

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

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

*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 **Wednesday ~ September 8, 2010**
at **3:00 p.m. C.D.T. at Shakey Lakes Park-Pavilion #1**

AGENDA

- A. Call Meeting to Order
- B. Roll Call
- C. Approval of Agenda
- D. Approval of Previous Meeting Minutes – August 11, 2010
- E. Public Comment
- F. Business
 - a. DGR Engineering
 - b. Park Office Manager/Park Ranger update
 - c. Review of 2009/10 Budget
 - d. 2% grant projects for September cycle
 - e. DNRE Grant Review
 - f. Bylaws Review/Revision
 - g. Lease sites
 - h. Shakey Lakes Campground inspection
 - i. Any other matters
- G. Correspondence
- H. Any Other Items Members Wish to Present
- I. Public Comment
- J. Adjournment

Gary Eichhorn - Chairperson

Charlie Meintz - Vice Chairperson

Bernie Lang

James Furlong

Garry Anderson

MENOMINEE COUNTY
Standard Budget Report
August 2010 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
General Revenues					
Taxes					
HANNAHVILLE GRANT	0.00	5,193.00	0.00	5,193.00	0.00
Total Taxes	0.00	5,193.00	0.00	5,193.00	0.00
Total General Revenues	0.00	5,193.00	0.00	5,193.00	0.00
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	606.00	300.00	306.00	202.00
ANNUAL	1,210.00	7,700.00	8,200.00	-500.00	93.90
ANNUAL 2 FOR	64.00	242.00	250.00	-8.00	96.80
DAILY	1,521.00	4,471.00	5,000.00	-529.00	89.42
SENIOR CITIZENS	32.00	176.00	300.00	-124.00	58.67
GATE RECEIPTS FOR FAIR	7,878.00	7,878.00	8,017.00	-139.00	98.27
SHAKY CAMPING FEES	9,715.00	60,165.00	67,000.00	-6,835.00	89.80
KLEINKE CAMPING FEES	6,081.35	17,004.35	20,000.00	-2,995.65	85.02
SHAKY LAKE LEASE SITES	0.00	54,125.00	51,650.00	2,475.00	104.79
KLEINKE LEASE SITES	720.00	12,226.00	15,000.00	-2,774.00	81.51
Total Charges for Services	27,221.35	164,593.35	175,717.00	-11,123.65	93.67
Interest and Rents					
PAVILLION-SHAKY	0.00	210.00	210.00	0.00	100.00
PAVILLION-KLEINKE	0.00	60.00	60.00	0.00	100.00
Outside Storage	32.00	4,712.60	3,600.00	1,112.60	130.91
Inside (Fair) Storage	0.00	2,513.20	3,500.00	-986.80	71.81
Total Interest and Rents	32.00	7,495.80	7,370.00	125.80	101.71
Total Program Revenues	27,253.35	172,089.15	183,087.00	-10,997.85	93.99
Special Items					

MENOMINEE COUNTY
Standard Budget Report
 August 2010 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Special Items					
Other Revenue					
FIREWOOD-KLEINKE	60.00	204.00	0.00	204.00	0.00
ICE-KLEINKE	35.00	75.00	0.00	75.00	0.00
PAID SHOWERS-KLEINKE	131.00	389.75	400.00	-10.25	97.44
PAID SHOWERS-SHAKEY	624.00	1,468.25	2,000.00	-531.75	73.41
MISCELLANEOUS RECEIPTS	0.00	2,990.00	1,100.00	1,890.00	271.82
Sweatshirt Revenue	58.49	288.67	400.00	-111.33	72.17
REIMBURSEMENTS	0.00	10.96	0.00	10.96	0.00
CASH OVER AND SHORT	0.00	0.35	0.00	0.35	0.00
GENERAL FUND APPROPRIATION	0.00	57,100.00	57,100.00	0.00	100.00
Total Other Revenue	<u>908.49</u>	<u>62,526.98</u>	<u>61,000.00</u>	<u>1,526.98</u>	<u>102.50</u>
Total Special Items	<u>908.49</u>	<u>62,526.98</u>	<u>61,000.00</u>	<u>1,526.98</u>	<u>102.50</u>
Total Revenues	<u>28,161.84</u>	<u>239,809.13</u>	<u>244,087.00</u>	<u>-4,277.87</u>	<u>98.25</u>

