

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, March 25, 2019

Monday, March 25, 2019

5:30pm

PARKS & RECREATION COMMISSION MEETING

Hilliard Building
Conference Room B, Second Floor
121 E. Maple St.
Mason, Michigan

**NOTE
CHANGE IN
LOCATION**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**
Minutes of February 25, 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. **Presentation of Volunteer of the Year Plaque to Barnes Aerospace**
7. **ACTION ITEMS**
 - A. Hawk Island Sidewalk - [Page 9](#)
 - B. Action Program Update - [Page 10](#)
 - C. 2020 Fees - [Page 16](#)
8. **DISCUSSION ITEMS**
 - A. Guest Speaker Paul Dykema – Presentation on Oak Wilt
 - B. Adopted Resolution to Establish Additional Guidelines for Trails and Parks Millage Grant Recommendations - [Page 21](#)
9. **ADMINISTRATIVE REPORTS**
 - A. Director - [Page 22](#)
 - B. Park Managers - [Page 24](#)
 - C. Administrative Office - [Page 30](#)
 - D. Financial Report - [Page 31](#)
 - E. Millage Coordinator Report - [Page 32](#)
 - F. FLRT Trail Ambassador Report - Lauren Ross - [Page 33](#)
10. **Board/Staff Comments**
11. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
12. **Upcoming Meetings**
 - A. Date: Monday, April 22, 2019; Time: 5:30pm
Parks & Recreation Commission Meeting

Human Services Building, Room A, Lansing

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.** Lake Lansing North Park Improvements Update

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.

Ingham County Parks & Recreation Commission Members: Chair Matt Bennett, Vice-Chair Jessy Gregg, Secretary Cherry Hamrick, Ryan Earl, Chris Swope, Paul Pratt, Simar Pawar, County Commissioner Emily Stivers, County Commissioner Chris Trubac, and Michael Unsworth

Ingham County Park Staff: Director Tim Morgan, Burchfield County Park Manager II Tim Buckley, Hawk Island County Park Manager III Brian Collins, Accounting Clerk Cindy Wilcox, Mechanic David Strahle, Executive Assistant Nicole Wallace, Park Ranger I Cole Publiski, Park Ranger I Mark Wichtoski, Lake Lansing Park Manager II Coe Emens III, and Hawk Island Park Assistant Manager I Cristina Estrada

DRAFT MINUTES OF THE MEETING
INGHAM COUNTY PARKS & RECREATION COMMISSION
121 E. Maple Street, Suite 102, Mason, Michigan 48854
February 25, 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: Matt Bennett, Simar Pawar, Paul Pratt, Michael Unsworth, Commissioner Emily Stivers (exited at 6:25pm), Jessie Gregg (entered at 5:34pm), and Commissioner Chris Trubac (entered at 5:46pm and exited at 6:25pm)

Absent: Ryan Earl and Cherry Hamrick

Also Present: Park Director Tim Morgan, Recording Secretary Nicole Wallace, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, Hawk Island Park Manager Brian Collins, Melissa Buzzard-Trails & Parks Millage Program Coordinator, Tanya Moore-Spicer Group, Jeff Gehl, Anne Grofvert - Mid-Michigan Mountain Bike Association, Lauren Ross - FLRT Trail Ambassador Program Coordinator, and Board of Commissioner Derrell Slaughter

PUBLIC MEETING TO HEAR SUGGESTIONS AND COMMENTS FROM THE PUBLIC REGARDING MULTIPLE PROPOSED MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT APPLICATIONS FOR PARK AND ACCESSIBILITY IMPROVEMENTS AT BOTH LAKE LANSING SOUTH AND HAWK ISLAND PARKS

1. Chair to Call Public Meeting to Order

Chair Bennett called the Public Meeting of the Parks & Recreation Commission meeting to order at 5:31pm.

2. Introductions

Chair Bennett called for introductions and reviewed the purpose of the public meeting and the rules:

3. Chair to State Purpose of the Public Meeting and Inform the Public of the Commission's Rules for Public Meetings

- A. Any member of the public may address the Commission for up to (3) minutes per individual as scheduled on the agenda at the beginning of each meeting, and up to three (3) minutes at the end of the meeting at the time scheduled on the agenda for public comment.
- B. At the discretion of the President, this time may be extended by granting an additional one (1) minute.
- C. During an agenda item, members of the public may not address the Commission unless recognized by the President.

4. Limited Public Comment

None.

5. PowerPoint Presentation Scope of Work – Tanya Moore, Spicer Group

Tanya Moore, from Spicer Group presented an overview of the grant applications. Ms. Moore stated the Parks Department is applying for five grants. The DNR Trust Fund application for Hawk Island includes a new paved path, in lieu of the boardwalk along bank of the lake, replacement of asphalt walkways between the bathhouse, parking lot and docks, three new fishing piers/overlook docks, native landscaping, parking lot striping, and striping of the trail loop around the lake and out to Cavanaugh Road.

The second grant for Hawk Island is a DNR Land & Water Conservation application which includes an accessible canoe/kayak launch, a new floating pedal boat/row boat dock with slips, two new Sun-Shade Shelters, new trash/recycling bins, new concrete walks, native landscaping, and parking lot striping.

Ms. Moore stated we are applying for three grants for Lake Lansing South. The Michigan Department of Resources Land & Water Conservation Fund application for Lake Lansing South includes asphalt paving of the portion of the existing parking lot closest to the ADA parking, drainage improvements around the parking lot, improving the overflow parking area with gravel and pave ADA parking spaces, new walkways to complete a loop trail around the park, connecting to existing sidewalks, to the small restroom building, to the overflow parking and to the bandshell, picnic tables with umbrellas near the concession area, landscaping to include native plants and bio-swales.

The Michigan Department of Natural Resources Trust Fund application for Lake Lansing South includes removal of the existing restroom/concession building, removal and relocation of the Sunrise pavilion, a new bathhouse building that will include restrooms, changing rooms, concessions, storage, first aid area, staff room, picnic tables with umbrellas near the concession area, six Interpretive Signs to talk about the historical significance of the park, a new 6' wide path from the existing parking lot to the new bathhouse and to the playground, and replacement of some of the existing walkways in the park, and two outdoor Showers. The second Michigan Department of Natural Resources Trust Fund application for Lake Lansing South includes a rewrite for a previous grant we have applied for but were not funded. This project includes a new accessible canoe/kayak launch, new concrete walks, replacement and widening of existing sidewalks, asphalt paving of the south end of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a rain garden area.

6. Chair to Open the Floor for Questions from the Public

Chair Bennett opened the floor for questions. No questions.

7. Chair to Recognize and Ask for Presentations on the Proposed Project from Members of Other Public Agencies, if in attendance

None.

8. Chair to have Recording Secretary Read into the Record any Correspondence Received

None.

9. Chair to Open Public Comment

None.

10. Chair to Adjourn Public Meeting

Chair Bennett adjourned the meeting at 5:49pm.

