Menominee County Parks and Recreation Committee
Will meet on Monday, March 4, 2019 – 6 PM at
Lake Township Hall, Stephenson, MI
-A Quorum of The Menominee County Board of Commissioners may be present

Agenda

1) Call meeting to order

2) Pledge of Allegiance

3) Roll Call

**** Election of Officers

4) Approval of Agenda

5) Approval of Previous Meeting Minutes – January 7, 2019

6) Public Comment

7) Business:
   a) Review Financials
   b) Picnic Tables – follow up
   c) Electrical at Shakey Lakes – review ad/specs for bid
   d) New restrooms at Shakey Lakes (replace pit toilets) – follow up
   e) Ask Board for Engineering study on new restrooms – follow up
   f) List of accomplishments – last 3-4 years
   g) Morning Dove Productions – Colleen Van Ells
   h) Porches/decks on lease sites
   i) Solid waste container bids – Shakey Lakes/Kleinke - review ad/specs
   j) Amended budget for stump removal

8) Correspondence

9) Any other comments by Park Board

10) Public Comment

11) Adjournment

MENOMINEE COUNTY PARKS COMMITTEE
MINUTES JANUARY 7, 2019

1. The meeting was called to order at 6:00 PM by Chair, Bob Desjarlais at Lake Township Town Hall in Stephenson.

2. Pledge of Allegiance was recited.

3. **Reporting for roll call were**: Bob Desjarlais, Dick Peterson, Kathy Branz, County Commissioners Bill Cech and Larry Phelps and Administrator Jason Carviou. Excused were Mike Kass and Vola Bleile.

4. **Approval of agenda:** Motion by Dick Peterson to approve the agenda supported by Bill Cech with all in favor.

5. **Minutes**: Bill Cech made a motion to accept the December 3, 2018 minutes supported by Larry Phelps. All were in agreement. Motion carried.

6. **Public Comments:** None.

7. **Business**:

   a. **Review Financials** – Administrator Jason Carviou looked at the financials via his IPAD and said the Outside storage had an increase of $385, the inside storage was down by $150. The renewal applications for seasonal sites will be going out in January and will be due on March 1st.

   b. **Picnic Tables** – The wood for the picnic tables is being purchased at Menards with the 11% off. There will be 80 -10"x2"x8' and 100 - 8"x2"X8'. Picnic table frames are just about completely assembled.

   c. **Electrical at Shakey Lakes** – Administrator Jason Carviou and Jim Quist made a list of the sites for New and updated electrical for approval from the County Board to but out bids for an approved proposal. Jason said he would like to get pictures of an existing pedestal to put on line for the bids.

   d. **New restrooms at Shakey Lakes (replace pit toilets)** – Administrator Jason Carviou is going to contact the Michigan DNR regarding the number of bathrooms we need to cover the existing campsites. With the removal of the pit toilets at Shakey Lakes that will only leave one pit toilet at Kleinke. Jason would like to do a walk through with Jim Quist, Jim Mekash, Bob Desjarlais and any board members that would like to participate to define the project. It was agreed by everyone on the Parks Committee was given a map of Shakey Lakes indicating which pit toilets would be removed and where the new restrooms would be placed. As decided at the December meeting we are doing a men, with one stall and an urinal and sink and women's, with two stalls and a sink. Both will be with handicap accessible.

   e. **Ask Board for Engineering Study on New Restrooms** – Bill Cech said this was brought to the Menominee County Board of Commissioners but no decision had been made as of yet.

MENOMINEE COUNTY PARKS COMMITTEE
MINUTES JANUARY 7, 2019

f. **List of Accomplishments over the last 5 years.** Everyone was asked to list the projects that have been completed over the last 5 years to be complied for a posting at the parks.

g. **Review the Meeting Schedule** – The schedule was approved as passed out with a motion by Dick Peterson supported by Bill Cech with all in favor.

8. **Correspondence**: Jason had a bundle of 3 Hour National Firewood, a pre-package all natural wood compressed with starters that is to burn for up to 3 hours. He felt the Parks or the Concession stand could use this as an added income. This was going to be looked into further.

9. **Any other item Members Wish to Present**: Dick Peterson stated he would like to see an increase in the parking lot at Resort Lake, as the current parking is partially submerged and too small. A suggestion to excavate the hill and possibly remove some trees to expand the parking area and to make a circular drive with parking on the side to accomplish this.

   Larry Phelps asked about the Shakey Lakes sign by County Road 577 and G12 being brushed out – Bob Desjarlais stated this was already in process. It was discussed to ask the Menominee County Road Commission to put some fill in by the sign to keep the weeds and brush down as this is in their right of way.

10. **Public Comment**: None.

11. **Adjournment** – Motion by Bill Cech to adjourn supported by Dick Peterson with all in favor at 7:45 PM

12. **Next meeting** will be at Lake Township Hall in Stephenson on February 4, 2019 at 6PM.

