

# 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, October 28, 2019

## Monday, October 28, 2019

### 5:30pm

## PARKS & RECREATION COMMISSION MEETING

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes**  
Minutes of September 23, 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. Seasonal Employee Wage Schedule - [Page 8](#)
  - B. Restroom/Changing Area Signage - [Page 10](#)
  - C. City of Lansing Millage Agreement Modification - [Page 11](#)
7. **DISCUSSION ITEMS**
  - A. Curt Armbruster - (SAD Special Assessment District) Committee Chair  
Composting Options for Weeds Harvested from Lake Lansing
  - B. Millage Applicants Presentations – Each Community Limited to 3-5 minutes
  - C. Sixth Round Millage Application Drain Commission Recommendation - [Page 12](#)
8. **ADMINISTRATIVE REPORTS**
  - A. Director - [Page 13](#)
  - B. Park Managers - [Page 15](#)
  - C. Administrative Office - [Page 32](#)
  - D. Financial Report (*Available at the meeting*)
  - E. Millage Coordinator Report - [Page 34](#)
  - F. FLRT Trail Ambassador Report - [Page 35](#)
9. **Correspondence & Citizen Comment** - [Page 37](#)
10. **Board/Staff Comments**
11. **Limited Public Comment** ~ *Limited to 3 minutes with no discussion*
12. **Upcoming Meetings**
  - A. Date: Monday, November 18, 2019; Time: 5:30pm

Parks & Recreation Commission Meeting  
Room A, Human Services Building, Lansing

**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**  
**September 23, 2019**

The Ingham County Parks & Recreation Commission held a Regularly Scheduled Meeting at the Overlook Shelter, Burchfield Park, 881 Grovenburg Road, Holt, Michigan.

**Board Members**

**Present:** Matt Bennett, Jessy Gregg, Cherry Hamrick, Simar Pawar, Paul Pratt, Michael Unsworth, Commissioner Emily Stivers, and Chris Swope

**Absent:** Stephanie Thomas and Commissioner Chris Trubac

**Also Present:** Park Director Tim Morgan, Administrative Office Coordinator Nicole Wallace, Lake Lansing Park Manager Coe Emens, Burchfield Park Manager Tim Buckley, Burchfield Park Assistant Park Manager Chris Wascher, Trails & Parks Millage Program Coordinator Melissa Buzzard, FLRT Trail Ambassador Program Coordinator Lauren Ross, Dr. Laryssa Kaufman, Erin Campbell – DNR, Commissioner Ryan Sebolt, Jeff Gehl, Joe Wright – Spicer Group, Susan Andrews, and Chris Andrews

**Call to Order:** Chair Bennett called the Regularly Scheduled Parks & Recreation Commission meeting to order at 5:42pm

**Minutes:** **Moved by** Mr. Pratt and **Supported by** Ms. Hamrick to approve the August 26, 2019 minutes of the regular meeting as written.  
**Yes-8; No-0. MOTION CARRIED.**

**Closed Session Minutes:** **Moved by** Ms. Gregg and **Supported by** Ms. Hamrick to approve the Closed Session August 26, 2019 minutes of the regular meeting as written.  
**Yes-8; No-0. MOTION CARRIED.**

**RIBBON CUTTING – OVERLOOK SHELTER**

Mr. Morgan, Commissioner Sebolt, Ms. Campbell, Mr. Gehl, and Mr. Bennett presented the ribbon cutting ceremony for the Overlook Shelter.

**LIMITED PUBLIC COMMENT**

Susan Andrews, resident of Meridian Township, addressed the Park Commission. Ms. Andrews stated she has two recommendations for the parks, the first is to have recycling bins at the parks. Ms. Andrews stated the second recommendation is about invasive species. Lake Lansing is an extraordinary park, however the lake has had a lot of invasive species. There is a new state law which requires boaters to remove live organisms from their boats. At the Lake Lansing Boat Launch there is a power washer, but it doesn't get used. There are some state parks where the boat launches are designed differently, which require the boat to be washed first. This would be a challenging, since you would have to collect water from off the boat when you are washing the boat. Ms. Andrews stated the parks are causing the invasive species, not the residents. She would encourage the re-building of the launch, similar to the state boat launches and to try to get people to wash their boats.

**LATE ITEMS / CHANGES / DELETIONS**

Agenda Item #4B Minutes of August 26, 2019 Closed Session.

## **DISCUSSION ITEMS**

### **Laryssa Kaufman: Stewardship Presentation**

Dr. Kaufman addressed the Commission about stewardship. She is a member of Mid-Michigan Stewardship, who is a group who provide educational presentations, workshops, discuss the permitting process, fundraising, and work with Lake Lansing Watershed Advisory Board. Leslie Kuhn and Jim Hewitt are also volunteers who work with this group. Their group is committed to help Ingham County Parks control invasive species. Dr. Kaufman thanked Mr. Emens and park staff in assisting with the stewardship activities.

Dr. Kaufman stated she has worked on removing phragmites at Lake Lansing North. 80% of biomass of phragmites is underground, and if you want to dig up a rhizome it may extend 6 feet below ground, and can spread 50-60 feet laterally. These require herbicide treatment. Dr. Kaufman stated the stalks are enormous and it is challenging work spraying the herbicide. Dr. Kaufman stated they pick a time of year when phragmites are dormant, and that is the perfect time to spray because the herbicide is pulled down into the rhizome.

Dr. Kaufman stated they started spraying in 2009. The dead stalks are very flammable, and it makes it difficult for native seeds to get restored to the natural ecosystem. Dr. Kaufman stated the west side wasn't treated as soon as the east side, since MSU was doing a study, and showed the before and after photos of the restoration. Dr. Kaufman stated there was signage added in the parks, and we need to keep this up until phragmites is eradicated. Dr. Kaufman reviewed some photos that showed restoration and the ecosystem recovering. Dr. Kaufman stated Meridian Township Lake Lansing Watershed Advisory Board donated \$10,000 for helicopter spraying and they also hired a Marsh Master.

