

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, July 19, 2016.

**A MEETING OF THE
BUDGET AND PERSONNEL COMMITTEE**
of the
INGHAM COUNTY PARKS & RECREATION COMMISSION
Will Be Held at
12:00pm
Tuesday, July 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 ~ *Limited to 3 minutes with no discussion*
3. Late Items / Deletions
4. DISCUSSION ITEMS:
 - A. [June Financial Report](#)
 - B. [Parcel 33-01-01-27-476-050](#): Property Acquisition – Hawk Island Buffer
 - C. Master Plan Update: Next Meeting – Tentatively Scheduled for 9/19 at 5:00pm with Spicer Group at Human Services Building, Room B
 - D. Assistant Manager I Update
 - E. [Millage Signage](#)
 - F. [Lake Lansing South Rental House](#)
 - G. [Fee Waiver Research](#)
 - H. [The Friends of the Lansing Regional Trails](#) – Trail Ambassador Program
 - I. Review Proposals for the Trails & Parks Millage Consultant (*Documents available at the meeting*)
5. ACTION ITEMS
 - A. [Motion](#) to Recommend a Memorandum of Understanding with The Friends of the Lansing Regional Trails for the Ambassador Program
 - B. Motion to Approve a Contract for Roofing Projects (*Document available at the meeting*)
6. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
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

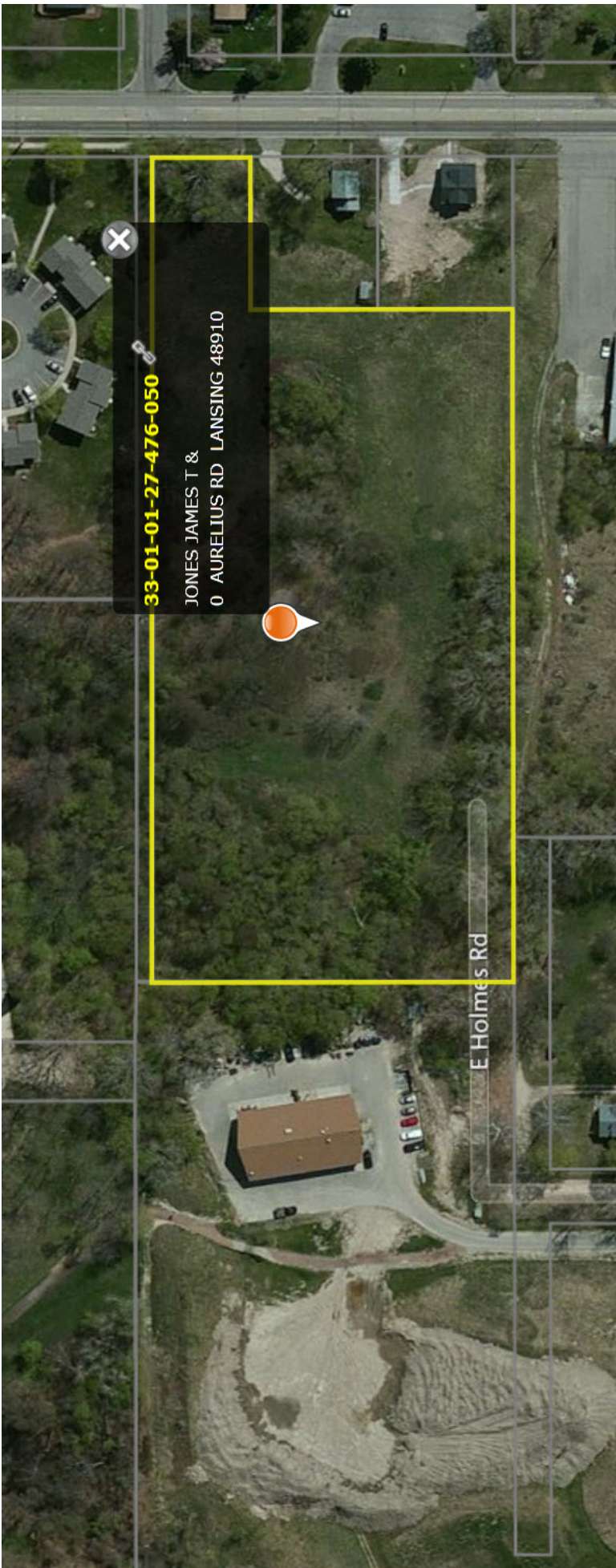
	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
Park Administration					
Revenue					
Passport Revenue	16,000	16,000	12,854	(3,146)	80.3%
Misc Revenue	3,000	3,000	356	(2,644)	11.9%
Rev trf in F101	674,251	669,451	574,041	(95,410)	85.7%
Rev trf in (Cap Imp) F101	8,000	8,000	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



**Funding for this trail improvement project is from the
Ingham County Trail and Park Millage.**



Ingham County Trails & Parks Millage Funding: \$419,663

Connecting communities for a better tomorrow!