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - COUNTY PARKS						
Expenditures						
Dept 751						
208-751-704.00	SALARIES	37,925.00	10,775.72	2,890.29	27,149.28	28.41
208-751-705.00	SALARIES - PART TIME	51,480.00	287.00	126.00	51,193.00	0.56
208-751-706.00	OVERTIME	1,800.00	0.00	0.00	1,800.00	0.00
208-751-707.00	LONGEVITY	900.00	900.00	0.00	0.00	100.00
208-751-712.00	HOSPITAL DEDUCTIBLE	15,429.00	5,401.45	1,252.90	10,027.55	35.01
208-751-712.02	HRA REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
208-751-713.00	LIFE INSURANCE	30.00	11.80	4.72	18.20	39.33
208-751-715.00	FICA-OASDI	5,471.00	1,918.57	168.00	3,552.43	35.07
208-751-715.01	FICA-MEDI	1,280.00	155.68	39.29	1,124.32	12.16
208-751-716.00	WORKMENS COMPENSATION	4,387.00	877.60	0.00	3,509.40	20.00
208-751-718.00	RETIREMENT	0.00	0.00	0.00	0.00	0.00
208-751-727.00	OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
208-751-728.00	OFFICE EQUIPMENT	300.00	0.00	0.00	300.00	0.00
208-751-729.00	POSTAGE-COUNTY PARKS	350.00	0.00	0.00	350.00	0.00
208-751-742.00	GAS, OIL ETC	6,000.00	543.33	0.00	5,456.67	9.06
208-751-743.00	DIESEL FUEL	1,000.00	0.00	0.00	1,000.00	0.00
208-751-744.00	L.P. GAS	3,000.00	1,207.64	0.00	1,792.36	40.25
208-751-745.00	UNIFORMS	400.00	0.00	0.00	400.00	0.00
208-751-745.01	UNIFORMS/SUMMER HELP	200.00	0.00	0.00	200.00	0.00
208-751-754.00	Horse Arena Project	0.00	0.00	0.00	0.00	0.00
208-751-754.01	SHAKEY LAKES ELECTRICAL UPGRADE PROJECT	0.00	0.00	0.00	0.00	0.00
208-751-755.01	JANITORIAL SUPPLIES	3,500.00	0.00	0.00	3,500.00	0.00
208-751-755.02	OTHER OPERATING/GENERAL	3,500.00	520.78	17.63	2,979.22	14.88
208-751-755.03	OTHER OPERATING/MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-751-755.04	BROCHURES/STICKERS	3,000.00	1,905.00	0.00	1,095.00	63.50
208-751-755.05	TREE REPLACEMENT	250.00	100.00	0.00	150.00	40.00
208-751-755.06	KLIENKE PARK/ICE SALES	0.00	0.00	0.00	0.00	0.00
208-751-755.07	OTHER OPERATING-FIRE RINGS	0.00	0.00	0.00	0.00	0.00
208-751-755.08	DEQ Permits	2,000.00	959.64	0.00	1,040.36	47.98
208-751-756.01	CONSTRUCTION SUPPLIES	1,200.00	0.00	0.00	1,200.00	0.00
208-751-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	5,000.00	90.00	0.00	4,910.00	1.80
208-751-801.01	PROFESSIONAL-PHYSICALS	700.00	0.00	0.00	700.00	0.00
208-751-850.00	TELEPHONE-SHAKEY LAKES	500.00	152.16	50.72	347.84	30.43
208-751-850.01	TELEPHONE-SHAKEY LAKES	0.00	0.00	0.00	0.00	0.00
208-751-860.00	TRAVEL/Parks Per Diems & Mileage	1,000.00	441.70	0.00	558.30	44.17
208-751-880.00	PROGRAMING/RECREATION	1,000.00	0.00	0.00	1,000.00	0.00
208-751-880.01	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
208-751-880.02	Sweatshirts	0.00	0.00	0.00	0.00	0.00
208-751-881.00	GB RV & CAMPING SHOW	0.00	0.00	0.00	0.00	0.00
208-751-884.00	Gate Receipts	7,200.00	0.00	0.00	7,200.00	0.00
208-751-884.01	Inside Storage	0.00	0.00	0.00	0.00	0.00
208-751-901.00	PARKS - ADVERTISING	4,000.00	0.00	0.00	4,000.00	0.00
208-751-920.00	WATER TESTING	1,300.00	119.00	0.00	1,181.00	9.15
208-751-920.01	UTLITIES/ELECTRIC	34,000.00	2,865.33	761.71	31,134.67	8.43
208-751-920.02	GARBAGE DISPOSAL	5,000.00	595.67	29.67	4,404.33	11.91
208-751-920.03	SEWER/SEPTIC DISPOSAL	5,000.00	1,200.00	0.00	3,800.00	24.00
208-751-930.02	EQUIPMENT MAINTENANCE	2,500.00	245.13	0.00	2,254.87	9.81
208-751-930.03	FACILITY MAINTENANCE	3,000.00	784.36	0.00	2,215.64	26.15
208-751-930.04	GROUNDS MAINTENANCE	5,000.00	662.46	0.00	4,337.54	13.25
208-751-942.00	RENTAL/CONTRACTING	0.00	90.00	0.00	(90.00)	100.00
208-751-953.01	ELECTRICAL UPGRADE - SHAKEY LAKES	0.00	0.00	0.00	0.00	0.00
208-751-953.02	ELECTRICAL UPGRADE - KLEINKE	0.00	0.00	0.00	0.00	0.00
208-751-964.00	REFUNDS/REBATES	1,500.00	0.00	0.00	1,500.00	0.00
208-751-970.00	CAPITAL OUTLAY	0.00	3,151.00	0.00	(3,151.00)	100.00
208-751-970.01	SHAKEY LAKES ELECTRICAL UPGRADE	20,000.00	0.00	0.00	20,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - COUNTY PARKS						
Expenditures						
208-751-970.02	PICNIC TABLES	7,000.00	6,774.75	1,013.15	225.25	96.78
208-751-970.03	DOG WASTE POST/CONTAINERS	1,000.00	230.00	0.00	770.00	23.00
208-751-970.04	BAILEY PARK ELECTRIC TO BATHROOM	20,000.00	0.00	0.00	20,000.00	0.00
208-751-981.00	VEHICLE MAINTENANCE	3,000.00	373.25	0.00	2,626.75	12.44
208-751-984.00	NEW/REPLACEMENT EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
208-751-984.01	4H BUILDING ROOF REPLACEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - COUNTY PARKS		273,602.00	43,339.02	6,354.08	230,262.98	15.84
TOTAL EXPENDITURES		273,602.00	43,339.02	6,354.08	230,262.98	15.84
Fund 208 - COUNTY PARKS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		273,602.00	43,339.02	6,354.08	230,262.98	15.84
NET OF REVENUES & EXPENDITURES		(273,602.00)	(43,339.02)	(6,354.08)	(230,262.98)	15.84

