

"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
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

The Menominee County
Parks and Recreation Committee
Will meet on **Tuesday ~December 6, 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. Annual Campground Inspection
 - e. 2012 lease site agreements/ policy and procedures
 - f. Sheriff Department site at Shakey Lakes- Discussion
 - g. Camp Hosts-Review
 - h. Advertisement
 - i. Grant Opportunity
- 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

November 1, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at the Menominee County Library in Stephenson, MI on November 1, 2011.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Glenn Cody, Vola Bleile, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. There was a quorum present to conduct the meeting. Al Thompson, Buildings and Grounds Supervisor, also attended the meeting.

Approval of agenda: Motion was made by Mark and seconded by Ruby. The motion carried.

Minutes: Minutes from the previous meeting on October 4, 2011 were approved. Glenn made the motion that was seconded by Charlie. The motion carried.

Public Comment: Candace Curran, president of the Menominee County Fair Committee, requested a joint meeting with the Parks and Recreation Committee in January to discuss the 2012 fair. She reported that the stray voltage problem at Shakey Lakes Park which had been a problem last year was recently corrected by the power company; grounding rods were installed. She announced that the 2012 event will be the 100th anniversary of the Menominee County Fair.

Bob Menacher from the Menominee County Sheriff's Department requested a reduced fee for a permanent campsite at Shakey Lakes Park. He remarked that his visibility there would help deter potential problems among the campers. His request was tabled until the next meeting.

Business:

- a. **Park Office Manager/Park Ranger Report:** Brian reported that crews were busy closing everything up for the winter, and that a water hydrant had ruptured at Shakey Lakes Park. In addition, a new water pump had been installed in one of the trucks.
- b. **Budget-monthly review:** Brian submitted the latest budget statement for review by the committee. Questions were raised concerning an overage for "gas and oil" as well as for "rental and contracting". Brian explained that the fuel tanks weren't full at the end of last year and that there had been unexpected increases in the rates for garbage removal and septic pumping. Bob suggested that much gasoline could be saved if those employees who were responsible for maintenance at Kleinke Park didn't have to report first to the maintenance facility at Shakey Lakes Park.
- c. **Projects Updates:** Dan Menacher, Menominee County Building Inspector, presented updated plans for the placement of the new dump station at Shakey Lakes Park. After much discussion, the committee requested Dan to oversee additional changes including: moving the dump station to the south side of the new bath house, eliminating the parking area and replacing it with a sidewalk, and rotating the orientation of the dump

- station by 90 degrees. On another matter, Al reported that new caps had been installed on the pit toilets at Kleinke Park to prevent ground water from entering the pits.
- d. **Lease site policy and procedures:** The new policies and procedures were reviewed. Vola made a motion to approve them that was seconded by Charlie. The motion carried.
 - e. **Camp Hosts:** After a brief discussion, Ruby made a motion to institute the program on a trial basis for one year that was seconded by Charlie. The motion carried.
 - f. **Winter Projects:** Brian reported that the parks would be cleaned up, and that new signage would be constructed and installed at Kleinke Park. Additional winter projects would be forthcoming.
 - g. **Any other matters:** Glenn suggested that the summer meetings at the various county park include a brief tour of the facilities by Al Thompson so that the committee could see first hand what projects had been undertaken as well as what other improvements needed to be considered. Ruby requested that the committee consider an earlier meeting time. Brian suggested that the committee consider establishing a fitness trail at one of the parks.

Correspondence: A letter thanking the park system for the West Shore Fishing Museum was read.

Public Comment: Candace offered her thanks to Ruby for her efforts on the Camp Host program. She also asked if camp registration could be conducted at the annex.

A motion to adjourn the meeting at 8:25 pm. was offered by Charlie and seconded by Vola.

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY
Standard Budget Report
 November 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	5.00	5.00	300.00	-295.00	1.67
ANNUAL	20.00	20.00	8,250.00	-8,230.00	0.24
DAILY	0.00	0.00	5,200.00	-5,200.00	0.00
GATE RECEIPTS FOR FAIR	0.00	0.00	8,000.00	-8,000.00	0.00
SHAKEY CAMPING FEES	0.00	370.00	67,000.00	-66,630.00	0.55
KLEINKE CAMPING FEES	48.00	547.00	20,000.00	-19,453.00	2.73
SHAKEY LAKE LEASE SITES	0.00	72.00	63,682.00	-63,610.00	0.11
KLEINKE LEASE SITES	0.00	0.00	13,000.00	-13,000.00	0.00
Total Charges for Services	73.00	1,014.00	185,432.00	-184,418.00	0.55
Interest and Rents					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILION-KLEINKE	0.00	0.00	100.00	-100.00	0.00
Outside Storage	469.00	3,835.00	3,600.00	235.00	106.53
Inside (Fair) Storage	0.00	2,847.25	2,500.00	347.25	113.89
Total Interest and Rents	469.00	6,682.25	6,400.00	282.25	104.41
Total Program Revenues	542.00	7,696.25	191,832.00	-184,135.75	4.01
Special Items					
Other Revenue					
PAID SHOWERS-KLEINKE	19.00	19.00	400.00	-381.00	4.75
PAID SHOWERS-SHAKEY	18.00	18.00	2,000.00	-1,982.00	0.90
MISCELLANEOUS RECEIPTS	44.00	192.00	100.00	92.00	192.00
Sweatshirt Revenue	0.00	0.00	300.00	-300.00	0.00
GENERAL FUND APPROPRIATION	0.00	10,728.75	42,915.00	-32,186.25	25.00
Total Other Revenue	81.00	10,957.75	45,715.00	-34,757.25	23.97
Total Special Items	81.00	10,957.75	45,715.00	-34,757.25	23.97
Total Revenues	623.00	18,654.00	237,547.00	-218,893.00	7.85