MENOMINEE COUNTY
Standard Budget Report
August 2010 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	4,996.00	58,713.59	64,736.00	6,022.41	90.70
SALARIES - TEMPORARY	5,409.50	19,819.75	27,040.00	7,220.25	73.30
OVERTIME	30.00	1,233.36	4,800.00	3,566.64	25.70
LONGEVITY	0.00	575.00	575.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,069.34	22,619.66	25,957.00	3,337.34	87.14
LIFE INSURANCE	4.60	50.60	60.00	9.40	84.33
FICA-OASDI	632.74	5,354.30	5,387.00	32.70	99.39
FICA-MEDI	147.97	1,252.21	1,302.00	49.79	96.18
WORKMENS COMPENSATION	706.07	2,109.92	4,102.00	1,992.08	51.44
RETIREMENT	1,787.26	13,701.26	10,332.00	1,992.08	132.61
OFFICE SUPPLIES	247.00	1,085.55	650.00	-435.55	167.01
OFFICE EQUIPMENT	45.99	201.27	250.00	48.73	80.51
POSTAGE-COUNTY PARKS	0.00	224.13	350.00	125.87	64.04
GAS, OIL ETC	974.59	4,751.61	5,900.00	1,148.39	80.54
DIESEL FUEL	0.00	663.63	750.00	86.37	88.48
L.P. GAS	0.00	1,241.52	1,300.00	58.48	95.50
UNIFORMS	0.00	348.98	700.00	351.02	49.85
UNIFORMS/SUMMER HELP	0.00	162.00	200.00	38.00	81.00
JANITORIAL SUPPLIES	354.74	2,657.94	2,800.00	142.06	94.93
OTHER OPERATING/GENERAL	0.00	645.95	600.00	-45.95	107.66
BROCHURES/STICKERS	0.00	2,705.20	2,800.00	142.06	100.00
TREE REPLACEMENT	0.00	1,176.39	1,500.00	323.61	78.43
DEQ Permits	0.00	863.91	850.00	-13.91	101.64
CONSTRUCTION SUPPLIES	0.00	647.25	1,200.00	552.75	53.94
PROFESSIONAL/CONTRACTURAL SERVICES	120.00	1,987.40	5,500.00	3,512.60	36.13
PROFESSIONAL-PHYSICALS	65.00	630.00	900.00	270.00	70.00
PROGRAMING/RECREATION	0.00	158.64	450.00	291.36	35.25
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	0.00	216.45	800.00	583.55	27.06
UTILITIES/ELECTRIC	6,690.03	18,668.79	26,000.00	7,331.21	71.80
EQUIPMENT MAINTENANCE	581.22	2,339.88	5,000.00	2,660.12	46.80
FACILITY MAINTENANCE	127.20	2,350.05	4,094.80	1,744.75	57.39
GROUNDS MAINTENANCE	300.00	5,735.96	5,600.00	-135.96	102.43
RENTAL/CONTRACTING	0.00	1,219.90	5,500.00	4,280.10	22.18

MENOMINEE COUNTY
Standard Budget Report
 August 2010 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
REFUNDS/REBATES	350.00	932.00	4,000.00	3,068.00	23.30
CAPITAL OUTLAY	0.00	-289.49	0.00	289.49	0.00
NEW/REPLACEMENT EQUIPMENT	63.39	3,680.05	5,000.00	1,319.95	73.60
Total COUNTY PARKS	<u>25,702.64</u>	<u>180,434.61</u>	<u>234,991.00</u>	<u>54,556.39</u>	<u>76.78</u>
Total Recreation and Culture	<u>25,702.64</u>	<u>180,434.61</u>	<u>234,991.00</u>	<u>54,556.39</u>	<u>76.78</u>
Total Expenditures	<u>25,702.64</u>	<u>180,434.61</u>	<u>234,991.00</u>	<u>54,556.39</u>	<u>76.78</u>
CHANGE IN FUND EQUITY	2,459.20	59,374.52	9,096.00	50,278.52	-652.75

1996

BYLAWS

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

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

ARTICLE III: Members. The members of this Committee are those persons who have been appointed by the Board of Commissioners. There shall be six (6) public at-large representatives and one (2) County Board representative. All have voting powers. Effective January 1, 1999, the term limits for committee members will be as follows:

- Two park committee members will have one year terms
- Two park committee members will have two year terms
- Two park committee members will have three year terms.

