

AGENDA

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

The packet is available on-line by going to www.ingham.org, choosing the
"Monthly Calendar," and clicking on Monday, April 25, 2016

Monday, April 25, 2016

6:00pm

PARKS & RECREATION COMMISSION MEETING

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

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
[Minutes](#) of March 28, 2016 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. APPROVE THE AGENDA
Late Items / Changes/ Deletions
6. ADMINISTRATIVE REPORTS
 - A. Director/Administrative Office
 - B. Park Managers
7. OLD BUSINESS
 - A. [Resolution](#) Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees
8. NEW BUSINESS
 - A. [Support for](#) Drain Office/MidMeac NRPA Great Urban Parks Grant
9. REPORTS OF STANDING COMMITTEES
 - A. Planning & Community Outreach Committee - Ms. Hamrick
 - i. Adopt a Trail Ambassador Program and Wayfinding Committees
 - B. [Budget & Personnel Committee](#) - Mr. Schelke
 - i. [Financial Report](#)
10. ACTION ITEMS
 - A. [Motion](#) to Enter Into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to 1.5 Miles of the Lansing River Trail and Parking Lots Located Within Hawk Island County Park
11. Correspondence & Citizen Comment
12. Board/Staff Comments
13. Limited Public Comment ~ *Limited to 3 minutes with no discussion*

14. Upcoming Meetings

- A. Date: Monday, May 16, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
- Date: Tuesday, May 17, 2016; Time 12:00pm
Budget & Personnel Committee Meeting
- Date: Monday, May 23, 2016; 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

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.

Ingham County Parks & Recreation Commission Members: Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas

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
March 28, 2016

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

Board Members

Present: Matt Bennett, John Czarnecki, Cherry Hamrick, Sarah Nicholls, Jonathan Schelke. Commissioner Carol Koenig (Departed at 6:12pm)

Absent: Commissioner Teri Banas and Paul Pratt

Also Present: Hawk Island County Park Manager Brian Collins, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Recording Secretary Nicole Wallace, Financial Coordinator Karen Fraser, Ralph and Mrs. Monsma, and Steve Leiby

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:02pm

Minutes: **Moved by** Mr. Bennett and **Supported by** Mr. Schelke to approve the February 29, 2016 minutes of the regular meeting as written.
Yes-6; No-0. MOTION CARRIED.

Limited Public Comment: None.

Late Items / Changes / Deletions: Remove Agenda Item #10C: Proposed 2015/2016 Trail and Park Millage Expenditures. Add Agenda Item #12E: Motion to Recommend the 2015/2016 Trail and Park Millage Expenditures.

ACTION ITEMS:

RESOLUTION #05-16 HONORING RALPH MONSMA

WHEREAS, Ralph Monsma has served the community for many years; and

WHEREAS, Mr. Monsma served as a Capital Area Transportation Authority board member for 35 years; and

WHEREAS, Mr. Monsma served on the Tri-County Regional Planning Commission for 32 years; and

WHEREAS, Mr. Monsma was appointed as the Tri-County Regional Planning Representative to serve on the Ingham County Parks & Recreation Commission in February of 2009; and

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

WHEREAS, Mr. Monsma served as an Ingham County Parks Commission member from 2009 to 2016; and

WHEREAS, during his term as a Parks Commissioner Mr. Monsma was the chair of the Planning

and Community Outreach Committee, member of the Executive Committee, and Secretary of the Ingham County Parks & Recreation Commission; and

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Mr. Monsma's work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

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

Moved by Mr. Czarnecki and Supported by Mr. Bennett that Resolution #05-16 be approved as written. **Yes-6; No-0. MOTION CARRIED.**

PRESENTATION OF THE RESOLUTION HONORING RALPH MONSMA

Chair Nicholls presented Mr. Monsma with the award. Mr. Monsma thanked the Park Commission and stated he enjoyed his time on the Park Commission. Mr. Czarnecki thanked Mr. Monsma for his service. Commissioner Koenig stated Mr. Monsma is always engaged in the community and thanked him for his service.

Mr. Schelke asked for clarification on the quorum. Ms. Wallace stated Mr. Duffy resigned from the Park Commission so the current quorum requirement is five. Commissioner Koenig confirmed the quorum requirement.

Commissioner Koenig departed at 6:12pm.