MENOMINEE COUNTY
Standard Budget Report
 November 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	4,994.60	7,616.08	66,031.00	58,414.92	11.53
SALARIES - TEMPORARY	0.00	0.00	23,760.00	23,760.00	0.00
OVERTIME	0.00	0.00	1,800.00	1,800.00	0.00
LONGEVITY	0.00	0.00	675.00	675.00	0.00
HOSPITAL DEDUCTIBLE	2,732.51	5,465.02	22,907.00	17,441.98	23.86
HRA REIMBURSEMENTS	0.00	0.00	4,000.00	4,000.00	0.00
LIFE INSURANCE	4.60	13.80	60.00	46.20	23.00
FICA-OASDI	290.84	596.25	5,477.00	4,880.75	10.89
FICA-MEDI	68.01	139.43	1,281.00	1,141.57	10.88
WORKMENS COMPENSATION	0.00	0.00	3,154.00	3,154.00	0.00
RETIREMENT	0.00	0.00	10,603.00	10,603.00	0.00
OFFICE SUPPLIES	0.00	0.00	1,200.00	1,200.00	0.00
OFFICE EQUIPMENT	0.00	0.00	300.00	300.00	0.00
POSTAGE-COUNTY PARKS	0.00	0.00	300.00	300.00	0.00
GAS, OIL ETC	0.00	0.00	6,000.00	6,000.00	0.00
DIESEL FUEL	0.00	0.00	2,000.00	2,000.00	0.00
L.P. GAS	0.00	0.00	2,100.00	2,100.00	0.00
UNIFORMS	0.00	0.00	700.00	700.00	0.00
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	0.00	26.69	3,000.00	2,973.31	0.89
OTHER OPERATING/GENERAL	245.25	245.25	1,000.00	754.75	24.52
BROCHURES/STICKERS	0.00	0.00	2,500.00	2,500.00	0.00
TREE REPLACEMENT	1,000.00	1,000.00	1,000.00	0.00	100.00
DEQ Permits	0.00	0.00	850.00	850.00	0.00
CONSTRUCTION SUPPLIES	0.00	0.00	1,500.00	1,500.00	0.00
PROFESSIONAL/CONTRACTURAL SERVICES	0.00	1,580.00	5,000.00	3,420.00	31.60
PROFESSIONAL-PHYSICALS	0.00	0.00	650.00	650.00	0.00
TRAVEL/Parks Per Diems & Mileage	67.16	67.16	1,500.00	1,432.84	4.48
PROGRAMMING/RECREATION	0.00	0.00	300.00	300.00	0.00
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	0.00	0.00	6,500.00	6,500.00	0.00
Inside Storage	0.00	0.00	2,500.00	2,500.00	0.00
WATER TESTING	370.35	370.35	700.00	329.65	52.91
UTILITIES/ELECTRIC	1,027.24	1,495.56	30,000.00	28,504.44	4.99
EQUIPMENT MAINTENANCE	524.83	524.83	4,000.00	3,475.17	13.12
FACILITY MAINTENANCE	0.00	0.00	3,500.00	3,500.00	0.00

MENOMINEE COUNTY
Standard Budget Report
 November 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
GROUNDS MAINTENANCE	491.76	491.76	4,000.00	3,508.24	12.29
RENTAL/CONTRACTING	429.27	1,236.56	7,500.00	6,263.44	16.49
REFUNDS/REBATES	0.00	0.00	3,500.00	3,500.00	0.00
NEW/REPLACEMENT EQUIPMENT	295.82	495.82	5,000.00	4,504.18	9.92
Total COUNTY PARKS	<u>12,542.24</u>	<u>21,364.56</u>	<u>237,548.00</u>	<u>216,183.44</u>	<u>8.99</u>
Total Recreation and Culture	<u>12,542.24</u>	<u>21,364.56</u>	<u>237,548.00</u>	<u>216,183.44</u>	<u>8.99</u>
Total Expenditures	<u>12,542.24</u>	<u>21,364.56</u>	<u>237,548.00</u>	<u>216,183.44</u>	<u>8.99</u>
CHANGE IN FUND EQUITY	-11,919.24	-2,710.56	-1.00	-2,709.56	-271,056.00

MENOMINEE COUNTY
Standard Budget Report
 November 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services					
BOAT FEES	16.00	77.00	4,000.00	-3,923.00	1.93
Total Charges for Services	<u>16.00</u>	<u>77.00</u>	<u>4,000.00</u>	<u>-3,923.00</u>	<u>1.93</u>
Total Program Revenues	<u>16.00</u>	<u>77.00</u>	<u>4,000.00</u>	<u>-3,923.00</u>	<u>1.93</u>
Total Revenues	<u>16.00</u>	<u>77.00</u>	<u>4,000.00</u>	<u>-3,923.00</u>	<u>1.93</u>

MENOMINEE COUNTY
Standard Budget Report
 November 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKY LAKES IMPROVEMENT	7,138.12	7,138.12	100,000.00	92,861.88	7.14
Total PARK IMPROVEMENT EXPENDITURE	<u>7,138.12</u>	<u>7,138.12</u>	<u>100,000.00</u>	<u>92,861.88</u>	<u>7.14</u>
Total Recreation and Culture	<u>7,138.12</u>	<u>7,138.12</u>	<u>100,000.00</u>	<u>92,861.88</u>	<u>7.14</u>
Total Expenditures	<u>7,138.12</u>	<u>7,138.12</u>	<u>100,000.00</u>	<u>92,861.88</u>	<u>7.14</u>
CHANGE IN FUND EQUITY	-7,122.12	-7,061.12	-96,000.00	88,938.88	-7.36



Public Health
Delta & Menominee Counties
Environmental Health Division



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November 11, 2011

Menominee County Parks
Brian Bousley
839 10th Avenue
Menominee, MI 49858

RE: Annual Inspection of Kleinke Park Campground

Dear Mr. Bousley:

On August 18, 2011, Public Health Delta and Menominee Counties (PHDM) completed the routine annual campground inspection at Kleinke Park Campground. It was determined that this facility was in compliance with Part 125 of Act 368, P.A. 1978 except in the following areas:

1. Holding tank covers behind the campground area privies are lightweight and not secured closed - safety chains were broken or not locked. Secure the covers closed with chains and locks or other approved method to prevent unwanted entry into the tanks.
2. The safety chain/lock on the first manhole cover of the septic tank near the service building is broken. Replace the chain/lock to prevent unwanted entry into the tanks.
3. The lower ring of the well cap/seal is cracked and needs to be replaced to reduce the risk of contamination of the water supply. Also the well cap is loose – provide an approved sanitary seal on the well casing to reduce the risk of contamination of the water supply.
4. Flushing valve covers are broken and/or missing from valves in the drainfield area leaving holes in the ground. Repair or Replace the covers to prevent injuries.
5. Self closing devices were not working on the privy doors at the women's camping area privy and the men's camping area privy. Provide adequate self-closing devices on the doors to limit flies, etc.

PHDM appreciates your efforts to provide a safe and sanitary campground for residents and visitors of Menominee County. If you have any questions regarding this inspection, please contact PHDM at (906)863-4451.

Sincerely,

Patti Arsineau, R.S.
Environmental Health Specialist

C: DEQ Campgrounds & Pool Unit, P.O. Box 30273, Lansing, MI 48909-7773

kw



CAMPGROUND INSPECTION REPORT

Issued under authority of Part 125 of Act 368, P.A. 1978, as amended. An annual inspection is required for licensure.

