Tim Buckley, Hawk Island County Park Manager II Brian Collins, Hawk Island County Park Assistant Park Manager II Coe Emens III, Financial Coordinator Karen Fraser, Burchfield County Park Manager II Jeff Gehl, Accounting Clerk Raelyn Kateley, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing Park Manager II Pat Witte

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**September 28, 2015**

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Main Shelter, Lake Lansing South, 1621 Pike St, Haslett, Michigan.

**Board Members**

**Present:** Matthew Bennett, John Czarnecki , Kevin Duffy, Cherry Hamrick, Commissioner Koenig, Chair Nicholls, Paul Pratt, and Commissioner Tsernoglou

**Absent:** Jonathan Schelke and Ralph Monsma

**Also Present:** Park Director Tim Morgan, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Hawk Island County Park Manager Brian Collins, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, David Strahle Ingham County Park Mechanic, Christopher Wascher Ingham County Park Ranger, County Commissioner Teri Banas, William Seck-Interested Citizen, Elaine Ferris-Mason City Council, and Ann McConnelee-Interested Citizen

**Call to Order:** Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:04pm

**Minutes:** **Moved by Mr. Bennett and Supported by Mr. Czarnecki** to approve the August 24, 2015 minutes of the regular meeting as written.  
**Yes-8; No-0. MOTION CARRIED.**

**Limited Public Comment:**

William Seck stated he has lived in the area since 1977 and he is a fan of Lake Lansing Park North. He stated that he knows there is a strategic plan coming up and he would like to share his ideas. If you look at a map there is a lot of land that goes to Perry Road and also land that goes north to Clinton County. He thinks these areas would make fantastic trails. He is interested in non-motorized paved trails connecting into Clinton County through Lake Lansing North.

**Late Items / Deletions:**

None.

**NEW PARK STAFF INTRODUCTION – DAVID STRAHLE AND CHRISTOPHER**

**WASCHER** Mr. Morgan introduced the new Mechanic Dave Strahle and the new Park Ranger I Christopher Wascher.

**FINANCIAL REPORT**

Ms. Fraser referenced the report in the packet. The operating fund for 208 and 508 enterprise funds are in good order.

## **REPORTS OF STANDING COMMITTEES**

### **Executive Committee**

*Meeting Cancelled.*

### **Planning & Community Outreach Committee**

Update Lake Lansing Park North Land Donation~ Mrs. Hamrick stated the Planning Committee discussed the four parcels of land that Mr. Drobney would like to donate. Mr. Pratt stated the parcels are out lots of three subdivisions. The subdivisions bulge into the parks and the out parcels are in between the houses and the park. The developer would like to transfer the title of the parcels which are largely wetlands. The parcels would be a buffer for the parks.

Mr. Stoker, the county attorney, identified that these out lots come with a cloud on the title---these parcels are reserved solely for the use of the owners in the subdivision. To change that requires a friendly lawsuit. The lawsuit would need to be brought by the developer to change the subdivision rules to allow the land to be used by anyone, not just the residents. Mr. Pratt stated as a practical matter, the land will not be used by anyone since it is a wetland; but as a legal question, we need to question taking this land since every landowner or every office who signed the plat gets sued. Mr. Pratt said it would be about approximately 100 people to sue. Mr. Pratt said Mr. Drobney would not be willing to go through that type of process, and Mr. Pratt said he doesn't think the County would be allowed to legally do the lawsuit.

Mr. Pratt stated Mr. Stoker said the County could accept a quit claim deed from Mr. Drobney and accept the land as a buffer, knowing that someday someone could sue the County. Mr. Morgan stated we are proposing to meet with legal counsel to gather more information and potentially to proceed with the quit claim deed route. Mr. Pratt asked the Park Commission what their reaction to this idea is.

Commissioner Koenig asked if this will never be developed, why proceed with this; is it better to leave it as is? Or we could pursue the quit claim deed since 100 defendants is a lot of people. Mr. Pratt said he hasn't walked the land and is not sure if it is all wetland. Mr. Pratt said an owner can always ask for a wetland permit and ask to drain it. Commissioner Koenig said the neighbors could do the same, and ask for a quit claim deed.

Mr. Czarnecki said he believes the intent of these parcels was for the neighbors to use as a buffer, not for others to use. Mr. Czarnecki said he is concerned about the long term, who knows what the County wants to do in the future. He could foresee a lawsuit in the future. Mr. Czarnecki thinks Mr. Drobney should bear the consequences. Mr. Bennett stated he agrees with Mr. Czarnecki. What happens in 50 years if someone sues the County? Mr. Bennett doesn't want to take the easy way out, but handle it all now correctly.

Mr. Morgan asked if Mr. Pratt and he should pursue with County legal. Commissioner Koenig agreed and Chair Nicholls asked Mr. Morgan to report back next month.

Survey & Questionnaire~ Mr. Morgan referenced the survey and asked if the Park Commissioners have any edits to please let park staff know. Chair Nicholls stated this will be a skewed survey, since it is a targeted audience. County Commissioner Teri Banas stated Meridian Township had an online survey and they sent out postcards notifying people about the online survey. Commissioner Banas asked if the survey would be online. Mr. Morgan said the survey will be on our website and on Facebook.

### **Budget & Personnel Committee**

Financial Report Format – Three Options?~ Mr. Duffy stated Jill Rhode, Financial Services Director, presented three options for budget reports. Mr. Duffy stated the Budget Committee recommends option number three.