After serving the first term, all park committee members will serve three year staggered terms.

Article III - amended October 14, 1998 by Parks & Recreation Committee

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

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

ARTICLE IV: Officers

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

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

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

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

Section 5. Officer Powers and Duties.
Except for those powers and duties prescribed to the Chair by the County Board, the Chair has no power to act on behalf of the Committee unless the Committee specifically grants that power.

ARTICLE V. Meetings

Section 1. A schedule containing the date, time and place of regular monthly meetings of the Committee shall be established at the first meeting of the year.

Section 2. Special meetings, procedure; notice; Open Meetings Act, compliance. (MSA 5.330) Sec. 10.

A special meeting of the Parks & Recreation Committee shall be held only when requested by at least 1/3 of the members of the Parks & Recreation Committee. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place, and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice in writing to each of the Committee members by causing the same to be delivered to the Committee member personally, or by leaving the same at the place of residence of the Committee members, or by mailing a copy of the notice to his or her post office address by certified mail with return receipt requested, at least 10 days before the time of the meeting. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

Section 3. Quorum and Majority. (MSA 5.323) Sec. 3.

A majority of the members of the County Parks & Recreation Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise at its meetings shall be determined by the votes of a majority of the members present.

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

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

Section 1. The Committee may adopt by 2/3 vote those rules and regulations it feels necessary to allow for the orderly conduct of business of the Committee.

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

ARTICLE VII. Parliamentary Authority.

The Scott, Foresman "Robert's Rules of Order" Newly Revised, 1990 edition, ISBN 0-673-38734-8 shall be the Parliamentary Authority. The rules, with special attention to small Committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules or policies the Committee may adopt.

ARTICLE VII. Amendment of Bylaws.

Section 1. These Bylaws may not be suspended.

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

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

ATTESTED TO:

Barbara Morrison,
Clerk of Menominee County

Lloyd Benson, Chairman
Menominee County Committee of
Commissioners

MENOMINEE COUNTY PARKS & RECREATION COMMITTEE RULES & POLICIES

R96-1 The Order of Business shall be as follows:

1. Call Meeting to Order
2. Review of Previous Meeting Minutes
3. Approval of Agenda
4. Public Comment
5. Business
6. Correspondence
7. Any Other Items Members May Wish to Present
8. Public Comment
9. Adjournment

Adopted: November 25, 1996

R96-2 Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair.

Any motion(s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.

Adopted: November 25, 1996

R96-3 To determine the sequential order of a roll call vote, the Secretary shall randomly select the names of the members of the Committee.

Adopted: November 25, 1996

R96-4 Committee members are provided a mileage allowance which shall be the IRS rate per mile.

Adopted: November 25, 1996

R96-5 Committee members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary enroute to or from a conference shall be reimbursed at actual cost not to exceed \$60.00 per night. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual costs shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.

Adopted: November 25, 1996

R96-6 Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's office.

Adopted: November 25, 1996

R96-7 DISSEMINATION OF INFORMATION. It shall be the policy of the Committee that all information pertaining to business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the county Administrator so that it may be included in the meeting packet. County Committee packets will be available one week prior to the meeting.

Adopted: November 25, 1996

R96-8 PURCHASING POLICY. Committee has no authority to purchase.

Adopted: November 25, 1996

R96-9 COMMITTEE COMMUNICATION. It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee's Chairperson or the County Administrator. Utterances of individual Committee members shall be clearly identified to the media and the public that those public statements are opinions of those committees or member(s) as the case may be and not positions of the Committee.

Adopted: November 25, 1996

R96-10 PUBLIC COMMENT. It shall be the policy of the Committee that for all meetings of the Committee and all committee meetings of the Committee which come under the jurisdiction of the Michigan Open Meetings Law that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time it is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available along with copies of the agenda, for those meetings at which a previously prepared agenda is available, at the time and place of the meeting.

