

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 www.ingham.org, choosing the "Monthly Calendar," and clicking on Wednesday, February 18, 2009.

A MEETING OF THE BUDGET AND PERSONNEL COMMITTEE of the INGHAM COUNTY PARKS & Recreation Commission Will Be Held at

6:00pm Wednesday, February 18, 2009

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

1. Call to Order
2. Limited Public Comment
3. Discussion Regarding the Lake Lansing-South [Parking Lot](#) Capital Improvement – Willis Bennett
4. Discussion Regarding Board of Commissioner [Resolution](#) Increasing the Membership of the Potter Park Zoo Advisory Board to Add a Parks and Recreation Commission Representative
5. Discussion Regarding [County Services Delegation](#) of Zoo Advisory Board Interviews to the Parks & Recreation Commission
 - A. [Draft List](#) of Candidate Preferred Qualifications/Attributes
6. [Resolution](#) Amending Resolution #09-09 Authorizing the Parks Department Seasonal Employee Wage Schedule - **ACTION**
7. Directors Report
 - A. Scott Woods Lease Status
 - B. Potter Park Zoo Update
8. Limited Public Comment
9. Adjournment

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 Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office at P.O. Box 178, Mason, Michigan 48854 – Phone: (517) 676-2233. ¹

A QUORUM OF PARK COMMISSION MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING

MEMORANDUM

TO: Budget Committee
FROM: Pat Witte, Park Manager
SUBJ: Lake Lansing South Parking Lot
DATE: February 13, 2008

In the 2008 Parks budget \$98,500 was appropriated through Capital Improvement funding to repair and asphalt the Lake Lansing Park South parking lot. The projected cost of the project has risen significantly due to the rising prices of petroleum products. We do not have enough funding to asphalt the parking lot this year.

I would like to use \$65,000 of the \$98,500 allocated for this project to improve the drainage, add gravel and grade the parking lot. The remaining \$33,500 could be returned to the County capital improvement fund. Another option would be to request that we retain the funds to complete this project in the future, with the understanding that when better economic conditions return, that we would request additional Capital Improvement funding to complete the asphalt application to the parking lot. In the event that this paving project is completed in the future, the improvements made this year would not be repeated.

The \$65,000 in repairs to the parking lot infrastructure will increase visitor satisfaction, reduce erosion concerns, reduce wear and tear on county vehicles/equipment, and eliminate ADA concerns. Please see attached itemized budget for this project.

Ingham County Lake Lansing Park

Updated 2/4/2009

Cost Estimate - Paving of LLS Parking Lot

ITEM	QUANTITY	UNIT	COST	TOTAL
Remove Concrete Pavement	60	SQYD	\$2.00	\$120.00
Unclassified Excavation	200	CYD	\$15.50	\$3,100.00
Fine grading	8100	SQYD	\$0.75	\$6,075.00
22 A Aggregate Base	500	Ton	\$12.00	\$6,000.00
2' Drainage Structure/ E Cover	2	EA	\$1,200.00	\$2,400.00
8" Sewer Pipe Schedule 40	420	LFT	\$20.00	\$8,400.00
4" Underdrain	1000	LFT	\$6.00	\$6,000.00
2.5 13A Modified HMA	1375	Ton	\$60.00	\$82,500.00
1.5 36A Modified HMA	700	Ton	\$68.00	\$47,600.00
Restoration	1	LS	\$3,000.00	\$3,000.00
Traffic Control	1	LS	\$2,000.00	\$2,000.00
Mobilization	1	LS	\$3,000.00	\$3,000.00
Contingencies				\$17,000.00
Bid package and Field inspection				<u>\$8,000.00</u>
				<u>\$195,195.00</u>

Agenda Item 3

January 23, 2009

TO: County Services Committee

FROM: Becky Bennett
Board Coordinator

RE: Resolution Increasing the Membership of the Potter Park Zoo
Advisory Board to Add a Parks and Recreation Commission Representative

In 2007 a Potter Park Zoo Advisory Board, was created with the responsibility of reviewing Zoo operations, providing advice and recommendations to the Parks and Recreation Commission, including preparation of annual operations and capital improvements budgets, and the development of Zoo policies and procedures.

The Board of Commissioners is interested in adding a representative of the Ingham County Parks and Recreation Commission to the Potter Park Zoo Advisory Board to further open the lines of communication between the two committees. The membership of the Zoo Advisory Board would be increased from 12 to 13.

The current composition of the Potter Park Zoo Advisory Board is as follows:

- a. Eight representatives from Ingham County, selected by the Ingham County Board of Commissioners;
- b. Two representatives from the City of Lansing, to be selected by the City of Lansing;
- c. One representative from the Potter Park Zoological Society;
- d. Executive Director of the Zoological Society, non-voting member per Resolution 08-190; and
- e. At least one ex-officio representative from other governmental entities interested in financially supporting the Zoo, provided that such entities adopt a resolution of intent to place a Zoo millage on their ballot. In the event the millage fails, said representative shall be removed from the Zoo Board.

Thank you for your consideration. If you have any questions, feel free to contact me.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION INCREASING THE MEMBERSHIP OF THE POTTER PARK ZOO
ADVISORY BOARD TO ADD A PARKS AND RECREATION COMMISSION
REPRESENTATIVE**

WHEREAS, Resolution #07-103 authorized the creation of a Potter Park Zoo Advisory Board, as an advisory board to the Ingham County Parks and Recreation Commission; and

WHEREAS, the Potter Park Zoo Advisory Board consists of twelve members with the following representation:

- a. Eight representatives from Ingham County, selected by the Ingham County Board of Commissioners;
- b. Two representatives from the City of Lansing, to be selected by the City of Lansing;
- c. One representative from the Potter Park Zoological Society;
- d. Executive Director of the Zoological Society, non-voting member per Resolution #08-190; and
- e. At least one ex-officio representative from other governmental entities interested in financially supporting the Zoo, provided that such entities adopt a resolution of intent to place a Zoo millage on their ballot. In the event the millage fails, said representative shall be removed from the Zoo Board.