ADMINISTRATIVE REPORTS

No discussion.

OLD BUSINESS

Trails and Parks Task Force Update~ Ms. Wallace stated there is a stakeholder meeting on March 30, 2016 at 1:30pm in Room A of the Hilliard Building in Mason.

NEW BUSINESS

Ingham County Parks & Recreation Commission Committee Member List~ Mr. Bennett asked if there are any current applications for a Park Commissioner on file, or if the process starts over requiring new applications. Ms. Wallace stated she will check with the Board Coordinator.

2017 Fee Recommendations~ Ms. Fraser referenced the recommendations in the packet from the Budget

Department and reviewed the changes in the fees. Mr. Bennett asked how the Budget Department makes recommendations. Ms. Fraser stated the Budget Department uses a program called Maximus which runs the current costs through the program and that generates recommendations. Mr. Bennett asked for more information about the nature walk fee. Mr. Gehl stated we have a naturalist on staff and we can have programs this year without a fee and then evaluate if we want to continue this next year with a fee.

REPORTS OF STANDING COMMITTEES

Planning & Community Outreach Committee

Ms. Hamrick reported on the meeting. Ms. Hamrick reviewed the resolutions that were recommended.

Budget & Personnel Committee

Mr. Czarnecki reported on the meeting. Mr. Czarnecki stated it is early in the year and it is difficult to draw any conclusions yet but he is not concerned about over expenditures.

ACTION ITEMS:

Motion to Recommend a Contract with Spicer Group, Inc. for Professional Consulting Services for the 2017-2021 Ingham County Parks Master Plan

Chair Nicholls stated the Planning & Community Outreach Committee evaluated the proposals. The consensus was to hire Spicer Group, Inc.

MOVED BY MR. BENNETT, SUPPORTED BY MS. HAMRICK TO APPROVE

To recommend approval to the Board of Commissioners to authorize a contract with Spicer Group, Inc. for professional consulting services for the 2017-2021 Ingham County Parks Master Plan update in an amount not to exceed \$23,700.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas, Commissioner Koenig, and Paul Pratt.

Motion to Recommend Funding for the Vehicle Hoist at Hawk Island County Park

Mr. Collins stated the hoist is sixteen years old and it has been tagged as inoperable.

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

To recommend the Board of Commissioners approve funding for the unexpected replacement of the vehicle hoist at Hawk Island County Park that recently failed inspection and is tagged inoperable and to recommend a purchase of a new hoist system from Leak Petroleum Equipment, Inc. in an amount not to exceed \$7,000. The quote Leak Petroleum Equipment, Inc. provided was the middle priced quote of three received, however it is staff's opinion that this is superior to the other two quoted lifts since the Versymmetric lift provides for a central lifting mechanism which is safer when lifting larger $\frac{3}{4}$ ton trucks which there are several in the Parks Department fleet.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas, Commissioner Koenig, and Paul Pratt.

Motion to Eliminate Row Boat Rentals at Lake Lansing South

Mr. Witte reported on safety concerns for row boat rentals at Lake Lansing South. Mr. Witte stated the row boats will be transferred to Hawk Island County Park.

MOVED BY MR. BENNETT, SUPPORTED BY MS. HAMRICK TO APPROVE

To eliminate row boat rentals at Lake Lansing South due to safety concerns.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas, Commissioner Koenig, and Paul Pratt.

Motion to Recommend to the Board of Commissioners the Trails and Parks Millage Application Scoring Review and Ranking Sheet

Chair Nicholls asked if each question will be given equal weight. Mr. Schelke stated the motion is to recommend the scoring sheet. The process on how the sheet will be used is yet to be determined. Mr. Czarnecki asked if park staff will be scoring the applications. Mr. Schelke stated this is yet to be determined. Mr. Bennett stated that the scoring sheet could be amended in the future as the process continues.

MOVED BY MR. BENNETT, SUPPORTED BY MS. HAMRICK TO APPROVE

To recommend to the Board of Commissioners the Trails and Parks Millage Application Scoring Review and Ranking Sheet with recommended additions from the March 28, 2016 Park Commission meeting

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas, Commissioner Koenig, and Paul Pratt.

