"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000

- County Administrator
Sherry Smith - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
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The Menominee County Parks and Recreation Committee And Fair Board

will meet on ~~**Wednesday ~ December 9, 2009**~~

(CANCELLED Due to inclement weather)

~ Rescheduled for Wednesday ~ January 13, 2010 ~

at **6:00 p.m.** C.S.T. at **Stephenson Annex**

AGENDA

A. Call Meeting to Order
B. Roll Call
C. Approval of Agenda
D. Approval of Previous Meeting Minutes
E. Public Comment
F. Business

1. Joint meeting with Fair Board
   a. 4-H Horse Building Discussion
   b. Block of Reservations
   c. Any items members wish to present
2. Internet (electronic) Reservations
3. 5-Year Menominee County Recreation Plan
4. Parks Bylaws
5. Review 11/18/09 Letter to County Board and update on Co. Administrator/Parks Superintendent

G. Correspondence
H. Any Other Items Members Wish to Present
I. Public Comment
J. Adjournment

Gary Eichhorn - Chairperson *Dick Peterson - Vice Chairperson*

Bernie Lang *James Furlong* *Garry Anderson*

MENOMINEE COUNTY FAIR 2010

S 904 U. S. Highway 41, Stephenson, MI 49887 • (906) 753-2209 or 1-888-678-3464 Ext 63666 • FAX: 906-753-2200

AGENDA
WEDNESDAY, DECEMBER 9TH, 2009 (CANCELLED)
Rescheduled for Wednesday, January 13th, 2010.

6:00 P.M. Annex in Stephenson
Joint Meeting with Park Advisory Committee
Regular Fair Board Meeting to follow

I. CALL MEETING TO ORDER

II. PUBLIC COMMENT

III. ACCEPT AGENDA

IV. SECRETARY'S REPORT

V. TREASURER'S REPORT

FAIR BUSINESS

A. OLD BUSINESS
   1. 2009 FAIR WRAP-UP
   2. 2009 HOLIDAY CRAFT BAZAAR
   3. LETTER TO FAIR BOARD FROM MARVIN BEYER
   4. ANY OTHER BUSINESS

B. NEW BUSINESS
   1. 2010 FAIR

The Fair Will Be Held July 16, 17, & 18 2010 at Shakey Lakes Park

Menominee County
Parks and Recreation Committee
November 11, 2009
Minutes

Members Present: Vola Bleile, Judy Bright, Ruby Ivens, Jason Lauzer and Commissioners Anderson and Furlong. Absent: Position vacated by Mark Aubert had not been filled as of meeting date. Also present: Former Parks Superintendent Steve Wery and summer parks employee Karen Kayser for informational purposes due to the vacant Parks Superintendent position.

The meeting was held at the Stephenson Annex and was called to order at 6:00 pm by Vice-Chairman Lauzer.

Motion to approve agenda with the following additions made by Furlong, seconded by Bleile:

F.9 Responsibilities of the Committee

F.10 Vacancy due to term ending

Motion carried.

Motion to approve October 14, 2009 minutes made by Furlong, seconded by Peterson. Motion carried.

There was no public comment.

Concerning the resignation of Chairman Mark Aubert, Lauzer advised the committee that the county board had not yet advertised to fill that vacancy, which term expires 12/31/2010. It was agreed that the secretary would advise the county administrator's secretary to put this on the 11/24/09 County Board agenda. Bright also identified members and terms as follows, taken from county board minutes of 2008 and 2009:

Jason Lauzer, appointed 2/26/2008 to a 2 yr term expiring 12/31/2009

Judy Bright, appointed 2/26/2008 to a 3 yr term expiring 12/31/2010

Mark Aubert, appointed 1/22/2008 to a 3 yr term expiring 12/31/2010. Position is open due to resignation of Aubert and has not been filled as of this meeting.

Ruby Ivens, appointed 9/22/2009 to fill unexpired 2 yr term of Mike Lyons, whose term will expire 12/31/2010.

Vola Bleile, appointed 11/25/2008 to a 3-yr term expiring 12/31/2011. (This appointment is subject to a lawsuit and injunction issued by the court.)

Lauzer advised the committee that attorney Dan Hass is reviewing our by-laws, but has not rendered an opinion, regarding status of committee officers when the chairman of the committee resigns. Since the committee usually holds its reorganization meeting in January, Lauzer will continue as Vice-Chair through 12/31/2009.

Ruby Ivens was introduced as a new committee member filling the vacancy created by Mike Lyons' resignation and whose term expires 12/31/2010.

Furlong updated the committee on the status of supervision of two parks employees in the absence of a parks superintendent as presented at the personnel committee: Al Thomspon is supervising these employees who are in the process of closing up the parks for the season and doing a fine job. Peterson advised the committee that he had toured Shakey Lakes Park this day reporting that there had been 15-20 cords of wood cut and that there were approx 20 RVs on sites.