Chart of Accounts~ Mr. Duffy stated Ms. Rhode said that park managers' wages need to be included in the chart of accounts by park for a better picture. Instead of full-time wages being lumped under Administration, the Budget Committee recommended that it be broke up by park and administration which was in line with Ms. Rhode's recommendation. Mr. Schelke, Commissioner Tsernoglou, and Commissioner Koenig approved of this recommendation.

Audit (Staff Response) ~ Mr. Morgan stated we reviewed Ms. Rhode's recommendations and staff's response is in the packet.

Items Referred to Future Committee for Discussion (Dog Park and Annual Pass)~ Mr. Morgan stated staff thought that Ms. Rhode's recommendations for the no-leash dog facility procedures are not practical. The committee decided to further discuss the no-leash dog facility procedures and parking pass question on future agendas.

Budget Report Format~

MOVED BY MR. CZARNECKI, SUPPORTED BY MR. DUFFY TO APPROVE

BUDGET REPORT OPTION #3 AS PRESENTED BY FINANCIAL SERVICES DEPARTMENT FOR THE PARK COMMISSION FINANCIAL REPORT FORMAT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Jonathan Schelke and Ralph Monsma.

Chart of Accounts~

MOVED BY MR. CZARNECKI, SUPPORTED BY COMMISSIONER KOENIG TO APPROVE

THE CHART OF ACCOUNTS AS PRESENTED BY FINANCIAL SERVICES DEPARTMENT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Jonathan Schelke and Ralph Monsma.

**ADMINISTRATIVE REPORTS**

Director/Administrative Reports~ Mr. Morgan referenced the report in the packet.

Chair Nicholls asked about the status of the contract with the Sherriff's office. Mr. Morgan stated we were under budget by \$50 and he and the park managers met with the Sherriff's office to look at improvements for next year, such as using more cadets instead of officers on overtime. Mr. Morgan said we will meet with the Sheriff's Office in February 2016 to discuss the patrols for 2016.

Park Manager Reports~ Mr. Witte referenced the signs on the tables, which are stewardship signs which are posted around the park. Mr. Witte offered the Park Commissioners a tour of the park after the meeting ended. Mr. Czarnecki stated he likes the bench and tree donation program. Discussion.

**OLD BUSINESS**

Trails & Parks Millage Task Force/Consultant Update ~ Mr. Morgan stated the next task force meeting is on September 30<sup>th</sup>.

Ms. Fraser stated we have advertised the upcoming public input meetings in several ways. We sent a constant contact email to 10,000 people, posted on Facebook, Twitter, and the County webpage, Parks webpage, and Michigan Trails and Greenways webpage. Michigan Trails and Greenways will print 300 flyers for distribution and we will also have flyers at each meeting location. Michigan Trails and Greenways and Greening Mid-Michigan will also share these dates with their email lists. There are ten people who have signed up on the project webpage as well who will be notified. As the process continues, we will continue to advertise through social media and press releases.

**NEW BUSINESS**

None.

**ACTION ITEMS**

**Resolution Authorizing Visitor Incentive Programs at the Ingham County Parks**

Commissioner Koenig asked staff to clarify the purpose of this resolution since previously we have tried to streamline the fees. Mr. Morgan agreed that we do want simple fees, and the use of this will be limited and it is a marketing tool. Mr. Morgan said staff can review ideas and then bring recommendations for a marketing and promotional tool (special rates/discounts) to the Park Commission for review and approval.

**RESOLUTION #14-15 AUTHORIZING VISITOR INCENTIVE PROGRAMS AT THE INGHAM COUNTY PARKS**

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Parks are key elements of our Strategic Plan and Mission; and

WHEREAS, park staff wishes to develop occasional visitor incentive programs (special rates/discounts) internally and with outside partners to increase visitation at the Ingham County Parks; and

WHEREAS, park staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in the Parks; and

WHEREAS, building strong relationships with sectors of the community is good for the Ingham County Parks, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Parks Director and the Ingham County Parks and Recreation Commission.

THEREFORE BE IT RESOLVED, the Parks & Recreation Commission recommends the Board of Commissioners authorize the Parks and Recreation Commission to approve occasional visitor incentive programs at Ingham County Parks.

**Moved by Mr. Czarnecki and Supported by Mr. Duffy that Resolution #14-15 be approved. Yes-8; No-0. MOTION CARRIED.**

**Resolution Amending the Burchfield Park Winter Sports Building Rental Policy**

**RESOLUTION #15-15 AMENDING THE BURCHFIELD PARK WINTER SPORTS BUILDING RENTAL POLICY**

WHEREAS, the Ingham County Parks Commission passed Resolution #33-10 amending the Burchfield Park Winter Sports Building Rental Policy in September of 2010; and

WHEREAS, the Ingham County Parks Day Camp Program currently utilizes the Winter Sports Building during the summer months making the facility unavailable for reservations.