Motion to recommend the 2015/2016 Trail and Park Millage Expenditures

Ms. Fraser stated the Budget Committee reviewed the list in Attachment A and referenced the addition of \$747 for office supplies and printing.

MOVED BY MR. BENNETT, SUPPORTED BY MR. SCHELKE TO APPROVE

To recommend the 2015/2016 trail and park millage expenditures in Attachment A.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas, Commissioner Koenig, and Paul Pratt.

ATTACHMENT A

**Ingham County Parks Department
 Proposed 2015/2016 trail and park millage expenditures**

Millage Revenue

\$338,342 5%
 \$203,005 3%

 \$541,347 Projected Revenue *

Draft

Expenses	Project/Item	Park
\$120,000	Loop Trail Resurfacing Project	Hawk Island
45,360	McNamara Accessible Launch MNRTF	McNamara Landing/Burchfield
30,240	(Reserve)Difference MNRTF & LWCF	McNamara Landing/Burchfield
94,500	Overlook Shelter & Accessible Facilities	Burchfield
20,000	Road Millings	Lake Lansing North/Burchfield
14,000	Zero Turn Mower	Lake Lansing North/South
14,000	Gator	Burchfield
150,000	Magic Carpet - Snow Tubing Hill	Hawk Island
30,000	Tractor	Lake Lansing North/South
14,500	Rental House Roof	Lake Lansing South
8,000	Band Shell Roof	Lake Lansing South
747	Office Supplies and Printing	Millage Administration
<hr/>		
	\$541,347 Projected Expenses	
	\$0 Balance	

Draft

* Calculation based on ACTUAL 2015 millage revenue and PROJECTED 2016 millage revenue.

**updated
 3/24/2016**

ANNUAL MARKETING REPORT

Ms. Fraser stated there is a marketing report in the packet. Ms. Fraser stated that 70 percent of activity on Facebook is with a mobile device. Ms. Fraser stated the Parks Department does not have an app and the Parks Department website displays poorly on mobile devices. Mr. Bennett asked if this is a product of the County's webpage or the Park's Department webpage. Ms. Fraser clarified that it is the County's webpage. Ms. Fraser stated the next step is to get an app. The videos could also be posted on the Park's webpage, this will need to be discussed with the County IT Department.

Ms. Fraser presented promotional videos for the Band Shell and Lake Lansing Park South. Mr. Witte stated Daniel Stephens, a seasonal employee, made these videos.

Ms. Fraser presented a video from Greening Mid-Michigan and a video from mParks. Mr. Schelke asked how we would promote these videos. Ms. Fraser stated the videos will be posted on social media. Mr. Czarnecki suggested that the videos should be shared with local news channels. Chair Nicholls stated she will check into other options for posting the video at Michigan State University.

CORRESPONDENCE & CITIZEN COMMENT

No discussion.

BOARD/STAFF COMMENTS

Mr. Bennett asked if the kayak/canoe rental fee at Burchfield County Park was per watercraft. Mr. Gehl stated it is per watercraft.

LIMITED PUBLIC COMMENT

None.

Adjournment:

There being no further business, the meeting was adjourned at 6:59pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

Directors Report
March 23rd-April 20th (April 25th, 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 continue to work with Nicole and Karen on various committee agendas, supporting documents and internal items.
- Provide Controller with quarterly report and attended monthly and bi-monthly meetings.
- Meet with Human Resources, Park Managers and Nicole to review HAY Study items for Job reviews. Worked with staff on follow-up correspondence with HR as follow-up with these meetings.
- Met with Park Managers and discussed a wide variety of topics. We discussed 2017 Budget request.
- Met with Pat Witte concerning Trike Track Bridge at Lake Lansing South Park. Pat and Managers met along with several on-site visits with Dan Troia from the Road department to discuss solutions and a fix.
- Worked with Karen and staff on 2017 Budget Request, plan to review with all staff last week of April and bring our complete fiscal 2017 request to the May Park Commission.
- Worked with staff Jeff Gehl, Tim Buckley, Brian Collins, and Coe Emens on our Grant Applications for Burchfield Park for E-z dock on the Grand River as well as Overlook Shelter replacement and ADA accessibility.
- Conducted a Stakeholder meeting with invite out to all Millage communities about upcoming rounds of the millage funding. Jared Cypher, Deputy Controller and staff were also at the meeting and assemble the packets that went out! Worked with Mannik Smith on final items for the adopted report.
- Worked on developing form the Mannik Smith Report a Criteria and scoring sheet for the Bridges for the Trails & Parks Millage Bridge round of funding.
- Met with Cherry Hamrick and Nancy Krupiarz to discuss the Trail Ambassador/Adopt-a-Trail and way finding items with the Trails & Parks Millage program.
- Worked with Jeff Gehl on the MOU for the mountain biking, this was discussed at Planning Committee and we are still in the draft stages between the two groups.
- Prepared for and met with both Planning and Budget for upcoming Park Commission meeting.
- Met with John Hesse and Nicole Wallace to go over items for the Bill Earl fishing program held in May and June in the Ingham County Parks. Nicole and our office staff and Brian & Coe and our field staff provide a considerable amount of support of this great program that reaches out to youth.
- Attended two rounds of BOC meetings concerning a variety of resolutions.
- Worked with Nicole and Staff on preparation of various upcoming resolutions to bring to the BOC.
- Continued ongoing communication with Nicole & Karen weekly to stay on tasks with day-to-day park operations in Administrative office.
- Continued working with and met with purchasing Department, Road Department Hawk Paving RFP items.

