

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 bc.ingham.org, choosing the "Events Calendar," and clicking on Monday, August 26, 2019

Monday, August 26, 2019

5:15pm – 6:00pm

PARKS & RECREATION COMMISSION MEETING

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

**NOTE
CHANGE IN
MEETING
TIME**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of July 22, 2019 regular meeting will be considered - [Page 3](#)
4. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
5. **APPROVE THE AGENDA**
Late Items / Changes/ Deletions
6. **DISCUSSION ITEMS**
 - A. 2020 Budget Request Z List Items
7. **ACTION ITEMS**
 - A. Action Program - [Page 7](#)
8. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 14](#)
 - B. Park Managers - [Page 17](#)
 - C. Administrative Office - [Page 23](#)
 - D. Financial Report - [Page 25](#)
 - E. Millage Coordinator Report - [Page 26](#)
 - F. FLRT Trail Ambassador Report - Lauren Ross - [Page 27](#)
9. **CLOSED SESSION**
 - A. Closed Session to Consider the Purchase of Real Property Pursuant to MCL 15.268(d) - [Page 28](#)
10. **Board/Staff Comments**
11. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
12. **Upcoming Meetings**
 - A. Date: Monday, September 23, 2019; Time: 5:30pm
Parks & Recreation Commission Meeting
Overlook Shelter, Burchfield Park, 881 Grovenburg Rd. Holt

13. Informational Items – *Distributed at Commission Meeting*

- A.** Board of Commissioner Human Services and Finance Committee Meeting Minutes
(Items pertaining to the Parks Department)
- B.** Newspaper Articles
- C.** Exploring Nature Day Camp at Burchfield Park Photos
- D.** Lake Lansing Entrance

14. 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.

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
July 22, 2019

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

Board Members

Present: Matt Bennett, Jessy Gregg, Simar Pawar, Paul Pratt, Michael Unsworth, Chris Swope (exited the meeting at 6:38pm), and Commissioner Emily Stivers (entered the meeting at 5:33pm)

Absent: Cherry Hamrick and Commissioner Chris Trubac

Also Present: Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Hawk Island Park Manager Brian Collins, Lake Lansing Park Manager Coe Emens, Trails & Parks Millage Program Coordinator Melissa Buzzard, Lauren Ross - FLRT Trail Ambassador Program Coordinator, Pat Witte, and Susanna Tellschow - Commodore Lansing Sailing Club

Call to Order: Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:32pm

Minutes: **Moved by Mr. Unsworth and Supported by Mr. Pratt** to approve the June 24, 2019 minutes of the regular meeting as written.
Yes-6; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

Susanna Tellschow, Commodore of the Lansing Sailing Club introduced herself. Ms. Tellschow stated a couple weeks ago the subject of the carousel building came up because of the 5:01 Lansing Flow event at Lake Lansing South, which is an event for patrons to sample various activities. It would be a great idea to use the carousel building as an event pavilion for hosting dances and wedding receptions. The revenue from this could help fund an expansion of space for storage near the front of the park.

LATE ITEMS / CHANGES / DELETIONS

Additional Document for Agenda Item #6B/7A: Trails and Parks Millage 5th Round.

DISCUSSION ITEMS

Action Program Update ~ Mr. Morgan stated staff prioritized the top ten action items and asked the Park Commission if they would like to reprioritize any items. Commissioner Stivers asked for more information about the paving at Hawk Island. Mr. Morgan said we can meet with staff from the Road Department to discuss chip and sealing. Discussion. Mr. Morgan stated we can change item #5 to chip and seal. Mr. Bennett asked if the order for items #2-6 was okay, and all present agreed.

Mr. Bennett stated we will review items #7-10 next. Mr. Unsworth asked for information about the rustic yurts/cabins. Ms. Buzzard stated we don't have overnight camping and we are trying to get more amenities for users of the blueways. Mr. Unsworth stated he would like to move item #10 up since the parking lot at Lake Lansing South was a mess from the rain at the last Park Commission meeting. Mr. Unsworth recommended the yurts be #10, and that Lake Lansing North needs a higher priority, as #7. Ms. Pawar said park usability has declined because of rainy, snowy, or muddy days; it deters people from coming in, and we should put this as a higher priority. She would move that to #4 and slide everything

else down. Mr. Bennett asked if everyone is in agreement to move the item to #4, all present agreed. Ms. Gregg stated she would like to move the carousel building above repurposing the toboggan run.