Dr. Kaufman stated Japanese Knotweed is also an invasive species. The stems look like bamboo. There was a whole wall along Lake Drive adjacent to Lake Lansing North, which they started treating it and there are just a few stalks here and there.

Dr. Kaufman stated they also helped design and plant a rain garden at Lake Lansing South, and helped with a shoreline garden. It was a demonstration garden to encourage citizens to have buffer zones. Mr. Unsworth asked if residents have taken up this advice and Dr. Kaufman stated some have.

### **Resolution #19-326**

Mr. Morgan stated the resolution addresses attendance and term limits for commissioners. Commissioner Stivers stated we have exceptional commissioners and this allows for extending terms. Mr. Pratt clarified the attendance policy applies unless barred by statute.

### **Restroom/bathroom Proposed Language for Sign**

Mr. Morgan stated this language is for proposed signs to be posted on restrooms/bathrooms, and inquired if the age is appropriate. Ms. Gregg asked how the changing area is set up, and Mr. Morgan stated it is a common area. Commissioner Stivers stated the Board of Commissioner passed a resolution that a single stall bathroom is marked unisex. Commissioner Stivers stated she would like to be flexible and to remove the age limit. Ms. Pawar recommended all unisex restrooms for new construction. Mr. Pratt stated when you don't post guidance, some people make assumptions. Mr. Pratt stated we should build our way out of the problem, but in the meantime we need to provide guidance. Ms. Gregg recommended removing the age limit too.

Commissioner Stivers stated she would recommend adding “and those with special needs.” Mr. Bennett stated putting an age on the sign is arbitrary. Mr. Morgan stated we will make the supported changes and will bring this back as an action item in October for final approval.

## **ACTION ITEMS**

### **Trails and Parks Millage Scoring Criteria**

Ms. Buzzard reviewed the current scoring criteria and asked for edits for this round of applications. Discussion.

MOVED BY MS. GREGG, SUPPORTED BY MR. UNSWORTH

To edit the Ingham County Trails and Parks Program Scoring Criteria as follows:

Remove “either” in question #1  
Remove multiplier for question #3

Add new question #4 for the following type of project:  
Shovel Ready project – 10 points  
Planning & Engineering project – 5 points  
Shovel ready is defined as a project breaking ground in 2020 and being done within two years.

Question #4 move to #5

Comm. Stivers suggested a friendly amendment to add: 5 points for a community that hasn’t received a grant to date. Ms. Gregg clarified this should be a new question #3. This amendment was accepted as friendly by the Committee.

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Swope, Stephanie Thomas and Chris Trubac. MOTION CARRIED.

Ms. Buzzard stated we will bring this criteria to the Board of Commissioners for approval.

### **Parks Department Proposed Millage Projects**

Mr. Morgan stated there are three proposed projects for the Parks Department. The first project is for Hawk Island to replace the boardwalk which would cost over two million. Mr. Morgan stated we could apply for a planning portion of this project, or wait until the millage renews and apply for the entire project at the same time. Mr. Pratt asked how much this cost to put in 20 years ago. Mr. Buckley stated it was put in with jail labor. Mr. Buckley stated for example in the past at Burchfield Park, 100 feet cost ~\$50,000 in 2011. Mr. Unsworth stated we should start planning on this since it is a popular area. Commissioner Stivers stated she recommends we apply and we can consider this along with other applications. Ms. Gregg stated she supports this.

Mr. Morgan stated the other proposed project are at Lake Lansing South and Burchfield/McNamara Landing. Mr. Morgan stated the Lake Lansing South project would remove fence, add some new fencing, etc. This would be a shovel ready project. Commissioner Stivers stated the fence is in really bad shape. Mr. Morgan stated the third project is at McNamara Landing to improve the parking lot, and add 10 more parking spots. Mr. Buckley stated the landing is very congested. Right now it is gravel and it is hard to navigate, and there is issues with drainage. Mr. Buckley stated the added parking spots would help, and

this is a multi-use area which would improve access to waterways and biking. Ms. Hamrick stated the lot is always full and people are parking everywhere. On Labor Day, people were parked in a ring around the edge, it was very hard to navigate.

MOVED BY COMMISSIONER STIVERS, SUPPORTED BY MS. GREGG

To recommend applying for an Ingham County Trails and Parks Millage Grant for the following applications, and recommend ranking the Lake Lansing South as priority 1 for the shovel ready category:

- Lake Lansing South – Lake Access and Fence Project
- McNamara Landing Parking Lot Improvements & Bioswale Feature Project
- Planning/engineering for a future boardwalk/dock rehabilitation project at Hawk Island

THE MOTION CARRIED UNANIMOUSLY. Absent: Chris Swope, Stephanie Thomas and Chris Trubac. MOTION CARRIED.

## **ADMINISTRATIVE REPORTS**

### **Director ~**

Mr. Morgan stated we have been very busy doing several projects in the parks including concrete work, heaters at Hawk Island, roofs, etc. We have been very busy with the point of sale training as well.

### **Park Managers/Administrative Office ~**

As reported.

### **Financial Report ~**

Mr. Morgan stated we are down on revenue for Lake Lansing North since we had pit toilets and construction most of the summer. Overall we are doing fine, we had a late start with our canoe/kayak livery, and didn't open until June. Ms. Hamrick asked why the passport revenue is up, and Ms. Wallace stated there is a lot of word of mouth advertising. Mr. Morgan thanked the office staff for the great job they do processing passports.

