

# 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, September 26, 2016

## Monday, September 26, 2016

### 6:00pm

# PARKS & RECREATION COMMISSION MEETING

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

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes  
[Minutes](#) of July 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. [Day Camp Collage](#)
7. OLD BUSINESS
  - A. [Fencing](#)
  - B. Temporary Millage Signage - Discussion
  - C. [Timeline](#) for the Trails and Parks Millage Applications
8. NEW BUSINESS
  - A. [Discuss Trails and Parks Millage Consultant Interviews](#) and Budget Committee Recommendation
  - B. Selling Soldan Dog Park FOBs at Soldan's Feeds & Pet Supplies?
9. REPORTS OF STANDING COMMITTEES
  - A. Planning & Community Outreach Committee
  - B. Budget & Personnel Committee
    - i. [Financial Report](#)
    - ii. [2017 Controller Recommended Budget](#)
10. ACTION ITEMS
  - A. [Resolution](#) to Update the Application for the Trails and Parks Millage Program
  - B. [Resolution](#) to Update the Scoring Criteria for the Trails and Parks Millage Program
  - C. [Resolution](#) to Enter into an Agreement with Spicer Group, Inc. for the Trails & Parks Millage Consultant
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, October 17, 2016; Time: 6:00pm  
Planning & Community Outreach Committee Meeting
- Date: Tuesday, October 18, 2016; Time 12:00pm  
Budget & Personnel Committee Meeting
- Date: Monday, October 24, 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
- C. Day Camp Surveys

**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, Ryan Earl, Cherry Hamrick, County Commissioner Carol Koenig, Robin Lewis, Pat Lindemann, Paul Pratt, Jonathan Schelke, and County Commissioner Teri Banas

**Ingham County Park Staff:** Director Tim Morgan, Lake Lansing 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, Park Ranger I Cole Publiski, Mechanic David Strahle, Executive Assistant Nicole Wallace, Burchfield County Parks Assistant Manager I Christopher Wascher, Park Ranger I Mark Wichtoski, and Lake Lansing County Park Manager II Pat Witte

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

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Red Tail Shelter, Hawk Island Park, 1601 E. Cavanaugh, Lansing, Michigan.

**Board Members**

**Present:** Commissioner Teri Banas, Matt Bennett, John Czarnecki, Ryan Earl, Cherry Hamrick, Commissioner Carol Koenig, Sarah Nicholls, and Jonathan Schelke

**Absent:** Robin Lewis and Paul Pratt

**Also Present:** Park Director Tim Morgan, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Pat Witte, Burchfield County Park Assistant Manager Chris Wascher, Hawk Island Park Manager Brian Collins, Hawk Island Park Assistant Manager Coe Emens, Ingham County Treasurer Eric Schertzing, Steve Leiby, Dean Brailey, and Ralph Monsma

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

**Minutes:** **Moved by Mr. Czarnecki and Supported by Mr. Schelke** to approve the June 27, 2016 minutes of the regular meeting as written.  
**Yes-8; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None.

**LATE ITEMS / CHANGES / DELETIONS**

Agenda Item #10B: 2017 CIP.

**INTRODUCTION OF NEW ASSISTANT PARK MANAGER, CHRISTOPHER WASCHER**

Mr. Morgan introduced Chris Wascher, the new Assistant Park Manager for Burchfield Park.

**ADMINISTRATIVE REPORTS**

Mr. Morgan stated we might be short staffed for lifeguards at Lake Lansing South for some dates in August and the beginning of September. Mr. Morgan said we have been advertising since the spring and haven't had any qualified applicants. Mr. Witte said two of his lifeguards also work at the YMCA and the MAC, and he has been told that the students don't want to double dip for extra hours; they want to get back to college. Commissioner Koenig asked if this has happened before and Mr. Witte said we have shared guards between parks in the past.

Commissioner Koenig said there will be a laser focus on the department if there are no lifeguards. We need to do whatever we can to fix this situation. Mr. Witte stated the wage is low for lifeguards and Commissioner Koenig stated we need to pay the highest wage for lifeguards in this area. Commissioner Banas agreed and stated we must have lifeguards. Mr. Witte said he will have signs available just in case there are no lifeguards and he needs at least one guard, if not two. Commissioner Banas asked if there are older adults that may be interested in the position. Mr. Witte said we have aggressively posted the job and there are no qualified applicants.

Mr. Morgan stated we will try to fix this internally by moving lifeguards from Burchfield Park to Lake Lansing South. Commissioner Koenig asked if there could be a sign on bonus or recruitment bonus for lifeguards. Mr. Morgan said a lot of Parks Department close beaches earlier than Labor Day since they also have difficulty with staffing lifeguards. Mr. Morgan stated he will check with HR if sign on bonus or recruitment bonus could be allowed. Discussion.

Ms. Wallace referenced page 23 of the packet and stated Ms. Fraser completed a report for the marketing initiatives for the survey for the Master Plan. Mr. Collins invited the Park Commissioners to look at where the magic carpet will be installed after the meeting.

**PRESENTATION – ERIC SCHERTZING – POSSIBLE LAND ACQUISITION PARCEL 33-01-01-27-476-050**

Eric Schertzing introduced himself as the County Treasurer. Mr. Schertzing presented on the two parcels of land next to Hawk Island. The two parcels next to Hawk Island went into foreclosure and it is unlikely the parcels will sell in the upcoming auction. If the parcels do not sell, we can transfer the land to the Parks Department. Commissioner Koenig thanked Mr. Schertzing for presenting this option to the Park Commission.

Mr. Czarnecki asked if Mr. Schertzing will consider other parcels for when we may want to develop a bike system in the future. Mr. Schertzing said he will look for parcels that may be of interest to the Parks Department. For example, there are two parcels of land (parcel # 33-01-01-05-451-021 and 33-01-01-05-451-031) that are near Bohnet Electric Co. The two parcels were foreclosed on and have over 1,000 feet along the Grand River. Commissioner Koenig asked if we could get these parcels. Mr. Schertzing said there is the burden of snow and mowing for these parcels. Mr. Czarnecki asked if we should have the City of Lansing get involved and Commissioner Banas stated this is a situation to work with the municipality. Mr. Schertzing said he will set aside the property for future discussion.

**OLD BUSINESS**

None.

**NEW BUSINESS**

*Millage Temporary Construction Signage~* Mr. Morgan stated there are two options for the temporary millage signage that came out of Park Commission Committees and the Park Commissioners agreed they preferred the green sign. Mr. Morgan said we will work with communities on the number of signs they will need then get them to the communities who will place the signs at the sites.

*2017 CIP~* Mr. Morgan referenced the late packet with the 2017 CIP recommended list from the Budget Office. Discussion.

**REPORTS OF STANDING COMMITTEES**

*Planning & Community Outreach Committee ~* Ms. Hamrick provided an overview of the meeting. Ms. Hamrick stated the committee discussed the MOU with FLRT, the idea for a staff person for FLRT, and another option for the Ram Trail to Burchfield Park.

*Budget & Personnel Committee*

Mr. Czarnecki referenced page 38 and 39 of the packet. Mr. Czarnecki said revenues are below 50%, but most of the revenue will be collected in June, July and August. Mr. Czarnecki stated he is confident we will meet revenue goals. Mr. Czarnecki thanked staff.

**ACTION ITEMS:**

**Motion to Re-Bid the Roofing Projects**

Mr. Morgan stated we only received one bid. Mr. Morgan said the recommendation is to rebid the projects.

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt and Robin Lewis

**Motion to Recommend a MOU with FLRT for the Ambassador Program**

Commissioner Banas asked if this includes the shared staff member with FLRT and Mr. Morgan stated that will be a separate request.

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Paul Pratt and Robin Lewis

**CORRESPONDENCE & CITIZEN COMMENT**

Ms. Nicholls referenced the thank you note in the packet.

**BOARD/STAFF COMMENTS**

Ms. Nicholls stated she is impressed with park staff and the gatehouse attendants are very friendly. Commissioner Banas asked for updates on the lifeguard situation for Lake Lansing.

**LIMITED PUBLIC COMMENT**

Chair Nicholls welcomed Ralph Monsma to the meeting. Mr. Monsma said he has enjoyed the Lake Lansing concerts this summer. Mr. Brailey said he hopes we can fix the lifeguard issue since his family likes to swim at the park.

Chair Nicholls stated there are no Park Commission meetings in the month of August.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:54pm.