Mr. Bennett stated he wants to talk about the accessible loop trail for Burchfield Park. Discussion. Mr. Morgan said item #9 can drop to long term. Mr. Bennett stated he would move yurts to #10 or long term. Mr. Unsworth recommended long term. Ms. Gregg stated she doesn't disagree with moving yurts to long term, but this would offer an amenity for scouts. Mr. Bennett stated the scouts do tent camping. Ms. Buzzard stated the Parks Department could take the lead on engaging users on water trails by adding this amenity. Mr. Bennett stated the toboggan run repurposing is a high priority for him, he would slot that above Lake Lansing, since there is no zip line in the County, and it would create a destination at Burchfield Park.

Commissioner Stivers stated she would like the carousel building to be item #8. Ms. Pawar stated the gazebo and carousel building could be a combo project and bid on at the same time. Mr. Morgan said we can combine the boardwalk with the gazebo at Lake Lansing South and the carousel building. Ms. Gregg stated the accessible loop trail, disc golf, mountain biking, dog park, and other recreation amenities at Lake Lansing North could be split up. Discussion. Mr. Morgan reviewed the list in the order as requested by the Park Commissioners and stated we will bring the list back to the August Park Commission for an action item.

Trails and Parks Millage 5th Round~

Ms. Gregg stated we should narrow down some options for a recommendation to the Board of Commissioners and reviewed the list of options. Discussion.

MOVED BY MR. UNSWORTH, SUPPORTED BY COMMISSIONER STIVERS

TO RECOMMEND A ROUND OF MILLAGE PROPOSALS, FOR A MAXIMUM OF 2.5 MILLION DOLLARS, OF WHICH \$750,000 IS FOR SMALL COMMUNITIES. SMALL COMMUNITIES WILL BE ALLOWED TO PUT IN PROPOSALS FOR UP TO A LIMIT OF \$125,000, AND NO MATCH IS REQUIRED, BUT ENCOURAGED. THE REMAINING \$1,750,000 WILL BE FOR PROPOSALS FOR ANY COMMUNITY FOR FUTURE PLANNING.

COMMISSIONER STIVERS, SUPPORTED BY MS. PAWAR, SUGGESTED A FRIENDLY AMENDMENT TO CHANGE "SMALL COMMUNITIES" TO "SMALL SHOVEL READY PROJECTS." THIS AMENDMENT WAS ACCEPTED AS FRIENDLY BY THE COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Cherry Hamrick. MOTION CARRIED.

Ms. Buzzard stated she will bring this recommendation forward to the Board of Commissioners meeting in August, and if another round is approved, the next application deadline can be at the end of September.

Resolution to Recommend Authorizing Deer Hunting at Lake Lansing Park-North & the Ingham County Farm~

Mr. Morgan stated this resolution would be to renew the deer hunting with Meridian Township. Discussion.

RESOLUTION #11-19 TO RECOMMEND AUTHORIZING DEER HUNTING AT LAKE LANSING PARK-NORTH AND THE INGHAM COUNTY FARM

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

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park-North and the Ingham County Farm located at 3860 Dobie Road, Okemos, is causing damage to plant life within park property and the Ingham County Farm surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area and the Ingham County Farm are an issue; and

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

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

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

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

WHEREAS, Ingham County will continue to work with Michigan DNR and USDA to help resolve the Chronic Wasting Disease (CWD) when requested.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends the Ingham County Board of Commissioners authorize the hunting of white tailed deer within the boundaries of Lake Lansing Park-North and the Ingham County Farm during the 2020-2024 Archery Deer Seasons.

BE IT FURTHER RESOLVED, hunters must meet all requirements of the Meridian Township deer hunting program and may only use archery equipment including crossbows.

Moved by Mr. Unsworth and Supported by Mr. Pratt that Resolution #11-19 be approved as written. Yes-5; Abstain-1 (Ms. Pawar); No-0. MOTION CARRIED.

ADMINISTRATIVE REPORTS

Director ~ Mr. Morgan stated he has been visiting the parks more, and he attributes that to Ms. Buzzard taking on the millage work. Staff is doing an outstanding job, and it is great to be able to be out in the parks more. Mr. Unsworth asked where the Overlook Shelter is, and Mr. Morgan stated it is at Burchfield Park overlooking the pond. Mr. Morgan stated we will have a ribbon cutting for the Overlook Shelter and McNamara Landing projects in the next couple months.

