

# AGENDA

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

The packet is available on-line by going to [www.ingham.org](http://www.ingham.org), choosing the "Monthly Calendar," and clicking on Monday, May 23, 2016

## Monday, May 23, 2016

### 6:00pm

# PARKS & RECREATION COMMISSION MEETING

Winter Sports Building  
Burchfield Park  
881 Grovenburg Road  
Holt, Michigan



**NOTE  
CHANGE IN  
LOCATION**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes  
[Minutes](#) of April 25, 2016 regular meeting will be considered
4. Limited Public Comment ~ *Limited to 3 minutes with no discussion*
5. APPROVE THE AGENDA  
Late Items / Changes/ Deletions
6. ADMINISTRATIVE REPORTS
  - A. [Director/Administrative Office](#)
  - B. [Park Managers](#)
  - C. Annual Report (*Available at the Meeting*)
  - D. Strategic Plan (*Available at the Meeting*)
7. OLD BUSINESS
  - A.
8. NEW BUSINESS
  - A.
9. REPORTS OF STANDING COMMITTEES
  - A. Planning & Community Outreach Committee – Ms. Hamrick
  - B. Budget & Personnel Committee - Mr. Schelke
    - i. [Financial Report](#)
10. ACTION ITEMS
  - A. [Motion](#) to Recommend the 2017 Budget
  - B. [Resolution](#) Authorizing the Establishment of Ingham County Employee Discount Events
  - C. [Resolution](#) to Approve a Contract with ComSource Inc. for Radios
  - D. [Motion](#) to Recommend the Trail Project Applications
  - E. [Motion](#) to Re-Org Ranger I Position to Assistant Manager I
  - F. [Motion](#) for Trail Ambassador Program Support
11. [Correspondence & Citizen Comment](#)
12. Board/Staff Comments

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

**14. Upcoming Meetings**

- A. Date: Monday, June 20, 2016; Time: 6:00pm  
Planning & Community Outreach Committee Meeting
- Date: Tuesday, June 21, 2016; Time 12:00pm  
Budget & Personnel Committee Meeting
- Date: Monday, June 27, 2016; Time: 6:00pm  
Parks & Recreation Commission Meeting

**15. Informational Items – Distributed at Commission Meeting**

- A. County Services, Finance Committee, and Board of Commissioner Meeting Minutes  
(Items pertaining to the Parks Department)
- B. Newspaper Articles

**16. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Ingham County Parks & Recreation Commission will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities a the meeting upon five (5) working days notice to the Ingham County Parks & Recreation Commission. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks & Recreation Commission by writing to the Ingham County Parks Department, P.O. Box 178, Mason, Michigan 48854, or by calling 517.676.2233.

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**Ingham County Parks & Recreation Commission Members:** Chair Sarah Nicholls, Vice-Chair Matt Bennett, John Czarnecki, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas  
**Ingham County Park Staff:** Director Tim Morgan, Burchfield County Park Assistant Manager I Tim Buckley, Hawk Island County Park Manager II Brian Collins, Hawk Island County Park Assistant Park Manager II Coe Emens III, Financial Coordinator Karen Fraser, Burchfield County Park Manager II Jeff Gehl, Accounting Clerk Raelyn Kateley, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing Park Manager II Pat Witte

**DRAFT MINUTES OF THE MEETING**  
**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**121 E. Maple Street, Suite 102, Mason, Michigan 48854**  
**April 25, 2016**

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

**Board Members**

**Present:** Matt Bennett, Cherry Hamrick, Jonathan Schelke, Commissioner Carol Koenig, Commissioner Teri Banas, and Paul Pratt (Arrived 6:03pm)

**Absent:** John Czarnecki, Robin Lewis and Sarah Nicholls

**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, Elaine Ferris Mason City Council Member, and Steve Leiby Tri County Bicycle Association

**Call to Order:** Vice-Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 6:00pm

**Minutes:** **Moved by** Mr. Schelke and **Supported by** Ms. Hamrick to approve the March 28, 2016 minutes of the regular meeting as written.  
**Yes-5; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None.

**LATE ITEMS / CHANGES / DELETIONS**

Agenda Item #9Bi – Revised Financial Report and Agenda Item #11 – additional citizen comment.

**ADMINISTRATIVE REPORTS**

Mr. Morgan stated Ms. Wallace and Ms. Fraser worked on the Parks Department webpage to transition the millage information from the Michigan Trails and Greenways Association (MTGA) webpage. Mr. Morgan stated we will share the link to the page with the Park Commissioners.

Commissioner Banas asked for an update on the staff position for the Trails and Parks Millage. Mr. Morgan stated he met with Mr. Cypher and Mr. Parsons have a draft outline for the position. Mr. Morgan stated he inquired with Mr. Conklin if the Road Department wanted to share an employee and Mr. Parsons will be following up with him. Mr. Pratt will inquire with the Drain Commissioner to see if the Drain Department may be interested in sharing an employee. Discussion.

Commissioner Banas inquired if we have a map that would show connections and gaps of trails within Ingham County. Mr. Morgan stated he will meet with Doug Stover of the Equalization Department to review the different layers that Mannik Smith provided. Mr. Schelke asked when the applications are due for the first round of the Trails and Parks Millage. Mr. Morgan stated April 29, 2016 for the first round and June 1, 2016 for the second/bridge round. Mr. Morgan stated the asphalt applications will be reviewed by the Park Commission for recommendation to the Board of Commissioners.

Commissioner Koenig asked for a status update on the temporary summer hiring process. Mr. Gehl stated the volume of applications we receive is down and other local park departments are also having the same

issue. We also have difficulty in finding enough lifeguards. Mr. Schelke asked if other county park areas are paying more. Mr. Witte said it is a pay issue, for example, Menards and McDonalds pay more than park positions. Mr. Schelke and Commissioner Koenig asked for a wage survey for area lifeguards. Mr. Gehl stated he has three lifeguards returning this year. Mr. Bennett stated another issue is that it is easier to work at an enclosed pool than an open outdoor environment. Mr. Bennett recommended we may need to raise the wage for lifeguards. Commissioner Koenig recommended paying fifty to seventy five cents more than local area lifeguards.

**OLD BUSINESS**

Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees~ Commissioner Koenig stated this initially came about as a wellness program to have employees be more health conscious and no one ever used this program. A year ago, we tried to streamline the fee list and eliminate those fees that were not used. Mr. Morgan stated the resolution was tabled at County Services who asked for an alternative program. Mr. Morgan stated it is on the agenda for the park staff meeting. Discussion.

**NEW BUSINESS**

Support for Drain Office/MidMeac NRPA Great Urban Parks Grant~ Mr. Pratt provided an overview of the grant.

**Motion to Approve The letter of support for the Drain Office/MidMeac NRPA Great Urban Parks Grant**

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY COMMISSIONER BANAS TO APPROVE

The letter of support for the Drain Office/MidMeac NRPA Great Urban Parks Grant.

THE MOTION CARRIED UNANIMOUSLY. Absent: John Czarnecki, Robin Lewis and Sarah Nicholls.

**REPORTS OF STANDING COMMITTEES**

Planning & Community Outreach Committee ~ Ms. Hamrick stated the main focus of the Planning Committee was that the Friends of the Regional Trails is interested in spearheading the Adopt a Trail Ambassador Program and Wayfinding Committees. Mr. Hamrick stated the next meeting is at 5:30pm on July 11, 2016 at the Lansing Brewing Company. Discussion.

Budget & Personnel Committee

Mr. Schelke stated the Budget Committee discussed changes for the financial report. Discussion.

**ACTION ITEMS:**

**MOTION TO ENTER INTO A CONTRACT WITH LANSING ASPHALT, A DIVISION OF SUPERIOR ASPHALT INC. FOR IMPROVEMENTS TO 1.5 MILES OF THE LANSING RIVER TRAIL AND PARKING LOTS LOCATED WITHIN HAWK ISLAND COUNTY PARK**

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: John Czarnecki, Robin Lewis and Sarah Nicholls.

**CORRESPONDENCE & CITIZEN COMMENT**

Mr. Bennett referenced the additional citizen comment from Ron Hoffman in the late packet. Ms. Wallace stated her understanding of the process from discussions last year, was that the pass could be swapped between cars and park staff would not require park visitors to immediately place the sticker on their windshield, until a permanent solution was determined with the forthcoming revenue management system. Mr. Morgan stated no decision was made last year; the thought was to have the revenue management system come up with a final decision. Mr. Bennett stated this was not his understanding. Mr. Morgan stated that we don't have the revenue management system in place, and we want to be on the same page. We either allow moving the passes between vehicles or enforce the rule to adhere the pass to the window immediately. Mr. Schelke stated it is important that the pass is affixed to the window. Mr. Schelke stated some people don't buy the pass since they have multiple vehicles. Mr. Schelke said he doesn't like the employees being the heavies at the gatehouse. Commissioner Koenig said as long as you have a pass you should get into the park. Mr. Morgan said people can also apply for hardship passes, and we have had entire shelter reservations ask for hardship passes. Commissioner Banas stated the process should not be confrontational; we should welcome visitors to the park. Mr. Witte asked for clarification – how should park staff interact with the visitor. Mr. Schelke suggested handing the pass to the customer instead of sticking the pass to the window. All present agreed-the pass will just be handed to customers who can decide if they will affix the pass to the window or swap between vehicles.

**Motion Regarding the Annual Parking Pass Procedure**

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

Persons who have an annual parking pass will be allowed to drive their vehicle into the park, one pass per vehicle per visit.

THE MOTION CARRIED UNANIMOUSLY. Absent: John Czarnecki, Robin Lewis and Sarah Nicholls.

Mr. Witte asked if this applies to the boat launch. Mr. Witte stated it is \$50 for an annual boat launch pass or \$5 daily pass. Mr. Witte stated there is a hardship program for the boat launch too. Mr. Bennett stated this is a separate issue. All present agreed-the pass will just be handed to customers who can decide if they will affix the pass to the window or swap between vehicles.

**Motion Regarding the Lake Lansing Boat Launch Annual Pass Procedure**

MOVED BY COMMISSIONER KOENIG, SUPPORTED BY COMMISSIONER BANAS TO APPROVE

Persons who have an annual Lake Lansing boat launch pass will be allowed to drive their vehicle into the park, one pass per vehicle per visit.

THE MOTION CARRIED UNANIMOUSLY. Absent: John Czarnecki, Robin Lewis and Sarah

Nicholls.

**BOARD/STAFF COMMENTS**

Ms. Hamrick stated several park visitors had told her they could not buy an annual pass at Potter Park for a couple of weeks. Ms. Fraser stated Zoo staff never came to our office to pick up the passes. Mr. Morgan stated he delivered the passes and they should now be available.

Mr. Morgan stated there is an issue with the trike track at Lake Lansing South. Mr. Witte said Mr. Troia of the Road Department visited the park and came up with a possible solution. Mr. Witte reviewed the plan.

**LIMITED PUBLIC COMMENT**

None.