Meeting adjourned

Minutes submitted by:  
Nicole Wallace, Recording Secretary

**Directors Report**  
**July 19<sup>th</sup>- September 21<sup>st</sup> (September 26th, Park Commission meeting)**

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

**Mission Statement:**

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

- Monthly continue to work with Nicole and Karen on various committee agendas, supporting documents and internal items. Ongoing working with Nicole on various resolutions.
- Work continues with Cherry Hamrick and members of Friends of Lansing Regional Trails (FLRT) to discuss the Trail Ambassador Program, Memorandum of Understanding with FLRT.
- We worked with Park Commission Budget & Personnel Committee with interviews for the purpose of hiring a consultant to assist with duties for the Trails & Parks Millage. We received two proposals, both local, the committee interviewed both and will make a recommendation to the full Park Commission Sept. 26<sup>th</sup>.
- We made sure that we continue to update Millage on the Parks web page so all information on our web site is current moving forward, staff is doing a great job with this.
- We sent out reminder save-that-date and set up a tentative date for stakeholders for the next round of Trails and Parks community applications.
- Completed another successful year with the Ingham County Sherriff patrols in the parks.
- Met with and spoke to, along with Commissioner Teri Banas, the Tri-County Bicycle Association (TCBA).
- Met with the Deputy Controller, and City of Mason to discuss Rayner Park.
- Conducted staff meeting at Hawk Island.
- Worked extensively on the Trails & Parks Millage Application and Criteria updates, corresponded with and utilized feedback from the local entities that participated in the first round and included their input in the update. Met and worked with Mike Smith of MDOT (TAP Grant Coordinator) as well met with Park Executive Committee on review and input on the Trails & Parks Millage Application and Criteria updates.
- Provided information for an article to be written this fall in MParks Magazine about the Trails & Parks Millage.
- Continued to work with Karen, IT and others on revenue management system timeline for RFP.
- Attended a Park Directors meeting sponsored by MParks, our state park association.
- Spoke to several middle school classes that toured the Park offices about a career in parks.
- Attended quarterly meeting of the Friends of the Ingham County Parks. Also, met with Friends Executive Committee to continue transition. Les Coxon has assumed the role of treasure with the Friends group.
- Attended Delhi Non-motorized Transportation plan update steering committee meeting.
- Reviewed applications and attended interviews for the Ranger I position opening. We hired Cole Publiski who brings variety of skill sets, including an electrical journeyman, carpentry, and heavy equipment operation.
- Attended another two Tim Barron Radio show to publicize the Ingham County parks.
- Worked on final Magic Carpet contract agreement with County Legal and staff.
- Met with Brian Collins, Brett Kaschinske-Lansing Parks Director and Soldan Family to discuss Soldan Dog Park.
- Attended two trainings offered by the County: Active Shooter and De-escalation training.
- Once again, attended two County Services and two Finance committee and two (BOC) Board of Commissioners meetings for various Park Department requests.

- Continued to work with Dan Troia, Road Department Engineer and Brian Collins and our legal for the work at Hawk Island 1.5 miles of paving that should be completed by October 7th.
- Continued to work with County Legal Department and staff for the MOU for the mountain biking as well with the Mountain Bike Club.
- Started working with Jeff Gehl also on an MOU for Eaton Rapids for Kayak agreement with the city.
- Prepared for and met with both Planning and Budget and documents for upcoming Park Commission meeting.
- Attended several Controller staff meetings.
- Completed ongoing computer training for security as all staff are required to complete these.
- Staff & I worked with and met with Spicer Group on the Mater Plan survey, as well as lots of Master Plan related items.
- Staff worked on and planned through Board Office the dedication ribbon cutting at Hawk Island for trail paving.
- Continued to correspond with locals on Millage Temporary Project Signage.

## July and August - Parks Office Monthly Report

### Communications, Training & Research

Schedules and agendas for numerous meetings were coordinated with staff and the park commission. Motions and resolutions were prepared. Day Camp registration continued. Coordinated the preparation of contracts for the Mid-Michigan Bike Association MOU, radios for Hawk Island, magic carpet, and 27 millage contracts. Attended pre-construction meeting for Hawk Island trail project.

### Customer Service

We received 1,009 phone calls in the month of July and 841 calls in August. 103 park visitors made a picnic shelter reservation in July and 117 park visitors made a picnic reservation in August. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 34 U.S. passport applications in July and 52 in August. We have received 74 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

Numerous budget transfers and journal entries occurred to correct various expenses and move funds to where most needed. An analysis of seasonal wages year to date and proposed 2017 wages is ongoing. The budget department set up budgets for the 27 trail & park millage contracts for approved expenditures, we have verified each budget for accuracy, and that is complete. We are developing reports that we will manage over time that correlate to the budgets and resolutions to ensure millage expenditures are identified appropriately. Completed an analysis of the Lake Lansing House revenues and expenses as well as those for Rayner Park. Developed a timeline for the Revenue Management System Project and completed another review of the bid package. Researched and reported on fee waiver history and developing recommendation to the Parks Commission.

As summer staff has left, change funds and ticket bags are being collected and reconciled. Nearly 1,000 cash receipts were entered by office staff and 550 invoices paid to vendors. This is our busiest time of the year for both functions.

### Friends of Ingham County Parks

Formalized the transition of the Treasurer functions to volunteer Les Coxon. Karen will continue to serve as the staff liaison and work with the Board as needed. We have set up processes for the mail that will continue to come to the Parks office and Karen will be forwarding checks, contracts, etc. as it comes to our office. More detail can be provided if you wish.

### Marketing

Lansing State Journal – 20 mentions in articles and calendars

8,699 People Reached		
506 Reactions, Comments & Shares		
404 Like	87 On Post	317 On Shares
32 Love	9 On Post	23 On Shares
4 Wow	0 On Post	4 On Shares
34 Comments	8 On Post	26 On Shares
33 Shares	30 On Post	3 On Shares
948 Post Clicks		
110 Photo Views	0 Link Clicks	838 Other Clicks
NEGATIVE FEEDBACK		
4 Hide Post	1 Hide All Posts	
0 Report as Spam	0 Unlike Page	

**Facebook** – Total Reach, 126,739 people  
73 Page Posts  
Most popular Post – Hawk Trail Open  
Followers: 9,236 +476

**Twitter** – Total Reach, 13,887  
47 Tweets  
Most popular Tweet – Heat Warning July  
Followers: 791 +52

**Instagram**  
Followers: 426 +92



# August/September 2016 Parks Commission Meeting

## Monthly Report

### Hawk Island County Park

- 122 Shelter Reservations.
- 10 Special Events, including 5k races, charity walks, Triathlons and Dragon Boat Races.

#### Trail Repaving

- o Provided onsite Project Management including calculating quantities of product used, work inspection, and scheduling of trail closures and work.
- o Worked in cooperation with Road Department and SME Engineers to test asphalt on technical specs and onsite inspections.
- o In house trail subsurface repairs. Approximate cost of \$8,000 compared to contractor quote of \$32,000.
- o Turf reestablishment (3 miles of lineal reestablishment) including soil/stone placement, reseeding, and laying straw mulch.

#### Snow Tubing Hill

- o In preparation for Magic Carpet arrival, regraded, reshaped and reseeded north side of hill.
- o Disassembled, packaged and shipped two existing tow ropes.
- o Met with State of Michigan Carnival/Amusement inspectors and went over our plans for the new magic carpet.
- o Met with electrical contractor to discuss electrical needs for magic carpet.
- o Met with concrete forming companies to discuss the "melting pit" at top of lift area (where the snow from the magic carpet falls and is melted so it does not build up).
- o Ordered and received required safety fencing for new magic carpet.
- o Constructed storage building for fencing and on hill supplies.

#### Other

- o Met with Vortex (Splash Pad manufacturer) and discussed repairs/upgrades to existing splash pad vault and features.
- o Met with Soldans and City of Lansing Parks regarding Dog Park improvements/upgrades.
- o Sewage grinding lift pit failed and needed repaired.
- o Worked with County IT Department to repair Dog Park Software.
- o Attended County required "active shooter" training
- o Completed County required computer training
- o Met with Special Event coordinators onsite multiple times to discuss event logistics.





## Lake Lansing Monthly Report August – September 2016

1. Maintain all parks during heavy reservations and special events while being severely under staffed
2. Maintain beach availability and hours through Labor Day
3. Continue to train new Ranger I, Assistant Manager, and Management Intern on all park mechanics, operations, administrative, and short and long term planning. A 21 point process.
4. Working 60 hour weeks to keep parks operational and meet tax payer expectations.



