

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, July 25, 2016

Monday, July 25, 2016

6:00pm

PARKS & RECREATION COMMISSION MEETING

Red Tail Shelter
Hawk Island
1601 East Cavanaugh
Lansing, Michigan



NOTE
CHANGE IN
LOCATION

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
[Minutes](#) of June 27, 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. [Introduction](#) of New Assistant Park Manager, Christopher Wascher
7. [PRESENTATION](#) – ERIC SCHERTZING – POSSIBLE LAND ACQUISITION
Parcel 33-01-01-27-476-050 Next to Hawk Island
8. ADMINISTRATIVE REPORTS
 - A. [Director/Administrative Office](#)
 - B. [Park Managers](#)
9. OLD BUSINESS
 - A.
10. NEW BUSINESS
 - A. [Millage Temporary Construction Signage](#)
11. REPORTS OF STANDING COMMITTEES
 - A. Planning & Community Outreach Committee - Ms. Hamrick
 - B. Budget & Personnel Committee - Mr. Czarnecki
 - i. [Financial Report](#)
 - ii. [Trails and Parks Millage Financial Report](#)
12. ACTION ITEMS
 - A. [Motion](#) to Re-Bid the Roofing Projects
 - B. [Motion](#) to Recommend a Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program
13. [Correspondence](#) & Citizen Comment

14. Board/Staff Comments

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

16. Upcoming Meetings

A. No August Meetings

- B.** Date: Monday, September 19, 2016; Time: 5:00pm
Master Plan Update Meeting
Date: Monday, September 19, 2016; Time: 6:00pm
Planning & Community Outreach Committee Meeting
Date: Tuesday, September 20, 2016; Time 12:00pm
Budget & Personnel Committee Meeting
Date: Monday, September 26, 2016; Time: 6:00pm
Parks & Recreation Commission Meeting

17. 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. Day Camp Surveys
D. Reservation Surveys
E. Website Surveys
F. Master Plan Survey - Update

18. 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, Ryan Earl, 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
June 27, 2016

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Sunrise Cabana, Lake Lansing Park South, 1621 Pike Street, Haslett, Michigan.

Board Members

Present: Commissioner Teri Banas, John Czarnecki, Ryan Earl, Commissioner Carol Koenig, Robin Lewis, Sarah Nicholls, and Jonathan Schelke

Absent: Cherry Hamrick, Matt Bennett, and Paul Pratt

Also Present: Park Director Tim Morgan, Financial Coordinator Karen Fraser, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Burchfield County Park Manager Jeff Gehl, Lake Lansing Park Seasonal Employee Travis Coon, Elaine Ferris Mason City Council Member, Kevin Duffy previous Park Commissioner, Rachel from Haslett Okemos Meridian (HOM) TV, Brindley Bird President of the Mid-Michigan Mountain Bike Association (MMMBA), and Anne Grofvert member of MMMBA

Call to Order: Chair Nicholls called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:08pm

Minutes: **Moved by** Commissioner Koenig and **Supported by** Ms. Lewis to approve the May 23, 2016 minutes of the regular meeting as written.
Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

Brindley Bird introduced himself as the president of the Mid-Michigan Mountain Bike Association (MMMBA) and stated he was available to answer any questions relating to agenda item #12B. Anne Grofvert introduced herself as a member of the MMMBA.

LATE ITEMS / CHANGES / DELETIONS

None.

ACTION ITEMS:

PRESENTATION OF THE RESOLUTION HONORING KEVIN DUFFY AND JOHN ELIAS

Chair Nicholls introduced Kevin Duffy and presented a plaque to him for his service. Mr. Duffy thanked the Commission. Mr. Witte stated Mr. Elias started as a Ranger for the Ingham County Parks in 1989. Mr. Witte thanked the Park Commission on behalf of Mr. Elias.

RESOLUTION #08-16 HONORING KEVIN DUFFY

WHEREAS, Kevin Duffy has served the community for many years; and

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

WHEREAS, Mr. Duffy 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. Duffy currently serves on the Friends of Ingham County Parks as a member of the Board of Directors; and

WHEREAS, Mr. Duffy served as an Ingham County Parks Commission member from 2013 to 2016; and

WHEREAS, during his term as a Parks Commissioner Mr. Duffy was a member of the Budget and Personnel Committee; and

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Mr. Duffy'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. Duffy its best wishes for continued success in all his future endeavors.

Moved by Ms. Lewis and Supported by Commissioner Koenig that Resolution #08-16 be approved as written. **Yes-7; No-0. MOTION CARRIED.**

RESOLUTION #09-16 HONORING JOHN ELIAS

WHEREAS, John Elias began his employment with the Ingham County Parks Department in 1989 as a Park Ranger I; and

WHEREAS, John has been instrumental in the development of the Ingham County Parks; and

WHEREAS, throughout his career he was responsible for routine building maintenance along with more complex maintenance responsibilities such as plumbing, electrical work, carpentry, and equipment maintenance within the park system; and

WHEREAS, John has assisted in many significant construction projects including picnic shelters, the Band Shell, playgrounds, and land improvement projects at Lake Lansing Parks and Hawk Island; and

WHEREAS, John's commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, during his career John was professional, dedicated, knowledgeable and loyal to the

Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and 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.

THEREFORE BE IT RESOLVED, that the Ingham County Park & Recreation Commission hereby honors John Elias for his outstanding quality of work and extends its sincere appreciation for his contributions during his years of dedicated service to the Ingham County Parks Department.

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

Moved by Ms. Lewis and **Supported by** Commissioner Koenig that Resolution #09-16 be approved as written. **Yes-6; No-0. MOTION CARRIED.**

ADMINISTRATIVE REPORTS

Mr. Morgan referenced the report and provided an update on current projects. Mr. Witte gave an update on the fixes to the trike track and stated that it has been a very busy summer.

OLD BUSINESS

None.

NEW BUSINESS

None.

REPORTS OF STANDING COMMITTEES

Planning & Community Outreach Committee ~ Chair Nicholls stated that the items discussed at the committee is up for action items on this agenda.

Budget & Personnel Committee

Mr. Czarnecki stated the committee reviewed the financial report and referenced the report in the packet.

ACTION ITEMS:

Mr. Morgan stated the resolution to authorize the purchase of the magic carpet lift system is running concurrent with the Board of Commissioners meetings. Mr. Schelke asked what the timeline is for the installation and Mr. Morgan stated we expect the magic carpet to be installed in late October. Commissioner Koenig asked why the magic carpet lift system is superior to a tow rope. Mr. Morgan stated the magic carpet will allow for more users and it is a safer lift system. Commissioner Banas asked how long the life expectancy of the lift is and Mr. Morgan stated 15 years. Mr. Schelke stated the magic carpet lift will allow staff to concentrate on other aspects of operating the park. Mr. Morgan said there won't be lines for the hill and we will be able to utilize more of the hill since we are ordering an extended lift system. Commissioner Banas stated we should write a press release highlighting the new lift system.

RESOLUTION #10-16 TO ENTER INTO A CONTRACT WITH ROCKY MOUNTAIN CONVEYOR & EQUIPMENT, INC. (D/B/A MAGIC CARPET LIFTS/RMCE, INC. FOR A SNOW TUBING CONVEYOR LIFTING SYSTEM AT HAWK ISLAND COUNTY PARK

WHEREAS, park staff recommends a snow tubing conveyor lifting system be purchased for the snow tubing hill at Hawk Island County Park; and

WHEREAS, the Purchasing Department solicited proposals for a snow tubing conveyor lifting system; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.).

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners approves entering into a contract with Rocky Mountain Conveyor & Equipment, Inc. (d/b/a Magic Carpet Lifts/RMCE, Inc.) in the amount of \$132,500 for the purchase and installation of the snow tubing conveyor lifting system minus \$20,000 for the trade-in allowance for two used tow ropes for a total of \$112,500 according to Rocky Mountain Conveyor & Equipment, Inc's. (d/b/a Magic Carpet Lifts/RMCE, Inc.) bid response.

BE IT FURTHER RESOLVED, Rocky Mountain Conveyor & Equipment, Inc's. (d/b/a Magic Carpet Lifts/RMCE, Inc.) will have the installation of the lift system be outsourced to Maverick Management and if excavation services are necessary, it is to be billed at an additional \$2,000.00 per day, to include excavator rental and labor, state, local and/or federal permits based on time and materials at \$75 per hour, and work stoppages due to delivery, permitting, change orders, etc. billed at \$100/hour per 8 hr./day.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

Moved by Mr. Czarnecki and Supported by Ms. Lewis that Resolution #10-16 be approved as written. Yes-7; No-0. MOTION CARRIED.

Anne Grofvert invited the commissioners to bike ride at Burchfield Park. Commissioner Koenig, Ms. Lewis, and Commissioner Banas thanked Mr. Bird and the Mid-Michigan Mountain Bike Association for their continued relationship with Ingham County.

Motion to Recommend a Memorandum of Understanding with Mid-Michigan Mountain Bike Association (MMMBA)

MOVED BY MS. LEWIS, SUPPORTED BY COMMISSIONER KOENIG TO APPROVE

To Recommend an Agreement with Ingham County Parks and Mid-Michigan Mountain Bike Association (MMMBA) through January 1, 2021. The purpose of the agreement is to continue the high degree of cooperation between MMMBA and Ingham County Parks for mutually beneficial programs, projects and bicycling activities at the county level.

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Matt Bennett, and Cherry Hamrick.

Mr. Witte provided an overview of the deer management program.

RESOLUTION #11-16 RECOMMENDING APPROVAL TO PERMIT DEER HUNTING AT

LAKE LANSING PARK-NORTH

WHEREAS, this is a request due to the Michigan Department of Natural Resources research data reporting a case of (CWD) chronic wasting disease of a deer found in Meridian Township that supports the continued appropriate management practices; and

WHEREAS, overpopulation of white tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd; and

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park-North, is causing damage to plant life within park property and surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area has increased over the last five years; and

WHEREAS, the Michigan Department of Natural Resources states that an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease such as CWD and starvation; and

WHEREAS, Meridian Township has conducted successful deer hunts within their properties and surrounding properties; and

WHEREAS, Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park-North; and

WHEREAS, by working cooperatively with Meridian Township, resources can be shared to successfully complete the project; and

WHEREAS, Ingham County will continue to work with Michigan DNR and USDA to help resolve the Chronic Wasting Disease (CWD) that has a confirmed case in Meridian Township near Lake Lansing.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission recommend that the Ingham County Board of Commissioners authorizes the hunting of white tailed deer within the boundaries of Lake Lansing Park-North during the 2016 Archery Deer Season.