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

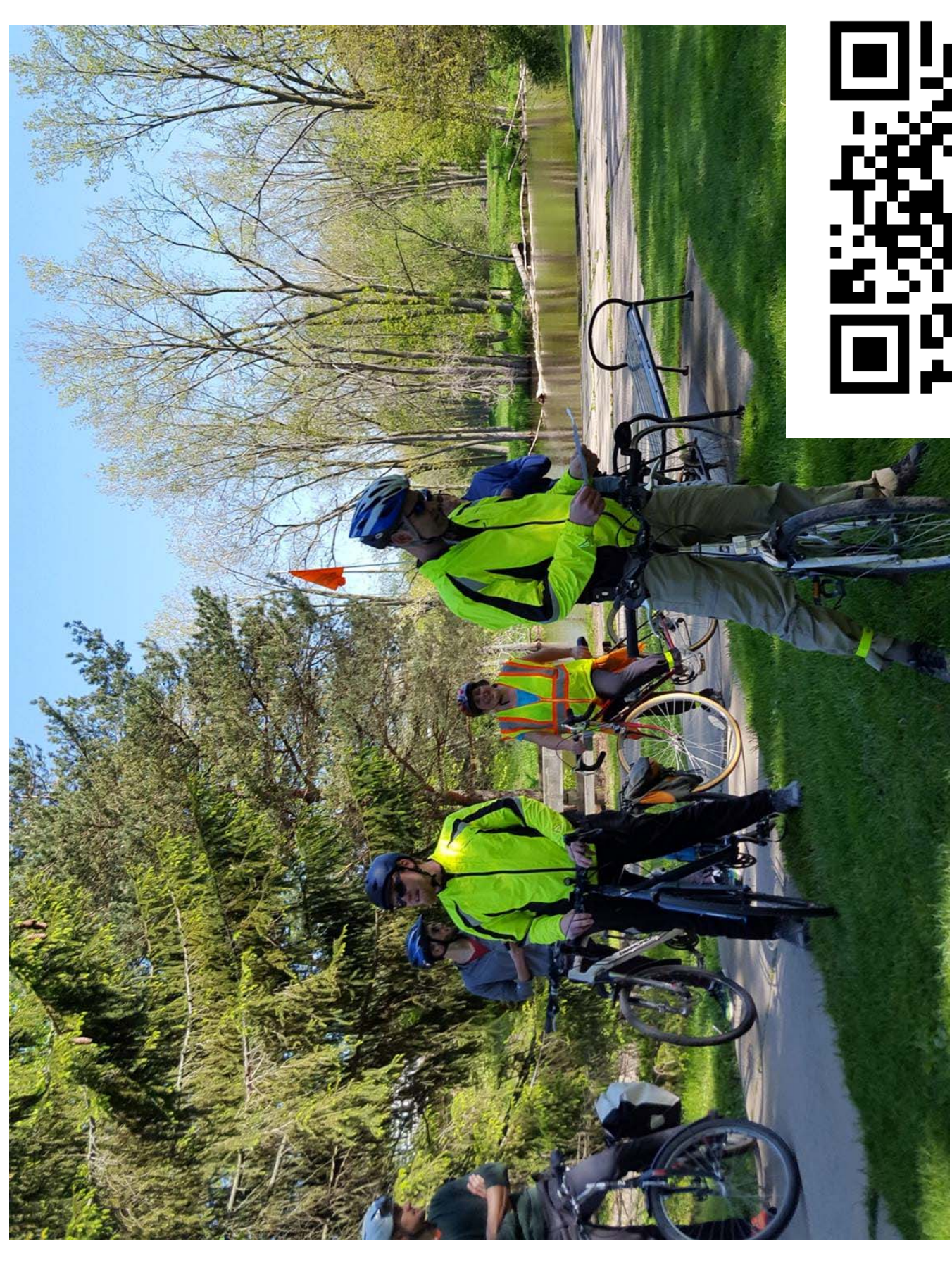
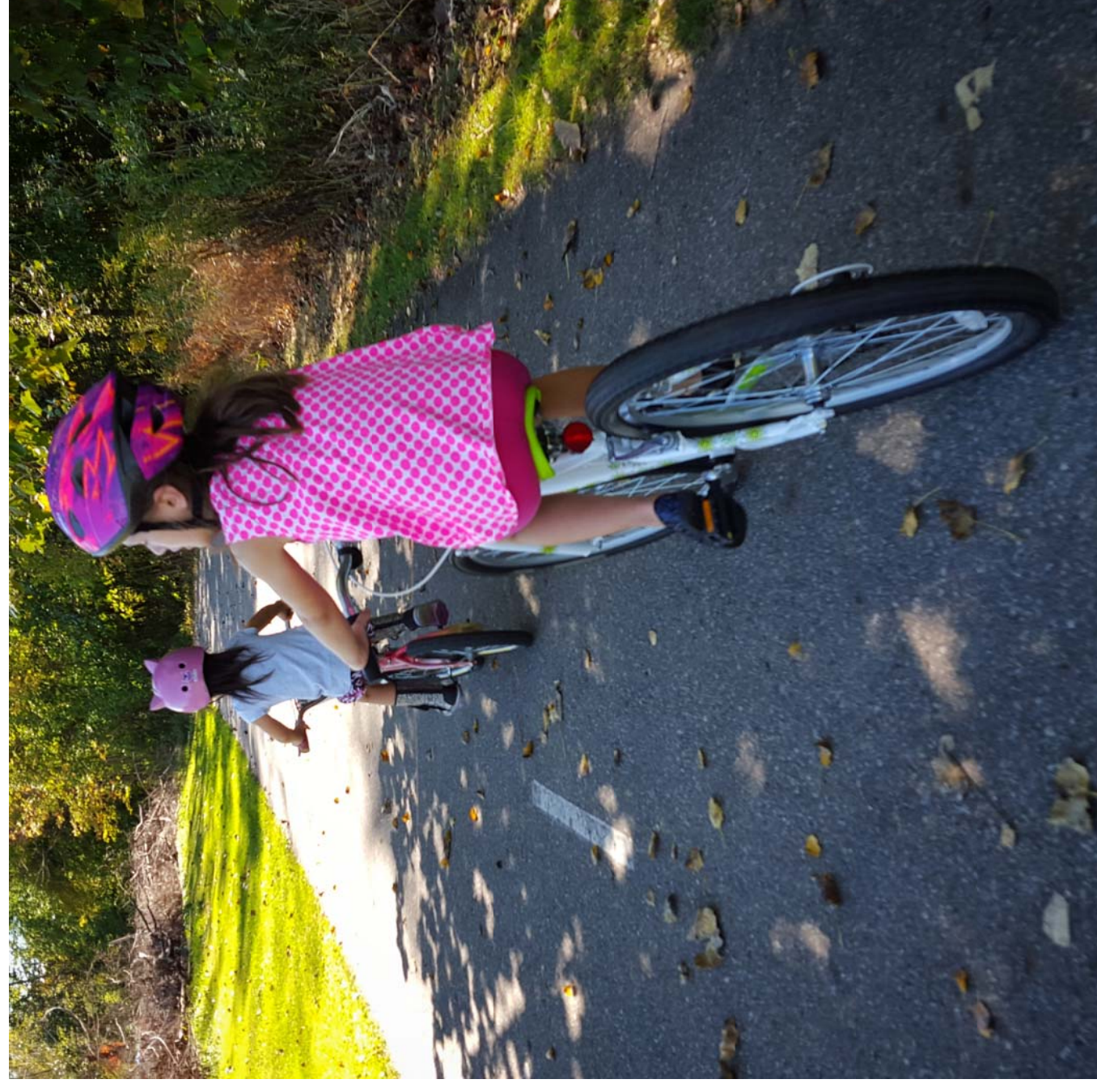




**Thank You for supporting the Ingham County
Trails and Parks Millage.**

***This Project: Ingham County Trails
and Parks Millage: \$419,663***

Connecting communities for a better tomorrow!



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

**Thank You, Ingham County
residents, for supporting the
Ingham County Trails and
Parks Millage.**

***This Project: Ingham
County Trails and Parks
Millage: \$419,663***



**Connecting communities for a
better tomorrow!**



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

To: Budget Committee

From: Karen Fraser

RE: Lake Lansing House – Financial Status Report

I reviewed the financial information for the last four years: 2012, 2013, 2014 and 2015. There were no major repairs done to the house in this time. Anticipating a similar maintenance schedule as the past 4 years, below is a revenue/cost projection. Future revenues are lower than past, as the rent has been reduced.