Playmakers Team Marathon 162 (5) per teams



CATA Duathlon 228 Participants



Replacing failed 10 year old retaining wall



New retaining wall. Management Intern Travis Coon planned, researched, bid, and supervised a seasonal crew throughout the completion of this project.

## Burchfield Park July & August Reports

The weather in July and August was very dry and hot and as a result rental activities mainly canoeing and kayaking had a significant increase over last year. For the first time in several years we had to extend a good amount of time and effort on irrigating turf areas.

Environmental Day Camp came to an end in mid – August and we were fortunate to have had two returning Naturalist that did a great job. I took a vacation in July and was gone from July 12 through the 28<sup>th</sup>. On July 23<sup>rd</sup> and 24<sup>th</sup> we had the professional disc golf tournament take place and the feedback I received was all positive. On August 10<sup>th</sup> I met with Director Tim Morgan and reviewed full time ranger 1 applications. On August 15<sup>th</sup> we interviewed and hired a full time Ranger 1. On August 31, I attended the Grand River water trail meeting in Eaton Rapids.

Projects during the summer were at a minimum but we did complete a couple. Tim Buckley rented an excavator and worked on removing brush/trees from the river. We managed to remove several stumps throughout the park concentrating on ones that cause the most problems with the mowers. We completed construction of a new fairway and t-pad on hole # 16 of Renegades trail. The new location now gives us a much needed wooded hole on Renegades trail. The feedback we received from golfers has all been positive and we will be adding a second t-pad in the future.







**From:** [Teri Banas](#)  
**To:** [Carol N. Koenig](#)  
**Cc:** [Jonathan schelke](#); [Czarnecki, John](#); [Wallace, Nicole](#); [Bennett, Matthew](#); [Hamrick, Cherry](#); [Morgan, Timothy](#); [Nicholls, Sarah](#); [Pratt, Paul](#); [robin.lewis39@yahoo.com](#); [rear1@live.com](#)  
**Subject:** Re: fence at lake lansing park  
**Date:** Monday, August 01, 2016 4:04:03 PM

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I will check with local police for some insight on that. Otherwise, let's discuss at the next open meeting rather than in email.

Thanks!

Teri

On Sun, Jul 31, 2016 at 1:50 PM, Carol N. Koenig <[carolnkoenig@aol.com](mailto:carolnkoenig@aol.com)> wrote:

I agree...this is probably not an "all or nothing" issue.

Some fences may be necessary in some places but not others.

*Carol N. Koenig*

-----Original Message-----

From: Jonathan <[jonathanschelke31@gmail.com](mailto:jonathanschelke31@gmail.com)>

To: John Czarnecki <[czarneckij@comcast.net](mailto:czarneckij@comcast.net)>

Cc: Wallace, Nicole <[NWallace@ingham.org](mailto:NWallace@ingham.org)>; Matthew Bennett <[MBennett@ingham.org](mailto:MBennett@ingham.org)>; Koenig, Carol <[carolnkoenig@aol.com](mailto:carolnkoenig@aol.com)>; Cherry Hamrick <[CHamrick@ingham.org](mailto:CHamrick@ingham.org)>; Morgan, Timothy <[TMorgan@ingham.org](mailto:TMorgan@ingham.org)>; Sarah Nicholls <[nicho210@anr.msu.edu](mailto:nicho210@anr.msu.edu)>; Paul Pratt <[PPratt@ingham.org](mailto:PPratt@ingham.org)>; Robin Lewis <[robin.lewis39@yahoo.com](mailto:robin.lewis39@yahoo.com)>; Ryan Earl (<[rear1@live.com](mailto:rear1@live.com)>) <[rear1@live.com](mailto:rear1@live.com)>; Teri Banas <[banasteri9@gmail.com](mailto:banasteri9@gmail.com)>

Sent: Sat, Jul 30, 2016 1:23 pm

Subject: Re: fence at lake lansing park

I think Tim's suggestion to look at fencing as part of the Master plan makes sense. There are places where a fence makes sense. Also, the style of fence, and condition of the fence sends a message to the public. That should all be part of the discussion on the plan.

Jonathan

On Jul 28, 2016, at 9:21 PM, [czarneckij@comcast.net](mailto:czarneckij@comcast.net) wrote:

I would agree that fencing at Lake Lansing would be appropriate. I can envision real problems with bar patrons!!! Over the years hopefully if funds are available upgrading would be nice.

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**From:** "Nicole Wallace" <[NWallace@ingham.org](mailto:NWallace@ingham.org)>  
**To:** "Matthew Bennett" <[MBennett@ingham.org](mailto:MBennett@ingham.org)>, "Carol Koenig" <[carolnkoenig@aol.com](mailto:carolnkoenig@aol.com)>, "Cherry Hamrick" <[CHamrick@ingham.org](mailto:CHamrick@ingham.org)>, "John Czarnecki" <[czarneckij@comcast.net](mailto:czarneckij@comcast.net)>, "Jonathan Schelke" <[jonathanschelke31@gmail.com](mailto:jonathanschelke31@gmail.com)>, "Timothy Morgan" <[TMorgan@ingham.org](mailto:TMorgan@ingham.org)>, "Sarah Nicholls" <[nicho210@anr.msu.edu](mailto:nicho210@anr.msu.edu)>,

"Paul Pratt" <[PPratt@ingham.org](mailto:PPratt@ingham.org)>, "Robin Lewis" <[robin.lewis39@yahoo.com](mailto:robin.lewis39@yahoo.com)>, "Ryan Earl ([rear1@live.com](mailto:rear1@live.com))" <[rear1@live.com](mailto:rear1@live.com)>, "Teri Banas" <[banasteri9@gmail.com](mailto:banasteri9@gmail.com)>, "Nicole Wallace" <[NWallace@ingham.org](mailto:NWallace@ingham.org)>

**Sent:** Wednesday, July 27, 2016 1:31:46 PM

**Subject:** RE: fence at lake lansing park

Tim asked that I share the update from staff meeting regarding fencing:

All the fencing serves a purpose-either safety or security.

For example, at Hawk Island the fencing funnels park visitors to cross at the light.

At Lake Lansing, the fencing keeps patrons from the local establishments from entering the parks after hours.

At the Boat Launch, it is for security so patrons cannot gain access to the park at night. The Lake association does not want any boat launching at night.

For Burchfield Park the fencing is for safety and security.

Tim said we need to look at replacement or upgrades to fencing in the 5 year master plan.

If you have any other questions, let Tim know.

Thanks,  
Nicole

-----Original Message-----

From: Morgan, Timothy  
Sent: Wednesday, July 20, 2016 10:10 AM  
To: Jonathan; Teri Banas; Carol Koenig; John Czarnecki; [rear1@live.com](mailto:rear1@live.com); Hamrick, Cherry  
Cc: Wallace, Nicole  
Subject: RE: fence at lake lansing park

I have it on our staff agenda July 26th, next week along with the fence in the front of Hawk Island as well, no sure if Burchfield has one but if it does we will discuss as well.

Thank you,

Tim

-----Original Message-----



From: Jonathan [<mailto:jonathanschelke31@gmail.com>]  
Sent: Wednesday, July 20, 2016 9:19 AM  
To: Teri Banas; Carol Koenig; Morgan, Timothy; John Czarnecki;  
[rear1@live.com](mailto:rear1@live.com); Hamrick, Cherry  
Subject: fence at lake lansing park

Hi,

I took a closer look at the fence that we discussed at the budget committee. It is a six foot fence, that at one time, had wire on the top. I would not be surprised if it went back to the amusement park days. I would be interested in the pros and cons of the fence as it currently exists.