Park Managers ~

Mr. Unsworth asked how many rescues there are at the beach each week. Mr. Collins stated one or two a week, there are more assists than rescues. Mr. Collins stated the last few weeks of August all the schools are starting back up and he is losing a lot of employees, and there will be closures for the beach, concession and boat rental due to staffing since we lose about 80% of staff. Mr. Morgan stated the Overlook Shelter is mostly done and McNamara Landing project will be done later this summer. Discussion.

Administrative Office ~

Ms. Wallace stated we have a new intern, named Bianca, and she took a tour of the parks. Mr. Unsworth congratulated the office on a 100% score for the passport audit. Discussion.

Financial Report, Millage Coordinator Report ~ As reported.

FLRT Trail Ambassador Report - Lauren Ross ~ Ms. Ross stated Ms. Buzzard made a nice presentation at their meeting, and thanked staff and commissioners for attending. Ms. Pawar asked about Lansing 5:01 event. Ms. Ross stated they are hosting a big event this Wednesday at Lake Lansing South, and FLRT will be there doing a competition to pick up the most trash.

2018 Friends of Ingham County Parks Annual Report ~ Mr. Morgan thanked Lake Lansing park staff that created the report.

CORRESPONDENCE & CITIZEN COMMENT

Mr. Bennett congratulated staff on the awards from the City Pulse. Ms. Buzzard stated Ms. Longpre thanked staff for help on millage related tasks, and that Emma and Nicole in the office have been a big help. Ms. Buzzard stated we just paid the City of East Lansing \$800,000.

BOARD/STAFF COMMENTS

Commissioner Stivers said we interviewed candidates for the Park Commission and will select a new commissioner.

LIMITED PUBLIC COMMENT

Mr. Pat Witte, 909 Bates, Lansing, stated he wanted to note that the risk management for the proposed zip line may not be accepted under MMMRA. The carousel building is a historical building and there could be road blocks, there is a bat habitat you would disturb or destroy. As a citizen he is concerned what the County is paying Spicer Group, and would encourage the Park Commission and Board of Commissioners to look at the Park Director's job description, since it should be questioned how much you are paying an outside vendor instead, and the job duties should be reviewed.

Mr. Bennett stated the next meeting is August 26 in the Human Services Building.

Adjournment:

There being no further business, the meeting was adjourned at 7:04pm.

Meeting adjourned

Minutes submitted by:
Nicole Wallace, Administrative Office Coordinator

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of August 26, 2019

MOTION TO UPDATE THE ACTION PROGRAM ITEMS

Move

To recommend the update to the Action Program Items as presented



Hawk Island Park

Action Program

Overview

With goals and objectives in place, Ingham County has developed a five-year action plan that will enable it to move toward accomplishing its goals and objectives. The action program details the direction that Ingham County Parks wishes to take over the next five years and beyond. It is established to maintain and improve the quality and diversity of its park and recreation opportunities.

It is important to note that the projects and equipment lists below may not be exhaustive. The project list reflects the results of the input received from Ingham County Park staff, the open house, and the online survey and is the best reflection of needs at the time this plan was written. Future circumstances, especially availability of funding, may influence the order in which the projects are completed. Other projects may arise that were not able to be anticipated when the plan was written. This action portion of the Master Plan is intended to be reviewed annually by the staff and park commission and updated as needed as part of the normal budget process.



Major Capital Projects

Ingham County has identified below the Major Capital Projects. They are shown in Table 16. Major Projects are the projects that require professional services assistance for planning, design and grant writing. These are Major Capital Projects that will most likely need to be funded with a dedicated campaign that will include public and private grants, millage proceeds and fundraising. The projects have been prioritized and given a timeline so that the Ingham County Parks Department can look ahead and plan for the orderly development of these facilities. Each project is referenced to a specific goal from the previous section of this document.

Table 16
Ingham County Parks
Major Capital Project Plan Timeline

PRIORITY	PROJECT	PROJECT TIMELINE				
		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
Funded	ADA spaces and for all facilities with gravel lots at Lake Lansing Park North, ADA Access to Amenities -Replace	Total approved for Grant: \$115,000	MDNR-Trust Fund-\$244,700	2017 LL North-Approved	2018/2020 Total Project: \$359,700	G 1,3,5 O3a
Funded Applied for grant and match approved	Accessible Pedal Boat Dock & Fishing Pier & ADA access at Lake Lansing South – New/Replace	\$156,600 trust fund and \$15,000 TOPO 2019 CIP	MDNR-Trust Fund-\$300,000	April 1, 2018	2019/2020 Total Project: \$471,600	G 1,3,4,5 O3a, O4b
Apply for MDNR Trust Fund	Universal kayak/canoe launch at Lake Lansing South	Use approved match from Passport Grant not awarded in 2018 & re-apply in 2019 for Trust Fund grant \$59,000 & additional \$11,500 from 2019 CIP	Trust Fund \$164,500	April 1, 2019	Total Project: 235,000	G 1,3,4,5 O3a, O4b