Annual Rental House Projection

Revenue @ \$800 per month	\$9,600
Controllable Expenses	1,277 (includes seasonal wages & maintenance supplies)
Non-Controllable Expenses	<u>3,592</u> (property taxes)
Net Revenue	\$4,731

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A REDUCTION IN THE
RENTAL RATE AT 1621 LAKE LANSING ROAD, HASLETT, MICHIGAN**

RESOLUTION # 14 – 115

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, the current tenants have asked staff to evaluate rental house rates in the area to be more competitive in the rental house market; and

WHEREAS, park staff has identified similar rental house properties in the immediate area ranging from \$685.00 to \$775.00 per month; and

WHEREAS, the current rental house rate was set in 2006 at \$930.00 per month; and

WHEREAS, due to the lack of capital improvements, the house remained empty for six months and without this recommended change in fees staff feels the house will not be a viable and competitive rental property; and

WHEREAS, staff has recommended that a new rental house rate of \$800.00 per month (\$9,600.00/year) be set for the property located at 1621 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, this new rate will continue to include mowing and snow plowing services; and

WHEREAS, this new rate will become effective April 1, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a reduction in the rental rate of the house located within Lake Lansing Park-South (1621 Lake Lansing Road in Haslett, Michigan) to the rate of \$800.00 per month, effective April 1, 2014.

COUNTY SERVICES: Yeas: Holman, Crenshaw, Nolan, Koenig, Celentino, Maiville

Nays: None **Abstained:** Tsernoglou **Absent:** None **Approved 3/18/14**

FINANCE: Yeas: Koenig, Anthony, McGrain, Bahar-Cook, Schafer, Vickers

Nays: None **Absent:** Tennis **Approved 3/19/14**

RESIDENTIAL LEASE

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF A PROVISION IN THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

THIS LEASE, made this 1st day of September, 2013, by and between Ingham County Parks Department herein called the "Landlord", and Jim Dagg and Tracey Dolinar (Jointly and severally), herein called the "Tenant".

1. DESCRIPTION AND TERM:

For and in consideration of the prompt payment of the rent as hereinafter contained and made a part of this Lease, on the part of the Tenant, the Landlord hereby leases to the Tenant and the Tenant hereby hires and takes from the Landlord the premises located in the Township of Meridian County of Ingham, and State of Michigan, located and described by street address and city as 1608 Lake Lansing Road, Haslett, beginning on the 1st day of Sept, 2013, and continuing until 11:59 o'clock in the forenoon on the August day of 31, 2014.

The Tenant agrees that no more than two (2) unrelated adults may reside on the premises without the prior written permission of the Landlord.

2. RENT:

The Tenant agrees to pay to the Landlord for rent of the premises for the term set forth in Paragraph 1, above, a total of eleven thousand one hundred sixty dollars (\$ 11,160), payable Nine hundred thirty Dollars (\$ 930) on the 1st day of September, 2013 and a like sum on or before the 1st day of each succeeding month, until the entire amount due hereunder is paid in full. The statement in this paragraph of a total amount due under this Lease does NOT constitute an authorization by the Tenant or a declaration of intention by the Landlord of a right to accelerate the balance due in the event of a default by the Tenant, except as otherwise provided or permitted by statute or court interpretation. In the event of default by the Tenant, the Tenant may not be liable for the total rental obligation stated herein because of the Landlord's obligation to minimize damages, and either party may have a court determine the actual amount owed, if any; but, neither shall this provision be construed as a waiver by the Landlord of the Tenant's reciprocal obligation to minimize damages. Rent adjustment, if any \$ 25/mo

3. LATE CHARGES FOR RENT:

In case any rent be due and unpaid or if default shall be made in covenants herein contained by the Lessee to be performed, then it shall be lawful for the said agent or the Lessor, its certain attorneys, representatives or assigns, to re-enter into, repossess the said premises and to remove and put out the said Lessee and every other occupant. If Lessee defaults in the payment of said rental and said rental remains unpaid after it shall become due, Lessee shall pay a "late charge" of \$ 4.50 per calendar day for each late day until payment is made to cover the extra expenses of Lessor or its agent involved in handling delinquent payments. Lessee agrees that in the event any rental payment is late, the foregoing provision for a late charge is not an election of remedies, and the Lessor reserves the right to pursue other remedies provided under the law, including eviction of the Lessee, but not limited to said eviction. This provision concerning the right to make a charge for a late payment should not be construed to be a grace period. Lessee agrees that acceptance by the Lessor of any rental payment after the due date, including payment of a late charge shall not be a waiver of Lessor's right to insist upon timely payments in the future.

4. SECURITY DEPOSIT:

The Tenant agrees to deposit with the Landlord the sum of four hundred fifty five dollars (\$ 455), as security for the faithful performance by the Tenant of all the covenants, conditions and agreements of this Lease. Said sum to be paid on or before the 1st day of September, 2013. Said Security Deposit shall be returned to the Tenant, as provided by 1972 PA 348 (MCL 554.601, et seq.), less any amounts owed by Tenant to the Landlord, as allowed by 1972 PA 348 (MCL 554.601 et seq.), or any other statute, for any purpose whatsoever, including, but not limited to, unpaid rent, water and utility bills, cleaning costs, and/or damages as provided in this Lease and damages to the premises beyond ordinary wear and tear, occurring during the term of this lease.

The Security Deposit is not intended to be credited by the Tenant against the final rent installment due. Landlord agrees that, pursuant to 1972 PA 384 (MCL 554.601, et seq.), the Security Deposit will be placed in the following regulated financial institution: PNC Bank located at: Lansing, Mi

NOTICE: YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL. OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

5. USE OF PREMISES:

While Tenant complies with all the provisions of the Lease, Tenant shall be entitled to the quiet use and enjoyment of the premises leased to Tenant under this Lease. The premises shall be used for residential purposes only as an apartment/house/townhouse. No activities shall be permitted upon the premises by the Tenant which are contrary to the laws of the State of Michigan, or of the United States of America, or contrary to the ordinances of Township of Meridian. Tenant shall not do, nor permit anything to be done on the premises, bring or keep anything thereon, which in any way decreases, obstructs, or interferes with the rights of other persons on the

property, or in any way injures or annoys them, or conflicts with any laws or ordinances or regulations relating to fires, or with any insurance policy provisions of the building, or any part thereof, or which conflicts with any of the rules and ordinances of the applicable departments of health.

Lawn care is the responsibility of the Lessor.

Lessee is responsible for snow removal. Parking for Lessee will be the concrete pad at the end of the drive, north of driveway. Parking along the east side of the drive is reserved for the landlord.