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 220 - PARK IMPROVEMENT FUND						
Expenditures						
Dept 752						
220-752-953.01	SHAKEY LAKES IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
220-752-953.02	KLEINKE PARK IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
220-752-953.03	RIVER PARK IMPROVEMENT	1,000.00	0.00	0.00	1,000.00	0.00
220-752-953.04	BAILEY PARK IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
220-752-953.05	STONEY POINT IMPROVEMENTS	1,000.00	0.00	0.00	1,000.00	0.00
220-752-970.00	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
220-752-970.01	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
220-752-975.04	BOAT LAUNCH CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
Total Dept 752		8,000.00	0.00	0.00	8,000.00	0.00
TOTAL EXPENDITURES		8,000.00	0.00	0.00	8,000.00	0.00
Fund 220 - PARK IMPROVEMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		8,000.00	0.00	0.00	8,000.00	0.00
NET OF REVENUES & EXPENDITURES		(8,000.00)	0.00	0.00	(8,000.00)	0.00
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES - ALL FUNDS		281,602.00	43,339.02	6,354.08	238,262.98	15.39
NET OF REVENUES & EXPENDITURES		(281,602.00)	(43,339.02)	(6,354.08)	(238,262.98)	15.39

BALANCE SHEET FOR MENOMINEE COUNTY
Period Ending 01/31/2019

Fund 220 PARK IMPROVEMENT FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
220-000-001.00	CASH	77,604.61	77,703.61
220-000-040.00	ACCOUNTS RECEIVABLE	22.00	0.00
220-000-078.00	DUE FROM STATE	0.00	0.00
Total Assets		**77,626.61**	**77,703.61**
*** Liabilities ***			
220-000-200.00	ACCOUNTS PAYABLE	0.00	0.00
Total Liabilities		**0.00**	**0.00**
*** Fund Balance ***			
220-000-390.00	FUND BALANCE	7,856.72	7,856.72
Total Fund Balance		**7,856.72**	**7,856.72**
Beginning Fund Balance - 17-18			**7,856.72**
Net of Revenues VS Expenditures - 17-18			**69,769.89**
***17-18 End FB/18-19 Beg FB**		**77,626.61**	
Net of Revenues VS Expenditures - Current Year			**77.00**
Ending Fund Balance			**77,703.61**
Total Liabilities And Fund Balance			**77,703.61**