### **Millage Coordinator Report ~**

Mr. Morgan stated the deadline for grant applications for the Ingham County Trails and Parks millage has been extended to October 4<sup>th</sup>.

### **FLRT Trail Ambassador Report ~**

Ms. Ross stated there will be an open house on Wednesday at McGuire Park at 5:45pm. Ms. Pawar asked where the October 5<sup>th</sup> coffee event is and Ms. Ross stated the location hasn't been set yet.

## **CORRESPONDENCE & CITIZEN COMMENT**

No discussion.

## **BOARD/STAFF COMMENTS**

Ms. Hamrick asked for a status update on the Waverly Road project. Ms. Buzzard stated they are working on an easement and the initial payment was recently issued. Ms. Pawar stated there is an insurance agency

on Facebook posting about volunteer clean-ups at the park, and recommended we share that on our page. Ms. Pawar stated the entrance to Burchfield Park is beautiful. Mr. Bennett stated the next Park Commission meeting is on October 28<sup>th</sup> at the Human Services Building.

**LIMITED PUBLIC COMMENT**

None.

**Adjournment:**

There being no further business, the meeting was adjourned at 7:31pm.

Meeting adjourned

Minutes submitted by:

Nicole Wallace, Administrative Office Coordinator

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of October 28, 2019

RESOLUTION # -19

## RESOLUTION AMENDING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

WHEREAS, the Ingham County Parks & Recreation Commission periodically adjusts seasonal wage rates; and

WHEREAS, the last seasonal wage rate review was approved by the Parks & Recreation Commission on December 12, 2016 (Resolution #17-16); and

WHEREAS, Board of Commissioners Resolution #05-004 authorized the Ingham County Parks & Recreation Commission to establish seasonal wage rates, subject to restrictions established by the Ingham County Board of Commissioners through the adopted budget; and

WHEREAS, the 2<sup>nd</sup> year rate begins one year from the original start date of hire consistent with Ingham County policy; and

THEREFORE BE IT RESOLVED, that seasonal wage rate indicated below, will become effective 12/21/19.

<b>Position</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>
Lifeguard Supervisor	\$14	\$15
Chief Ranger	\$13	\$14
Naturalist	\$13	\$14
Lifeguard	\$12	\$13
Head Ranger	\$12	\$13
Snow Making Technician	\$12	\$13
Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators, Food Concession, and Administrative Support	\$11	\$12



# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of December 12, 2016

RESOLUTION # 17-16

## **RESOLUTION AMENDING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE**

**WHEREAS**, the Ingham County Parks & Recreation Commission periodically adjusts seasonal wage rates; and

**WHEREAS**, the last seasonal wage rate review was approved by the Parks & Recreation Commission on December 14, 2015 (Resolution #17-15); and

**WHEREAS**, Board of Commissioner Resolution #05-004 authorized the Ingham County Parks and Recreation Commission to establish seasonal wage rates, subject to restrictions established by the Ingham County Board of Commissioners through the adopted budget; and

**WHEREAS**, the 2<sup>nd</sup> year rate begins one year from the original date of hire consistent with Ingham County policy; and

**WHEREAS**, the adoption of the new minimum wage for employees within the State of Michigan will require the Parks Department to make an adjustment to seasonal wages to comply with State law.

**THEREFORE BE IT RESOLVED**, that seasonal wage rates indicated below, will become effective December 24, 2016 to be in compliance with the minimum wage law as required by the State of Michigan.

	<b><u>2016 WAGE RATE</u></b>		<b><u>2017 WAGE RATE</u></b>	
	<b><u>1st year</u></b>	<b><u>2nd year</u></b>	<b><u>1st year</u></b>	<b><u>2nd year</u></b>
Park / Office Management Intern	<del>10.00 to 16.14</del>		10.00 to 16.14	
Administrative Support	<del>9.35</del>	<del>10.25</del>	9.45	10.25
Park Gate/Closer, Chief Ranger, Naturalist, and Snow Making Technician	<del>10.72</del>	<del>11.95</del>	10.75	12.00
<del>Naturalist</del>	<del>10.72</del>	<del>11.95</del>	---	---
Lifeguard Supervisor	<del>11.43</del>	<del>12.39</del>	13.00	14.00
Lifeguard	<del>9.31</del>	<del>10.45</del>	11.00	12.00
<del>Chief Ranger</del>	<del>9.60</del>	<del>10.60</del>	---	---
Ranger, Boat Launch Attendant, Playground Supervisor, Boat Rental Operators, Parking Booth Attendant, Ski Rental Operators and Food Concession	<del>8.50</del>	<del>8.75</del>	9.45	9.50

**Moved by Mr. Czarnecki and Supported by Commissioner Koenig** that Resolution #17 -16 be approved as written. **Yes-9; No-0. MOTION CARRIED.**

## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of October 28, 2019

### **MOTION TO APPROVE LANGUAGE FOR SIGNS FOR CHANGING AREAS/RESTROOMS**

Move

To approve the following language for signs posted at changing areas/restrooms:

Children ~~age 6 and under~~ and those with special needs may use any changing area or restrooms with an accompanying parent or supervising guardian.

Please end phone calls and do not use electronic devices equipped with cameras in the changing rooms or restrooms.

**Brett Kaschinske**  
Director



Andy Schor, Mayor

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)

October 16, 2019

Mr. Bryan Crenshaw, Chairperson  
Board of Commissioners  
P.O. Box 319  
Mason, MI 48854

Mr. Timothy Morgan, Director  
Ingham County Parks  
P.O. Box 178  
Mason, MI 48854

Ms. Melissa Buzzard  
Trails & Parks Millage Coordinator  
P.O. Box 178  
Mason, MI 48854

Dear Chairperson Crenshaw, Ms. Buzzard and Mr. Morgan:

The City has been entrusted with grant funds from Ingham County and I want to ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail.