BE IT FURTHER RESOLVED, the Ingham County Parks and Recreation Commission recommend the Board of Commissioners also authorizes overnight culling of the deer herd supervised by the USDA Wildlife Services personnel, and in cooperation and planning with the Ingham County Parks Department staff under direction of the Michigan DNR through December 31, 2017.

BE IT FURTHER RESOLVED, hunters must meet all requirements of the Meridian Township deer hunting program and may only use archery equipment including crossbows, guns will not be permitted except during the overnight culling of the deer herd supervised by the USDA Wildlife Services personnel.

BE IT FURTHER RESOLVED, staff is directed to continue to collect information regarding the deer herd in Meridian Township and that the Parks Commission will assess the data prior to

approving future hunts.

Moved by Mr. Czarnecki and Supported by Ms. Lewis that Resolution #11-16 be approved as written. Yes-6; No-1 (Sarah Nicholls). MOTION CARRIED.

Chair Nicholls thanked Mr. Morgan and Mr. Schelke for reviewing the applications and making the recommendations. Mr. Schelke referenced page 31 of the packet and stated the recommendation is to fund all six of the bridges from East Lansing, three bridges from the City of Mason, and seven bridges from Meridian Township. Mr. Schelke stated we are proposing funding the two carry over projects from the asphalt round for the City of Lansing, and funding the bridges labeled 1-5. Bridge CL-18 is not recommended for funding. Mr. Morgan stated bridge CL-18 is east of Aurelius Road and east of Crego Park. Chair Nicholls clarified the City of Lansing provided the priority for each bridge, and CL-18 was the last priority. Mr. Schelke stated we are requesting an additional \$25,735.30 be funded from the millage reserve for the bridge round for the overage.

Commissioner Banas stated we should leverage matching dollars to boost this millage. Mr. Schelke agreed and stated for upcoming rounds he would like to see communities bring matching dollars. Discussion.

RESOLUTION #12-16 AUTHORIZING ENTERING INTO CONTRACTS FOR THE TRAILS AND PARKS MILLAGE APPLICATIONS

WHEREAS, Board of Commissioner resolution 16-105 authorized all bridges identified within the Ingham County Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), were eligible for millage funds with the total amount not to exceed \$4,500,000; and

WHEREAS, Board of Commissioners resolution 16-257 authorized the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that dealt primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round.

WHEREAS, 11 applications were received for the bridge round from the City of East Lansing (1 application/6 bridges), the City of Lansing (6 application/6 bridges), the City of Mason (3 applications/3 bridges), and Meridian Township (1 application/7 bridges) with a total amount including the two items from round one for a total of \$5,760,872.30; and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding all of the bridges listed below with a total amount of \$4,736,872.30 with the exception of bridge CL-18-LTE-RC, East of Crego Park Access - \$1,024,000 of the City of Lansing.

Entity	Project Title	Total
City of East Lansing	EL-07-NTT-SWL, South County Line, West of Abbot Road	\$229,450
City of East Lansing	EL-04-NTT-SWL, Whitehills Park	\$204,100
City of East Lansing	EL-03-ELT-RC, Hagadorn Road	\$206,050
City of East Lansing	CL-22-ELT-RC, Kalamazoo Street	\$128,700
City of East Lansing	EL-05-NTT-SWL, Harrison Meadows	\$61,100

City of East Lansing	EL-06-NTT-SWL, East of Abbey Road	\$61,100
City of Lansing	CL-29-LT-GR, Oakland Avenue	\$86,000
City of Lansing	CL-26-LT-GR, Lansing Center	\$281,000
City of Lansing	CL-16-LTE-RC, Potter's Zoo Creek Bridge	\$1,806,000
City of Lansing	CL-20-LTE-RC, Under RR North of Crego Park	\$335,000
City of Lansing	CL-09-LTW-GR, East of Moores Park	\$50,000
City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:		
City of Lansing	River Trail West (Near Elm St) - Wall and Pavement Repair	\$215,393
City of Lansing	Moores River Drive Trail Repair	\$368,160
City of Mason	CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens *Reimbursement request for bridge work completed in 2015	\$21,057.30
City of Mason	CM-01-HAY-SC, Near West S. Street	\$54,381
City of Mason	CM-02-HAY-SC, North of West Elm Street	\$54,381
Meridian Township	MT-07-MIP-DR, East of Okemos Road	\$140,000
Meridian Township	MT-03-PK-DR, Central Park South	\$101,000
Meridian Township	MT-05-PK-DR, Nancy L. Moore Community Park Trail End	\$50,000
Meridian Township	MT-04-PK-DR, Nancy L. Moore Community Park	\$70,000
Meridian Township	MT-02-MP-DR, West of Okemos Road	\$68,000
Meridian Township	MT-01-PK-SWL, Hartrick Park	\$136,000
Meridian Township	MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway	\$10,000
TOTAL FUNDED		\$4,736,872.30

THEREFORE BE IT RESOLVED, that bridge CL-18-LTE-RC, East of Crego Park Access - \$1,024,000 of the City of Lansing will not be funded in this round;

BE IT FURTHER RESOLVED, bridge CL-18-LTE-RC of the City of Lansing is eligible to be considered for a future round if the City of Lansing re-applies in a future round which would be subject to the subsequent approval by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, per Board of Commissioner Resolution 16-257 that the remaining dollars from the Asphalt round (\$211,137) was placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to \$4,711,137.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Board of Commissioners authorize an additional \$25,735.30 be funded from the millage reserve for the bridge round for the overage.

BE IT FURTHER RESOLVED, the total request to be funded for the bridge round is \$4,736,872.30.

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners authorize entering into a contract with the City of East Lansing to fund the below projects in an amount not to exceed a total of \$890,500.

Entity	Project Title	Total
City of East Lansing	EL-07-NTT-SWL, South County Line, West of Abbot Road	\$229,450
City of East Lansing	EL-04-NTT-SWL, Whitehills Park	\$204,100
City of East Lansing	EL-03-ELT-RC, Hagadorn Road	\$206,050
City of East Lansing	CL-22-ELT-RC, Kalamazoo Street	\$128,700
City of East Lansing	EL-05-NTT-SWL, Harrison Meadows	\$61,100
City of East Lansing	EL-06-NTT-SWL, East of Abbey Road	\$61,100

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners authorize entering into a contract with the City of Lansing to fund the below projects in an amount not to exceed a total of \$3,141,553.

Entity	Project Title	Total
City of Lansing	CL-29-LT-GR, Oakland Avenue	\$86,000
City of Lansing	CL-26-LT-GR, Lansing Center	\$281,000
City of Lansing	CL-16-LTE-RC, Potter's Zoo Creek Bridge	\$1,806,000
City of Lansing	CL-20-LTE-RC, Under RR North of Crego Park	\$335,000
City of Lansing	CL-09-LTW-GR, East of Moores Park	\$50,000
<u>City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:</u>		
City of Lansing	River Trail West (Near Elm St) - Wall and Pavement Repair	\$215,393
City of Lansing	Moores River Drive Trail Repair	\$368,160

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners authorize entering into a contract with the City of Mason to fund the below projects in an amount not to exceed a total of \$129,819.30.

Entity	Project Title	Total
City of Mason	CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens *Reimbursement request for bridge work completed in 2015	\$21,057.30
City of Mason	CM-01-HAY-SC, Near West S. Street	\$54,381
City of Mason	CM-02-HAY-SC, North of West Elm Street	\$54,381

BE IT FURTHER RESOLVED, the Ingham County Park Commission recommends the Ingham County Board of Commissioners authorize entering into a contract with Meridian Township to fund the below projects in an amount not to exceed a total of \$575,000.

Entity	Project Title	Total
Meridian Township	MT-07-MIP-DR, East of Okemos Road	\$140,000
Meridian Township	MT-03-PK-DR, Central Park South	\$101,000
Meridian Township	MT-05-PK-DR, Nancy L. Moore Community Park Trail End	\$50,000
Meridian Township	MT-04-PK-DR, Nancy L. Moore Community Park	\$70,000
Meridian Township	MT-02-MP-DR, West of Okemos Road	\$68,000
Meridian Township	MT-01-PK-SWL, Hartrick Park	\$136,000
Meridian Township	MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway	\$10,000

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

Moved by Commissioner Koenig and **Supported by** Ms. Lewis that Resolution #12-16 be approved as written. **Yes-7; No-0. MOTION CARRIED.**

Mr. Morgan reviewed page 39 of the packet and discussed edits that should be made. Mr. Morgan stated we should change number 16 to the following: 16. ~~Assists with the~~ Prepares the Prime Professional design... In addition, we should add number 19: Assist with and help guide the Park Commission and Board of Commissioners through the development of a spending plan through fiscal 2020 millage dollars as well as consider legacy costs of new construction projects. Discussion.

Motion to Issue a Request for Proposal (RFP) for a Consultant to Assist County staff with the Trails and Park Millage

MOVED BY MS. LEWIS, SUPPORTED BY COMMISSIONER KOENIG TO APPROVE

To direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a Consultant to Assist County staff with the Trails and Park Millage

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Matt Bennett and Cherry Hamrick.

Mr. Morgan stated we have numerous roofing projects and the Purchasing Department will solicit bids. Commissioner Koenig asked for more information regarding the rental house at Lake Lansing South, and if we should replace the roof. Mr. Witte said it is a year lease for the rental house and we collect \$6,000 in rent. The roof may cost ~\$10,000. Discussion.

Motion to Issue a Request for Proposal (RFP) for Roofing Projects

MOVED BY MS. LEWIS, SUPPORTED BY MR. SCHELKE TO APPROVE

Motion to Direct Staff to Work with the Purchasing Department to Issue a Request for Proposal (RFP) for Roofing Projects

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt, Matt Bennett and Cherry Hamrick.

CORRESPONDENCE & CITIZEN COMMENT

Chair Nicholls referenced the thank you notes in the packet.

BOARD/STAFF COMMENTS

Ms. Lewis stated she has worked with Mr. Monsma and she is looking forward to serving the Park Commission. Mr. Earl stated he is also excited to join the Park Commission. Commissioner Banas stated a constituent asked her about accessibility at Lake Lansing South. The user said it was difficulty to come into

the park on a wheelchair. Commissioner Banas asked if we can examine how we can make the park accessible. Mr. Witte said there is only one entrance into the park with paving. The gravel parking lot is a negative and we do have a barrier. Mr. Witte said that this is a concern. Mr. Morgan stated the Spicer Group will be doing an ADA assessment and then we can prioritize improvements. Commissioner Banas said there may be special grants for ADA improvements. Mr. Morgan stated making a building accessible doesn't cut it, we have to have the parking lot and route to the facility accessible too.