As a material condition of the Lease, the Lessee agrees that during the term of the Lease, no "controlled substances" as defined in the Michigan Public Health Code shall be present on the leased premises. Controlled substances shall be considered to be present on the leased premises if found on the premises or if in the possession of any person who is on the leased premises. Breach of this paragraph shall be considered a material breach of the Lease for which the Lessor may terminate this Lease, in its discretion, on thirty (30) days prior written notice to the Lessee.

Tenant further agrees to keep the premises in good condition, ordinary wear resulting from careful usage and damage by the elements without fault on the part of the Tenant alone excepted, and not to drive any nails or screws or their equivalent into the walls, ceiling, woodwork, or floors of said premises, not to attach any items on walls, ceilings, woodwork or floors with glue or other adhesive materials, or to make any changes in the internal structure of said building or any room therein without the previous written consent of the landlord.

6. WASTE AND OBLIGATIONS TO MAINTAIN PREMISES:

Tenant shall not suffer or commit any waste in or about said premises, nor the building of which they are a part and shall keep said premises together with the fixtures therein and appurtenances in a clean, sightly and sanitary condition and in good repair and free from vermin and rodents all at the expense of the Tenant and shall yield the same back to the Landlord upon termination of this Lease by expiration of the term or in any other manner, in the same condition, except as repaired or altered by the Landlord, as at the date of the execution of this Lease, loss by fire and reasonable wear and tear excepted. If, however, said premises shall not thus be kept by the Tenant, the Landlord may enter the same and put the same in good condition, and Tenant agrees to pay the Landlord, by way of damages, and in addition to the rent agreed herein the expense of the Landlord in so doing.

Tenant agrees to use all appliances and furniture furnished by the Landlord in a reasonable manner, to keep the same in good condition ordinary wear and tear resulting from careful usage and damage by the elements without fault on the part of the Tenant alone excepted.

The Tenant shall promptly repair all damages caused by his/her act or neglect of the premises, appliances, furniture or other property of the Landlord upon the demand of the Landlord. If the Tenant fails to repair any damage promptly, the Landlord may demand immediate payment for same, whether or not the Landlord has then repaired same, as damages. The enumeration of the Landlord's options herein shall in no way limit the Landlord's remedies under other provisions of this Lease or under law.

The Landlord shall repair damages to the structure or appliances not caused by Tenant's act or neglect and causing substantial interference with Tenant's quiet enjoyment of the premises. However, Landlord and Tenant agree that the Landlord shall not be responsible for loss of food, clothing, furniture or any of Tenant's other possessions in the event of appliance failure, water leak or water backup, or fire, and in no event shall Landlord be responsible for theft, vandalism or mysterious disappearance to the Tenant's property regardless of the state of security of the premises.

NOTICE: THE TENANT IS HEREBY ADVISED AND UNDERSTANDS THAT THE PERSONAL PROPERTY OF THE TENANT IS NOT INSURED BY THE LANDLORD FOR EITHER DAMAGE OR LOSS, AND THE LANDLORD ASSUMES NO LIABILITY FOR ANY SUCH DAMAGE OR LOSS. THE TENANT IS ADVISED THAT, IF INSURANCE COVERAGE IS DESIRED BY TENANT, THE TENANT SHOULD INQUIRE OF TENANT'S INSURANCE.

7. NOTICE OF REPAIRS:

In order that the Landlord may be able to effect repairs efficiently and economically, the Tenant agrees that any demand for repairs shall be in written form and that any such notice shall include all repairs deemed necessary by the Tenant at the time of notice. Failure of Tenant to include a repair in such notice shall constitute a waiver of demand for the prompt repair by the Landlord of the claimed repair. Such notice shall state in specific terms the repair demanded, and if more than one repair is included, such notice shall state the priority of importance to Tenant of the repairs listed. The Tenant shall be obligated to comply with those efforts in maintaining the operation of the structure or appliance as suggested by an instruction manual applicable thereto, and by common sense; and should upon arrival to make a repair demanded by Tenant, the Landlord or its agents find that Tenant has failed to comply herewith, or that Tenant has been improperly using such item thereby causing, or contributing to the cause of the failure, all charges attendant upon the effort to make repair, including parts and labor, shall be paid by Tenant, as damages therefor.

8. FIRE, WIND, AND FLOOD DAMAGE:

If the premises are partially damaged by fire or other causes, including acts of God and the elements, and which are not the responsibility of the Tenant, the same shall be repaired by the Landlord or any insurance company on Landlord's behalf, with all reasonable dispatch, and a proportionate reduction of rent shall be allowed

the Tenant for the time occupied in such repairs; except that, if the Tenant can use and occupy the premises without substantial inconvenience, there shall be no reduction of rent. In case the damage shall amount substantially to the destruction of the premises, then this Lease shall thereupon become null and void and the responsibilities of the Landlord and Tenant, each as to the other, with reference to the unexpired term, shall cease. If Landlord's repairs are not completed with all reasonable dispatch, Landlord shall have no liability to Tenant for any resulting delay in effecting such completion, other than a proportionate reduction of rent as provided herein.

9. CONDITION OF PREMISES:

The premises and all of the furnishings therein are accepted by the Tenant as in good condition; provided, however, that if Tenant shall find any item or part thereof which is not in good condition, or that any item set forth in the Inventory List attached hereto is incorrect in any particular, a written statement of any objections shall be delivered to the Landlord with seven (7) days after taking possession; otherwise it will be conclusively presumed that said Inventory List is correct in all particulars and the premises are all in good condition. The Inventory List is solely for the purpose of assessing damages and is not a warranty or promise by the Landlord that any item listed thereon but not found to be present will be provided or repaired by the Landlord.

Tenant agrees and admits that no representation as to condition or repair has been made by the Landlord or any agent of the Landlord, which is not herein expressed or endorsed hereon; and that no promise to decorate, alter, repair or improve either before or at the execution hereof, not contained herein, has been made by the Landlord or any agent of the Landlord.

10. ACCESS TO PREMISES BY LANDLORD:

Tenant is to permit the Landlord, or Landlord's agents, to enter said premises at all reasonable times, to make repairs or improvements thereon; for the purpose of examining or inspecting the same; to exhibit the premises to prospective buyers or tenants, governmental authorities or underwriters. The Tenant shall not alter any lock or install a new lock on any door of the premises without the written consent of the Landlord.

11. PETS:

Lessee shall not keep any animals or pets, nor shall they be allowed on said premises.

12. UTILITIES:

Lessee is to enter in his/her name the following utilities: Gas, electric, water and sewer, telephone, and cable (if desired) and is to pay the same at no expense to the agent or the lessor.