The purpose of this letter is to request an increase in our budget for the following projects Grand River North Section (TR-029), Moore River Drive Trail (TR-006), and overlay and reconstruction (TR001). The city is asking for additional funding over the awarded grant amounts to encompass the additional costs of the projects, which is estimated to be \$830,735. This amount is due to number of unforeseen circumstances related to the projects. There were additional DEQ permits and the threat to endangered aquatic species on the Moores River Drive project resulting in delays and further research studies. There were severe issues involving all of the projects along the riverbank that resulted in significant changes and additional costs for bank stabilization.

The additional funds requested for each project are as follows: TR001 \$291,465, TR-006 \$312,325 and TR-029 \$226,945.

I understand the request for additional funds is substantial; however, I do believe the funds are being used appropriately. While the extra work was unforeseen, I do see it as a necessity to provide a secure trail to safeguard the public and avoid deterioration in the near future.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read "Brett Kaschinske", is written over a light blue horizontal line.

Brett Kaschinske, Director

"Equal Opportunity Employer"

DRAFT

Advice to Parks and Trails Millage Applicants from the Ingham County Drain Commissioner

Applicants are advised that projects within easements or lands owned by Drainage Districts under the jurisdiction of the Ingham County Drain Commissioner will generally require full-time inspection during construction, at the applicant's expense.

**Directors Report 2019**  
**September 18<sup>th</sup>-October 22<sup>nd</sup> (October 28<sup>th</sup> Park Commission meeting)**

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

- Attended several Controllers Meetings.
- Ongoing weekly update meetings with Nicole and Melissa on various committee agendas, supporting documents and internal items, including multiple resolutions.
- Sorted and organized paperwork, files and e-mails.
- Met with both full staff and park managers to discuss various items.
- Attended a ribbon cutting for Overlook Shelter and Lake Lansing North Trust Fund Grants.
- Continued working with all Managers, Nicole and Emma on Revenue Management System training. Vermont Systems Point of Sale for shipment of Hardware, delivery and returns. Working with the Zoo, Financial Services, Budget Office, IT, Treasures office and Credit Card Company to coordinate Go-live week with Vermont Systems.
- Staff attended another week of Vermont training for Revenue Management system and point of sale.
- Worked with MParks staff on Trails questionnaire for the Trails Focus group that I am chairing this year.
- Insurance company is still investigating the dock and we are still waiting to hear from the insurance on the outcome of their investigation, more to come soon we hope.
- Nicole, Emma and I continue to work hours on POS/Revenue Management items prior to launching the system and implementation.
- The Parks and Zoo staff still working together on training for the revenue management system, what a great collaborative effort! Continued GREAT EFFORT BY ALL STAFF FOR PARKS AND ZOO!
- Visited Lake Lansing parks, Burchfield, McNamara Landing and Hawk Island.
- Continued to work on various Michigan Department of Natural Resources grant follow-up items with Emma and Nicole and will be submitting reimbursements for Overlook and McNamara landing this fall.
- Attended another Tim Barron Radio show shared about Park facilities and opportunities ongoing and updates to our present facilities.
- Attended several site tours for the 5<sup>th</sup> round millage projects.
- Worked on Park Ranger position request with various BOC committees.
- Worked with Friends on 3<sup>rd</sup> quarter meeting planning and helped them get the date set.
- Attended MParks public Policy meeting.
- Attended the first annual "Ingham County Employee Unity Picnic" at Hawk Island County Park.
- Worked on PowerPoint for 5<sup>th</sup> round millage applications.
- Attended several BOC committee meetings and full BOC meetings.
- Helped with Packets and agendas for Park Commission meetings.
- Sorted through and responded e-mails daily.
- As I write my report autumn is upon us! Get out and visit one Ingham Counties best keep secrets today, your Ingham County Parks this fall for a beautiful color show!



Ingham County Cultural Diversity Committee's Unity in the Community Picnic at Hawk Island



## October 2019 Parks Commission Meeting Monthly Report

### Hawk Island County Park

- Installation of new sidewalks to shelters
- Installation of new roofs at all shelters and boat rental building
- Began constructing new “panels” for enclosing additional 1/3 of Red Tail Shelter for winter operations.
- Installed new wifi hardware on buildings in preparation for new POS system.
- Cut and removed several downed trees in Soldan Dog Park due to wind.
- Repaired water line break near boat rental building.
- Winterized irrigation and splash pad



Water line repair



Repalcement Concrete walkways being poured



New roofs



Tree over dog park fence



## Burchfield Park September-October Manager's Report

1. Continue Vermont Systems revenue management training and data entry.
2. Overlook Ribbon cutting ceremony on Sept. 23<sup>rd</sup>.
3. Fall Mason High School Senior volunteer workday on Sept. 26<sup>th</sup>. Group sealed playgrounds and spread fresh mulch (pictures included).
4. Rented front end loader/backhoe to complete several maintenance projects that required heavy equipment. We were able to pull and winterize our McNamara EZ Dock system with the help of the backhoe and assistance from Camp and Cruise staff (pictures included).
5. Host CCR MI State Doubles Disc Golf tournament on Oct. 5<sup>th</sup> and 6<sup>th</sup>. Successful event with 174 registered players for the weekend.
6. Hosted four different scout weekend campouts this fall, including the Chief Okemos District Annual Camporee with nearly 300 scouts. Please view the pictures at:  
[https://www.facebook.com/pg/ChiefOkemosDistrict/photos/?tab=album&album\\_id=2613920755312879](https://www.facebook.com/pg/ChiefOkemosDistrict/photos/?tab=album&album_id=2613920755312879)
7. Begin Overlook parking concrete sidewalk addition and shelter pad extension. To be completed later this fall.
8. Start setting up winter sports... Cut and stack firewood, prep ski rental building, clear trails (cut lots and LOTS of trees off the trails :'), mow sledding hills, begin to place out snow fencing posts, etc.
9. Host Dragon in the Woods 5k trail run on Oct 19<sup>th</sup>.
10. Rowe surveying crew began their work for the grant improvements at Burchfield.
11. Cradle points WIFI hardware installed and ready to go live with Vermont Systems Rec Trac.
12. Remove non-native invasive plants and prep a new site for a native wildflower garden at McNamara Landing trailhead.