PARKS & RECREATION COMMISSION MEETING

Call to Order:

Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:50pm

Minutes:

Moved by Ms. Gregg and Supported by Mr. Pratt to approve the January 14, 2019 minutes of the regular meeting as written.

Yes-7; No-0. MOTION CARRIED.

LIMITED PUBLIC COMMENT

Anne Grofvert, from the Mid-Michigan Mountain Bike Association, asked the Park Commission to consider incorporating mountain bike trails at Lake Lansing North and a skills building area including starter bikes at Hawk Island. The skills building area would require an open area.

LATE ITEMS / CHANGES / DELETIONS

Add Agenda Item #9E: Motion to Name a Section of Mountain Biking Trail after Jeff Gehl and Agenda Item #9F Motion to Approve the Hawk Island Red Tail Enclosure Project.

ACTION ITEMS

2018 Volunteer of the Year

Mr. Collins stated Barnes Aerospace has been volunteering for the last five years each spring and have done a variety of projects like painting, spreading woodchips, and sealing the playground.

RESOLUTION #4-19 HONORING BARNES AEROSPACE AS THE 2018 VOLUNTEER OF THE YEAR

WHEREAS, the Parks and Recreation Commission has established an award to publicly recognize outstanding volunteers each year; and

WHEREAS, Barnes Aerospace volunteer work at Hawk Island began in 2014; and

WHEREAS, since then, Barnes Aerospace has held a volunteer work day every spring totaling close to 500 hours of service at Hawk Island; and

WHEREAS, this service has included:

- Sealing playground equipment.
- Spreading mulch.
- Painting.
- Planting annual flowers and cleaning up flower beds.

WHEREAS, Barnes Aerospace efforts contribute to the Parks Department's ability to provide beautiful well-tended recreational areas to the one-half million Ingham County residents who visit Hawk Island annually.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission, by adoption of this resolution, recognizes the impact and quality of Barnes Aerospace's work and extends its sincere appreciation for their ongoing efforts.

BE IT FURTHER RESOLVED, Barnes Aerospace is the recipient of the 2018 Ingham County Parks Volunteer of the Year Award.

Moved by Mr. Pratt and Supported by Mr. Unsworth that Resolution #4-19 be approved as written. Yes-7; No-0. MOTION CARRIED.

Motion to Recommend Submission of Multiple Grant Applications

Mr. Morgan referenced the motion in the packet and stated these applications are the ones included in the PowerPoint Presentation. Ms. Pawar asked if there be a disadvantage of half gravel and half paving. Is this counterproductive? Ms. Moore stated now we have to grade the gravel regularly, for example after rainfall. Ms. Moore stated it may just be a different piece of equipment for taking care of the parking area.

Mr. Morgan stated we would like to have the entire lot paved eventually, but we want to start with this due to limited funding. Mr. Pratt recommended staff advertise these grant projects in advance of construction. Discussion.

Mr. Pratt recommended we look into porous pavement. When it rains on porous concrete, the water just disappears. Mr. Morgan stated we can always bid the project both ways. Mr. Unsworth asked have we had drones go over Lake Lansing. Mr. Morgan stated we don't have drone aerial photos, but we do have photos of the parking lot and the overflow lot can get very full. Mr. Morgan stated if we are awarded the project, then we can consider asphalt or alternative surfacing. We can include that in the RFP.

MOVED BY MR. PRATT, SUPPORTED BY MS. GREGG

To recommend to the Board of Commissioners to authorize application for multiple Michigan Department of Natural Resources Land And Water Conservation Fund Grant and Trust Fund Grant applications for park and accessibility improvements at Lake Lansing South and Hawk Island as summarized below and detailed in the attached documents:

Park	Type of Grant	Matching Funds from the Trails and Parks Millage	Amount Requested from DNR	Total Project Amount
Hawk Island	Land and Water Conservation Fund	\$292,100	\$292,100	\$584,200
Hawk Island	Trust Fund	\$231,400	\$300,000	\$531,400
Lake Lansing South	Land and Water Conservation Fund	\$300,000	\$300,000	\$600,000
Lake Lansing South #1	Trust Fund	\$725,200	\$300,000	\$1,025,200
Lake Lansing South #2	Trust Fund	\$70,500	\$164,500	\$235,000

THE MOTION CARRIED UNANIMOUSLY. Absent: Ryan Earl and Cherry Hamrick. MOTION CARRIED.

Motion to Extend the Contracts with L.J. Trumble Builders, LLC and M.C. Smith Associates and Architectural Group, Inc.

MOVED BY MR. UNSWORTH, SUPPORTED BY MR. PRATT

To recommend authorizing extending the contract with L.J. Trumble Builders, LLC and M.C. Smith Associates and Architectural Group, Inc. for the McNamara Landing improvement project to December 15, 2019 and to authorize the Parks Department to ask for a 6 month extension from the Michigan Department of Natural Resources for Michigan Department of Natural Resources Trust Fund Grant #TF16-0185.

THE MOTION CARRIED UNANIMOUSLY. Absent: Ryan Earl and Cherry Hamrick. MOTION

CARRIED.

Motion to Name a Section of Mountain Biking Trail after Jeff Gehl

MOVED BY MS. PAWAR, SUPPORTED BY MR. UNSWORTH

To authorize naming a section of the mountain bike trail at Burchfield Park "Gehl's Ghost" in honor of Jeff Gehl

THE MOTION CARRIED UNANIMOUSLY. Absent: Ryan Earl and Cherry Hamrick. MOTION CARRIED.

Ms. Groverfert presented the plaque to Mr. Gehl.

Motion to Approve the Hawk Island Red Tail Enclosure Project

Mr. Collins stated staff encloses a portion of the Red Tail Shelter in the winter, and now we are proposing to enclose the entire shelter. We are at capacity in the shelter on busy weekends and it is very crowded and congested. This year we have had up to 600 people a day. The construction of the panels is \$3,000, the windows/doors is \$2,000, and the expanded infrared heating system would be \$8,000. Mr. Morgan stated we are requesting funding from the parks fund balance. Mr. Collins stated we have made approximately \$5,000 in concession sales which includes selling pretzels, chips, hot chocolate, and s'mores. Mr. Collins stated we opened for the season on January 3rd so we missed the holiday break.

MOVED BY MS. GREGG, SUPPORTED BY MR. PRATT

To authorize requesting \$13,000 from the fund balance for the expansion of the Red Tail warming shelter for panels and heating at Hawk Island to be installed for the winter 2019/2020 season

THE MOTION CARRIED UNANIMOUSLY. Absent: Ryan Earl and Cherry Hamrick. MOTION CARRIED.

Commissioner Trubac and Commissioner Stivers exited the meeting at 6:25pm.

ADMINISTRATIVE REPORTS

Director ~ As reported.

Park Managers ~ Mr. Bennett asked how the weather is affecting the snow tubing hill at Hawk Island. Mr. Collins stated it is a battle, and we have to reshape the hill to make sure the hill is safe. Mr. Collins stated there are a lot more reservations this year.