**Adjournment:**

There being no further business, the meeting was adjourned at 7:44pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

**Directors Report**  
**April 20th (May 23<sup>th</sup>, Park Commission meeting)**

It is my intention, each report, as I submit my report to you that I will begin by remind us all of our purpose.

**Mission Statement:**

The Ingham County Parks & Recreation Commission and Ingham County Parks Department will provide quality outdoor recreation opportunities and facilities for all segments of our population. We will strive to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation and professional management of park lands.

- Monthly continue to work with Nicole and Karen on various committee agendas, supporting documents and internal items.
- Meet with Cherry Hamrick, Teri Banas, Jonathon Schelke, Nancy Krupiarz, and member of Friends of Lansing Regional Trails to discuss the Trail Ambassador Program and way finding. Worked with staff on follow-up correspondence for a TART program workshop on May 26<sup>th</sup>.
- Worked with Human Resources, Road Department, and Drain Commission on possible shared Engineer/Planner position as part of the millage assistance, more to come if these partnerships do not work out then we may pursue a consultant in the first year.
- Nicole and Karen transferred all Millage information from (MTGA) Michigan Trails and Greenways Association over to the Parks web page so all information is on our web site moving forward.
- Attended two County Services and two Finance committee and two (BOC) Board of Commissioners meetings for various Park Department requests.
- Worked with staff and Karen on 2017 Budget request and Strategic Plan documents.
- Continued to work with Dan Troia, Road Department Engineer and Brian Collins for Hawk Island 1.5 miles of paving to be completed later this summer.
- Attended a Grand River Trail planning meeting in Ionia County with Jeff Gehl.
- Reviewed three community application for the Trails & Parks Millage Asphalt round of funding, visited with each entity with Johnathan Schelke and compiled data and made recommendations to Planning and Budget Committees for consideration.
- Met with Friends President to plan for and then attended a Friends of Ingham County Parks quarterly board meeting, new officers were elected and plans for the summer meeting were to have board members invite potential new board members. Karen will be working with newly elected Treasurer Les Coxon to transition all treasurer duties.
- Continued to work with Jeff Gehl on the MOU for the mountain biking, this was discussed at Planning Committee once we get past initial back and forth draft stages between the two groups.
- Prepared for and met with both Planning and Budget and documents for upcoming Park Commission meeting.
- Worked at 3 events and with John Hesse and Nicole Wallace and Brian Collins for the Bill Earl fishing program held in May and June in the Ingham County Parks. Nicole and our office staff and Brian & Coe and our field staff provide a considerable amount of support of this great program that reaches out to youth! This is a great program for youth and well attended (see photo from the event below).
- Worked with Nicole and Staff on preparation of various upcoming resolutions to bring to the BOC.

- Attended Radio Program Tim Barron to promote the Ingham County Parks.
- Attended Michigan Townships Association quarterly meeting as a guest at Aurelius Township and handed out information on the Trails & Parks Millage and current rounds that we provided at the stakeholder meetings to all those in attendance.
- Continued to have monthly staff meetings, quarterly managers meetings and other specific meetings with staff as necessary to go over current items.
- Karen continued to work with new IT Director Deb Fett to discuss the research financial systems for a software/hardware for our point of sale revenue management system we continue to work with and coordinate with Financial Services, IT, Purchasing and is working with Jim Hudgins and others to talk about an RFP to get out for the revenue management system.
- Met with IT Department about faxes and wireless data possibilities in the parks, this will be useful for Revenue Management system as well.
- Several managers and assistant managers and I attended a MUNIS Training that Karen provided.
- Attended several Controller staff meetings.
- Worked on Millage Request items getting them approved with BOC and on purchasing requirements.
- Completed ongoing computer training for security as all staff are required to complete these.
- Worked with IT, Union, and Park Commission Budget and Planning on potential reclassification of a Ranger I position to a Assistant Manger Position as part of Ranger I employee retirement.
- Worked with Spicer Group to plan for kick off meeting for the upcoming Ingham Parks Master Plan update and process. Much work will be centered around this planing during 2016.
- Met with new Park Commissioner Robin Lewis who replaced Ralph Monsma on the Commission.
- Ingham County Parks hosted the (MACPRO) Michigan Association of County Parks and Recreation Organizations quarterly meeting at Burchfield Park. Johnathan Schelke and over a dozen county parks personel from around the state attended the meeting in addittino to Ann Conklin, Director of (MPARKS) Micigan Parks and Recreation State Association.
- Summer is upon us and our staff have been busy with patrons scheduling events, preparing for events and getting the parks in order for the much anticipated summer weather that will bring thousands to our Parks to enjoy natures beauty first hand. I appreciate all our staff's efforts to accomidate requests from users and the level of service that they all provide!





## April- Parks Office Monthly Report

### Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared. Staff completed the monthly lessons from the IT Department. Prepared the Ingham County Trails and Parks Millage webpage. Met with John Hesse of Fishin' Michigan to prep for the Bill Earl Fishing events in May. Coordinated the MACPRO meeting in May that will be hosted by Burchfield Park.



### Staffing

Our newest seasonal employee Patty was trained on passports, she is now a certificated passport agent! Nicole and Amanda trained Patty on phones, how to use our reservation system, webpage editing, etc.

### Customer Service

We received 596 phone calls in the month of April. 121 park visitors made a picnic shelter reservation in April. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 56 U.S. passport applications. We have received 67 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

We continue to accomplish monthly routine tasks of accounts payable and receivable as well as payroll. In April ten summer seasonal employees made appointments for paperwork (tax forms, etc.). Work continued on the 2017 Parks budget and the 2015/2016 Parks millage-spending plan. Completed Munis training with Tim M., Tim B., Coe and Brian.

### Revenue Management System

Tim and Karen met with Jim Hudgins to continue the discussion of issuing an RFP for a system and the importance of us providing solid background information to those bidding. We discussed what types of goals, objectives and other information we would want to provide to potential vendors.

### Marketing

In April, the 2015 Annual Report for the Parks was completed. We engaged with Capital Area Health Alliance to co-host a free Walk with the Doc event in May and will provide marketing support. Playmakers is also a sponsor of this event at Hawk Island.

In the world of Social Media we continue to have an active Facebook presence. April posts included:

Mason Senior Class volunteers for 25 years in the Parks	Lake Lansing summer concert schedule
Burchfield Nature Day Camp	Bike Trails open at Burchfield
Employment in the Parks	Walk to work day

Twitter was very active in April with the Parks earning 11.9K impressions. Our Twitter following continues to grow, we currently have 709 fans and have added 129 followers since January. This media outlet is very popular with the disc golfers at Burchfield who share awesome pictures!



To: Tim Morgan  
 From: Jeff Gehl  
 Date: May 08, 2016

RE: April Burchfield Report.

Schedule:

- April 01 – April 10 Vacation
- April 15 Vacation
- April 18 Vacation
- April 11 Met with Tim Morgan to discuss the MOU for the MMMBA
- April 13 Went with Tim Morgan to the Tri-County Regional Planning to discuss Grants.
- April 14 Quarterly Managers meeting at Lake Lansing South.
- April 18 Parks meeting
- April 22 Attended the MMRMA meeting
- April 25 Went to the Grand River water symposium
- April 25 Parks Commission meeting
- April 26 Staff and radio meetings
- April 27 Mason High school senior work day
- April 29 Lansing Christian work day

In April we finished taking down the remainder of the winter sports operation and starting prepping for spring/summer season. The Mason High School volunteers put out all of the p. boats, stained posts, weeded gatehouse flower beds and spread mulch. Because of the inclement weather the Lansing group worked on picking up and removing fallen limbs and branches from mowing areas. We continued to work on the new fairway on hole # 16 of Renegades trail. We purchased and planted several hundred tree seedlings throughout the park and golf course. Other projects worked on include picnic tables, re-building reservation signs and grill installation.





## Lake Lansing May Manager's Report:

1. Interview, select, and train new seasonal staff.
2. Installed Cabana fence at South Park.
3. Installed floating/rental dock at South Park.
4. Complied with Federal and State new drinking well regulations.
5. Compiled a number of bids for requisitions for new purchases
6. Planted 33 seven foot trees at South Park
7. Attend a number of Board and volunteer meetings.
8. Sealed the Community playground at South Park
9. Continuous reservations, rule enforcement and public outreach.



# May 2016

## Hawk Island County Park

### Events in May at Hawk Island County Park

- 5 5k races
- 3 Bill Earl Youth Fishing Programs
- 8 Playmakers Running Programs
- 9 Graduation Parties
- 2 US Marine Training/Recruitment events
- 1 State Cross Country Meet
- 1 Greater Lansing Safety Council Picnic (approx. 1000 youth safety patrols)
- 1 Car Show

### Projects/Maintenance

- Replaced all bench tops and table tops at splash pad/concessions area.
- Volunteer group from Barnes Aerospace (15 people) repainted areas on playground and spread playground woodchips.
- Volunteer group from Mason HS (20 people) helped put together rods, reels, and tackle boxes for Fishing program as well as painted throughout park.
- Interviewed, hired in summer seasonal staff.
- Training held for new/returning seasonal staff.
- Installed new icemaker in concession stand.
- Gathered necessary information for bids for snow tubing conveyor belt.
- Repaired/replaced valves in Splash Pad
- Summer Prep
  - o Boat repairs and placed in water
  - o Splash pad prep & water chemical balancing
  - o Concession stand de-winterized, cleaned and stocked with product