Campground Name: KLEINKE PARK L - 3435-55

Inspection Date: 8-18-11 Location: N5790 HWY M35 County: Menominee

Owner's Name and Address: MENOMINEE COUNTY PARKS 939 10th Ave Menom.

TYPE OF CAMPGROUND	MODERN	PRIMITIVE	TOTAL	NOTE:
Number of Individual Sites	<u>35</u>	<u>0</u>	<u>35</u>	<input checked="" type="checkbox"/> Indicates Satisfactory Compliance
Equivalent No. of Group Sites	<u>0</u>	<u>0</u>	<u>0</u>	<input checked="" type="checkbox"/> Indicates Noncompliance
			TOTAL <u>35</u>	- Indicates Item Does Not Apply

Number of Sites w/ Electrical Service 35 Number of Sites w/ Water Connections 0 Number of Unthreaded Water Outlets 1
 Number of Sites w/ Seepage Pits 0 Number of Sites w/ Sewer Connections 0

Sites - General: (Rule 6)

- License Fee Paid Construction Affidavit, Plumbing & Electrical Approvals for New Facilities or Sites
- Site Layout Complies with Approved Plan Sites Numbered
- Boundaries Designated 4 ft. Unobstructed Path Around RVs
- No Permanent Structures on Campground Sites
- Drainage One RV per Site No Unlicensed Sites/Areas

Group Sites: (Rule 6b)

- Area Boundaries Designated Signs Posted Record Kept
- 4 ft. Path Around RVs Emergency Vehicle Access Maintained

Water Supply: (Rule 9) Municipal Type II Type III

- Well:** Proper Construction Adequate Capacity
 Isolation Properly Maintained & Operated
 Above-Grade Well House Sample Tap, Pump-to-Waste, Cl₂

Distribution: (Rule 9)

- Disinfected Before Opening. Last Sampled 4/28/11 (Date)
- Result (Coliform/100 ml) NOT DETECTED
- No Stop & Waste Valves No Buried Hoses
- One RV per CG Outlet Proper Operation & Maintenance

Water Treatment: (Act 399)

- Type: NA
 Certified Operator Monthly Operation Reports Submitted

Service Building: (Rule 21)

- Ventilation Windows Screened Coving
- Self-Closing Exterior Doors Fixtures in Working Order
- Lighting Proper Plumbing, No Cross Connections
- Hot Water 120°F or Less Maintenance
- Adequate Number of Fixtures

No. of Service Buildings:	1	MALE	FEMALE	UNISEX
Number of Lavatories (Sinks)		<u>3</u>	<u>3</u>	<u>0</u>
Number of Toilets		<u>2</u>	<u>3</u>	<u>0</u>
Number of Urinals		<u>1</u>		<u>0</u>
Number of Showers		<u>2</u>	<u>2</u>	<u>0</u>

Privies: (Rules 6a and 16)

- Adequate Number Properly Constructed
- Located >50 ft. from Campsites Proper Maintenance

Sewage Collection & Treatment System: (Rules 11, 12, and 13)

- Sewer Risers 2 inches Above-Grade Closed on Vacant Sites
- 5 ft. or More to Water Riser
- Sanitary Connection to Recreational Vehicles
- Septic Tank Properly Maintained, Last Pumped / / (Date)
- No Buried Storage Tanks (Rule 19) Seepage Pits (Rule 18)

Lagoon: (Rules 10 and 14)

- Berms Maintained Weeds Under Control
- No Evidence of Muskrats No Dike Erosion
- Gate & Fence Warning Signs Certified Operator
- Proper Access Road No Nuisance Conditions

Disposal: (Rules 10 and 14)

- No Evidence of Failed Tile Field, Irrigation Area, Seepage Cells
- Properly Maintained and Operated
- Discharge Monitoring and Flow Reports Submitted
- Current Discharge Permit or Authorization

Sanitary Station: (Rule 26)

- Required Properly Constructed and Maintained

Garbage and Refuse Disposal: (Rule 31)

- Sufficient Number Emptied as Required
- Properly Maintained Disposal in Accord With Law

Miscellaneous Requirements:

- Roadways Maintained Vehicle Parking Off Roads (Rule 8)
- Manager Available Emergency Phone #s Posted (Rule 7)
- Electrical Installation No Buried Extension Cords (Rule 33)
- Swimming Pool Bathing Beach (Rule 35)
- Measures taken to Reduce Mosquito Population (Rule 31)
- Service Building, Grounds, Facilities Maintained/Clean (Rule 27)
- No Changes without LHD/MDEQ Construction Approvals (Rule 3)

RECOMMENDATION REGARDING LICENSURE

- At the time of inspection, the facilities were found to be in substantial compliance with the law and rules; therefore, a license is recommended.
- This facility is **NOT** in substantial compliance, a follow-up inspection will be made on / /. All violations must be corrected at this time.
- This facility is **NOT** in substantial compliance and licensure cannot be recommended. Violations are as indicated above; additional comments below:

Additional Comments: Well cap is loose & bottom ring on well cap is broken - repair/replace to provide a sanitary seal. Self-closing devices on camping area privy doors are not working - doors stay open - repair/replace so doors are self-closing. Septic/holding tank safety chains are broken/not locked on camping area privy tank covers and on the 1st septic system riser - repair or replace to provide locked covers. Green caps on flushing valves (drainfield) broken/loose - repair or replace.

LHD or MDEQ Rep.: Patricia Arsineau Person Interviewed: N/A

NOTE: Use Campground Inspection Report Supplement (Form EQP 1715-1) for additional remarks.

DISTRIBUTION: WHITE - DEQ CANARY - CAMPGROUND OWNER PINK - LOCAL HEALTH DEPARTMENT



Public Health
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Environmental Health Division



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November 11, 2011

Menominee County Parks
Brian Bousley
839 10th Avenue
Menominee, MI 49858

RE: Annual Inspection of Shakey Lakes Campground

Dear Mr. Bousley:

On August 26, 2011, Public Health Delta and Menominee Counties (PHDM) completed the routine annual campground inspection at Shakey Lakes Campground. It was determined that this facility was in compliance with Part 125 of Act 368, P.A. 1978 except in the following areas:

1. Emergency contact information and nearest telephone location information were not posted or provided at check-in. Please post or provide the required information. Details on this requirement were faxed to Shakey Lakes Park on September 12, 2011.

PHDM appreciates your efforts to provide a safe and sanitary campground for residents and visitors of Menominee County. If you have any questions regarding this inspection, please contact PHDM at (906)863-4451.