Administrative Office/2018 Visitation Statistics ~

Mr. Pratt asked why Lake Lansing South visitation was down. Ms. Pawar stated the 175th party was a big event and that may have changed visitation. Mr. Morgan stated it is also weather dependent.

Financial Report ~

Mr. Morgan stated we had a little bit of snow and had revenue for ski rental at Burchfield and Lake Lansing. Unless we have snow in December we may be shy in that line item. The Hawk Island snow tubing hill revenue has exceeded its budget. We may be open three more weeks. Mr. Bennett asked how

popular moonlight skiing is and Mr. Buckley stated we have only been open three times and it is not very popular. Mr. Unsworth stated when the weather was more consistent it was easier for visitors to plan.

Millage Coordinator Report ~ Mr. Unsworth asked for an update on the last round of applications. Ms. Buzzard stated the Board of Commissioners made recommendations for additional projects. Mr. Unsworth said he heard the Road Department is working on a project on Cedar Street in 2021, is there a possibility that project could be done sooner? Ms. Buzzard stated she will be working with Delhi Township soon to discuss. Mr. Morgan stated there is a resolution in the informational packet that was authored by Commissioner Grebner and Tennis that will be at the next round of Board of Commissioners meetings. Ms. Gregg asked if there will be another round of millage applications this year. Ms. Buzzard stated we will need a resolution produced from the Park Commission. Mr. Unsworth asked what money we would fund 2019 applications. Ms. Buzzard stated that is to be determined. Ms. Buzzard stated we will talk about changes to the application and then go to the board and request how much money will be handed out. Ms. Gregg stated it is her impression the Board of Commissioners would like the Park Commission to grade projects solely on merit without considering cost. Mr. Bennett stated he would like the Executive Committee meeting to meet with Todd Tennis and Jared Cypher to have a discussion on how we will proceed forward. Mr. Bennett stated there is no official direction except the previous resolution. Discussion ensued.

FLRT Trail Ambassador Report - Lauren Ross ~

Ms. Ross stated snow removal has been a big item this winter. Mr. Unsworth asked for update on the MOU status. Ms. Ross reviewed the list.

CORRESPONDENCE & CITIZEN COMMENT

Mr. Bennett stated there is a thank you letter in the packet.

BOARD/STAFF COMMENTS

Mr. Morgan stated the Tri-County Regional Planning Commission appointed Chris Swope. Mr. Unsworth asked if we have had an issue with scooters. Mr. Emens stated we have not seen an issue yet. Mr. Bennett stated when e-bikes came out and we decided we would allow that for someone with a disability. Discussion.

LIMITED PUBLIC COMMENT

Ms. Groves stated natural purpose trails were not open to e-bikes and the Mid-Michigan Mountain Bike Association has generally discouraged this. Mr. Bennett states if it becomes an issue at Burchfield Park, please let us know.

Adjournment:

There being no further business, the meeting was adjourned at 7:00pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Recording Secretary

INGHAM COUNTY PARKS AND RECREATION COMMISSION

Meeting of March 25, 2019
RESOLUTION # -19

RESOLUTION TO RECOMMEND A CONTRACT WITH J.H. CONSTRUCTION INC.

WHEREAS, proposals were solicited from qualified and experienced contractors for the purpose of entering into a contract to replace asphalt paths with concrete sidewalks and install new concrete sidewalks at Hawk Island County Park; and

WHEREAS, the scope of work includes, but is not limited to, replacing approximately 1,000' L x 8' W of existing pathways with concrete sidewalks and installing 175' L x 8 W concrete sidewalks where there is currently no asphalt. Ingham County Parks will restore site and seed; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to J.H. Construction, Inc., the low bidder.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission recommend that that the Ingham County Board of Commissioners authorize entering into a contract with J.H. Construction, Inc. per the quoted proposal in the amount of \$40,349 for the base bid and \$8,030 for the alternate bid for a total not to exceed amount of \$48,379 for the purpose of entering into a contract to replace asphalt paths with concrete sidewalks and install new concrete sidewalks at Hawk Island County Park.

BE IT FURTHER RESOLVED, the contract shall be effective the date of execution through December 1, 2019.

BE IT FURTHER RESOLVED, there are funds available in approved CIP line item #228-75999-974000-9P11.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of March 25, 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. Sidewalk and lighting?	Trust Fund \$164,500	April 1, 2019	Total Project: 235,000	G 1,3,4,5 O3a, O4b



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 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	Bathhouse/ 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



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
2021-2026?	Boardwalk- Lake Lansing North Replace	Total for Grant: \$300,000	MDNR- Trust Fund- \$300,000	April 1, 2020	2021/2022 Total Projects: \$600,000	G1, G3, G4
2021-2026?	Repurpose Toboggan Run with Zip line or snow related winter activity at Burchfield Park – New/Replace	TBD	TBD	TBD	TBD	G 1,5 O5b
TBD?	Demolition of Lake Lansing South Rental House	TBD	TBD	TBD	TBD	G1 O1b
2021-2026?	Beach playground and no leash dog park at Burchfield Park	TBD	TBD	TBD	TBD	G 1,4,5 O4b, O3b
2021-2026?	Accessible loop trails at Burchfield - New	TBD	TBD	TBD	TBD	G 1,4,5 O4b, O3b
2021-2026?	Accessible Loop Trail, Disc Golf, Mountain Biking, Dog Park, and other recreation amenities Lake	TBD	TBD	TBD	TBD	G 1,3,4,5 O3b, O4b



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
	Lansing North. New/Replace					
2021- 2026	Carousel building conversion to public rental and expand maintenance building Lake Lansing South	TBD	TBD	TBD	TBD	TBD
Long term	Boardwalk with Gazebo at Lake Lansing South - New	TBD	TBD	TBD	TBD	G 1,3,5
Long term	Multi-purpose / ski rental Building at Burchfield – New/Replace	TBD	TBD	TBD	TBD	G 1,3,5
Long term	Indoor multi-purpose rental building and restroom Hawk Island	TBD	TBD	TBD	TBD	TBD
Long term	Rustic yurts or cabins Burchfield Park	TBD	TBD	TBD	TBD	TBD
Long term	Parking lot – rest of lot at Lake Lansing South - asphalt	TBD	TBD	TBD	TBD	TBD
Long term	Parking lot – Burchfield Winter Sports Building and Road Connecting to asphalt	TBD	TBD	TBD	TBD	TBD
Long term	Parking lot – McNamara Landing - asphalt	TBD	TBD	TBD	TBD	TBD



INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233 Fax (517) 244-7190

MEMO

DATE: March 25, 2019

TO: Park Commission

FROM: Tim Morgan

RE: 2020 Fee Recommendations

See attached excel list. We have included staff recommendations under column U Department Recommended.

Following are a few notes on why we opted to recommend differently from the proposed 2020 fee.