LIMITED PUBLIC COMMENT

Elaine Ferris invited the Park Commission to the County Fair. Chair Nicholls stated the next Park Commission meeting in July is at Hawk Island.

Adjournment:

There being no further business, the meeting was adjourned at 7:15pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

Chris Washer- Bio

Education

Central Michigan University; Recreation, Parks and Leisure Administration

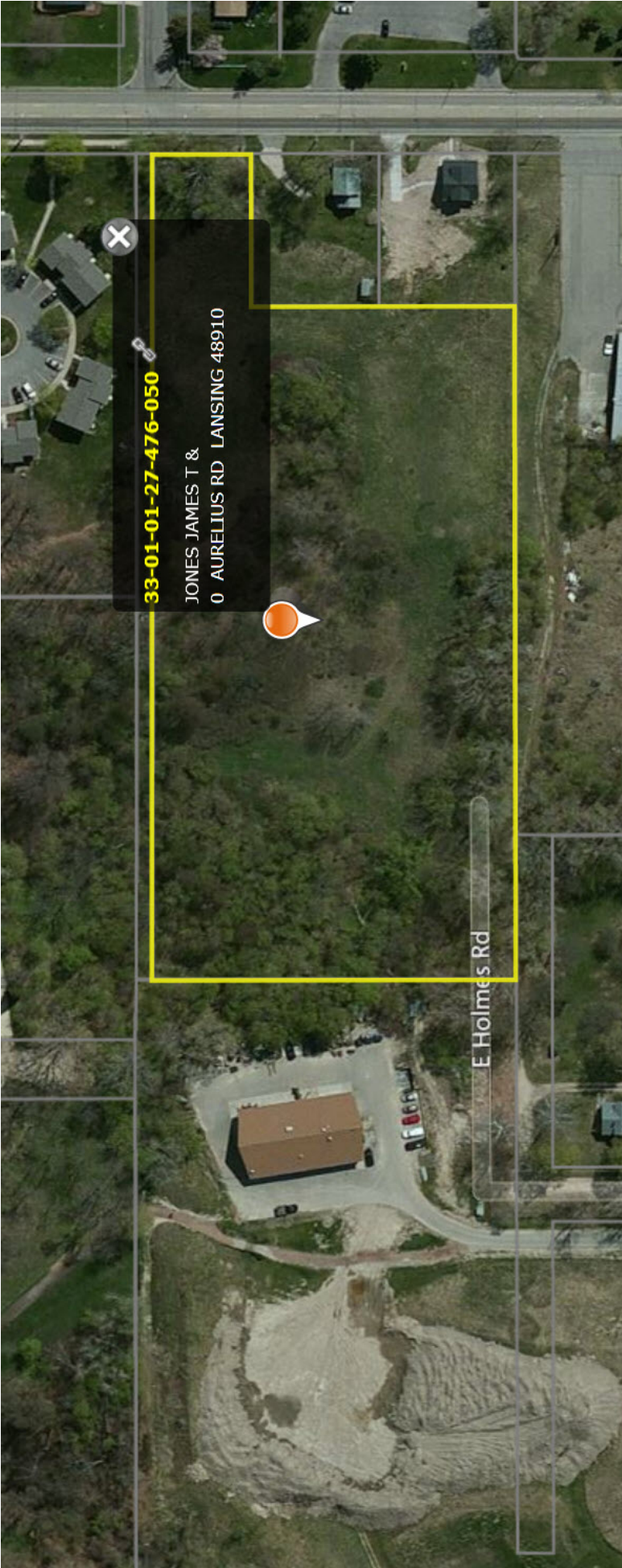
Work Experience

Ingham County Parks-Ranger I since September 2015

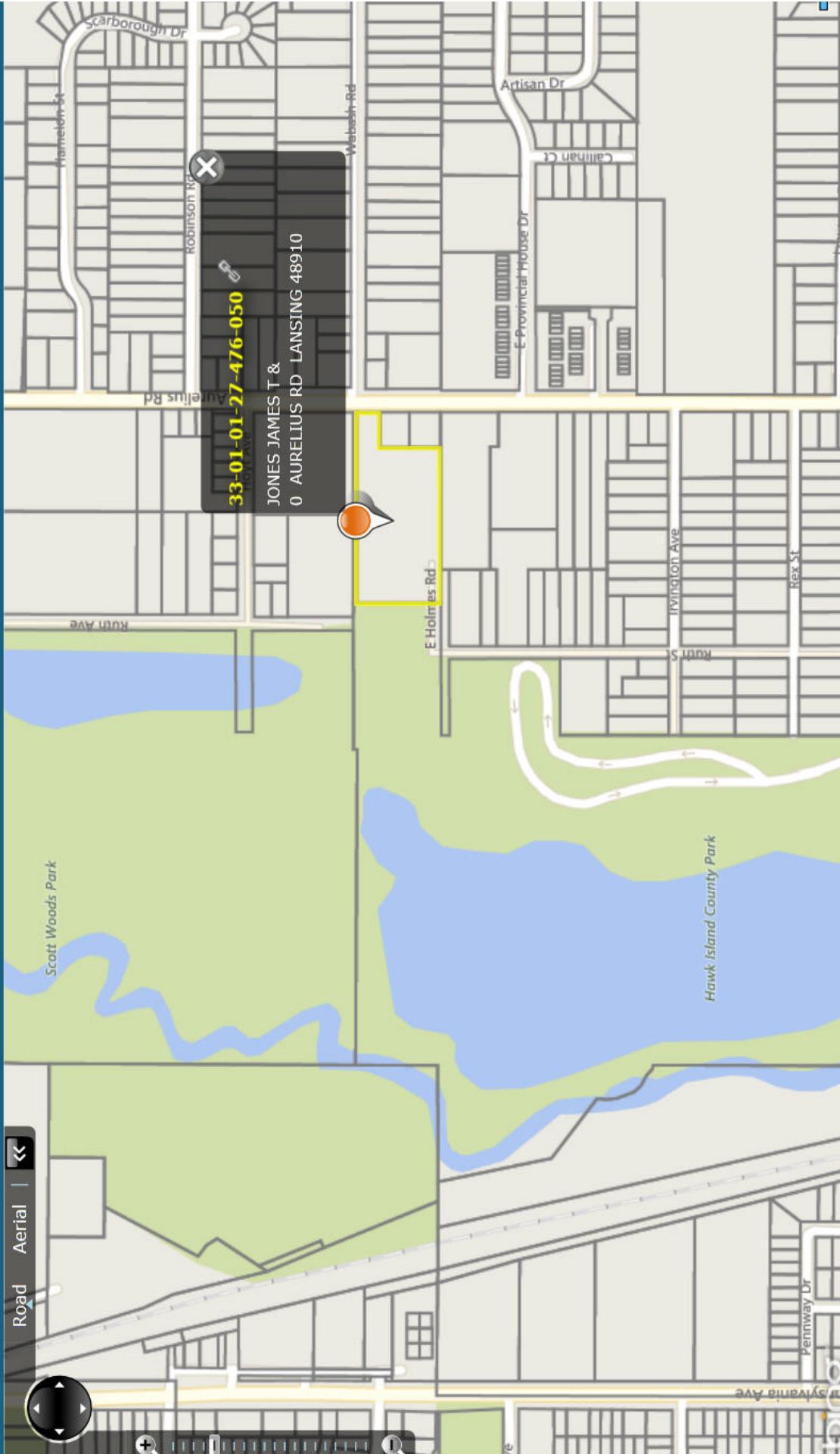
City of Wyoming Parks & Recreation; Parks & Facilities Maintenance Tech

Oakland County Parks; Natural Resources/ Park Operations Intern

City of Mt. Pleasant Parks & Recreation; Seasonal Park Maintenance

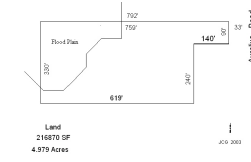


Ingham County Equalization/Tax Mapping



AURELIUS RD LANSING, MI 48910 (Property Address)

Parcel Number: 33-01-01-27-476-050



Item 1 of 1 [0 Images / 1 Sketch](#)

Property Owner: JONES JAMES T &

Summary Information

> Residential Building Summary

- Year Built: N/A
- Full Baths: 1
- Sq. Feet: N/A
- Bedrooms: 0
- Half Baths: 0
- Acres: 4.979

- > Assessed Value: \$24,900 | Taxable Value: \$24,900
- > Property Tax Information found

Access additional record information for a small convenience fee. *

> Additional areas of information include: *Delinquent Tax Information*

Show Purchase Options

* Additional record information is free for all homeowners, click the 'Show Purchase Options' button for more information.

Owner and Taxpayer Information

Owner	JONES JAMES T & CHAMBERLINJONES LORI 15404 CLUB COURSE DR BATH, MI 48808-8797	Taxpayer	SEE OWNER INFORMATION
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General Information for Tax Year 2016

Property Class	RESIDENTIAL VACANT	Unit	33-01 CITY OF LANSING
School District	LANSING	Assessed Value	\$24,900
MAP #	LG-0027 -0125	Taxable Value	\$24,900
TOP TEN	0	State Equalized Value	\$24,900
NEW PERMITS	Not Available	Date of Last Name Change	06/15/2004
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
TYPE CODE	Not Available		

Principal Residence Exemption Information

Homestead Date Not Available

Principal Residence Exemption	June 1st	Final
2016	0.0000 %	-
2015	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2015	\$24,900	\$24,900	\$24,900
2014	\$24,900	\$24,900	\$24,900
2013	\$24,900	\$24,900	\$24,900

Land Information

Zoning Code		Total Acres	4.979
Land Value	\$49,790	Land Improvements	\$0
Renaissance Zone	No	Renaissance Zone Expiration Date	Not Available
ECF Neighborhood	61A	Mortgage Code	Not Available
Lot Dimensions/Comments	Not Available	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
No lots found.		
Total Frontage: 0.00 ft		Average Depth: 0.00 ft

Legal Description

S 330 FT OF E 792 FT OF SE 1/4 OF SE 1/4 EXC E 173 FT OF S 240 FT; SEC 27 T4N R2W

Land Division Act Information

Date of Last Split/Combine	02/10/2003	Number of Splits Left	97
Date Form Filed	Not Available	Unallocated Div.s of Parent	0
Date Created	02/10/2003	Unallocated Div.s Transferred	0
Acreage of Parent	6.01	Rights Were Transferred	Not Available
Split Number	0	Courtesy Split	Not Available
Parent Parcel	33-01-01-27-476-041		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
01/04/2002	\$0.00	QC	JONES AUDREY F- EST OF	JONES TALMADGE/CHAMBERLIN- JONES LOR	CASH/CONV-NOT USED	L2935/P684

Building Information - 0 sq ft 1 1/4 STY (Residential)

General

Floor Area	0 sq ft	Estimated TCV	Not Available
Garage Area	0 sq ft	Basement Area	0 sq ft
Foundation Size	0 sq ft		
Year Built	Not Available	Year Remodeled	Not Available
Occupancy	Single Family	Class	CD
Effective Age	11 yrs	Tri-Level	No
Percent Complete	100%	Heat	Forced Air w/ Ducts
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Not Available
1st Floor Rooms	0	Sewer	Not Available
2nd Floor Rooms	0	Style	1 1/4 STY
Bedrooms	0		

Basement Finish

Recreation	0 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Plumbing Information

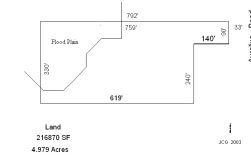
3 Fixture Bath	1
-----------------------	---

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AURELIUS RD LANSING, MI 48910 (Property Address)

Parcel Number: 33-01-01-27-476-050



Item 1 of 1 [0 Images / 1 Sketch](#)

Property Owner: JONES JAMES T &

Summary Information

> Residential Building Summary

- Year Built: N/A
- Full Baths: 1
- Sq. Feet: N/A
- Bedrooms: 0
- Half Baths: 0
- Acres: 4.979

- > Assessed Value: \$24,900 | Taxable Value: \$24,900
- > Property Tax Information found

[Access additional record information for a small convenience fee. *](#)

> Additional areas of information include: *Delinquent Tax Information*

[Show Purchase Options](#)

* Additional record information is free for all homeowners, click the 'Show Purchase Options' button for more information.

