

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 Tuesday, April 19, 2016.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
12:00pm
Tuesday, April 19, 2016
Human Services Building, 5303 S. Cedar
Entrance #3, Conference Room C
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

1. Call to Order
2. Limited Public Comment
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. [March Financial Report](#)
 - B. [Budget 2017 Request Update](#)
5. 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
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. ¹

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

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

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

Ingham County Parks Department

updated 4-14-16

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

Equipment	Amount	Park
Office Remodel	\$4,000	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

 \$172,500
Trail and Park Millage Request

Projects	Amount	Park
Service Boat	\$20,000	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
Grills / Tables	10,000	All Parks
Beach / Volleyball Sand	6,500	All Parks
Bathroom Refurbishment	15,000	Hawk Island
Trail Signage	10,000	Burchfield
Lake Lansing Concession Bldg		Lake Lansing South
Revenue Mgt System Software	80,000	Department

 \$256,500
Draft

Ingham County Parks Department
Proposed 2017 Additional Operating Request

updated 4-13-16

Draft

Funding Requests beyond the 2016 Budget

	Minimum Wage Increase	\$19,000
Adjusted	Seasonal Sick Pay Benefit	5,500
	Equipment Rental	10,000 (instead of purchasing \$100,000 backhoe)
	Consultants - Professional Services	10,000 (new)
	Equipment Repair	10,000 (increase)
New	Property Taxes - Lk Lansing Rental House	3,500 (new in 2015)
New	Dock Installation/Removal - Lk Lansing	2,600
New	Radios - Lk Lansing & Burchfield	7,000
New	Revenue Mgt System - IT Connection	<u>16,800</u>
		\$84,400

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.