1. Resident and Non-Resident Annual Fee – we ask to defer a one-dollar increase as last year we increased \$1 if we increase this we would ask that be increased to \$35 and \$45.
2. Hawk Island ½ Peregrine – We ask that this rental option be eliminated as it is not a viable rental solution with the limited space in this particular shelter.
3. Cabanas (Burchfield) – We ask that this is eliminated as there is not a Cabana at Burchfield.
4. Ski Rentals Skis, Boots, and Poles by the hour – We recommend increasing each of these from \$3 to \$4 because if you rent each these separate from our normal ski package rental (\$10) it is cheaper at the \$3 rate individually.
5. Disc Golf (Season Pass) – We ask to defer the two-dollar increase. At present rate is more expensive for a resident to purchase a season disc golf pass that to purchase a season parking pass into the park. In addition, we are the only course in the area that charges fees.
6. Dog Park Regular Pass, student, senior, veteran, and owner of service animal – Presently we have already printed signs, applications, website, brochures, etc. we ask to defer a one-dollar increase as last year we had increases for the Dog Park.
7. Hawk Island Snow Tube Non-operational hour reservation: we ask that you defer increasing the fee by five dollars as the fee was \$100. We had asked for it to increase to \$300 with the following information for 2019, which it was. Therefore we do not see a need to increase again.
8. The Hawk Island Snow Tubing Hill offers guests the ability to rent the tubing hill in two hour blocks during non-operational hours for private events. The 2018 fee for this rental was \$100 paid in advance plus \$8.00 per person when the party arrives at the facility. Numerous times during the last two operating seasons, groups would reserve the hill and inform us that they were expecting 25-50 people with their groups. When the groups would arrive at the facility, they would have as few as 8 persons. With this number of persons in the group, the hill is actually operating at a loss during this time.

To still provide the ability to rent the facility, but to ensure the hill is at a minimum breaking even financially, we are proposing that a minimum of 25 paying guests be required for a reservation. This would be paid at the time of the reservation. Additional persons over the 25 threshold would then be charged accordingly at the facility when they are checking in for their reservation.

The breakdown of the rental costs vs rental income is below:

4 seasonal staff @ 4 hours = \$160-\$200

1 full time staff member to shut down and/or restart snow making = \$100

Total Costs for rental: \$260-\$300

Total Revenue for rental (with 25 minimum): \$300

9. Utility Vehicle/Golf Cart Rental - Delete Utility Vehicle / golf cart rental category – we don't use.
10. Game Rental. Moonwalk, Dunk Tank and Giant Slide – We ask to defer the increase ten-dollars of each of these game rentals as we only had four total rentals last year. We fill these are priced to high.
11. PA, Chairs or Music Stands per item NEW – We ask that you defer the one-dollar increase we only rented this twice and the additional revenue is not significant and we already have documents printed/web postings.
12. Snow shoe rental Adult – We added these new this year and did not rent any as we think we started the rental price too high. We are recommending reducing the rental to five dollars.

2020 County Fees Analysis
Human Services Committee

FEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
Parks	Administrative/Office Fees										
Parks	Administrative -Returned Check Fee	\$33.65	2.4%	\$34.46	100.0%	\$33.00	\$34.46	\$34.00	\$34.00	0	\$0
Parks	Cancellation Fee (for all park reservations)	\$21.84	2.4%	\$22.37	100.0%	\$21.00	\$22.37	\$22.00	\$22.00	21	\$21
Parks	Parking/Vehicle Entrance Fees ****										
Parks	Resident Daily	\$4.41	2.4%	\$4.52	75.0%	\$3.00	\$3.39	\$3.00		40,000	\$0
Parks	Resident Annual	\$44.07	2.4%	\$45.13	75.0%	\$32.00	\$33.85	\$33.00	\$32.00	2,800	\$2,800
Parks	Non-Resident Daily	\$5.46	2.4%	\$5.59	100.0%	\$5.00	\$5.59	\$5.00		9,000	\$0
Parks	Non-Resident Annual	\$44.07	2.4%	\$45.13	100.0%	\$42.00	\$45.13	\$43.00	\$42.00	278	\$278
Parks	Shelters										
Parks	Winter Sports Building (100 Person Capacity) ****	\$100.95	2.4%	\$103.38	100.0%	\$96.00	\$103.38	\$97.00	\$97.00	0	\$0
Parks	Winter Sports Building - reservation fee/non operationa	\$31.00	2.4%	\$31.74	100.0%	\$30.00	\$31.74	\$31.00	\$31.00	0	\$0
Parks	Shelters - 60 Person Capacity ****										
Parks	Lake Lansing South Lakeview	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	66	\$66
Parks	Lake Lansing North Oak Knoll	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	14	\$14
Parks	Lake Lansing North Sandhill	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	29	\$29
Parks	Hawk Island Kestrel	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	143	\$143
Parks	Hawk Island 1/2 of Peregrine	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	DELETE	29	\$29
Parks	Burchfield Deer Run	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	25	\$25
Parks	Burchfield Pine Knoll	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	17	\$17
Parks	Burchfield Southridge	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$31.00	25	\$25
Parks	Shelters - 120 Person Capacity ****										
Parks	Lake Lansing - North - 1/2 of Main	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	11	\$55
Parks	Hawk Island Peregrine	\$136.53	2.4%	\$139.80	100.0%	\$135.00	\$139.80	\$135.00		69	\$0
Parks	Burchfield 1/2 of North Bluff	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	14	\$70
Parks	Burchfield 1/2 of Woodsong	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	18	\$90
Parks	Shelters - 150 Person Capacity ****										
Parks	Lake Lansing - South - 1/2 of Main	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	\$110.00	47	\$235
Parks	Shelters - 240 Person Capacity ****										
Parks	Lake Lansing - North - Main	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	15	\$75
Parks	Burchfield - North Bluff	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	10	\$50
Parks	Burchfield - Woodsong	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	8	\$40
Parks	Shelters - 300 Person Capacity ****										
Parks	Lake Lansing - South - Main	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	20	\$100
Parks	Burchfield - Overlook	\$191.14	2.4%	\$195.72	100.0%	\$190.00	\$195.72	\$195.00	\$195.00	17	\$85
Parks	Shelters - 375 Person Capacity ****										
Parks	Hawk Island - Red Tail	\$273.05	2.4%	\$279.61	100.0%	\$265.00	\$279.61	\$275.00	\$275.00	41	\$410
Parks	Cabanas - Mini semi permanent shelters/30 p cap.										\$0
Parks	Hawk Island	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	76	\$76
Parks	Lake Lansing South	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	\$81.00	35	\$35
Parks	Burchfield	\$81.92	2.4%	\$83.88	100.0%	\$80.00	\$83.88	\$81.00	DELETE	0	\$0
Parks	Wedding Gazebo										
Parks	Boating Fees ****										
Parks	In-Park Canoe/Kayak - per hr	\$6.55	2.4%	\$6.71	100.0%	\$6.00	\$6.71	\$6.00		2,262	\$0
Parks	Abandonment Recovery Fee	\$44.87	2.4%	\$45.94	100.0%	\$42.00	\$45.94	\$43.00	\$43.00	0	\$0
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$22.43	2.4%	\$22.97	100.0%	\$22.00	\$22.97	\$22.00		0	\$0
Parks	Canoe/Kayak Trips - McNamara	\$16.53	2.4%	\$16.93	100.0%	\$16.00	\$16.93	\$16.00		146	\$0
Parks	Canoe/Kayak Trips - Bunker Rd	\$24.03	2.4%	\$24.61	100.0%	\$24.00	\$24.61	\$24.00		64	\$0
Parks	Canoe/Kayak Trips - Eaton Rapids	\$30.58	2.4%	\$31.32	100.0%	\$30.00	\$31.32	\$31.00	\$31.00	15	\$15