**Ingham County Parks Budget Status**  
As of 4/30/16

	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
<b>Park Administration</b>					
Revenue					
Passport Revenue	16,000	16,000	8,269	(7,731)	51.7%
Misc Revenue	3,000	3,000	279	(2,721)	9.3%
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	586,589	(109,862)	84.2%
Expenditures					
Personnel Services	360,646	360,646	102,460	258,186	28.4%
Controllable Expenses	198,822	194,022	30,825	163,197	15.9%
Non-Controllable Expenses	141,783	141,783	40,932	100,851	28.9%
Total Expenses	701,251	696,451	174,217	522,234	25.0%
<b>Net Cost Park Administration</b>	0	0	412,372	(412,372)	
<b>Burchfield Park</b>					
Revenue					
Shelter Fees	15,800	15,800	5,298	(10,502)	33.5%
Disc Golf Fees	22,000	22,000	5,095	(16,905)	23.2%
Pedal Boat Rental	5,000	5,000		(5,000)	0.0%
Canoe/Kayak Rental	34,500	34,500		(34,500)	0.0%
Ski Rental	7,000	7,000	3,241	(3,759)	46.3%
Food Concessions	2,500	2,500	1,227	(1,273)	49.1%
Parking Fees	44,665	44,665	7,608	(37,057)	17.0%
Snow Tube Rental	4,000	4,000	1,602	(2,398)	40.1%
Day Camp	15,000	15,000	540	(14,460)	3.6%
Rev trf in F101	317,319	317,319	77,337		24.4%
Total Revenue	467,784	467,784	101,948	(365,836)	21.8%
Expenditures					
Personnel Services	399,998	399,998	91,786	308,212	22.9%
Controllable Expenses	57,786	57,786	11,117	46,669	19.2%
Non-Controllable Expenses	10,000	10,000	3,091	6,909	30.9%
Total Expenses	467,784	467,784	105,994	361,790	22.7%
<b>Net Cost Burchfield Park</b>	0	0	(4,046)	4,046	
<b>Lake Lansing Parks</b>					
Revenue					
Shelter Fees	20,550	20,550	8,920	(11,630)	43.4%
Boat Rental	7,500	7,500		(7,500)	0.0%
Boat Launch Fees	17,000	17,000	600	(16,400)	3.5%
Food Concessions	13,650	13,650		(13,650)	0.0%
LL House	9,600	9,600	3,200	(6,400)	33.3%
Parking Fees	84,335	84,335	3,790	(80,545)	4.5%
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	86,349	(367,515)	19.0%
Expenditures					
Personnel Services	374,507	374,507	74,380	300,127	19.9%
Controllable Expenses	64,257	66,357	12,958	53,399	19.5%
Non-Controllable Expenses	13,000	13,000	6,985	6,015	53.7%
Total Expenses	451,764	453,864	94,323	359,541	20.8%
<b>Net Cost Lake Lansing Parks</b>	0	0	(7,974)	7,974	
<b>Hawk Island Park</b>					
Revenue					
Shelter Fees	30,150	30,150	15,445	(14,705)	51.2%
Boat Rental Fees	13,000	13,000		(13,000)	0.0%
Food Concessions	29,000	29,000	2,833	(26,167)	9.8%
Parking Fees	176,000	176,000	38,825	(137,175)	22.1%
Snow Hill Tubing Fees	50,000	50,000	40,841	(9,159)	81.7%
Dog Park Revenue	10,000	10,000	2,940	(7,060)	29.4%
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	187,962	(449,330)	29.5%
Expenditures					
Personnel Services	485,076	485,076	117,057	368,019	24.1%
Controllable Expenses	100,722	103,422	9,666	93,756	9.3%
Non-Controllable Expenses	48,794	48,794	9,685	39,109	19.8%
Total Expenses	634,592	637,292	136,408	500,884	21.4%
<b>Net Cost Hawk Island Park</b>	0	0	51,554	(51,554)	
Grand Total Revenue	2,255,391	2,255,391	962,848		42.7%
Grand Total Expenses	2,255,391	2,255,391	510,942		22.7%
Net Change in Fund Balance	0	0	451,906		
Fund Balance, Beginning of Year			322,294		
Projected Fund Balance End of Year			774,200		

## CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT

Status Report as of April 30, 2016

Item	Original Budget	Adjusted Budget	Encumbrance	Actual Cost	Balance	Status *	Staff Notes
<b>245 FUND</b>							
Life Jackets- Canoe Kayak Program 245-75299-735100	5,000		2,749		2,251	In Progress	Ordered
Disc Golf Store Inventory- BUR 245-75299-726010	4,000				4,000		
Cross Country Ski Equip.- BUR 245-75299-726010	4,000				4,000		
Snow Tubes- HI 245-75299-726010	3,000				3,000		Waiting on Magic Carpet.
Children's Cross-Country Skis- LLN 245-75299-726010	3,000	(3,000)			0		Transferred to Cabana
Reforestation- Landscaping BUR Disc Golf Courses 245-75299-974000	4,500		1,780		2,720	In Progress	
Office Counter Space - ADA Compliance 245-75299-931000	2,100			1,975	125	Complete	
Overlook Shelter Roof- BUR 245-75299-976000	20,000				20,000	On Hold	Pending Grant
Shoreline Stabilization- LL Boat Launch 245-75299-743000	15,000			1,162	13,838	In Progress	
Beach Roof House- HI 245-75299-976000	20,000				20,000		Getting Quotes
Maintenance Building Roof- HI 245-75299-976000	20,000				20,000		Getting Quotes
Security Cameras & Alarms- All Parks 245-75299-976000	30,000				30,000		GF \$15K / MMRA Grant
<b>Total</b>	130,600	(3,000)	4,529	3,137	119,934		
<b>208 FUND</b>							
AED Defibrillator - 3 208-75200-735100	4,500			4197	303	Complete	
Rescue Boat- LLS 208-75200-735000	3,500				3,500		Getting Quotes
<b>Total</b>	8,000	0	0	4,197	3,803		
<b>664 FUND</b>							
Canoe Van- BUR 664-80000-978010	30,000		29,989		30,000	In Progress	Ordered
Zero Turn Mower- HI 664-75299-978000	14,000				14,000		
<b>Total</b>	44,000						
<b>INNOVATION TECHNOLOGY</b>							
Parks- 4 Printer Replacements 664-75299-735000	1,680			1156	524	Complete	
Parks- 1 CPU's and 1 Laptop 664-75299-735200	2,950				2,950	In Progress	
<b>Total</b>	4,630	0	0	1,156	3,474		
<b>CARRY FORWARD</b>							
Path Repair - HI (2015) 245-75299-974000	70,000			0	70,000	In Progress	Carry Forward 2016 2014: \$15,000 CIP + \$45,000 grant + 2015: \$10,000 CIP
Parking Lot Repair - HI (2015) 245-75299-974000	10,000			0	10,000	In Progress	Carry Forward 2016
Roof White Restroom - LLN (2015) 208-75500-931000-51000	8,000			0	8,000	In Progress	Carry Forward 2016
Roof Picnic Area Restroom - LLS (2015) 208-75500-931000-51000	8,000			0	8,000	In Progress	Carry Forward 2016
Reforestation - LLS 245-75299-976000 (2015)	5,000		3,425	0	1,575	In Progress	Carry Forward 2016 (no grants in 2015)
Gravel/Road Maintenance - LLS (2015) 208-75200-974000-86000	7,000			0	7,000	On Hold	Carry Forward 2016
Gravel/Road Maintenance - BUR (2015) 208-75200-974000-86000	7,000			641	6,359	In Progress	Carry Forward 2016
Master Plan (2015) 208-75200-967000-86000	25,000			0	25,000	In Progress	Bids Received, recommendation made
Lake Lansing Dock (2014/508) 508-75200-931000	6,925			1,759	5,166	In Progress	Carry Forward 2016
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-931000	14,855	3,000		11,742	6,113	In Progress	Carry Forward 2016
<b>Total</b>	161,780	3,000	3,425	14,142	147,213		

\* Status = In Progress, On Hold, Complete



# Ingham County Parks

## 2017

### Budget Request

1. Capital Improvement Request (General Fund)	Consolidated request in packet. Request narrative provided at the Parks Commission.
2. Capital Improvement Request (Trail/Park Millage Fund)	Consolidated request in packet. Request narrative provided at the Parks Commission.
3. Additional Operating Request	Request narrative in packet.
4. Contract Form	Completed request in packet.
5. 208 Operating Request	Completed request in packet.
6. Motion For Approval	Motion in packet.



**2017 Capital Improvement Request**

**Request Item #1**

**General Fund Request**

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

**Trail and Park Millage Fund Request**

**Request Item #2**

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

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

<sup>2</sup> Lake Lansing Concession Bldg project = \$450,000.

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

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

**2017 Additional Operating Request**

**Request Item #3**

Minimum Wage Increase	\$19,000
Property Takes - Lk Lansing Rental House	\$3,500
Revenue Mgt System - IT Connection	16,800
Lifeguard Pay Increase	10,800
Granicus Recording Software Increase	1,363
Seasonal Sick Pay Benefit	5,500
Equipment Rental	10,000
Equipment Repair	10,000
Consultants - Professional Services	10,000
Dock Installation/Removal - Lk Lansing	3,110
Radios - Lk Lansing & Burchfield	7,000
	<u>\$97,073</u>

## **2017 ADDITIONAL OPERATING REQUEST**

### **1. Increase Seasonal Wage Budget – New Minimum Wage: \$19,000**

Recent changes to Michigan's minimum wage laws will influence the parks department seasonal wage budget as many of our seasonal workers are currently earning \$8.50 - \$8.75, which is less than the new minimum wage of \$8.90 that is effective January 1, 2017. We are requesting appropriation be approved to cover this additional expense to the parks department.

### **2. Property Taxes – Lake Lansing Rental House: \$3,500**

During a routine audit by the Financial Services Department it was determined through conversations with Meridian Township that property taxes were due on the rental house because it was deemed a homestead.

### **3. Revenue Management System – Web Connection: \$16,800**

Use of a revenue management system for the parks will require web access. The above cost estimate was provided by the Innovation Technology Department. Cellular network connectivity will be from mounted "hot spots" at each point of sale area in the parks.

### **4. Granicus Recording Software Increase: \$1,363**

The cost to our department for use of the Meeting Room A integrated Granicus recording software is increasing from \$61.40 per month to \$175 per month. This funding will support the cost of this change and allow the parks department continued use of the software.

### **5. Lifeguard Wage Increase: \$10,800**

Currently our lifeguard wages are \$9.31 - \$10.45 per hour. We have been challenged in our efforts to recruit staff for these positions for three years. These positions have a great deal of responsibility and ensure the safety and lives of park patrons. Our intent is to increase the wage rates to become competitive in the marketplace. In addition, these funds will allow us to increase the number of guards at Lake Lansing and Hawk Island Beaches during peak hours. An additional guard will ensure a rotation of the guards, allow breaks when needed and keep our lifeguards "fresh" when they are on the lifeguard stand.

### **6. Equipment Repair Increase: \$10,000**

Maintaining equipment to ensure guest and employee safety as well as the County's equipment investment is critical. This line item in the parks budget was reduced significantly in past years, and is underfunded. In 2015, the Parks Department reorganized and hired a certified master mechanic. This position has greatly bolstered the department care and prevention of our machinery and equipment. To fully optimize the skill of this employee and to conserve investments in new equipment additional funding is needed.

### **7. Equipment Rental Increase: \$10,000**

This funding request is in lieu of a request to purchase a backhoe (\$100,000 cost) and other large equipment that can be rented and maintained by lessor.

### **Request Item #3**

#### **8. Consultants – Professional Services: \$10,000**

Professional consulting services can provide assistance with grant writing as well as technical design and drawings for the department projects. It is the intention of the parks department to routinely apply for attainable grants in the future to enhance the parks.

#### **9. Radios – Lake Lansing & Burchfield Parks: \$7,000**

This request provides for radios at Lake Lansing and Burchfield Parks that staff can use to communicate with each other. Without radios, Rangers and Park Managers have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. Radios provide an immediate communication solution for park staff and they do not rely on seasonal staff using personal cell phones. These radios provide group talking that is not possible with cell phones for security, safety, and maintenance.

#### **10. Dock Installation/Removal Lake Lansing: \$3,110**

This is an annual contracted expense and cannot be done by department staff, as specialized equipment is required to safely put the dock in at springtime and remove the dock again in the fall.