- Met with Jared Cypher, Deputy Controller and Travis Parson, Human Resources Director to discuss potential new position with Trails and Parks millage. We are exploring options for this position.
- Met with Sue Pigg, Director of Tri-County Regional Plan Commission to talk about Greening Mid-Michigan and Heart of Michigan Groups.
- Continued to have monthly staff meetings, quarterly managers meetings and other specific meetings with staff as necessary to go over current items.
- Met with new IT Director Deb Fett to discuss the research financial systems for a software/hardware for our point of sale revenue management system we continue to work with and coordinate with Financial Services, IT, Purchasing and other departments about making sure that new software/hardware for revenue would be adaptable. We have another meeting scheduled with Jim Hudgins and others to talk about an RFP so that we can get real numbers to work with soon.
- Ongoing preparation and planning for staff meeting and park commission committee and board meeting, BOC meetings and all staff has been involved with agendas and packets and support and greatly appreciated!

March- Parks Office Monthly Report

Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared. Staff completed the monthly lessons from the IT Department. Interviewed Spicer Group for professional consulting services for the Master Plan. Prepared for the Trails and Parks Millage Program Stakeholder meeting.

Customer Service

We received 547 phone calls in the month of March. 93 park visitors made a picnic shelter reservation in March. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 46 U.S. passport applications. We have received 59 requests for 2016 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.

Accounting/Budget/Payroll

Defined the Parks request for the eight percent 2015/2016 millage funds. Began working on the 2017 budget in regard to capital improvement and additional operating requests. Secured a quote from a potential vendor for the Revenue Management System and continue to work on defining the department needs for this project. Notified by Tyler Technology (the Munis vendor) that their modules for parks and rec do not meet our business needs. Their software is more programming based. Karen provided Munis training to Pat Witte and Jeff Gehl.

Supplied the parks with revenue forms needed for the summer season. Discussed and organized the office staff for the upcoming hiring season as to who will be doing what tasks in the hiring process.

Marketing

Had a booth at the Ingham County Cultural Diversity Fair on March 24, 2016. Tim M. spoke to the Mason Optimist Club on March 9. We continue to actively work through social media to continually communicate with park visitors! Since January 1 we have 100 new Twitter followers and reach an average of 6,668 people monthly. The Facebook audience continues to grow as well and our job posting posts are some of the most popular posts of the year! 200 people have liked the Ingham County Facebook page since January 1, 2016, bringing the total fans to 8,900.

Lake Lansing April Manager's Report:

1. Turned on all water for irrigation and restrooms.
2. Installed grill and Cabana roof at South Park.
3. Installed metal fishing dock at South Park.
4. Investigated trike track bridge repairs for crumbling beam.
5. Interviewing and training seasonal staff.
6. Solicited bids for Capital Improvement equipment and construction supplies.
7. Attend a number of Board and volunteer meetings.
8. Collect revenues.
9. Mow and mulch park grounds.
10. Continuous rule enforcement and public outreach.