Adopted: November 25, 1996

R96-11 COMMITTEE MEMBER COMPENSATION - Committee public members
receive no meeting
compensation.

Adopted: November 25, 1996

CHARTER OF PARKS AND RECREATION COMMITTEE

The Menominee County Parks & Recreation Committee is an advisory committee whose purpose is to provide advice, direction, and recommendations to the Parks Superintendent, County Administrator and Menominee County Board of Commissioners. The Committee has no final authority or responsibility for policy making or administration.

Responsibilities of this Committee are as follows:

1. Recommend objectives and goals of the Parks and Recreation System.
2. Recommend rules and policies governing the Parks and Recreation System.
3. Recommend annual and long-term financial plans.
4. Recommend establishing and maintaining an effective public relation program.
5. Recommend short-term and long-term planning necessary to develop a broad variety of programs, facilities, and services to meet community needs.
6. Maintain close coordination with other community agencies involved in parks and recreation and the Board of Commissioners.
7. Encourage broad citizen involvement in the park system.
8. Recommend annually a park fee schedule.
9. Act as mediator between citizens and management disputes.
10. Receive public input on the parks and recreation system.
11. Annually recommend revision to the Menominee County Parks and Recreation Plan.
12. Annually recommend capital improvement plan.
13. Review statistics.
14. Annually tour parks as a Committee to determine goal objectives and to evaluate physical condition of park property.

The Menominee County Parks & Recreation Committee shall follow the rules and policies as set forth by the Menominee County Board of Commissioners.

*12/8/09 Approved
By Dan Hass
not yet approved
by Parks committee
or County Board.*

BYLAWS

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

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

ARTICLE III: Members. Amended December, 2009, by the Parks & Recreation Committee.

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

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

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

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

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

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

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

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

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

Section 5. Officer Powers and Duties.

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

ARTICLE V. Meetings

ARTICLE V - Amended December, 2009 by Parks & Recreation Committee.

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

Section 2. Special meetings notice

A special meeting of the Parks & Recreation Committee shall be held only when requested by at least two (2) members of the Parks & Recreation Committee. The request shall be in writing, shall be addressed to the County Administrator, and shall specify the time, date, place, and purpose of the meeting. Upon the reception of a request, the County Administrator shall immediately give notice to the members and post the date and time at least 18 hours prior to the time of the meeting.

Section 3. Quorum and Majority.

A majority of the members of the County Parks & Recreation Committee shall constitute a quorum for the transaction of the ordinary business of the Committee, and questions which arise at its meetings shall be determined by the votes of a majority of the members present.

Section 4. Minutes. Recording names and votes on actions. The names and votes of members shall be recorded on an action which is taken by the Parks and Recreation Committee if the action is on an ordinance, resolution, or appointment or election of an Officer. A record which is made pursuant to this section shall be available for public inspection.

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

ARTICLE VI - Amended December, 2009 by the Parks & Recreation Committee. (Removed Article VI)

ARTICLE VII. Parliamentary Authority.

ARTICLE VII - Amended December, 2009 by Parks & Recreation Committee.

The current edition of "Robert's Rules of Order" shall be the Parliamentary Authority. The rules, with special attention to small Committees, contained in the above mentioned reference shall govern the Committee in all cases to which they are applicable.

ARTICLE VII. Amendment of Bylaws.

ARTICLE: VII - Amended December, 2009 by Parks & Recreation

Committee.

Section 1. These Bylaws may not be suspended.

Section 2. These Bylaws may be amended at any regular meeting of the County Board by a 2/3 majority of the County Board.

Section 3. These Bylaws, Rules, Regulations and Policies shall remain in effect until properly amended.

ATTESTED TO:

Marc Kleiman,
Clerk of Menominee County

Gary Eichhorn, Chairman
Menominee County Board of
Commissioners

MENOMINEE COUNTY PARKS & RECREATION COMMITTEE RULES & POLICIES

R96-1 The Order of Business shall be as follows:

1. Call Meeting to Order
2. Review of Previous Meeting Minutes
3. Approval of Agenda
4. Public Comment
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6. Correspondence
7. Any Other Items Members May Wish to Present
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9. Adjournment

Adopted: November 25, 1996

R96-2 Complex or controversial issues may be discussed by the Committee prior to being introduced in the form of a motion. The Chair may declare the floor open for debate prior to a motion if no member objects. If there is an objection, the Chair shall call for a vote. A majority vote of the Committee shall sustain the Chair. Any motion(s) arising from such debate shall be reduced to writing prior to being voted upon, upon the request of any member.

