

# 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](http://bc.ingham.org), choosing the "Events Calendar," and clicking on Monday, June 24, 2019

## Monday, June 24, 2019

### 5:30pm

## PARKS & RECREATION COMMISSION MEETING

Lake Lansing South Park  
Lakeview Shelter  
1621 Pike Street  
Haslett, Michigan

**NOTE  
CHANGE IN  
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**  
Minutes of May 20, 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. **ACTION ITEMS**
  - A. Honoring Ryan Earl - [Page 7](#)
  - B. Resolution to Recommend a Contract with LJ Trumble for the Red Tail Roof - [Page 8](#)
  - C. City of Lansing Millage Projects - [Page 10](#)
  - D. City of East Lansing Millage Project - [Page 11](#)
  - E. Meridian Township Millage Project - [Page 12](#)
7. **DISCUSSION ITEMS**
  - A. Trails and Parks Millage
8. **ADMINISTRATIVE REPORTS**
  - A. Director - [Page 13](#)
  - B. Park Managers - [Page 16](#)
  - C. Administrative Office - [Page 21](#)
  - D. Financial Report - [Page 22](#)
  - E. Millage Coordinator Report - [Page 23](#)
  - F. FLRT Trail Ambassador Report - Lauren Ross - [Page 24](#)
9. **Board/Staff Comments**
10. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
11. **Upcoming Meetings**
  - A. Date: Monday, July 22, 2019; Time: 5:30pm  
Parks & Recreation Commission Meeting  
Hawk Island Park (Red Tail Shelter), Lansing

**12. 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.** Bill Earl Fishing Event Correspondence
- D.** Grant #TF18-0104: Lake Lansing Park South Improvements

**13. 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**  
**May 20, 2019**

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

**Board Members**

**Present:** Jessy Gregg, Cherry Hamrick, Simar Pawar, Commissioner Chris Trubac, Michael Unsworth, Chris Swope, Commissioner Emily Stivers, and Paul Pratt (entered the meeting at 5:38pm)

**Absent:** Matt Bennett

**Also Present:** Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Burchfield Park Manager Tim Buckley, Trails & Parks Millage Program Coordinator Melissa Buzzard, County Commissioner Derrell Slaughter, and Lauren Ross - FLRT

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

**Minutes:** **Moved by** Ms. Hamrick and **Supported by** Mr. Unsworth to approve the April 22, 2019 minutes of the regular meeting as written.  
**Yes-7; No-0. MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None.

**LATE ITEMS / CHANGES / DELETIONS**

None.

**ACTION ITEMS**

**2020 Budget Request ~**

Mr. Morgan addressed the Park Commission regarding the 2020 budget request. Ms. Pawar asked how we estimate the costs. Mr. Morgan stated we research online and use estimates based on past history. Ms. Gregg asked for a status update on the metal roofs for this year. Mr. Morgan stated we are in the process of signing the contracts and we are reviewing bids for the Red Tail Shelter. Mr. Morgan stated we are doing six roofs this year.

Ms. Hamrick asked if we have insurance coverage for paddle boards. Mr. Morgan stated we have insurance coverage through MMRMA. Mr. Buckley stated on the rental tickets there is a hold harmless waiver.

Commissioner Stivers asked what was carried over from last year. Mr. Morgan stated the following items were not funded last year, and we are requesting again: #7, 11, and 14. On page 52 of the packet, the following items were requested in previous year and not funded and are being requested again: #8, 9, 10, and 12. Mr. Morgan stated on page 72 of the packet, #3 was included in last year list. Commissioner Stivers asked why some items were not funded. Mr. Morgan stated there are limited funds. Ms. Hamrick asked, if they don't fund the items, how do you re-prioritize. Mr. Morgan stated from year to year the priorities change and staff reevaluates priorities.

Mr. Morgan reviewed the additional operating and revenue requests items. Mr. Morgan stated we have met with the Human Resources Department, dealing with the 29 hour staffing rule, defining what a seasonal employee is, and what a temporary employee is; and we found out that we have a lot of seasonal employees working 29 hours year round. This is not something we would be allowed to do for the future, either you pay a living wage of \$16.10, or the current rates assigned for seasonal employees.