THEREFORE BE IT RESOLVED, that Resolution #31-10 is hereby amended for the use and/or rental of the Burchfield Park Winter Sports Building according to the guidelines listed below:

1. Use of the Burchfield Park Winter Sports Building will be permitted by reservation only.
2. Groups will be charged \$90 for the use of the Winter Sports Building during normal rental hours.
3. An additional fee of \$30 will be charged for any reservation after park hours, including non-profit groups, from April 16<sup>th</sup> to May 15<sup>th</sup> and September 16<sup>th</sup> to December 1<sup>st</sup>, and for all reservations from December 2<sup>nd</sup> to April 15<sup>th</sup>.
4. Organized Non-Profit Youth Groups will not be charged for use of the Winter Sports Building (with the exception of the \$30 after hour reservation fee for any reservation taken from September 16<sup>th</sup> to May 15<sup>th</sup>). The definition of an Organized Non-Profit Youth Group is any organized group of youths, all under the age of 18, sponsored by a nonprofit organization, accompanied by a smaller group of adult leaders that have been designated by the organization to provide supervision, guidance, and instruction to the group.
5. From April 16<sup>th</sup> to May 15<sup>th</sup> the following guidelines will apply:
  - A. The Winter Sports Building will be available for reservation during normal operating hours unless the hours are waived as a condition of a Special Event Permit.
  - B. If a group is approved for an after hour reservation, a fee of \$30 will be charged for any reservation, including non-profit groups
6. From May 16<sup>th</sup> to September 15<sup>th</sup> no reservations permitted.
  - A. The Winter Sports Building will not be available for reservation due to its use by the Nature Day Camp program.
7. From September 16<sup>th</sup> to December 1<sup>st</sup> the following guidelines will apply:
  - A. The Winter Sports Building will be available for reservation during normal operating hours unless the hours are waived as a condition of a Special Event Permit.
  - B. If a group is approved for an after hour reservation, a fee of \$30 will be charged for any reservation, including non-profit groups.
8. From December 2<sup>nd</sup> to April 15<sup>th</sup> the following guidelines will apply:
  - A. Reservations for the Winter Sports Building will be accepted for Sundays-Thursdays from 6:00pm to 9:00pm only. With the exception of December 24<sup>th</sup> – Jan 1<sup>st</sup>, the Sunday before Martin Luther King Day, and President’s Day.
  - B. A five day prior notification will be required to reserve the Winter Sports Building.

- C. A fee of \$30 will be charged for all reservations from December 2<sup>nd</sup> to April 15<sup>th</sup> since the reservation is after park hours, including non-profit groups.

BE IT FURTHER RESOLVED, this resolution supersedes all previous resolutions regarding the Winter Sports Building Rental Policy.

**Moved by Mr. Bennett and Supported by Mr. Czarnecki that Resolution #15-15 be approved. Yes-8; No-0. MOTION CARRIED.**

**Motion to Authorize a Contract with Barnhart Roofing for the Reroofing Project At Lake Lansing South Park Picnic Area and Lake Lansing North Park White Restroom Buildings**

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY MR. BENNETT TO APPROVE THE PARK DEPARTMENT STAFF TO GO FORWARD WITH A REQUEST TO THE BOARD OF COMMISSIONERS FOR A CONTRACT WITH BARNHART ROOFING FOR THE REROOFING PROJECT AT LAKE LANSING SOUTH PARK PICNIC AREA AND LAKE LANSING NORTH PARK WHITE RESTROOMS FROM BARNHART ROOFING NOT TO EXCEED \$7,072.50.

THE MOTION CARRIED UNANIMOUSLY. Absent: Jonathan Schelke and Ralph Monsma.

**CORRESPONDENCE & CITIZEN COMMENT:**

No discussion.

**BOARD/STAFF COMMENTS**

*Stewardship Hike and Information* ~ Mr. Witte stated Lake Lansing Parks had 52 acres of phragmites and now there is 16. We also have volunteer groups come to the park to remove autumn olive. Mr. Witte stated staff recently added another rain garden by the public boat launch. Mr. Witte stated the Band Shell season just wrapped up and businesses are already asking about next year sponsorships. Mr. Witte said we will be building a cabana which will have a shade kite and it can be reserved for 40 people. Commissioner Koenig asked what the ultimate plan for the carousel building is and Mr. Witte said it is currently used as his office and for storage. Mr. Morgan stated the upcoming Park Master Plan update could look at this structure and potential uses for the future.

**LIMITED PUBLIC COMMENT**

Ann McConnelee asked if the developer of the four parcels didn't pay taxes, could we take possession of the land? Elaine Ferris stated the new pedestrian bridge by the Hayhoe Trail should be finished by end of week and there will be signage.

**Adjournment:**

There being no further business, the meeting was adjourned at 7:12pm.

Meeting adjourned

Minutes submitted by:  
Nicole Wallace, Recording Secretary



**Directors Report**  
**September 22<sup>nd</sup>-October 20<sup>th</sup> (October 26<sup>th</sup>, 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.

