

AGENDA

Ingham County Parks & Recreation Commission
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
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The packet is available on-line by going to www.ingham.org, choosing the "Monthly Calendar," and clicking TUESDAY, April 16, 2013.

A MEETING OF THE BUDGET AND PERSONNEL COMMITTEE of the INGHAM COUNTY PARKS & RECREATION COMMISSION

Will Be Held at

12:00pm

Tuesday, April 16, 2013

Human Services Building, 5303 S. Cedar
Entrance #3, Human Resources Caucus Room, Second Floor
(Southeast corner of Jolly and Cedar Streets)
Lansing, Michigan

**NOTE
CHANGE IN
LOCATION**

1. Call to Order
2. Limited Public Comment
3. ACTION ITEMS
 - A. [Resolution](#) Amending Resolution #06-13 Recommending Changes/Increases to Various Ingham County Park Fees in 2014
 - B. [Resolution](#) Recommending an Amendment of Board of Commissioner Resolution #02-285 Approving the Implementation of a Low Income Park Fee Policy
4. DISCUSSION ITEMS:
 - A. 2014 [Budget Calendar](#)
 - B. 2014 208 Budget
 - C. 2014 [CIP Request](#)
 - D. Park Tour
 - E. Appointing a Parks Commission Member to the Friends of Ingham County Parks
5. Director Report
 - A. Hawk Island Snow Park
 - B. Zip Code Collection at Cash Registers
 - C. Trust Fund Application Language
6. Limited Public Comment
7. Adjournment

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013
RESOLUTION # -13

**RESOLUTION AMENDING RESOLUTION #06-13 RECOMMENDING CHANGES/INCREASES TO
VARIOUS INGHAM COUNTY PARK FEES IN 2014**

WHEREAS, in May of each year the Ingham County Board of Commissioners reviews and updates various fees for county services based on information and recommendations of the Maximus Cost of Services Analysis completed in 2002; and

WHEREAS, at the Parks & Recreation Commission's March meeting 2014 fees were reviewed and recommended to the Controller/Administrator and the Budget office for approval; and

WHEREAS, the bulk of special events are processed in April and May and staff has determined the amount of administrative time involved in the collection of the special event fee is cumbersome and inefficient; and

WHEREAS, currently special events are not charged for the use of the shelter for their events; and

WHEREAS, staff has determined the special event fee process can be streamlined by charging groups for the shelters needed based on their proposed attendance vs a special event fee charge; and

WHEREAS, staff researched the difference in revenue which would be collected for shelters fees vs special event fees and the difference was less than \$300; and

WHEREAS, the Budget Office has indicated there is time to change this fee before it is forwarded to the Board of Commissioners; and

WHEREAS, because special event fees support the 208 General Operating Fund for the Parks, staff recommends annually transferring shelter fees revenue generated from special events be transferred from the 508 Fund to the 208 fund.

BE IT THEREFORE RESOLVED, the Ingham County Parks & Recreation Commission recommends the Board of Commissioners authorize the elimination of the current special event fee schedule in 2014.

BE IT FURTHER RESOLVED, staff is directed to annually transfer shelter fees generated by special events from the 508 Fund to the 208 Fund.

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013
RESOLUTION # -13

**RESOLUTION RECOMMENDING AN AMENDMENT OF BOARD OF COMMISSIONER
RESOLUTION #02-285 APPROVING THE IMPLEMENTATION
OF A LOW INCOME PARK FEE POLICY**

WHEREAS, Board of Commissioner Resolution #02-285 approved the implementation of a Low Income Park Vehicle Fee Policy and Resolution #12-157 amended the Low Income Park Vehicle Policy limiting the policy to Ingham County Residents only ; and

WHEREAS, this resolution provides a free daily pass to Ingham County residents who sign a form listing their name, address, and state that paying the vehicle fee would be a hardship, a free annual pass is then mailed to the address listed on the form; and

WHEREAS, it is the intention of the Parks & Recreation Commission to continue this policy that provides entry into Ingham County Parks regardless of ability to pay; and

WHEREAS, it is known that no criterion has been established to verify the financial need of individuals seeking service under the Low Income Park Vehicle Policy; and

WHEREAS, the Parks & Recreation Commission wishes to establish a standard for determining the eligibility of people receiving a fee waiver under the Low Income Vehicle entrance Fee Policy.