Sincerely,

Patti Arsineau, R.S.
Environmental Health Specialist

C: DEQ Campgrounds & Pool Unit, P.O. Box 30273, Lansing, MI 48909-7773
Shakey Lakes Park, N8390 County Park Rd., Stephenson, MI 49887

kw



CAMPGROUND INSPECTION REPORT

Issued under authority of Part 125 of Act 368, P.A. 1978, as amended. An annual inspection is required for licensure.

Campground Name: Shakey Lakes Campground **L - 3450 - 55**
 Inspection Date: 8-26-11 Location: N8390 County Park Rd Stephenson County: Menominee
 Owner's Name and Address: Menom. County c/o Brian Bousky 839 10th Ave Menominee, MI

TYPE OF CAMPGROUND	MODERN	PRIMITIVE	TOTAL	NOTE:
Number of Individual Sites	<u>91</u>	<u>49</u>	<u>140</u>	✓ Indicates Satisfactory Compliance
Equivalent No. of Group Sites	<u>0</u>	<u>0</u>	<u>0</u>	x Indicates Noncompliance
			TOTAL <u>140</u>	- Indicates Item Does Not Apply

Number of Sites w/ Electrical Service 112 Number of Sites w/ Water Connections 0 Number of Unthreaded Water Outlets 12
 Number of Sites w/ Seepage Pits 0 Number of Sites w/ Sewer Connections 0

Sites - General: (Rule 6)

- License Fee Paid Construction Affidavit, Plumbing & Electrical Approvals for New Facilities or Sites
- Site Layout Complies with Approved Plan Sites Numbered
- Boundaries Designated 4 ft. Unobstructed Path Around RVs
- No Permanent Structures on Campground Sites
- Drainage One RV per Site No Unlicensed Sites/Areas

Group Sites: (Rule 6b)

- Area Boundaries Designated Signs Posted Record Kept
- 4 ft. Path Around RVs Emergency Vehicle Access Maintained

Water Supply: (Rule 9) Municipal Type II Type III

- Well:** Proper Construction Adequate Capacity
 Isolation Properly Maintained & Operated
 Above-Grade Well House Sample Tap, Pump-to-Waste, Cl₂

Distribution: (Rule 9)

- Disinfected Before Opening. Last Sampled 4/27/11 (Date)
- Result (Coliform/100 ml) NOT DETECTED
- No Stop & Waste Valves No Buried Hoses
- One RV per CG Outlet Proper Operation & Maintenance

Water Treatment: (Act 399)

- Type: NA
 Certified Operator Monthly Operation Reports Submitted

Service Building: (Rule 21)

- Ventilation Windows Screened Coving
- Self-Closing Exterior Doors Fixtures in Working Order
- Lighting Proper Plumbing, No Cross Connections
- Hot Water 120°F or Less Maintenance
- Adequate Number of Fixtures

(Accepted by MDEQ per letter 11-8-2000)

No. of Service Buildings:	2	MALE	FEMALE	UNISEX
Number of Lavatories (Sinks)		4	4	-
Number of Toilets		2	4	-
Number of Urinals		2		-
Number of Showers		2	2	-

Privies: (Rules 6a and 16)

- Adequate Number Properly Constructed
- Located >50 ft. from Campsites Proper Maintenance

Sewage Collection & Treatment System: (Rules 11, 12, and 13)

- Sewer Risers 2 inches Above-Grade Closed on Vacant Sites
- 5 ft. or More to Water Riser
- Sanitary Connection to Recreational Vehicles
- Septic Tank Properly Maintained, Last Pumped 5/20/11 (Date)
- No Buried Storage Tanks (Rule 19) Seepage Pits (Rule 18)

Lagoon: (Rules 10 and 14)

- Berms Maintained Weeds Under Control
- No Evidence of Muskrats No Dike Erosion
- Gate & Fence Warning Signs Certified Operator
- Proper Access Road No Nuisance Conditions

Disposal: (Rules 10 and 14)

- No Evidence of Failed Title Field, Irrigation Area, Seepage Cells
- Properly Maintained and Operated
- Discharge Monitoring and Flow Reports Submitted
- Current Discharge Permit or Authorization (Expires 12-1-11)

Sanitary Station: (Rule 26)

- Required Properly Constructed and Maintained

Garbage and Refuse Disposal: (Rule 31)

- Sufficient Number Emptied as Required
- Properly Maintained Disposal in Accord With Law

Miscellaneous Requirements:

- Roadways Maintained Vehicle Parking Off Roads (Rule 8)
- Manager Available Emergency Phone #s Posted (Rule 7)
- Electrical Installation No Buried Extension Cords (Rule 33)
- Swimming Pool Bathing Beach (Rule 35)
- Measures taken to Reduce Mosquito Population (Rule 31)
- Service Building, Grounds, Facilities Maintained/Clean (Rule 27)
- No Changes without LHD/MDEQ Construction Approvals (Rule 3)

RECOMMENDATION REGARDING LICENSURE

- At the time of inspection, the facilities were found to be in substantial compliance with the law and rules; therefore, a license is recommended.
- This facility is **NOT** in substantial compliance, a follow-up inspection will be made on ___/___/___ . All violations must be corrected at this time.
- This facility is **NOT** in substantial compliance and licensure cannot be recommended. Violations are as indicated above; additional comments below:

Additional Comments: Please post manager contact info, emergency numbers, nearest public telephone location (or provide this info to campers @ check-in)

LHD or MDEQ Rep.: Ruth Arsineau Person Interviewed: Mike

NOTE: Use Campground Inspection Report Supplement (Form EQP 1715-1) for additional remarks.

DISTRIBUTION: WHITE - DEQ CANARY - CAMPGROUND OWNER PINK - LOCAL HEALTH DEPARTMENT

MENOMINEE COUNTY PARKS & RECREATION
SHAKEY LAKES PARK
N-8390 COUNTY PARK ROAD
STEPHENSON, MI 49887
(906)-863-7525
2012

SEASONAL SITE REGISTRATION

FIRST NAME: _____ LAST NAME: _____ M/INITIAL: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (____) _____ WORK/DAY PHONE: (____) _____

SPOUSE'S NAME: _____ WORK/DAY PHONE: (____) _____
 (Family consists of: Father, Mother and children.)

NAMES OF CHILDREN:

 _____ AGE: _____ AGE: _____ AGE: _____
 _____ AGE: _____ AGE: _____ AGE: _____

RV MANUFACTURER: _____ MODEL: _____ LENGTH: _____ WIDTH: _____
 (Including slideouts)

YEAR OF MANUF: _____ LIC #: _____ STATE: _____
 (Rigs over ten years old require management approval each year.)