**Mason High School senior fall workday at Burchfield**



**Pulling stumps with backhoe and cleaning up fairways on River's Edge Disc Golf Course**



**Removing EZ Dock for the season at McNamara Landing**





**Chief Okemos District Annual Camporee**



## **Lake Lansing Park Report – September to October**

### *Highlights:*

Attended Park Commission Meeting

Attended Staff and Manager Meetings

Worked with Erin Pavloski from CISMA at the boat launch – 100% of boats that came thru while she was there washed their boat.

Finished repairs on bathrooms

Contacted organizations regarding Letters of Support for grant proposals

Attended Meridian Hunt Archery Workshop at the Demmer Center (MSU)

POS training

Set up and help coordinate the Playmakers Autumn Classic

Attended Human Services meeting with Tim and Tim regarding adding Ranger Position

Attended Band Shell Committee meeting

Pollution Prevention inspection at LLS

Attended SAD meeting

Worked with Doug Schultz and Tim on the new dock design and scope

Food Safety Certification class- acquired ServSafe certification for Food Safety Manager

Blew out irrigation and restrooms for winter

Pre-construction meeting regarding roof installation

Attended Ribbon Cutting at LLN for Grant Project completion

Aerate and overseed lawns at LLS and LLN

Delivered old pedal boats to Annex for Auction

Ian:

Attended Discipline Training, Food Safety Certification, and LLN Ribbon Cutting

Created and produced new “Beach Rules” signs

Coordinated volunteer group to seal playground



LLN Grant Project Ribbon Cutting

Ribbon Cutting for the Michigan Natural Resources Trust Fund Grant for park and accessibility and roadway improvements at Lake Lansing Park North. The Michigan Natural Resources Trust Fund recommended this project for funding and the project was completed late this summer.

The project will provide for accessibility improvements throughout the park. These improvements will include paved parking spaces, restroom improvements, and paved walkways to connect facilities within the park for people of all abilities.



Playmakers Autumn Classic at LLN  
(over 1000 participants)



Beach Rules Sign



# NRPA- BALTIMORE



9/24-9/26/19

Ian Londo-Ingham County Parks

The NRPA Annual Conference in Baltimore Maryland consisted on three days straight of attending informational sessions on Park and Recreation as well as browsing products from vendors that were associated with the Parks and Recreation field at the Baltimore Convention Center.

Here I took away a new knowledge of how Parks and Recreation is operating across the Country as well as learned many techniques and knowledgeable information that can be brought back to Ingham County Parks to help continue providing what our park patrons deserve.

I am grateful to have had the opportunity to go and experience this great conference for the first time and gain a new level of excitement for what is being done in parks and what can continue to be done for years to come.

# NRPA-Baltimore

## IAN LONDO-INGHAM COUNTY PARKS

### CROWDFUNDING: WHAT LESLIE KNOPE SHOULD HAVE DONE

The first session of the conference that I attended after the opening session of listening to Cal Ripkin Jr. talk was about crowdfunding. This session was put on by a Michigan based company called Patronicity. Here they explained the importance of the community and getting to know what they would like to see within your parks system. When you can get a whole community backing what you are doing it allows you to have many people that can help fund the project in different ways, rather than just coming out of the parks budget. This gives the people a sense of ownership by help fund the park by Donation, or also crowd granting. It is another tool to be able to give your patrons what they want, and them knowing how to help support the project.

### **Inviting the Angry Mob to dinner: Strategies for Fearless Community Engagement**

In this quick speed session, I learned the importance of not being afraid to bring in the public and your patrons in on discussions and to make sure you and them are honest and clear with each other. By learning what they want and them learning what you are trying to accomplish it could spur innovative ideas, as well as being on the same page for future projects down the road. It is also a good starting point to let them know about helping fund certain things that the public can get in on.

### I HAVE NOTHING TO DO IN THE PARK-THINKING ABOUT SPACES FOR TEENS

This session I found extremely interesting because it is one of the big questions these days in the parks field. How do we get teens into the park these days to attract that next generation of users?

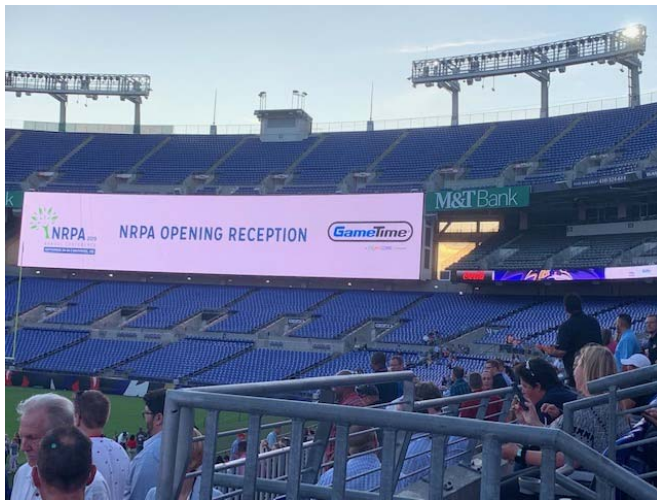
It was interesting to find out that 54% of teens are worried about themselves becoming non-active. They are trending towards more sleep time and study time but are cutting out on getting outdoors.