THEREFORE BE IT RESOLVED, the Parks & Recreation Commission recommends the Board of Commissioners approve amending Board of Commissioner Resolution #02-285 to require individuals requesting benefits under the Low Income Park Vehicle Policy to provide verification of financial need.

BE IT FURTHER RESOLVED, that modes of verification may include a cards such as a Bridge Card, Social Security Supplemental Security Income (SSI) card or other documentation from a Social Service Agency, a MI Health Card, or a State Disability Assistance (SDA) card.

BE IT FURTHER RESOLVED, that daily passes will continue to be made available free of charge through agencies recognized by the Ingham County Board of Commissioners and the Ingham County Parks & Recreation Commission as serving low-income residents.

BE IT FURTHER RESOLVED, that park staff is directed to continue to identify additional avenues of low income verification.

2014 BUDGET CALENDAR

- March 6 Finance Committee recommends 2014 budget calendar.
- March 12 Board of Commissioners approves 2014 budget calendar.
- April 18 - 24 Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2014.
- April 18 - 23 Liaison Committees forward recommendations for strategic goals for 2014 to the Finance Committee.
- April 24 Finance Committee recommends strategic goals for 2014.
- April 30 Board of Commissioners adopts strategic goals for 2014.
- May 2 - 8 Committees make recommendations for increases to fees for various county services to be effective January 1, 2014.
- May 14 Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2014.
- May 31 Department heads, agencies and community agencies submit operating and capital budgets.
- June 17 - 28 Controller holds budget meetings with departments.
- August 15 Controller's Recommended Budget distributed to full Board of Commissioners.
- Aug. 26 – 29 Liaison Committees hold hearings on operating and capital budget recommendations.
- September 25 Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
- October 22 Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.

2014 CIP Ideas

Priority	Park	Description	Cost
Equipment			
1	HI	Replace grinder pump – beach house sanitary system	\$5,000
2	Bur	Replace ExMark mulching mower – 3 years over replacement schedule	\$14,000
3	LL	Replace ExMark, 3 years over replacement schedule	\$14,000
4	HI	New, small salt spreader, attachments, storage – parking lots, trails	\$3,500
5	Bur	Replace pick-up, 2 years over replacement schedule	\$25,000
6	LL	Replace pick up, 2 years over replacement schedule	\$25,000
7	HI	Replace debris blower – non-motorized trail and parking lot maintenance, year round	\$2,300
8	All	Replace trash cans, grills, picnic table frames	\$9,000
9	HI	Replace electric utility vehicle - 2 years over replacement schedule	\$10,000
10	All	Replace 3 point debris blower	\$10,000
11	All	New, 3 point wood chipper	\$16,000
2013 CIP budget for equipment - \$0			
Projects			
1	BL	Replace dock – dock is over 33 years old	\$15,000
2	HI	Asphalt non-motorized trail maintenance – repairs to damage by roots, crack filling	\$20,000*
3	Baldwin	Replace shelter roof, 2012 scheduled replacement	\$6,000
4	Baldwin	Replace restroom roof, 2012 scheduled replacement	\$6,000
5	LLN	Replace White shelter roof, 2013 scheduled replacement	\$12,000
6	LLS	Replace picnic area restroom roof, 2013 scheduled replacement	\$6,000
7	HI	Asphalt parking lot maintenance – crack filling, sealing, stripping	\$20,000*
8	LLN	Replace Sandhill shelter roof, 2014 scheduled replacement	\$6,000
9	LLN	Replace White restroom roof, 2014 scheduled replacement	\$7,000
10	Bur	Replace yellow cutoff bridge- starting to fall apart and will be unsafe	\$2600
2013 CIP budget - \$12K splash pad chairs, \$15K LLS well electric, \$5K splash pad pump, \$32K total			
508			
1	Bur	Replace single kayaks	\$2000
2	Bur	Replace canoe/kayak trailer	\$3000
3	Bur	Replace 15 passenger van –scheduled replacement (could be 508)	\$30,000
2013 508 CIP budget - \$8K for soccer goals (on hold)			
IT replacements			
	Office	2 CPU's, scheduled replacements	\$1,325
	Office	2 Dell XPS 10 Tablets, one replacement, one new	\$1,000
	Office	4 MS Pro licenses	\$1,400
	Office	4 Server licenses	\$80
		TOTAL	\$3,805

*Multi-year request, over 4-5 years entire parking lot and trail will be addressed