TYPE: TRAILER FIFTH WHEEL MOTOR HOME PARK MODEL TRUCK CAMPER
 POP UP OTHER

TRANSPORTATION VEHICLE: (Only two vehicles at site-other vehicle must be kept in guest parking.)

MAKE: _____ MODEL: _____ LIC # _____ STATE: _____

MAKE: _____ MODEL: _____ LIC # _____ STATE: _____

BOAT:

MAKE: _____ MODEL: _____ REG # _____ STATE: _____ LENGTH: _____ BEAM: _____
 SITE # _____

Six-month leases will run May 1-12 - November 1-12.
 Five-month lease will run May 1-12 - October 31-12.

- | | | |
|----|--|-----------------|
| 1. | Seasonal Rates (6 Months) for Electrical Site | \$1500.00 _____ |
| | Seasonal Rates (6 Months) for Non-electrical Site | \$960.00 _____ |
| | Seasonal Rates (5 Months) for Electric Site | \$1350.00 _____ |
| | Seasonal Rates (5 Months) for Non-electric Site | \$840.00 _____ |
| 2. | TWO VEHICLE ANNUAL | FREE _____ |
| 3. | LEASE SITE MUST BE PAID IN FULL BY FEBRUARY 15, 2012. FAILURE TO PAY
IN FULL BY FEBRUARY 15, 2012 YOUR SITE <u>MAY BE</u> REASSIGNED
TO NEXT AVAILABLE LESSEE. | |
| 4. | BOAT | |
| | REGULAR | \$ 20.00 _____ |
| | SENIOR 65 AND OVER | \$ 10.00 _____ |
| | OVER 70 | FREE _____ |
| 5. | TOTAL | |
| 6. | FULL PAYMENT DUE FEBRUARY 15, 2012 | _____ |

**2012 SEASONAL CAMPSITE LEASE
- PLEASE READ CAREFULLY -**

THIS INDENTURE, made this _____ Day of _____, 20___, by and between Menominee County

Parks, Shakey Lakes Park, Stephenson, MI 49887, 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 Lake, 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 February 15, 2012.

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 2012 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.

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 Shakey Lakes 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. Lessee shall have the right of final renewal for the proceeding year.

Send payment to Menominee County Courthouse, 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: _____

DATE: _____

**MENOMINEE COUNTY PARKS & RECREATION
KLEINKE PARK
M-35 INGALLSTON TOWNSHIP
(906)-863-7525
2012 SEASONAL SITE REGISTRATION**

FIRST NAME: _____ LAST NAME: _____ M/INITIAL: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (____) _____ WORK/DAY PHONE: (____) _____

SPOUSE'S NAME: _____ WORK/DAY PHONE: (____) _____
 (Family consists of: Father, Mother and children.)

NAMES OF CHILDREN:

 _____ AGE: _____ AGE: _____ AGE: _____
 _____ AGE: _____ AGE: _____ AGE: _____

RV MANUFACTURER: _____ MODEL: _____ LENGTH: _____ WIDTH: _____
 (Including slide outs)

YEAR OF MANUF: _____ LIC #: _____ STATE: _____
 (Rigs over ten years old require management approval each year.)

TYPE: TRAILER FIFTH WHEEL MOTOR HOME PARK MODEL TRUCK CAMPER
 POP UP OTHER

TRANSPORTATION VEHICLE: (Only two vehicles at site-other vehicle must be kept in guest parking.)

MAKE: _____ MODEL: _____ LIC # _____ STATE: _____

MAKE: _____ MODEL: _____ LIC # _____ STATE: _____

BOAT:

MAKE: _____ MODEL: _____ REG # _____ STATE: _____ LENGTH: _____ BEAM: _____
 SITE # _____

Six month leases will run May 1, 2012 – November 1, 2012 or May 15-2012 to November 15, 2012
 Five month lease will run May 1, 2012 – October 1, 2012 or May 15-2012 to October 15, 2012

- | | | |
|----|--|-----------------|
| 1. | Seasonal Rates (6 Months) for Electrical Site | \$1500.00 _____ |
| | Seasonal Rates (5 Months) for Electric Site | \$1350.00 _____ |
| | Four Month Rate for Electric Site | \$1260.00 _____ |
| | Three Month Rate for Electric Site | \$1080.00 _____ |
| | Two Month (back to back) Rate for Electric Site | \$870.00 _____ |
| | One Month Rate for Electric Site | \$480.00 _____ |
| | LEASE SITE MUST BE PAID IN FULL BY FEBRUARY 15, 2012. FAILURE TO PAY
IN FULL BY FEBRUARY 15, 2011 YOUR SITE <u>MAY BE</u> REASSIGNED
TO NEXT AVAILABLE LESSEE. | |
| 2. | BOAT | |
| | REGULAR | \$ 20.00 _____ |
| | SENIOR 65 and OVER | \$ 10.00 _____ |
| | OVER 70 | FREE _____ |
| 3. | TOTAL | |
| 4. | FULL PAYMENT DUE FEBRUARY 15, 2012 | _____ |

2012 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 February 15, 2012.

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 2011 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.

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. Lessee shall have the right of final renewal for the proceeding year.

Send payment to

Menominee County Courthouse, 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: _____

DATE: _____

Menominee County Parks Lease Campsites
Policies and Procedures

1. Each leased campsite shall have the occupant (lessee) sign and abide by the Lease Agreement with Menominee County.
2. Lease sites of only five (5) months and six (6) months will be offered at Shakey Lakes Park.
3. Lease sites for Shakey Lakes Park will commence on the first of the month and terminate at the end of the month. Five months lease sites will begin on May 1st and end on September 30th. Six month lease sites will begin on May 1st and end on October 31st. Exceptions may be noted on the lease with the approval of the Menominee County Administrator.
4. Lease sites of one (1), two (2), three (3), four (4), and five (5) and six (6) months will be offered at Kleinke Park.
5. Lease sites for Kleinke Park will commence on the first (1st) of the month or the fifteenth (15th) of the month starting in May.
6. Lessee staying longer than their initially agreed upon term, will be required to pay the daily camping rate for each additional day.
7. If a lessee requests to move to a different site to be leased, the requested site has to be an unoccupied non-water site.
8. If multiple lessees request the same unoccupied non-water site, the length of documented years of requesting the site shall be the determining factor. If multiple lessees have requested the same site for the same amount of the years, the multiple lessees will be placed in a lottery and the chairman of the Parks and Recreation Committee or the County Administrator will draw the name of the lessees who will be awarded the new site.
9. Water sites at Shakey Lakes will consist of 50% available for lease sites and 50% for daily use sites. Currently there are more than 50% leased water sites. The current lessees will be allowed to maintain their current sites but if a water site is forfeited by a lessee that site will not be available for lease until the available leased water sites are below 50%.
10. Water sites at Kleinke Park will consist of 50% available for lease sites of five (5) and six (6) months leases and 50% for daily use and short term leases of 4, 3, 2, and 1 month sites. Currently there are more than 50% lease water sites. The current 5 and 6 month lessees will be allowed to maintain their current sites but if a water site is forfeited by a lessee the site will not be available for lease until the available water sites are below 50%.