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		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
Funded	ADA spaces and for all facilities with gravel lots at Burchfield, ADA Access to Amenities and ADA Kayak Launch and sidewalk – New/Replace	Total approved for Grant: \$266,500	MDNR- Land and Water- \$256,500	April 1, 2018	2019/2020 Total Project: \$523,000	G 1,3,5 O3a
Applying for April 2019	Bathouse/ Concession/Restroom building replacement and ADA access to amenities and loop trail and parking lot at Lake Lansing South – New/Replace	Total for all Grants: Trust fund- \$725,200 Land & Water- \$300,000, TOPO \$15,000, Total \$1,040,200	MDNR- Trust Fund- \$300,000 Land & Water- \$300,000 Total: \$600,000	Ingham Co. Trails & Parks Millage: August 31, 2018 DNR: April 1, 2019	2020/2021 Total Projects: \$1,640,200	G 1,2,3 O1a
Applying for April 2019	Boardwalk/Fishing Pier/Boat Rental Dock Replacement and ADA Kayak Launch and trail lighting at Hawk - New/Replace	Trust Fund- \$231,400 Land & Water- \$292,100, and fish stocking \$25,000, CIP 2019 Request, TOPO \$15,000, Lighting - \$15,000 Total: \$578,500	MDNR- Trust Fund- \$300,000 Land & Water- \$292,100 Total: \$592,100	Ingham Co. Trails & Parks Millage: August 31, 2018 DNR: April 1, 2019	2020/2021 Total Project: \$1,170,600	G 1,3,4,5,7 O4b



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2020 Budget Request	Demolition of Lake Lansing South Rental House. Backfill and seed picnic area.	N/A	N/A	N/A	\$20,000	G1 O1b
Next Round Millage Applications?	Chip and seal, parking lot and entrance roads for all Hawk Island asphalt lot and chip and seal parking lot Lake Lansing Boat Launch	Next Round? No Match Round	TBD	Fall 2019?	2020 TBD \$	G3, G4
Next Round Millage?	Parking lot – McNamara Landing - asphalt	Next Round? No Match	Fall 2019?	2020?	2020 TBD \$	G3, 4
1	Boardwalk- Lake Lansing North Replace	Total for Grant: \$300,000 \$300,000	MDNR-Trust Fund- \$300,000 L&W \$300,000	April 1, 2021	2021/2022 Total 2 Projects: \$1,200,000	G1, G3, O3b, G4
2	Beach playground (1) demo and replacement (1) at Burchfield Park with one new universal accessible playground	\$300,000	DNR Grant TBD \$300,000	April 1, 2021	2022	3, G 1,4,5 O4b, O3b
3	Playground demo (2) and replacement (1) at Lake Lansing North with one new universal accessible playground	\$300,000	DNR Grant TBD \$300,000	April 1, 2021	2022	3, G 1,4,5 O4b, O3b
4	Parking lot – rest of lot at Lake Lansing South - asphalt	TBD	TBD	2021	2022	G3
5	Repurpose Toboggan Run with Zip line or snow related winter activity at Burchfield Park – New/Replace	\$300,000	MDNR Grant \$300,000	April 1, 2022	2023	G 1,5 O5b, G6



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		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
6	Pave Parking lot and down to Beach Bathhouse ADA Parking Including– Burchfield Winter Sports Building and connecting the road including up to the entrance of park also inner trail loop connectors to existing facilities	\$300,000	TBD MDNR Grant \$300,000	2022	2023	G3, 4, O3b
7	Carousel building conversion to public rental and expand maintenance building Lake Lansing South	Total for Grant: \$300,000 \$300,000	MDNR- Trust Fund: \$300,000 L&W: \$300,000	2023	2024	G1, 3, 6, 6a
8	Boardwalk with Gazebo at Lake Lansing South - New	\$300,000	TBD MDNR Grant \$300,000	2023	2024	G 1,3,5, 6, 6a
9	Accessible Loop Trail Lake Lansing North, 1/2 mile loop	\$300,000	TBD \$300,000 MDNR Grant	2024	2025	G 1,3,4,5, 6 O3b, O4b, 06a
10	Disc Golf, Mountain Biking, Dog Park, and other recreation amenities LLN New/Replace	\$300,000	TBD \$300,000 MDNR Grant(s)	2024	2025	G 1,3,4,5, 6, O3b, O4b, 06a
Long Term	Rustic yurts or cabins Burchfield Park	TBD	TBD	TBD	TBD	TBD
Long Term	Accessible loop trails at Burchfield – New (1/2 mile loop)	TBD	TBD	TBD	TBD	G 1,4,5, 6, O4b, O3b, 06a