Mr. Morgan stated in the field, we will work employees 9 months and then lay off for 3 months. Mr. Morgan stated lifeguards can work 24 weeks at 40 hours, but they need to be laid off for six months. Mr. Morgan stated the other option, is to hire a temporary employee for 90 days. Mr. Morgan stated under advice from Human Resources, in the administrative office, we have two employees that don't fit either criteria. The positions in the office we need to retain year round and even longer. The office staff don't fit the 9 month on, and 3 months off rule. The budget request is to make these two positions permanent part-time. Mr. Morgan stated one of the employees is currently being paid living wage.

Commissioner Swope asked for clarification on the 9 month on and 3 month layoff rule. Are we laying employees off instead of paying living wage? Mr. Morgan stated yes, since we would need to request more than \$100,000 if we pay everyone living wage; ideally, it would be nice to pay everyone living wage. Ms. Gregg asked how we keep lifeguards. Mr. Morgan stated we increased lifeguard pay, and we still need more guards. Mr. Buckley stated he needs four more rangers and Mr. Emens stated he needs six more employees. Mr. Morgan stated the 9/3 month rule is not ideal for retaining staff.

Ms. Gregg asked what determines these categories and if they can create another category. Mr. Morgan stated if you work more than 9 months, then you have to pay living wage. Mr. Morgan states the living wage policy is the County's policy. Mr. Morgan stated our budget doesn't afford for this, if we paid everyone living wage in the field, you would have a third less staff. Ms. Gregg stated these people couldn't assume one third more duties.

Mr. Morgan stated we need to increase seasonal wages, and the increased wages would be competitive with other park departments, and we would have the same amount of employees. Mr. Morgan stated we are requesting a new permanent full time ranger. Mr. Morgan stated we currently have two rangers, one at Hawk Island, and the other splits time between Burchfield Park and Lake Lansing. Mr. Morgan stated there is a real need to have a ranger at each park.

Mr. Morgan stated the sick policy for seasonal/temporary employees increased from 1 hour to 2 hours.

Mr. Morgan stated we requested an increase in the advertising budget for the millage.

Commissioner Swope stated that the amount last month was \$303,000 for the capital improvement and it is now \$440,000. Mr. Morgan stated that was an estimate. This was our budget request based off need as of today. Mr. Morgan stated we will update the forecast sheet. Last year we had \$375,000 and the Controller recommended \$290,000, historically, it is ~8%.

MOVED BY MR. UNSWORTH, SUPPORTED BY MR. PRATT

- 1. The 2020 General Fund Capital Improvement Request of \$829,500
- 2. The 2020 Trail & Park Millage Fund Capital Improvement Request of \$440,500
- 3. The 2020 Park Fund Balance Request of \$49,000

- 4a. The 2020 Additional Operating Request of \$347,676
- 4b. The 2020 Additional Revenue of \$21,700
- 4c. The 2020 Reduction in Revenue of \$9,600
- 4d. The 2020 Reduction of Expense \$3,500
- 5. The 2020 Contract Form of \$78,089
- 6. 208 Operating Total Revenue \$2,566,470  
208 Operating Total Expenses \$3,112,805
- 7. Trails and Parks Millage Administration budget of \$137,569

The Ingham County Parks Commission hereby directs staff to submit the above request as stated above pending any requisite adjustments made by the budget office as requested.

THE MOTION CARRIED UNANIMOUSLY. Absent: Matt Bennett. MOTION CARRIED.

### **DISCUSSION ITEMS**

Per Diem Increase – Ms. Wallace stated we will pay one month per diem at the old rate, and you should expect the check in the next couple weeks. Then the rate will increase to \$75 per meeting.

#### **Ingham County Trails and Parks Millage:**

##### **Attorney Document ~**

Mr. Morgan stated we cannot pass a resolution of confidence per the County attorney. Mr. Pratt stated we do have projects lined up to spend money on, to keep it going. Commissioner Stivers stated the worst case scenario is we have to shut down the projects. Ms. Gregg stated some projects may already be started. You would have to run multiple scenarios to see when the money would run out. Ms. Buzzard stated Mr. Cypher stated the millage renewal would be on the ballot in August or November of 2020. Discussion.

##### **Spreadsheets~**

Mr. Morgan stated the spreadsheets in the packet are for your information. Ms. Buzzard stated if you have any questions email her.