* Year Not Closed

BALANCE SHEET FOR MENOMINEE COUNTY
Period Ending 01/31/2019

Fund 208 COUNTY PARKS

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
208-000-001.00	CASH	99,931.99	71,083.77
208-000-004.00	IMPREST CASH	300.00	300.00
208-000-040.00	ACCOUNTS RECEIVABLE	2,117.25	0.00
208-000-084.00	DUE FROM OTHER FUNDS	0.00	0.00
208-000-123.00	PREPAID EXPENSE	0.00	0.00
208-000-123.01	PREPAID INSURANCE	1,255.26	0.00
Total Assets		**103,604.50**	**71,383.77**
*** Liabilities ***			
208-000-200.00	ACCOUNTS PAYABLE	6,734.49	0.00
208-000-257.00	Accrued Wages Payable	943.22	0.00
208-000-273.00	UNDISTRIBUTED RECEIPTS	0.00	0.00
208-000-276.00	RECEIPTS REFUNDABLE	0.00	0.00
Total Liabilities		**7,677.71**	**0.00**
*** Fund Balance ***			
208-000-390.00	FUND BALANCE	68,847.37	68,847.37
208-000-393.03	DESIGNATED FUND BALANCE	0.00	0.00
Total Fund Balance		**68,847.37**	**68,847.37**
Beginning Fund Balance - 17-18			**68,847.37**
Net of Revenues VS Expenditures - 17-18			**27,079.42**
***17-18 End FB/18-19 Beg FB**		**95,926.79**	
Net of Revenues VS Expenditures - Current Year			**(24,543.02)**
Ending Fund Balance			**71,383.77**
Total Liabilities And Fund Balance			**71,383.77**

* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - COUNTY PARKS						
Expenditures						
Dept 751						
208-751-704.00	SALARIES	37,925.00	13,700.96	2,925.24	24,224.04	36.13
208-751-705.00	SALARIES - PART TIME	51,480.00	427.00	140.00	51,053.00	0.83
208-751-706.00	OVERTIME	1,800.00	0.00	0.00	1,800.00	0.00
208-751-707.00	LONGEVITY	900.00	900.00	0.00	0.00	100.00
208-751-712.00	HOSPITAL DEDUCTIBLE	15,429.00	7,044.20	1,642.75	8,384.80	45.66
208-751-712.02	HRA REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
208-751-713.00	LIFE INSURANCE	30.00	14.16	2.36	15.84	47.20
208-751-715.00	FICA-OASDI	5,471.00	2,089.62	171.05	3,381.38	38.19
208-751-715.01	FICA-MEDI	1,280.00	195.69	40.01	1,084.31	15.29
208-751-716.00	WORKMENS COMPENSATION	4,387.00	877.60	0.00	3,509.40	20.00
208-751-718.00	RETIREMENT	0.00	0.00	0.00	0.00	0.00
208-751-727.00	OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
208-751-728.00	OFFICE EQUIPMENT	300.00	0.00	0.00	300.00	0.00
208-751-729.00	POSTAGE-COUNTY PARKS	350.00	50.73	0.00	299.27	14.49
208-751-742.00	GAS, OIL ETC	6,000.00	621.51	78.18	5,378.49	10.36
208-751-743.00	DIESEL FUEL	1,000.00	0.00	0.00	1,000.00	0.00
208-751-744.00	L.P. GAS	3,000.00	1,676.38	468.74	1,323.62	55.88
208-751-745.00	UNIFORMS	400.00	0.00	0.00	400.00	0.00
208-751-745.01	UNIFORMS/SUMMER HELP	200.00	0.00	0.00	200.00	0.00
208-751-754.00	Horse Arena Project	0.00	0.00	0.00	0.00	0.00
208-751-754.01	SHAKEY LAKES ELECTRICAL UPGRADE PROJECT	0.00	0.00	0.00	0.00	0.00
208-751-755.01	JANITORIAL SUPPLIES	3,500.00	0.00	0.00	3,500.00	0.00
208-751-755.02	OTHER OPERATING/GENERAL	3,500.00	554.83	34.05	2,945.17	15.85
208-751-755.03	OTHER OPERATING/MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-751-755.04	BROCHURES/STICKERS	3,000.00	1,905.00	0.00	1,095.00	63.50
208-751-755.05	TREE REPLACEMENT	250.00	100.00	0.00	150.00	40.00
208-751-755.06	KLIENKE PARK/ICE SALES	0.00	0.00	0.00	0.00	0.00
208-751-755.07	OTHER OPERATING-FIRE RINGS	0.00	0.00	0.00	0.00	0.00
208-751-755.08	DEQ Permits	2,000.00	1,159.64	200.00	840.36	57.98
208-751-756.01	CONSTRUCTION SUPPLIES	1,200.00	25.57	25.57	1,174.43	2.13
208-751-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	5,000.00	90.00	0.00	4,910.00	1.80
208-751-801.01	PROFESSIONAL-PHYSICALS	700.00	0.00	0.00	700.00	0.00
208-751-850.00	TELEPHONE-SHAKEY LAKES	500.00	152.16	0.00	347.84	30.43
208-751-850.01	TELEPHONE-SHAKEY LAKES	0.00	0.00	0.00	0.00	0.00
208-751-860.00	TRAVEL/Parks Per Diems & Mileage	1,000.00	441.70	0.00	558.30	44.17
208-751-880.00	PROGRAMING/RECREATION	1,000.00	0.00	0.00	1,000.00	0.00
208-751-880.01	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
208-751-880.02	Sweatshirts	0.00	0.00	0.00	0.00	0.00
208-751-881.00	GB RV & CAMPING SHOW	0.00	0.00	0.00	0.00	0.00
208-751-884.00	Gate Receipts	7,200.00	0.00	0.00	7,200.00	0.00
208-751-884.01	Inside Storage	0.00	0.00	0.00	0.00	0.00
208-751-901.00	PARKS - ADVERTISING	4,000.00	393.97	393.97	3,606.03	9.85
208-751-920.00	WATER TESTING	1,300.00	119.00	0.00	1,181.00	9.15
208-751-920.01	UTLITIES/ELECTRIC	34,000.00	3,591.31	725.98	30,408.69	10.56
208-751-920.02	GARBAGE DISPOSAL	5,000.00	595.67	0.00	4,404.33	11.91
208-751-920.03	SEWER/SEPTIC DISPOSAL	5,000.00	1,200.00	0.00	3,800.00	24.00
208-751-930.02	EQUIPMENT MAINTENANCE	2,500.00	245.13	0.00	2,254.87	9.81
208-751-930.03	FACILITY MAINTENANCE	3,000.00	784.36	0.00	2,215.64	26.15
208-751-930.04	GROUNDS MAINTENANCE	5,000.00	717.45	54.99	4,282.55	14.35
208-751-942.00	RENTAL/CONTRACTING	0.00	90.00	0.00	(90.00)	100.00
208-751-953.01	ELECTRICAL UPGRADE - SHAKEY LAKES	0.00	0.00	0.00	0.00	0.00
208-751-953.02	ELECTRICAL UPGRADE - KLEINKE	0.00	0.00	0.00	0.00	0.00
208-751-964.00	REFUNDS/REBATES	1,500.00	0.00	0.00	1,500.00	0.00
208-751-970.00	CAPITAL OUTLAY	3,151.00	3,151.00	0.00	0.00	100.00
208-751-970.01	SHAKEY LAKES ELECTRICAL UPGRADE	20,000.00	0.00	0.00	20,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - COUNTY PARKS						
Expenditures						
208-751-970.02	PICNIC TABLES	7,000.00	7,000.49	225.74	(0.49)	100.01
208-751-970.03	DOG WASTE POST/CONTAINERS	1,000.00	230.00	0.00	770.00	23.00
208-751-970.04	BAILEY PARK ELECTRIC TO BATHROOM	20,000.00	0.00	0.00	20,000.00	0.00
208-751-981.00	VEHICLE MAINTENANCE	3,000.00	408.25	35.00	2,591.75	13.61
208-751-984.00	NEW/REPLACEMENT EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
208-751-984.01	4H BUILDING ROOF REPLACEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - COUNTY PARKS		276,753.00	50,553.38	7,163.63	226,199.62	18.27
TOTAL EXPENDITURES		276,753.00	50,553.38	7,163.63	226,199.62	18.27
Fund 208 - COUNTY PARKS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		276,753.00	50,553.38	7,163.63	226,199.62	18.27
NET OF REVENUES & EXPENDITURES		(276,753.00)	(50,553.38)	(7,163.63)	(226,199.62)	18.27