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		Millage/ Match	Grant and Amount Requested	Grant App	Construct & Total Project	Relates to Goal
Long Term	Multi-purpose / ski rental Building at Burchfield – New/Replace	TBD	TBD	TBD	TBD	G 1,3,5, 6, 06a
Long Term	Indoor multi-purpose rental building and restroom Hawk Island	TBD	TBD	TBD	TBD	TBD
Long Term	No-leash Dog Facility Burchfield Park	TBD	TBD	TBD	TBD	TBD
Long Term	Splash Pad, Putt Putt Golf Lake Lansing South	TBD	TBD	TBD	TBD	TBD
Long Term	Hawk Island: North Boardwalk(s) for fishing pier replacement	TBD	TBD	TBD	TBD	TBD



Directors Report 2019
July 10th-August 13th (August 26th Park Commission meeting)

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.

- Attended several Controllers Meetings.
- Ongoing weekly update meetings with Nicole and Melissa on various committee agendas, supporting documents and internal items, including multiple resolutions.
- Sorted and organized paperwork, files and e-mails.
- Had a monthly staff meeting.
- Attended MParks Board Leadership team meeting as well as a Public Policy Committee meeting at MParks offices.
- Worked with Managers and Budget office on Controller recommended Capital Improvement Projects 2020.
- Communicated with Road Department and Park staff about potential of chip and seal and paving projects.
- Was able to get out and ride several miles of completed millage project trails in East Lansing and Lansing.
- Worked with Coe, and Ian on proposed Docks for upcoming MDNR grant for LLS. Also worked with Tim Buckley on upcoming Land & Water grant discussion with all three in preparation of prime profession hire.
- Worked on Dock insurance claim for Lake Lansing Dock. They are still investigating the dock, more to come.
- Worked with Laux Construction and Coe Emens on Lake Lansing North Grant project for ADA improvements.
- Nicole, Emma and I worked on POS/Revenue Management items prior to launching training and implementation.
- Took a week's vacation and camped in upper mitten and UP. Much needed ☺ and very enjoyable.
- Worked with Nicole and John Lawrence and Cindy Wagner from the Zoo on revenue management.
- Attended the Bill Earl annual debriefing and next year fishing planning meeting.
- Visited Lake Lansing parks, Burchfield, McNamara Landing and Hawk Island multiple times.
- Also continued to work administrative staff, consultants, and with Managers on Overlook, McNamara and LLN grants that are coming toward the end and completion soon. Had a final punch list meeting with Prime professional for McNamara Landing.
- Attended the Ribbon cuttings for East Lansing and Lansing millage trail projects.
- Continued to work on various Michigan Department of Natural Resources grant follow-up items.
- Attended another Tim Barron Radio show shared about Park opportunities ongoing and updates to facilities.
- Attended several BOC committee meetings and full BOC meetings.
- Helped with Packets and agendas for Park Commission meetings.
- Sorted through and responded e-mails daily.
- As I write my report summer is in full swing but the end is just around the corner, get out and visit one Ingham Counties best keep secrets today, your Ingham County Parks!

McNamara Landing Accessible Bathrooms and access to universal boat launch all new MDNR Trust Fund Grant/Millage Funds as matching for the project:



Overlook shelter area accessible bathrooms and parking a MDNR Passport GRANT with Millage Matching Funds:



August 2019 Parks Commission Meeting Monthly Report

Hawk Island County Park

- Worked with contractors in preparation of sidewalk replacement and roof replacements.
- Obtained quotes for concrete addition next to snowmaking pump house building.
- Obtained quotes for installation of new drinking fountains.
- Repaired boardwalk along east side of lake.
- Met with Aquatic Biologist to look at future plans for lake weed treatments.
- Worked with Michigan EGLE on lake treatment permit.
- Hired in 3 additional employees to cover needed shifts after majority of staff leaves in Mid August.
- Irrigation repairs throughout park.
- Prepared ski area license permit for tubing hill "Magic Carpet"

Lake Lansing Park Report – July/August

Highlights:

Attended Park Commission Meeting

Monitor LLN Grant Project

Meet with Commissioner Stivers regarding Lake Lansing weed problem and LLPOA concerns.