##### **Wayfinding Status Update~**

Ms. Buzzard stated five vendors submitted installation bids and she is touring Crannie Signs' facilities. Ms. Buzzard stated she is working on an amendment for Crannie Signs production too.

### **ADMINISTRATIVE REPORTS**

As reported.

### **BOARD/STAFF COMMENTS**

None.

### **LIMITED PUBLIC COMMENT**

None.

**Adjournment:**

There being no further business, the meeting was adjourned at 6:30pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

## **INGHAM COUNTY PARKS AND RECREATION COMMISSION**

Meeting of June 24, 2019  
RESOLUTION # -19

### **RESOLUTION HONORING RYAN EARL**

**WHEREAS**, Ryan Earl has served the community for many years; and

**WHEREAS**, Ryan was appointed by the Ingham County Board of Commissioners to serve on the Ingham County Parks & Recreation Commission in June of 2016; and

**WHEREAS**, Ryan served as an Ingham County Parks Commission member from June 14, 2016 to May 1, 2019; and

**WHEREAS**, Ryan has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which he lives; and

**WHEREAS**, Ryan not only brought to the Parks and Recreation Commission his dedication and commitment to serve the public, but also a strong work ethic with a team work philosophy; and

**WHEREAS**, through his persistence, consideration, and reliability, he has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large; and

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

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks and Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Ryan Earl's work, and expresses its sincere appreciation to him for the services and benefits which have been received by the citizens of Ingham County.

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

## INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of June 24, 2019  
RESOLUTION # -19

### **RESOLUTION TO RECOMMEND A CONTRACT WITH L. J. TRUMBLE BUILDERS, LLC.**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Hawk Island; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced roofing contractors to enter into a contract for the purpose of supplying and installing a standing seam metal roof on the Red Tail Shelter building at the Hawk Island; and

WHEREAS, L. J. Trumble Builders, LLC., a registered-local vendor, has agreed to reduce its proposal cost to meet the lowest responsive bid by a non-local vendor in compliance with the Ingham County local purchasing preference policy; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to L. J. Trumble Builders, LLC.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend that the Ingham County Board of Commissioners authorizes entering into a contract with L. J. Trumble Builders, LLC. for the base bid in the amount of \$91,500, and a contingency not to exceed 10% or \$9,150, for a total amount not to exceed of \$100,650 for the purpose of supplying and installing a standing seam metal roof on the Red Tail Shelter building at the Hawk Island.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through November 30, 2019.

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

BE IT FURTHER RESOLVED, there is \$62,295 available in line item # 228-75999-978000-9P21 for the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$38,355 from the attrition savings from the vacancies of the Assistant Park Managers into line item # 228-75999-978000-9P21 to cover the remaining cost of the project.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.



## **INGHAM COUNTY PARKS & RECREATION COMMISSION**

**Meeting of June 24, 2019**

Move

To recommend extension of projects for City of Lansing, City of East Lansing, and Meridian Township millage projects as presented in attached documents

**Brett Kaschinske**  
Director



Andy Schor, Mayor

## AGENDA ITEM #6C

Parks and Recreation Department  
200 N. Foster Avenue  
Lansing, Michigan 48911  
PH: 517.483.4277 – FAX: 517.377.0180  
TDD: 517.483.4473  
[www.lansingmi.gov/parks](http://www.lansingmi.gov/parks)

June 18, 2019

Mr. Timothy Morgan, Director and  
Ingham County Board of Commissioners  
P.O. Box 178  
Mason, MI 48854

Dear Mr. Morgan and Commissioners:

The City of Lansing entered into contracts with the Ingham County Board of Commissioners to fund various River Trail projects.

Due to this season's inclement weather, the completion of some projects and final reports prior to June 30, 2019 will not be feasible. Projects TR001 (resolution 16-257) and TR014, TR015, and TR016 (resolution 16-328) are near completion, however, in view of delays the City is asking for an extension to December 31, 2019. This extension will ensure we are able to complete the above mentioned projects and submit the required final reports.

Your consideration of our request is appreciated.

If you require any additional information or have any questions, please do not hesitate to contact me at 517.48.4307.

Sincerely,

A handwritten signature in cursive script that reads "Brett Kaschinske".