They are striving for that social reward, identity, and being able to fit in with their peers. However, we are lacking on getting to know them I think. We build things to accommodate small children and also gear things towards older adults but we are missing that in between. We need to build those areas where they can find solitude and to be able to socialize as well. One thing I took away with this and also thought of that would be a good idea is to someone how implement a teen commission. Build some type of group of teens and get to know what they want. Include them in what we are trying to accomplish and hear what they want in the community instead of thinking every time a group of teens gather that something bad is going to happen.



\*During the first day I also visited the Exhibit Hall to tour all of the vendors and what they had to offer in the parks and recreation industry. Along with visiting the opening Reception at the Baltimore Ravens Stadium, and also visiting the Baltimore Orioles stadium.





## HOW TO START, BUILD AND GROW YOUR LOCAL PARK FOUNDATION

This session was put on by a member of the National Association of Park Foundations in which he talked of the importance of having a foundation or friends group and if one is in place already how important it is to have a strong group there to help you achieve your goals. I took away that in order for your friends group/foundation to be strong they must have 1.) Strong support of the Parks Department 2.) Involved in Citizen led governing boards 3.) Have diverse fund raising strategies 4.) Strong Public Relations and Marketing.

It is also good to have a memorandum of understanding with the group in place so that both parties know the expectations of one another. A good tool to have in place is to have a liaison from the parks department to the foundation.

Other tools that are helpful is to monitor how friends group is recruiting members and monitor performance, if not performing to the best of the parks needs it is a good idea to sunset the person not performing off of the board. And an ideal number to have would be an odd number and around 5-7 or 11-15, while not having more than this upper number of board members.

For these members to be strong and effective they need to be able to raise money in multiple ways rather than just one or two which would include; events, online giving, telemarketing, giving, direct mail, grants and contributions, naming rights/sponsorships, cause related, estate planning-bequests, corporate philanthropy. And they need to promote themselves more than just a simple Facebook page. They need to use all routes of social media, they need to brag on social media, they need to have an updated webpage, and also have a relationship with a local TV station or some type of reporting outlet to the public.

And as the role of the Park Professional need to establish this strong culture to help them be able to thrive. We to be their biggest advocate, support the M.O.U., encourage success, encourage partnerships, ensure staff support, provide them with rooms to meet and train, know the mission, be involved with recruitment, and support inclusion.

### A Simplified Version to Successful Grant Writing

In this session I took away the knowledge of the importance of being able to tell your story about your community and what you are trying to accomplish. To be successful you must set aside a couple hours a week to be able to look through grants and determine whether they are the right fit for your organization as well as being prepared and signing up with certain sites that can send you notifications when something arises. You also need to know what your strengths and weaknesses are when applying to grants so you can showcase or work harder in the areas that lack and to be able to separate your needs and wants rather than just applying to every little thing that may seem great.

A great way to show case your knowledge of your patrons is to be able to tell your story in your grant using numbers. Get to know the demographics around your city and know who is using your parks, it will help greatly when trying to tell that story and to obtain your goals when applying for a grant. And when and if you are awarded a grant make sure you document everything and take lots of pictures so organizations can see numbers and pictures!



## USING DIGITAL TOOLS TO CONNECT WITH PARK VISITORS

This session explored the important question of using digital tools to better your parks and entice visitors. Every park agency needs to look into adding these tools to parks. It not only entices the younger generation to your parks it also allows your agency to use these tools to know who is visiting your parks and to better serve them and to help with staffing and maintenance within your parks.

These tools are way more accurate than any car counter out there in the world. By providing something as simple as WIFI to your park you can also collect tons of information about your customers by interacting with them. It would allow you to be able to pin users in your park to get a more accurate count number of people in your park as well as narrowing it down by the minute to help determine park operational needs. By adding these portals to the park there is a great amount of information to gain from your patrons; It is an awesome way to send out notifications to park users, you would be able to gain survey knowledge from your patrons, gain demographics, analysis visitor traffic, educate visitors, retarget your visitors, and also a custom message beaconing so that you would be able to cut costs in brochures in your park systems. It is the new direction that parks are heading so that you can attract your young patrons as well as learn about existing.

### **Utilizing Social Media & Team Events for Recruitment & Retention of Seasonal Teams**

In this session it was geared towards a park system in Texas that dealt with seasonal lifeguard retention. They were having huge problems getting the number of lifeguards to be able to stay open for the season as well as during major holidays. They found that using social media was huge asset to help them find the numbers needed they were looking for. They said that teens are looking for a sense of purpose these days they are more likely to come work for you when they know there is some sort of socialization in your organization rather than just paying them. They want an experience, so tell them a story about your organization.

If you give them this story of some sense of purpose they will follow! A great way to show this is to recruit via social media, team building at work events where you can create competition, excitement and buy-in, and build a sense of community with your staff. A good way to show this is to post videos and pictures when trying to hire. Video is KING! Young workers these days are way more apt to look a job posting when it is some sort of picture or video rather than just a worded post and it is a lot more likely to get passed along. They said you need to go above and beyond just a post on your organizations webpage; you need to use you-tube, snapchat, and Instagram. When using these apps, you need to make sure they are attractive, photos are bright and east to see, you need to post regularly, the post has to call to action. You need to be able to direct message back from these in a timely matter because kids are not calling these days they are communicating through these apps.

They also found that rewarding their staff for great work is an awesome tool to retain workers as well. They have a reward system that when kids earn enough points they can turn in these rewards for types of swag.

Some of the other types of events they hold are letting their workers to dress up differently on holidays, as well as holding gatherings and special events such as a summer prom where they have a party and allow their workers to bring a friend from outside the organization to help recruit future workers.