Owner and Taxpayer Information

Owner	JONES JAMES T & CHAMBERLIN-JONES LORI 15404 CLUB COURSE DR BATH, MI 48808-8797	Taxpayer	SEE OWNER INFORMATION
--------------	---	-----------------	-----------------------

Legal Description

S 330 FT OF E 792 FT OF SE 1/4 OF SE 1/4 EXC E 173 FT OF S 240 FT; SEC 27 T4N R2W

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date

Tax History

****Note:** On March 1 at 12:00 AM, local taxes become ineligible for payment at the local unit.

Year	Season	Total Amount	Total Paid	Last Paid	Total Due	
2015	Winter	\$225.56	\$0.00		\$225.56	** Read Note Above
2015	Summer	\$1,663.78	\$0.00		\$1,663.78	** Read Note Above
2014	Winter	\$229.97	\$0.00		\$229.97	
2014	Summer	\$1,662.16	\$0.00		\$1,662.16	
2013	Winter	\$217.01	\$0.00		\$217.01	
2013	Summer	\$1,665.91	\$0.00		\$1,665.91	
2012	Winter	\$214.81	\$214.81	10/09/2013	\$0.00	
2012	Summer	\$1,598.78	\$1,644.39	10/09/2013	\$0.00	
2011	Winter	\$200.44	\$200.44	06/18/2012	\$0.00	
2011	Summer	\$1,502.93	\$1,518.49	12/01/2011	\$0.00	
2010	Winter	\$193.03	\$193.03	02/16/2011	\$0.00	
2010	Summer	\$1,417.14	\$1,417.14	08/26/2010	\$0.00	
2009	Winter	\$193.61	\$193.61	01/04/2010	\$0.00	
2009	Summer	\$1,463.84	\$1,464.27	01/04/2010	(\$0.43)	
2008	Winter	\$194.87	\$194.87	12/29/2008	\$0.00	
2008	Summer	\$1,471.99	\$1,471.99	12/29/2008	\$0.00	
2007	Winter	\$190.97	\$190.97	02/20/2008	\$0.00	

2007	Summer	\$1,644.58	\$1,644.58	09/18/2007	\$0.00
2006	Winter	\$242.97	\$242.97	02/13/2007	\$0.00
2006	Summer	\$1,538.29	\$1,538.29	01/11/2007	\$0.00
2005	Winter	\$266.83	\$266.83	09/15/2006	\$0.00
2005	Summer	\$1,434.04	\$1,621.13	09/15/2006	\$0.00
2004	Winter	\$313.94	\$313.94	02/22/2006	\$0.00
2004	Summer	\$1,393.28	\$1,675.12	02/22/2006	\$0.00
2003	Winter	\$317.26	\$317.26	02/22/2005	\$0.00
2003	Summer	\$1,295.36	\$1,561.04	02/22/2005	\$0.00

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Directors Report
June 20th – July 19th (July 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. Ongoing working with Nicole on various resolutions.
- Continued to work with Cherry Hamrick and member of Friends of Lansing Regional Trails (FLRT) to discuss the Trail Ambassador Program, Memorandum of Understanding with FLRT.
- Worked with purchasing on writing an RFP for the purpose of hiring a consultant to assist with duties for the Trails & Parks Millage. We received two proposals, both local, it was determined that neither provided specific enough information on pricing; we are working with Purchasing on a post bid addendum for year one and year two of services with a not to exceed number from both.
- Nicole and Karen continue to update Millage on the Parks web page so all information on our web site is current moving forward.
- Conducted an interview with HOM T.V. for Trails & Parks Millage items from Asphalt funded projects.
- Met with New Park Commissioner Ryan Earl for Coffee and orientation materials and discussed parks.
- Attended Tim Barron Radio show to publicize the Ingham County parks.
- Attended Controllers Budget Hearings for Ingham Parks with Karen Fraser. It seemed well received fiscal 2017 is going to be tight so we most likely will not get all that was requested.
- Tim & Jeff did demo Disc Golf for 1,500 school kids at Day at the Capital as part of MParks event on the State Capital Lawn to get kids active! (see photo)
- Tim & Jeff road the mountain bike trails and Burchfield (see photo), it was fun and would recommend it to any and all. Be careful and go slow my only advice unless you are expert mountain biker!
- Met with Jared Cypher and Paul Kindel from Mid-Michigan Land Conservancy to talk about their program and how we might partner in the future for preservation...
- Attended the Friends of the Lansing Regional Trails Annual meeting and spoke briefly about being encouraged by the Trail Ambassador planning.
- Once again, attended two County Services and two Finance committee and two (BOC) Board of Commissioners meetings for various Park Department requests.
- Continued to work with Dan Troia, Road Department Engineer and Brian Collins and our legal for the work at Hawk Island 1.5 miles of paving to be completed later this summer.
- Continued to work with County Legal Department for the MOU for the mountain biking, this was passed by the Park Commission last month.
- Sent out an RFP for roofs and bid opening at purchasing and only had one bid. We will be rebidding the roof projects in January/February 2017.
- Provided quarterly report update to the County Controller for the Board of Commissioners.
- Prepared for and met with both Planning and Budget and documents for upcoming Park Commission meeting.
- Attended several Controller staff meetings.

- Completed ongoing computer training for security as all staff are required to complete these.
- Karen and I worked with Spicer to get the launch of the Master Plan survey off! Success from the early results coming in!
- Continued to correspond with Spicer to talk about Parks Master Plan items including the master plan survey.
- Worked with Karen on the Millage Bridge Press Release and the Millage Temporary Project Signage.
- Conducted internal interviews (four) for the Assistant Park Manger Position.
- FYI- lost the nomination by one vote for Michigan Parks and Recreation board member at large position, I have been invited to participate in MParks Fall Board Leadership retreat and plan to attend this.
- Met with Karen to discuss Revenue Management System, and the next steps to an RFP and possible implementation. We will be meeting with Purchasing, IT, Financial Services, and the Zoo to go over this.

Tim & Jeff Mountain Bike Ride at Burchfield Park



Kids and Ronald at Day at the Capital Youth Event



June - 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. Day Camp registration continued. Coordinated the preparation of contracts for the Hawk Island Magic Carpet. Met with the Spicer Group for the update to the Master Plan. Amanda and Patty attended Certified Tourism Ambassador (CTA) training.

Customer Service

We received 1,462 phone calls in the month of June, which is a 93% increase in calls from last year (757). 161 park visitors made a picnic shelter reservation in June. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 47 U.S. passport applications. We have received 72 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

June was a very busy month as revenue collection began for the season and the revenue receipting work with it. The ticket bag process was also in full swing with numerous bag reconciliations happening. Eleven new seasonal park staff came to the parks office for new hire paperwork. The Parks Department has reached out to Human Resources (HR) in an effort to move more of this process to HR as there is a great deal of inefficiency in the current process and a multitude of paper work and emails going back and forth between Parks and HR.

Marketing

A key focus of the month was planning the media release of the Parks Master Plan Survey. A detailed report is attached.

Our social media focus is on events in the parks, park activities and FUN! Our social media audience continues to grow and we are engaging and educating the public regarding the parks. Fan and Follower numbers below:

	January 1, 2016	June 30, 2016	Number/Percent Change
Facebook	8,716	9,069	+373 / +4.05%
Twitter	612	753	+141 / +23%
Instagram	215	389	+174 / +81%



Ingham County Parks Survey Marketing Initiatives – as of 7/12/16

Summary Page

Constant Contact Mailing List: 10,169

Facebook: 9,114 Followers

Twitter: 745 Followers

Instagram: 377 Followers

Pinterest: 14 Followers

Link to Survey: [Ingham County Parks Website](#)

Ingham County E-mail: 1,000 Employees

Survey Postcard: 10,000 Printed

- 8,000: Distributed to park visitors entering the parks.
- 600 : Spicer Group for in park public input sessions.
- 200: Parks Commission
- 100: Clerks Office – County Courthouse
- 1,000: Available as needed