Brett Kaschinske, Director



## CITY OF EAST LANSING

The Home of Michigan State University

June 4, 2019

Melissa Buzzard  
Ingham County Parks Department  
121 E. Maple St.  
P.O. Box 178  
Mason, MI 48854

RE: Extension Request  
City of East Lansing Contract EL-Northern Tier Trail Repair and Maintenance

Good day Melissa:

The City of East Lansing would like to request an extension to Trails and Bridge Millage Contract #EL-Northern Tier Trail Repair and Maintenance. This Contract was originally executed in August 2016 and a 10-month extension was granted in September 2018 to establish an end date of June 30, 2019.

It is requested that the contract completion date be extended to **December 30, 2019**.

An extension is requested to allow construction of over 350' of retaining wall along the edge of the Northern Tier Trail where it parallels the Sanderson Drain. This is being installed as a safety feature to provide a shoulder between the Trail and the top of Drain. In addition, various punch-list items need to be completed including repair of cracks that have migrated through the new surfacing. A contract extension through December 2019 will allow the City to keep the construction contract open long enough for the above items to be completed to our satisfaction.

If you should have any questions about this request or need additional information, please contact Wendy Wilmers Longpre at [wlongpr@cityofeastlansing.com](mailto:wlongpr@cityofeastlansing.com) or 517-319-6940 for assistance.

We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

Timothy M. McCaffrey  
Director of Parks, Recreation and Arts

410 Abbot Road  
East Lansing, MI 48823  
(517) 337-1731  
Fax (517) 337-1559  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)



**Meridian Township**  
5151 Marsh Road  
Okemos, MI 48864

P 517.853.4000  
F 517.853.4096

**Township Board:**

**Ronald J. Styka**  
*Township Supervisor*

**Brett Dreyfus**  
*Township Clerk*

**Phil Deschaine**  
*Township Treasurer*

**Patricia Herring  
Jackson**  
*Township Trustee*

**Dan Opsommer**  
*Township Trustee*

**Kathy Ann Sundland**  
*Township Trustee*

**Courtney Wisinski**  
*Township Trustee*

**Frank L. Walsh**  
*Township Manager*

06/20/2019

Melissa Buzzard  
Trails & Parks Millage Program Coordinator  
Ingham County Parks Department  
121 E. Maple St.  
P.O. Box 178  
Mason, MI 48854

Dear Ms. Buzzard:

Subject: Meridian Township Trail Project – Request for Extension

We currently have someone under contract to perform the Phase I Trail Rehabilitation (TR002) for us. Unfortunately, with the incredible amount of rain we have received, and continue to receive, this spring, our contractor is very far behind schedule.

As such, we respectfully request a time extension for this project in order to allow paving through this summer.

Sincerely,

**Nyal Nunn**  
Senior Project Engineer/DPW  
[nunn@meridian.mi.us](mailto:nunn@meridian.mi.us)  
W 517.853.4468 | F 517.853.4095  
5151 Marsh Road | Okemos, MI 48864  
[meridian.mi.us](http://meridian.mi.us)

**Directors Report 2019**  
**May 15<sup>th</sup>-June 14<sup>th</sup> (June 24<sup>th</sup> Park Commission meeting)**

AGENDA ITEM #8A

**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, millage and grants, as well assisted with Commissioners request for information on the millage.
- Park Manger(s) meeting(s) as well as site visits to the parks and discussing various projects in the parks.
- Visited Lake Lansing parks, Burchfield, McNamara Landing and Hawk Island several times.
- Worked with Purchasing on RFP's for Park Projects.
- Worked with both McNamara and Lake Lansing North Prime professionals and Park Managers on two grants that are coming toward the end and completion soon.
- Attended Friends quarterly meeting.
- Spoke to Mason Golden Kiwanis group about Parks Department.
- Attended the Ribbon cutting for Small Animal Shelter.
- Worked on various Michigan Department of Natural Resources grant follow-up items.
- Met with Budget office and staff to review procedural process and discuss various grant projects.
- Met with Park Executive and Commissioner Trubac and Commissioner Swope with PC Executive to discuss PC orientation items and any questions they had prior to the May PC meeting.
- Attended interview for sign installers from their RFP proposals.
- Met with CADAL libraries to discuss the Parks Department partnering with the "Library of Things" in the future. They will be bring forth a proposal and staff will review then present the idea to the Park Commission.
- Worked with Legal on closed session "pursuit of real property" item with the Board of Commissioners.
- Met with Coe, Ian, Tim B., and Chris to review RFP proposals for the prime professional for two grants at LLS and Burchfield parks as well as interviewed a consultant.
- 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.
- Worked with Nicole, Emma and Melissa on final budget documents to be submitted for 2020 budget request.
- Spent considerable amount of time with Coe Emens and Nicole on follow-up to the Bill Earl fishing program incident with the dock in May. Working with County claims adjuster as well on follow up to the claims.
- Continued to work with Brian Collins on follow-up to potential insurance claim for Hawk Island dock damage from the past.