To: Tim Morgan
From: Jeff Gehl
Date: April 15, 2016

RE: Burchfield March report

3-15 County Services Committee
3-16 Finance Committee
3-17 Parks Finance Meeting and CIP review
3-20 Reservation at North Bluff Shelter
3-21 Planning and Community Outreach Committee meeting
3-22 Autism training
3-22 Meet vendor at McNamara Landing
3-22 BOC meeting
3-23 Hay Matrix review
3-23 Grant review
3-23 Meet with Tim Buckley and Tim Morgan in office
3-25 Holiday
3-26 Work with Eagle Scout on project at the park
3-28 Park Commission meeting

A Significant part of the March was spent on gathering information and submitting two grants for the McNamara Landing launch and restroom project. March is typically a Month of change and this is the time where we start taking down winter sports operations and getting ready for summer operations. Staff took down all snow fence and posts, winter sport signs, prepped the ski building for removal, restacked all of the wood left over from the winter, deflated all the snow tubes and stored. Because of a couple of days of high winds we were kept busy with removing down trees and limbs. Worked continued and rebuilding all of the shelter reservation signs and finishing up work on drinking fountains and picnic tables. Summer supplies were ordered and stored. Repairs were made to railings at McNamara that were damaged during the winter. A significant amount of staff time was spent on removing gravel from grass areas that was pushed up from plowing snow in the winter. Extra stone was purchased and put down near south ridge shelter do to a significant mud issue. All the roadways were graded several times during the month.

April 2016

Hawk Island County Park

- Removal of Winter warming building at Red Tail shelter
- Sold Annual Parking Passes at Playmakers for their running clinics/sessions
- Shade kite installation at playground, splash pad and cabana.
- Build and install new directional signs along trail in Hawk Island and Scott Woods.



- Summer Equipment Prep and preventative maintenance
- Perimeter Park Fence repairs
- Worked with BWL to secure free woodchips from their tree trimming program for Dog Park and Hawk Island.
- Continue to remove brush/dead trees along west side of lake in preparation for summer trail work.

MEMO

Date: April 1, 2016

To: County Services and Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees

Resolution #11-251 authorizing rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals at Ingham County Parks be made available to Ingham County Employees at a discounted rate of \$1.00 off the standard rate for each activity was passed at the August 23, 2011 Board of Commissioners meeting.

In an effort to streamline the Parks Department fee structure, park staff and the Park Commission recommend rescinding the \$1.00 discount for Ingham County Park activities. The elimination of the \$1.00 discount will not impact the overall good health practices for Ingham County Employees since a new wellness program was implemented.

The Wellness Committee have partnered with Sparrow Healthy System to administer an online wellness program. “Be Well at Work,” a department of Sparrow Health Systems specializes in providing wellness program to Lansing area businesses. The Be Well at Work Health Portal is an innovative tool that helps County Employees easily plan fitness, dietary and health goals to achieve healthy lifestyles via an extensive array of interactive tools. Features of the portal include a health assessment, individualized meal plans and food logs, physical activity tracker, wellness workshops, personalized progress reports, corporate challenges, and smartphone mobile access and Apps.

The Parks & Recreation Commission supported this resolution with the passage of a motion.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESCINDING RESOLUTION #11-251 AUTHORIZING THE ESTABLISHMENT OF
INGHAM COUNTY EMPLOYEE DISCOUNT ACTIVITY USER FEES**

WHEREAS, Board of Commissioner Resolution #11-251 authorized rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals at Ingham County Parks be made available to Ingham County Employees at a discounted rate of \$1.00 off the standard rate for each activity; and

WHEREAS, the Wellness Committee has partnered with Sparrow Healthy System to administer a new online wellness program; and

WHEREAS, in an effort to streamline the Parks Department fee structure, park staff and the Park Commission recommend rescinding the \$1.00 discount for Ingham County Park activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the elimination of the Ingham County Employees discounted rate of \$1.00 off the standard rate for each Ingham County Park activity including rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals.

BE IT FURTHER RESOLVED, that Resolution #11-251 is rescinded.

From: Mid-MEAC [<mailto:midmeac@gmail.com>]
Sent: Wednesday, April 20, 2016 3:53 PM
To: Pratt, Paul
Cc: Morgan, Timothy; PAT LINDEMANN
Subject: Re: Support for Drain Office/MidMeac NRPA Great Urban Parks Grant

Timothy and Paul,

Draft version of language follows and is attached. Note that the funds we're applying for are for Ranney Park. NRPA's RFA is specific that the funds have to be used in one park.

