

"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 ~September 6, 2011**
at **6:30 p.m. C.D.T.** at the **Shakey Lakes 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. Park Office Manager/ Park Ranger Report
 - b. Budget –monthly review
 - c. 2011/2012 Budget
 - d. Maintenance Contracts Discussion
 - e. Update on Park Projects
 - f. Grant Opportunities
 - g. Lease site policy and procedures
 - h. 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

August 2, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at River Park on August 2, 2011.

Reporting for roll call were: Gail Jerzyk, Bob Desjarlais, 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 July 5, 2011 were approved. Charlie made the motion that was seconded by Ruby. The motion carried.

Public Comment: Two long-term campers at Klenke Park thanked Al for improvements to the women's restroom. Another camper thanked the committee for the new fireworks ban in all county parks.

Business:

- a. **Discussion of Camp Training:** Ruby suggested that we establish a host camper program initially at Klenke Park citing the following reasons: The park is very close to the highway, the park suffers from a layout that is confusing to first-time visitors, and a host-camper would make all campers feel more welcome. Mr. Valdez, manager of Wells State Park was invited to the meeting to talk about the host-camper program there. In particular, he discussed the duties of the host-camper and the method for selecting them. He also stated that in his opinion, the host-camper program was a great asset to the park.
- b. **Park Office Manager/Park Ranger Report:** Park Manager Karen Kayser reported via an occupancy graph that usage of the county parks was about the same as last year. In addition, the parks were drawing patrons from the same residential areas. She mentioned that there had been numerous electrical problems especially at Shakey Lakes Park.
- c. **Budget-monthly review** Brian reported that the bottom line was O.K.
- d. **2011/2012 Budget:** Brian announced that next year's budget was probably going to be as tight as the current year's. In particular, he reported that the spraying regimen for phragmites at Airport Park and Bailey Park would cost about \$5,000 each.
- e. **Maintenance Contract Discussions:** This item was tabled until a future meeting pending the receipt of a proposal for the maintenance of park equipment (e.g. mowers and snow-blowers)

- f. **Summer Projects and the Parks:** Brian announced that a few issues were still in the process of resolved with the DNR and the health department.
- g. **Grant Opportunities:** Brian reported that the county had applied for a matching grant through the Conservation District for the planting of trees in the county parks.
- h. **Bylaws, Park Rules Review:** Brian announced that the Board of Commissioners had ruled that there was to be no alcohol at county committee meetings and that the compensation for mileage for committee members had been increased to 55.5 cents per mile.
- i. **Lease site policy and procedures:** Park Manager Karen Kayser requested a ruling on whether or not campers were entitled to a refund in the event of bad weather. The answer was no. She also raised the issue of how to handle disorderly campers. She was told that the employees of the park do have the right to deny camping privileges to disorderly patrons.
- j. **Any other matters:** One long-term camper from Klenke Park requested clarification of the policy regarding long-term camping sites as they become available.

There was no correspondence and no further public comment.

A motion to adjourn the meeting at 8:15 pm. was offered by Charlie and seconded by Gail

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY
Standard Budget Report
August 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
General Revenues					
Taxes					
HANNAHVILLE GRANT	0.00	5,125.00	0.00	5,125.00	0.00
Total Taxes	<u>0.00</u>	<u>5,125.00</u>	<u>0.00</u>	<u>5,125.00</u>	<u>0.00</u>
Total General Revenues	<u>0.00</u>	<u>5,125.00</u>	<u>0.00</u>	<u>5,125.00</u>	<u>0.00</u>
Program Revenues					
Charges for Services					
FIREWOOD SALES	176.25	176.25	300.00	-123.75	58.75
TIMBER SALES	0.00	650.00	0.00	650.00	0.00
ANNUAL	900.00	6,810.00	8,200.00	-1,390.00	83.05
ANNUAL 2 FOR	50.00	213.00	250.00	-37.00	85.20
DAILY	1,460.00	3,787.00	5,000.00	-1,213.00	75.74
SENIOR CITIZENS	12.00	120.00	300.00	-180.00	40.00
GATE RECEIPTS FOR FAIR	0.00	8,308.00	8,017.00	291.00	103.63
SHAKY CAMPING FEES	9,451.00	65,479.00	67,000.00	-1,521.00	97.73
KLEINKE CAMPING FEES	5,823.00	16,554.50	20,000.00	-3,445.50	82.77
SHAKY LAKE LEASE SITES	0.00	65,582.00	51,650.00	13,932.00	126.97
KLEINKE LEASE SITES	0.00	14,190.00	15,000.00	-810.00	94.60
Total Charges for Services	<u>17,872.25</u>	<u>181,869.75</u>	<u>175,717.00</u>	<u>6,152.75</u>	<u>103.50</u>
Interest and Rents					
PAVILLION-SHAKEY	50.00	100.00	210.00	-110.00	47.62
PAVILLION-KLEINKE	0.00	0.00	60.00	-60.00	0.00
Outside Storage	42.00	2,087.00	3,600.00	-1,513.00	57.97
Inside (Fair) Storage	0.00	4,823.80	2,500.00	2,323.80	192.95
Total Interest and Rents	<u>92.00</u>	<u>7,010.80</u>	<u>6,370.00</u>	<u>640.80</u>	<u>110.06</u>
Total Program Revenues	<u>17,964.25</u>	<u>188,880.55</u>	<u>182,087.00</u>	<u>6,793.55</u>	<u>103.73</u>