Karen Kayser and Steve Wery proceeded to update the committee on various ongoing responsibilities and activities of the Parks Superintendent during the winter months, including: soliciting advertisers and collecting fees for placemat maps and printing the placemats. There are approximately 8 advertisers left (at $55 each) to contact. The placemat revenues go into "unscheduled revenue" and are then applied to the digital reservation program upgrades, which cost about $400, making this program revenue neutral.

Wery updated the committee on outstanding issues with the parks reservation system for 2010. New camping fees which were approved by the county board for 2010 must be posted in January in Luft's, EagleHerald and Menominee County Journal. Letters to current lease site holders also must be sent and applications must go out. Many of those with lease sites have already signed a first-right-of-refusal form to secure their sites for 2010 and have until February 15 to pay in full for their leases. Some will not, but there is a standing waiting list that was left in the Parks Superintendent files. Wery also advised that opening day for reservations (which falls again in February 2010) is very hectic and requires a second copier as a back-up.

Wery advised the committee that he had left a whole week open before his departure to spend time with interim administrator Erdman or anyone else who wished to meet with him to review files and open parks items; but there was no response from the interim administrator, whose responsibilities would include parks supervision after Wery's last scheduled day of employment on September 30, 2009.

Since there are many concerns of the committee as to the function of the parks, it was agreed that the new county administrator/parks superintendent be invited to our next meeting on December 9, 2009 and the secretary should compose and send a letter to the county board with items needing attention over the winter months and before next camping season.

The committee has some questions on the horse building at Shakey Lakes Park and the county's arrangement with 4-H for use and maintenance. It was agreed to have a representative from 4-H attend the December 9th committee meeting, along with the Fair Board as already scheduled. Jason Lauzer will follow up with 4-H.

Ruby Ivens presented a printout of "Responsibilities of this Committee" as spelled out in the Charter of Parks and Recreation Committee and reviewed whether or not the committee was following each of the 14 items listed.

Furlong moved and Bright seconded a motion to advise the county board in writing that we support the re-appointment of Jason Lauzer to the Parks Committee. Motion carried.

There was no correspondence.

Public comment: Charlene Peterson suggested that since three committee members have terms expiring in 2010, the staggered terms should be reviewed.

Karen Kayser discussed an Internet-based reservation system. Lauzer will follow-up with Marinette County, which currently has such a system.

Steve Wery addressed boat launch fees and how those fees are directed to be used only for maintenance and improvement of boat launch areas. He also hoped to see that items included in the county rec plan be pursued, with the help of grant funds. These projects include a new bath house at Shakey Lakes and updates at River Park. Wery advised that there is a CMI grant available that should be pursued for such improvements and the administrator/parks superintendent should be advised of this.

There being no further business to become before the committee, Furlong moved and Peterson seconded a motion to adjourn at 7:12 pm. Motion carried.

Judy Bright, Secretary
Menominee County
Parks and Recreation Committee

BYLAWS

ARTICLE I: Name. Menominee County Parks & Recreation Committee.

ARTICLE II: Purpose. To act as an advisory committee to the Menominee County Parks & Recreation System.

ARTICLE III: Members. **Amended August 12, 2009, by the Parks & Recreation Committee.**

The members of this Committee are those persons who have been appointed by the Board of Commissioners. **There shall be five (5) public at-large representatives and two (2) County Board representatives.** All have voting powers.

The County Board Representatives shall serve for one (1) year terms. All Public at-large representatives will serve three (3) year staggered terms.

Section 1. Voting. All members who are present shall vote whenever the question is put by the Chair. **The Secretary or designee shall be the recorder.**

Sub. Section 1. Abstention.
No member may abstain from voting "yes or no" unless excused by a majority of those present.

ARTICLE IV: Officers
ARTICLE IV - **Amended August 12, 2009 by Parks & Recreation Committee.**

Section 1. The officers of this Committee shall be **a Chairperson, a Vice Chairperson and a Secretary.**

Section 2. The term of office shall be for one year. The individual may succeed her/himself.

Section 3. These officers shall be elected at its first meeting of the year.

Section 4. Candidates for these offices shall be nominated from the floor. It shall take a simple majority vote of the Committee to elect. The vote will be taken by a randomly selected call of the roll.

Section 5. Officer Powers and Duties.

Except for those powers and duties prescribed to the Chair by the County Board, the Chair has no power to act on behalf of the Committee unless the Committee specifically grants that power.

