

"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 ~August 2, 2011**
at **6:30 p.m. C.D.T. at the River Park****

~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. Discussion of Camp Host/Wells Park discussion with Mr. Valdez, Director of Wells Park
 - b. Park Office Manager/ Park Ranger Report
 - c. Budget –monthly review
 - d. 2011/2012 Budget
 - e. Maintenance Contracts Discussion
 - f. Update on Park Projects
 - g. Grant Opportunities
 - h. Bylaws, Park Rules Review and Update
 - i. Lease site policy and procedures
 - j. 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

July 5, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at the Bailey Park, West Shore Fishing Museum on July 5, 2011.

Reporting for roll call were: Gail Jerzyk, Bob Desjarlais, Vola Bleile, Ruby Ivens, Glenn Cody, 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 meetings on June 5, 2011 were approved. Charlie made the motion that was seconded by Glenn. The motion carried.

Public Comment: One long term camper from Klenke Park objected to the metal pins in the new horseshoe pits. She noted that they could be dangerous to children playing in the area. Al commented that the pits were constructed according to regulation. The same camper requested that vents be installed in the restrooms at Klenke Park. Al responded that they were to be installed the following week.

Business:

- a. **Discussion of Camp Training:** Earlier this year, Ruby attended a host camp training seminar that is required for all host campers at state-run campgrounds. She enumerated the various duties and responsibilities of host campers at state campgrounds, and suggested that the committee consider establishing a host-camper position for Klenke Park. Several campers at the meeting expressed their objection to this suggestion. They said that they didn't think it was necessary, especially considering the small number of campers there during the week. Glenn suggested that the host camper from Wells Park be invited to an upcoming meeting as a way for the committee to gather more information.
- b. **Park Office Manager/Park Ranger Updates:** Despite concerns regarding the enforcement of the new fireworks ban, it was reported that all went well over the July 4th holiday weekend. There were no citations issued and no complaints from the campers were received regarding the new policy. Charlie made a motion to offer complimentary campsites on holiday weekends to deputies at both Klenke and Shakey Lakes Park. Vola seconded the motion. The motion carried.
- c. **Budget-monthly review** Brian announced that expenditures were slightly over budget in some areas, but that the bottom line remained OK.

- d. **Summer Projects and the Parks:** Brian announced that bids had been awarded at Shakey Lakes Park for the new fence and for a well and a septic system for the new bathhouse.
- e. **Equipment Purchases:** Brian reported that rather than purchase a new lawnmower that would have cost between 10,000 and 15,000 dollars, it was decided to purchase a used one from the City of Stephenson for only \$1550.00. Bob suggested that the Parks Department purchase a maintenance contract for all mowers and snow blowers from “Business on Wheels” in Daggett. He will ask the owner for a proposal to be presented at the next meeting.

Brian announced that a suitable kids' fishing dock (all aluminum and adjustable) had been located at a price of \$1795.00. Mark made a motion to approve the purchase of the dock. It was seconded by Ruby. The motion carried.

- f. **Bylaws, Park Rules Review:** Brian announced that the Board of Commissioners was considering a proposal to pay just mileage costs to the membership of committees over which they had jurisdiction.
- g. **Lease site policy and procedures:** Charlie suggested that the committee establish a parking policy especially for Shakey Lakes Park. In particular, it seems necessary to prohibit “circle parking” by groups of campers. No action was taken.
- h. **Any other matters:** Charlie suggested that the committee consider establishing a fireworks display for the campers at Shakey Lakes Park for July 4th next year. The display would be paid for by donations. Mark suggested that the committee invite the “Fireworks Guy” to one of the upcoming meetings to discuss the idea.

Ruby distributed copies of the state's guidelines concerning cottage food enterprises. According to the regulations, all food products for sale to the general public must be processed in the producer's home kitchen – not in a recreational vehicle.

Vola relayed a complaint from a recent visitor to Shakey Lakes Park. In particular, the visitor noted that the bathroom doors have no locks, there are no urinals, the toilets are dirty, the sides of the bathroom stalls are not high enough, it's a very long walk to the bathroom from the camping area, and that a weed-whacker was being operated without any safety equipment. Airport Park was also criticized for offering no restroom facilities and for neglect in general. After considerable discussion about the condition of Airport Park, Ruby made a motion to install a portable toilet facility there. Vola seconded the motion. The motion carried.

