

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Brian R. Bousley– County Administrator
Sherry Smith – Administrative Assistant
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The Menominee County
Parks and Recreation Committee
Will meet on **Tuesday ~November 1, 2011**
at **6:30 p.m. C.D.T.** at the **Menominee County Library**, Stephenson, Michigan

~A Quorum of The Menominee County Board of Commissioners Maybe Present~

AGENDA

- A. Call Meeting to Order
- B. Roll Call
- C. Approval of Agenda
- D. Approval of Previous Meeting Minutes
- E. Public Comment
- F. Business
 - a. Park Office Manager/ Park Ranger Report
 - b. Budget –monthly review
 - c. Projects Updates
 - d. Lease site policy and procedures
 - e. Camp Hosts
 - f. Winter Projects
 - g. Any other matters
- G. Correspondence
- H. Any Other Items Members Wish to Present
- I. Public Comment
- J. Adjournment

James Furlong – Chairperson

Bernie Lang – Vice Chairperson

Jim Pearson

Charlie Meintz

Mark Jasper

Menominee County Parks and Recreation Committee

Meeting Minutes

October 4, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at the Menominee County Library in Stephenson, Michigan on October 4, 2011.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Vola Bleile, County Administrator Brian Bousley, and County Commissioners Mark Jasper and Charlie Meintz. Al Thompson, Building and Grounds and Parks Assistant Superintendent and Karen Kayser, Park Office Manager was also present. Excused for the meeting were the following members: Glenn Cody and Gail Jerzyk.

Approval of Agenda: Motion was made by Meintz and seconded by Ivens. Motion carried

Minutes: Minutes from the previous meeting on September 6, 2011 were approved. Meintz made the motion and seconded by Bleile. Motion carried.

Public Comment:

Mickey Plutz- signage in and outside of the Kleinke Park and firewood sales at Kleinke Park.

Christine Salo- Would like the opportunity to speak on item a, d, e, f and g on the agenda. Also commented on the need for grass to be planted on sites at Kleinke. Would like to see more improvements at Kleinke Park.

Mrs. Aubury – would like to see more grass planted on sites at Kleinke Park.

Mrs. Boyd – would like the opportunity to speak on item d. of the agenda.

Business:

a) Budget-Monthly review: Brian reported that certain line items are over budget but the bottom line is OK, but will have to be watched. The revenues are higher than projected. By almost 7%. Not all the revenues and expenditures are in for year end as of yet so the revenue and expenditures may increase.

b) Park Office Manager/Park Ranger Report: Park Manager, Karen Kayser distributed the latest Revenue Voucher with a total receipts amount of \$6,115.50. Karen said the park is slowing down and will only have one lease site remaining. She has closed the office for season. It was a good season with minimal incidents.

c) Shakey Lakes Bathhouse Project Update: There has to be another water test done for the well, but the gallon per minutes had exceeded the required amount. Discussion ensued about the moving of the Sanitation Station to the front of the building from the back of the building as the engineered drawings had shown. Brian said he will talk to DGR and get a price for the redesign and also contact Karen Beauchamp from DEQ regarding the changes. If the changes cannot be made due to any isolation issues Brian will inform Dan Menacher.

d) Lease site policy and procedures: lengthy discussion on the protocol of everything pertaining to lease site camping and campers. The discussion resulted in an agreement that each park would be treated in some aspects differently. Leases would be available at Shakey Lakes for only 5 or 6 month and the lease will start at the first of the month and end at the end of the month. Leases at Kleinke Park will be available for 1, 2,3,4,5 and 6 months. The lease sites at Kleinke Park would have the option of starting on the first or the fifteenth of the month. No extensions will be given. If a lease site camper would like to stay longer then an additional month would have to be purchased or the daily rate would apply. Requesting to move to a different site would be considered if the site requested was not presently occupied by another lease camper and was not considered a water site. If multiple lease campers requested to move to the same site the length of years of requesting will be the determining factor as documented on the past lease agreements. If the both lease campers have requested the same site for the same number of years neither lease camper will be able to move to the requested site. Water sites at Shakey Lakes will return to be 50% lease sites and 50% daily use site through attrition. At Kleinke Park the water sites for long term leases (5 and 6 months) will also be limited to 50%. Discussion of have a fee for outdoor appliances on lease sites.

e) Previous matters to be address: Camp Host and Camp Host training will be discussed at the next regular meeting. Advertising for the parks needs to be explored to promote the recreation opportunities Menominee County has to offer.

f) Projects for the 2011/2012 FY – Suggestion for projects from the lease campers: Signs for Kleinke Park, placing a sign by Bailey Park saying camping 1 mile ahead. Sign on the HWY announcing Shakey Lakes Park. Appling fill and seeding sites at Kleinke Park. Rangers to mow around the marshy area at Kleinke Park. Chip seal at Kleinke Park. Projects from Al and Brian: The development of River Park, grading and leveling of park roads, the cutting of phargmites on the bayside of Airport Park, Bailey Park and Stoney Point, additional fishing docks at Shakey Lakes, pavilion and pit toilet rehab at all parks, additional lighting at Kleinke park.

g) Any Other Matters: policy on car passes with the lease sites, camping deals to promote patronage at the parks a pay for 5 or 6 days and receive 1 free to be utilized by original camper not to be given away to a separate party.