- Monthly worked with Nicole and Karen on various committee agendas, supporting documents and internal items.
- Worked with Trail & Parks Consultant Mannik Smith helping with the first two public input sessions and staff has helped get the word out with flyers and social media, have spent multiple hours working on Trails & Parks items.
- Worked closely with Consultant Mannik Smith on the project web site and items for upcoming task force meetings.
- Continued to work on thought for master plan update and created a pre-survey as a hand out for the Trails & Parks Task Force Public input meetings, also researched various input ideas from MDNR.
- Worked on various Friends follow-up items with Karen and Kevin Duffy.
- Responded to various e-mails daily, and forwarded input for Task Force to our consultants.
- Worked on reviewing and updating of Park Brochures for reprint with Karen and Nicole.
- Started planning with Karen on update of the Kiosk at Human Services Building.
- Started working with Managers and Karen on year end budget consolidation items.
- Worked with Nicole on the roof replacement resolution and Visitor Incentive resolution, attended BOC meetings to get them passed.
- Followed-up on Lake Lansing North potential land gift(s). Met with County Attorney and Paul Prat about the topic.
- Began working with Brian, Nicole and County Legal on Scott Woods/Hawk Island agreement renewal.
- Began working with Jeff, Nicole and County Legal on MOU for Mountain Bike group at Burchfield.
- Attended a TRI-County Regional I Plan Commission meeting that focused on CMAQ and TAP funding form MDOT.
- Attended the Mason Rotary lunch meeting and talked about Ingham Parks current issues.
- Met with Tom Kinder-Greater Lansing Sports Authority & Jeff Gehl to talk about partnership opportunities.
- Met with Sherrie Graham and talk about a couple items; Scott Woods agreement and gate revenue systems concerning the future.
- Worked with Pat Witte on a support letter for the Conservation District for invasive species.
- Coordinated with Karen, Karen then merged Facebook to one page for Ingham Parks.
- Conference call with Brian and Karen on no-leash procedures.
- Helped Karen with Park Commission Committee packets.
- Continued to correspond with USDA-Fish and Wildlife and MDNR on Deer Management for Lake Lansing and (CWD) chronic wasting disease items and follow-up with. Still three reported with positive CWD. They are finished until hunting seasons are finished with the MDNR.

- Ongoing communication with Nicole & Karen weekly, sometimes daily, and more frequently to stay on tasks with day-to-day park operations.
- Met with Kevin Duffy, Karen and I and discussed strategies for the Friends Board, Kevin followed up with the Friends remaining board members and they were supposed to meet we have not heard.
- Continued working on items and thoughts from Jill Rhode's recommendations to the Park Department.
- Met with Brian Collins and Road Department staff to discuss the Passport Grant for Hawk Island. We will be working with purchasing on an RFP for re-bidding work to be completed on the trail in early 2016.
- Continued to have monthly staff meetings, other specific meetings with staff as necessary to go over current items.
- Met with Eaton and Clinton County Parks Directors and discussed parks and greening videos at MRPA-MPARKS offices to work on the video scripts.
- Did talk on Tim Barron's Radio Michigan Program, promoted parks and Trails & Parks Master Plan.
- Continued coordinating with Financial Services, IT, Purchasing and other departments about making sure that new software/hardware for revenue would be adaptable. In anticipation of the RFP.
- Coordinated with Stacy Byers, Farmland Preservation about her process of projects to see if any of that can bind with the Trails & Parks planning and implantation.
- Attended both Planning and Budget & Personnel Committee meetings.
- Prepared for staff meeting and park commission committee and board meeting, working on agendas.
- Fall is quickly approaching with brilliant display of color and natural beauty. Get out to a County Park this fall and enjoy the show!

## September- Parks Office Monthly Report



### Communications, Planning, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Resolutions were prepared. Karen and Nicole attended an MRPA workshop: Creating a Culture of Customer Service Excellence at West Bloomfield Parks. Coordinated and had a welcome potluck for the new park staff.

### Customer Service

We received 530 phone calls in the month of September. 48 park visitors made a picnic shelter reservation. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 33 U.S. passport applications. We have received 20 requests for future special events in 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. In September 40 requests for low income fee waivers were received and mailed to park visitors.

### Accounting/Budget

Reviewed the budget reports and discussed year-end transfers to effectively use available funds in the 2015 budget. Business specifications for a Revenue Management System for the parks were drafted. Routine daily functions of payroll, receipting and bill payment were accomplished during the month. Finalized the new chart of accounts that will combine the 508 and 208 funds. Began the consolidation of the 2016 budget for 208 and 508. The budgets for 2016 were entered into Munis separately in May 2015.

### Marketing

Press releases for Michigan Trails week and the closing of the Beaches and Splash pad® were sent out in September. Preparation for press releases and a media schedule were worked on for the Trail and Park Planning public meetings taking place in October and November.

Several print pieces were being worked on in September: the “big” Ingham County Parks brochure, the individual park brochures, winter rack cards for Hawk Island and Burchfield parks, and the annual 2016 park and boat launch passes. Another fun project that we started in September and long overdue is the replacement of the display board at the Human Services building. The current board is very dated.

In September we actively worked on the survey for the Ingham County Parks Master Plan. We appreciate the input from everyone who shared thoughts and ideas about the survey. Special thanks to Paul Pratt and Sarah Nichols for their time.

Planning for consolidation of our four park Facebook pages began in September. This will unite our conversation about the parks under the “Ingham County Parks” page. Check out all our social media outlets. On Twitter, Instagram and Pinterest look for “InghamParks”.



**To: Park Commissioners**

**From: Jeff Gehl**

**RE: September Burchfield Reports**

September 07 Labor Day beach closes and boat rental closes during the week.

September 08 Welcome Chris as the new ranger 1 to Burchfield Park and immediately after orientation get to work on projects that need to be completed.

September 14 Attend park pot luck at Hawk Island Park to welcome new employees.

September 15 Attended Managers meeting

September 18 Attended Michigan risk manager s meeting

September 21 attended office meeting

September 29 Park Staff meeting

September 30 vacation

Projects:

Clean out and seal all the cracks in the basketball courts and prep for painting next year

Purchase culverts and build a walkway on the river's edge golf course so golfers can walk to hole # 15

Clean and store all paddle boats for the year

Remove the beach and clean the buoys

Bring in top soil and re-seed all the worn areas in front of the tees on the golf course

Borrow the over seeder and oversee d the park concentrating on the beach.