Correspondence: Bob reported a complaint from a long-time camp patron that she was unable to secure a campsite for the weekend of the Menominee County Fair. It was suggested that a power failure at the park office on the first day that reservations were being accepted probably prevented this patron from being able to submit her request before the park became booked for the weekend. A letter of apology will be sent to the patron.

Public Comment: Eileen Behrend, President of the Bailey Property Preservation Association, expressed her appreciation to the committee for visiting The West Shore Fishing Museum. She also noted that the park is in need of restroom facilities. No action was taken.

There was no additional correspondence and no additional business.

The meeting was motioned to adjourn by Charlie with a second by Gail.

The meeting was adjourned at 7:45 pm.

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY
Standard Budget Report
 July 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	6,020.61	51,985.97	64,736.00	12,750.03	80.30
SALARIES - TEMPORARY	5,701.50	11,872.25	23,760.00	11,887.75	49.97
OVERTIME	432.28	432.28	2,500.00	2,067.72	17.29
LONGEVITY	0.00	625.00	625.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,732.75	23,363.63	26,863.00	3,499.37	86.97
LIFE INSURANCE	0.00	46.00	60.00	14.00	76.67
FICA-OASDI	733.90	3,985.02	5,384.00	1,398.98	74.02
FICA-MEDI	171.65	932.06	1,302.00	369.94	71.59
WORKMENS COMPENSATION	0.00	2,435.55	2,970.00	534.45	82.01
RETIREMENT	840.51	7,720.50	10,281.00	2,560.50	75.09
OFFICE SUPPLIES	0.00	1,078.31	1,650.00	571.69	65.35
OFFICE EQUIPMENT	0.00	0.00	500.00	500.00	0.00
POSTAGE-COUNTY PARKS	0.00	205.24	350.00	144.76	58.64
GAS, OIL ETC	732.90	6,002.88	6,000.00	-2.88	100.05
DIESEL FUEL	0.00	0.00	1,000.00	1,000.00	0.00
L.P. GAS	0.00	2,642.52	2,800.00	157.48	94.38
UNIFORMS	67.98	361.11	700.00	338.89	51.59
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	0.00	2,560.53	3,000.00	439.47	85.35
OTHER OPERATING/GENERAL	120.33	1,021.32	1,000.00	-21.32	102.13
BROCHURES/STICKERS	0.00	0.00	3,000.00	3,000.00	0.00
TREE REPLACEMENT	0.00	990.00	1,000.00	10.00	99.00
DEQ Permits	0.00	558.00	850.00	292.00	65.65
CONSTRUCTION SUPPLIES	0.00	1,052.17	1,500.00	447.83	70.14
PROFESSIONAL/CONTRACTURAL SERVICES	43.00	1,874.00	1,500.00	-374.00	124.93
PROFESSIONAL-PHYSICALS	582.00	647.00	650.00	3.00	99.54
TRAVEL/Parks Per Diems & Mileage	42.12	430.36	1,500.00	1,069.64	28.69
PROGRAMMING/RECREATION	85.97	85.97	450.00	364.03	19.10
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	0.00	0.00	6,000.00	6,000.00	0.00
Inside Storage	0.00	0.00	1,600.00	1,600.00	0.00
WATER TESTING	29.51	651.70	800.00	148.30	81.46
UTILITIES/ELECTRIC	3,741.34	12,387.87	30,000.00	17,612.13	41.29
EQUIPMENT MAINTENANCE	954.14	3,671.48	4,000.00	328.52	91.79
FACILITY MAINTENANCE	80.47	1,292.16	4,000.00	2,707.84	32.30
GROUND MAINTENANCE	2,221.85	3,743.25	4,000.00	256.75	93.58

MENOMINEE COUNTY
Standard Budget Report
 July 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
RENTAL/CONTRACTING	1,053.35	8,057.78	7,500.00	-557.78	107.44
REFUNDS/REBATES	439.00	860.00	4,000.00	3,140.00	21.50
NEW/REPLACEMENT EQUIPMENT	1,550.00	2,367.91	5,000.00	2,632.09	47.36
Total COUNTY PARKS	<u>28,377.16</u>	<u>155,939.82</u>	<u>233,531.00</u>	<u>77,591.18</u>	<u>66.77</u>
Total Recreation and Culture	<u>28,377.16</u>	<u>155,939.82</u>	<u>233,531.00</u>	<u>77,591.18</u>	<u>66.77</u>
Total Expenditures	<u>28,377.16</u>	<u>155,939.82</u>	<u>233,531.00</u>	<u>77,591.18</u>	<u>66.77</u>
CHANGE IN FUND EQUITY	-28,377.16	-155,939.82	-233,531.00	77,591.18	-66.77