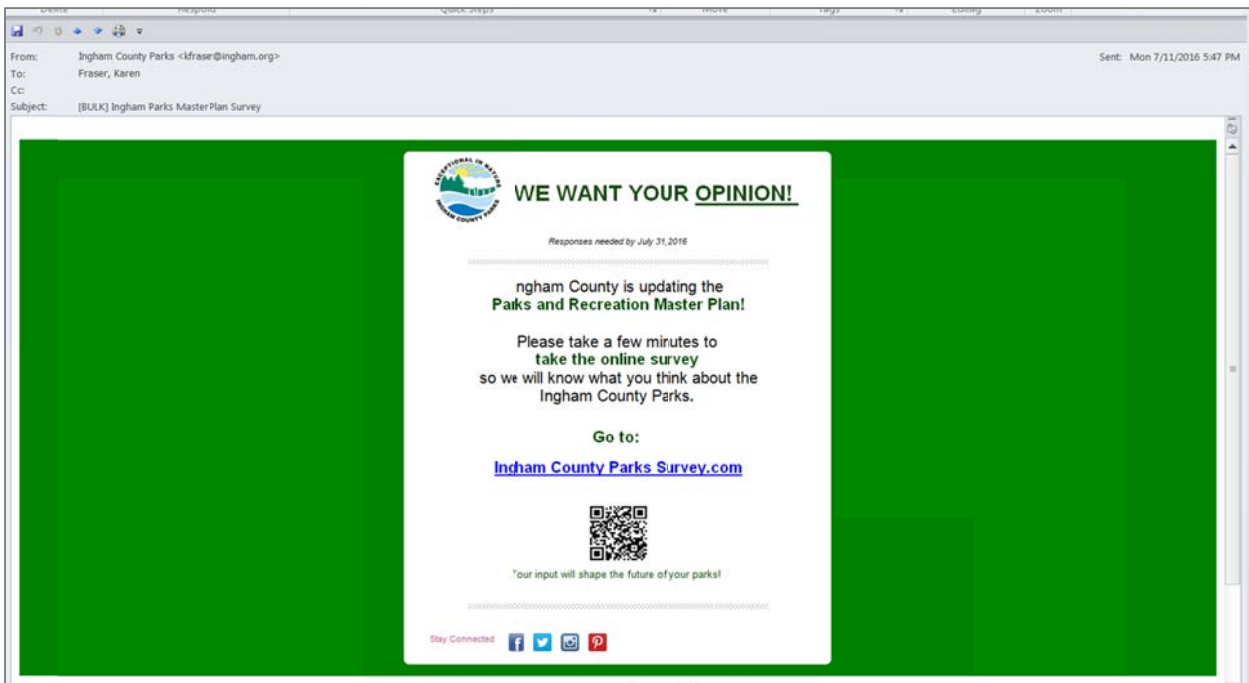
Survey Flyer: Available as requested

- Displayed at each County Park
- Displayed at the Hilliard Building
- Displayed at the Ingham County Courthouse