#### **11. Seasonal Sick Pay Benefit: \$5,500**

Resolution #16-052 to Adopt a Special Part Time Temporary or Seasonal Employee Sick Leave Policy was approved. In 2015 the parks department employed 110 seasonal workers who worked over 47,000 hours. This funding will offset the cost of paid sick leave to the department.

2017 CONTRACT FORM

Request Item #4

DEPT	CONTRACTOR	REASON FOR CONTRACT	FUND	ORG PROJ	OBJECT	BEGIN DATE	END DATE	2015 ACTUAL	2016 BUDGET	2017 PROJECTED
PARKS	Supreme Rental	Portable Restroom Rental Service	208	75300	931100	4/1/11	3/31/16	\$ 3,300	\$ 3,500	\$ 3,500
PARKS	Supreme Rental	Portable Restroom Rental Service	208	75500	931100	4/1/11	3/31/16	\$ 112	\$ 1,385	\$ 1,050
PARKS	Supreme Rental	Portable Restroom Rental Service	208	75600	931100	4/1/11	3/31/16	\$ 1,012	\$ 660	\$ 1,050
PARKS	Granger Waste	Dumpster Service	208	75300	931100	5/1/15	4/30/18	\$ 2,200	\$ 1,500	\$ 1,907
PARKS	Granger Waste	Dumpster Service	208	75500	931100	5/1/15	4/30/18	\$ 1,486	\$ 1,900	\$ 2,879
PARKS	Granger Waste	Dumpster Service	208	75600	931100	5/1/15	4/30/18	\$ 1,819	\$ 1,900	\$ 2,264
PARKS	Advance Dust Control	Parking lot dust control- LL & BUR	208	75500	931100	N/A	N/A	\$ 960	\$ 2,400	\$ 1,920
PARKS	State of Michigan	Water tests	208	75300	931100	N/A	N/A	\$ 480	\$ 1,000	\$ 960
PARKS	State of Michigan	Water tests	208	75300	931100	N/A	N/A	\$ 1,061	\$ 1,915	\$ 1,900
PARKS	State of Michigan	Water tests	208	75500	931100	N/A	N/A	\$ 1,031	\$ 1,200	\$ 1,100
PARKS	State of Michigan	Water tests	208	75600	931100	N/A	N/A	\$ 1,074	\$ 1,000	\$ 1,100
PARKS	Drain Commission	Resolution 14-013	208	75200	931100	7/7/05	12/31/17	\$ 9,093	\$ 9,093	\$ 9,093
PARKS	Marine Automated Dock Systems	Lake Lansing Dock Install- Removal	208	75500	931100	N/A	N/A	\$ 2,600	\$ 2,600	\$ 3,110
		<b>208 TOTAL 931100</b>	<b>2</b>					<b>\$ 26,228</b>	<b>\$ 30,053</b>	<b>\$ 31,833</b>
PARKS	Verizon Wireless	Air card for Internet Service	208	75200	818000	N/A	N/A	\$ 2,002	\$ 3,200	\$ 3,200
PARKS	Verizon/ATT	Air cards for Rev System	208	75200	818000					\$ 16,800
PARKS	Comcast	Internet	208	75600	818000	N/A	N/A	\$ 1,499	\$ 1,499	\$ 1,500
PARKS	Comsource	Radios	208	75300	818000	N/A	N/A	\$ 3,360	\$ 3,360	\$ 3,360
PARKS	Comsource	Radios	208	75500	818000	N/A	N/A	\$ -	\$ -	\$ 3,360
PARKS	Comsource	Radios	208	75600	818000	N/A	N/A	\$ -	\$ -	\$ 3,360
PARKS	Granicus	Recording Software	208	75200	818000	N/A	N/A	\$ 737	\$ 1,357	\$ 2,100
PARKS	Active Network	RecNet Reservation System	208	75200	818000		No end date	\$2,989	\$ 3,600	\$ 3,400
PARKS	Meridian Township	Watershed Agreement	208	75500	818000	1/1/2008	12/31/17	\$ 5,000	\$ 5,000	\$ 5,000
		<b>208 TOTAL OF 818000</b>						<b>\$ 15,587</b>	<b>\$ 18,016</b>	<b>\$ 42,080</b>

**Request Item #5**

2017 Operating Request	2016	2017	2017	2017	2017	2017
	Amended Budget	Budget Request	Budget Admin 75200	Budget Burch 75300	Budget Lake Lan 75500	Budget Hawk 75600
<b>REVENUE</b>						
600000 SHELTER FEES	66,500	66,500		15,800	20,550	30,150
600100 DISC GOLF FEES	22,000	22,000		22,000		
610100 BOAT RENTAL	25,500	25,500		5,000	7,500	13,000
610200 CANOE / KAYAK RENTAL	34,500	34,500		34,500		
620000 BOAT LAUNCH FEES	17,000	17,000			17,000	
630000 SKI RENTAL	7,000	7,000		7,000		
641000 FOOD CONCESSIONS	45,150	45,150		2,500	13,650	29,000
650000 LL HOUSE RENT	9,600	9,600			9,600	
652000 PARKING FEES	305,000	305,000		44,665	84,335	176,000
652100 SNOW HILL ADMISSIONS	50,000	50,000				50,000
669130 INFLATEABLE RENTALS	1,000	1,000			1,000	
669140 TUBE RENTALS	4,000	4,000		4,000		
669141 DOG PARK REVENUE	10,000	10,000				10,000
669142 PASSPORT REVENUE	16,000	16,000	16,000			
671000 DAY CAMP	15,000	15,000		15,000		
688220 MISC REVENUE	3,000	2,000	2,000			
698010 CARRY OVER SURPLUS USED	0	0				
699000 REVENUE TSF IN - F101	1,616,141	1,642,207	716,427	311,412	305,908	308,460
669228 REVENUE TSF IN - F228		50,000	50,000			
699500 REVENUE TRF IN CAP IMP - F101	8,000		0			
<b>TOTAL REVENUE</b>	<b>2,255,391</b>	<b>2,322,457</b>	<b>784,427</b>	<b>461,877</b>	<b>459,543</b>	<b>616,610</b>
<b>PERSONNEL SERVICES</b>						
704000 SALARIES & WAGES-PERM	693,490	693,395	198,826	168,572	138,206	187,791
705000 SALARIES & WAGES-TEMP	467,884	503,184	80,300	120,245	128,425	174,214
706000 SALARIES & WAGES-OVERTI	4,783	4,783	283	1,500	1,500	1,500
706100 ON CALL PAYMENT	180	180		60	60	60
706700 OVERTIME WAGES - SEASONAL	6,587	6,587	287	2,100	2,100	2,100
708000 MEETING FEES	9,400	9,400	9,400			
713000 MISC FRINGES	-2,964	0				
714000 UNEMPLOYMENT	3,589	3,575	1,017	870	708	980
715000 FICA COUNTY SHARE	66,950	54,689	15,548	13,318	10,830	14,993
716020 HEALTH INS-PHP	114,779	119,699	40,801	22,256	38,090	18,552
716030 HEALTH WAIVER	11,270	8,788	1,514	2,880	0	4,394
716035 RETIREE HLTH INS CHARGEBACK	39,520	43,511	13,388	10,654	8,312	11,157
716040 RETIREE HLTH INS TRUST CHG	32,304	32,169	9,145	7,835	6,370	8,819
716100 DENTAL INS-ADMIN	11,518	11,752	3,616	2,878	2,245	3,013
716200 VISION INSURANCE	1,586	1,612	496	396	307	413
717000 LIFE INS	1,676	1,398	528	305	249	316
717100 DISABILITY INS	157	215	109	68	19	19
718000 RETIREMENT PROGRAM	122,990	116,468	31,147	28,611	26,603	30,107
718000 RETIREMENT DEFINED	1,997	2,916	2,099	523	147	147
720000 LONGEVITY BONUS	13,100	12,700	2,900	2,650	3,350	3,800
722000 WKCPMP INS	19,001	18,126	3,876	4,785	4,105	5,360
722600 EMPLOYEE ASST PROGRAM	429	429	132	105	82	110
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,620,226</b>	<b>1,645,576</b>	<b>415,412</b>	<b>390,611</b>	<b>371,708</b>	<b>467,845</b>

Additional Request

35,300

## Request Item #5

2017 Operating Request	2016	2017	2017	2017	2017	2017	Additional Request
	Amended Budget	Budget Request	Budget Admin 75200	Budget Burch 75300	Budget Lake Lan 75500	Budget Hawk 75600	
<b>CONTROLLABLE EXPENSES</b>							
726011 OTHER SUPPLIES - CONCESSION	30,900	30,900	0	2,000	9,700	19,200	
728000 PRINTING AND BINDING	12,800	12,800	12,800				
729000 POSTAGE	4,500	4,500	4,500				
730000 OFFICE SUPPLIES	2,500	2,500	2,500				
731000 PHOTO-COPYING & SUPPLIES	600	600	600				
734000 NON-CAPITAL EQUIP	4,900	4,900	400	1,500	1,500	1,500	
735000 CONTROL CAP -CMPT	3,500						
735100 CONTROL CAP - OTHER	4,500						
740000 MAINTENANCE SUP	117,136	117,136	692	32,639	30,150	53,655	
743000 OTHER SUPPLIES	26,531	26,531	911	9,000	6,300	10,320	
745000 UNIFORM & ACCESSORIES	5,500	5,500	5,500				
746010 CLOTHING ALLOWANCE	600	600		200	100	300	
747000 GAS-GREASE-OIL-ANTIFREE	45,400	45,400	45,400				
802000 CONSULTANTS	0	10,000	10,000				10,000
802180 MED SERVICES - physicals	1,000	1,000	1,000				
815000 MEMBR/SCRPS/SUBSCRIPTIONS	3,500	3,500	3,500				
818000 CONTRACTUAL SERVICES	46,460	42,080	25,500	3,360	8,360	4,860	25,163
823100 POLICE SERVICES	0	30,000	30,000				
861000 TRAVEL EXPENSE-LOCAL	2,000	2,000	2,000				
861100 TRVL PROF DEVELOP INSTATE	600	600	600				
890080 ADMINISTRATION FEES (cc fees)	12,500	12,500	12,500	0	0	0	
901000 ADVERTISING	10,750	10,750	10,750				
921050 TELEPHONE	7,900	7,900	7,000	450	450		
921060 TELEPHONE - LONG DISTANCE	0	0					
931100 MAINT-RELATED CONTRACTUAL	28,923	31,833	9,093	8,267	10,059	4,414	3,110
932000 EQUIP REP & MAIN	31,200	41,200	33,700	2,500	2,500	2,500	10,000
942000 EQUIPMENT RENTAL	3,138	13,138	10,000	1,046	1,046	1,046	10,000
957120 SALES/USE TAX	3,650	3,650		304	1,170	2,176	
957130 OTHER TAXES/ ASSESSMENTS	1,800	3,500			3,500		3,500
960080 STAFF DEV & TRAINING	8,800	8,800	8,800				
<b>TOTAL CONTROLLABLE EXPENSES</b>	<b>421,588</b>	<b>473,818</b>	<b>237,746</b>	<b>61,266</b>	<b>74,835</b>	<b>99,971</b>	<b>97,073</b>
<b>NON-CONTOLLABLE EXPENSE</b>							
911000 INSURANCE & BONDS	5,594	0					
921000 UTILITIES	82,794	82,794	11,000	10,000	13,000	48,794	
921070 COURIER SERVICE	1,662	1,579	1,579				
921150 TELEPHONE ALLOCATION COSTS	5,070	5,330	5,330				
943000 IT OPERATIONS	32,123	32,362	32,362				
943010 EQUIP SVC CHG	44,064	42,000	42,000				
943020 EQUIP SVC CHG PC	3,829	3,793	3,793				
943100 NETWORK MAINT SVC CHG	9,860	14,668	14,668				
944000 VEHICLE SERVICE CHG	19,664	18,999	18,999				
944100 COPIER SERVICE CHG	897	1,538	1,538				
968000 DEPRECIATION	8,020						
<b>TOTAL NON-CONTROLLABLE EXPENSES</b>	<b>213,577</b>	<b>203,063</b>	<b>131,269</b>	<b>10,000</b>	<b>13,000</b>	<b>48,794</b>	
<b>TOTAL EXPENSES</b>	<b>2,255,391</b>	<b>2,322,457</b>	<b>784,427</b>	<b>461,877</b>	<b>459,543</b>	<b>616,610</b>	
Total Revenue	2,255,391	2,322,457	784,427	461,877	459,543	616,610	
Total Expenses	2,255,391	2,322,457	784,427	461,877	459,543	616,610	
Difference	0	0	0	0	0	0	