Public Comment:

Christine Salo: Would like a decision made on the Policy and Procedures of the lease sites soon.

Mickey Plutz: Would like to see signs ready for next camping season in the park and on the high way. Feels each park should be treated differently.

Adjournment: Motion by Bleile to adjourn the meeting seconded by Meintz. Motion passed

Next meeting will be held at the Menominee County Library in Stephenson, Michigan at 6:30 pm on November 1, 2011.

Submitted by: Brian R. Bousley, Menominee County Administrator

MENOMINEE COUNTY Standard Budget Report September 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
General Revenues					
Taxes					
HANNAHAVILLE GRANT	0.00	5,125.00	0.00	5,125.00	0.00
Total Taxes	0.00	5,125.00	0.00	5,125.00	0.00
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	176.25	300.00	-123.75	58.75
TIMBER SALES	0.00	650.00	0.00	650.00	0.00
ANNUAL	145.00	6,955.00	8,200.00	-1,245.00	84.82
ANNUAL 2 FOR	0.00	213.00	250.00	-37.00	85.20
DAILY	533.00	4,320.00	5,000.00	-680.00	86.40
SENIOR CITIZENS	0.00	120.00	300.00	-180.00	40.00
GATE RECEIPTS FOR FAIR	0.00	8,308.00	8,017.00	291.00	103.63
SHAKY CAMPING FEES	6,033.00	71,512.00	67,000.00	4,512.00	106.73
KLEINKE CAMPING FEES	4,793.71	21,348.21	20,000.00	1,348.21	106.74
SHAKY LAKE LEASE SITES	0.00	65,582.00	51,650.00	13,932.00	126.97
KLEINKE LEASE SITES	0.00	14,190.00	15,000.00	-810.00	94.60
Total Charges for Services	11,504.71	193,374.46	175,717.00	17,657.46	110.05
Interest and Rents					
PAVILLION-SHAKY	0.00	100.00	210.00	-110.00	47.62
PAVILLION-KLEINKE	0.00	0.00	60.00	-60.00	0.00
Outside Storage	25.00	2,112.00	3,600.00	-1,488.00	58.67
Inside (Fair) Storage	0.00	4,823.80	2,500.00	2,323.80	192.95
Total Interest and Rents	25.00	7,035.80	6,370.00	665.80	110.45
Total Program Revenues	11,529.71	200,410.26	182,087.00	18,323.26	110.06

MENOMINEE COUNTY Standard Budget Report

September 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Other Revenue					
Special Items					
FIREWOOD-KLEINKE	85.00	492.00	0.00	492.00	0.00
ICE-KLEINKE	12.00	127.00	0.00	127.00	0.00
PAID SHOWERS-KLEINKE	43.50	419.25	400.00	19.25	104.81
PAID SHOWERS-SHAKEY	365.00	1,707.25	2,000.00	-292.75	85.36
MISCELLANEOUS RECEIPTS	0.00	66.75	100.00	-33.25	66.75
Sweatshirt Revenue	49.06	161.34	400.00	-238.66	40.34
GENERAL FUND APPROPRIATION	0.00	48,545.00	48,545.00	0.00	100.00
Total Other Revenue	554.56	51,518.59	51,445.00	73.59	100.14
Total Special Items	554.56	51,518.59	51,445.00	73.59	100.14
Total Revenues	12,084.27	257,053.85	233,532.00	23,521.85 *	110.07 *

- 5,125.00 growth
(18,396.85)