Jonathan

**DRAFT****Timeline for Trails and Parks Millage Application Fall 2016 Round**

September 2016 - run concurrent BOC and Park Commission agendas for approval of Application and Scoring

October 1, 2016 – Applications Open

November 28, 2016 at 5:00pm – Applications Due

December – Park Staff Review

December 12<sup>th</sup>- Park Staff Sends applications to Park Commission for beginning Review (electronic and hard copy handed out at the Park Commission meeting that evening)

January 2<sup>nd</sup>-6<sup>th</sup>- Coordinate meeting with MDOT and MDNR to review/coordinate their grant applicants

January 10, 2017 – Packets to the Park Commission (Planning, Budget) Agenda Item

January 17, 2017 – Parks Planning Committee

January 18, 2017 – Parks Budget Committee

January 23, 2017 – Park Commission Meeting

February (Possible Park Commission round again if phasing of projects or additional information needed)

February 7, 2017 – Deadline to get on BOC Agenda

February/March 2017- BOC Committee Meetings

February 28, 2017 or March 28, 2017 BOC

**EVALUATION FOR REQUEST FOR PROPOSAL**

Packet Number: 132-16

Description: Parks and Trails Professional Consulting Services

**Criteria**

**Scale**  
 1=Poor    2=Fair    3=Good    4=Very Good    5=Excellent

Vendor	Local	Adheres to Instructions Insert Ranking in this column	Expertise & Performance Insert Ranking in this column	Qualifications Insert Ranking in this column	Cost Insert Ranking in this column	Approach & Timeline Insert Ranking in this column	TOTAL
Spicer Group Inc.	Yes	5	5	5	3	4	3.85
Landscape Architects & Planners Inc. (LAP)	Yes	3	3	3	3	2	2.85

**Adheres to the instructions** in the RFP on preparing and submitting the proposal: **5%**

**Expertise** regarding past experience and **performance** on comparable engagements: **15%**

**Qualifications** of the proposer’s professional personnel to be assigned to the engagement and the quality of the proposer’s management

Cost proposal: **50%**

Project **approach and timeline**: **15%**

**Vendor Comments:**

Spicer Group Inc.	Yes
LAP	Yes

Parks and Recreation Commission – Budget Committee

September 20, 2016

Application Review: Parks and Trails Professional Consulting Services – NOTES

<b>Vendor</b>	<b>Adheres to Instructions</b>	<b>Expertise &amp; Performance</b>	<b>Qualifications</b>	<b>Cost</b>	<b>Approach &amp; Timeline</b>
Spicer Group Inc.	The application was complete and the PowerPoint presentation clearly identified how Spicer would speak to each of the scope items in the RFP.	Spicer demonstrated past successes and spoke about analysis of a projects strengths and weakness before recommending an application be done for funding.	Spicer has 200 employees and has been in business since 1944. The firm has a broad scope of professional and technical staff.	Spicer spoke frankly about the difficulty of assigning a cost to this service as outlined. Spoke of developing a relationship based on trust and communication. Noted that there may be a need to prioritize the scope items and focus on the most important.	Spicer laid out clearly who in there organization would be doing the various aspects of the scope work. On a weekly basis the approach could vary, perhaps a Spicer staff person would spend a day at the parks office. The approach can be configured as the County wishes.
LAP	The application was complete.	LAP is a landscape architectural firm and focused on a recent project in Meridian Township. Heart of MI Trail was noted.	LAP would partner with HRC for the project. HRC brings the engineering and technical skills required by the position.	LAP shared that it would likely be necessary to renegotiate the contract periodically. The RFP response included three time estimates for services of 1000, 1300 and 1600 hours annually to accomplish the scope items.	Would work closely with the Director and park staff. Would want to establish where we have been, where we are at and where we are going.

SPICER YR 1 - LOW	SPICER YEAR 1 - HIGH	AVG L/H	LAP YR 1	SPICER YR 2 - LOW	SPICER YEAR 2 - HIGH	AVG L/H	LAP YR 2
\$976.00	\$1,952.00	\$1,464.00	\$ 2,640.00	\$1,008.00	\$2,016.00	\$1,512.00	\$ 2,640.00
\$244.00	\$244.00	\$244.00	\$ 3,520.00	\$252.00	\$252.00	\$252.00	\$ 3,520.00
\$78.00	\$78.00	\$78.00	\$ 1,760.00	\$80.00	\$80.00	\$80.00	\$ 1,760.00
\$560.00	\$560.00	\$560.00	\$ 4,400.00	\$576.00	\$576.00	\$576.00	\$ 4,400.00
\$122.00	\$122.00	\$122.00	\$ 3,520.00	\$126.00	\$126.00	\$126.00	\$ 3,520.00
\$1,240.00	\$1,240.00	\$1,240.00	\$ 6,160.00	\$1,280.00	\$1,280.00	\$1,280.00	\$ 6,160.00
\$140.00	\$140.00	\$140.00	\$ 6,160.00	\$144.00	\$144.00	\$144.00	\$ 6,160.00
\$5,856.00	\$5,856.00	\$5,856.00	\$ 6,160.00	\$6,048.00	\$6,048.00	\$6,048.00	\$ 6,160.00
\$47,600.00	\$47,600.00	\$47,600.00	\$ 4,400.00	\$57,600.00	\$57,600.00	\$57,600.00	\$ 4,400.00
\$9,520.00	\$9,520.00	\$9,520.00	\$ 3,520.00	\$11,520.00	\$11,520.00	\$11,520.00	\$ 3,520.00
\$1,440.00	\$1,800.00	\$1,620.00	\$ 1,760.00	\$1,480.00	\$1,850.00	\$1,665.00	\$ 1,760.00
\$1,560.00	\$1,560.00	\$1,560.00	\$ 4,400.00	\$1,600.00	\$1,600.00	\$1,600.00	\$ 4,400.00
\$10,212.00	\$10,212.00	\$10,212.00	\$ 7,920.00	\$11,400.00	\$11,400.00	\$11,400.00	\$ 7,920.00
\$19,040.00	\$19,040.00	\$19,040.00	\$ 7,920.00	\$23,040.00	\$23,040.00	\$23,040.00	\$ 7,920.00
\$976.00	\$1,952.00	\$1,464.00	\$ 3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	\$ 3,520.00
\$3,660.00	\$3,660.00	\$3,660.00	\$ 5,280.00	\$3,780.00	\$3,780.00	\$3,780.00	\$ 5,280.00
\$1,240.00	\$1,860.00	\$1,550.00	\$ 4,400.00	\$1,280.00	\$1,920.00	\$1,600.00	\$ 4,400.00
\$976.00	\$1,952.00	\$1,464.00	\$ 3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	\$ 3,520.00
\$976.00	\$1,952.00	\$1,464.00	\$ 3,520.00	\$1,008.00	\$2,016.00	\$1,512.00	\$ 3,520.00
\$1,240.00	\$2,480.00	\$1,860.00	\$ 3,520.00	\$1,280.00	\$2,560.00	\$1,920.00	\$ 3,520.00
<b>\$107,656.00</b>	<b>\$113,780.00</b>	<b>\$110,718.00</b>	<b>\$ 88,000.00</b>	<b>\$125,518.00</b>	<b>\$131,840.00</b>	<b>\$128,679.00</b>	<b>\$ 88,000.00</b>