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2019 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 220 - PARK IMPROVEMENT FUND						
Expenditures						
Dept 752						
220-752-953.01	SHAKEY LAKES IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
220-752-953.02	KLEINKE PARK IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
220-752-953.03	RIVER PARK IMPROVEMENT	1,000.00	0.00	0.00	1,000.00	0.00
220-752-953.04	BAILEY PARK IMPROVEMENT	2,000.00	0.00	0.00	2,000.00	0.00
220-752-953.05	STONEY POINT IMPROVEMENTS	1,000.00	0.00	0.00	1,000.00	0.00
220-752-970.00	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
220-752-970.01	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
220-752-975.04	BOAT LAUNCH CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
Total Dept 752		8,000.00	0.00	0.00	8,000.00	0.00
TOTAL EXPENDITURES		8,000.00	0.00	0.00	8,000.00	0.00
Fund 220 - PARK IMPROVEMENT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		8,000.00	0.00	0.00	8,000.00	0.00
NET OF REVENUES & EXPENDITURES		(8,000.00)	0.00	0.00	(8,000.00)	0.00
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	0.00	100.00
TOTAL EXPENDITURES - ALL FUNDS		284,753.00	50,553.38	7,163.63	234,199.62	17.75
NET OF REVENUES & EXPENDITURES		(284,753.00)	(50,553.38)	(7,163.63)	(234,199.62)	17.75