MENOMINEE COUNTY

Standard Budget Report

September 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	5,368.38	65,861.99	64,736.00	-1,125.99	101.74 ✓
SALARIES - TEMPORARY	1,582.00	21,004.75	23,760.00	2,755.25	88.40
OVERTIME	0.00	459.60	2,500.00	2,040.40	18.38
LONGEVITY	0.00	625.00	625.00	0.00	100.00 ✓
HOSPITAL DEDUCTIBLE	2,732.51	28,828.77	26,863.00	-1,965.77	107.32 ✓
LIFE INSURANCE	4.60	55.20	60.00	4.80	92.00
FICA-OASDI	412.08	5,375.55	5,384.00	8.45	99.84
FICA-MEDI	96.37	1,257.24	1,302.00	44.76	96.56 ✓
WORKMENS COMPENSATION	774.88	3,210.43	2,970.00	-240.43	108.10 ✓
RETIREMENT	0.00	10,011.55	10,281.00	269.45	97.38
OFFICE SUPPLIES	21.00	1,099.31	1,650.00	550.69	66.62
OFFICE EQUIPMENT	0.00	0.00	500.00	500.00	0.00
POSTAGE-COUNTY PARKS	0.00	218.88	350.00	131.12	62.54
GAS, OIL ETC	1,844.02	8,064.44	6,000.00	-2,064.44	134.41 ✓
DIESEL FUEL	349.18	905.31	1,000.00	94.69	90.53
L.P. GAS	0.00	2,642.52	2,800.00	157.48	94.38
UNIFORMS	329.72	690.83	700.00	9.17	98.69
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	234.33	2,794.86	3,000.00	205.14	93.16
OTHER OPERATING/GENERAL	45.02	1,066.34	1,000.00	-66.34	106.63 ✓
BROCHURES/STICKERS	1,031.00	1,031.00	3,000.00	1,969.00	34.37
TREE REPLACEMENT	0.00	990.00	1,000.00	10.00	99.00
DEQ Permits	0.00	658.00	850.00	192.00	77.41
CONSTRUCTION SUPPLIES	0.00	1,503.91	1,500.00	-3.91	100.26 ✓
PROFESSIONAL/CONTRACTURAL SERVICES	160.00	2,034.00	1,500.00	-534.00	135.60 ✓
PROFESSIONAL-PHYSICALS	0.00	647.00	650.00	3.00	99.54
TRAVEL/Parks Per Diems & Mileage	53.12	527.32	1,500.00	972.68	35.15
PROGRAMMING/RECREATION	139.34	225.31	450.00	224.69	50.07
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	0.00	6,231.00	6,000.00	-231.00	103.85 ✓
Inside Storage	0.00	2,411.90	1,600.00	-811.90	150.74 ✓
WATER TESTING	68.88	720.58	800.00	79.42	90.07
UTILITIES/ELECTRIC	9,939.97	30,190.42	30,000.00	-190.42	100.63 ✓
EQUIPMENT MAINTENANCE	738.45	5,275.34	4,000.00	-1,275.34	131.88 ✓
FACILITY MAINTENANCE	176.13	2,589.35	4,000.00	1,410.65	64.73
GROUNDS MAINTENANCE	680.00	4,423.25	4,000.00	-423.25	110.58 ✓

MENOMINEE COUNTY
Standard Budget Report
 September 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
RENTAL/CONTRACTING	1,025.15	11,221.21	7,500.00	-3,721.21	149.62
REFUNDS/REBATES	498.00	1,624.00	4,000.00	2,376.00	40.60
NEW/REPLACEMENT EQUIPMENT	5,297.30	8,515.21	5,000.00	-3,515.21	170.30
Total COUNTY PARKS	33,601.43	234,991.37	233,531.00	-1,460.37	100.63
Total Recreation and Culture	33,601.43	234,991.37	233,531.00	-1,460.37	100.63
Total Expenditures	33,601.43	234,991.37	233,531.00	-1,460.37	100.63
CHANGE IN FUND EQUITY	-21,517.16	22,062.48	1.00	22,061.48	-2,206,248.00

16,936.48

MENOMINEE COUNTY
Standard Budget Report
 September 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Contribution From Local Units					
LOCAL GRANT-STONEY POINT	0.00	14,000.00	0.00	14,000.00	0.00
Local Grant/Shakey Lakes	0.00	(9,861.00) <i>211</i>	0.00	9,861.00	0.00
Total Contribution From Local Units	0.00	23,861.00	0.00	23,861.00	0.00
Charges for Services					
BOAT FEES	277.00	3,564.00	4,000.00	-436.00	89.10
Total Charges for Services	277.00	3,564.00	4,000.00	-436.00	89.10
Total Program Revenues	277.00	27,425.00	4,000.00	23,425.00	685.63
Special Items					
Other Revenue	0.00	200.00	200.00	0.00	100.00
MISCELLANEOUS RECEIPTS	0.00	200.00	200.00	0.00	100.00
Total Other Revenue	0.00	200.00	200.00	0.00	100.00
Total Special Items	0.00	200.00	200.00	0.00	100.00
Total Revenues	277.00	27,625.00	4,200.00	23,425.00	657.74

MENOMINEE COUNTY
Standard Budget Report
 September 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKEY LAKES IMPROVEMENT	23,630.00	32,707.68	9,250.00	-23,457.68	353.60
KLEINKE PARK IMPROVEMENT	0.00	98.24	200.00	101.76	49.12
SHAKEY LAKE CAPITAL IMPROVEMENT	0.00	375.00	0.00	-375.00	0.00
Total PARK IMPROVEMENT EXPENDITURE	23,630.00	33,180.92	9,450.00	-23,730.92	351.12
Total Recreation and Culture	23,630.00	33,180.92	9,450.00	-23,730.92	351.12
Total Expenditures	23,630.00	33,180.92	9,450.00	-23,730.92	351.12
CHANGE IN FUND EQUITY	-23,353.00	-5,555.92	-5,250.00	-305.92	105.83