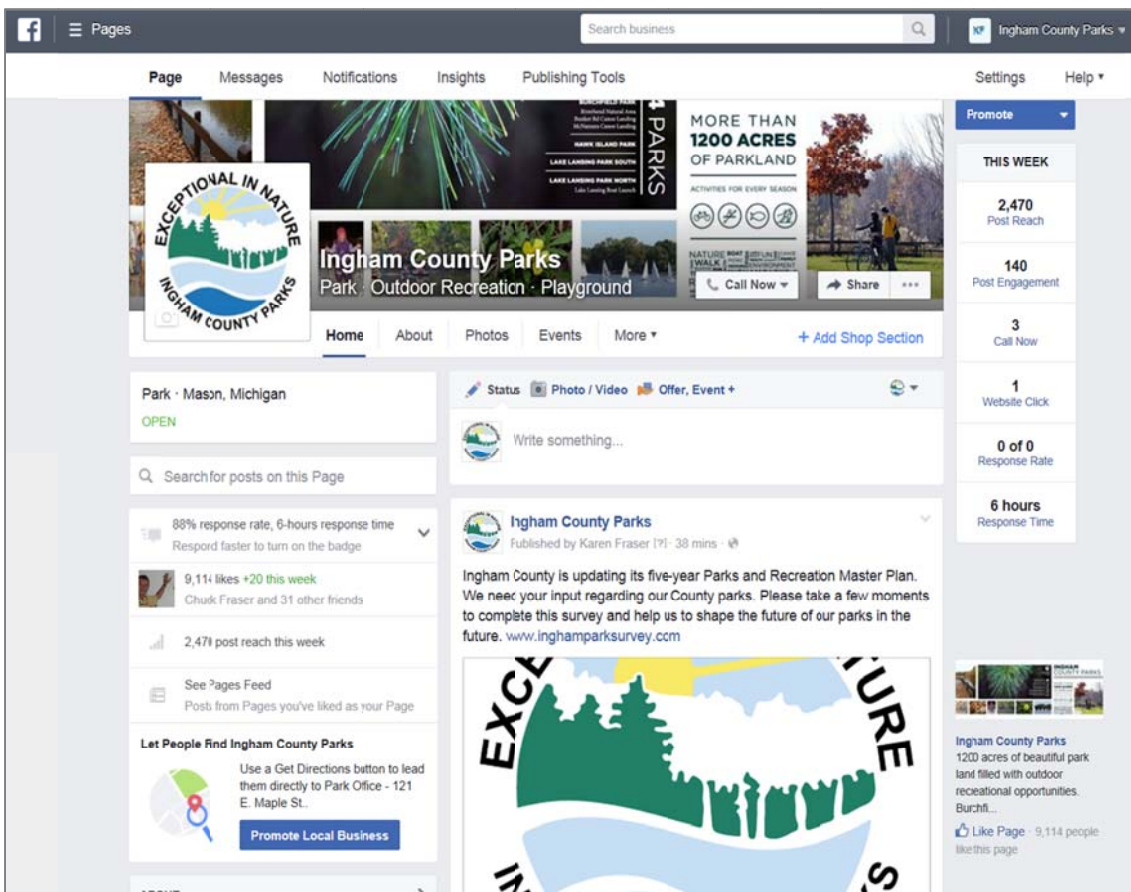
Press Release: Distributed 7/12/16

- Distributed to 85 Media Outlets and Public Agencies

Ingham County Parks Survey Marketing Initiatives



Constant Contact Mailing List: 10,169

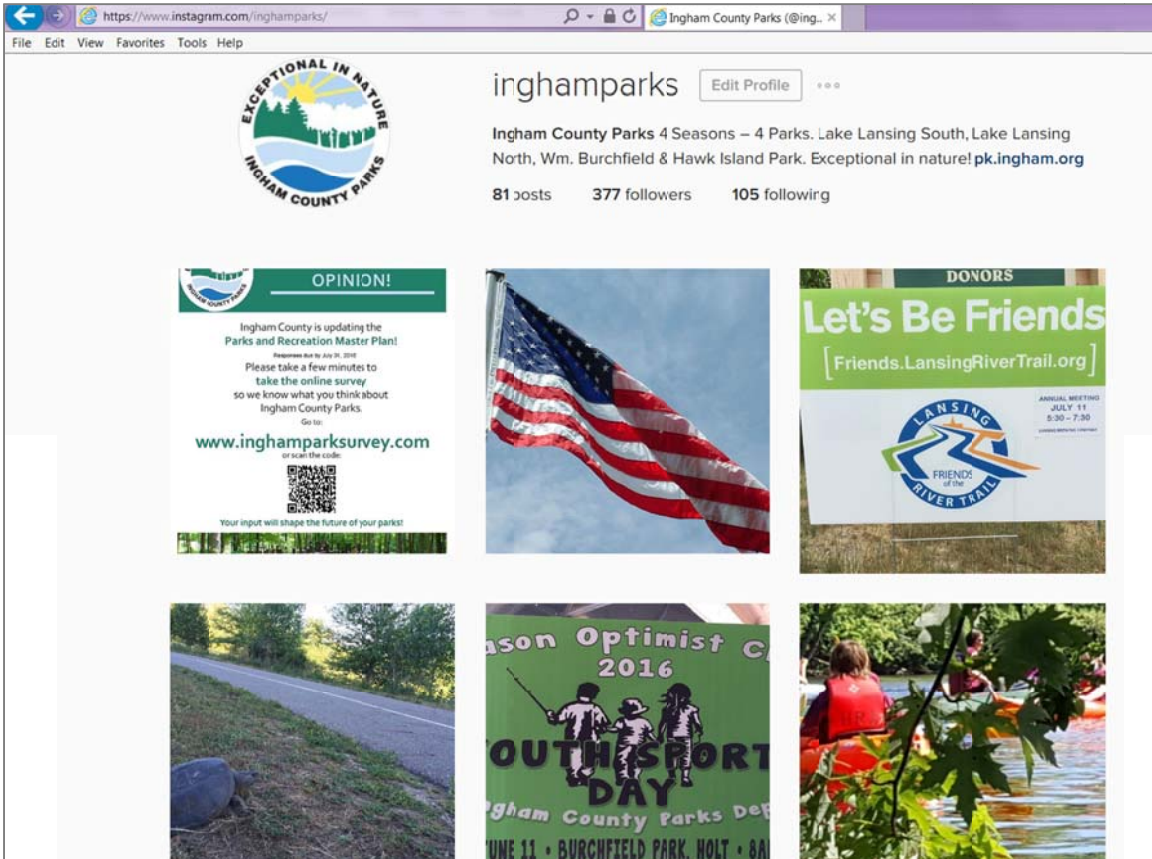


Facebook: 9,114 Followers



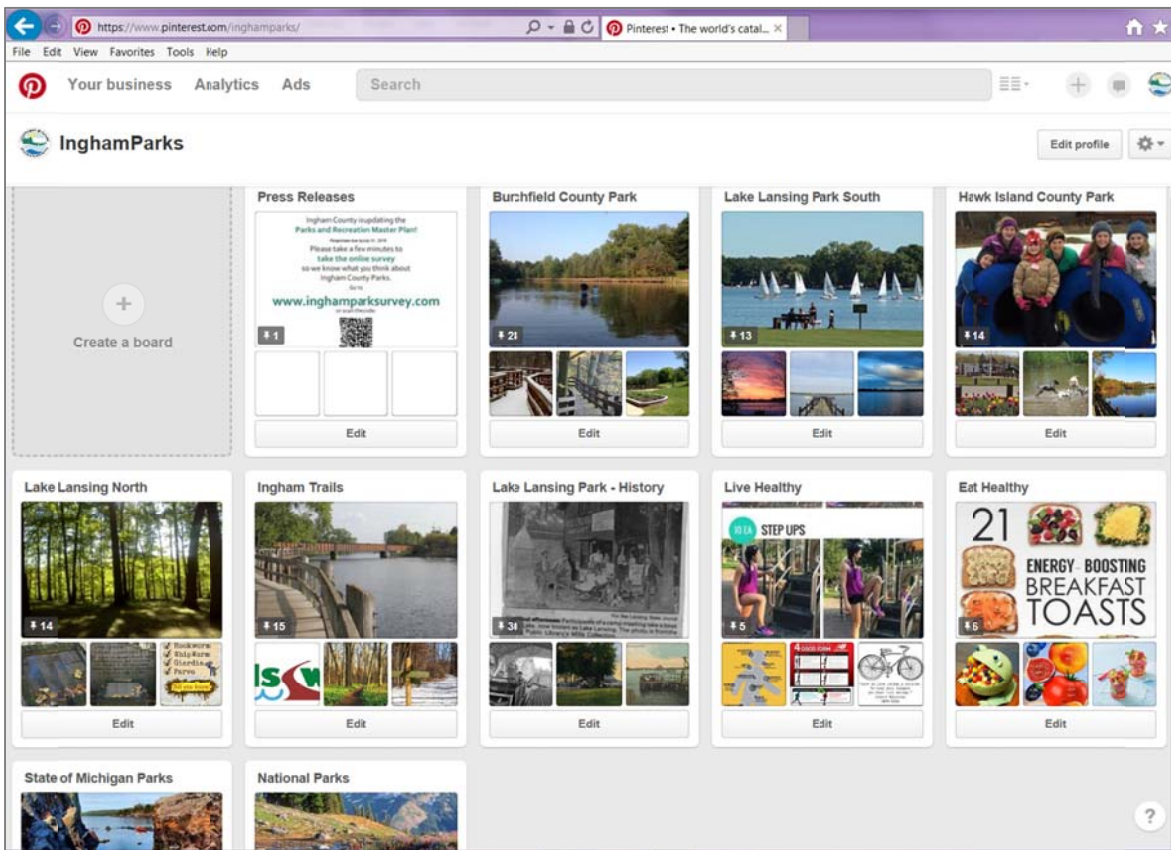


Twitter: 745 Followers

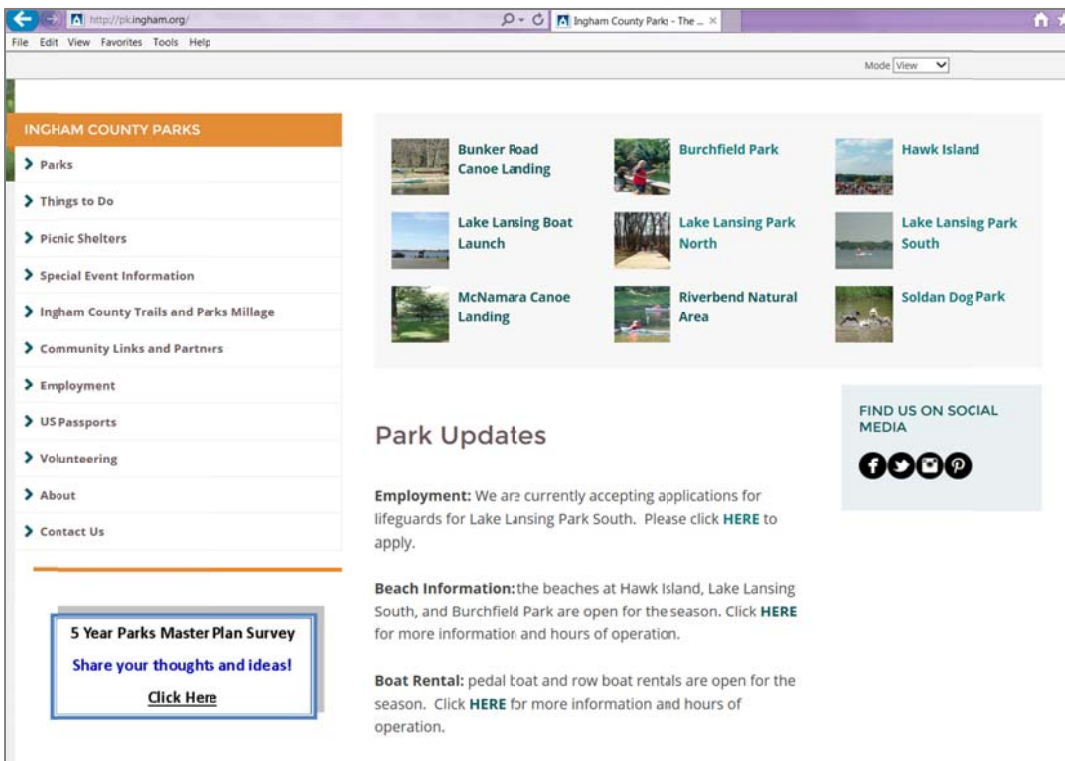


Instagram: 377 Followers

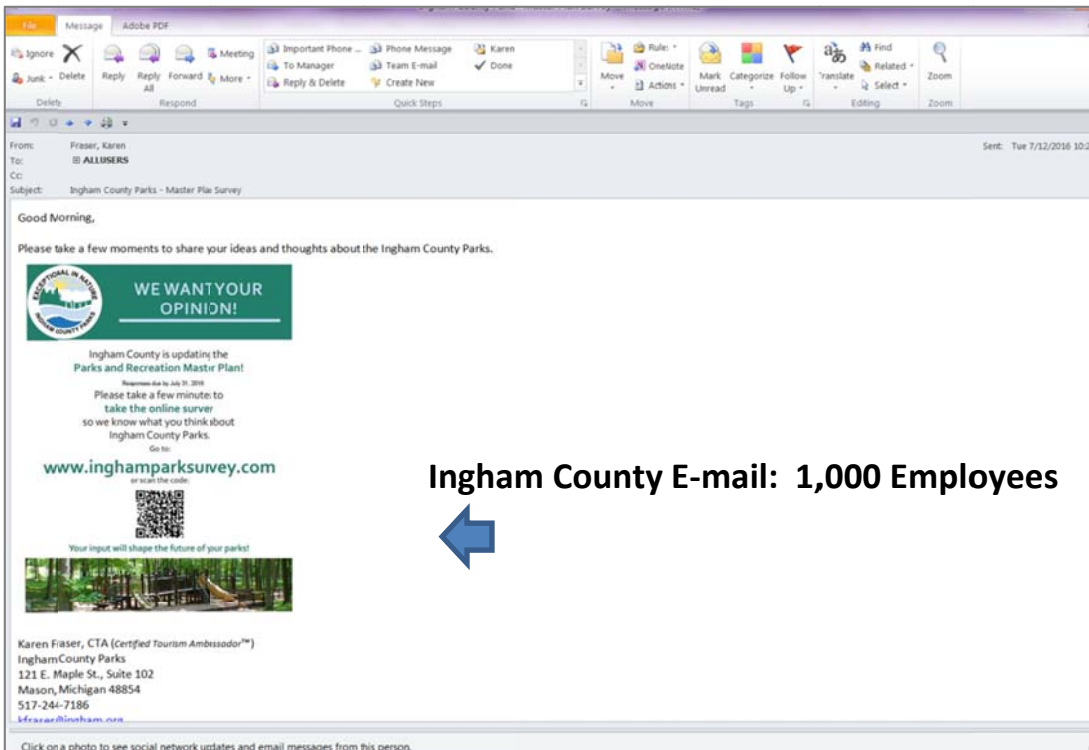




Pinterest: 14 Followers 



 Link to Survey: Ingham County Parks Website



Ingham County E-mail: 1,000 Employees



Survey Postcard: 10,000 Printed



8,000: Distributed to park visitors entering the parks.

600 : Spicer Group for in park public input sessions.

200: Parks Commission

100: Clerks Office – County Courthouse

1,000: Available as needed



WE WANT YOUR OPINION!

Ingham County is updating the
Parks and Recreation Master Plan!

Responses due by July 31, 2016

Please take a few minutes to
take the online survey
so we know what you think about
Ingham County Parks.

Go to:
www.inghamparksurvey.com
or scan the code:



Your input will shape the future of your parks!




Survey Flyer: Available as requested


Displayed at each County Park

Displayed at the Hilliard Building

Displayed at the Ingham County Courthouse

Press Release: Distributed 7/12/16

Distributed to 85 Media Outlets and Public Agencies

INGHAM COUNTY PARKS DEPARTMENT
121 E. Maple St., PO Box 178, Mason, MI 48854
Phone: 517.676.2233 www.inghamcountyparks.org

Press Release

FOR IMMEDIATE RELEASE


Contact: Karen Fraser – 517-244-7186 – kfraser@ingham.org

INGHAM COUNTY OFFERS ONLINE INPUT SURVEY FOR RECREATION PLAN

Ingham County — Ingham County officials want to hear from the community about County Parks and Recreation. The County is launching a survey that is accessible online at www.inghamparksurvey.com. Those who live, work, and go to school in Ingham County, as well as other interested parties, are encouraged to take the survey. Input from the survey will be used to update the County's Parks and Recreation Plan. The Ingham County Park System includes Lake Lansing Park North, Lake Lansing Park South, Hawk Island and Burchfield County Park. County Parks Director Tim Morgan commented, "The online survey will be available until July 31, 2016. It should take no more than 10 minutes to complete, and we look forward to receiving your ideas and thoughts."

The County Parks Commission began the process of updating the Parks and Recreation Plan earlier this year and it is expected to be complete in late 2016. The main purpose of a Recreation Plan is to guide and enable a community to establish a future direction for the development and enhancement of its parks and recreational facilities. The updated Recreation Plan will offer an inventory and evaluation of area parks and recreational facilities and provide goals and action items that will be used to guide future parks and recreation projects. Completing the plan according to Michigan Department of Natural Resources (MDNR) guidelines will make the community eligible to receive future grants from the MDNR.

QR Code can be used to access the Ingham County Parks Survey



###

Lake Lansing Manager's Report for July:

1. Maintaining all park grounds, including mowing, watering, weeding gardens, power washing sidewalks, painting docks – tables – benches, and removing geese from the beach front.
2. Mid-season entertaining many reservations, school groups, YMCA's, band shell concerts, company picnics, and band shell concerts.
3. Ranger I (John Elias) retired June 30th and Assistant Manager (Tim Buckley) will relocate to Lake Lansing August 1st.
4. Started the DEQ permit for phragmites treatment starting in September.
5. Installed 50 ton of stone at the boat launch retaining wall.
6. A lot of time spent working with seasonal staff and dealing with park patrons.





Boat Launch Retaining Stone





Busy Band Shell Evening



Mermaid washed to shore after a storm at Lake Lansing

July 2016 Parks Commission Meeting Monthly Report

Hawk Island County Park



Hawk Island Park, 8:00am Saturday mornings (200+runners)



“Touching Up” rough areas on tubing hills and adjusting slope for arrival of Magic Carpet

The month of July was extremely busy at Hawk Island due to the high temperatures. Weekends were especially busy with over 200+ runners arriving to the park by 8:00am and the crowds continuing until closing time. The majority of the staff time was spent just performing routine maintenance such as litter pick up, cleaning, irrigation, and managing the crowds.

Full Time staff began modifying the existing tubing hill to accommodate the arrival of the Magic Carpet. We have also been discussing installation and operational techniques with both Canonsburg ski area and Shanty Creek, both of which have similar set ups for the Magic Carpet.