DRAFT PROPOSED: 3/29/2010

CAMPGROUND HOST - VOLUNTEER PROGRAM

POLICY

The Parks and Recreation Division encourages the use of volunteers as Campground Hosts at all units with campgrounds. Volunteer Hosts must comply with all State Laws, Administrative Rules, DNR Policies & Procedures and Director's Orders. DNR Policy and Procedure 23.01-02 Volunteer Program and 23.01-02 Supplement 1 Volunteer Program - General Information establishes the process of approval for campground hosts.

Hospitality is the most important function of Campground Hosts. Their duties include, but are not limited to the following:

- Extend a warm welcome to campground visitors.
- Maintain a friendly presence
- Provide answers to questions and information regarding local attractions
- Loan forgotten camping equipment to visitors when available.

Hosts contribute their services with the goal of assuring visitors a comfortable enjoyable stay and enhance the quality of their outdoor-recreation experience.

The Unit Host Program Liaison is the unit employee responsible for overseeing the Host Program within a specific campground. This employee is designated as such by the Unit Supervisor. The Host Program Liaison needs to be available to the Host and knowledgeable of the services and activities to be provided by the Host. The Host Program Liaison is responsible for the following:

- Collecting the Host Activity Report on a weekly basis (PR3280)
- Ensuring the Expenditure & Cash reports are completed and provided to Administrative Support for processing.
- Completing an evaluation of the Host's performance (PR3275) upon their departure.
- Receiving the Host's feedback on their experience, including the Unit's performance upon the Host's departure (PR3276).

The Volunteer Program Manager is a member of the Resource Management Section in the Division office as designated by Resource Management Section Chief.

PROCEDURE

Number of Hosts

Normally, each campground will be limited to one Host at a time. If simultaneous Hosts are desired, the Unit Supervisor/Manager may submit a written request of justification to the Volunteer Program Manager. Factors such as the following may justify a second campground Host:

- Campground occupancy rate
- Unique campground configuration
- Large numbers of special events

Timetables

Campground Hosts are required in campgrounds during the prime camp season months of June, July and August. Hosts on-site during the remaining camping months, while beneficial are optional to campground management. The Unit Supervisor/Manager may recommend to the Volunteer Program Manager that Hosts be present beyond the prime months of the camp year, based upon a unique need of the campground.

Selection and Application Process

Campground Host applications are accepted year-round.

- Applicants must be at least 18 years of age and Michigan residents are given priority.
- Applicants must submit a Volunteer Campground Host Application, DNR Form 3141 and Volunteer Release and Waiver of Liability Form PR0511, to the Unit Supervisor/Manager of the park where the applicant wishes to serve.
- Hosts may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.
- Applicant interviews and selection will be conducted by the Unit Supervisor/Manager and are subject to criminal history background check.
- The Unit Supervisor/Manager or Administrative Support staff enters the Host applicant data necessary to complete the criminal history background check to the same data bank system utilized for STW hires.
- Once an "approval to hire" comes back from the criminal history check, the unit supervisor/manager has 60 days to notify the host of his/her assignment. A criminal history check does not have to be repeated unless the applicant returns the following year or the unit supervisor/manager thinks it necessary to do one before that.
- The DNR Human Resources office will notify the Volunteer Program Manager or his/her representative, and subsequently the Unit Supervisor/Managers of any problem discovered during criminal history checks.
- Volunteer Campground Host applications, the Volunteer Release and Waiver of Liability forms must be held on file at the Unit administrative office. Electronic copies of these documents and the applicant number from the criminal history check must be forwarded to the Volunteer Program Manager or his/her representative.
- Hosts may not begin service until the required forms are on file and the criminal history check is conducted. Units will only be notified of history checks which identify a problem.
- Unsuccessful applicants must be notified in writing by the Unit Supervisor/Manager.
- A new application is needed for each calendar year but not for repeat terms of service at the same unit within a calendar year. If a Host serves a second unit during the year, the first unit is to send a copy of their application to the second unit.
- Individuals chosen to serve as Hosts are not guaranteed selection for a succeeding service period.

Recreation Division (RD) employees are not eligible to be campground hosts. Campground Hosts who have an immediate relative (parent, sibling, child) serving as a full-time or seasonal employee assigned to a specific park cannot serve as Host at that same park, but may be eligible at a different location and will be reviewed under the same conditions as all other applicants.

Criminal History Check

Any adult who resides on the host site for more than 3 days, shall be subject to criminal history background checks. The Unit Supervisor/Manager submits the data for the criminal history background check in the same process as he/she does for the Campground Host (previously explained in the **Selection and Application Process** section of this Policy).

Training

All Hosts are required to attend a Campground Host Training Program within the first two years of their acceptance date into the host program. Failure of Hosts to conform to minimum training requirements will result in termination of Host assignments.

Campground Host duties should supplement the unit staff. The Host(s) are encouraged to attend summer orientation required of all unit staff.

Length of Service

All Campground Host schedules are assigned by the Unit Supervisor/Manager based on the needs of the Park.

- The intent is to schedule a Host for no less than four consecutive weeks at a time.
- Hosts wishing to serve another season are to complete the Volunteer Campground Host Application, DNR Form 3141 and submit it to the Unit Supervisor/Manager.
- Campground Hosts scheduled for more than eight continuous weeks, at a particular park in a single season are limited to a maximum term of three consecutive years at that park.
- Exceptions to the minimum or maximum time periods must be approved by the Volunteer Program Manager.

Scheduling

Being a Campground Host represents a major commitment of time. A minimum of 30 hours per week is to be contributed to each unit by the Campground Host.

Campground Host on-duty and off-duty hours should be mutually agreed upon by the Host and the Unit Supervisor/Manager. Hosts are required to provide services based on their units' needs, including weekends and holidays. On-duty and off-duty hours should be posted in a visible location at the Host site.

Additional days off and other changes in scheduling will be subject to the Unit Supervisor/Managers approval.

Uniforms

All Campground Hosts shall be provided uniforms from the Volunteer Campground Host uniform section at www.Logofit.com at the expense of the Unit. Nametags should be wood-grain, white lettering, this set-up:

- Line 1: Host name (however you/they want it, first only, first & last, Mr or Mrs ????)
- Line 2: Michigan Parks & Recreation Division
- Line 3: Volunteer Campground Host

Name tags, and at least one other uniform part, must be worn at all times while on duty.