Lake Lansing North new ADA Accessible paved pathway from the parking lot to Bathrooms:



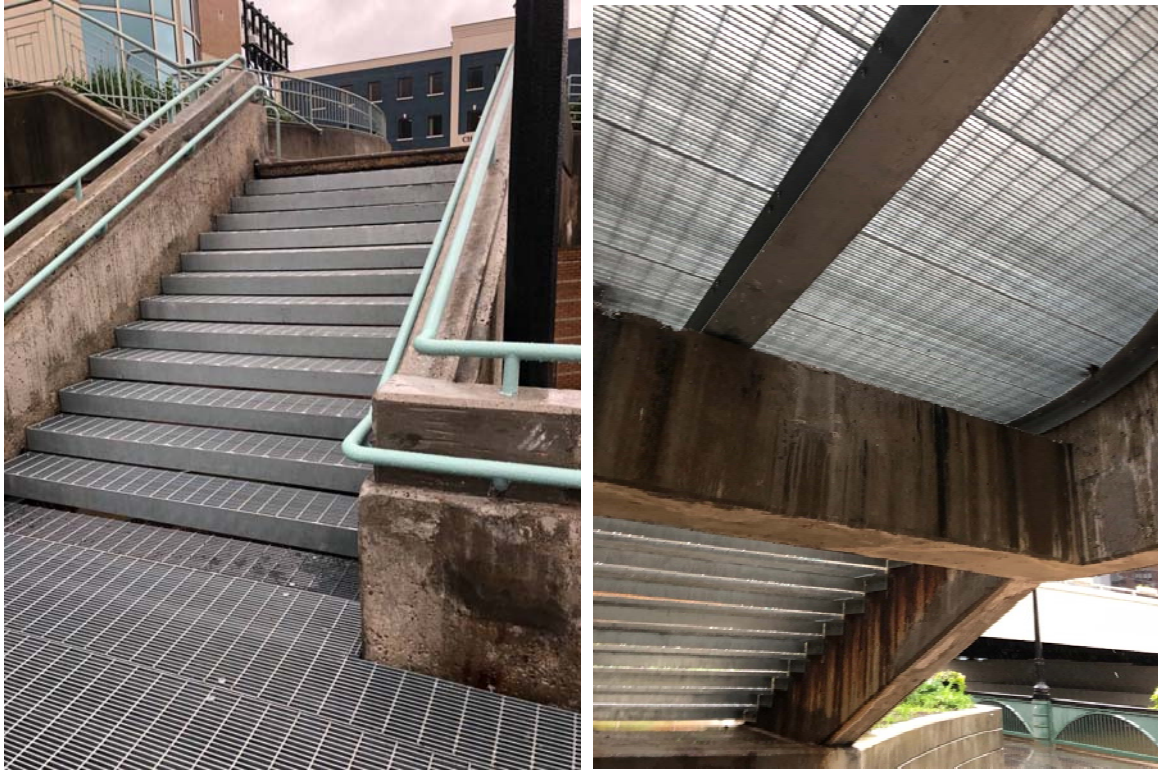
Hawk Island County Park Tri-Athlon event:





Grand Opening on 6/20/19: Lansing River Trail Michigan Avenue Staircases:

South staircase:



North staircase:



## June 2019 Parks Commission Meeting Monthly Report

### **Hawk Island County Park**

- Special Events
  - o Fallen Hero 5k
  - o Sparrow Hospice Car Show
  - o Kids Triathlon, Saturday, June 2
  - o Sprint Triathlon/Olympic Triathlon, Sunday, June 3
  - o Cystic Fibrosis Foundation Walk
  - o Greater Lansing Kidney Walk
- School groups held end of year picnics at Hawk Island
- Considerable amount of time spent on Seasonal Employee Training
- Normal Park upkeep and park user management
- Crack Sealed 1.5 mile loop around Hawk Island
- Worked on 2019 CIP Projects and worked with contractors