13. EVICTION:

In the event Tenant shall fail to timely pay rent or utility charges or in the event Tenant shall fail to comply with any of the other terms or covenants contained in this Lease, or in the event Tenant shall, in the use of these premises, violate any provisions of the law, ordinance, rule or regulation of any governmental authority, whether civil or criminal, the Landlord may declare this Lease terminated and may proceed to have the Tenant evicted from the premises as provided by Chapter 57 of 1961 PA 236, as amended (MCL 600.5701, et seq.).

14. SURRENDER AND HOLDING OVER OF PREMISES:

The Tenant shall, upon the termination or expiration of this Lease, surrender quiet and peaceable possession of the premises in the like good order as at the commencement of the Lease period. It is specifically agreed that Tenant shall be deemed to have surrendered possession only when all keys have been presented to the Landlord and all of Tenant's property has been removed from the premises, subject to Paragraph 15, below, pertaining to "Abandoned Property", and that Tenant may continue to be charged rent for such period prior to surrender of possession as herein provided.

Any continued occupancy of the premises after expiration of this Lease Agreement pursuant to Paragraph 1 above shall be on a month to month tenancy and on the same terms and conditions as contained in this Lease except that the Landlord shall give written notice prior to the expiration of any term created by the Lease or during its extension thereof, of its intention to change the terms and conditions of tenancy.

15. ABANDONED PROPERTY:

If the Tenant shall vacate or abandon the premises and leave any personal property on or about the premises or grounds, then such property shall be deemed abandoned by the Tenant and shall become the property of the Landlord without any liability to the Tenant therefor.

16. ASSIGNMENT:

Tenant may not assign Tenant's obligations and rights under this Lease to any other person or persons without the express written permission of the Landlord, which permission need only be given upon the proposed Assignee(s) providing the Landlord with a written application to rent on a form provided by the Landlord, the completion of such investigation of the proposed Assignee(s) by the Landlord as the Landlord may require, and the acceptance of the proposed Assignee(s) according to such standards as the Landlord may establish in connection with the rental of such premises. No assignment of the Landlord's obligations under this Lease shall in any way diminish the Tenant's rights and obligations hereunder.

17. NOTICES:

All notices required or permitted to be given to Landlord by law or by this Lease, shall be addressed to:

RENTAL PAYMENTS (Owner/Landlord): ~~Ingham County Parks Department~~
P.O. Box 178
MASON MI 48854
630 1/2 North Cedar Street, P.O. Box 178
Mason, Michigan 48854
Telephone: (517) 676-2233

REPAIRS & EMERGENCIES (Other Party):

FAT WHITE
517-204-6352

~~Robert C. Moore~~
~~630 1/2 North Cedar Street, P.O. Box 178~~
~~Mason, Michigan 48854~~
~~Telephone: (517) 676-2233~~

or to such other person or at such other location as the Landlord may, from time to time, designate in writing to Tenant.

All such notices required or permitted to be given to Tenant by law or by this Lease, during the term of this Lease, shall be addressed to Tenant at the address of the premises which are the subject of this Lease. This provision shall not be construed as relieving the Tenant from Tenant's obligations under Paragraph 4, above, pertaining to "Security Deposit", and, in particular, as provided in the "NOTICE" set forth within this Lease.

18. SEVERABILITY AND WAIVER:

Invalidation of any of the provisions of this Lease by judgment, court order, or statute, shall not affect any of the other provisions of this Lease, which shall remain in full force and effect.

One or more waivers of any covenant, condition, obligation, rule or regulation on the part of the Landlord shall not be construed as a waiver of further breach of the same.

19. CONSTRUCTION OF TERMS:

This Lease, including the Inventory List and any other documents appended hereto, contains each and every one of the agreements, covenants, oral or otherwise, to this Lease. Any modifications or additional provisions requested by the Tenant and agreed to by the Landlord shall be entered in writing on such document(s) and the absence of any such entry shall be construed as a conclusive presumption that no modification or additional provision has been agreed to. All such entries shall be made on all copies of such document(s) and the absence of any such entry from any copy shall not be construed as a charge upon any party whose copy has not been so endorsed.

This Lease shall be construed according to the law of the State of Michigan.

It is further expressly stipulated and agreed between the parties hereto that the use of the masculine, feminine or neutral terms of gender shall be construed as applying to the parties referred thereby regardless of gender, and that the use of the singular and plural shall be construed as applying to the parties referred thereby whether singular or plural. Except as otherwise limited herein, the covenants and agreements herein contained shall be binding upon and inure to the respective parties, their successors, heirs, executors, administrators and assigns, and may be exercised by the party or an attorney or agent of the party.

Nothing contained herein shall be construed as violating or intending to violate the provisions of 1978 PA 454 (MCL 554.632, et seq.); 1968 PA 295 (MCL 554.139); 1972 PA 348 (MCL 554.601, et seq.); 1976 PA 453 (MCL 37.2101, et seq.); 1976 PA 220 (MCL 37.1101); 1961 PA 236 (MCL 600.2918; 600.5701, et seq.); or 1976 PA 331 (MCL 445.901, et seq.).

Nothing contained herein shall be construed as exculpating the Landlord from liability for the Landlord's failure to perform, or negligent performance of a duty imposed by law; however, a party shall be released from all liability arising from loss, damage, or injury caused by fire or other casualty for which insurance is carried by the other party, under a policy which permits waiver of liability and waives the insurer's rights of subrogation, to the extent of any recovery by the insured party under the policy.

Nothing contained herein shall be construed as releasing either party from a duty to mitigate or minimize the damages to the other party. Should any provision of this Lease be prohibited by statute or declared unenforceable by a published decision of the supreme court of this state or the United States Supreme Court relating to the law of this state, not less than 90 days before the execution of this Lease, such provision shall be null and void and of no effect, and this Lease shall be read as if such provision were not included herein.

LESSEE ACKNOWLEDGES RECEIPT OF THE INVENTORY CHECKLIST. IF TENANT INTENDS TO VACATE AT ANY TIME AFTER THE COMMENCEMENT OF THIS AGREEMENT, A 30 DAY PRIOR WRITTEN NOTICE IS REQUIRED, OR LESSEE SHALL BE LIABLE FOR ONE (1) MORE MONTH'S RENT. A 30 DAY PRIOR WRITTEN NOTIFICATION MUST BE GIVEN TO INGHAM COUNTY PARKS DEPARTMENT, P. O. BOX 178, MASON, MICHIGAN 48854.

IN WITNESS WHEREOF, the parties hereunto set their hands as of the day and year first above written.