MENOMINEE COUNTY
Standard Budget Report
 August 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Special Items					
Other Revenue					
FIREWOOD-KLEINKE	55.00	407.00	0.00	407.00	0.00
ICE-KLEINKE	43.00	115.00	0.00	115.00	0.00
PAID SHOWERS-KLEINKE	168.75	375.75	400.00	-24.25	93.94
PAID SHOWERS-SHAKEY	507.75	1,342.25	2,000.00	-657.75	67.11
MISCELLANEOUS RECEIPTS	0.00	66.75	100.00	-33.25	66.75
Sweatshirt Revenue	0.00	112.28	400.00	-287.72	28.07
GENERAL FUND APPROPRIATION	0.00	48,545.00	48,545.00	0.00	100.00
Total Other Revenue	<u>774.50</u>	<u>50,964.03</u>	<u>51,445.00</u>	<u>-480.97</u>	<u>99.07</u>
Total Special Items	<u>774.50</u>	<u>50,964.03</u>	<u>51,445.00</u>	<u>-480.97</u>	<u>99.07</u>
Total Revenues	<u>18,738.75</u>	<u>244,969.58</u>	<u>233,532.00</u>	<u>11,437.58</u>	<u>104.90</u>

MENOMINEE COUNTY
Standard Budget Report
August 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	3,022.78	57,971.51	64,736.00	6,764.49	89.55
SALARIES - TEMPORARY	2,739.50	17,410.75	23,760.00	6,349.25	73.28
OVERTIME	0.00	459.60	2,500.00	2,040.40	18.38
LONGEVITY	0.00	625.00	625.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,732.63	26,096.26	26,863.00	766.74	97.15
LIFE INSURANCE	4.60	50.60	60.00	9.40	84.33
FICA-OASDI	347.85	4,691.77	5,364.00	692.23	87.14
FICA-MEDI	81.35	1,097.33	1,302.00	204.67	84.28
WORKMENS COMPENSATION	0.00	2,435.55	2,970.00	534.45	82.01
RETIREMENT	1,412.74	9,133.24	10,281.00	1,147.76	88.84
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	218.88	350.00	131.12	62.54
GAS, OIL ETC	217.54	6,220.42	6,000.00	-220.42	103.67
DIESEL FUEL	556.13	556.13	1,000.00	443.87	55.61
L.P. GAS	0.00	2,642.52	2,800.00	157.48	94.38
UNIFORMS	0.00	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	0.00	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	100.00	658.00	850.00	192.00	77.41
CONSTRUCTION SUPPLIES	451.74	1,503.91	1,500.00	-3.91	100.26
PROFESSIONAL/CONTRACTURAL SERVICES	0.00	1,874.00	1,500.00	-374.00	124.93
PROFESSIONAL-PHYSICALS	0.00	647.00	650.00	3.00	99.54
TRAVEL/Parks Per Diems & Mileage	43.84	474.20	1,500.00	1,025.80	31.61
PROGRAMING/RECREATION	0.00	85.97	450.00	364.03	19.10
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	6,231.00	6,231.00	6,000.00	-231.00	103.85
Inside Storage	2,411.90	2,411.90	1,600.00	-811.90	150.74
WATER TESTING	0.00	651.70	800.00	148.30	81.46
UTILITIES/ELECTRIC	7,862.58	20,250.45	30,000.00	9,749.55	67.50
EQUIPMENT MAINTENANCE	865.41	4,536.89	4,000.00	-536.89	113.42
FACILITY MAINTENANCE	1,121.06	2,413.22	4,000.00	1,586.78	60.33
GROUNDS MAINTENANCE	0.00	3,743.25	4,000.00	256.75	93.58