**MOTION TO APPROVE THE 2017 BUDGET REQUEST**

- The 2017 General Fund Capital Improvement Request of \$178,500
- The 2017 Trail & Park Millage Fund Capital Improvement Request of \$601,500
- The 2017 Additional Operating Request of \$97,073
- The 2017 208 Operating Fund Budget Request of \$2,322,457 (includes the additional operating request)

The Ingham County Parks Commission hereby directs staff to submit the above request totaling \$3,102,457 as stated above pending any requisite adjustments made by the budget office.



## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of May 23, 2016

**Resolution # -16**

### **RESOLUTION AUTHORIZING THE ESTABLISHMENT OF INGHAM COUNTY EMPLOYEE FREE EVENT DAYS AT INGHAM COUNTY PARKS**

WHEREAS, since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee's goal has been to promote overall good health practices for Ingham County Employees; and

WHEREAS, the Ingham County Parks Department is offering to host three free Ingham County employee events at no charge on dates to be selected by park staff, weather dependent.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends to the Board of Commissioners authorizes the following activities be made available to Ingham County Employees, their spouse, and their children at no charge annually for:

- Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

BE IT FURTHER RESOLVED, an employee would simply show their paystub or County ID to receive the discount.

BE IT FURTHER RESOLVED, this employee discount applies to the employee, their spouse and their children.

# INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of May 23, 2016  
RESOLUTION # -16

## **RESOLUTION AUTHORIZING AN AGREEMENT WITH COMSOURCE, INC. FOR RADIOS AT HAWK ISLAND COUNTY PARK**

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, Comsource, Inc.'s costs for radios at Hawk Island County Park will be fixed for a two-year period at a cost of \$3,360 per year.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners approve entering into a two-year agreement from June 10, 2016 through June 10, 2018 with Comsource, Inc. for radios at Hawk Island County Park for a cost of \$3,360 per year.

BE IT FURTHER RESOLVED, that funds are available in 208-75600-818000.

MOVE

To recommend to the Board of Commissioners to fund the following applications for the Ingham County Trails and Parks Millage Program Round 1 Applications, Board of Commissioners Resolution #16-104 concerning asphalt trails identified in table #3 of the Mannik Smith report with a PASER rating between 1-7.

Entity	Project Title	Total
3) City of East Lansing	Northern Tier Trail Repair and Maintenance of multiple sections	\$198,000
2) Meridian Township	Meridian Township Trail Rehabilitation 2016 multiple sections	\$88,000
4) City of Lansing	Over band and Crack sealing of multiple Lansing River Trail sections	\$83,200
1) City of Lansing	Overlay and Partial Reconstruction of multiple Lansing River Trail sections	\$419,663
<b>TOTAL</b>		<b>\$788,863</b>
<b>TOTAL DOLLARS LEFT</b>		<b>\$211,137</b>

To recommend to the Board of Commissioner to enter into a contract with the City of Lansing, Meridian Township and the City of East Lansing to complete these four projects ranked from lowest PASER rating to highest within a range of 1-7 listed as 1-4.

Further, that all work will be completed within two years from the date the contract is executed.

Further, to require the entity to include signage during the construction phase and post completion of the project.

Further, to authorize funding to provide for the printing of signs from the Trails and Parks Millage monies that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed. In addition, that a second permeant sign will be placed on the project application sites stating that Ingham County Trails and Parks Millage dollars were utilized to support this project/facility.

Further, that the remaining dollars form the Asphalt round (\$211,137) be 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.

To recommend to the Board of Commissioner to consider the City of Lansing two projects that deal primarily with sea wall and back stabilization and limited asphalt repairs to be first priority under the Bridge replacement application round as these with major infrastructure as well as paving. That the City of Lansing will not need to reapply but, these projects will be moved to the bridge round. They are as follows:

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
<b>TOTAL</b>		<b>\$583,553</b>

**Recommended Order of Funding According to PASER RATING  
Lowest to Highest after Review by the Budget Committee**

**1. City of Lansing : Overlay and Trail Reconstruction \$419,663**

Average PASER Rating:  $2 \times 2 + 3 \times 3 + 2 \times 5 = 3.286$  / 7 segments

Less than 7 PASER Rating(s) total of 7 segments.

Their project includes trail segment(s); 32,33,36,38,45,46,74 total of 2.281 miles of trail

**2. Meridian Township: One Project- Trail Rehabilitation \$88,000**

Average PASER Rating:  $2 \times 5 + 2 \times 6 + 3 \times 7 = 6.143$  / 7 segments

Less than 7 PASER Rating(s) total of 7 segments.

Their project includes trail segment(s); 12,16,17,20,21,22,23 total of 3.008 miles of trail

**3. City of East Lansing : One Project- Northern Tier Trail Repair and Rehab Maintenance \$198,000**

Average PASER Rating:  $3 \times 6 + 5 \times 7 = 6.625$  / 8 segments

Less than 7 PASER Rating(s) total of 8 segments.

Their project includes trail segment(s); 76,77,78,79,80,81,82,83 total of 3.47 miles of trail

**4. City of Lansing : Project One Overband & Crack Sealing \$83,200**

Average PASER Rating:  $5 \times 6 + 9 \times 7 = 6.64$  / 14 segments

Less than 7 PASER Rating(s) total of 14 segments.

Their project includes trail segment(s); 28,29,30,31,35,37,40,42,43, 49,50, 54, 57,70 total = 4.592 miles

**Grand Total of the four applications above without Moores River Drive and Elm Street= \$788,863**

This leaves a balance of \$211,137 from the first round.

**City of Lansing : Repair of Sea Wall Adjacent to Elm Street and Asphalt \$215,393**

**Average PASER Rating: =5.0**

Less than 7 PASER Rating(s) total of 1 segments.

Their project includes trail segment; 71 total of .348 miles of trail

The Budget Committee thought this was more appropriate in the bridge round of applications.

**City of Lansing : Repair of the Embankment along Moores River Drive and Asphalt \$368,160**

This segment was not included in the Mannik Report!

Less than 7 PASER Rating(s)?

Their project includes zero trail segment(s)

Staff identifies that there is a need for this project to be completed and it would appear to be part of the regional trail system. Park Commissioner Johnathan Schelke and Park Director Tim Morgan walked the site.

The Budget Committee thought this was more appropriate in the bridge round of applications.

**Subtotal of Repair of Sea Wall Adjacent to Elm Street and Asphalt and Repair of the Embankment along Moores River Drive and Asphalt: \$583,553**

**\*Grand Total of all six applications received: \$1,372,416**

\*\$551,984 Total Remaining in Reserves after all allocations including 1 million and 4.5 million for first round application (\*Park Millage Position would need to come out of this)

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DECLARING THAT ALL 84 SEGMENTS OF EXISTING ASPHALT TRAILS IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #3 WITH A PAVEMENT SURFACE EVALUATION AND RATING SYSTEM (PASER) RATING BETWEEN 1-7 ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016**

**RESOLUTION # 16 – 104**

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Board of Commissioners desires to implement the recommendations included in the plan.

THEREFORE BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible to apply for millage funds effective April 1, 2016 to April 29, 2016, subject to the subsequent approval of the application by the applying municipality, through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000 .

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

**COUNTY SERVICES: Yeas:** Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** Koenig **Approved 3/15/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case-Naeyaert **Approved 3/16/2016**