BALANCE SHEET FOR MENOMINEE COUNTY
Period Ending 02/28/2019

Fund 208 COUNTY PARKS

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
208-000-001.00	CASH	99,931.99	99,878.41
208-000-004.00	IMPREST CASH	300.00	300.00
208-000-040.00	ACCOUNTS RECEIVABLE	2,117.25	0.00
208-000-084.00	DUE FROM OTHER FUNDS	0.00	0.00
208-000-123.00	PREPAID EXPENSE	0.00	0.00
208-000-123.01	PREPAID INSURANCE	1,255.26	0.00
Total Assets		**103,604.50**	**100,178.41**
*** Liabilities ***			
208-000-200.00	ACCOUNTS PAYABLE	6,734.49	0.00
208-000-257.00	Accrued Wages Payable	943.22	0.00
208-000-273.00	UNDISTRIBUTED RECEIPTS	0.00	0.00
208-000-276.00	RECEIPTS REFUNDABLE	0.00	0.00
Total Liabilities		**7,677.71**	**0.00**
*** Fund Balance ***			
208-000-390.00	FUND BALANCE	68,847.37	68,847.37
208-000-393.03	DESIGNATED FUND BALANCE	0.00	0.00
Total Fund Balance		**68,847.37**	**68,847.37**
Beginning Fund Balance - 17-18			**68,847.37**
Net of Revenues VS Expenditures - 17-18			**27,079.42**
***17-18 End FB/18-19 Beg FB**		**95,926.79**	
Net of Revenues VS Expenditures - Current Year			**4,251.62**
Ending Fund Balance			**100,178.41**
Total Liabilities And Fund Balance			**100,178.41**

* Year Not Closed

BALANCE SHEET FOR MENOMINEE COUNTY
Period Ending 02/28/2019

Fund 220 PARK IMPROVEMENT FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
220-000-001.00	CASH	77,604.61	77,893.61
220-000-040.00	ACCOUNTS RECEIVABLE	22.00	0.00
220-000-078.00	DUE FROM STATE	0.00	0.00
Total Assets		**77,626.61**	**77,893.61**
*** Liabilities ***			
220-000-200.00	ACCOUNTS PAYABLE	0.00	0.00
Total Liabilities		**0.00**	**0.00**
*** Fund Balance ***			
220-000-390.00	FUND BALANCE	7,856.72	7,856.72
Total Fund Balance		**7,856.72**	**7,856.72**
Beginning Fund Balance - 17-18			**7,856.72**
Net of Revenues VS Expenditures - 17-18			**69,769.89**
***17-18 End FB/18-19 Beg FB**		**77,626.61**	
Net of Revenues VS Expenditures - Current Year			**267.00**
Ending Fund Balance			**77,893.61**
Total Liabilities And Fund Balance			**77,893.61**

* Year Not Closed

March 4, 2019

REQUEST FOR BIDS

Menominee County is seeking bids to add 50 AMP electric service to six sites and to upgrade electrical service from 20/30 AMP to 50 AMP to eight sites at Shakey Lakes Park. Discuss this

Project specifications, requirements, and additional information is available at the County Administrators office and on the County website at www.menomineecounty.com under latest news.

A mandatory walk through of the site areas will be date/time ?? (should be around the 18th – 20th)

Bids must be received by 4:00 PM on March 29th, 2019.

Submit bids to: Menominee County Administrator, Attn: Shakey Lakes Electrical Project, 839 10th Avenue, Menominee, MI 49858

Menominee County reserves the right to accept or reject any and all bids

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Eagle Herald
County Journal
Luft's Advertiser

Please advertise one time the week of March 11th, 2019.
No affidavit is needed.

Bill to: Menominee County Administrator
839 Tenth Ave
Menominee, MI 49858

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858
www.menomineecounty.com

Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

2019 Shakey Lakes Electrical Upgrades

Project Specifications

Scope of Work **discuss sites**

Menominee County is seeking bids to add 50 AMP electric service to six sites (indicated in pink on the attached map), and to upgrade electrical service from 20/30 AMP to 50 AMP at eight sites (indicated in orange on the attached map).

Specifications

For sites B8, B9, P1, P2, P9, and P10 new 50 AMP electric service and pedestals containing 50/30/20 AMP receptacles installed. The County believes that existing electrical service lines at site 60 and B7 or CA5 may be able to be used to supply new lines to these additional sites. Contractor is responsible for verifying where new electrical service will need to be ran from and how best to install the new electrical service.

New electrical service should be planned in a way that would allow future electrification of sites P3-P8, B1-B2, B10-B12, and to upgrade sites B3-B7 to 50 AMP service in the most cost effective way.

For sites 70, 71, 72, 73, 74, 75, VA6, and VA7 upgrade current 20/30 AMP electrical service to 50 AMP service and install new pedestals with 50/30/20 AMP receptacles. 50 AMP service is already supplied to site 69, site 38, and the storage building. Contractor is responsible for identifying best plan for the upgrade.

All new pedestals should be as similar as possible to those already located at other sites in the park.

Each site is to be returned to the condition prior to the start of the project.

Requirements

Contractor is responsible for coordination with the local power utility and for any expenses incurred from the power utility as part of this project,

Contractor is responsible for securing any and all permits required to complete this project, including marking of existing utilities.

Contractor is responsible for providing proof of liability insurance to the County Administrator prior to beginning any work on the project.

Contractor is responsible for maintaining safe conditions at all times in the park as park patrons may be present in the park.

On-Site Inspection – Discuss Mandatory walkthrough

It is recommended that each contractor arrange for an on-site inspection at Shakey Lakes Park before bidding on this project. An on-site inspection can be arranged by contacting Park Ranger Jim Quist at 906-290-3208.