Location of Service	Fee Description	2019 Cost	2020 Cost Increase Factor	2020 Cost	Target Percent	2019 Fee	2020 Calc. Fee	2020 Initial Prop. Fee	Controller/ Department Recommend	Units	Additional Revenue
Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.61	2.4%	\$5.74	100.0%	\$5.00	\$5.74	\$5.00		0	\$0
Parks	Pedal Boat - 1/2 hour	\$6.20	2.4%	\$6.35	100.0%	\$6.00	\$6.35	\$6.00		0	\$0
Parks	Row Boat/Hawk Island Kayak - 1st hour	\$7.65	2.4%	\$7.83	100.0%	\$7.00	\$7.83	\$7.00		0	\$0
Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00		0	\$0
Parks	Boat Launch - Daily	\$5.46	2.4%	\$5.59	100.0%	\$5.00	\$5.59	\$5.00		2,559	\$0
Parks	Boat Launch - Annual	\$54.61	2.4%	\$55.92	100.0%	\$50.00	\$55.92	\$55.00	\$55.00	119	\$595
Parks	Ski Rental ****										\$0
Parks	Moonlight Ski- Adult	\$10.50	2.4%	\$10.75	100.0%	\$10.00	\$10.75	\$10.00		0	\$0
Parks	Moonlight Ski - Child (12 & under)	\$5.11	2.4%	\$5.23	100.0%	\$5.00	\$5.23	\$5.00		0	\$0
Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****										
Parks	Cross Country Ski Rental- adult per hour	10.21	2.4%	\$10.46	100%	\$10.00	\$10.46	\$10.00		0	\$0
Parks	Cross Country Ski Rental - child per hour	\$5.17	2.4%	\$5.29	100.0%	\$5.00	\$5.29	\$5.00		0	\$0
Parks	Cross Country Ski Rental Fees for separate equipment - Adult or Child ****										
Parks	Skis per hour	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$4.00	0	\$0
Parks	Boots per hour	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$4.00	0	\$0
Parks	Poles per hour	\$3.28	2.4%	\$3.36	100.0%	\$3.00	\$3.36	\$3.00	\$4.00	0	\$0
Parks	Day Camp ****										
Parks	Resident Monday-Friday 9am-4pm	\$100.95	2.4%	\$103.38	100.0%	\$97.00	\$103.38	\$100.00		67	\$201
Parks	Non-Resident Monday-Friday 9am-4pm	\$112.17	2.4%	\$114.86	100.0%	\$110.00	\$114.86	\$110.00		5	\$0
Parks	Resident Mon-Fri 7:30am-5:30pm	\$134.60	2.4%	\$137.83	100.0%	\$130.00	\$137.83	\$135.00		27	\$135
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$145.82	2.4%	\$149.32	100.0%	\$145.00	\$149.32	\$145.00		5	\$0
Parks	Disc Golf ****										
Parks	Day Pass (13 and older)	\$4.49	2.4%	\$4.59	100.0%	\$4.00	\$4.59	\$4.00		0	\$0
Parks	Season Pass	\$44.87	2.4%	\$45.94	100.0%	\$40.00	\$45.94	\$42.00	\$40.00	150	\$300
Parks	Equipment Rental per round of Disc Golf	\$1.12	2.4%	\$1.15	100.0%	\$1.00	\$1.15	\$1.00		0	\$0
Parks	Equipment Replacement-lost,damaged,stolen Discs	\$11.22	2.4%	\$11.49	100.0%	\$11.00	\$11.49	\$11.00		0	\$0
Parks	Dog Park (12 Month Pass) ****										
Parks	Regular Pass	\$31.00	2.4%	\$31.74	100.0%	\$30.00	\$31.74	\$31.00	\$30.00	160	\$160
Parks	Student (college ID)	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	115	\$115
Parks	Senior (+60)	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	35	\$35
Parks	Veteran	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	20	\$20
Parks	Owner of Service Animal	\$20.67	2.4%	\$21.16	100.0%	\$20.00	\$21.16	\$21.00	\$20.00	5	\$5
Parks	Daily Pass	\$5.61	2.4%	\$5.75	100.0%	\$5.00	\$5.75	\$5.00		285	\$0
Parks	Replacement FOB	\$5.61	2.4%	\$5.74	100.0%	\$5.00	\$5.74	\$5.00		0	\$0
Parks	Snow Tube Rental -Burchfield ****										
Parks	Burchfield - Tube Rental (2 hours)	\$2.24	2.4%	\$2.30	100.0%	\$2.00	\$2.30	\$2.00		1,812	\$0
Parks	Hawk Island Snow Hill **** Rates										
Parks	Per person (adults and children) (2 hours)	\$10.33	2.4%	\$10.58	100.0%	\$10.00	\$10.58	\$10.00		0	\$0
Parks	Group Rate - (4 + people) (per person) (2 hours)	\$8.27	2.4%	\$8.46	100.0%	\$8.00	\$8.46	\$8.00		0	\$0
Parks	Hawk Island Snow Tube ****										
Parks	Non-Operational Rates (Reservation Only)										\$0
Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	\$300.00	2.4%	\$307.20	100.0%	\$300.00	\$307.20	\$305.00	\$300.00	0	\$0
Parks	Utility Vehicle/Golf Cart Rental										
Parks	1/2 day = up to 4 hours	\$54.61	2.4%	\$55.92	100.0%	\$51.00	\$55.92	\$52.00	DELETE	0	\$0
Parks	full day = up to 8 hours	\$109.22	2.4%	\$111.84	100.0%	\$105.00	\$111.84	\$110.00	DELETE	0	\$0
Parks	Game Rental (for 4 hours) ****										
Parks	Moonwalk	\$300.36	2.4%	\$307.57	100.0%	\$290.00	\$307.57	\$300.00	\$290.00	3	\$30

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH ADDITIONAL GUIDELINES FOR
TRAILS AND PARKS MILLAGE GRANT RECOMMENDATIONS**

RESOLUTION # 19 – 092

WHEREAS, the Park Commission has until now, at the direction of the Board of Commissioners, limited its recommendations to projects which would be started in the present year or immediately following two years up until and through the ending of the current Trails and Parks Millage as outlined in Resolution 17-275; and

WHEREAS, a substantial financial reserve has accumulated; and

WHEREAS, the Board of Commissioners contemplates placing the question of renewing the Trails and Parks Millage before the voters at the presidential primary election to be held in 2020; and

WHEREAS, it the Board of Commissioners believes it would be beneficial to shift the focus of planning toward longer term projects and spending as well as award 50% up front of approved grant awards to the communities to alleviate the accumulated millage fund balance.