Cut trees as needed especially on the trails

Start working on the long boardwalks and level up all of the docks that have sunken or got lifted.

Grade roads and bring in gravel and spread at Riverbend

Purchase stone dust for the ballfield to be worked on in October

Operate canoe trips on weekends.

Wedding at Overlook pavilion area.

Continue to work with the MMMBA on Burchfield Trail project

Grade McNamara Landing and all the parking lots

Haul in and spread gravel around the boathouse eliminating the wash out around the concrete base.

Contact and have all the furnaces serviced



# October 2015 Parks Commission Meeting Monthly Report

## Hawk Island County Park



- Winterized Beach House
- Drained and winterized irrigation
- Winterized splash pad and replaced feature pump
- Chipped brush and trees along west side of lake
- Snow Groomer hydraulic seal leak repaired and prepped for winter use
- Set up Winter Sports Building
- Aerated Turf
- Tested all pumps, guns, and pedestals involved in snow making



## Lake Lansing Manager's Report for October:

1. Move fill dirt to level South Park over flow parking lot.
2. Continue working on beach house renovations at South Park
3. Removed metal dock at South Park.
4. Mulch leaves at all areas.
5. Repair wash station at the Boat Launch.
6. Put picnic area tables into winter storage.
7. Attend a variety of meetings.
8. Inspect and clear North Park walking trails.
9. Planted milkweed and continue removing woody invasives at North Park.
10. Continue preparing and entertaining fall special events.

## 2015 Band Shell Schedule

Date	MCEE	Sponsor	Group	Attendance	Red Can
June 5	<b>Gus</b>	East Lansing Lions Club ½ MSUFCU ½ FULL	North Country Fliers Rain	347 R	\$157
June 12	<b>Donna</b>	Haslett Marathon ½ MSUFCU ½ FULL	Avon Bomb Rain	314 R	\$156
June 19 ***	<b>Lary</b>	Sunrise Seamless FULL	Capital City Chordsmen & Water Wonderland	942	\$283
June 26	<b>Gus</b>	Fast Eddies ½ Playmakers ½ FULL	Soultown Band	803##	\$234
July 3 ***	<b>Lary</b>	Ingham County Medical Rehabilitation ½ Haslett/Okemos Rotary ½ FULL	Meridian Community Band	1358##	\$655
July 10 ***	<b>Del</b>	Lake Trust Credit Union ½ Okemos Kiwanis ½ FULL	Lansing Concert Band	921	\$490
<b>July 17</b>	<b>Gus</b>	Red Can	Raisin Pickers	627	\$311
July 24	<b>Donna</b>	Fast Eddies ½ American Legion Post #269 ½ FULL	Sea Cruisers	1536##	\$673
July 31	<b>Del</b>	Okemos Kiwanis ½ LLPOA ½ FULL	Life Support	936	\$496
August 7	<b>Gus</b>	Mayfair ½ Blue Grill Gill ½ FULL	Living Soul	463	\$311
August 14	<b>Gus</b>	East Lansing Lions Club ½ The Willows ½ FULL	Oldies But Goodies	613##	\$312
August 21	<b>Lary</b>	NU Image Barbers ½ Playmakers ½ FULL	Showdown	647 R	\$360
August 28	<b>Donna</b>	Lake Trust Credit Union ½ Cone Zone ½ FULL	New Rule	442	\$286
			Totals/Average	9949/765	\$4724/ \$363

**BOLD** is 5year + Sponsor      CATA \$1,000.00 Inflatable Sponsor

Donna 339-9895      Del 347-4590      Lary 339-2502      Aengus 881-6961

Bob Vince \*\*\* Sound 331-0055      ## Survey taken



## Band Shell 5 year Attendance and Red Can Numbers

Year (# of Concerts)	Red Can Total	Red Can Average	Attendance	Attendance Average
2011 (13)	\$5,408	\$416	12,680	975
2012 (14)	\$4,867	\$348	9,565	683
2013 (14)	\$4,719	\$337	9,850	704
2014 (13)	\$4,379	\$337	9,611	740
2015 (13)	\$4,724	\$363	9,949	765
5 YR. AVE.	\$4,819	\$360	10,331	773