Burchfield Park June Report

- June 10 MMRMA meeting
- June 11 Youth Outdoor Day at the Park / Fishing Derby
- June 18 & 19 CCR disc golf tournament
- June 20 Meet with Spicer Group
- June 27 Park Commission meeting
- June 29 Come Out and Play at the Capitol Day
- June 29 Ride trails with Tim Morgan

June was a very warm month and as a result we saw high visitation especially with our boat rental operation. The total boat revenue for the month of June was over \$10,000. We finished with refabricating our shelter reservation signs. We continue to work with outside groups such as the MMMBA on the MOU for the bike trails and signage. We continue to work with the CCR on changes and upgrades to the disc golf courses. We altered hole # 17 of Renegades trail and enclosed the sand trap and raised basket. We planted additional trees on the golf course and because of the lack of rain continue to hand water. We installed new metal handicapped parking signs throughout the parks. We put chloride all the roads and parking areas at Burchfield Park and at McNamara Landing. In the middle of June we were able to pick up our new canoe van. We continue to remove invasive species on the golf course concentrating on Russian Olives that are involved in the field of play.

Youth Outdoor Day at the Park / Fishing Derby



Come Out and Play at the Capitol Day



Disc Golf Course Renovations



Refabricating shelter reservation signs



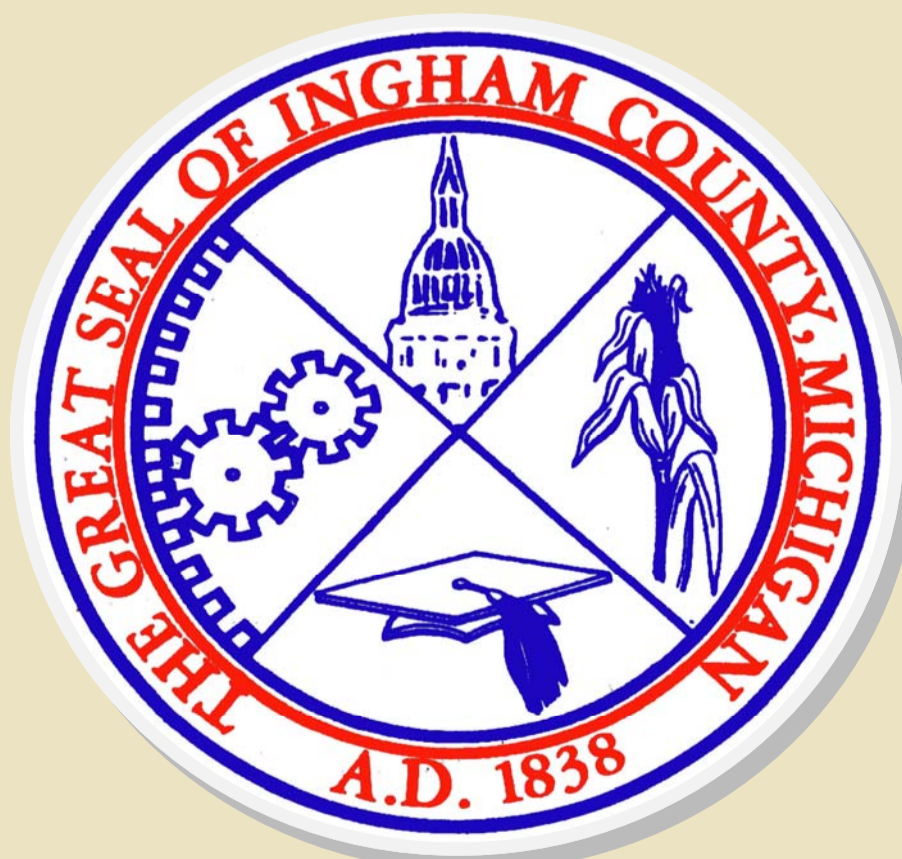
Installed new metal handicapped parking signs throughout the park





***Future site of a trail
rehabilitation project
funded by the Ingham
County Trails and
Parks Millage***

**Connecting communities for a
better tomorrow!**



<http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>



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**Connecting communities for a
better tomorrow!**



<http://pk.ingham.org/InghamCountyTrailsandParksMillage.aspx>

Ingham County Parks Budget Status
As of 6/30/16

	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
Park Administration					
Revenue					
Passport Revenue	16,000	16,000	12,854	(3,146)	80.3%
Misc Revenue	3,000	3,000	356	(2,644)	11.9%
Rev trf in F101	674,251	669,451	574,041	(95,410)	85.7%
Rev trf in (Cap Imp) F101	8,000	8,000	4,000	(4,000)	50.0%
Total Revenue	701,251	696,451	591,251	(105,200)	84.9%
Expenditures					
Personnel Services	360,646	360,646	155,011	205,635	43.0%
Controllable Expenses	198,822	194,022	51,809	142,213	26.7%
Non-Controllable Expenses	141,783	141,783	58,998	82,785	41.6%
Total Expenses	701,251	696,451	265,818	430,633	38.2%
Net Cost Park Administration	0	0	325,433	(325,433)	
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	10,612	(5,188)	67.2%
Disc Golf Fees	22,000	22,000	14,393	(7,607)	65.4%
Pedal Boat Rental	5,000	5,000	589	(4,411)	11.8%
Canoe/Kayak Rental	34,500	34,500	16,972	(17,528)	49.2%
Ski Rental	7,000	7,000	3,241	(3,759)	46.3%
Food Concessions	2,500	2,500	1,454	(1,046)	58.2%
Parking Fees	44,665	44,665	24,581	(20,084)	55.0%
Snow Tube Rental	4,000	4,000	1,602	(2,398)	40.1%
Day Camp	15,000	15,000	6,202	(8,798)	41.3%
Rev trf in F101	317,319	317,319	77,337	(239,982)	24.4%
Total Revenue	467,784	467,784	156,983	(310,801)	33.6%
Expenditures					
Personnel Services	399,998	399,998	154,767	245,231	38.7%
Controllable Expenses	57,786	57,786	25,154	32,632	43.5%
Non-Controllable Expenses	10,000	10,000	4,273	5,727	42.7%
Total Expenses	467,784	467,784	184,194	283,590	39.4%
Net Cost Burchfield Park	0	0	(27,211)	27,211	
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	17,005	(3,545)	82.7%
Boat Rental	7,500	7,500	3,335	(4,165)	44.5%
Boat Launch Fees	17,000	17,000	11,295	(5,705)	66.4%
Food Concessions	13,650	13,650	7,719	(5,931)	56.5%
LL House	9,600	9,600	4,800	(4,800)	50.0%
Parking Fees	84,335	84,335	43,383	(40,952)	51.4%
Inflateable Rental	1,000	1,000	225	(775)	22.5%
Rev trf in F101	298,129	300,229	69,614	(230,615)	23.2%
Total Revenue	451,764	453,864	157,376	(296,488)	34.7%
Expenditures					
Personnel Services	374,507	374,507	141,798	232,709	37.9%
Controllable Expenses	64,257	66,357	28,976	37,381	43.7%
Non-Controllable Expenses	13,000	13,000	7,093	5,907	54.6%
Total Expenses	451,764	453,864	177,867	275,997	39.2%
Net Cost Lake Lansing Parks	0	0	(20,491)	20,491	
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	21,462	(8,688)	71.2%
Boat Rental Fees	13,000	13,000	3,522	(9,478)	27.1%
Food Concessions	29,000	29,000	13,846	(15,154)	47.7%
Parking Fees	176,000	176,000	96,872	(79,128)	55.0%
Snow Hill Tubing Fees	50,000	50,000	40,841	(9,159)	81.7%
Dog Park Revenue	10,000	10,000	5,829	(4,171)	58.3%
Rev trf in F228	50,000	50,000	12,500	(37,500)	25.0%
Rev trf in F101	276,442	279,142	74,578	(204,564)	26.7%
Total Revenue	634,592	637,292	269,450	(367,842)	42.3%
Expenditures					
Personnel Services	485,076	485,076	184,441	300,635	38.0%
Controllable Expenses	100,722	103,422	27,068	76,354	26.2%
Non-Controllable Expenses	48,794	48,794	11,501	37,293	23.6%
Total Expenses	634,592	637,292	223,010	414,282	35.0%
Net Cost Hawk Island Park	0	0	46,440	(46,440)	
Grand Total Revenue	2,255,391	2,255,391	1,175,060		52.1%
Grand Total Expenses	2,255,391	2,255,391	850,889		37.7%
Net Change in Fund Balance	0	0	324,171		
Fund Balance, Beginning of Year			322,294		
Projected Fund Balance End of Year			646,465		

CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of June 30, 2016

Item	Original Budget	2016 Adjusted Budget	Encumbrance	2016 Actual Cost	Balance	Status *	Staff Notes
245 FUND							
Life Jackets- Canoe Kayak Program 245-75299-73510C	5,000			4,057	943	Complete	
Disc Golf Store Inventory- BUR 245-75299-72601C	4,000				4,000		
Cross Country Ski Equip.- BUR 245-75299-72601C	4,000				4,000		
Snow Tubes- HI 245-75299-72601C	3,000				3,000		
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500			1,780	2,720	In Progress	
Office Counter Space - ADA Compliance 245-75299-93100C	2,100			1,975	125	Complete	
Overlook Shelter Roof- BUR 245-75299-97600C	20,000				20,000	On Hold	Pending Grant
Shoreline Stabilization- LL Boat Launch 245-75299-74300C	15,000	20,166		1,162	19,004	In Progress	
Beach Roof House- HI 245-75299-976000	20,000				20,000	RFP Issued	
Maintenance Building Roof- HI 245-75299-976000	20,000				20,000	RFP Issued	
Security Cameras & Alarms- All Parks 245-75299-97600C	30,000				30,000		GF \$15K / MMRA Grant 15K
Total	127,600	20,166	0	8,974	123,792		
208 OPERATING FUND							
AED Defibrillator - 3 208-75200-73510C	4,500			4,197	303	Complete	
Rescue Boat- LLS 208-75200-73500C	3,500				3,500		Getting Quotes 4/30
Mechanics Hoist - HI 664-75299-97800C	6,023			6,023	0	Complete	
Total	14,023	0	0	10,220	3,803		
664 REVOLVING EQUIPMENT FUND							
Canoe Van- BUR 664-80000-97801C	30,000			29989	11	Complete	
Zero Turn Mower- HI 664-75299-97800C	14,000			13645	355	Complete	
Total	44,000						
INNOVATION TECHNOLOGY							
Parks- 4 Printer Replacements 664-75299-73500C	1,680			1,156	524	Complete	
Parks- 1 CPU's and 1 Laptop 664-75299-73520C	2,950			1327	1,623	In Progress	
Total	4,630	0	0	2,483	2,147		
CARRY FORWARD							
Path Repair - HI (2015) 245-75299-974000	80,000	200,000	2,000	0	198,000	In Progress	Carry Forward 2016 2014: \$15K CIP + \$45K grant + 2015: \$10K CIP + 10K 2015 pklot +120Kmillage
Roof White Restroom - LLN (2015) 208-75500-931000-5100C	8,000			6,164	1,836	Complete	
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-51000	8,000			0	8,000	RFP Issued	Carry Forward 2016
Reforestation - LLS 245-75299-976000 (2015)	5,000			3,425	1,575	Complete	Carry Forward 2016 (no grants in 2015)
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-8600C	7,000			0	7,000	On Hold	Carry Forward 2016
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-8600C	7,000			641	6,359	On Hold	Carry Forward 2016
Master Plan (2015) 208-75200-967000-8600C	25,000	23,700		0	23,700	In Progress	Spicer Group Approved
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-93100C	14,855	10,015		3,541	6,474	In Progress	Carry Forward 2016
Total	154,855	233,715	2,000	13,771	252,944		
228 Trails & Parks Millage Fund							
McNamara Accessible Launch 228-75999-976000	151,200				151,200	Grant Submitted	\$45,360 Match or \$75,600 Match MNRTF or LWCF Grant
Overlook Shelter Roof/Restrooms 245-75299-976000	159,500				159,500	Grant Submitted	\$20K 2016 CIP, \$94,500 Millage, \$45K Passport
Road Millings - LLN & Bur 228-75299-97400C	20,000				20,000		
Zero Turn Mower - LL 228-75999-97800C	14,000			12,607	1,393	Complete	
Gator - Bur 228-75999-97800C	14,000			13,997	3	Complete	
Tractor - LL 228-75999-97800C	30,000			29,995	5	Complete	
Band Shell Roof - LL 228-75999-976000	8,000				8,000	RFP Issued	
Rental House Roof - LL 228-75999-97600C	14,500				14,500	Discussion	
Magic Carpet - Hawk 228-75999-97800C	150,000				150,000	In Progress	
Total	561,200	0	0	56,599	504,601		