THEREFORE BE IT RESOLVED, that future recommendations to the Board of Commissioners may include proposals to be funded up to four calendar years beyond the current year.

BE IT FURTHER RESOLVED, that 50% of each grant will be disbursed up front to the communities for their trails and parks projects starting with those projects awarded with resolution 19-047 and going forward.

BE IT FURTHER RESOLVED, the role of the Park Commission is to receive, evaluate, and rate all proposals, and to forward them for consideration to the Board of Commissioners, including for each proposal a description of its primary strengths and weaknesses.

BE IT FURTHER RESOLVED, the decision whether to fund a given project is reserved to the Board of Commissioners.

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert

Nays: None **Absent:** None **Approved 03/04/2019**

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville

Nays: None **Absent:** None **Approved 03/06/2019**

Directors Report 2019
February 21- March 20th (March 25th 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, millage and grants.
- Had several Park Manger(s) meeting as well as full-staff meetings.
- Attended several staff meetings with Human Resources, worked with staff and HR on seasonal hiring and how to proceed in the future. More to come on this as we work through local, state and federal rules and regs.
- Visited Parks several times.
- Met with Cindy, Emma and Nicole to discuss budget items for contracts staring 2020 request planning and prep.
- Developed interview questions and interviewed for Assistant Park Managers we have made offers to two individuals and waiting for all the HR paperwork to be processed. Will let everyone know the new employees as soon as we have official notice from HR.
- Developed interview questions and interviewed for office Clerk position as Cindy Wilcox is retiring effective the end of March. As you know we hired Emma Wallace, who was a seasonal in our office prior. Cindy and Nicole have been working with Emma training prior to Cindy's retirement! We are grateful for this transition.
- Met with County Commissioner Derrell Slaughter to talk about the Parks Department. I will be presenting and sharing about the Park at a future open house in his district this spring.
- Working on approving material requests as the Managers have been busy purchasing CIP items as well as working with purchasing for RFP's when necessary for completion of CIP items as well.
- Worked with Park Managers and staff on Sheriff Patrol in the Parks this summer. We had discussed during the budget process last May that we would be utilizing those monies for seasonal employees/to assist with rule enforcement and park closing. We now are continuing what we have done since 2015 by partnering with the Sheriff Department to provide 30K in patrol in the parks this summer.
- Did a site walk through after mangers meeting with Tim Buckley and Coe Emens at Lake Lansing Parks to talk about the park operations and learn about past operations and present items.
- Worked on final items for the Friends of the Ingham County Parks Park Patron Program. Signs are going up and all is ready for the sale of these passes at the office and gatehouses.
- Filed annual grant reports for three current grants with the MDNR.
- Worked on getting a short form contract for updating an appraisal for real property closed session item.
- Attended a Tim Barron Radio show promotions spots.
- Attended several BOC committee meetings and full BOC meetings.
- The Contract for Vermont Systems (revenue management/point of sale system) was signed this week and we continue to work with Nicole, Zoo Staff, Park Staff, Treasurer Office and IT Department on scheduling dates for the implementation. It looks like IT should have the computer side of things ready by summer so we have set dates for late summer for training and go live in the fall with Parks and Zoo.
- Continued to meet with Spicer and Melissa several times to discuss millage related items including wayfinding, park grants, and financial documents.
- Corresponded with the wayfinding review team and Melissa leading the approval process before the BOC for signs. Next steps will be to take the specifications of the approved signs and develop a RFP for sign installation.

- Had a preconstruction meeting with Laux construction onsite at Lake Lansing North.
- Met with Coe and Laux construction who was awarded Lake Lansing North Grant project to improve ADA accessibility to the facilities.
- Continued working on items for Grant administration for MDNR current grants.
- Helped with Packets and agendas for Park Commission meetings.
- Sorted through and responded e-mails daily.
- Began Budget Planning process; including all aspects of Major Capital Action Plan updates, Capital Improvement Projects Request, Millage Budget, Operating Budget, and all items that will be presented to the Park Commission in May.
- As I write my report today the first day of spring is upon us and the migratory birds have begun to arrive as the snow quickly leaves us only piles in the parking lots. Get out and enjoy a walk in the Park this spring!



Burchfield Park February Manager's Report

1. Great turnout for Midwest Quidditch Tournament Special Event at Burchfield Park on **2/2** (pictures included).
2. Cole Publiski, park full-time ranger, made improvements to the Snow Tube Rental building which also helped keep rental staff warmer on those winter days (pictures included).
3. Only open two full weekends during February for winter operations. However, a daily park revenue record appears to have been broken at the ski rental for single day ski rentals. Over \$1300 collected on **2/2**.
4. Continue to work on the following items: Janitorial cleaning supply bids, Burchfield 2019 CIP truck bid, and complete Health Dept. Pollution Prevention form.
5. Ingham County Employee Free Days and 1/2 off Valentine's Day Moonlight Ski events (see attached tally for county employees that made it out for the 2 days) **2/15** and **2/16**.
6. Seasonal staff recognized for a commendable job searching for a missing mother and two kids lost on the ski trails after hours. Efforts were made to make sure they were located and safe. Husband eventually found them but, returned to thank staff for their concern and quick action. **2/17**
7. Staff Meeting **2/18**
8. Employees worked to clear trails **2/24** through **2/27** after a strong wind storm blew over several trees across the hiking trails.
9. Manager's Meeting **2/25**
10. First official Park Board Meeting **2/25**
11. Continue snow/ice clearing on S. Waverly Rd. Bridge throughout month of February (annual report table included).

Ingham County Employee Free Park Events at Burchfield

Resolution #16-225

Burchfield County Park hosted two free events for Ingham County employees and their family members on Friday, February 15th and Saturday, February 16th. Included were free entrance to the park and free participation in moonlight ski and/or snow tubing. Overall turnout was good considering late advertising due to unpredictable weather conditions. Below is a tally, all of whom partook and enjoyed the free activities...