WITNESS

Pat Witte

INGHAM COUNTY PARKS DEPARTMENT

Pat Witte 8-17-13

Lessor

LESSEE

JAMES L DABBY

James L Dabby

Lessee

Tracey Dolinar

Tracey Dolinar

Lessee

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Fee Waiver Research – July 2016

Board of Commissioner Resolutions

BOC Resolution #09-264 – Resolution Restructuring the Revenue Collection of Parks Vehicle Entrance Fees

BOC Resolution #02-222 – Resolution Implementing a Park Vehicle Entry Fee

Park Commission Resolutions

Parks Resolution #21-10 – Resolution Amending the Shelter Waiver Policy Parks Resolution 23-04

Parks Resolution #23-04 – Resolution Modifying the Shelter Waiver Policy Parks Resolution #38-98

Parks Resolution #25-04 – Resolution Modifying the Ingham County Parks Big Brother Big Sister Waiver Program Parks Resolution #87-92

Fee Waiver Survey

Clinton County - Local government units and 501(c)(3) non-profit organizations located in Clinton County providing a free public service to county residents may request a waiver of fees. Member social events are not eligible for a waiver. Waivers are more likely to be approved for weekday than weekend dates.

Eaton County – Shelter rental fees are waived for schools, civic organizations and youth, Monday – Friday, for groups in Eaton County and out of Eaton County. School busses may enter the parks for free, additional vehicles pay the vehicle entry fee.

Jackson County - Shelter fees are waived for non-profit groups from Jackson County and outside Jackson County. Fees are waived for private schools, but not public schools.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESTRUCTURING THE REVENUE COLLECTION
OF PARKS VEHICLE ENTRANCE FEES**

RESOLUTION #09-264

WHEREAS, as part of the 2010 Budget process, departments were requested to submit a budget identifying significant reductions; and

WHEREAS, vehicle entrance fees are collected seven days a week, year round at Burchfield Park, while vehicle entrance fees are collected at Lake Lansing Park–South and Hawk Island Park on Saturdays, Sundays, and Holidays only from Memorial Day through Labor Day; and

WHEREAS, county policy provides for free entry for those individuals who determine the fee would be a hardship, and free entry passes are routinely provided to Capital Area Community Services to provide access to the county parks; and

WHEREAS, in the current economy climate it is likely more hardship passes will be requested and the sale of annual passes will rise; and

WHEREAS, having an attendant at the entrance gate provides a sense of security to park visitors and provides a safer environment for park visitors; and

WHEREAS, collecting vehicle entrance fees at all three parks seven days a week, year round at the current rates will result in an additional annual revenue amount of approximately \$140,717; and

WHEREAS, the Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts for the residents of Ingham County; and

WHEREAS, the Parks & Recreation Commission supported the concept of a restructure of the parks vehicle entrance fee collection with the passage of Resolution #25-09 at their July 27, 2009 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a restructuring of the parks vehicle entrance fee collection so that vehicle entrance fees will be collected seven days a week, year round at Burchfield Park, Lake Lansing Park–South and Hawk Island Park at the current rates listed below:

- Resident Daily - \$2
- Resident Annual - \$20
- Non-Resident Daily - \$4
- Non-Resident Annual - \$40

RESOLUTION #09-264

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes a “Monday Free Day” each week with regard to entry fees at Burchfield Park, Lake Lansing Park-South, and Hawk Island.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the waiver of the entrance fees at Lake Lansing Park-South one hour before and during the free Friday night concerts in the park hosted by the Ingham County Parks Bandshell Committee in order to encourage continued increases in attendance at this event.

BE IT FURTHER RESOLVED, that the Ingham County Parks will continue its policy of waiving the vehicle entrance fee for anyone for whom the fee would be a hardship.

BE IT FURTHER RESOLVED, that as a general matter, fees will not be collected in situations where it is expected the cost of collecting fees would consume over 50% of the revenue.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to include the additional \$140,717 in projected revenue as part of the 2010 Controller Recommended Budget.

COUNTY SERVICES: Yeas: Celentino, Copedge, Grebner, Vickers
Nays: None **Absent:** Koenig, Holman **Approved 8/18/09**

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan
Nays: None **Absent:** None **Approved 8/19/09**

Introduced by the Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IMPLEMENTING A PARK VEHICLE ENTRANCE FEE

RESOLUTION #02-222

WHEREAS, as requested by the Ingham County Board of Commissioners, the Park Board has provided a recommendation regarding the implementation of user fees whose proceeds are to be used for providing lifeguards, for the implementation of other safety improvements, and for operational and capital needs at Ingham County Parks; and

WHEREAS, the Ingham County Board of Commissioners has considered their recommendations; and

WHEREAS, the Board of Commissioners has determined that it is appropriate to implement a Vehicle Entrance Fee at Hawk Island and Lake Lansing Park **South**, in addition to continuing the existing Vehicle Entrance Fee at Burchfield Park; and

WHEREAS, it is estimated that the Vehicle Entrance Fee will generate gross revenues of \$77,000 annually, for a net of \$60,000 the first year and \$70,000 in future years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Vehicle Entrance Fee at Hawk Island, Lake Lansing **South**, and Burchfield parks as follows:

- < Effective date will be January 1, 2003.
- < A daily Vehicle Entrance Fee is established in the amount of \$2.00 per car per day for County residents and \$4 per car per day for non-County residents, or an annual permit of \$20 per car for County residents and \$40 per car for non-County residents; however, there will be no charge for pedestrians or bicyclists.
- < Both annual and daily permits will be valid at all Ingham County Park locations.
- < The fee will be in effect at Lake Lansing **South** and Hawk Island Park from Memorial Day to Labor Day, weekends and holidays only. The fee structure at Burchfield Park will remain the same \$2.00 per day, seven days per week, year round. Non-County residents will be charged \$4 per day, 7 days per week, year round.
- < There will be an option for low income residents to obtain a pass free of charge on site at Lake Lansing **South**, Hawk Island, and Burchfield parks during hours at which such fee is being collected, and through Capital Area Community Services or other appropriate agencies. The Parks Department shall aggressively pursue dissemination of information regarding this program, including signage at the entrance fee collection points.

RESOLUTION #02-222

- < There will be an exemption from the Vehicle Entrance Fee for vehicles being driven into the parks solely for the purpose of picking up or dropping off park visitors.
- < **The Parks Board will have the discretion to waive the fee as deemed appropriate.**

BE IT FURTHER RESOLVED, that the determination of status as a resident of Ingham County, or as having limited income will be based solely upon the person=s statement, without requiring documentary evidence.

BE IT FURTHER RESOLVED, that the Parks Board is directed to take the necessary actions to develop the appropriate procedures to implement the Vehicle Entrance Fee as provided for in this resolution, and to submit these procedures to the Board of Commissioners for approval prior to implementation.