Involved with submerged dock inspection – engineers from both parties examined portions of the collapsed dock – they are to report back to their prospective insurance companies with recommendations. Still waiting to hear back whether they want the engineers present again for the removal of the entire dock system.

Set up fishing pier/boat dock tour to marina's on the east side of the State to inspect different projects the Prime Professionals floating dock/pier vendor has completed. Will be asking harbor master from each location questions relating to the work this vendor has constructed for them. We plan to formulate an idea of what we want our dock at LLS to look like from this tour.

Meet with Tim, Tim, and Brian regarding 2020 fund balance and the POS system.

Meet with vendors regarding bids for entrance asphalt at LLS and new automatic gate at boat launch.

Bandshell concerts, special event coordination and planning of upcoming races.

Replaced power washer at boat launch.

North Park Grant Project – Update

7/15 – 8/15

- Restroom projects near complete
 - Tile and grout – some touch ups still needed
 - Inside walls painted except where plumbing work was done after. Touch up paint will be completed this week.
 - All toilets, urinals, sinks and other fixtures in place
 - Well drilling company called and will chlorinate the wells. Water samples will be taken and turned in to Health Dept. before we can open to the public.
 - Front of restroom at Main (White) area painted to cover graffiti.
- Landscaping
 - Weeds sprayed
 - Areas raked, finished graded and hydromulched
- Final walk-thru and punchlist to be conducted when project complete



Dock inspection



Wheelchair pads being used at Bandshell



Restroom project pics (4)



Burchfield Park July-August Manager's Report

1. Chris and Cole finished the sidewalk extension at North Bluff area and installed the third trailhead kiosk. (picture included)
2. Day Camp State inspection for site and program on July 19th. Will need to follow up with HR on DHS Central Registry of employees working with campers.
3. Scout project was approved, which will include pergola-style structure with surrounding stamped concrete and Japanese garden feature.
4. Park Safety Committee met on July 30th at Burchfield Park.
5. Chris and I met with Tim Morgan, Leo Trumble, and Melinda Whitten with MCSA Group, Inc. on August 7th to complete the McNamara punch list for the finished grant work.
6. Attended event planning meeting on August 8th and worked closely with Mason Optimist Club on upcoming Youth Sports Day event on August 24th. Helped with advertising, including the park banner design and submitting event to Greater Lansing Convention and Visitor's Bureau website. We will also promote event on other social media platforms.
7. Health Department met with Chris Wascher on August 9th to perform a pollution prevention inspection at Burchfield. This inspection is done routinely every three years and we were in compliance in all areas.
8. Hosted Burchfield Open disc golf event on Saturday August 10th. This year it grew to 109 registered players! Staff worked very hard to prepare for this event and we received many compliments about the two courses.
9. New 2019 CIP truck was delivered from Ford Dealership.
10. August 12th began the last week of Nature Day Camp sessions. This year has been another great success and attendance has shown a need to look at ways of growing the program in the future. (picture included)
11. Seasonal employee appreciation cookout and volleyball game for our hardworking crew.
12. Downed trees and river blockages were an issue again for the end of July and beginning of August. Fulltime staff cut and removed debris to allow for safe passage of canoes and kayaks. (pictures included)



New concrete extension and trailhead kiosk at N. Bluff area.



Day campers taking a lunch break under a makeshift shelter they built near Heron Pond.



High water during the month of June has caused above average river bank erosion and has resulted in several large trees being uprooted in the 11.8 mile stretch we maintain. Some downed trees were nearly the width of the Grand, making it a challenge to remove them.



Fulltime Burchfield employees routinely remove trees with chainsaws throughout the season. Some areas are wadeable this time of year and other spots are too deep and the flat-bottom boat is needed. Rope-rigging and use of large equipment to pull trees out can be done on occasion, if we have access along the McNamara to Burchfield corridor.

July - 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.

New Park Commissioner

Prepared orientation packet for the new park commissioner.

Contracts

Coordinated the pre-construction meetings for the improvements to be made for the sidewalks at Hawk Island and for the metal roofs for Hawk Island, Burchfield Park, and Lake Lansing Parks.