Table 3. Existing Trail Pavement Assessment

ID	Trail Name	From	To	Segment Length (mi)	Pavement Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 6' width)							Estimated Base Repair Cost	Estimated Construction Cost*
											No Work	Overband Crack Fill (60 Intervals Plus)	Overband Crack Fill (25 Intervals Average)	Overband Crack Fill (5 Intervals Average)	Rout Wide Cracks & Crack Fill	Single Course Micro-surface	1-1/2" HMA Overlay		
1	Hayhoe Riverwalk	Kipp Road	Jefferson Street	0.225	8	Asphalt	8	5	5							\$0	\$7,128	\$9,266	
2	Hayhoe Riverwalk	Jefferson Street	Elm Street	0.513	8	Asphalt	8	5	5			\$257				\$257	\$13,546	\$17,610	
3	Hayhoe Riverwalk	Elm Street	Ash Street	0.183	8	Asphalt	8	5	5			\$81				\$81	\$4,823	\$6,270	
4	Hayhoe Riverwalk	Ash Street	Maple Street	0.077	8	Asphalt	8	5	5			\$39				\$39	\$2,033	\$2,843	
5	Hayhoe Riverwalk	Maple Street	East Street	0.334	6	Concrete	8	5	5							\$0	\$17,609	\$22,891	
6	Hayhoe Riverwalk	East Street	North End of Cemetery	0.538	11	Asphalt	8	5	5							\$0	\$0	\$0	
7	Hayhoe Riverwalk	North End of Cemetery	Howell Road	0.730	8	Asphalt	8	5	5							\$0	\$19,261	\$25,040	
8	Menden Interurban Pathway	Marsh Road	Intersecting Trail to North	0.460	11	Asphalt	8	4	5			\$316				\$316	\$316	\$411	
9	Menden Interurban Pathway	Intersecting Trail to North	Oleomos Road	0.617	11	Asphalt	8	4	5			\$424				\$424	\$424	\$552	
10	Menden Interurban Pathway	Oleomos Road	Burcham Drive	0.750	11	Asphalt	8	4	5			\$516				\$516	\$516	\$671	
11	Connector to Raby Road Extension	Interurban Pathway	Raby Road Extension	0.226	8	Asphalt	9	5	5							\$0	\$5,966	\$7,756	
12	Raby Road Extension	Connector to Raby Road Extension	Raby Road	0.117	8	Asphalt	6	5	5			\$411				\$411	\$3,089	\$4,029	
13	McCormick Park Trail	Beginning	Pulnam Street	0.111	6	Timber										\$0	\$5,850	\$7,605	
14	McCormick Park Trail	Pulnam Street	Cedar Street	0.208	10	Asphalt	8	5	5			\$130				\$130	\$130	\$169	
15	Red Cedar River Bridge	South Approach	North Approach	0.043	6	Timber										\$0	\$2,276	\$2,968	
16	Ole-Road Pathway System	Oleomos Road	West Portion	0.561	8	Asphalt	5	4	4			\$3,365				\$3,365	\$14,888	\$19,250	
17	Ole-Road Pathway System, West Portion	Hullett Road	Sunwind Drive	0.701	8	Asphalt	7	4	4			\$4,208				\$4,208	\$18,517	\$24,072	
18	Oleomos Preserve Private Path	Ole-Road Pathway System	End of North	0.142	5.5	Asphalt	8	5	5			\$49				\$49	\$8,447	\$10,381	
19	Oleomos Preserve Private Path	Beginning of South	Ole-Road Pathway System	0.197	5.5	Asphalt	5	3	5							\$5,426	\$11,720	\$15,236	
20	Hartick Park	Hullett Road	End	0.465	8	Asphalt	6	5	5			\$2,429				\$2,429	\$10,689	\$13,896	
21	Nancy Moore Park	Maintenance Yard	Central Park South	0.327	8.5	Asphalt	5	4	5							\$13,893	\$6,473	\$8,414	
22	Nancy Moore Park	South Trail	North End	0.654	11.5	Asphalt	7	5	5			\$1,034				\$1,034	\$1,034	\$1,345	

ID	Trail Name	From	To	Segment Length (mi)	Pavement Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)						Estimated Base Repair Cost	Estimated Construction Cost*		
											Overband Crack Fill (50' Intervals Plus)	Overband Crack Fill (25' Intervals Average)	Overband Crack Fill (5' Intervals Average)	Route Wide Cracks & Crack Fill	Single Course Micro-surface	1-1/2" HMA Overlay			3" Mill & Resurface (Re-construct)	Based on Existing Length & Width (Not including Contingency, Engineering or Construction Administration)
23	Nancy Moore Park	Loop within Park	Continuation to North	0.248	6	Asphalt	7	5	5		No Work	\$500	\$1,100	\$3,500	\$6,000	\$15,000	\$40,000	\$100,000		
24	MSU Campus Trail	Hagadorn Road	Bogue Street	0.507	9.5	Asphalt	7	5	5				\$663		\$1,083				\$1,083	\$16,666
25	MSU Campus Trail	Bogue Street	Farm Lane	0.327	8	Concrete	5	5	5		\$0								\$663	\$4,353
26	MSU Campus Trail	Farm Lane	Harrison Street	0.917	10.5	Asphalt	9	5	5		\$0								\$0	\$11,552
27	MSU Campus Trail	Harrison Street	East Lansing / Lansing City Limits	0.483	10	Asphalt	3	3	5										\$24,170	\$31,421
28	River Trail	East Lansing/ Lansing Limits	Clippert Street	0.308	10	Asphalt	7	5	4	3			\$424						\$424	\$551
29	River Trail	Kalamazoo Street	Parking Area at Clippert	0.211	10	Asphalt	7	5	4	3			\$280						\$280	\$377
30	River Trail	Adjacent to Clippert Street	Kalamazoo Street	0.157	9	Asphalt	6	5	5	3			\$616						\$616	\$2,686
31	River Trail	Parking Area at I-496	Railroad West of I-496	0.536	9.5	Asphalt	7	5	5	3			\$700						\$700	\$4,595
32	River Trail	Railroad West of I-496	Connector to Fidelity Road	0.354	12	Asphalt	2	2	5	3									\$53,115	\$69,050
33	River Trail	Connector to Fidelity Road	Red Cedar River	0.395	10.5	Asphalt	2	2	5	3									\$51,883	\$67,448
34	River Trail	Red Cedar River	Pennsylvania Avenue	0.749	9.5	Asphalt	8	5	5	5		\$445							\$445	\$6,427
35	River Trail	Pennsylvania Avenue	Cedar Street	0.512	10	Asphalt	7	5	5	5			\$704						\$704	\$916
36	River Trail	Cedar Street	Connector to West River Trail	0.351	9	Asphalt	5	3	5	5							\$15,791		\$15,791	\$6,021
37	River Trail	Connector to West River Trail	Just North of I-496	0.270	10	Asphalt	7	5	5	5				\$2,028					\$2,028	\$2,636
38	River Trail	Just North of I-496	REO Town	0.543	10	Asphalt	5	5	5	5									\$27,155	\$35,302
39	River Trail	REO Town	Shiawassee Street	0.315	Varies	Concrete	9	5	5	5									\$0	\$0
40	River Trail	Shiawassee Street	Former Railroad Bridge	0.186	11.5	Asphalt	6	4	5	5									\$1,608	\$2,090
41	River Trail	Former Railroad Bridge	Saginaw Street	0.092	11	Asphalt	9	5	5	5									\$0	\$0
42	River Trail	Saginaw Street	Oakland Avenue	0.197	11	Asphalt	6	5	5	5									\$1,627	\$2,115
43	River Trail	Oakland Avenue	Dodge River Drive	0.505	11	Asphalt	6	5	5	5									\$4,165	\$5,415



ID	Trail Name	From	To	Segment Length (mi)	Parent Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)						Estimated Base Repair Cost	Estimated Construction Cost					
											No. Work	Overband Crack Fill (90' Internals Plus)	Overband Crack Fill (25' Internals Average)	Overband Crack Fill (5' Internals Average)	Rout Wide Cracks & Crack Fill	Single Course Micro-surface			1-1/2" HMA Overlay	3" HMA & Resurface (Re-construct)	Based on Existing Length & Width (Not including Contingency, Engineering, or Construction Administration)	Based on AASHTO Standards (Not including Contingency, Engineering, or Construction Administration)	
44	River Trail	Dodge River Drive	North End of Dodge Park	0.188	10	Asphalt	8	5	5	5	\$0	\$500	\$1,100	\$3,500	\$6,000	\$15,000	\$40,000	\$100,000	\$124	\$162	\$9,992	\$90,385	
45	River Trail	North End of Dodge Park	North Street	0.056	11	Asphalt	3	2	5	5									\$7,686	\$7,686	\$7,686	\$9,992	
46	River Trail	North End of Dodge Park	Northern Terminus	0.372	10	Asphalt	3	2	5	5									\$46,450	\$46,450	\$46,450	\$90,385	
47	River Trail	Northern Terminus	Grand River Avenue	0.152	8	Asphalt	2	2	5	5									\$15,260	\$15,260	\$4,029	\$5,237	
48	Connector to Crego Park	River Trail	Fidelity Drive	0.371	9	Asphalt	9	5	5	5	\$0									\$0	\$4,900	\$6,370	\$6,370
49	River Trail Connector	Aurelius Road	River Trail	0.080	8.5	Asphalt	7	5	5	5		\$83								\$83	\$1,576	\$2,049	\$2,049
50	River Trail	Kruger's Landing	North of Mt. Hope Road	0.188	8.5	Asphalt	6	5	2	5			\$688							\$688	\$3,718	\$4,894	\$4,894
51	River Trail	North of Mt. Hope Road	Connector to Ruth Avenue	0.387	8.5	Asphalt	8	5	5	5										\$524	\$19,537	\$26,398	\$26,398
52	Connector to Ruth Avenue	River Trail	Ruth Avenue	0.145	9	Asphalt	9	5	5	5	\$0									\$0	\$1,911	\$2,485	\$2,485
53	River Trail	Connector to Ruth Avenue	Connector to Scott Woods	0.082	9	Asphalt	9	5	5	5	\$0									\$0	\$1,084	\$1,409	\$1,409
54	Connector to Scott Woods	River Trail	Clifton Avenue	0.196	8.5	Asphalt	7	5	5	5				\$229						\$229	\$3,875	\$5,037	\$5,037
55	River Trail	Connector to Scott Woods	North End of Hawk Island Park	0.293	9	Asphalt	8	5	5	5										\$165	\$3,885	\$5,024	\$5,024
56	River Trail	North End of Hawk Island Park	Cavanaugh Road	0.730	11	Asphalt	6	3	5	5						\$15,054				\$15,054	\$15,054	\$19,570	
57	River Trail	Cavanaugh Road	Jolly Road	0.781	9	Asphalt	7	5	5	5										\$966	\$10,303	\$13,393	\$13,393
58	South Lansing Pathway	Aurelius Road	Waverly Road	4.563	9	Asphalt	9	5	5	5	\$0									\$0	\$80,234	\$78,305	\$78,305
59	Sycamore Trail	Aurelius Road	Five Oaks Drive	0.358	9	Asphalt	9	5	5	5	\$0									\$0	\$4,719	\$6,135	\$6,135
60	Sycamore Trail	Five Oaks Drive	Dunkel Road	0.248	9	Concrete	9	5	5	5	\$0									\$0	\$3,270	\$4,251	\$4,251
61	Sycamore Trail	Dunkel Road	I-96	1.239	9.5	Asphalt	9	5	5	5	\$0									\$0	\$8,175	\$10,627	\$10,627
62	Sycamore Trail	I-96	Dell Road	0.493	9.5	Asphalt	9	5	5	5	\$0									\$0	\$3,251	\$4,226	\$4,226
63	Sycamore Trail	Dell Road	Willoughby Road	1.065	9.5	Asphalt	9	5	5	5	\$0									\$0	\$7,027	\$9,135	\$9,135
64	Valhalla Trail	Willoughby Road	Valhalla Park	0.376	8.5	Asphalt	8	5	5	5										\$199	\$7,435	\$9,685	\$9,685
65	Valhalla Trail	Valhalla Park	Keller Road	0.325	8.5	Asphalt	7	5	5	5										\$379	\$6,425	\$8,353	\$8,353