**Ingham County Parks Department**

**Financial  
Report**

September 30, 2015



## 2015 - 208 Operating Budget Report

September 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	5,675	5,675	-	-	-
Parking Fees	295,000	295,000	287,051	-	42,673	78,211	166,167
Donations / Friends	5,000	-	-	-	-	-	-
Passport Fees	15,000	15,000	14,150	14,150	-	-	-
Misc Revenue	4,000	4,000	724	724	-	-	-
Capital Improvement Tsf In - Cap Improvement	-	55,000	41,250	29,250	-	-	-
Carry Over Surplus Used	15,250	23,250	-	-	-	-	-
Revenue Trf In - F-228	-	50,000	37,500	-	-	-	-
Revenue Trf In - F-101	1,618,906	1,631,550	1,214,179	1,214,179	-	-	-
<b>TOTAL REVENUE</b>	<b>1,956,656</b>	<b>2,077,300</b>	<b>1,600,529</b>	<b>1,263,978</b>	<b>42,673</b>	<b>78,211</b>	<b>166,167</b>
<b>PERSONNEL SERVICES</b>							
Salaries & Wages Perm	693,011	662,215	434,813	434,813	-	-	-
Salaries & Wages Seasonal	282,387	305,907	226,790	13,621	55,209	70,597	87,363
Overtime Permanent	4,783	4,783	4,741	4,241	24	21	455
Overtime Seasonals	3,587	3,587	6,792	-	127	3,207	3,458
FICA County Share	53,017	53,017	50,710	33,845	4,235	5,647	6,983
Meeting Fees	6,000	6,000	4,740	4,740	-	-	-
Fringe Benefits	397,875	397,875	285,363	276,897	2,150	2,830	3,486
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,440,660</b>	<b>1,433,384</b>	<b>1,013,949</b>	<b>768,157</b>	<b>61,745</b>	<b>82,302</b>	<b>101,745</b>
<b>CONTROLLABLE EXPENSES</b>							
Supplies	0	8,000	8,720	8,720	-	-	-
Office/Printing/Postage/Copying	17,980	16,400	6,274	6,274	-	-	-
Non-Cap Equipment	4,900	4,900	2,330	-	1,335	100	895
Controlled Capital Items	-	-	3,120	-	-	-	3,120
Maintenance Supplies	71,500	94,500	63,989	-	18,816	18,319	26,854
Other Supplies	21,111	21,111	11,104	1,103	5,191	1,997	2,813
Small Tools	1,500	1,500	895	-	53	543	299
Uniforms/Cleaning/Clothing	6,100	6,100	7,508	7,508	-	-	-
Gas-Grease-Oil	57,600	48,880	20,870	20,870	-	-	-
Med Services - Physicals	1,000	-	-	-	-	-	-
Memberships/Subscriptions/Adver/Assessments	2,900	12,900	13,390	13,390	-	-	-
Contractual Services / Consultants	3,400	33,400	38,159	30,867	1,227	565	5,500
Travel - Local / Training	3,100	6,100	6,545	5,889	51	491	114
Telephone	7,484	7,484	3,850	3,458	176	216	0
Maintenance Contractual	25,673	25,673	11,276	-	5,393	2,243	3,640
Equipment Repair/Maint	30,400	50,620	40,165	2,497	13,375	8,824	15,469
Equipment Rental	3,038	3,038	1,105	-	-	138	967
Special Projects - Master Plan	25,000	25,000	-	-	-	-	-
<b>TOTAL CONTROLLABLE EXPENSES</b>	<b>282,686</b>	<b>365,606</b>	<b>239,300</b>	<b>91,856</b>	<b>45,617</b>	<b>33,436</b>	<b>59,670</b>
<b>NON-CONTROLLABLE EXPENSE</b>							
Insurance	29,341	29,341	14,670.00	14,670.00	-	-	-
Utilities	57,794	57,794	42,759	7,411	6,950	8,606	19,792
Courier Service	1,624	1,624	1218	1218	-	-	-
Telephone Allocation Costs	3,247	3,247	3875	3875	-	-	-
MIS Support	121,640	121,640	61,396	60,723	-	-	-
Vehicle Service Charge	19,664	19,664	8,545	8,545	-	-	-
<b>TOTAL NON-CONTROLLABLE EXPENSES</b>	<b>233,310</b>	<b>233,310</b>	<b>132,463</b>	<b>96,442</b>	<b>6,950</b>	<b>8,606</b>	<b>19,792</b>
<b>CAPITAL OUTLAY</b>							
BUILDING REP/MAINTEN 2 ROOVES	-	16,000	370	-	-	370	-
LAND IMPROVEMENT - GRAVEL	-	14,000	-	-	-	-	-
CAPITAL IMPROVE MATERIALS -MULCH	-	15,000	13,875	13,875	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>45,000</b>	<b>14,245</b>	<b>13,875</b>	<b>-</b>	<b>370</b>	<b>-</b>
<b>TOTAL OPERATING REVENUE</b>	<b>1,956,656</b>	<b>2,077,300</b>	<b>1,600,529</b>				
<b>TOTAL EXPENSES</b>	<b>1,956,656</b>	<b>2,077,300</b>	<b>1,399,957</b>				
<b>CHANGE IN FUND BALANCE</b>			<b>200,572</b>				

208 Fund - Parking Revenue and Expenses - YTD													Monthly Revenue Report												
September 30, 2015	2015						TOTAL		2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015			
	Burchfield Parking	LLS Parking	LLN Parking	Hawk Is Parking	Hawk Is ALL	Parks	Burchfield Parking	LLS Parking															LLN Parking	Hawk Is Parking	Hawk Is ALL
Revenue YTD Date	42,673	64,549	13,663	166,166	287,051		42,673	64,549	13,663	166,166	287,051		4,702	3,632	-	-	-	11,673	9,006	16,375	12,638				
Expenditures													4,000	3,302	-	-	-	8,242	6,907	12,242	10,209				
Personnel													1,460	1,706	-	-	-	5,933	10,348	7,393	12,054				
Operating Supplies	9,718	6,500	231	31,407	47,856		4,897	5,386	129	2,526	1,265	25,924	5,830	4,837	12,343	7,420	3,857	21,919	25,889	45,356	42,003				
Expenditures YTD Date	40	20	20	61	141		9,263	7,760	16,087	13,739	3,430	39,389	6,064	6,052	16,355	17,996	1,895	31,594	33,587	69,258	55,163				
Total Revenue	42,673	64,549	13,663	166,166	287,051		7,162	7,258	13,698	14,355	2,121	21,380	2,842	2,740	5,178	8,513	1,095	9,393	11,447	18,750	23,795				
Total Expenditures	9,758	6,520	251	31,468	47,997		741	-	380	-	764	5,903	741	-	380	-	-	397	-	7,788	-				
% Expenditures to Revenue	22.87%	10.10%	1.84%	18.94%	16.72%		110	-	1,296	-	-	3.083	240	-	-	-	-	3.083	-	3,323	-				
YTD Balance	32,915	58,029	13,412	134,698	239,054		47,311	42,673	65,466	64,549	13,663	184,830	166,166	166,166	17,451	13,663	184,830	166,166	166,166	315,058	287,051				