Adopted: November 25, 1996

R96-3 To determine the sequential order of a roll call vote, the Secretary shall randomly select the names of the members of the Committee.

Adopted: November 25, 1996

R96-4 Committee members are provided a mileage allowance which shall be the IRS rate per mile.

Adopted: November 25, 1996

R96-5 Committee members attending authorized conferences, seminars, etc. shall be reimbursed mileage, meals and lodging. All applicable conference fees shall be paid in advance by the County when possible. Lodging shall be reimbursed at actual cost not to exceed the room rate at the conference headquarters hotel. Lodging necessary enroute to or from a conference shall be reimbursed at actual cost not to exceed \$60.00 per night. Travel costs will be reimbursed at the IRS rate per mile for personal automobile or at actual cost for commercial carriers. Any travel allowances advanced in excess of actual costs shall be reimbursed to the County. Meals not included in conference fees shall be paid in accordance with County policy.

Adopted: November 25, 1996

R96-6 Committee members are responsible for submitting all of their own expenses including all meeting expenses. These expenses should be submitted to the County Administrator's office.

Adopted: November 25, 1996

R96-7 DISSEMINATION OF INFORMATION. It shall be the policy of the Committee that all information pertaining to business of the Committee obtained by individual committee members, shall be transmitted in a timely fashion to all Committee members so that they would be better able to make informed decisions. This information shall be made available to the county Administrator so that it may be included in the meeting packet. County Committee packets will be available one week prior to the meeting.

Adopted: November 25, 1996

R96-8 PURCHASING POLICY. Committee has no authority to purchase.

Adopted: November 25, 1996

R96-9 COMMITTEE COMMUNICATION. It shall be the policy of the Committee that the official spokesperson of the Committee shall be the Committee's Chairperson or the County Administrator. Utterances of individual Committee members shall be clearly identified to the media and the public that those public statements are opinions of those committees or member(s) as the case may be and not positions of the Committee.

Adopted: November 25, 1996

R96-10 PUBLIC COMMENT. It shall be the policy of the Committee that for all meetings of the Committee and all committee meetings of the Committee which come under the jurisdiction of the Michigan Open Meetings Law that the following rules apply: speakers shall identify themselves and if representing a group, the name of the group, and shall state their address; a speaker shall be limited to five minutes; only one speaker may address the Committee on behalf of a group; 30 minutes, if necessary, shall be devoted to public participation during the appropriate times on the agenda; the Committee reserves the right to extend the above mentioned time limits; a member of the public can request permission to address the Committee relative to a particular item on the agenda at the time it is being considered by the Committee or a Committee member can yield the floor to a member of the public, under the constraints of the above mentioned time limits; these rules shall be available along with copies of the agenda, for those meetings at which a previously prepared agenda is available, at the time and place of the meeting.

Adopted: November 25, 1996

R96-11 COMMITTEE MEMBER COMPENSATION - Committee public members receive no meeting compensation.

Adopted: November 25, 1996

CHARTER OF PARKS AND RECREATION COMMITTEE

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1. Recommend objectives and goals of the Parks and Recreation System.
2. Recommend rules and policies governing the Parks and Recreation System.
3. Recommend annual and long-term financial plans.
4. Recommend establishing and maintaining an effective public relation program.
5. Recommend short-term and long-term planning necessary to develop a broad variety of programs, facilities, and services to meet community needs.
6. Maintain close coordination with other community agencies involved in parks and recreation and the Board of Commissioners.
7. Encourage broad citizen involvement in the park system.
8. Recommend annually a park fee schedule.
9. Act as mediator between citizens and management disputes.
10. Receive public input on the parks and recreation system.
11. Annually recommend revision to the Menominee County Parks and Recreation Plan.
12. Annually recommend capital improvement plan.
13. Review statistics.
14. Annually tour parks as a Committee to determine goal objectives and to evaluate physical condition of park property.