ID	Trail Name	From	To	Segment Length (mi)	Pavement Width (ft)	Surface Type	PASER Rating (1-10)	Base Condition (1-5)	Drainage Condition (1-5)	Shoulder Condition (1-5)	Recommended Surface Treatment and Approximate Cost per Mile (assumes 8' width)						Estimated Base Repair Cost	Estimated Base Repair Cost	Estimated Construction Cost <sup>1</sup>			
											No Work	Overband Crack Fill (60' Intervals Plus)	Overband Crack Fill (25' Intervals Average)	Overband Crack Fill (5' Intervals Average)	Route Wide Cracks & Crack Fill	Single Course Micro-surface				1-12" HMA Overlay	3" Mill & Resurface (Re-construct)	
66	Valhalla Trail	Keller Road	Holt Road	0.550	8	Asphalt	8	5	5	5	\$0	\$500	\$1,100	\$3,500	\$6,000	\$15,000	\$40,000	\$100,000	\$18,883	\$14,525	Based on AASHTO Standards Including 12% Contingency + 18% Engineering & Construction Administration	
67	South Lansing Pathway	Aurelius Road	Cavanaugh Road	0.604	9.5	Asphalt	9	5	5	4	\$0								\$5,180	\$3,384	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
68	Hawk Island Park East Loop	Cavanaugh Road	North Park Limits	0.607	11	Asphalt	6	3	5	5				\$12,526					\$16,283	\$12,526	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
69	Hawk Island Park East Loop	North Park Limits	River Trail	0.184	12	Asphalt	9	5	5	5	\$0								\$0	\$0	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
70	River Trail	River Point Park	Elm Street	0.465	9	Asphalt	7	3	5	5			\$575						\$6,138	\$6,138	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
71	River Trail	Elm Street	Moore's Park	0.348	9.5	Asphalt	5	3	5	5						\$6,204			\$2,288	\$2,288	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
72	River Trail	Moore's Park	Northern Terminus	0.334	9	Asphalt	8	5	5	5		\$188							\$4,404	\$4,404	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
73	River Trail - West Side Downtown	Northern Terminus	South of Saginaw Street	0.101	9	Asphalt	9	5	5	5	\$0								\$1,338	\$1,338	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
74	River Trail - West Side Downtown	South of Saginaw Street	Shawasssee Street	0.210	9	Asphalt	3	2	4	2								\$23,614	\$23,614	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)		
75	River Trail - West Side Downtown	Shawasssee Street	Michigan Avenue	0.195	13	Concrete	8	5	5	5	\$0								\$0	\$0	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
76	Northern Tier Trail - East Loop	Pebblebrook Lane	Main Trail	0.185	8	Asphalt	7	5	5	5			\$204						\$4,389	\$4,389	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
77	Northern Tier Trail	Pebblebrook Lane	Abbot Road	0.344	8.5	Asphalt	6	5	5	3						\$5,489			\$6,919	\$6,919	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
78	Northern Tier Trail	Abbot Road	Abbot Road	0.088	9	Concrete	7	5	5	2	\$0								\$1,162	\$1,162	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
79	Northern Tier Trail	Abbot Road	Lake Lansing Road	0.609	9	Asphalt	6	4	5	5						\$10,275			\$8,037	\$8,037	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
80	Northern Tier Trail	Lake Lansing Road	County Line	0.739	9	Asphalt	6	4	5	5						\$12,471			\$9,755	\$9,755	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
81	Connector to Towar Avenue	Northern Tier Trail	Towar Avenue	0.764	9	Asphalt	7	4	5	5								\$5,157	\$10,885	\$13,110	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
82	Connector to Abbey Road	Northern Tier Trail	Abbey Road	0.468	9	Asphalt	7	4	5	5			\$579						\$6,179	\$6,179	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
83	Connector to Cricket Lane	Northern Tier Trail	Cricket Lane	0.273	9	Asphalt	7	5	5	5			\$338						\$3,609	\$3,609	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)	
84	Along Cedar Street	Dallas Avenue	Holbrook Drive	0.564	8	Asphalt	8	5	5	5		\$282							\$282	\$14,886	\$19,367	Based on AASHTO Standards (Not Including Contingency, Engineering, or Construction Administration)
												<b>TOTAL ESTIMATED COST:</b>						<b>\$385,070</b>	<b>\$700,130</b>	<b>\$910,169</b>		

<sup>1</sup>: Estimated construction costs include a 12% contingency and 18% for engineering and construction administration

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DECLARING ALL BRIDGES IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #7, WITH PRIORITY GIVEN TO THOSE BRIDGES WITH A NEED FOR TOTAL REPLACEMENT (12 IN TOTAL), ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016 THROUGH JUNE 1, 2016**

**RESOLUTION # 16 – 105**

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage level of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, to assist the Board of Commissioners in developing a plan for the expenditure of trails and parks millage funds, Ingham County hired Mannik & Smith group to complete a comprehensive report of trails and parks in the County; and

WHEREAS, Mannik & Smith has completed their report to the satisfaction of the Ingham County Trails and Parks Task Force; and

WHEREAS, the Ingham County Trails and Parks Task Force recommends approval of the Mannik & Smith report by the Ingham County Board of Commissioners; and

WHEREAS, the Ingham County Board of Commissioners desires to implement the recommendations included in the plan.

THEREFORE BE IT RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for millage funds effective April 1, 2016 through June 1, 2016 with the total amount not to exceed \$4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

**COUNTY SERVICES: Yeas:** Nolan, Celentino, Bahar-Cook, Tsernoglou, Hope, Maiville  
**Nays:** None **Absent:** Koenig **Approved 3/15/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case-Naeyaert **Approved 3/16/2016**

Table 7. Bridge Repair, Rehabilitation and Replacement Costs

Structure Number	Repair					Rehabilitation		Replacement	Approach Costs	Signage Costs	Channel Cleaning	Contingency, Engineering, or Construction Administration	Sub Total	Total Construction Including 12% Contingency + 18% Engineering & Construction Administration
	Deck Costs	Joint Costs	Railing Costs	Superstructure Cost	Painting Cost	Piles Cost								
QL-01-SCT-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$16,350	\$21,255	\$16,350	\$71,255
QL-02-PK-SWL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$750	\$2,275	\$1,750	\$2,275
QL-03-LTS-SC	\$76,102	\$500	\$10,020	\$245,490	\$192,649	\$0	\$524,761	\$0	\$0	\$1,000	\$546,636	\$710,626	\$546,636	\$710,626
QL-04-LTS-SC	\$10,937	\$0	\$0	\$0	\$0	\$0	\$10,937	\$0	\$0	\$1,000	\$6,000	\$23,937	\$17,937	\$23,937
QL-05-LTS-SC	\$6,198	\$0	\$4,090	\$39,984	\$11,696	\$0	\$61,958	\$0	\$0	\$1,000	\$1,700	\$34,658	\$34,658	\$34,658
QL-06-LTS-SC	\$13,124	\$0	\$0	\$0	\$0	\$0	\$13,124	\$0	\$0	\$1,000	\$7,200	\$27,324	\$21,324	\$27,324
QL-07-LTS-SC	\$6,203	\$0	\$540	\$0	\$0	\$0	\$8,743	\$0	\$0	\$1,000	\$2,250	\$15,993	\$11,993	\$15,993
QL-08-LTW-GR	\$17,489	\$3,000	\$0	\$56,448	\$131,580	\$0	\$208,627	\$0	\$0	\$1,000	\$4,800	\$214,627	\$214,627	\$214,627
QL-09-LTW-GR	\$224,680	\$6,500	\$29,590	\$579,768	\$84,796	\$60,920	\$966,224	\$0	\$14,010	\$1,000	\$12,325	\$1,013,559	\$1,013,559	\$1,317,627
QL-10-LTW-GR	\$68,902	\$7,000	\$9,072	\$222,264	\$65,016	\$0	\$372,254	\$0	\$13,800	\$1,000	\$9,450	\$396,504	\$396,504	\$515,455
QL-11-LTE-RC	\$15,960	\$0	\$0	\$102,900	\$30,100	\$0	\$148,960	\$0	\$14,010	\$1,000	\$4,375	\$168,335	\$168,335	\$218,835
QL-12-LTE-RC	\$20,061	\$0	\$2,640	\$64,680	\$3,784	\$115,800	\$206,955	\$0	\$11,610	\$1,000	\$5,500	\$225,065	\$225,065	\$392,584
QL-13-LTE-RC	\$11,484	\$0	\$3,790	\$37,044	\$0	\$0	\$52,308	\$0	\$0	\$1,000	\$1,575	\$54,883	\$54,883	\$71,347
QL-14-LTE-RC	\$56,871	\$6,500	\$7,468	\$366,912	\$53,664	\$71,840	\$563,275	\$0	\$11,610	\$1,000	\$7,800	\$583,685	\$583,685	\$758,191
QL-15-LTE-SP	\$75,464	\$5,000	\$9,936	\$486,864	\$71,208	\$0	\$648,472	\$0	\$11,670	\$1,000	\$10,360	\$671,492	\$671,492	\$872,939
QL-16-LTE-RC	\$820	\$0	\$108	\$2,646	\$0	\$0	\$3,574	\$0	\$12,000	\$1,000	\$8,025	\$120,400	\$120,400	\$1,800,600
QL-17-LTE-RC	\$0	\$0	\$0	\$0	\$0	\$0	\$666,131	\$0	\$11,820	\$1,000	\$3,975	\$682,926	\$682,926	\$1,024,988
QL-18-LTE-RC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,210	\$1,000	\$1,200	\$14,410	\$14,410	\$18,733
QL-19-PK-WL	\$0	\$0	\$0	\$0	\$0	\$0	\$209,475	\$0	\$11,820	\$1,000	\$1,250	\$223,545	\$223,545	\$335,918
QL-20-LTE-RC	\$0	\$0	\$0	\$0	\$0	\$0	\$1,344,830	\$0	\$12,000	\$1,000	\$8,025	\$1,365,855	\$1,365,855	\$2,048,782
QL-21-LTE-RC	\$10,117	\$1,000	\$1,332	\$32,634	\$19,092	\$0	\$64,175	\$0	\$0	\$1,000	\$2,775	\$67,950	\$67,950	\$88,334
QL-22-ELT-RC	\$13,671	\$0	\$1,800	\$176,400	\$51,600	\$0	\$243,471	\$0	\$0	\$1,000	\$7,500	\$251,971	\$251,971	\$377,562
QL-23-LT-GR	\$26,248	\$0	\$17,280	\$169,344	\$0	\$0	\$212,872	\$0	\$11,220	\$1,000	\$7,200	\$232,292	\$232,292	\$301,980
QL-24-LT-GR	\$24,608	\$0	\$16,200	\$79,380	\$0	\$85,280	\$205,468	\$0	\$11,610	\$1,000	\$6,750	\$224,828	\$224,828	\$292,716
QL-25-LT-GR	\$218,736	\$0	\$5,760	\$1,411,200	\$82,560	\$0	\$1,718,256	\$0	\$16,800	\$1,000	\$12,000	\$1,748,056	\$1,748,056	\$2,272,473
QL-27-LTW-GR	\$0	\$0	\$672	\$65,856	\$0	\$0	\$66,528	\$0	\$0	\$1,000	\$5,600	\$73,128	\$73,128	\$95,066
QL-28-LT-GR	\$36,271	\$0	\$23,220	\$113,778	\$65,564	\$0	\$238,833	\$0	\$0	\$1,000	\$9,675	\$249,508	\$249,508	\$324,361
QL-29-LT-GR	\$1,367	\$0	\$1,800	\$17,640	\$5,160	Total Replacement	\$0	\$1,822,433	\$11,610	\$1,000	\$10,875	\$1,845,918	\$1,845,918	\$2,768,976
QL-30-SCT-GR	\$61,520	\$9,500	\$16,200	\$793,800	\$116,100	\$0	\$997,120	\$0	\$11,610	\$1,000	\$750	\$39,327	\$39,327	\$51,125
QL-31-LT-GR	\$29,256	\$4,500	\$7,704	\$94,374	\$55,212	\$0	\$191,046	\$0	\$12,000	\$1,000	\$16,875	\$1026,995	\$1026,995	\$1,335,093
QL-32-LT-GR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$8,025	\$200,071	\$200,071	\$260,092
OM-01-HAY-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$500	\$7,260	\$7,260	\$145,990
OM-02-HAY-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$500	\$117,210	\$117,210	\$175,915
OM-03-HAY-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$675	\$114,792	\$114,792	\$172,187