## Lake Lansing Park Report – May/June

### *Highlights:*

Attended staff meeting

Monitor LLN Grant Project

Worked with Project Lakewell event

Attended award ceremony for HBA flower garden (LLS) at Meridian Township

Bill Earl Fishing Program

Attended several meetings regarding dock collapse incident at LLS

Opening Bandshell night 6/7

### *Projects:*



Project Lakewell

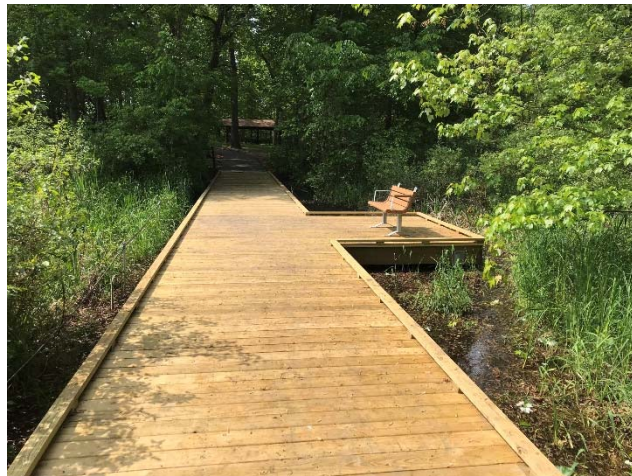


Bandshell Opener

## North Park Grant Project – Update

5/11 – 6/12

- Rain has pushed project back a couple weeks
- Asphalt complete – some areas may need additional slope work.
- Concrete complete. An additional area of sidewalk will be excavated and poured going to the Main Shelter to reduce the steep incline from the path.
- Main entrance road improvements and backfill around new pathways tentative to start week of 6/17 – dependent on weather.
- Finish landscaping to start when drier.
- Bathroom renovation: waiting for Work Change Order to be approved by BOC for new fixtures
- Boardwalk complete



## Burchfield Park May-June Manager's Report

1. Opened canoe/kayak livery for the season but, only running limited trips from McNamara Landing because of high river water levels. In-park river rentals have also been cancelled due to strong river currents.
2. Finished pouring concrete pad and installing bike repair station and three-sided kiosk at Riverbend Natural Area (picture included).
3. Assistant Manager is in the process of rebuilding/replacing all horseshoe backers at the shelter areas.
4. Staff worked with the City of Eaton Rapids and several community partners to assist with a Grand River Clean-up event on May 23rd. Burchfield Park also provided shuttle service for volunteers and their watercraft (picture included).
5. New staff continues to learn important maintenance and operational needs at the park. It has been a challenge to keep up with mowing as the early summer weather patterns have brought back-to-back rainy days.
6. Overlook Shelter grant project is complete and is open to shelter reservations. Feedback has been very positive about the new-style of shelter and the CXT bathroom building.
7. Nature Day Camp is in the second week of operations with kids 5-12 enjoying nature-themed programming and fun activities. We welcomed outdoor educator Jim McGrath from Nature's Discovery as a special speaker this week about birds. Jim was able to spark the camper's natural curiosity by using recorded bird songs to have birds fly-in for some close encounters (picture included).
8. McNamara Landing grant project work continues and floating EZ dock is fully functional. Several park patrons have given compliments about the ease of use and commend the park for putting in the new launch. The concrete bathroom was reset this week to meet ADA accessibility standards and contractors continue to prep for the paved parking and concrete sidewalk going in next (picture included).
9. Mountain biking trails were closed this week due to muddy conditions and potential for trail damage.
10. Attended **MGROW** meeting and worked on approval of new river way finding signage. Burchfield Park will receive four of the new signs to place at each of the access points we manage. Funding was provided by Tri-County Regional Planning Commission.
11. Staff is prepping the two disc golf courses for the CCR Open on June 29<sup>th</sup> and 30<sup>th</sup>. I have been working with Houck Designs (professional disc golf course designers) to provide course layouts for all 18 holes on Renegades Trail. Houck Designs will be making our long t-pad signs, which we hope to have installed before the big tournament.