Uniforms should not be worn outside of the assigned unit unless on official business which has been approved by the Unit Supervisor/Manager.

Campground Host vests and name tags must be returned to the Unit Supervisor/Manager at the end of the Host's assignment.

Budget

Each Campground Host assignment is entitled to receive \$150 per month from the Host program budget to purchase supplies for their Host duties. This amount will be prorated if a host assignment is filled for less than a full month.

Each Unit with a Host program is required to track expenditure of this Host budget on the Volunteer Host Expenditure and Cash Report Form PR3147. Form PR3147 must be kept with all verifying receipts at the Unit, in the administrative files, in compliance with state records retention schedules (i.e. FY plus 7 years). In addition, copies of the expenditure reports must be submitted upon request to the Volunteer Program Manager or his/her designee at the end of the host season.

The Unit has the following options for dispersing money to the Hosts:

1. Pay the invoices via MAIN as they are presented, using the host coding.
2. Give Host Funds to the Host, requiring they provide receipts for expenses.

3. Reimburse the Host from Host Funds on site as they provide receipts.
4. The Unit makes the purchases from a list of needed supplies the Host provides.

Whatever method, the Unit Supervisor/Manager is responsible to comply with state purchasing procedures.

Campsite

Campground Hosts must provide their own camping unit, equipment, and personal items. It is the Unit Supervisor/Manager's responsibility to select the site and facilities to be used by the Campground Host at no charge. The site is to be in a highly visible area, such as a location near the campground entrance or across from a campground restroom building. The Campground Host site should not be located on a high demand campsite.

The Host campsite must be kept neat and clean at all times.

The Unit Supervisor/Manager will provide the Host campsite with the following:

1. "Campground Host" sign
2. Bulletin Board or Eraser Board.
3. "On Duty/Off Duty" sign
4. Display rack or table for brochures, maps, etc.
5. Electricity (if available), Water (if available)

Visitors to Host's Campsite

Guest visits and lengths of stay must not interfere with the Host's duties. The only people, who may reside on the Host campsite for more than 3 days, are those on the application.

Recreation Passports

Campground Hosts are not required to have Recreation Passports for their vehicles when at their assigned parks; however a good example should be set for our guests. Any visitors to the Hosts are expected to follow Policy regarding entrance fees.

Equipment

The Unit Supervisor/Manager may loan the Host unit equipment for other campers to borrow during their camping experience. This camping equipment may include but is not limited to recreational equipment, hand tools and other items deemed necessary.

If a unit wishes to purchase some items for the host to loan, they may utilize host program money for such uses. Items which are not considered routine must be reviewed by the Volunteer Program Manager.

Duties

Campground Hosts duties will supplement the unit staff by assisting and directing visitors to a campsite, explaining camping fees, assisting with camping activities, supply visitors with information and similar tasks. Specific Host duties can vary with assignment, but should not include janitorial, building and/or grounds maintenance.

The following Campground Hosts activities contribute to the 30 weekly service hours for Hosts:

1. Weekly Coffee Hour
2. Providing or Assisting with at least one (1) Special Weekly Activity
3. Daily Tour of Campground
4. Loan of Recreational Equipment and/or hand tools
5. Maintain Bulletin Board at Host site with weekly activities listed

6. Assist Unit in "Green Initiatives" efforts (i.e. recycling programs)
7. Create and/or Update Local Attractions/Services Directory. Sample table of contents can be found as DNR form IC3290. Examples of items:
 - Points or places of recreational interest within/outside the park
 - Camping supply outlets within/outside the park
 - Faith-based organization locations
 - Maps of the local area and local phone books
 - Hospital/medical resources nearby and contact information
 - Emergency responder services and contact information
 - Weather service providers in the area
 - Emergency evacuation plans for the park
8. Create and/or update a Host Resource Manual to include items such as but not limited to:
 - Park history, natural and cultural resource and recreational opportunity information
 - Current DNR Issue information i.e. EAB, Beech Bark, fishing and wildlife information
 - Key PRD Management Policies i.e. Camping, Motorized Equipment, Dogs, Metal Detecting, Geo-caching, Volunteer, Camp Host
 - Camper courtesy brochure

Activity Report

Hosts are required to complete a weekly Volunteer Campground Host Activity Report, available as DNR template PR3280 on file at their site and available upon request.

Unit Supervisor/Managers are to report Host volunteer hours weekly from this form into the Volunteer Program monthly report in CARS.

Liability

While a volunteer is serving in the capacity of a Campground Host, he/she has the same immunity from civil liability as a Department employee.

Injuries/Accidents

At the time of an injury/accident, volunteers must notify their Unit Supervisor/Manager. Medical cases will be reviewed on an individual basis by the DNR Human Resources office. Unit Supervisors/Managers file these reports the same as for paid employees.

Prohibited Acts

1. Under no circumstances will Hosts be allowed to collect camping fees, Recreation Passport fees, or any other State of Michigan or concession operator's funds.
2. **Volunteers will not operate park vehicles or equipment (trucks, gators, golf carts etc.) without Unit Supervisor/Manager approval.**
3. Campground Hosts have no law enforcement authority. Infractions of DNR rules and policies are to be reported to Unit staff.
4. Personal gifts and gratuities will not be accepted.
5. Motor powered contrivances must comply with PRD Policy 7.21.

Departure

All equipment and specified uniform items must be returned to the unit when the volunteer assignment has ended.

Evaluations may be completed by the Campground Host and Host Program Liaison as frequently as desired but must be done at the completion of the agreed upon assignment. These evaluations are available as templates PR3275 and PR3276. Completed evaluations are to be kept at the unit and available upon request by the Volunteer Program Manager or his/her designee.



VOLUNTEER RELEASE AND WAIVER OF LIABILITY

This information is required by authority of the Michigan Department of Natural Resources, for volunteer assignment consideration.

Please read carefully! This is a legal document that affects your legal rights!

The Michigan Department of Natural Resources (MDNR) encourages and supports volunteers. As a volunteer, I have an important role in providing services and programs to the public.

I want to work as a volunteer for the MDNR which appoints people like me to serve and to help the MDNR. While I am serving as a volunteer, I have the same immunity from civil liability under Michigan law as an employee of the MDNR. After becoming a volunteer, the MDNR will provide me with support, supervision, training, and supplies for me to accomplish my assigned tasks.