ARTICLE V. Meetings
ARTICLE V - **Amended August 12, 2009 by Parks & Recreation Committee.**

Section 1. A schedule containing the date, time and place of regular ~~monthly~~ meetings of the Committee shall be established at the first meeting of the year. **The Committee shall meet a minimum of six (6) times per year.**

Section 2. Special meetings~~, procedure;~~ notice.~~; Open Meetings Act, compliance. (MSA 5.330) Sec. 10.~~
A special meeting of the Parks & Recreation Committee shall be held only when requested by at least **two (2) members** of the Parks & Recreation Committee. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place, and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least 18 hours prior to the time of the meeting.~~in writing to each of the Committee members by causing the same to be delivered to the Committee member personally, or by leaving the same at the place of residence of the Committee members, or by mailing a copy of the notice to his or her post office address by certified mail with return receipt requested, at least 10 days before the time of the meeting. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.~~

Section 3. Quorum and Majority. ~~(MSA 5.323) Sec. 3.~~
A majority of the members of the County Parks & Recreation Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise at its meetings shall be determined by the votes of a majority of the members present.

Section 4. Minutes. Recording names and votes on actions. The names and votes of members shall be recorded on an action which is taken by the Parks and Recreation Committee if the action is on an ordinance, resolution, or appointment or election of an Officer. ~~The vote and the name of the member voting on other questions or motions shall be recorded at the request of: 1/5 of the members present if the question or motion is before the Board, or 1/3 of the members present if the question or motion is before a Committee of the Board.~~ A record which is made pursuant to this section shall be available for public inspection.

ARTICLE VI: Rules, Regulations, Policies of the Committee.

~~Section 1. The Committee may adopt by 2/3 vote those rules and~~

~~regulations it feels necessary to allow for the orderly conduct of business of the Committee.~~
~~Section 2. The Committee may adopt at a regular meeting by a 2/3 vote and if submitted in writing at the previous regular Committee meeting policy statements which pertain to the operation of all facets of County Parks & Recreation which are within the jurisdiction of this Committee. Policies of the Committee may not be suspended. Policies may be amended under the same rules governing the amending of the Bylaws.~~

ARTICLE VII. Parliamentary Authority.

~~The Scott, Foresman~~ The current edition of "Robert's Rules of Order" ~~Newly Revised, **Tenth (10) edition, ISBN 0-7382-0307-6**~~ shall be the Parliamentary Authority. The rules, with special attention to small Committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable. ~~and in which they are not inconsistent with the Bylaws or any special rules or policies the Committee may adopt.~~

ARTICLE VII. Amendment of Bylaws.

Section 1. These Bylaws may not be suspended.

Section 2. These Bylaws may be amended at any regular meeting of the County Board by a 2/3 majority of the County Board. ~~provided that the amendment is submitted in writing at the previous regular Parks & Recreation Committee meeting. An amendment to this amendment may be made during discussion at the meeting at which the amendment is taken up provided it does not limit the rights of the minority nor expand the rights of the majority. Amendments to the amendment which do the immediately aforementioned limiting and expanding of rights may, if they were presented in writing, be considered as a new amendment at the next regular meeting of the Committee.~~

Section 3. These Bylaws, Rules, Regulations and Policies shall remain in effect until properly amended. ~~or suspended as appropriate.~~

ATTESTED TO:

_____	_____
Marc Kleiman, Clerk of Menominee County	Gary Eichhorn, Chairman Menominee County Board of Commissioners

November 18, 2009

Menominee County
Board of Commissioners
839 10th Avenue
Menominee, MI 49858

Re: Parks Superintendent Responsibilities

Dear Commissioners:

Following our regular meeting of the Menominee County Parks Committee on November 11, 2009, the committee has concerns about the ongoing operation of the county parks system after the parks superintendent position was added to the administrator's position as of October 1, 2009, and in the absence of a county administrator/parks superintendent as of this date.

The new county administrator/parks superintendent should be aware of the following items that are usually accomplished over the winter months and in time for next year's camping season. These items are very time sensitive and should get the immediate attention of the new administrator/parks superintendent.

1. Solicit advertisers, collect fees and print placemat maps. Revenue generated covers cost of program updates for the digital reservation system.
2. Publish new camping fees for 2010 season – usually done in January.
3. Update digital reservation system for 2010 – needed for 2010 reservation system beginning in February.
4. Contact (1) those with lease sites already confirmed for 2010 and (2) those on the waiting list who would be eligible for any lease sites that are being given up for the 2010 camping season.
5. Prepare for opening of reservations for 2010 camping, usually starting in February of each year.
6. Research and complete CMI grant application for bath house at Shakey Lakes Park and research other grants for ongoing park improvements.
7. Incorporate files and responsibilities of parks superintendent with the county administrator's duties and responsibilities.

Additionally, if a new county administrator/parks superintendent is hired by our next meeting on December 9, 2009, we would like that individual to plan on attending this meeting, which is also a joint meeting with the Menominee County Fair Board.

Attached are minutes from our meeting on November 11, 2009 which covers the issues addressed above.

Sincerely,

Judy Bright, Secretary
Menominee County Parks Committee