**Ingham County Parks Budget Status**  
As of 8/31/16

	ORIGINAL 2016 BUDGET	ANNUAL AMENDED BUDGET	ACTUAL	VARIANCE + / -	Percent Used
<b>Park Administration</b>					
Revenue					
Passport Revenue	16,000	18,450	16,413	(2,037)	89.0%
Misc Revenue	3,000	3,000	571	(2,429)	19.0%
Carry Over Surplus Used	0	23,700		(23,700)	0.0%
Rev trf in F101	674,251	614,451	503,814	(110,637)	82.0%
Rev trf in F228	50,000	50,000	37,500	(12,500)	75.0%
Rev trf in (Cap Imp) F101	8,000	8,000	6,000	(2,000)	75.0%
<b>Total Revenue</b>	<b>751,251</b>	<b>717,601</b>	<b>564,298</b>	<b>(153,303)</b>	<b>78.6%</b>
Expenditures					
Personnel Services	360,646	360,646	223,714	136,932	62.0%
Controllable Expenses	198,822	215,172	94,589	120,583	44.0%
Non-Controllable Expenses	141,783	141,783	96,417	45,366	68.0%
<b>Total Expenses</b>	<b>701,251</b>	<b>717,601</b>	<b>414,720</b>	<b>302,881</b>	<b>57.8%</b>
<b>Net Cost Park Administration</b>	<b>50,000</b>	<b>0</b>	<b>149,578</b>	<b>(149,578)</b>	
<b>Burchfield Park</b>					
Revenue					
Shelter Fees	15,800	15,800	14,228	(1,572)	90.1%
Disc Golf Fees	22,000	22,000	19,431	(2,569)	88.3%
Pedal Boat Rental	5,000	2,500	1,479	(1,021)	59.2%
Canoe/Kayak Rental	34,500	37,000	38,365	1,365	103.7%
Ski Rental	7,000	7,000	3,241	(3,759)	46.3%
Food Concessions	2,500	2,500	1,939	(561)	77.6%
Parking Fees	44,665	44,665	41,480	(3,185)	92.9%
Snow Tube Rental	4,000	4,000	1,602	(2,398)	40.1%
Day Camp	15,000	15,000	8,366	(6,634)	55.8%
Rev trf in F101	317,319	319,819	228,864	(90,955)	71.6%
<b>Total Revenue</b>	<b>467,784</b>	<b>470,284</b>	<b>358,995</b>	<b>(111,289)</b>	<b>76.3%</b>
Expenditures					
Personnel Services	399,998	399,998	251,151	148,847	62.8%
Controllable Expenses	57,786	60,286	38,308	21,978	63.5%
Non-Controllable Expenses	10,000	10,000	5,999	4,001	60.0%
<b>Total Expenses</b>	<b>467,784</b>	<b>470,284</b>	<b>295,458</b>	<b>174,826</b>	<b>62.8%</b>
<b>Net Cost Burchfield Park</b>	<b>0</b>	<b>0</b>	<b>63,537</b>	<b>(63,537)</b>	
<b>Lake Lansing Parks</b>					
Revenue					
Shelter Fees	20,550	20,550	20,920	370	101.8%
Boat Rental	7,500	7,500	7,784	284	103.8%
Boat Launch Fees	17,000	17,000	17,540	540	103.2%
Food Concessions	13,650	13,650	20,639	6,989	151.2%
LL House	9,600	9,600	6,400	(3,200)	66.7%
Parking Fees	84,335	84,335	77,640	(6,695)	92.1%
Inflateable Rental	1,000	1,000	2,025	1,025	202.5%
Rev trf in F101	298,129	302,729	225,867	(76,862)	74.6%
<b>Total Revenue</b>	<b>451,764</b>	<b>456,364</b>	<b>378,815</b>	<b>(77,549)</b>	<b>83.0%</b>
Expenditures					
Personnel Services	374,507	374,507	251,861	122,646	67.3%
Controllable Expenses	64,257	66,357	42,832	23,525	64.5%
Non-Controllable Expenses	13,000	13,000	14,693	(1,693)	113.0%
<b>Total Expenses</b>	<b>451,764</b>	<b>453,864</b>	<b>309,386</b>	<b>144,478</b>	<b>68.2%</b>
<b>Net Cost Lake Lansing Parks</b>	<b>0</b>	<b>2,500</b>	<b>69,429</b>	<b>(66,929)</b>	
<b>Hawk Island Park</b>					
Revenue					
Shelter Fees	30,150	30,150	24,535	(5,615)	81.4%
Boat Rental Fees	13,000	13,000	10,286	(2,714)	79.1%
Food Concessions	29,000	29,000	34,914	5,914	120.4%
Parking Fees	176,000	176,000	147,116	(28,884)	83.6%
Snow Hill Tubing Fees	50,000	50,000	40,841	(9,159)	81.7%
Dog Park Revenue	10,000	10,000	9,639	(361)	96.4%
Rev trf in F228	0	0	0	0	
Rev trf in F101	276,442	329,142	216,061	(113,081)	65.6%
<b>Total Revenue</b>	<b>584,592</b>	<b>637,292</b>	<b>483,392</b>	<b>(153,900)</b>	<b>75.9%</b>
Expenditures					
Personnel Services	485,076	485,076	310,383	174,693	64.0%
Controllable Expenses	100,722	103,422	54,440	48,982	52.6%
Non-Controllable Expenses	48,794	48,794	11,534	37,260	23.6%
<b>Total Expenses</b>	<b>634,592</b>	<b>637,292</b>	<b>376,357</b>	<b>260,935</b>	<b>59.1%</b>
<b>Net Cost Hawk Island Park</b>	<b>(50,000)</b>	<b>0</b>	<b>107,035</b>	<b>(107,035)</b>	
Grand Total Revenue	2,255,391	2,281,541	1,785,500		78.3%
Grand Total Expenses	2,255,391	2,279,041	1,395,921		61.3%
Net Change in Fund Balance	0	2,500	389,579		
Fund Balance, Beginning of Year			322,294		
Projected Fund Balance End of Year			711,873		

**CAPITAL IMPROVEMENT & PROJECTS/EQUIPMENT**

**Status Report as of August 31, 2016**

Item	Original Budget	2016 Adjusted Budget	Encumbrance	2016 Actual Cost	Balance	Status *	Staff Notes
<b>245 FUND</b>							
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			2,440	560	Complete	
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	3,150	2,863	14,153	In Progress	
Beach Roof House- HI 245-75299-976000	20,000				20,000	RFP Issued	Will re-bid
Maintenance Building Roof- HI 245-75299-976000	20,000				20,000	RFP Issued	Will re-bid
Security Cameras & Alarms- All Parks 245-75299-97600C	30,000				30,000		GF \$15K / MMRA Grant 15K
<b>Total</b>	127,600	20,166	3,150	13,115	116,501		
<b>208 OPERATING FUND</b>							
AED Defibrillator - 3 208-75200-73510C	4,500			4,197	303	Complete	
Rescue Boat- LLS 208-75200-73500C	3,500			2,350	1,150	Complete	
Mechanics Hoist - HI 664-75299-97800C	6,023			6,023	0	Complete	
<b>Total</b>	14,023	0	0	12,570	1,453		
<b>664 REVOLVING EQUIPMENT FUND</b>							
Canoe Van- BUR 664-80000-97801C	30,000			29,989	11	Complete	
Zero Turn Mower- HI 664-75299-97800C	14,000			13,645	355	Complete	
<b>Total</b>	44,000			43,634			
<b>INNOVATION TECHNOLOGY</b>							
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			2655	295	Complete	
<b>Total</b>	4,630	0	0	3,811	819		
<b>CARRY FORWARD</b>							
Path Repair - HI (2015) 245-75299-974000	80,000	200,000	8,550	2,915	188,535	In Progress	Carry Forward 2016 2014: \$15K CIP + \$45K grant + 2015: \$10K CIP + 10K 2015 pklot +120Kmillage
Roof White Restroom - LLN (2015) 245-75299-97600C	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	
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		9,588	14,112	In Progress	Spicer Group Approved
Lake Lansing Restroom/Concession Cabana (2013/450) 245-75299-93100C	14,855	10,015		6,884	3,131	In Progress	Carry Forward 2016
<b>Total</b>	154,855	233,715	8,550	29,617	230,548		
<b>228 Trails &amp; Parks Millage Fund</b>							
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	Will re-bid
Rental House Roof - LL 228-75999-97600C	14,500				14,500	Discussion	
Magic Carpet - Hawk 228-75999-97800C	150,000		2,300	58,250	89,450	In Progress	
<b>Total</b>	561,200	0	2,300	114,849	444,051		

## TRAILS AND PARKS MILLAGE

as of 8/31/16

### REVENUE

FY 2015 actual	\$3,353,305
FY 2016 actual ytd	\$3,413,177
<b>TOTAL TO DATE:</b>	<b>\$6,766,482</b>

### 2015 & 2016 Expenses

Mannik & Smith Contract (BOC Res 15-241)	\$73,514
Parks Police & Supplies - FY 2015	\$50,000
Parks Police & Supplies - FY 2016	\$50,000
Property Tax Refunds	\$88
Parks Equipment (BOC Res 16-198)	\$117,240
Parks Equipment - encumbered - (BOC Res 16-198)	\$2,300
<b>TOTAL EXPENSES:</b>	<b>\$293,142</b>

**TOTAL REMAINING AFTER EXPENSES** **\$6,473,340**

### BOARD OF COMMISSIONERS RESOLUTIONS

Resolution 16-258 (signage 2016)	\$10,000
Resolution 16-257 (asphalt 2016)	\$788,863
Resolution 16-198 (parks 2016 - balance)	\$421,807
Resolution 16-328 (bridge 2016)	\$4,736,872
<b>BOARD OF COMMISSIONER FUNDING TOTAL</b>	<b>\$5,957,542</b>