MENOMINEE COUNTY
Standard Budget Report
 August 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
RENTAL/CONTRACTING	2,138.28	10,196.06	7,500.00	-2,696.06	135.95
REFUNDS/REBATES	266.00	1,126.00	4,000.00	2,874.00	28.15
NEW/REPLACEMENT EQUIPMENT	850.00	3,217.91	5,000.00	1,782.09	64.36
Total COUNTY PARKS	<u>33,456.93</u>	<u>195,642.29</u>	<u>233,531.00</u>	<u>37,888.71</u>	<u>83.78</u>
Total Recreation and Culture	<u>33,456.93</u>	<u>195,642.29</u>	<u>233,531.00</u>	<u>37,888.71</u>	<u>83.78</u>
Total Expenditures	<u>33,456.93</u>	<u>195,642.29</u>	<u>233,531.00</u>	<u>37,888.71</u>	<u>83.78</u>
CHANGE IN FUND EQUITY	-14,718.18	49,327.29	1.00	49,326.29	-4,932,729.00

MENOMINEE COUNTY
Standard Budget Report
 August 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Contribution From Local Units					
LOCAL GRANT-STONEY POINT	0.00	14,000.00	0.00	14,000.00	0.00
Local Grant/Shakey Lakes	0.00	9,861.00	0.00	9,861.00	0.00
Total Contribution From Local Units	<u>0.00</u>	<u>23,861.00</u>	<u>0.00</u>	<u>23,861.00</u>	<u>0.00</u>
Charges for Services					
BOAT FEES	548.00	3,287.00	4,000.00	-713.00	82.17
Total Charges for Services	<u>548.00</u>	<u>3,287.00</u>	<u>4,000.00</u>	<u>-713.00</u>	<u>82.17</u>
Total Program Revenues	<u>548.00</u>	<u>27,148.00</u>	<u>4,000.00</u>	<u>23,148.00</u>	<u>678.70</u>
Special Items					
Other Revenue					
MISCELLANEOUS RECEIPTS	0.00	200.00	200.00	0.00	100.00
Total Other Revenue	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>	<u>100.00</u>
Total Special Items	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>	<u>100.00</u>
Total Revenues	<u>548.00</u>	<u>27,348.00</u>	<u>4,200.00</u>	<u>23,148.00</u>	<u>651.14</u>

MENOMINEE COUNTY

Standard Budget Report

August 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKEY LAKES IMPROVEMENT	62.00	9,077.68	9,250.00	172.32	98.14
KLEINKE PARK IMPROVEMENT	0.00	98.24	200.00	101.76	49.12
SHAKEY LAKE CAPITAL IMPROVEMENT	0.00	375.00	0.00	-375.00	0.00
Total PARK IMPROVEMENT EXPENDITURE	<u>62.00</u>	<u>9,550.92</u>	<u>9,450.00</u>	<u>-100.92</u>	<u>101.07</u>
Total Recreation and Culture	<u>62.00</u>	<u>9,550.92</u>	<u>9,450.00</u>	<u>-100.92</u>	<u>101.07</u>
Total Expenditures	<u>62.00</u>	<u>9,550.92</u>	<u>9,450.00</u>	<u>-100.92</u>	<u>101.07</u>
CHANGE IN FUND EQUITY	486.00	17,797.08	-5,250.00	23,047.08	338.99