New bike repair station at Riverbend



Grand River clean-up day with City of Eaton Rpd.



Setting the concrete pit toilet building at Mac



Nature Discovery presenter at Nature Day Camp

## **May- 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.

### Customer Service

We received 2,028 phone calls in the month of May. 146 park visitors made a picnic shelter reservation. We have received 71 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 49 U.S. passport applications in May.

### Bill Earl Fishing Program

We continued registration for the fishing events. Prepared the nametags, certificate of completion, letters and made each participant's packet for the fishing events.

### Day Camp

Continued registration for Exploring Nature Day Camp at Burchfield Park. As of June 18th, 157 kids have signed up for camp. There are 175 spots available for nine weeks of camp, leaving 18 spots available.

### Staffing

We welcomed Bianca as our new office clerk intern. She has been training on phones, how to use our reservation system, and other office duties.

**Ingham County Parks Budget Status**  
as of 5/31/19

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance	+/-	2019.0%
<b>Park Administration</b>						
Revenue						
Passport Revenue	20,000	20,000	13,987	(6,013)		69.9%
Parking Revenue	0	0	0	0		100.0%
Misc Revenue	1,000	1,000	225	(775)		22.5%
Carry Over Surplus Used	0	214,259	0	(214,259)		100.0%
Rev trf in F101	595,616	595,616	297,808	(297,808)		50.0%
Rev trf in F228	51,500	51,500	25,750	(25,750)		50.0%
Rev trf in (Cap Imp) F101	0	227,285	113,643	(113,643)		100.0%
Total Revenue	668,116	1,109,660	451,412	(658,248)		40.7%
Expenditures						
Personnel Services	333,060	333,060	125,272	207,788		37.6%
Controllable Expenses	204,046	400,590	59,848	340,742		14.9%
Non-Controllable Expenses	131,010	131,010	59,011	71,999		45.0%
Capital Outlay	0	232,000	0	232,000		100.0%
Total Expenses	668,116	1,096,660	244,131	852,529		22.3%
<b>Net Cost Park Administration</b>	0	13,000	207,282			
<b>Burchfield Park</b>						
Revenue						
Shelter Fees	15,800	15,800	6,155	(9,645)		39.0%
Disc Golf Fees	22,000	22,000	9,156	(12,844)		41.6%
Pedal Boat Rental	2,000	2,000	0	(2,000)		0.0%
Canoe/Kayak Rental	42,500	42,500	16	(42,484)		0.0%
Ski Rental	7,000	7,000	2,503	(4,497)		35.8%
Food Concessions	2,500	2,500	815	(1,685)		32.6%
Parking Fees	47,811	47,811	15,988	(31,823)		33.4%
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	6,380	(3,620)		63.8%
Rev trf in F101	309,849	309,849	154,925	(154,925)		50.0%
Total Revenue	463,460	463,460	197,244	(266,217)		42.6%
Expenditures						
Personnel Services	393,027	393,027	123,911	269,116		31.5%
Controllable Expenses	60,433	60,433	17,714	42,719		29.3%
Non-Controllable Expenses	10,000	10,000	3,203	6,797		32.0%
Capital Outlay	0	0	0	0		
Total Expenses	463,460	463,460	144,828	318,632		31.2%
<b>Net Cost Burchfield Park</b>	0	0	52,415			
<b>Lake Lansing Parks</b>						
Revenue						
Shelter Fees	20,550	20,550	10,306	(10,244)		50.2%
Boat Rental	7,500	7,500	0	(7,500)		0.0%
Boat Launch Fees	17,000	17,000	250	(16,750)		1.5%
Ski Rental	1,000	1,000	601	(399)		100.0%
Food Concessions	13,650	13,650	32	(13,619)		0.2%
LL House	9,600	9,600	4,800	(4,800)		50.0%
Parking Fees	88,335	88,335	15,682	(72,653)		17.8%
Inflateable Rental	1,000	1,000	710	(290)		71.0%
Rev trf in F101	360,445	360,445	180,223	(180,223)		50.0%
Total Revenue	519,080	519,080	212,603	(306,477)		41.0%
Expenditures						
Personnel Services	421,578	421,578	103,706	317,872		24.6%
Controllable Expenses	81,502	81,502	25,263	56,239		31.0%
Non-Controllable Expenses	16,000	16,000	3,282	12,718		20.5%
Total Expenses	519,080	519,080	132,252	386,829		25.5%
<b>Net Cost Lake Lansing Parks</b>	0	0	80,352			
<b>Hawk Island Park</b>						
Revenue						
Shelter Fees	30,150	30,150	17,161	(12,989)		56.9%
Boat Rental Fees	13,000	13,000	346	(12,654)		2.7%
Food Concessions	29,000	29,000	6,435	(22,565)		22.2%
Parking Fees	173,000	173,000	61,863	(111,137)		35.8%
Snow Hill Tubing Fees	50,000	50,000	75,044	25,044		150.1%
Dog Park Revenue	10,000	10,000	5,698	(4,302)		57.0%
Rev trf in F101	371,279	371,279	185,640	(185,640)		50.0%
Rev trf in F228	0	0	0	0	#DIV/0!	
Total Revenue	676,429	676,429	352,186	(324,243)		52.1%
Expenditures						
Personnel Services	531,498	531,498	180,120	351,378		33.9%
Controllable Expenses	99,137	112,137	34,457	77,680		30.7%
Non-Controllable Expenses	45,794	45,794	17,596	28,198		38.4%
Total Expenses	676,429	689,429	232,173	457,256		33.7%
<b>Net Cost Hawk Island Park</b>	0	(13,000)	120,013			
Grand Total Revenue	2,327,085	2,768,629	1,213,445			43.8%
Grand Total Expenses	2,327,085	2,768,629	753,384			27.2%
Net Change in Fund Balance	0	0	460,061			
Fund Balance, Beginning of Fiscal Year 2019 <sup>1</sup>			460,171	<sup>2</sup>		
Projected Fund Balance End of Year (estimate-Fund not closed)			920,232			