Customer Service

We received 2,687 phone calls in the month of July. 118 park visitors made a picnic shelter reservation in July. We have received 81 requests for 2019 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. Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 41 U.S. passport applications in July.

Bill Earl Fishing Program

Dr. Bill Earl Youth Program Summary:

A total of 206 youth participated in the 2019 program (29 more than in 2018).

The follow-up outings on Tuesday evenings in June, this year at Meridian Township Historic Village Pond, Hawk Island, and Motz Park, all worked out well also. This year, 80 kids (along with their parents and sometimes grandparents and siblings too!) returned for these outings.

Averaging 50 volunteers for each workshop in May and 13 for the smaller groups in June.

Revenue Management System

Prepared excel sheet for input of database.

Accounting/Budget/Payroll

July was a busy month for revenue collection and the revenue receipting work with it. Routine processes of A/R, AP, Payroll and reporting continue.

Ingham County Fair

The County Fair was July 28th-August 3rd, and we had a booth in the commercial building.



Ingham County Parks Budget Status
7/31/2019

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance +/-	2019.0%
Park Administration					
Revenue					
Passport Revenue	20,000	20,000	18,764	(1,236)	93.8%
VOL PK Patron Opti	0	0	84		
Parking Revenue	0	0	0	0	100.0%
Misc Revenue	1,000	1,000	498	(502)	49.8%
Carry Over Surplus Used	0	214,259	0	(214,259)	100.0%
Rev trf in F101	595,616	595,616	446,712	(148,904)	75.0%
Rev trf in F228	51,500	51,500	38,625	(12,875)	75.0%
Rev trf in (Cap Imp) F101	0	227,285	170,464	(56,821)	100.0%
Total Revenue	668,116	1,109,660	675,147	(434,513)	60.8%
Expenditures					
Personnel Services	333,060	333,060	185,510	147,550	55.7%
Controllable Expenses	204,046	400,590	78,762	321,828	19.7%
Non-Controllable Expenses	131,010	131,010	84,906	46,104	64.8%
Capital Outlay	0	182,675	80,473	102,202	100.0%
Transfers out - F228	0	49,325	0	49,325	0.0%
Total Expenses	668,116	1,096,660	429,651	667,009	39.2%
Net Cost Park Administration	0	13,000	245,496		
Burchfield Park					
Revenue					
Shelter Fees	15,800	15,800	14,210	(1,590)	89.9%
Disc Golf Fees	22,000	22,000	15,709	(6,291)	71.4%
Pedal Boat Rental	2,000	2,000	534	(1,466)	26.7%
Canoe/Kayak Rental	42,500	42,500	11,972	(30,528)	28.2%
Ski Rental	7,000	7,000	2,503	(4,497)	35.8%
Food Concessions	2,500	2,500	1,093	(1,407)	43.7%
Parking Fees	47,811	47,811	34,114	(13,697)	71.4%
Equipment Rental	4,000	4,000	1,306	(2,694)	32.7%
Snow Tube Rental	0	0	0	0	#DIV/0!
Day Camp	10,000	10,000	17,055	7,055	170.6%
Rev trf in F101	309,849	309,849	232,387	(77,462)	75.0%
Total Revenue	463,460	463,460	330,883	(132,577)	71.4%
Expenditures					
Personnel Services	393,027	393,027	208,729	184,298	53.1%
Controllable Expenses	60,433	60,433	31,440	28,993	52.0%
Non-Controllable Expenses	10,000	10,000	4,631	5,369	46.3%
Capital Outlay	0	0	0		
Total Expenses	463,460	463,460	244,800	218,660	52.8%
Net Cost Burchfield Park	0	0	86,083		
Lake Lansing Parks					
Revenue					
Shelter Fees	20,550	20,550	16,477	(4,073)	80.2%
Boat Rental	7,500	7,500	4,740	(2,760)	63.2%
Boat Launch Fees	17,000	17,000	8,710	(8,290)	51.2%
Ski Rental	1,000	1,000	601	(399)	100.0%
Food Concessions	13,650	13,650	16,878	3,228	123.6%
LL House	9,600	9,600	5,600	(4,000)	58.3%
Parking Fees	88,335	88,335	55,879	(32,456)	63.3%
Inflateable Rental	1,000	1,000	710	(290)	71.0%
Rev trf in F101	360,445	360,445	270,334	(90,111)	75.0%
Total Revenue	519,080	519,080	379,929	(139,151)	73.2%
Expenditures					
Personnel Services	421,578	421,578	190,931	230,647	45.3%
Controllable Expenses	81,502	81,502	50,572	30,930	62.1%
Non-Controllable Expenses	16,000	16,000	5,405	10,595	33.8%
Total Expenses	519,080	519,080	246,908	272,172	47.6%
Net Cost Lake Lansing Parks	0	0	133,021		
Hawk Island Park					
Revenue					
Shelter Fees	30,150	30,150	24,824	(5,326)	82.3%
Boat Rental Fees	13,000	13,000	9,313	(3,687)	71.6%
Food Concessions	29,000	29,000	23,089	(5,911)	79.6%
Parking Fees	173,000	173,000	136,696	(36,304)	79.0%
Snow Hill Tubing Fees	50,000	50,000	75,044	25,044	150.1%
Dog Park Revenue	10,000	10,000	9,363	(637)	93.6%
Rev trf in F101	371,279	371,279	278,459	(92,820)	75.0%
Rev trf in F228	0	0	0	0	#DIV/0!
Total Revenue	676,429	676,429	556,788	(119,641)	82.3%
Expenditures					
Personnel Services	531,498	531,498	300,134	231,364	56.5%
Controllable Expenses	99,137	112,137	63,346	48,791	56.5%
Non-Controllable Expenses	45,794	45,794	19,930	25,864	43.5%
Total Expenses	676,429	689,429	383,410	306,019	55.6%
Net Cost Hawk Island Park	0	(13,000)	173,378		
Grand Total Revenue	2,327,085	2,768,629	1,942,747		70.2%
Grand Total Expenses	2,327,085	2,768,629	1,304,769		47.1%
Net Change in Fund Balance	0	0	637,978		
Fund Balance, Beginning of Fiscal Year 2019 ¹			460,171 ²		
Projected Fund Balance End of Year			1,098,149		