COUNTY PARKS

County of Menominee
Revenue Voucher

Date 7/21/11-7/31/11

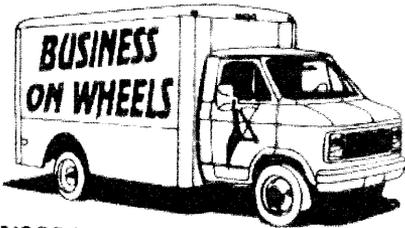
208-000-649.00	Firewood Shakey	\$ 176.25
208-000-649.02	Ice Sales Shakey	\$
208-000-651.01	Annual Sticker Sales	\$ 520.00
208-000-651.02	Annual 2 nd Sticker	\$ 30.00
208-000-651.03	Daily Sticker Sales	\$ 838.00
208-000-651.04	Senior Citizens Sticker	\$ 12.00
208-000-651-05	Gate Receipt/Fair	\$
208-000-653.01	Shakey Lakes Fees	\$ 4704.00
208-000-653.02	Kleinke Park Fees	\$ 2997.00
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	\$ 18.00
208-000-667.03	Storage rental inside	\$
208-000-676.00	Misc receipts	\$
208-000-676.02	Sweatshirts	\$
208-000-673.01	Firewood Kleinke	\$ 15.00
208-000-673.02	Ice Kleinke	\$ 27.00
208-000-673.03	Showers Kleinke	\$ 66.75
208-000-673.04	Showers Shakey Lakes	\$ 130.00
701-000-228.23	Sales Tax	\$
	Total Parks	\$ 9534.00
220-000-652.01	Boating	\$ 300.00
	Total Boat fees	\$ 300.00
	Total receipts	\$ 9834.00

COUNTY PARKS

County of Menominee
Revenue Voucher

Date 8/01/11-8/14/11

208-000-649.00	Firewood Shakey	\$
208-000-649.02	Ice Sales Shakey	\$
208-000-651.01	Annual Sticker Sales	\$ 380.00
208-000-651.02	Annual 2 nd Sticker	\$ 20.00
208-000-651.03	Daily Sticker Sales	\$ 622.00
208-000-651.04	Senior Citizens Sticker	\$
208-000-651-05	Gate Receipt/Fair	\$
208-000-653.01	Shakey Lakes Fees	\$ 4747.00
208-000-653.02	Kleinke Park Fees	\$ 2826.00
208-000-654.00	Shakey Lakes Leased	\$
208-000-654.02	Kleinke Park Leased	\$
208-000-666.01	Pavilion-Shakey Lakes	\$ 50.00
208-000-666.02	Pavilion-Kleinke	\$
208-000-649.00	Cash Over/Short	\$
208-000-667.02	Storage rental outside	\$ 24.00
208-000-667.03	Storage rental inside	\$
208-000-676.00	Misc receipts	\$
208-000-676.02	Sweatshirts	\$
208-000-673.01	Firewood Kleinke	\$ 40.00
208-000-673.02	Ice Kleinke	\$ 16.00
208-000-673.03	Showers Kleinke	\$ 102.00
208-000-673.04	Showers Shakey Lakes	\$ 377.75
701-000-228.23	Sales Tax	\$
	Total Parks	\$ 9204.67
220-000-652.01	Boating	\$ 248.00
	Total Boat fees	\$ 248.00
	Total receipts	\$ 9452.75



N9804 Anderson Rd.
Daggett, Michigan 49821

Phone: (906) 753-2322
Fax: (906) 753-4560

August 11, 2011

Menominee County Buildings and Grounds
Menominee County Parks
839 10th Avenue
Menominee, MI 49858

To Whom It May Concern:

We, at Business On Wheels, are willing to sign a maintenance contract with Menominee County to maintain and service the grounds keeping fleet for the Parks. We will charge for time and materials. Our labor rate is set at \$33 an hour. Materials are at a standard markup.

If the Parks would like to supply their own parts and materials, that is more than welcome. However, with anything supplied, Business On Wheels is not responsible for its working condition. We are also willing to procure the parts for the Parks from any pre-approved vendors and have them direct billed to the Parks on their account. Business On Wheels will then assume responsibility for making sure the parts are in proper working condition before installation. With anything supplied, we will only charge for labor involved.

At our business, we like to keep the client as updated as possible with an open dialog, and that communication would be applied to the Parks as well. We have established a working relationship with Al Thompson with the Parks for the fleet repairs we have already done. Right now, with any repairs, he is advised of what is found wrong and what is recommended to repair it. He then gives his okay before work is continued. No repairs are done without approval and the same would go for the Parks. Also, no parts would be purchased on behalf of the Parks without prior approval.

We appreciate the opportunity to service your needs. Feel free to give us a call with any questions or concerns and we will gladly answer them.

Sincerely,

A handwritten signature in cursive script that reads "Dan Gaudes".

Dan Gaudes
Owner