MENOMINEE COUNTY
Balance Sheet

July 2011

Account Title	Balance	Account Number
Fund: COUNTY PARKS		
ASSETS		
Current Assets		
CASH	64,938.32	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
TOTAL Current Assets	<u>65,238.32</u>	
TOTAL ASSETS	<u>65,238.32</u>	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	-0.22	208-000-200.00
Accrued Wages Payable	0.00	208-000-257.00
UNDISTRIBUTED RECEIPTS	2,424.58	208-000-273.00
TOTAL Current Liabilities	<u>2,424.36</u>	
TOTAL LIABILITIES	<u>2,424.36</u>	
FUND EQUITY		
Fund Equity		
FUND BALANCE	14,913.20	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	47,176.26	
TOTAL Fund Equity	<u>62,813.96</u>	
TOTAL FUND EQUITY	<u>62,813.96</u>	
TOTAL LIABILITIES & FUND EQUITY	<u>65,238.32</u> ✓	

MENOMINEE COUNTY
Balance Sheet

July 2011

Account Title	Balance	Account Number
Fund: PARK IMPROVEMENT FUND		
ASSETS		
Current Assets		
CASH	119,723.91	220-000-001.00
TOTAL Current Assets	119,723.91	
TOTAL ASSETS	119,723.91	
FUND EQUITY		
Fund Equity		
FUND BALANCE	102,818.83	220-000-390.00
CHANGE IN FUND EQUITY	16,905.08	
TOTAL Fund Equity	119,723.91	
TOTAL FUND EQUITY	119,723.91	
TOTAL LIABILITIES & FUND EQUITY	119,723.91	

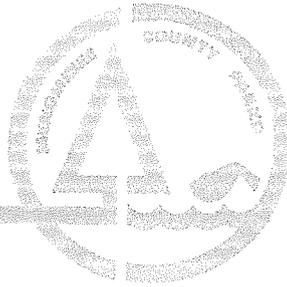
COUNTY PARKS

County of Menominee
Revenue Voucher

Date 7/1/11-7/20/11

208-000-649.00	Firewood Shakey	\$
208-000-649.02	Ice Sales Shakey	\$
208-000-651.01	Annual Sticker Sales	\$ 1470.00
208-000-651.02	Annual 2 nd Sticker	\$ 45.00
208-000-651.03	Daily Sticker Sales	\$ 1221.00
208-000-651.04	Senior Citizens Sticker	\$ 28.00
208-000-651-05	Gate Receipt/Fair	\$ 8308.00
208-000-653.01	Shakey Lakes Fees	\$ 8006.00
208-000-653.02	Kleinke Park Fees	\$ 3122.00
208-000-654.00	Shakey Lakes Leased	\$
208-000-654.02	Kleinke Park Leased	\$
208-000-666.01	Pavilion-Shakey Lakes	\$
208-000-666.02	Pavilion-Kleinke	\$
208-000-649.00	Cash Over/Short	\$
208-000-667.02	Storage rental outside	\$ 37.00
208-000-667.03	Storage rental inside	\$
208-000-676.00	Misc receipts	\$
208-000-676.02	Sweatshirts	\$ 29.25
208-000-673.01	Firewood Kleinke	\$ 250.00
208-000-673.02	Ice Kleinke	\$ 58.00
208-000-673.03	Showers Kleinke	\$ 91.50
208-000-673.04	Showers Shakey Lakes	\$ 449.00
701-000-228.23	Sales Tax	\$ 1.75
	Total Parks	\$ 23116.50
220-000-652.01	Boating	\$ 406.00
	Total Boat fees	\$ 406.00
	Total receipts	\$ 23522.50

MENOMINEE COUNTY PARKS



N 8290 County Park Road
20.5 Lane
Stephenson, Michigan 49887
Telephone: (906) 753-4582

Menominee County Fair Revenue
July 15-17, 2011

Friday 382 weekend passes @ \$5.00ea = \$1910.00
65 day passes @ \$4.00 ea = \$260.00

Saturday 154 weekend passes @ \$5.00ea = \$770.00
949 day passes @ \$4.00ea = \$3796.00

Sunday 393 day passes @ \$4.00ea = \$1572.00

3 day totals = \$8308.00

Menominee County Parks Customer Residence Report 30-Apr-2011 to 27-Jul-2011

Illinois	5
Indiana	1
Michigan	496
Ohio	1
Wisconsin	179
Unknown	2
Total count	684