February 15, 2019 totals:

- County Employees: 18
- Free vehicle entry: 6
- Free tube rentals: 9
- Free Moonlight Ski: 9
- Free Hot Chocolate: 5

February 16, 2019 totals:

- County Employees: 15
- Free vehicle entry: 5
- Free tube rentals: 13
- Free regular ski: 2 (Moonlight Ski was cancelled that evening)

Total employees and family members that took part in the event for both days: 33

Annual Report on S. Waverly Bridge Winter Maintenance			
Date:	Fulltime Hrs.	Seasonal Hrs.	40 lb. bags of salt used
December 18, 2018	1.75	1.75	2
January 19, 2019	1.75	1.75	2
January 27, 2019		.75	1
January 27, 2019	1.25	1.25	2.5
January 29, 2019	2	2	2
February 1, 2019	1.5	1.5	1
February 7, 2019		1.25	3
February 8, 2019	1	1	2
February 11, 2019	3		2
February 12, 2019		2	2
February 13, 2019	3		1
February 18, 2019		3	1
February 27, 2019	1.5	1.5	1
Totals:	16.75 hrs. @ \$25/hr. = \$418.75	17.75 hrs. @ \$10/hr. = \$177.50	22.5 x \$9/bag = \$202.50
*Vehicle and equipment fuel costs = \$75		Grand Total: Approx. \$873.75	

Staff continues to balance responsibilities of clearing bridge, at a remote location, without affecting services at Burchfield. Employees left the park more than a dozen times this winter to maintain the S. Waverly Bridge located north of Moores River Drive. This bridge is 9.3 miles away and usually takes 15 to 20 minutes driving time from the park.





Midwest College Quidditch Tournament being played in the baseball outfield.



Burchfield Snow Tube Rental Building improvements. Finished wall will have a 2-way easy access door to slide snow tubes through to customers.

Lake Lansing Park Report – February

Spending most of my time still getting acclimated to the new setting. The weather wasn't very conducive for skiing this year, so hopefully next year will be better. Local people are getting in contact with me as spring approaches regarding the many projects and community activities the Park is involved with. Contracts and Sponsorships are starting to roll in for the Bandshell summer concert series. Looking forward to the LL North projects to get started.

Highlights:

Stewardship meeting

Staff meetings

North Park grant pre-construction meetings

South Park future grant discussions with Tim and Tanya

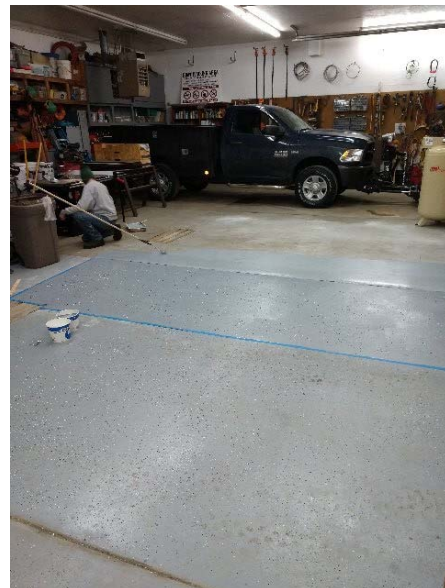
Park Commission meeting

Reviewed Prime Professional RFP for 2019 grant projects

Received bids for CIP equipment



Ski Rental open

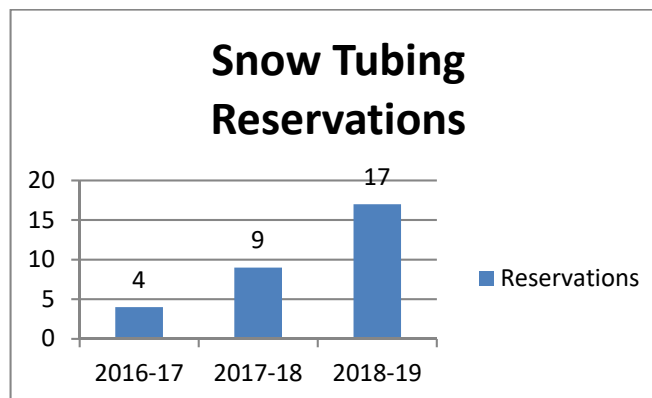
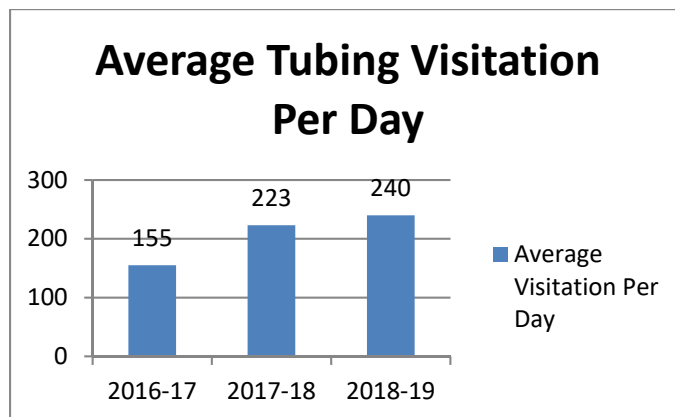
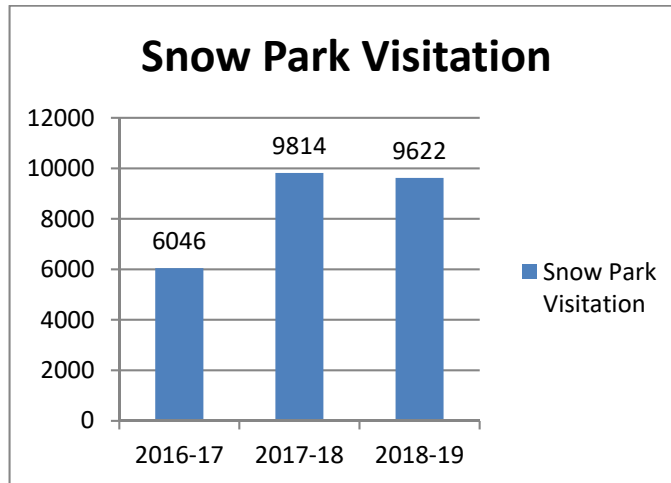


Reorganize/paint shop

March 2019

Hawk Island County Park

2019 Snow Tubing Stats below. Please note that visitation for 18-19 was slightly lower than 17-18, however, the hill did not open until after Schools were back in session from Winter break this season.



February- 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 926 phone calls in the month of February. 54 park visitors made a picnic shelter reservation. We have received 42 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 50 U.S. passport applications in February.

Bill Earl Fishing Program

Prepared for the registration process for the Bill Earl fishing program. The parks office role in this program is to coordinate all registration.

Day Camp

Prepared a Day Camp rack card and contacted local schools to distribute the rack cards.

Revenue Management System

Continued to work with the vendor to prepare for the implementation of the new system.

Accounting/Payroll

Human Resources posted the Account Clerk position for applicants. Routine processes of A/R, AP, Payroll and reporting continue.