**TOTAL REMAINING AFTER EXPENSES AND BOC RESOLUTIONS** **\$515,798**



# 2017 CAPITAL BUDGET - CONTROLLER RECOMMENDED

<u>DEPARTMENT</u>	<u>DEPARTMENT</u>	<u>FUNDED</u>	<u>GENERAL</u>	<u>EQUIP.</u>	<u>DESCRIPTION</u>	
						<u>REQUEST</u>
<b>PARKS</b>						
3 Golf Carts - Hawk Island & Burchfield Parks (updated ranking 6/27)	13,500	13,500		13,500		
Boat Launch Wash Station - Lake Lansing	5,000	5,000	5,000			
Office Furniture	1,000	1,000	1,000			
Blower - Lake Lansing & Burchfield	8,000	8,000		8,000		
Pedal Boats - All Parks	8,000	8,000	8,000			
Dump Truck - Lake Lansing	40,000	40,000		40,000		
Wood Chipper - All Parks	30,000					
Concession Equipment - All Parks	10,000					
Zero Turn Mower - Burchfield	14,000					
Pick Up Truck - Burchfield	27,000					
Snowmobile - Burchfield	10,000					
Service Boat Trailer & Motor - Burchfield	16,000	16,000			16,000	
Pump House Bldg. - Hawk Island Tubing Hill	25,000	25,000			25,000	
Parking Lot Repairs - Hawk Island	50,000	50,000			50,000	
Carousel Bldg. Roof - Lake Lansing	20,000	20,000			20,000	
Stone Chip Road - Burchfield	10,000	10,000			10,000	
Gravel/Millings - Burchfield & Lake Lansing	30,000	30,000			30,000	
Restroom Refurbishment - Hawk Island	15,000	15,000			15,000	
Grills & Tables - All Parks	10,000	10,000			10,000	
Beach & Volleyball Sand - All Parks	6,500	6,500			6,500	
Trail Signage/Wayfinding - Burchfield	10,000	10,000			10,000	
Concession & Restroom Bldg. - Lake Lansing South	450,000					
Revenue Management System - All Parks	150,000					
<b>PARKS PROJECTS TOTAL</b>	<b>959,000</b>	<b>268,000</b>	<b>14,000</b>	<b>61,500</b>	<b>192,500</b>	
					Split between Grant and Trails & Parks Millage Fund	
<b>SCHEDULED EQUIPMENT REPLACEMENT (IT)</b>						
Parks - 2 CPU's and 1 Laptop	3,130	3,130		3,130		

2017 Controller Recommended Operating Budget	2016 Amended Budget	2017 Controller Recommend Budget
<b>REVENUE</b>		
600000 SHELTER FEES	66,500	66,500
600100 DISC GOLF FEES	22,000	22,000
610100 BOAT RENTAL	23,000	25,500
610200 CANOE / KAYAK RENTAL	37,000	34,500
620000 BOAT LAUNCH FEES	17,000	17,000
630000 SKI RENTAL	7,000	7,000
641000 FOOD CONCESSIONS	45,150	45,150
650000 LL HOUSE RENT	9,600	9,600
652000 PARKING FEES	305,000	305,000
652100 SNOW HILL ADMISSIONS	50,000	50,000
669130 INFLATEABLE RENTALS	1,000	1,000
669140 TUBE RENTALS	4,000	4,000
669141 DOG PARK REVENUE	10,000	10,000
669142 PASSPORT REVENUE	18,450	16,000
671000 DAY CAMP	15,000	15,000
688220 MISC REVENUE	3,000	2,000
698010 CARRY OVER SURPLUS USED	23,700	0
699000 REVENUE TSF IN - F101	1,566,141	1,597,379
669228 REVENUE TSF IN - F228	50,000	50,750
699500 REVENUE TRF IN CAP IMP - F101	8,000	
<b>TOTAL REVENUE</b>	<b>2,281,541</b>	<b>2,278,379</b>
<b>PERSONNEL SERVICES</b>		
704000 SALARIES & WAGES-PERM	693,490	693,395
705000 SALARIES & WAGES-TEMP	467,884	493,684
706000 SALARIES & WAGES-OVERTI	4,783	4,783
706100 ON CALL PAYMENT	180	180
706700 OVERTIME WAGES - SEASONAL	6,587	6,587
708000 MEETING FEES	9,400	9,400
713000 MISC FRINGES	-2,962	10,239
714000 UNEMPLOYMENT	3,589	3,575
715000 FICA COUNTY SHARE	66,950	54,689
716020 HEALTH INS-PHP	114,779	119,699
716030 HEALTH WAIVER	11,269	8,788
716035 RETIREE HLTH INS CHARGEBACK	39,520	43,511
716040 RETIREE HLTH INS TRUST CHG	32,305	32,169
716100 DENTAL INS-ADMIN	11,517	11,752
716200 VISION INSURANCE	1,586	1,612
717000 LIFE INS	1,676	1,398
717100 DISABILITY INS	157	215
718000 RETIREMENT PROGRAM	122,990	116,468
718000 RETIREMENT DEFINED	1,997	2,916
720000 LONGEVITY BONUS	13,100	12,700
722000 WKCPMP INS	19,001	18,126
722600 EMPLOYEE ASST PROGRAM	429	429
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,620,227</b>	<b>1,646,315</b>

2017 Controller Recommended Operating Budget	2016 Amended Budget	2017 Controller Recommend Budget
<b>CONTROLLABLE EXPENSES</b>		
726011 OTHER SUPPLIES - CONCESSION	30,900	30,900
728000 PRINTING AND BINDING	10,300	12,800
729000 POSTAGE	4,500	4,500
730000 OFFICE SUPPLIES	3,000	2,500
731000 PHOTO-COPYING & SUPPLIES	600	600
734000 NON-CAPITAL EQUIP	4,900	4,900
735000 CONTROL CAP - CMPT	3,500	
735100 CONTROL CAP - OTHER	6,950	
740000 MAINTENANCE SUP	117,136	117,136
743000 OTHER SUPPLIES	28,531	26,531
745000 UNIFORM & ACCESSORIES	5,500	5,500
746010 CLOTHING ALLOWANCE	600	600
747000 GAS-GREASE-OIL-ANTIFREE	37,900	45,400
802000 CONSULTANTS	0	0
802180 MED SERVICES - physicals	0	1,000
815000 MEMBR/SCRPS/SUBSCRIPTIONS	3,500	3,500
818000 CONTRACTUAL SERVICES	16,460	18,280
823100 POLICE SERVICES	30,000	30,000
861000 TRAVEL EXPENSE-LOCAL	2,000	2,000
861100 TRVL PROF DEVELOP INSTATE	2,100	600
890080 ADMINISTRATION FEES <i>(cc fees)</i>	12,500	12,500
901000 ADVERTISING	10,750	10,750
921050 TELEPHONE	7,900	7,900
921060 TELEPHONE - LONG DISTANCE	0	0
931100 MAINT-RELATED CONTRACTUAL	28,922	31,833
932000 EQUIP REP & MAIN	39,700	31,200
942000 EQUIPMENT RENTAL	3,138	13,138
957120 SALES/USE TAX	3,650	3,650
957130 OTHER TAXES/ ASSESSMENTS	1,800	3,500
960080 STAFF DEV & TRAINING	7,300	8,800
967000 SPECIAL PROJECTS	23,700	0
<b>TOTAL CONTROLLABLE EXPENSES</b>	<b>447,737</b>	<b>430,018</b>
<b>NON-CONTOLLABLE EXPENSE</b>		
911000 INSURANCE & BONDS	5,594	0
921000 UTILITIES	82,794	82,794
921070 COURIER SERVICE	1,662	1,579
921150 TELEPHONE ALLOCATION COSTS	5,070	5,330
943000 IT OPERATIONS	32,123	32,362
943010 EQUIP SVC CHG	44,064	42,000
943020 EQUIP SVC CHG PC	3,829	3,793
943100 NETWORK MAINT SVC CHG	9,860	13,651
944000 VEHICLE SERVICE CHG	19,664	18,999
944100 COPIER SERVICE CHG	897	1,538
968000 DEPRECIATION	8,020	
<b>TOTAL NON-CONTROLLABLE EXPENSES</b>	<b>213,577</b>	<b>202,046</b>
<b>TOTAL EXPENSES</b>	<b>2,281,541</b>	<b>2,278,379</b>
Total Revenue	2,281,541	2,278,379
Total Expenses	2,281,541	2,278,379
Difference	0	0

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016  
RESOLUTION # -16

## **RESOLUTION APPROVING THE APPLICATION FORM FOR THE TRAILS AND PARKS PROGRAM APPLICATION**

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications would be taken beginning October 1, 2016 that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, Board of Commissioners Resolution 16-106 stated the Application form would be reviewed and approved by the Board of Commissioners prior to the second round; and

WHEREAS, the Application is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the application in Exhibit A to be used for the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

## Ingham County Trails and Parks Program Application 10-01-16



Ingham County  
Parks and Recreation Commission  
P.O. Box 178  
121 E. Maple Street, Suite 102  
Mason, MI 48854

### Trails and Parks Program Application

In November 2014, Ingham County voters approved a 0.5 mill tax millage to support the development of a countywide regional trails and parks system through 2020. The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County.

Funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: **New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project(s), (including blueways).**

Project applications must be received by 5pm November 28<sup>th</sup>, 2016 for funding consideration in the following year. Projects deemed worthy of funding may be approved at the February or March 2017 Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners.

If applying for multiple projects, applications must be ranked and prioritized from highest to lowest priority by the applicant.

APPLICANT		
Agencies (each project should have its own individual application):		
Lead Contact Person:		
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

## Ingham County Trails and Parks Program Application 10-01-16

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PROJECT SUMMARY		
<input type="checkbox"/> New Construction	Repair, Rehabilitation, <input type="checkbox"/> Long-term Maintenance	<input type="checkbox"/> Special Project
<b>Project Title</b>		
<b>Project Description</b> <i>Provide a brief description of your proposed project. Include, as applicable, the type of project (<b>new construction; repair/rehabilitation/long-term maintenance; special project</b>), property ownership, and if applicable, the rights in land to be purchased (fee simple, development rights only, etc., minimum of 20 years), the acreage to be acquired, the acreage/length of the existing project and the features of the site.</i>		
<b>Project Region-Wide Significance and Benefit to County Residents</b>		

**PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)**

**1. Discuss how the project is improving regional connectivity.**

*Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information.*

## Ingham County Trails and Parks Program Application 10-01-16

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**2. Describe how the project responds to public demand and has public support.**

*Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information.*

**3. Explain how the project meets acceptable design standards and is the best design solution.**

*You must have on staff, or hire a Michigan licensed professional engineer, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained); considers low impact development techniques that protect and enhance significant natural features; and any other related information.*



## Ingham County Trails and Parks Program Application 10-01-16

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**4. Explain how the project is feasible and ready for implementation or development.**

*Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds.*

**5. Discuss how the project supports equitable opportunities.**

*Your discussion should address how your project increases or improves access and provides low cost transportation and recreation options for low income populations; is located in a high use area; is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds.*

## Ingham County Trails and Parks Program Application 10-01-16

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**6. Describe in detail any other available funders and partners.**

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match.*

**7. Maintenance Commitment & Plan**

*Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling.*

## Ingham County Trails and Parks Program Application 10-01-16

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### DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

*Provide a detailed description of the project you are proposing, with reference to specific scope items. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)).*

## Ingham County Trails and Parks Program Application 10-01-16

ESTIMATED COSTS/BUDGET		
<i>Provide each scope/budget item and how the budgeted amount was calculated. List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.</i>		
EXPENSES		
Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Contingency		
6-Other		
7-Other		
<b>Other Fees (i.e., Permitting, etc...)</b>		
<b>Total Project Expenses</b>		<b>\$</b>
APPLICANT FUNDS		
<u>Local Contribution</u>	Amount	\$ _____
<u>Other Grant Contributions</u>	Name of Grantor(s)	Amount
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Name of Partner(s)	Amount	\$ _____
_____	\$ _____	\$ _____
Name of Donor(s)	Amount	\$ _____
_____	\$ _____	\$ _____
<u>In-Kind Support</u>	Name of Organization	Description
_____	_____	Value
_____	_____	\$ _____
_____	_____	\$ _____
<u>Other</u>	Amount	\$ _____
_____	\$ _____	\$ _____
Total Applicant Funds		\$ _____
*Millage Funds REQUESTED (does not count as match)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds		% _____ Match

## Ingham County Trails and Parks Program Application 10-01-16

### ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material and/or in-kind donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County.

### CERTIFICATION

Signature of Applicant:

Date:

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# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016  
RESOLUTION # -16

## **RESOLUTION APPROVING THE SCORING/RANKING CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION**

WHEREAS, Board of Commissioners Resolution 16-106 declared that a second round of applications will be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, the scoring/ranking criteria is attached in Exhibit A.

THEREFORE BE IT RESOLVED, the Ingham County Parks Commission recommends the Ingham County Board of Commissioners authorizes the scoring/ranking criteria in Exhibit A to be used to evaluate the Trails and Parks Program Applications for the second round of applications to be taken beginning October 1, 2016 that will address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

## Exhibit A

S:\PKO\MILLAGE\SCORING\SCORING CRITERIA For October 2016-Forward FINAL.Docx

The following criteria will be used to evaluate and select projects. They will be scored from 0 to 5 with 0 being the least desirable and 5 the most positive response. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

### 1. How the project improves regional connectivity.

**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria \_\_\_\_\_ pts**

**Improves Regional Connectivity:** Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following:

- Provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation; and
- Increases access to sites of natural, scenic or historic interest.

### 2. How the project responds to public demand and support.

**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria \_\_\_\_\_ pts**

**Responds to Public Demand and Support:** Projects that have significant support and meet the needs of the region should be scored and ranked positively. Projects strengthening new or existing partnerships and including the support of volunteers should receive a high priority. To determine whether a project has support, the project should address the following:

- Is based on public demand;
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; and
- Has the support of multiple jurisdictions and/or stakeholders.

**3. How the project meets acceptable design guidelines and is the best design solution, including AASHTO Guidelines when appropriate.**

**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria \_\_\_\_\_pts**

**Meets or Exceeds Design Standards and Is the Best Design Solution:** Projects should be able to meet minimum design guidelines and all other design alternatives should be considered. To determine whether a project meets minimum design standards and is the best option, a project should address the following:

- Is physically separated from streets and roadways where possible;
- Provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities – projects must meet or exceed the minimum accessibility requirements of the Americans with Disabilities Act (ADA);
- Design alternatives to the project have been examined to minimize impact on the environment;
- Meets minimum standards for grade, width, vertical clearance, intersection and crossing design; and
- Considers low impact development techniques that protect and enhance significant natural features.

**4. How the project is feasible and ready for development or repair, rehabilitation, or long-term maintenance.**

**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria \_\_\_\_\_pts**

**Is Feasible and Ready for Development:** Projects that are feasible and ready to implement will receive a higher priority. To determine whether a project is ready and feasible, the project should address the following:

- Is under public ownership or is currently accessible for public use;
- Does not require a complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line or a railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency, is appropriate and in line with available funds.

**5. How the project supports equitable opportunities.**

**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria \_\_\_\_\_pts**

**Supports Equitable Opportunities:** Projects that improve equity will receive a higher priority. A project that demonstrates equity should address the following:

- Increases access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area; and
- Contributes to an equitable geographical distribution of the millage funds.



6. **How the project provides for other available funders and partners.** \_\_\_\_\_ pts  
**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria**
- Has Potential Available Funds:** Projects that have the potential to be funded through state or federal grants, donations, partner contributions, *in-kind support*, or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for*:
- |              |       |
|--------------|-------|
| 0%=          | 0 pts |
| 1-10%=       | 1 pts |
| 11-20%=      | 2 pts |
| 21-30%=      | 3 pts |
| 31-40%=      | 4 pts |
| 41& higher%= | 5 pts |

7. **How the project provides for a maintenance commitment.** \_\_\_\_\_ pts  
**Score 0-5; 0= does not meet criteria 5=strongly meets the criteria**
- Maintenance Commitment:** Describe the degree of commitment to continue operation and maintenance of the project. Include an operation and maintenance plan detailing the amount of money needed to operate and maintain the trail after it is completed and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, limitation on use, enforcement provisions, and scheduling.
- Recipients must be willing to commit to continue the maintenance and operation of the project and provide a realistic operation and maintenance plan/budget (show letter of commitment for funding); and
  - This criteria may be fulfilled in cases where applicants demonstrate innovative measures for trail maintenance, such as adopt-a-trail programs supported by volunteer organizations under a nonprofit status.
  - Preference given to year-round access and maintenance.