BE IT FURTHER RESOLVED, that the proceeds are to be used for providing lifeguards, for the implementation of other safety improvements, and for operational and capital needs at Ingham County Parks.

BE IT FURTHER RESOLVED, that the regular open hours for the beaches at Lake Lansing **South**, Burchfield and Hawk Island will be from 9:00 a.m. until 9:00 p.m. when warranted by public demand.

ADMINISTRATIVE SERVICES/PERSONNEL: Yeas: Swope, De Leon, Celentino, Severino

Nays: Lynch **Absent:** None **Approved 9/10/02**

FINANCE: Yeas: Grebner, Stid, Swope, Krause, Hertel, Schafer, Minter

Nays: None **Absent:** None **Approved 9/11/02**

INGHAM COUNTY **PARKS** & RECREATION COMMISSION

Meeting of June 28, 2010
RESOLUTION #21-10

RESOLUTION AMENDING THE SHELTER WAIVER POLICY

WHEREAS, Resolution #38-98, Section 1.3 (Reservation Process, Cancellation, Refund and Waiver Policy) approved a modification to the picnic shelter use policy and Resolution #23-04 modified the shelter waiver policy to establish guidelines whereby waivers would be granted; and

WHEREAS, multiple requests for shelter waivers have been received from agencies outside of Ingham County, and

WHEREAS, Ingham County Parks and activities are supported by the citizens of Ingham County.

THEREFORE BE IT RESOLVED, that the following guidelines shall apply to the waiving of shelter reservation fees for Ingham County agencies or charities:

Shelter fees may be waived for:

- Events where a substantial amount of the proceeds are donated to a charitable Ingham County organization. The organizer will provide a letter indicating projected amount to be donated to charity.
- An Ingham County school district or organized non-profit Ingham County youth group whose members are 18 years or under when the event is scheduled Monday through Friday.
- The Director of Parks has the additional authority and discretion to waive the shelter reservation shelter fee.**

BE IT FURTHER RESOLVED, that the Potter Park Zoo is considered a regional attraction and shelter waivers requests from outside of the county will be accepted at Potter Park.

BE IT FURTHER RESOLVED, that requests for shelter reservation fee waivers by the organizations listed above must be made in writing explaining the reason upon which the request for the fee waiver is based.

BE IT FURTHER RESOLVED, that non-profit groups requesting waivers must have a federal identification number that will be verified prior to approval.

BE IT FURTHER RESOLVED, that the guidelines listed above supercede all previous resolutions relative to shelter waiver policies.

BE IT FURTHER RESOLVED, that the guidelines listed above take effect January 1, 2011.

Moved by Mr. Monsma and Supported by Mr. Czarnecki that Resolution #21-10 be approved. Yes-6; No-0. MOTION CARRIED.

INGHAM COUNTY **PARKS** BOARD

Meeting of November 22, 2004
RESOLUTION #23-04

RESOLUTION MODIFYING THE SHELTER WAIVER POLICY

WHEREAS, Resolution #38-98, Section 1.3 (Reservation Process, Cancellation, Refund and Waiver Policy) approved a modification to the picnic shelter use policy; and

WHEREAS, multiple requests for shelter waivers have been received, and a need has been identified to expand the shelter waiver policy to include these organizations.

THEREFORE BE IT RESOLVED, that the following guidelines shall apply to the waiving of shelter reservation fees:

Shelter fees may be waived for:

- Events where a substantial amount of the proceeds are donated to a charitable organization. The organizer will provide a letter indicating projected amount to be donated to charity.
- A school district or organized non-profit youth group whose members are 18 years or under when the event is scheduled Monday through Friday.
- The Director of Parks has the additional authority and discretion to waive the shelter reservation fee for, including but not limited to, the following types of organizations:

Volunteer Groups Associated with the Parks Department
Charity Organizations Possessing a Non-Profit ID Number
Military Organizations
Youth Group Organizations
Ingham County Departments
Other Park and Recreation Agencies Conducting Public Programs

BE IT FURTHER RESOLVED, that requests for shelter reservation fee waivers by the organizations listed above must be made in writing explaining the reason upon which the request for the fee waiver is based.

BE IT FURTHER RESOLVED, that non-profit groups requesting waivers must have a federal identification number that will be verified prior to approval.

BE IT FURTHER RESOLVED, that the guidelines listed above supercede all previous resolutions relative to shelter waiver policies.

Moved by Mr. Veenstra and **Supported by** Ms. Tillman that Resolution #23-04 be approved as amended. **Yes-5; No-0. MOTION CARRIED.**

INGHAM COUNTY PARKS BOARD

Meeting of November 22, 2004
RESOLUTION #25-04

RESOLUTION MODIFYING THE INGHAM COUNTY PARKS BIG BROTHER BIG SISTER WAIVER PROGRAM

WHEREAS, at the August 13, 1992 the Ingham County Parks Board passed Resolution #87-92, approving a waiver and/or discount of park activity rental fees for participants in the Big Brother/Big Sister programs; and

WHEREAS, the current Big Brother/Big Sister "Bonus Program" asks that the Parks Board support the organization by committing to a partnership with the Big Brother/Big Sisters organization.

THEREFORE BE IT RESOLVED, that the Ingham County Parks Board, in support of the Big Brother/Big Sister organization, **approves the waiver of park activity rental fees and vehicle entrance fees** for both the child ("little brother" or little sister") and the Big Brother or Big Sister accompanying the child involved in the Big Brother/Big Sister program.

THEREFORE BE IT FURTHER RESOLVED, that in order to participate in the "Bonus Program" the Big Brother or Big Sister accompanying the child must present proper identification to verify that he/she is a program participant.

THEREFORE BE IT FURTHER RESOLVED, that this resolution supercedes all previous resolutions relative to the Big Brother/Big Sister Program.

Moved by Ms. Weil and **Supported by** Mr. Veenstra that Resolution #25-04 be approved as written.
Yes-6; No-0. MOTION CARRIED.