Deadlines

Bids are due to the County Administrator by 4:00 PM on March 29, 2019 by mailing to:

Menominee County Administrator
Attn: Shakey Lakes Electrical Project
839 10th Avenue
Menominee, MI 49858

Project is to be completed on or before May 15, 2019.

Contact

If you have questions regarding this project, please contact:

Jason Carviou
County Administrator
906-863-7779
JCarviou@menomineeco.com

Menominee County Parks and Recreation

Accomplishments over last years

Stoney Point

1. Boat Launch – concrete
2. Gravel added

River Park

1. Well – drinking water
2. Berm by river (to stop erosion)
3. 4 – rustic camp sites

Kleinke

Bailey

1. New waterlines
2. Septic (Donated – unanimous donor)
3. Walking trails –
4. New building with bathrooms (in progress)

Longrie

1. Near future 4 – rustic camp sites
2. Selective Cutting to clean area

Shakey Lakes

1. Upgrade electrical – done in phases
2. New electrical – add more sites with electric
3. Reroof fair building
4. Rewire fair building

All parks have received new picnic tables

All the above has been supplied by Grants from Hannahville Indian Community, Menominee County Parks and Recreation Committee (timber cuts, income and donations), Volunteers at West Shore Fishing Museum members, Menominee County Jail Inmates doing community service and the Michigan DNR Grants

Morning Dove Productions

INVOICE

Morning Dove Productions
PO Box 65 Shawano, WI 54166
715-524-4664

DATE: February 3, 2019
INVOICE # #290
FOR: *Sponsorship*

Bill To:

Menominee County Michigan
839 10th Ave.
Menominee, Michigan
906-863-7779

DESCRIPTION	AMOUNT
$2600.00 Due upon receipt for sponsorship on the POLKA! POLKA! POLKA! TV Show.	$2,600.00
Two ads per show scheduled to air for 26 weeks for a total of 52 spots.	
Renewal to start airing April 7 of 2019 for 26 weeks	
Colleen Van Ells	
Producer	
POLKA! POLKA! POLKA! TV Show	
Total	$2,600.00

Please make all checks payable to Morning Dove Productions
If you have any questions concerning this invoice,
contact Colleen Van Ells 715-524-4664

Thank You

2019 SEASONAL CAMPSITE LEASE

- PLEASE READ CAREFULLY -

THIS INDENTURE, made this _____ Day of _____, 20 ___, by and between Menominee County Parks, Kleinke Park, Ingallston Twp, hereafter referred to as "LESSOR", and

Of _____, _____, hereafter referred to as "LESSEE."

WITNESS, that the Lessor does hereby lease, demise and let unto the Lessee the following described premises situated in the Township of Ingallston, County of Menominee, the State of Michigan, described as Site Number and Area, to-wit:

TERM: To hold for a term of _____ beginning on the ___ Day of _____ and ending on the ___ Day of _____.

RENTAL: Lessee shall pay for the total seasonal rent $_____ for the term, payable as follows: One payment to be paid in full by March 1, 2019.

FAMILY & GUESTS: It is agreed and understood that the seasonal family consists of father and/or mother and/or children. The seasonal site rental is for the sole use of your family and that any other person or persons using your camper must register with Lessor and pay the regular overnight campsite fee. All day visitors or overnight guests will be charged an additional fee. Guests must camp in your camping unit only. It is further agreed that dependant children are not allowed to occupy the campsite without their mother or father present. This site may not be sublet or transferred. Guest and visitor passes will be available and issued by the Lessor. LESSEE is responsible for the conduct of their guests and visitors.

SEASONAL CAR PASSES: ALL VEHICLES entering the campground must display 2019 pass or daily use pass. Only two vehicles are allowed at each site, additional vehicles will be parked in (the) guest parking lot. **Guest and visitor passes are issued at the discretion of the Lessor and may be restricted on holiday or busy weekends.**

INSURANCE: All seasonal campers must maintain their own insurance for any or all damage to their property and equipment while parked or stored inside or outside the Lessor's premises.

CONDITION OF CAMPING UNIT: All camping units over ten (10) years old must have prior approval of Lessor. Lessee agrees to keep their camper in proper repair and condition during the term of this agreement. Household type air conditioners are not permitted.

MAINTENANCE OF SITE: Lessee agrees to maintain the area of their site excluding grass cutting which will be performed by the Lessor. All planting of flowers, shrubs, etc., must be approved by Lessor and becomes the property of Lessor. On site sheds (must be of a Rubbermaid or heavy plastic material and maximum size to be determined by Parks Superintendent),(Max. H-8'; L-7';W-7' or H-6';W-7';L-8') porches, decks,screen houses or other such buildings or structures are permitted with approval of the Parks Committee. All garbage will be placed in appropriate campground receptacles in timely manner. No generators allowed in park.