Dennis and I discussed it and thought Ranney had a greater opportunity for LID project elements, corresponding signage, and art (Art in the Wild initiative.)

National Recreation and Park Association
22377 Belmont Ridge Road
Ashburn, VA 20148-4501

Re: Great Urban Parks Campaign Grants

We are pleased to provide this letter of support on behalf of the Mid-Michigan Environmental Action Council's Great Urban Parks Campaign Grant application. Mid-MEAC is a 501(c)3 organization serving the Greater Lansing community for more than twenty years.

It is our understanding that Mid-MEAC will be working with the Ingham County Drain Commissioner to enhance an area of environmental reclamation in the City of Lansing. The City's Park Board is also involved in planning for this project. The project will use Low Impact Design (LID) methods to replace existing pipes in the Montgomery Drain that rush polluted stormwater to the Red Cedar River.

Mid-MEAC's role involves developing strategies for community engagement and organizing events to ensure community participation in planning for the site. Mid-MEAC is also leading the Art in the Wild initiative to fund, place and maintain art in this public space.

Sculptures, murals, performances and other forms of art will be selected with an emphasis on local/regional artists and environmental themes. The art will be part of a reinvigorated Ranney Park on Lansing's East side that draws visitors to the naturalized LID features and corresponding educational signage explaining green infrastructure.

The restoration of Ranney Park/Montgomery Drain is particularly welcome because of the Park's proximity to neighborhoods with concentrations of low-income and underserved residents. Project plans call for connecting trails that would integrate the site, along with its LID features, educational signage, and art installations with the City of Lansing's Riverfront Trail. The Trail traverses some of the area's most economically-challenged neighborhoods; the planned connecting trails would open the new Ranney Park amenities to this group of residents.



405 Grove St.
East Lansing, MI 48823

517.292.3078
www.midmeac.com

On Wed, Apr 20, 2016 at 2:37 PM, Pratt, Paul <PPratt@ingham.org> wrote:
Timothy--Theresa Lark of Mid Michigan Environmental Action Council will be sending you info about the above-referenced grant and asking the Parks Commission to endorse Mid-Meac's grant request. They want to use the money to enhance and interpret the planned treatment ponds, rain gardens and other low-impact design elements being planned for the Montgomery Drain project on the former Red Cedar golf course in Lansing.

I'd like to see this added as a late item to next Monday's Commission meeting. Please call me with questions. --Paul

Paul C. Pratt, Deputy Drain Commissioner
517/749-1753
ppratt@ingham.org

Sent from my iPhone

National Recreation and Park Association
22377 Belmont Ridge Road
Ashburn, VA 20148-4501

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Ingham County Parks Department
Proposed 2017 Additional Operating Request

updated 4-19-16

Draft

Funding Requests beyond the 2016 Budget

Minimum Wage Increase	\$19,000
Property Taxes - Lk Lansing Rental House	\$3,500 (new in 2015)
Revenue Mgt System - IT Connection	16,800
Lifeguard Pay Increase	10,800
Seasonal Sick Pay Benefit	5,500
Equipment Rental	10,000 (instead of purchasing \$100,000 backhoe)
Equipment Repair	10,000 (increase)
Consultants - Professional Services	10,000 (new)
Dock Installation/Removal - Lk Lansing	2,600
Radios - Lk Lansing & Burchfield	7,000
	<hr/>
	\$95,200

2017 Capital Improvement Planning Document**Draft****Appropriation Request**

Equipment	Amount	Park
¹ Boat Wash Station	\$5,000	LL Boat Launch
Office Remodel	1,000	Office
Blower	8,000	Burchfield/Lake Lansing
Pedal Boats	20,000	All Parks
Dump Truck	40,000	Lake Lansing Parks
Wood Chipper	30,000	All Parks
Concession Equipment	10,000	All Parks
Zero Turn Mower	14,000	Burchfield
Golf Carts (3)	13,500	Hawk Island/Burchfield
Pick Up Truck	27,000	Burchfield
Snowmobile	10,000	Burchfield
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\$178,500		