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 26, 2016

### RESOLUTION # -16

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES TO AND ASSIST THE INGHAM COUNTY PARKS STAFF WITH THE DELIVERY OF CERTAIN MILLAGE RELATED ITEMS**

WHEREAS, Board of Commissioner Resolution 16-103 directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage; and

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of certain millage related items; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. who submitted the most responsive and responsible proposal that would be over the next two years of the millage expiring December 31, 2018.

THEREFORE BE IT RESOLVED, the Ingham County Parks and Recreation Commission recommend the Ingham County Board of Commissioners authorizes awarding a contract to Spicer Group, Inc., for a total two-year cost not to exceed \$245,620 from the Trails and Parks Millage to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, the term of the contract is upon execution through December 31, 2018.

**From:** Witte, Patrick  
**Sent:** Wednesday, August 24, 2016 3:17 PM  
**To:** bradley.j.baker@outlook.com  
**Cc:** Morgan, Timothy; Wallace, Nicole  
**Subject:** Re: Feedback

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Bradley;

Thank you for sharing your thoughts on dogs being banned at Lake Lansing Park South. I will share your thoughts to the Park Board which meet every month. I want to state that we have another very large Park called Lake Lansing Park North which we welcome pets on leashes. Once again thank you for your thoughts and your service to this nation.

Pat Witte  
Ingham County Parks  
Lake Lansing  
Park Manager

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**From:** Bradley Baker  
**Sent:** Wednesday, August 24, 2016 1:46 PM  
**To:** parks  
**Subject:** Feedback

Pat,

I am writing this letter because I disagree with the "No dog" policy. There is a reason dogs are known as mans best friend. Most dogs are a part of peoples families. Why can people not take their well behaved leashed dogs to the park? My two dogs are cleaner and more well behaved than most children. Anyways, I am an army veteran. I have lived all over this country and seen a lot of the world. Do you want to know how afghans treat dogs? They treat them like garbage. We had a service dog down range that found over 4,000 lbs of explosives. I can't even imagine how many lives that dog saved. The point I'm trying to make is that dogs are not wild animals. They have evolved for thousands of years to live among us humans in HUMAN society. This is why it is necessary for them to be able to accompany us to the park.

When I see your "no dog" sign it makes me cringe. I guess we can all leave our family members at home instead of enjoying a nice day at the park. I recommend that the policy be changed to allow dogs as long as owner keeps them under control, on a leash, and that their excrement is cleaned up.

Thank you,  
Bradley Baker

# Hawk Island Park

Bill Deming <demingw1@gmail.com>

Tue 9/6/2016 5:22 PM

To: parks <parks@ingham.org>;

Dear Mr. Morgan and Ingham County Parks:

I had the pleasure and do mean pleasure of visiting Hawk Island Park with my extended family on Sunday, September 4, 2016. As former Director of Parks, Recreation and Public Services for the City of Portage, I maintained high standards and tend to critically analyze the park facilities I visit. Unfortunately many times I am disappointed.

I found Hawk Island to be an outstanding public park facility, one with which you and all your staff should be proud. The grounds were we managed, staff personable and professional and facilities in fine order. You exemplify what parks should provide for the public. Facilities such as Hawk Island promote the benefits people need and deserve.

Keep up this outstanding work!

Bill Deming

Clinton-Eaton-Ingham Community Mental Health  
812 E. Jolly Road  
Lansing, MI 48910

Hawk Island  
Attn: Timothy Morgan  
1601 E. Cavanaugh Street  
Lansing, MI 48910

August 23, 2016

Dear Timothy Morgan:

We would like to thank you for the generous donation of the Peregrine Shelter for our Annual Consumer Picnic that was held on Friday, August 05, 2016. Our picnic was a huge success and we had great weather for it this year. More than several people who receive services at CMH along with their friends and family attended. The atmosphere of the park and hospitality of your staff provided a relaxed and peaceful setting for attendees to enjoy the picnic. You are truly making a difference in people's lives.

Thank you on behalf of the staff and consumers of Clinton-Eaton-Ingham Community Mental Health Adult Mental Health Services, for your generosity.

Respectfully,

*Carol St. Pierre, BA, CPSS*

Clinton-Eaton-Ingham Counties Community Mental Health  
Adult Mental Health Service  
Customer Service  
Mental Health Workers  
Peer Support Specialist



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**ADULT CASE MANAGEMENT SERVICES/MEDICATION CLINIC**

812 East Jolly Road, Suite 215, Lansing, MI 48910  
PHONE: 517/346-8336 Case Management Services • 517/346-8340 Medication Clinic, 45  
FAX: 517/346-8432

Accredited by: Commission on Accreditation of Rehabilitation Facilities. An equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center (800) 649-3777.



August 4, 2016

Ingham County Parks  
PO Box 178  
Mason, MI 48854

Dear Ingham County Parks:

As the Director for Capital Area District Libraries, I'd like to thank you for your recent donation of annual parking and boat ride passes to support the library in its Summer Reading Program related projects.

Now in our 17<sup>th</sup> year of service to Ingham County residents, CADL continues the work expressed in our mission statement: empowering our diverse communities to learn, imagine and connect.

In the 21<sup>st</sup> century, connecting people to information and ideas means providing technology. While that includes basics like public computers, Internet access and Wi-Fi, we also continue to expand our popular collection of eBooks, available for instant download from any digital device.

Our eMagazine collection, called Zinio, allows patrons to view full issues of more than 100 different titles, available on the day they hit newsstands. In 2014, we added a new service called Pronunciator, an online web-based program that offers instruction in over 80 languages. And in January 2015, we added two exciting new products: a music streaming service, and a large collection of instructional videos that let people learn at their own pace.

Your donation helps make all this possible. On behalf of the Board, Administration and staff at Capital Area District Libraries, thank you for your gift.

Sincerely,



Maureen Hirten, Executive Director

MH/camk



Presented to

# Ingham County Parks

## *In appreciation of your support for our 2016 Summer Reading Program*

Maureen Hirten

Maureen Hirten, Executive Director

7-26-16

Date

<sup>47</sup>Thais Rousseau

Thais Rousseau, Youth Services Specialist

7/26/16

Date

Capital Area District Libraries

*Everything...right here.*



*There  
are so  
many  
reasons  
to be  
thankful*

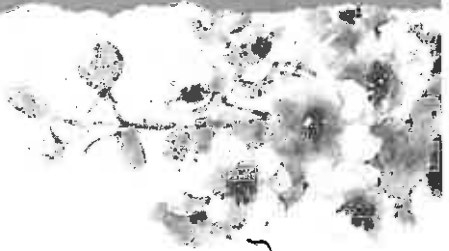
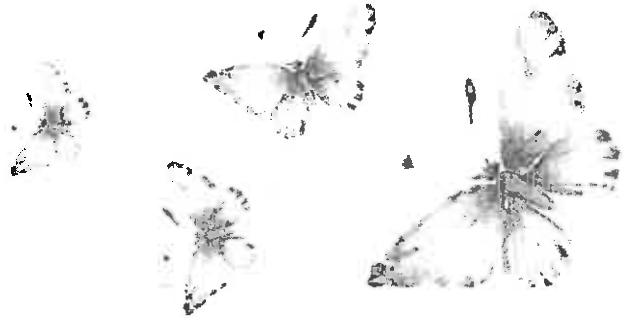


Thanks for  
your dedication  
to this project!

Today  
I am thankful  
for you.

Jim + Scott  
Chenault

for our work  
on their Phragmites  
2016 adjacent  
to North Park



Pat,

Thanks for an  
awesome 5 years.  
I can definitely say

**THANK YOU.**

that this was the best  
job I have ever had.  
Thanks for all you do  
to make the park  
such a success, I know  
the park wouldn't  
survive without you.  
Don't work too hard  
and hopefully I'll see  
you when I stop by  
next summer!

Hannah

Pat,

Thank you for giving me the  
opportunity to work at  
the Parks for the last few  
years, it has been fun & I've  
met so many really great people!

You are an awesome boss and  
I really appreciate you  
accommodating my schedule  
and being so understanding.

Again, thank you so much for  
this opportunity & I wish the  
best for you and the Parks!

- ERIN

Just a cheery little note  
intended to express

A really happy thank-yo  
for all your thoughtfulness

You're the best!

Dear Pat, Tim and Staff,

Thanks again for all that you did to make the 2016 Lake Lansing Team Relay event a success!

We appreciate your hard work and look forward to continuing to work with you to improve and grow the Lake Lansing Team Relay. Sincerely, 