¹ The 208 fund is closed for 2018. \$50,050 was added to the 208 fund balance.

² 0 of the fund balance is designated for CIP projects.

Trails & Parks Millage Program Coordinator Report

For: Park & Recreation Commission Meeting- August 26, 2019

- Planned with and attended three ribbon cuttings with the City of East Lansing; Soccer Complex, Kalamazoo Street and Hagadorn Bridges
- Planned and attended one ribbon cutting for the City of Lansing at Bridge 16/Potter Park Zoo bridge
- Continued to work with Spicer Group, Signs By Crannie, and local communities on compiling wayfinding sign data
- Attended department safety meeting at Burchfield and reviewed past incidents and discussed how to improve safety measures at our parks
- Continued to work with Nicole and IT on website conversion/transition
- Continued to work with managers and office staff on social media postings/updates
- Attended Controller's Progress Meeting in place of Director
- Floated Bunker Landing to Burchfield-recorded down trees and inspected rivertrail
- Worked with MGROW watertrail signage group which produced uniform signage to put up at key locations along the middle Grand
- Prepared round 5 millage resolution for Board meetings later this month
- Continued to work with local communities on wrangling last round's paperwork
- Worked with office staff on reimbursements/filing and general millage paperwork



Bridge 16 Ribbon Cutting



Hagadorn Bridge Ribbon Cutting



FLRT Trail Ambassador Program Coordinator Monthly Report August, 2019

Events

- Potter Park Bridge Ribbon Cutting 8/6/19
- FLRT Board Meeting 8/12/19

Other Business

- Worked with trail sponsor on artwork for signage
- Responded to information about Trail Ambassador Program
- Continued work on updating donor roll sign at Maguire Park
- Met with RedPaddle & DirtyFeat planning committees
 - Both ended up canceled this year
- Coordinated several trail cleanup days
- Attended FLRT Board Meeting 8/12/19

MOU Status

Community Name	In Discussion	In Process	Signed	Last Update
Ingham County			X	3/7/17
City of Lansing				2/9/17
City of East Lansing			X	9/28/17
City of Mason			X	10/13/17
Delhi Township				3/9/18
Meridian Township			X	1/31/18
Stockbridge				3/7/18

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of August 26, 2019

MOVED BY COMMISSIONER _____, SUPPORTED BY COMMISSIONER _____,
AT ____ P.M.,

TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF
DISCUSSING CONSIDERING THE PURCHASE OF REAL PROPERTY PURSUANT TO
MCL 15.268(D)

MOVED BY COMMISSIONER _____, SUPPORTED BY COMMISSIONER _____, TO
RETURN TO OPEN SESSION AT APPROXIMATELY ____ P.M.