AGENDA ITEM #9D

Ingham County Parks Budget Status as of 2/28/19

	2019	ANNUAL AMENDED BUDGET	2019	2019 Variance	+/-	2019.0%
Park Administration						
Revenue						
Passport Revenue	20,000	20,000	6,478	(13,522)		32.4%
Parking Revenue	0	0	0	0		100.0%
Misc Revenue	1,000	1,000	77	(923)		7.7%
Carry Over Surplus Used	0	4,715	0	(4,715)		100.0%
Rev trf in F101	595,616	595,616	148,904	(446,712)		25.0%
Rev trf in F228	51,500	51,500	12,875	(38,625)		25.0%
Rev trf in (Cap Imp) F101	0	227,285	0	(227,285)		100.0%
Total Revenue	668,116	900,116	168,333	(731,783)		18.7%
Expenditures						
Personnel Services	333,060	333,060	41,578	291,482		12.5%
Controllable Expenses	204,046	204,046	15,984	188,062		7.8%
Non-Controllable Expenses	131,010	131,010	5,664	125,346		4.3%
Capital Outlay	0	232,000	0	232,000		100.0%
Total Expenses	668,116	900,116	63,226	836,890		7.0%
Net Cost Park Administration	0	0	105,108			
Burchfield Park						
Revenue						
Shelter Fees	15,800	15,800	980	(14,820)		6.2%
Disc Golf Fees	22,000	22,000	1,506	(20,494)		6.8%
Pedal Boat Rental	2,000	2,000	0	(2,000)		0.0%
Canoe/Kayak Rental	42,500	42,500	0	(42,500)		0.0%
Ski Rental	7,000	7,000	2,413	(4,587)		34.5%
Food Concessions	2,500	2,500	746	(1,754)		29.8%
Parking Fees	47,811	47,811	6,886	(40,925)		14.4%
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	0	(10,000)		0.0%
Rev trf in F101	309,849	309,849	77,462	(232,387)		25.0%
Total Revenue	463,460	463,460	91,299	(372,161)		19.7%
Expenditures						
Personnel Services	393,027	393,027	45,818	347,209		11.7%
Controllable Expenses	60,433	60,433	6,224	54,209		10.3%
Non-Controllable Expenses	10,000	10,000	645	9,355		6.5%
Capital Outlay	0	0	0	0		
Total Expenses	463,460	463,460	52,687	410,773		11.4%
Net Cost Burchfield Park	0	0	38,612			
Lake Lansing Parks						
Revenue						
Shelter Fees	20,550	20,550	2,350	(18,200)		11.4%
Boat Rental	7,500	7,500	0	(7,500)		0.0%
Boat Launch Fees	17,000	17,000	0	(17,000)		0.0%
Ski Rental	1,000	1,000	415	(585)		100.0%
Food Concessions	13,650	13,650	32	(13,619)		0.2%
LL House	9,600	9,600	1,600	(8,000)		16.7%
Parking Fees	88,335	88,335	5,535	(82,800)		6.3%
Inflateable Rental	1,000	1,000	0	(1,000)		0.0%
Rev trf in F101	360,445	360,445	90,111	(270,334)		25.0%
Total Revenue	519,080	519,080	100,043	(419,037)		19.3%
Expenditures						
Personnel Services	421,578	421,578	30,852	390,726		7.3%
Controllable Expenses	81,502	81,502	2,214	79,288		2.7%
Non-Controllable Expenses	16,000	16,000	722	15,278		4.5%
Total Expenses	519,080	519,080	33,788	485,292		6.5%
Net Cost Lake Lansing Parks	0	0	66,255			
Hawk Island Park						
Revenue						
Shelter Fees	30,150	30,150	6,526	(23,624)		21.6%
Boat Rental Fees	13,000	13,000	0	(13,000)		0.0%
Food Concessions	29,000	29,000	5,195	(23,805)		17.9%
Parking Fees	173,000	173,000	30,866	(142,134)		17.8%
Snow Hill Tubing Fees	50,000	50,000	62,321	12,321		124.6%
Dog Park Revenue	10,000	10,000	1,326	(8,674)		13.3%
Rev trf in F101	371,279	371,279	92,820	(278,459)		25.0%
Rev trf in F228	0	0	0	0	#DIV/0!	
Total Revenue	676,429	676,429	199,054	(477,375)		29.4%
Expenditures						
Personnel Services	531,498	531,498	60,679	470,819		11.4%
Controllable Expenses	99,137	99,137	9,101	90,036		9.2%
Non-Controllable Expenses	45,794	45,794	5,097	40,697		11.1%
Total Expenses	676,429	676,429	74,877	601,552		11.1%
Net Cost Hawk Island Park	0	0	124,177			
Grand Total Revenue	2,327,085	2,559,085	558,729			21.8%
Grand Total Expenses	2,327,085	2,559,085	224,578			8.8%
Net Change in Fund Balance	0	0	334,152			
Fund Balance, Beginning of Fiscal Year 2018 ¹			410,121	²		
Projected Fund Balance End of Year (estimate-Fund not closed)			744,273			

¹ The 208 fund is closed for 2017. \$4,320 was subtracted from 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- March 21, 2019

- Participated on the interview panel for the Wayfinding Signage RFP resulting in the recommendation of Signs by Crannie for the project
- Assisted in the running of the booth for the Parks Department for the Quiet Water Symposium that took place on March 2 at the MSU Pavilion
- Participated on the interview panel for the new Account Clerk resulting in the hiring of Emma Wallace as our new Cindy
- Attended two rounds of BOC committee meetings Human Services x2 and Finance x2 for various Park Resolutions
- Worked with Nicole and FOX47 on spring/summer marketing strategy
- Attended/participated on the first quarter Parks Safety Committee meeting
- Worked with Park Director on 2020 budget planning
- Volunteered at the FLRT First Annual Pie5K downtown Lansing
- Continued to work with attorney on the fourth round millage contracts
- Worked with Cindy on wrapping up any millage loose end items such as contact entries, reimbursements, etc.
- Worked with communities on reimbursement requests, and project planning
- Continued to work on park social media posts
- Attending the MGROW Annual meeting downtown on March 25-will report on this next month.



Safety Meeting at Lake Lansing South



Our fantastic booth at Quiet Water Symposium March 2



FLRT Trail Ambassador Program Coordinator Monthly Report March, 2019

Events

- FLRT Pie K – Thursday, 3/14/19 6pm
 - 5K run/walk benefiting FLRT
 - 50 participants, approximately 35 finishers, 15 picked up off trail due to severe weather

Upcoming Events

- FLRT Board Meeting – Tuesday, April 8 5:30pm

Other Business

- Responded to requests for info on Trail Ambassador & Sponsorship programs
- Continued planning spring run event to benefit FLRT (Pie K)
- Researched additional funding opportunities
 - Met with DNR representatives to discuss alternative options
- Coordinated FLRT representative at Quiet Water Symposium 3/2/19
- Monitored trail project updates & shared via social media
- Attended Trail Wayfinding Meeting 2/14/19
- Attended Wayfinding Vendor RFP Interviews 2/28/19
- Spring newsletter sent 3/8/2019
- Responded to trail maintenance questions
- Continued integrating membership/sponsorship database on Salesforce
- Met with FLRT board president to update on Pie K and upcoming month's schedules
- Met with FLRT board members to discuss website and social media integration steps 3/12/19

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



FLRT Pie K 3/14/19