**508- ENTERPRISE FUND  
CONSOLIDATED MONTHLY BUDGET UPDATE BY PARK**

As of September 30, 2015	Budget	Total YTD	HI YTD	BUR YTD	LL YTD
<b>REVENUE</b>					
SHELTER FEES	58,000	59,343	23,520	16,028	19,795
DISC GOLF FEES	21,000	21,343	-	21,343	-
BOAT RENTAL	55,000	54,950	14,661	32,744	7,545
BOAT LAUNCH FEES	17,000	17,782	-	-	17,782
SKI RENTAL	2,000	7,423	-	7,423	-
FOOD CONCESSIONS	40,000	58,789	37,398	3,011	18,380
BAIT/TACKLE REVENUE	150	2	-	2	-
LL HOUSE	9,600	7,158	-	-	7,158
ADMISSION FEES	18,000	48,633	48,633	-	-
INFLATABLE RENTALS	1,000	1,350	-	-	1,350
SNOW TUBE RENTAL	2,000	3,283	-	3,283	-
SNOW HILL RESERVATIONS		600			
DOG PARK REVENUE	10,000	10,459	10,459	-	-
DAY CAMP	15,000	11,569	-	11,569	-
VENDING MACHINE COMMISSIONS	400	-	-	-	-
CABANA	5,000	3,735	3,735	-	-
INTEREST	400	166	-	-	-
CARRY OVER SURPLUS USED	38,420	0		0	
<b>TOTAL REVENUE</b>	<b>292,970</b>	<b>306,585</b>	<b>138,406</b>	<b>95,403</b>	<b>72,010</b>
<b>PERSONNEL SERVICES</b>					
WAGES & BENEFITS - SEASONAL	152,000	136,565	46,697	44,021	45,847
<b>TOTAL PERSONNEL SERVICES</b>	<b>152,000</b>	<b>136,565</b>	<b>46,697</b>	<b>44,021</b>	<b>45,847</b>
<b>CONTROLLABLE EXPENSES</b>					
PRINTING	4,100	307	-	307	-
CONTROLLED CAP OTHER		-	-	-	-
MAINTENANCE SUPPLIES	20,000	10,542	7,444	2,553	#REF!
OTHER SUPPLIES	26,391	30,430	17,963	2,507	545
CONTRACTUAL SERVICES	5,000	5,000	-	-	5,000
UTILITIES/INSURANCE	12,500	8,577	8,475	-	102
TELEPHONE	400	-	-	-	-
MAINT-RELATED CONTRACTUAL	1,445	675	675	-	-
EQUIPMENT REPAIR & MAINT	500	-	-	-	-
EQUIPMENT RENTAL	600	-	-	-	-
SALES/USE TAX	2,800	1,291	939	152	200
ADMIN DISTRIBUTION	28,814	31,979	23,140	4,431	4,409
<b>TOTAL CONTROLLABLE EXPENSE</b>	<b>102,550</b>	<b>88,801</b>	<b>58,636</b>	<b>9,950</b>	<b>#REF!</b>
<b>CAPITAL OUTLAY</b>					
ROOF BOAT RENTAL BUR	4,000	362			
ROOF OVERLOOK		672			
PEDAL BOATS HAWK ISLAND & LL	7,000	7,245			
CANOE/KAYAKS- BUR	5,000	4,913			
LL DOCK(2014)		962			
<b>TOTAL CAPITAL OUTLAY</b>	<b>16,000</b>	<b>14,154</b>			
<b>TOTAL OPERATING REVENUE</b>	<b>292,970</b>	<b>306,585</b>	<b>138,406</b>	<b>95,403</b>	<b>72,010</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>270,550</b>	<b>239,520</b>	<b>105,333</b>	<b>53,971</b>	<b>67,025</b>
<b>CHANGE IN FUND BALANCE - OPERATIONS</b>	<b>0</b>	<b>67,066</b>	<b>33,073</b>	<b>41,432</b>	<b>4,985</b>
REVENUE	292,970	306,585			
EXPENSE - OPERATIONS	270,550	225,366			
EXPENSE - CIP	-	14,154			
<b>NET CHANGE - FUND OVERALL</b>		<b>67,066</b>			

# CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of September 30, 2015

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
<b>GENERAL FUND</b>							
Zero Turn Mower - BUR 664-75299-978000	14,000			14,600	(600)	Complete	
Zero Turn Mower - LL 664-75299-978000	14,000			12,431	1,569	Complete	
Dump Truck/Plow/Salt Spreader - BUR 664-80000-978010	42,000			44,340	(2,340)	Complete	
3/4 Ton 2WD Pick-Up - BUR 664-80000-978010	27,000			25,120	1,880	Complete	
4 WD Tractor w/loader - BUR 664-75299-978000	35,000			35,495	(495)	Complete	
Roof White Restroom - LLN 208-75500-931000-51000	8,000			0	8,000	In Progress	PO Issued
Roof Picnic Area Restroom - LLS 208-75500-931000-51000	8,000			0	8,000	In Progress	PO Issued
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			13,875	1,125	In Progress	
Gravel/Road Maintenance - LLS 208-75200-974000-86000	7,000			0	7,000		Carry Forward 2016
Gravel/Road Maintenance - BUR 208-75200-974000-86000	7,000			0	7,000		Carry Forward 2016
Buoys/Swim Ropes - All Parks 245-75299-726010	4,500			2,677	1,823	Complete	
Perry Rd. Paving Assessment 208-75200-957130-86000	10,000			0	10,050	Complete	
Path Repair - HI 245-75299-974000	10,000	70,000		0	70,000		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		Developing RFP
<b>ENTERPRISE FUND - 508</b>							
Roof - Boat Rental - BUR 508-75931-931000	4,000			362	3,638	Complete	Transferred balance to Overlook and Lifejackets
Roof - Overlook Shelter 508-75200-931000		701		672	29	Complete	
Lifejackets - Canoe/Kayak 508-75200-743000		2,937	2,841		96	In Progress	P.O. Issued
Pedal Boats - HI & LL 508-75200-735000	7,000			7,245	(245)	Complete	
Canoe/Kayaks - BUR 508-75931-735000	5,000			4,912	88	Complete	
<b>INFORMATION TECHNOLOGY</b>							
Call Center Software 664-75299-726010		840		840	0	Complete	
Cross Cut Shredder 664-75299-726010		999		979	20	Complete	
Poster Printer 664-75299-735100	1,750	0		0	0		Canceled
CPU - Office - Window Desk 664-75299-735000	800			0	800	Complete	
<b>CARRY FORWARD</b>							
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			962	5,963	In Progress	
Lake Lansing Restroom/Concession (2013/450) 450-75200-976000	14,855		3,750	0	11,105	In Progress	Shade Kite PO Issued

\* Status = In Progress, On Hold, Complete

## 2015 Trails & Park Millage - Fund 228

9/30/2015

	Budget	Actual
Revenues		
Tax Revenues	3,282,981	3,355,603
Carry Over Surplus Used	3,159,467	
Interest Revenue	0	15,124
Total Revenue	<u>123,514</u>	<u>3,370,728</u>
Controllable Expenses		
Tax Refund - Interest	0	20
Consultants	73,514	17,068
Total Controllable Expenses		17,087
Transfers Out		
Transfers Out/208	50,000	37,500
Total Transfers Out	<u>123,514</u>	<u>37,500</u>
Fund Balance	0	3,316,140

MOVE

TO DIRECT STAFF TO WORK WITH THE PURCHASING DEPARTMENT, FINANCIAL SERVICES, INFORMATION TECHNOLOGY DEPARTMENT, POTTER PARK ZOO AND THE TREASURER'S OFFICE TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR A REVENUE MANAGEMENT SYSTEM



MOVE

TO CANCEL THE REMAINING 2015 EXECUTIVE COMMITTEE MEETINGS AND KEEP THE EXECUTIVE COMMITTEE AS A STANDING SUB COMMITTEE OF THE PARK COMMISSION AND SCHEDULE MEETINGS AS NEEDED AND REQUIRED.

**From:** Leslie Kuhn  
**Sent:** Sunday, October 18, 2015 2:12 PM  
**To:** Witte, Patrick; Hartill, William  
**Cc:** Morgan, Timothy  
**Subject:** many people on the trails today!

Must have seen 100 people on the blue loop today in North Park, most with kids and dogs! Lovely day in the park.

Cheers,  
Leslie



Clinton-Eaton-Ingham Community Mental Health  
812 E. Jolly Road  
Lansing, MI 48910

Hawk Island  
Attn: Timothy Morgan  
1601 E. Cavanaugh Street  
Lansing, MI 48910

September 4, 2015

Dear Timothy Morgan:

We would like to thank you for the generous donation of the Peregrine Shelter for our Annual Consumer Picnic that was held on Friday, August 07, 2015. Our picnic was a huge success and we had great weather for it this year. More than 75 people who receive services at CMH along with their friends and family attended. The atmosphere of the park and hospitality of your staff provided a relaxed and peaceful setting for attendees to enjoy the picnic. You are truly making a difference in people's lives.

Thank you on behalf of the staff and consumers of Clinton-Eaton-Ingham Community Mental Health Adult Mental Health Services, for your generosity.

Respectfully,

*Carol St. Pierre, BA, CPSS*

Clinton-Eaton-Ingham Counties Community Mental Health  
Adult Mental Health Service  
Customer Service  
Mental Health Workers  
Peer Support Specialist



**ADULT CASE MANAGEMENT SERVICES/MEDICATION CLINIC**

812 East Jolly Road, Suite 215, Lansing, MI 48910  
PHONE: 517/346-8336 Case Management Services • 517/346-8340 Medication Clinic  
FAX: 517/346-8432

Accredited by: Commission on Accreditation of Rehabilitation Facilities. An equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center (800) 649-3777.

From: Bob Wilson <[BWilson@senate.michigan.gov](mailto:BWilson@senate.michigan.gov)>  
Sent: Wednesday, October 7, 2015 8:00 PM  
To: Witte, Patrick  
Subject: Billy Hartwell

Just wanted to let you know that Billy did a great job with our church cadets tonight appreciate his help

Sent from my iPhone