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

<sup>2</sup> 0 of the fund balance is designated for CIP projects.



## **Trails & Parks Millage Program Coordinator Report**

### **For: Park & Recreation Commission Meeting- June 17, 2019**

- Interviewed by FOX 10 in regards to high water levels impacting recreational opportunities
- Wrote resolutions for the scope changes for Delhi and adjusting their award year
- Continued to work with Burchfield manager on Eaton Rapids MOU
- Attended BOC meetings
- Visited Signs by Crannie in Flint to tour factory- very impressive
- Worked on press releases for band shell concerts and other events
- Worked with Emma in office in regards to her new millage duties
- Attended Tri-County led MGROW water trail signage meetings for the Grand
- Worked with Nicole on the Parks website redesign
- Kept up with social media for the parks
- Attended progress meeting for Stockbridge trail work
- Attended Regional Trails discussion led by Tri-County
- Held interview for Wayfinding Install vendor-recommended Johnson Sign Co.
- Worked with Spicer to outline meetings needed for communities and wayfinding signage
- Went to Lansing and East Lansing to check out some works in progress
- Supplied requested materials to Board of Commissioner members
- Worked with communities on paperwork and filing latest round of contracts
- Worked on reimbursements for projects nearing completion
- Planning ribbon cuttings for completed projects



Trail Closure at Burchfield



Sign samples at Signs by Crannie shop tour



## FLRT Trail Ambassador Program Coordinator Monthly Report June, 2019

### Events

- Lansing River Trail ARTPath Kickoff event, 6/7/19
  - Promoted on social media & attended event
- Mayor's Riverwalk & 5K, 6/8/19
  - Promoted on social media & FLRT board members volunteered on course

### Upcoming Events

- Monday, July 8 – FLRT Annual Meeting, Lansing Brewing Company 5:30pm
- Saturday, August 17 – DirtyFeat Adventure Race & RedPaddle Kayak Race
- Sunday, September 22 – Capital City River Run

### Other Business

- Responded to Trail Sponsorship request
- Responded to group cleanup requests
- Monitored trail project updates & shared via social media
- May newsletter sent 5/29
- June newsletter drafted
- Began work updating donor roll for Maguire Park signage
- Attended FLRT board meeting 6/10
- Responded to trail maintenance questions
- Met with RedPaddle and DirtyFeat planning committees – postponed DirtyFeat to coincide with RedPaddle

### MOU Status

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





## ARTPath exhibits