The Menominee County Parks & Recreation Committee shall follow the rules and policies as set forth by the Menominee County Board of Commissioners.



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: 8-23-10 Location: 118390 County Park Rd, Stepton County: Menominee

Owner's Name and Address: Menominee County, Brian Bousky Administrator
839 10th Ave., Menominee, MI 49858

TYPE OF CAMPGROUND
 Number of Individual Sites 91 MODERN PRIMITIVE TOTAL
 Equivalent No. of Group Sites 43 TOTAL 134

NOTE:
 Indicates Satisfactory Compliance
 Indicates Noncompliance
 Indicates Item Does Not Apply

Number of Sites w/ Electrical Service 112 Number of Sites w/ Water Connections 0 Number of ~~1~~ Threaded Water Outlets 12
 Number of Sites w/ Seepage Pits — 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 7/13/10 (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: —
 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:	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 —/—/— (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

- 8-2000 letter from Karen B., MDNRE accepts showers + mens toilets, additional toilet facilities in beach house
- 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: Yard hydrant next to cattle wash station leaks when in use; yard hydrant by sites VA 8 + VA 9 leaks continuously; womens privy near site VA 7 door does not close tightly, mens same location door has gap at bottom; mens privy near site 35 needs screening around vent; hatch over sewer riser at sanitary station kept open while not in use; hose bibb in pump house at service building missing vacuum breaker;
 LHD or MDEQ Rep.: for Schultz Person Interviewed: —



Public Health
Delta & Menominee Counties
Environmental Health Division



2920 College Avenue
Escanaba, Michigan 49829
Ph:(906)786-9692 - Fax:(906)789-8147

www.phdm.org

909 Tenth Avenue
Menominee, Michigan 49858
Ph:(906)863-4451 - Fax:(906)863-7142

August 25, 2010

Brian Bousley
Menominee County Administrator
839 10th Ave.
Menominee, MI 49858

RE: Shakey Lakes Campground Annual Campground Inspection

Dear Mr. Bousley:

On August 23, 2010, Public Health, Delta & Menominee Counties (PHDM) completed the routine annual campground inspection at Shakey Lakes Campground. It was determined that this facility was in substantial compliance with Part 125 of Act 368, P.A. 1978. The following violations were noted and require correction:

1. The yard hydrant next to the cattle wash station leaks when in use. The yard hydrant by Sites VA8 and VA9 is leaking continuously.

R325.1577 Campground maintenance. Rule 27 states:

"The service building, grounds, and facilities shall be maintained in a clean and sanitary condition and kept in good order."

Repair the yard hydrants next to the cattle wash station and by Sites VA8 and VA9.

2. The door to the women's privy near Site VA7 does not close tightly. The men's privy near Site VA7 has a gap below the door. The men's privy near Site 35 has no screening around the vent at the roofline.

R325.1566 Sewage disposal in primitive campgrounds. Rule 16 states:

" . . . A campground owner shall ensure that the interior of the privy above the vault is constructed of smooth, easily cleanable, nonabsorbent materials and that all openings are screened. A campground owner shall ensure that a privy has a self-closing door. . . "

Ensure all privy doors close tightly and all privy openings are screened to prevent the entry of insects and rodents.

3. An atmospheric vacuum breaker was not provided on a threaded water outlet in the pump house at the service building.

R325.1559 Water supplies. Rule 9 states:

- a. *“A Campground owner shall ensure that a potable water supply system is designed, installed, and maintained to prevent contamination from nonpotable water sources and other nonpotable liquids. . .”*

Provide atmospheric vacuum breakers for all threaded water outlets.

4. The hatch for the sewer riser at the sanitary station was propped open with a brick placed on the foot pedal of the hatch.

R325.1576 Sanitary stations. Rule 26 (3) states:

- c. *“A foot-operated hatch is installed to cover the sanitary station sewer riser when not in use.”*

Ensure the hatch for the sewer riser at the sanitary station is maintained closed when not in use.

Public Health, Delta & Menominee Counties appreciates your continued efforts to provide a safe and sanitary campground. If you have any questions regarding this inspection please contact PHDM at (906)786-9692.

Sincerely,



Lori Schultz
Environmental Health Specialist

c Campgrounds & Pools Unit, DNRE, Lansing