WHEREAS, it is the desire of the Board of Commissioners to add a Parks and Recreation Commission representative to this Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adds a Parks and Recreation Commission representative to the Potter Park Zoo Advisory Board increasing the membership from twelve to thirteen.

BE IT FURTHER RESOLVED, that the initial term of the Parks and Recreation Commission representative will expire on December 31, 2010.

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE January 26, 2009

Agenda Item Title: Resolution Increasing the Membership of the Potter Park Zoo Advisory Board to Add a Parks & Recreation Commission Representative

Submitted by: Ingham Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS X, Finance X

Summary of Proposed Action: This resolution increases the membership of the Potter Park Zoo Advisory Board by one member (12 to 13). The member will be a representative of the Ingham County Parks & Recreation Commission.

Financial Implications: None.

Other Implications: None.

Staff Recommendation: MM X JN ____ TL ____ TM ____ JC ____
Staff recommends approval of the resolution.

February 2, 2009

TO: County Services Committee

FROM: Becky Bennett
Board Coordinator

RE: Potter Park Zoo Board Interviews

The Potter Park Advisory Board was established to act in an advisory capacity to the Parks and Recreation Commission regarding matters related to the zoo. The County Services Committee is responsible for interviewing applicants who wish to serve on the Potter Park Zoo Advisory Board.

There has been discussion regarding the County Services Committee considering a resolution that would authorize the Parks and Recreation Commission to interview applicants for the Zoo Board and then forward their recommendations to the County Services Committee for consideration. However, in speaking with the County Attorney, the County Services Committee has the authority to delegate interviewing Zoo Board applicants to the Parks and Recreation Commission without a resolution. The Parks and Recreation Commission can then make a recommendation to the County Services Committee on who to appoint. Then the County Services Committee will consider the recommendation, and if accepted, send it on to the Board of Commissioners for final action. The County Services Committee can then decide on a case-by-case basis, when they want the Parks and Recreation Commission to interview on their behalf.

If you have any questions, feel free to contact me.

Ingham County Board of Commissioners

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DEBBIE DE LEON
DISTRICT 2

VICE-CHAIRPERSON
DALE COPEDEGE
DISTRICT 6

VICE-CHAIRPERSON PRO TEM
RANDY SCHAFFER
DISTRICT 13



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DISTRICT 16

February 6, 2009

TO: Willis Bennett
Parks Director

FROM: Becky Bennett
Board Coordinator

RE: Potter Park Zoo Board Interviews

At their February 3, 2009 meeting, the County Services Committee unanimously agreed to delegate the responsibility of interviewing applicants interested in serving on the Potter Park Zoo Advisory Board to the Parks and Recreation Commission. The Potter Park Zoo Advisory Board is an advisory board to the Parks and Recreation Commission, so the Committee felt that the Parks and Recreation Commission would be more informed on the qualifications and attributes desired in new appointees to the Zoo Advisory Board.

The Parks and Recreation Commission will interview applicants for the Zoo Board and then forward their recommendation(s) to the County Services Committee for consideration. The County Services Committee will consider the recommendation(s), and if accepted, send to the Board of Commissioners for final action.

The Board of Commissioners' Office will continue to receive applications for the Potter Park Zoo Advisory Board. Copies will be provided to the Parks Department. This procedure will be in effect until further notice.

If you have any questions, feel free to contact me.

DRAFT

List of Preferred Qualifications/Attributes for Zoo Advisory Board Applicants:

Becky Bennett asked in an e-mail to Zoo Advisory Board members on 1/12/09 if there were any specific attributes commissioners should look for during the interviews, such as experience in animal husbandry, advertising, public relations, business, an every day citizen who loves the parks and zoos, or someone who wants to help make the zoo a better place and promotes regionalism. The items listed below were the responses she received.

1. Community Involvement – Past background in community involvement would be valuable, especially with the next millage effort
2. Millage Campaign Experience – Past successful experience with this would be helpful with the 2011 millage and a possible attempt to expand it to neighboring counties
3. Public Relations Experience
4. Ask if they have any association, either past or present, with the Zoo

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of February 23, 2009

RESOLUTION # -09

RESOLUTION AMENDING RESOLUTION #09-09 AUTHORIZING THE PARKS DEPARTMENT SEASONAL EMPLOYEE WAGE SCHEDULE

WHEREAS, in the 2008 wage schedule the positions of Zoo Farmyard Attendant, Zoo Admission Supervisor, and Admissions and Parking Attendants were added to the wage schedule; and

WHEREAS, Board of Commissioner Resolution #05-04 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, at the January 26, 2009 meeting the Parks & Recreation Commission passed Resolution 09-09 adopting revised wage rates that were effective the pay period beginning March 28, 2009; and

WHEREAS, the Potter Park Zoo charges admissions beginning on March 1st each year and begins their hiring process in February; and

WHEREAS, in order to be consistent with wages and advertising of positions it is desirable to move the effective date so that it coincides with the Potter Park Zoo hiring timeframe.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission amends Resolution #09-09 to state that seasonal wage rates included in the resolution become effective the pay period beginning February 28, 2009.