No Fee Park Reservation Research - 2015 Data Used

	Shelter Reserved Frequency	General Reservation No Shelter		Shelter Reserved Frequency	General Reservation No Shelter
Non Profit Shelter Reservations			Schools		
Autumn Classic	3		Adventure Club *		1
Baseball Banquet	1		Bath Elementary - Voyager *	1	
Big Bros/Sisters	2		Beagle School *	1	
Bill Earl Fishing Program	1		Beekman Center	2	
Friends of Ingham Co. Parks	13		Cavanaugh Elementary	1	
Helping Hands Christian Center	1		Chess - Home School	2	
Holt Hardball		53	Cole Academy	1	
Justice in Mental Health	1		Everett	3	
Mason Optimists	1		Fairview Stem	1	
MSU - Youth	1		Firsts Nazarene Child Care		9
Oak Park YMCA		14	Gier Park Elementary	1	
Westside YMCA		5	Great Start Collaborative	2	
Work of Christ Daycamp	5		Haslett High School	3	
YMCA - Lansing	14	13	Haslett Middle School	3	
Total Non Profit	43	85	Hiawatha Elementary	2	
			Holt High School	1	
Special Events			IHM	3	
Animal Control - Egg Hunt	3		IISD	1	
Balance Bootcamp		52	Island City Acadamey		1
Baseball Practice		28	Kid Time PreSchool	1	
Canoe Practice	3	2	Kid's Corner	1	
Capital City River Run		1	Lansing Christian	4	
Cedar Fest		4	Lansing School District	3	
Earth Day	1		Lansing STEM	1	
Firefighters for Kids	1	1	LEAP Program		1
Fun Run/Playmakers/Sp Olympic	1		Leslie Schools	2	
Safety Picnic	4		Lighthouse Daycare		1
Scouts	12	4	Mercy Elementary	1	
Winter Warm Up	2		MSU - High School Honor	1	
Youth Outdoor Day/Fishing	1		Mt Hope Steam	1	
Total Special Events	28	92	Murphy Elementary	1	
			REO Elementary	1	
			Riddle Elementary	1	
			St. Martha	2	
			St. Michaels		1
			Wilkshire Elementary	5	
			Windemere Park Charter	7	6
			Total Schools	60	20
			Grand Total All Events	131	197

2015-No Charge Event Visitation: 17,013








* Out of Ingham County



FLRT Trail Ambassador Program

Keeping all of the Lansing Regional Trails maintained, safe, and fun is essential to the longevity and future growth of this grand treasure. For those of you who LOVE the trails, and wish to be a part of the elite team that will help to accomplish this, FLRT is pleased to announce the launch of the FLRT Trail Ambassador Program. Formally collaborating with Ingham County and the many communities that are home to the Lansing Regional Trails, the volunteer FLRT Trail Ambassadors will be the eyes, ears, and heart of the trails.





Aligned with the mission of the FLRT Trails group, the goals of the Trail Ambassador Program are to support and raise awareness for a safe, clean, and thoughtfully-expanded Lansing Regional Trail System. Objectives of the program include:

-  Preventive, light trail maintenance
-  Reporting trail maintenance issues
-  Assisting and educating trail users
-  Representing the FLRT Trails group on and off the trails
-  Administrative functions to help support FLRT's efforts
-  Modeling good trail etiquette
-  Having fun out on the trails

Trail Ambassador Roles:

While all Trail Ambassadors volunteer to help monitor and be stewards of the trails, Ambassadors will choose one of the following roles based on interest and skills:

Preventive Maintenance Ambassadors are regular trail users who will report back regarding any issues on the trail. They will:

-  Choose to focus on a segment (or two!) that they use most often
-  Perform light, preventive maintenance that help to prolong the life of the trail (examples include trimming brush, clearing vegetation that is creeping alongside or on the trail, repairing boards on a boardwalk section)
-  At times, all Ambassadors will be invited to help with rotating projects needing many hands elsewhere on the trail system
-  Have fun out on the trails and be the eyes, ears, and muscles in the group!

The Friends of the Lansing Regional Trails will support and raise awareness for safe, clean, and thoughtfully-expanded Lansing Regional Trail System



- Are you a trail enthusiast who is ready to serve our trails at a higher level? We are also seeking individuals interested in taking on the role of **Segment Leader** for each of the segments in the FLRT trail system.

Trail Program and Outreach Ambassadors are volunteers who have a specific skill set or knowledge base that would create awesome user experiences out on the trails, or love to talk up the trails in general. They will:

- Create or identify programs to promote on the trails, or partner with other organizations that are interested in developing programs to serve the users
- Volunteer to lead or work on a program
- Examples include nature, historical, or environmental education or recreation, safety, aesthetic, or athletic programs
- Conduct community outreach and represent FLRT out in the community or at various events
- Have fun out on the trails and be the creative ones in the group!

Project Ambassadors are volunteers who would prefer to focus on specific projects that will enhance the beauty of our trails. They might:

- Plant and adopt a garden bed
- Help construct benches or other handy projects

Administrative Ambassadors are volunteers who like details and prefer to keep track of things and help keep the administration of the Trail Ambassador Program running smoothly. They will:

- Help manage volunteer tracking, communications, and coordinating various efforts
- Have fun out on the trails and be the organized ones in the group!

Not quite sure how to do what needs to be done? Don't worry; all Ambassadors will attend a training session to learn the specifics of the program and their specific roles.

Join us by completing a Trail Ambassador registration form today!

The Friends of the Lansing Regional Trails will support and raise awareness for safe, clean, and thoughtfully-expanded Lansing Regional Trail System

PART TIME TRAIL VOLUNTEER COORDINATOR JOB DESCRIPTION draft 7-13-16

1. Point person for calls, texts, and emails about issues on the trail concerning things that relate to maintenance, such as trees down, weeds that need to be trimmed, etc.
 - a. Contact correct local authority about maintenance needed, or contact appropriate volunteer to take care of the problem
 - b. Follow up with person who submitted the problem by acknowledging the receipt of the communication and then when the problem is taken care of.
 - c. Follow up with local authorities to let them know what was done
 - d. Maintain a log of activity and report that each month to both FLRT and Ingham County Parks boards
2. Schedule volunteer training, meetings, and work sessions throughout the year.
3. Organize thank-you events for volunteers semi-annually.
4. Work with local authorities, FLRT, Ingham County Parks, and the trails millage consultant on signs, both directional and informational, and the implementation, placement, and appropriateness of signs on the trails.
5. Keep all local authorities up to data on volunteer work and events.
6. Work with local authorities on maintaining and improving bike paths and bike access to the trails.
7. Work with each municipality on the specific needs and interests of their trail section, including tools available, what their Parks or grounds staff do and don't do, how they want to be contacted, etc.
8. Keep in touch with section leaders and meet with them as needed for training or updates.
9. Plan and execute educational, recreational, and social events for the public and volunteers.
10. Attend Ingham County Parks meetings each month to update the Parks Commissioners and ask for input or concerns about work that needs to be done.
11. Promote the program within each community, by social media, attending meetings, and other avenues of reaching the public.
12. Contact each volunteer when they sign up.

13. Monthly newsletter to all volunteers, Parks departments, heads of communities.
14. Research and implement innovative uses of the trail, programs for the public, and events for the volunteers.
15. Attend local and state training, events, and meetings as appropriate.
16. Review and maintain volunteer applications as submitted online or on paper.
17. Other duties as deemed appropriate and as needed.

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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