## CREATING PARKS & PUBLIC SPACES FOR PEOPLE OF ALL AGES

By 2035 we will have more people in our communities 65 years and older than under the age of 18. This is something to really think of for years to come and how we are going to create park systems to be better for all ages. We need to make sure are parks are adequate and safe and accessible. Today young adults and old are feeling isolated and lonely they feel they don't have any sense of belong to the community and we are not giving them the tools to be able to come out in the community to feel this.

A study found by AARP found that 83% said parks are very important to them and the future of their communities. But us as park professionals are not outfitting our parks to accommodate this. Elder people are looking to get outside and walk, are watching their grandparents, but we continue to design parks for young generations. We need to design parks and update parks to have a universal design for all ages and inclusiveness. We should be designing parks that are geared for ages from 8 to 80 years old. We need to provide activities at all times, and all seasons. By doing this we can continue to promote what we are striving for, as well as providing all different types of people the experience they can gain from visiting parks.

By connecting with people in our parks we can engage and energize them and let them know we are trying to work for them and trying to accommodate their needs to better the community and give them all they are looking for. By doing this is opens our eyes to different perspectives and to call to attention to whether we need things in our park system, does it fit with our community. Such as do you need a fence? Is it just keeping users out from what is inside and not allowing them to enjoy? Do you need a certain amenity there? Are we putting in comfortable seating? Are we putting in accessibility for all to enjoy all areas of the park?

### Accessible Design in Parks

Are we making are parks so that all can access them? Before we even start to build or redo we need to design and think about making things above and beyond ADA and inclusion. There are many organizations that can help you accomplish these goals to help all enjoy the park. We often think about just making pathways to certain areas and they are accessible. But this is usually to one area and does not allow all to enjoy the area to the fullest. Look to make pathways to all areas of your park, look to make all new pieces or equipment fully accessible such as splash pads, dog runs, companion seating, picnic tables, outdoor gyms, playgrounds, beaches, water fountains, restrooms. The list keeps going but it is important to think about these types of things from now on out to make sure we can include all to our parks and give all the ability to enjoy parks and the outdoors.

## UTILIZING VOLUNTEERS FOR LARGE AND SMALL SCALE PROJECTS-EVEN WHEN OTHERS DON'T WANT TO

This is a great way to add a ton of help to your parks department and to be resource multipliers, help cost savings/time management, labor savings; by having a volunteer it is equivalent to paying them about \$25.00 dollars an hour, and they will often be willing to do many things your workers will not want to do. This also gives you the opportunity to turn these people into part-time or full-time employees if something should pop up which would allow you not to have to train them because they know what is going on already and know the expectations.

This also benefits the volunteer as well. It allows them to be involved in the community, gain experience, be a resume builder.

## Top Trends in Parks

Where are we going in parks today? We are a culture that is heading towards micro-mobility, are our parks outfitted to accommodate all these devices such as e-bikes? Our roads and pathways are not designed to handle these, will we allow them, or build to accommodate? With all these new devices are 8ft paths are not enough we must widen now to be able to have all these multi-users enough space.

Also, parks are headed towards crowd-source data for reporting issues to county-apps, smart parks, smart benches, and smart patrons. We all should get super serious about adding WIFI to our parks. By adding this to our parks it allows us to have digital brochures, mailers, and do apps.

Other areas that are trending are nature play areas, Adult recess is becoming huge as well. Parks are often adding activities after dark and staying open through the night to accommodate all and to do things when it is cooler at night.

## 2020S

We in parks need to be the force of change and go with the times or else we are going to be forced to. Partner with outside agencies and be able to give patrons multiple experiences, people are looking for destination facilities for all ages in all seasons. Start to think about climate resiliency and global issues because this is what the younger generation is about, not about money. Millennials are big into ride-sharing these days and finding alternate ways to places to save the planet and not spend money on things. Your Car sits 95% of the time so why are we all about spending so much money on these. So as people start to do more ride-sharing we should also look at our parks when we update them not to make as big of grandiose parking lots.

A sad trend is that kids are spending more time indoors than a person incarcerated. We need to figure out how to get these kids out to parks especially because they are worried about themselves. We need to be able to adapt with the times and head where technology and trends are going.

People are looking for an experience price is not a blockage when wanting to experience new things and what is out there.

## CONCLUSION

There were so many great lessons learned from the week and so many classes and sessions that I attended that much was learned about our park industry. There were also many more that I wish I would have been able to attend as well. However, there were some major areas that really stuck in my head from the three days of the conference.

One, work as hard as you can, get inspired, go above and beyond, be a leader, be able to say you gave it your all no matter what you do. These were some words from Cal Ripkin Jr. We all went into this industry because it is something we love, there is something about parks that inspire us. So take that love and energy and be able to project it into our own park systems. Give it all we got, don't leave anything out there. Strive to be that park professional that fights for what is best, who goes to bat for every park patron.

Two, be the park system that pushes for change. Don't be left in the dust with the way trends are going. Be the leader on the block that is adding technology, adding top trended amenities. It is the way of the future and it is what future generations are into and how they interact with each other. So we should be adding these types of technology into our parks to help attract these younger generations and this tech savvy world. It will not only draw in customers but will benefit us as well in many different ways on the park side of things.

Lastly, the topic of Inclusion. Inclusion for all people from all different walks of life, all different ages, and abilities. This came across on many platforms throughout the conference whether it was the session I went to about ADA accessibility and going above and beyond to accommodate all disabilities, or another session talking about considering park accessibility for the elder community and making parks easier for them to access. Or building your parks to encompass all different types of amenities to allow for all age groups to be able to enjoy the park. Not just the 2-12-year-old but from that young age all the way up to 80 years and beyond and have a vast diversity of things in your park to be able to enjoy. This came through very clear in listening to Haben Girma's talk on inclusion and how we tend to outcast many people because of what they are labeled. She stated that it is not the person that is the problem it is how we have built things over the years. We do not give or think often before providing a service or building something to give all a chance to experience all that parks have to offer and in life. We need to start putting this in the fore front of our heads as we move forward to better serve everyone in our community!