Trail and Park Millage Request

Projects	Amount	Park
Service Boat, Trailer, Motor	\$16,000	Burchfield
Tubing Hill Pump House Building	25,000	Hawk Island
Parking Lot Repairs	50,000	Hawk Island
Carousel Building Roof	20,000	Lake Lansing South
Stone Chip Road	10,000	Burchfield
Gravel / Millings	30,000	Burchfield/Lake Lansing
Bathroom Refurbishment	15,000	Hawk Island
Grills / Tables	10,000	All Parks
Beach / Volleyball Sand	6,500	All Parks
Trail Signage	10,000	Burchfield
² Lake Lansing Concession Bldg	300,000	Lake Lansing South
Revenue Mgt System Software	125,000	Department
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\$601,500		

¹ Boat Wash Station project = \$30,000. Grant \$22,500, County \$5,000, SAD \$2,500

² Lake Lansing Concession Bldg project = \$450,000.

LWCF Grant \$150,000, County \$300,000

MNRTF Grant \$300,000, County \$150,000

Ingham County Parks Budget Status
As of 3/31/16

AGENDA ITEM #9Bi

	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -
Park Administration				
Revenue				
Passport Revenue	16,000	16,000	6,675	(9,325)
Misc Revenue	3,000	3,000	279	(2,721)
Rev trf in F101	674,251	674,251	170,006	(504,245)
Rev trf in (Cap Imp) F101	8,000	8,000	2,000	(6,000)
Total Revenue	701,251	701,251	178,960	(522,291)
Expenditures				
Personnel Services	360,646	360,646	73,943	286,703
Controllable Expenses	198,822	194,022	22,196	171,826
Non-Controllable Expenses	141,783	141,783	29,049	112,734
Capital Outlay	0	0	0	
Total Expenses	701,251	696,451	125,188	571,263
Net Cost Park Administration	0	4,800	53,772	(48,972)
Burchfield Park				
Revenue				
Shelter Fees	15,800	15,800	4,125	(11,675)
Disc Golf Fees	22,000	22,000	3,040	(18,960)
Pedal Boat Rental	5,000	5,000		(5,000)
Canoe/Kayak Rental	34,500	34,500		(34,500)
Ski Rental	7,000	7,000	3,241	(3,759)
Food Concessions	2,500	2,500	1,226	(1,274)
Parking Fees	44,665	44,665	5,602	(39,063)
Snow Tube Rental	4,000	4,000	1,602	(2,398)
Day Camp	15,000	15,000	90	(14,910)
Rev trf in F101	317,319	317,319	77,337	
Total Revenue	467,784	467,784	96,263	(371,521)
Expenditures				
Personnel Services	399,998	399,998	67,337	332,661
Controllable Expenses	57,786	57,786	6,841	50,945
Non-Controllable Expenses	10,000	10,000	2,281	7,719
Total Expenses	467,784	467,784	76,459	391,325
Net Cost Burchfield Park	0	0	19,804	(19,804)
Lake Lansing Parks				
Revenue				
Shelter Fees	30,150	20,550	6,445	(14,105)
Boat Rental	13,000	7,500		(7,500)
Boat Launch Fees	29,000	17,000	50	(16,950)
Food Concessions	176,000	13,650		(13,650)
LL House	50,000	9,600	2,400	(7,200)
Parking Fees	10,000	84,335	30	(84,305)
Inflateable Rental	50,000	1,000	225	(775)
Rev trf in F101	276,442	298,129	69,614	(228,515)
Total Revenue	634,592	451,764	78,764	(373,000)
Expenditures				
Personnel Services	485,076	374,507	53,160	321,347
Controllable Expenses	100,722	66,357	6,479	59,878
Non-Controllable Expenses	48,794	13,000	1,858	11,142
Total Expenses	634,592	453,864	61,497	392,367
Net Cost Lake Lansing Parks	0	(2,100)	17,267	(19,367)
Hawk Island Park				
Revenue				
Shelter Fees	20,550	30,150	11,795	(18,355)
Boat Rental Fees	7,500	13,000		(13,000)
Food Concessions	17,000	29,000	2,833	(26,167)
Parking Fees	13,650	176,000	28,151	(147,849)
Snow Hill Tubing Fees	9,600	50,000	40,841	(9,159)
Dog Park Revenue	84,335	10,000	2,155	(7,845)
Rev trf in F228	1,000	50,000	12,500	(37,500)
Rev trf in F101	298,129	276,442	74,578	(201,864)
Total Revenue	451,764	634,592	172,853	(461,739)
Expenditures				
Personnel Services	374,507	485,076	89,763	395,313
Controllable Expenses	64,257	103,422	6,747	96,675
Non-Controllable Expenses	13,000	48,794	7,815	40,979
Total Expenses	451,764	637,292	104,325	532,967
Net Cost Hawk Island Park		(2,700)	68,528	(71,228)
Total Revenue	2,255,391	2,255,391	526,840	
Total Expenses	2,255,391	2,255,391	367,469	
Net Change in Fund Balance	0	0	159,371	
Fund Balance, Beginning of Year			322,294	
Projected Fund Balance End of Year			481,665	