Structure Number	Repair						Rehabilitation	Replacement	Approach Costs	Signage Costs	Channel Cleaning	Sub Total (Not Including Contingency, Engineering, or Construction Administration)	Total Construction <sup>1</sup> Including 12% Contingency + 18% Engineering & Construction Administration
	Deck Costs	Joint Costs	Railing Costs	Superstructure Cost	Painting Cost	Piles Cost							
OM-04-HAY-SC	\$4,238	\$0	\$27,342	\$15,966	\$0	\$47,576	\$0	\$0	\$1,000	\$2,325	\$50,901	\$66,171	
CW-01-CW-WL	\$1,641	\$0	\$432	\$10,584	\$0	\$12,557	\$0	\$0	\$1,000	\$450	\$14,107	\$18,338	
DT-01-SGT-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,475	\$2,475	\$3,218	
DT-02-SGT-966	\$0	\$0	\$360	\$0	\$0	\$360	\$0	\$0	\$1,000	\$750	\$2,110	\$2,743	
DT-03-SGT-SC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$12,150	\$13,150	\$17,095	
EL-01-ELT-RC	\$0	\$1,000	\$0	\$18,060	\$0	\$19,060	\$0	\$0	\$1,000	\$2,625	\$22,685	\$29,491	
EL-02-ELT-RC	\$0	\$0	\$1,440	\$41,580	\$41,280	\$84,300	\$0	\$0	\$1,000	\$3,000	\$108,100	\$140,530	
EL-03-ELT-RC	\$7,656	\$0	\$1,008	\$49,332	\$14,448	\$72,504	\$0	\$0	\$1,000	\$4,200	\$89,704	\$116,615	
EL-04-NIT- SWL			Total Replacement			\$150,822		\$4,500	\$1,000	\$900	\$157,222	\$235,833	
EL-05-NIT- SWL	\$3,646	\$0	\$2,400	\$11,760	\$0	\$17,906	\$0	\$0	\$1,000	\$1,000	\$31,806	\$41,347	
EL-06-NIT- SWL	\$3,646	\$0	\$2,400	\$11,760	\$0	\$17,906	\$0	\$0	\$1,000	\$1,000	\$31,806	\$41,347	
EL-07-NIT- SWL			Total Replacement			\$125,685		\$12,000	\$1,000	\$750	\$139,435	\$209,153	
MT-01-PK- SWL	\$32,810	\$0	\$4,320	\$84,672	\$0	\$121,902	\$0	\$0	\$1,000	\$1,800	\$134,202	\$174,463	
MT-02-MIP-DR	\$7,229	\$0	\$1,044	\$25,578	\$14,964	\$49,515	\$0	\$0	\$1,000	\$2,175	\$61,900	\$80,470	
MT-03-PK-DR			Total Replacement			\$188,528		\$8,910	\$1,000	\$1,125	\$199,563	\$295,344	
MT-04-PK-DR	\$5,833	\$0	\$788	\$37,632	\$11,008	\$55,241	\$0	\$0	\$1,000	\$1,600	\$62,641	\$81,433	
MT-05-PK-DR	\$0	\$0	\$1,800	\$8,820	\$0	\$10,620	\$0	\$0	\$1,000	\$750	\$12,370	\$16,081	
MT-06-MIP-DR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$875	\$1,875	\$2,438	
MT-07-MIP-DR			Total Replacement			\$75,411		\$14,400	\$1,000	\$450	\$91,261	\$136,892	
WT-01-WT-RC	\$88,862	\$0	\$11,700	\$114,660	\$33,540	\$248,762	\$0	\$8,400	\$1,000	\$4,875	\$263,037	\$341,947	
<b>Total</b>	<b>\$1,183,316</b>	<b>\$44,500</b>	<b>\$196,884</b>	<b>\$5,583,186</b>	<b>\$1,190,077</b>	<b>\$8,531,903</b>	<b>\$6,087,575</b>	<b>\$350,730</b>	<b>\$55,000</b>	<b>\$266,975</b>	<b>\$15,292,082</b>	<b>\$19,979,707</b>	

1: Total construction costs include 12% contingencies and 18% engineering and construction administration.

## MOVE

To support staff's recommendation to the Board of Commissioners to authorize the Director to work with Human Resources and the Union on the potential reorganization of the Ingham County Parks Department soon to be vacant, due to retirement, of an Park Ranger I (vacancy effective 6/30/16) position and upgrading this position to an Assistant Park Manager I position. These positions are both union positions ICEA Park Rangers and have the approval of the union to proceed with this reorganization. (Attached is the letter supporting this action from Coe Emens, Union President.)

**From:** Emens, Coe  
**Sent:** Thursday, May 19, 2016 7:55 AM  
**To:** Morgan, Timothy  
**Cc:** Parsons, Travis  
**Subject:** Re: Consideration by Union of Reorg of Ranger I position

On behalf of the Union,

We would like to thank you for including us in this process. We appreciate the opportunity to have our opinions be heard and acknowledged.

Again, the Union agrees with the changes the Department is proposing.

Thank you.

Coe F. Emens III  
Ingham County Parks Department  
121 East Maple Street  
Mason, MI 48854

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**From:** Morgan, Timothy  
**Sent:** Wednesday, May 18, 2016 4:33 PM  
**To:** Emens, Coe  
**Cc:** Parsons, Travis  
**Subject:** RE: Consideration by Union of Reorg of Ranger I position

Coe,

Please accept this as acknowledgement of my receipt of both your giving us approval to proceed with the possible reorganization of the Ranger I to an Assistant Manager I position and that your concerns below are dully noted.

Thank you Coe for your commitment to serving as Union President for ICEA Park Rangers,

Tim Morgan  
Tim Morgan, CPRP (Certified Parks & Recreation Professional), and  
CTA (Certified Tourism Ambassador™)  
Director, Ingham County Parks  
121 E. Maple St., Suite 102  
Mason, Michigan 48854  
517-244-7191 (Direct)  
517-676-2233 (Park Information)  
[tmorgan@ingham.org](mailto:tmorgan@ingham.org)  
[www.inghamcountyparks.org](http://www.inghamcountyparks.org)

**From:** Emens, Coe  
**Sent:** Tuesday, May 10, 2016 2:57 PM  
**To:** Morgan, Timothy  
**Cc:** Parsons, Travis; Cypher, Jared; Buckley, Timothy; Jeffrey Donahue  
**Subject:** Re: Consideration by Union of Reorg of Ranger I position

I have spoken with all the union members. The consensus was we are giving our approval, with a few concerns we would like documented.

1. Members are concerned that in the absence of a full-time Ranger I, more Ranger I duties will be placed on other positions. We accept the fact that some of those duties are expected of all positions in the Union, but don't want the other positions performing Ranger I duties the majority of the time.
2. Concern about the effects of the Department becoming more management top-heavy. The loss of skilled labor positions will effect the level of service we provide to the region. We would like to ask that the soon to be vacated Ranger I position be left vacant and not eliminated so that when the County is more economically stable, we can re-fill the position without conflict.

Thank you for your time and consideration.

Coe F. Emens III  
Ingham County Parks Department  
121 East Maple Street  
Mason, MI 48854

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**From:** Morgan, Timothy  
**Sent:** Tuesday, May 10, 2016 2:04 PM  
**To:** Emens, Coe  
**Cc:** Parsons, Travis; Cypher, Jared  
**Subject:** RE: Consideration by Union of Reorg of Ranger I position

Please see correction to first e-mail, thank you Coe for catching that, is should state [Assistant Manager I](#), not II.

Coe,

The corrected e-mail should read;

Please consider this a follow-up to our conversation this afternoon that we had on the phone in consideration by Union of potential Reorg of Ranger I position, that will be open upon John Elias retirement at the end of June, to an **Assistant Manager I position**.

Thank you Coe for following up on this in a timely manner for consideration. Please advise of the outcome of your discussion.

Thank you for your time and consideration in this matter,

Tim

Tim Morgan, CPRP



Move

To continue working toward Friends of the Lansing Regional Trails overseeing the developing Trail Ambassador program and having Park Commissioner Cherry Hamrick be the liaison with the Trail Ambassador program and the Park Commission.

29 April 2016

Ingham County Parks Department

PO Box 178  
Mason, MI 48854

Dear Friend of EC3:

A million thanks to you for contributing a silent-auction item to our Spring Auction, which was held on April 22<sup>nd</sup>. The event was the best one for us yet, helping us to raise nearly \$53,000 for our general fund.

EC3 is a 501(c)(3) nonprofit organization that operates almost exclusively on family-paid tuition. Contributions such as yours are critical to sustaining EC3's high quality in both our program and our facility, and the value of your donation is tax-deductible.

Please accept my gratitude on behalf of the staff, Board of Directors, and families of EC3.

Sincerely,



Elisabeth Weston  
Executive Director



**From:** Autism Society of Michigan  
**Sent:** Monday, May 16, 2016 2:10 PM  
**To:** Morgan, Timothy  
**Subject:** Big Thank You

Good afternoon, Tim.

I wanted to take a moment to express our sincere gratitude to your Park Manager, Brian Collins and his staff at Hawk Island for their outstanding service to the Autism Society of Michigan's Board, staff, and participants of our 5k Run/Walk on Saturday, May 14th.

Despite the early hour, extreme cold and winter like conditions, Brian and his staff provided cheerful and accommodating service & support to us. Not only did Brian place the arrow signs along the race route, he and his staff also "wheeled" the route to ensure it was indeed a 5k distance for us. His staff made sure that the trash cans were emptied, we had access to a golf cart early, the pavilion & tables were cleaned and kept a tally participants parking for us. We feel they went above and beyond to assure that our event ran smoothly and everyone was well taken care of and made to feel welcome. The Autism Society of Michigan thoroughly enjoyed our experience at Hawk Island Park and look forward to holding our 5k event there again next year.

Thank you again and kudos to Brian and his staff.

Have a wonderful day,

Cathy

--

*Cathy Gladstone, Office Coordinator  
Autism Society of Michigan  
2178 Commons Parkway  
Okemos, MI 48864*