Therefore, I do freely, voluntarily, and without duress, execute this Release and acknowledge the following terms:

1. **Waiver and Release.** I hereby release, waive, discharge and covenant not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to me, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in my death in reference to the activities authorized in my work as a volunteer. I hereby covenant and agree to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to the activities authorized in my work as a volunteer.
2. **Medical treatment.** I release and discharge MDNR from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me. I understand that I may not be entitled to workers' compensation.
3. **Assumption of risk.** I understand that my work for the MDNR may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release the MDNR from all liability for injury, illness, death, or property damage occurring from my work for the MDNR.
4. **Insurance.** MDNR does not have responsibility for providing any health, medical or disability insurance coverage for me. IT IS MY RESPONSIBILITY AS A VOLUNTEER TO INSURE I HAVE MEDICAL/HEALTH INSURANCE. As with other members of the public, I may file a claim with the State Administrative Board for personal losses that are under \$1,000.
5. **Photographic release.** I grant to MDNR the right to use photographic images and video or audio recordings of me that are made by MDNR or others during my work assignment for MDNR, including royalties, proceeds or other benefits from use of the photographs or recordings.
6. **Copyright laws.** I understand that showing videos in public that are intended for home viewing is prohibited under the U.S. copyright laws.
7. **Background check.** I understand that a criminal history check may be obtained prior to my appointment as a volunteer. By signing this agreement I agree to a criminal history check and agree to provide MDNR with my birth date.
8. **Discrimination laws.** I agree to follow DNR's policy along with state and federal laws that forbid discrimination in employment, education, housing, public accommodation, law enforcement or public service based on a person's religion, race, color, national origin, age, sex, marital status, height, weight, or disability.
9. **In-kind service.** The MDNR is eligible for some grants that require us to match the dollars received from the grant. Many of these grants allow us to use in-kind services as a portion of this match instead of actual dollars. Your volunteer time may be used as an in-kind service to help us earn our match for some grants from federal or other sources. By signing this form, you consent to the use of your volunteer time as a possible in-kind match for grants received by the MDNR.
10. **Other.** I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan, and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect.

Volunteer From:

To:

Name (please print)

Date

Date

Signature

Date of Birth

Signature of Parent/Guardian

VOLUNTEER CAMPGROUND HOST APPLICATION

This information is required to be considered for a campground host position by authority of Part 741, Act 451, P.A. 1994, as amended.

List State Parks and dates you would be available to serve as Volunteer Campground Host(s)		
<u>1st Choice</u>	Available From	To
<u>Alternate Choice</u>	Available From	To

Indicate Region(s) of State Parks you would be available to serve as Volunteer Campground Host(s) if the choices above are not available.

Anywhere in Michigan
 Southern Lower Peninsula
 Northern Lower Peninsula
 Upper Peninsula

List two references and their relationship to you.

Name	Name
Address	Address
City, State, ZIP	City, State, ZIP
Telephone	Relationship

In Case of Emergency, please notify:

Name and address of person to be notified (not living with you)	Relationship	Telephone

- I certify that I have willfully provided all information on this application and it is true and accurate.
- I understand that the information provided is required under the authority of the Michigan Department of Natural Resources for the safety and well-being of all persons who utilize public campground facilities and this information will become public record.
- I understand that a criminal history check may be obtained prior to my appointment as a Volunteer Campground Host.
- I understand that once I have accepted a host assignment, I cannot change my assignment to another State park and will provide notice should I/we need to leave.
- I agree to abide by State and Federal laws and Department policy which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, martial status, height, weight, or disability.
- I further certify that I have read, understand, and have signed the PR0511, Volunteer Release and Waiver of Liability.
- I further certify that I have read, understand and agree to abide by the Campground Host-Volunteer Program Policy#6.7.

Applicant's Signature	Date	Co-Applicants Signature	Date
Applicant's Shirt Size		Co-Applicant's Shirt Size	
<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> 1X <input type="checkbox"/> 2X <input type="checkbox"/> 3X	

**SUBMIT TO THE MICHIGAN STATE PARK(S) INDICATED AS YOUR
1ST CHOICE TO SERVE AS A VOLUNTEER CAMPGROUND HOST.**

FOR PARK SUPERVISOR USE ONLY	Approved by:
Confirmed Dates of Assignment	Park Supervisor Signature
	Date
<input type="checkbox"/> Criminal History Check completed and Volunteer is approved _____	



VOLUNTEER CAMPGROUND HOST APPLICATION

This information is required to be considered for a campground host position by authority of Part 741, 1994 PA 451, as amended.

****Please refer to Host Policy #6.7, Timetables and Length of Service**

Applicant's Name		Retired? <input type="checkbox"/> Yes <input type="checkbox"/> No		Co-Applicant's Name		Retired? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address				Address			
City, State, ZIP				City, State, ZIP			
Telephone		E-Mail Address		Telephone		E-Mail Address	
Occupation (current or past)				Occupation (current or past)			
Drivers License Number and State of Issue		Date of Birth		Drivers License Number and State of Issue		Date of Birth	
Have you attended training for Volunteer Campground Hosts? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Date of Training-				Have you attended training for Volunteer Campground Hosts? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Date of Training -			
Have you served as a Volunteer Host before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, where?				Have you served as a Volunteer Host before? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, where?			
Dates served				Dates served			
What special talents/interests do you have?				What special talents/interests do you have?			
Use reverse side if additional space is needed.				Use reverse side if additional space is needed.			
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, what and when? _____				Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, what and when? _____			
Are you currently charged with a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, what and when? _____				Are you currently charged with a felony or misdemeanor? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, what and when? _____			
List names of all family members (in addition to Applicant and Co-Applicant) who will reside full time on the campsite. _____ _____							
Will all pets reside with you? If so, what kind? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Dog - How many? ____ <input type="checkbox"/> Cat - How many? ____ <input type="checkbox"/> Other (specify) _____ - How many? ____							
Would you serve as a Volunteer Campground Host at a Rustic Campground? <input type="checkbox"/> No <input type="checkbox"/> Yes				What kind of camping equipment will you use? <input type="checkbox"/> Tent <input type="checkbox"/> Motor Home <input type="checkbox"/> Trailer/Camper		Size/Length of Unit	



CAMPGROUND HOST ACTIVITY REPORT

Issued by authority of Part 741, 1994 P.A. 451, as amended.

Park Name _____

Report Period Dates _____ to _____

INSTRUCTIONS		*NUMBER OF CONTACTS
This form should be kept during your assignment and turned in at the end of your term. It should be available upon request. **“Number of Contacts” – Totals should be for the day, not just for your activities or events. ***“Daily Host Activities” – Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.	SUNDAY	
	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	TOTALS	

**Daily Host Activities (Identify category or type of activity performed)

Sunday: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