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT							
Status Report as of March 31, 2016							
<i>Item</i>	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Life Jackets- Canoe Kayak Program 245-75299-735100	5,000		2,749		2,251		Ordered
Disc Golf Store Inventory- BUR 245-75299-726010	4,000				0		
Cross Country Ski Equip.- BUR 245-75299-726010	4,000				0		
Snow Tubes- HI 245-75299-726010	3,000				0		Waiting on Magic Carpet discussion.
Children's Cross Country Skis- LLN 245-75299-726010	3,000				0	In Progress	Requested transfer to Cabana Project
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500				0		
Office Counter Space - ADA Compliance 245-75299-931000	2,100			1,975	125	Complete	
Overlook Shelter Roof- BUR 245-75299-976000	20,000				0	On Hold	Pending Grant
Shoreline Stabilization- LL Boat Launch 245-75299-743000	15,000				0		
Beach Roof House- HI 245-75299-976000	20,000				0		Getting Quotes
Maintenance Building Roof- HI 245-75299-976000	20,000				0		Getting Quotes
Security Cameras & Alarms- All Parks 245-75299-976000	30,000				0		GF \$15K / MMRA Grant
208 FUND							
AED Defibrillator - 3 208-75200-735100	4,500			4197	303	Complete	
Rescue Boat- LLS 208-75200-735000	3,500				0		Getting Quotes
664 FUND							
Canoe Van- BUR 664-80000-978010	30,000		29,989		11		Ordered
Zero Turn Mower- HI 664-75299-978000	14,000				0		
INNOVATION TECHNOLOGY							
Parks- 4 Printer Replacements 664-75299-735000	1,680				0	In Progress	
Parks- 1 CPU's and 1 Laptop 664-75299-735200	2,950				0	In Progress	
CARRY FORWARD							
Path Repair - HI (2015) 245-75299-974000	10,000	70,000		0	70,000	In Progress	Carry Forward 2016 2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI (2015) 245-75299-974000	10,000			0	10,000	In Progress	Carry Forward 2016
Roof White Restroom - LLN (2015) 208-75500-931000-51000	8,000			0	8,000	In Progress	Carry Forward 2016
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-51000	8,000			0	8,000	In Progress	Carry Forward 2016
Reforestation - LLS 245-75299-976000 (2015)	5,000			0	5,000	On Hold	Carry Forward 2016 (no grants in 2015)
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-86000	7,000			0	7,000	On Hold	Carry Forward 2016
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-86000	7,000			641	6,359	In Progress	Carry Forward 2016
Master Plan (2015) 208-75200-967000-86000	25,000			0	25,000	In Progress	Bids Received, recommendation made
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			1,759	5,166	In Progress	Carry Forward 2016
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-931000	14,855			5,803	9,052	In Progress	Carry Forward 2016

* Status = In Progress, On Hold, Complete

MOVE

To enter into a contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for improvements to the trails and parking lots located within Hawk Island County Park as part of the MDNR Passport Grant in an amount not to exceed \$180,000.

3/21/2016

Hawk Island Trail Paving Project

Draft

Funding

Millage Funds	\$120,000
Passport Grant	\$45,000
Approved CIP 2014/2015	\$35,000
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	\$200,000

Project Expenses

Paving Vendor	\$180,000
Prime Professional & Contingency	\$20,000
(Road Department - engineering, dirt, straw, equipment rental, paint for striping line)	
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	\$200,000