Thank you MACPRO for the opportunity to be one of the people selected for the \$1,000 award winners. It was inspiring to be able to see a fresh new set of ideas and trends and learn new lessons that I have not seen or been aware of before, to charge my battery and back up my passion and drive to keep pushing for our Ingham County parks to succeed and flourish for all in our community and our current and future patrons.

Thanks Again!

Ian Londo-Ingham County Parks

## **September - 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. Attended a discipline overview training presented by the HR Department.

### Contracts

Drafted resolutions for asphalt work and roof replacements for Lake Lansing.

### Customer Service

We received 1,001 phone calls in the month of September. 67 park visitors made a picnic shelter and/or canoe and kayak reservation in September. We have received 14 requests for 2020 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.

### U.S. Passport Processing

Staff responds to multiple general inquiries regarding passports each month and in addition we accepted 37 U.S. passport applications in September. We have completed our yearly passport training for the annual certification process.

### Website

Continued to work with Melissa and Andrew from the IT Department on the new website.

### Revenue Management System

Attended another two weeks of training and worked on setting up all the touchscreens/hardware for the new point of sale system. Transferred all 2020 shelter reservations from the old reservation system into the new system.

### Ribbon Cuttings

Attended the McNamara Landing and Overlook Shelter ribbon cutting ceremonies.

### Accounting/Budget/Payroll

Routine processes of A/R, AP, Payroll and reporting continue.



## WIRED's Up, Up and Away! A Day in the Trees

Nicole and Melissa attended an mParks WIRED (Women in Recreation Education and Development) event on October 4th at the Whiting Forest and Dow Gardens in Midland.

Highlights included:

-A tour of the Whiting Forest and Dow Gardens.

-History Overview of Herbert H. and Grace A. Dow:

The Herbert H. and Grace A. Dow Foundation was established by Grace A. Dow in 1936 in memory of her husband Dr. Herbert H. Dow, founder of The Dow Chemical Company. The Trust Agreement specifies that the income of the Trust is to be used "for religious, charitable, scientific, literary, or educational purposes for public benefit of the inhabitants of the City of Midland and of the people of the State of Michigan." Since inception, Foundation Trustees have awarded more than \$600 million to worthy programs and projects. The Foundation's signature gift each year is the Dow Gardens as they share the family estate with the public.

-Round table discussion on suggestions for improving environmental sustainability in programs and the workplace, examples include:

- Zero Waste Special Events
- Reduce plastic/one use giveaways
- Incorporate outdoor/nature time as part of as many programs as possible (ie watercolors outdoors)
- Develop inventory system to reduce repurchasing items that are already on hand
- Increase PSAs on recycling appropriately
- Track invasive species
- Dog Waste Tubes in parks
- Use biodegradable paper products
- Add "consider the environment before printing this email" to e-mail signature



Whiting Forest

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

**For: Park & Recreation Commission Meeting- October 28, 2019**

- Continued to work/update weekly with Spicer Group, Signs By Crannie, and local communities on compiling wayfinding sign data and proofing
- Met with FLRT Trail Ambassador to discuss sign sponsorship
- Continued to work with Nicole and IT on website conversion/transition
- Continued to work with managers and office staff on social media postings/updates
- Worked with office staff on reimbursements/filing and general millage paperwork
- Organized and attended the Burchfield Overlook Shelter Ribbon Cutting
- Coordinated and attended Millage Round 5 site visits with communities and commissioners
- Attended an mParks WIRED event at DOW Gardens with Nicole W.
- Organized Round 5 paperwork for millage grants
- Worked with Park Managers and Nicole to gather data and pictures for the new website
- Attended FLRT Meeting to discuss the strategies for the millage renewal
- Attended Finance Comm. Meeting
- Coordinated and attended the Lake Lansing North Ribbon Cutting
- Attended monthly staff meeting and shared website updates with staff
- The 23<sup>rd</sup> marked two year anniversary at the County!
- Met with FLRT Trail Ambassador to discuss sign sponsorships as well as millage items



Whiting Forest, WIRED Event



Whiting Forest, Canopy Walk



Burchfield Park, Stairs to River



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

### Events

- Coffee & Cleanup – October 5
  - 8 volunteers cleared trash and debris from trail around Benjamin Davis Park in South Lansing
- FLRT Board Meeting
  - Monday, October 14
- Coffee & Cleanup – October 19
  - 6 volunteers cleared leaves and trash from trail in Mason

### Other Business

- Responded to requests for information about trails
- Discussed marketing plan with FLRT Marketing Committee
- Managed social media
- Drafting Fall Newsletter
- Reached out to Williamston for partnership
- Reached out to City of Leslie for partnership
- Meeting with Melissa Buzzard 10/24 to discuss trail sign sponsorships
- Working on getting pull-behind-bike-plow for clearing trails in winter

### MOU Status

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





**Coffee & Cleanup 10/5/19:**



**Coffee & Cleanup 10/14/19:**



Brian,

Thank you, again, for all of your assistance in making our event a success! We very much appreciated the help from Sabrina, Olivia and Abby.

Regards,  
Jeanne Minichello

September 28, 2019

Ingham ISD Special Education  
Parent Advisory Committee  
would like to thank you for participating  
in our fourth annual

## Fall Fun Fest

Thank you for supporting our  
students, families and community



SPECIAL EDUCATION  
PARENT ADVISORY COMMITTEE

Discovering Strengths – Exploring Possibilities  
517.244.1298 • 2630 West Howell Road Mason, MI 48854 • InghamISD.org  
A Regional Educational Service Agency



Matthew Minichello  
Ann Green  
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