* Status = In Progress, On Hold, Complete

TRAILS AND PARKS MILLAGE

as of 7/15/16

REVENUE

FY 2015 actual *	\$3,353,305
FY 2016 actual * YTD 7/15/16	\$3,385,507
TOTAL TO DATE:	\$6,738,812

2015 & 2016 Expenses

Mannik & Smith Contract (BOC Res 15-241)	\$73,514
Parks Police & Supplies - FY 2015	\$50,000
Parks Police & Supplies - FY 2016	\$50,000
Property Tax Refunds	\$83
Parks Equipment (BOC Res 16-198)	\$42,602
Parks Equipment - encumbered - (BOC Res 16-198)	\$16,297
TOTAL EXPENSES:	\$232,496

TOTAL REMAINING AFTER EXPENSES	\$6,506,316
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BOARD OF COMMISSIONERS RESOLUTIONS

Resolution 16-258 (signage 2016)	\$10,000
Resolution 16-257 (asphalt 2016)	\$788,863
Resolution 16-198 (parks 2016 - balance)	\$482,448
BOARD OF COMMISSIONER FUNDING TOTAL	\$1,281,311

TOTAL REMAINING AFTER EXPENSES AND BOC RESOLUTIONS	\$5,225,005
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PROPOSED BOARD OF COMMISSIONER RESOLUTIONS

Bridge Replacement	\$4,736,872
	\$4,736,872

TOTAL REMAINING AFTER ALL EXPENSES, BOC RESOLUTIONS AND PROPOSED BOC RESOLUTIONS	\$488,133
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Move

To direct staff to re-bid the Request for Proposal (RFP) for the Roofing Projects.

Building Locations (5)

1. (2) Bath House and Maintenance buildings at Hawk Island County Park. Park Manager: Brian Collins (517) 525-3134.

Park location: 1601 East Cavanaugh Rd., Lansing, MI 48910

Building Information:

Bath House

- Approximately 115' X 56' (has open air areas and cut outs)
- Flying gable ends
- 4 valleys
- Not heated. No ice and water shield needed
- 5/12 pitch
- 3 ridge vents
- 30# felt paper or synthetic underlayment
- **This building must be completed between September 6 and October 31, 2016.**

Maintenance Building

- Approximately 110' X 65' (straight line roof)
- Flying gable ends
- 1 ridge vent
- Heated building. **Ice and water shield required along all edges.**
- 30# felt paper or synthetic underlayment
- 5/12 pitch
- Seamless eave troughs and downspouts are required on this building
- This building must be completed by October 31, 2016

2. Sandhill Shelter at Lake Lansing Park – North. Park Manager: Pat Witte (517) 204-6352.

Park location: 6260 East Lake Drive; Haslett, MI 48840

Building Information:

Sandhill Shelter

- Approximately 36' X 15' (straight line roof)
- Unheated. No ice and water shield required.
- Flying gable ends
- 4/12 pitch
- 15# felt paper or synthetic underlayment
- Building must be completed by October 31, 2016

3. (2) Lake Lansing Rental House and Band Shell at Lake Lansing County Park.

Park location: 1608 Lake Lansing Rd., Haslett, MI 48840

Building Information:

Lake Lansing Rental House:

- Approx. 2400 square ft. Hip Ridge Roof
- Heated residence
- Cedar shake tear-off
- 4 valleys
- No overhang (no soffit or ridge ventilation)
- Needs 3 vent boots
- 6/12 pitch
- Ventilation
- Water and ice shield required
- 30# felt paper or synthetic underlayment
- Needs seamless gutters and downspouts replaced

Lake Lansing South Band Shell:

- Approx. 2100 square ft. Flying gable front
- Not heated no water and ice shield
- 5/12 pitch
- #15 felt paper or synthetic underlayment
- No ventilation required
- Needs seamless gutters and downspouts where needed

**INGHAM COUNTY PURCHASING DEPARTMENT
RECORD OF BID/PROPOSAL OPENING**

OPENING STAMP 07/18/16 AM 11:00 PUR

PACKET # 131-16 Roof Replacements

Attendees:

Eric Reed, Laux Construction

VENDOR NAME	Local Pref	Bid Bond Y/N	Total Cost Bath House Hawk Island	Total Cost Maint. Bldg Hawk Island	Total Cost Sandhill Shelter L.k. Lans-North	Total Cost Rental House L.k. Lans -South	Total Cost Band Shell L.k. Lans - South	Grand Total All 5 County Bldgs.	Cost / SF Replace Det./Damgd. Roof Sheathing	Incl. PW	Incl. Req. Ins.	TIME STAMP
										Y/N	Y/N	
Laux Construction	Yes	Yes	\$21,483.00	\$27,553.00	\$6,858.00	\$10,073.00	\$11,833.00	\$77,800.00	\$1.50	Y	Y	07/18/16 AM 10:46 PUR

Recorder: Julie Buckmaster
Witness: James Hudgins

Move

To Recommend a Memorandum of Understanding with Ingham County Parks and The Friends of the Lansing Regional Trails for the Ambassador Program



MEMORANDUM OF UNDERSTANDING

By and Between

2016 – 2021

Friends of the Lansing Regional Trails

Ambassador Program

&

Ingham County Parks

June 1, 2016

MEMORANDUM OF UNDERSTANDING

between

Friends of the Lansing Regional Trails (FLRT) Ambassador Program

and

Ingham County Parks

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Friends of the Lansing Regional Trails Ambassador Program hereinafter referred to as FLRT, and Ingham County Parks.

PURPOSE:

The purpose of this MOU is to initiate frameworks of a high degree of cooperation between FLRT and Ingham County Parks. This institutes a beginning for mutually beneficial programs, projects, and trails and river activities at the county park level. These programs, projects, and activities comprise part of the Ingham County Parks multiple use mission and service the public.

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Ingham County Parks' benefits include an active partnership with FLRT to plan, build, maintain and promote designated trails and waterways in Ingham County .

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks SHALL:

1. Work with FLRT to identify opportunities (trail projects, education, and assistance) and jointly pursue such projects with the Ambassador Program.
2. Make Ingham County Parks trails and rivers available for related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Provide to the public the appropriate rules and regulations pertaining to recreation on county property.
4. Under the supervision of park staff and when prior authorization has been granted, hand tools will be made available for volunteers working on trail maintenance. Such tools include but are not limited to: shovels, folding hand-saws, loppers, wheel.barrows, hand trimmers, etc.
5. Be receptive to expanded use of trails and rivers, including but not limited to: snow trails, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.

6. Promote awareness and trail and river access throughout the Ingham County Parks trail system through social media and other channels.

C. FLRT SHALL:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the trail and river community and the Ingham County Parks.
2. Provide technical assistance with projects, educational activities, grant applications, and trail and river activities and management.
3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.
4. Advocate that to the best possible extent, utilize best-practices of trail development and management with a focus on user safety, environmental protection and trail system financial and environmental sustainability.
5. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc. on all trails.
6. Organize volunteer trail maintenance events to assist in maintenance of the trails within the confined resources of FLRT.
7. Perform regular inspection of all built trail structures that are specific to the rivers and trails. This will be completed using a comprehensive checklist/worksheet to ensure that all structures are in good condition. Needed repairs will be made as soon as is reasonable; whenever they are discovered or reported by trail users or park personnel. FLRT and Ingham County Parks to coordinate when necessary on larger trail maintenance projects.
8. Obtain Ingham County Parks approval prior to implementation of any new trail development and other major maintenance beyond basic trail care.
9. Encourage safe and courteous trail use.
10. Promote awareness and access throughout the Ingham County Parks trail system through social media and other channels.
11. Help identify and advocate current trends as part of the 5 year master plan public input and stake holder process including but not limited to: approved/authorized uses, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
12. Provide available hand tools for use by volunteers for trail maintenance.
13. Will maintain proper general liability insurance as required by Ingham County Parks.

D. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.
5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

Ingham County Parks Contact	FLRT Contact
Contact: Tim Morgan	Contact: Cherry Hamrick
Phone: 517-676-2233	Phone: 517-490-2578
E-mail: tmorgan@ingham.org	E-mail: toadhall3727@gmail.com
Ingham County Parks Administrative Contact	FLRT Administrative Contact

6. NON-FUND OBLIGATING DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
7. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through January 1, 2021 at which time it will expire unless extended.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

Tim Morgan – Director
Ingham County Parks

Tony Beyers, President
Friends of the Lansing Regional Trails

Date	Date:
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Dear Ingham County Parks,

Thank you so much for allowing us the use of the Lakeview Shelter at Lake Lansing on Friday for our Graduation Party for refugee youth in foster care! The party was a lot of fun despite the weather, which turned out to be incredibly exciting for the teens! (Who doesn't love a little adventure with their celebration?)

We truly appreciate your generosity in ensuring that their achievements would be

celebrated in an evening of fun and festivities!! The celebration could not have happened without you.

With Gratitude,

Kayla Park

Refugee Capacity Builder