Should they be permitted at all? Perhaps if attached to trailer by manufact

FIREWOOD, PATIO AND BUG LIGHTS: Patio and bug lights shall be turned off when camper is not occupied and when retiring for the evening. No large wood piles will be allowed without approval of Park's Superintendent.

CAMPGROUND RULES: Lessee acknowledges they have read this agreement as well as the list of campground rules (attached) of the Menominee County Kleinke Park and agrees to abide by both.

LIFEGUARD: The undersigned acknowledges that there will be no lifeguard on duty on the premises. The undersigned, his/her family and guests using boats of any type, swimming or being in the area of the pool, pier, beach or shoreline will be doing so at their own risk and shall hold the Lessor harmless from any liability thereon and shall assume all responsibility for supervision of their family and guests. **This contract constitutes acknowledgment of the signing of a full release for this liability and responsibility.**

DEFAULT: If the Lessee does or shall neglect to perform and observe any or either of the covenants and conditions hereinbefore contained which on his or her guests part are to be performed, the Lessor lawfully may immediately or at any time thereafter any while such neglect or default continues, evict the said Lessee and those claiming under him and remove their effects without prejudice or any remedies which might otherwise be used for ridders of rent and such expulsion in removing, whether by the direct act of the Lessor or his assigns, or through the medium of legal proceedings for the purpose instituted, shall not affect the liability of the Lessee or his representatives, for the past rent due or future rent to accrue under this lease, but the same shall continue as if such removal or expulsion have not taken place. The Lessee further covenants to pay and discharge all responsible costs, attorneys fees and expenses that shall be made and incurred by the Lessor in enforcing the covenant and agreements of this lease.

TERMINATION: Lessor reserves the right to terminate this lease at any time for any reason. If Lessor terminates lease during the term of agreement, LESSOR will refund on a pro-rata basis. Termination may be enforced immediately by Park Superintendent.

LESSEE may within ten (10) days file an appeal to the County Parks Committee. The County Parks Committee must respond with a written response or a scheduled public hearing within thirty (30) days. If the issue is not resolved to lessee's satisfaction, the lessee may within ten (10) days appeal to the Menominee County Board of Commissioners who within sixty (60) days shall respond with a written response or have the issue placed on a monthly agenda.

END OF TERM: The Lessee expressly agrees to quit and deliver of said premises to the Lessor peaceably and quietly at the end of said term. Lessor reserves the right to reject a renewal for the succeeding year, thus terminating future lease agreements.

Hold Harmless: Lessee agrees to hold lessor free and harmless from loss from each and every claim and demand of whatever nature made on behalf of or by any person or persons for any wrongful, careless or negligent act or omission on the part of the lessee, his agents and employees, and from all loss and damages by reason of such acts of omissions.

Send payment to Menominee County Administration, Attn: Parks – Camping Lease, 839 10th Ave Menominee, Michigan 49858

IN WITNESS WHEREOF, the said parties have executed this lease the day and year set forth above.

LESSOR: By: _____

LESSEE: _____

Please sign and send with payment, we send you a signed copy

DATE: _____

March 4, 2019

REQUEST FOR BIDS

Menominee County is seeking bids for a multi-year contract for solid waste containers at Shakey Lakes Park and Kleinke Park.

Project specifications, requirements, and additional information can be found at the County Administrator's office or on the County website www.menomineecounty.com under "Latest News".

Bids must be received by 4:00 PM on March 29, 2019.

Submit bids to: Menominee County Administrator, Attn: Shakey Lakes Electrical Project, 839 10th Avenue, Menominee, MI 49858

Menominee County reserves the right to accept or reject any and all bids

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Eagle Herald
County Journal
Luft's Advertiser

Please advertise one time the week of March 11th, 2019.
No affidavit is needed.

Bill to: Menominee County Administrator
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Jason Carviou – County Administrator
Sherry DuPont – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839

2019/2020/2021 Parks Solid Waste Containers

Project Specifications

Scope of Work

Menominee County is seeking bids for a multi-year contract for solid waste containers at Shakey Lakes Park and Kleinke Park.

Specifications

Shakey Lakes Park – Three 8 cubic yard containers that are to be emptied once every week May 1 – November 1. One 10 cubic yard container (for ash from fire pits) to be emptied once after November 1.

Located at: N-8390 County Park Road, Stephenson, MI 49887

Kleinke Park – One 8 cubic yard container to be emptied once every week May 1 – November 1.

Located: 13 Miles North of Menominee on M-35.

Bids must include mileage and additional cost to have containers emptied more than once a week should it be necessary. The County will call if it is necessary for the containers to be emptied more than once a week.

Requirements

This bid is for a 3-year contract beginning May 1, 2019 through April 30, 2022.

Deadlines

Bids are due to the County Administrator by 4:00 PM on March 29, 2019 by mailing to:

Menominee County Administrator
Attn: 2019/2020/2021 Parks Solid Waste Containers
839 10th Avenue
Menominee, MI 49858

Contact

If you have questions regarding this project, please contact:

Jason Carviou
County Administrator
906-863-7779
JCarviou@menomineeco.com