

"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
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**The Menominee County
Parks and Recreation Committee
Will meet on Monday ~January 7, 2013
at 5:00 p.m. C.D.T. at
Stephenson Annex, Stephenson, Michigan**

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

AGENDA

- A. Call Meeting to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Approval of Previous Meeting Minutes
- F. Public Comment
- G. Business
 - a) Election of Officers
 - aa. Chairman
 - bb. Vice Chairman
 - cc. Secretary
 - b) Joint Meeting with Fair Board
 - c) Monthly Budget Review
 - d) Camp Host Program
 - e) Volunteer Fire and Rescue Squad Personnel Free Camping Weekend
 - f) Parks Projects/DNR Grants
 - g) Lease Program
 - h) Deputy in the Park Program
- H. Correspondence
- I. Any Other Items Members Wish to Present
- J. Public Comment
- K. Adjournment

Charlie Meintz – Chairperson

Larry Schei – Vice Chairperson

Doug Krienke James Furlong Chris Plutchak Bernie Lang Gerald Piche Jan Hafeman John Nelson

Menominee County Parks and Recreation Committee

Meeting Minutes

December 3, 2012

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Annex in Stephenson, MI on December 3, 2012.

Reporting for roll call were: Vola Bleile, Bob Desjarlais, Ruby Ivens, Gail Jerzyk, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. There was a quorum present to conduct the meeting.

Approval of agenda: A motion was made by Mark and seconded by Vola. The motion carried.

Minutes: A motion was made by Ruby to approve the minutes from the last meeting that was seconded by Vola. The motion carried.

Public Comment: Ruby stated that she had been contacted by one of the long-term campers at Kleinke Park who complained about the increase in camping rates for out of state patrons and the electrical surcharge that had been approved by the board at its last meeting.

Business:

- a. **Monthly Budget Review:** Brian distributed copies of the most recent budget for the board's perusal and comment. There was a question concerning income from fair storage at Shakey Lakes Park. Brian commented that this was an item in need of review.
- b. **Park Ranger/Park Manager Updates:** Brian reported that the parks had all been winterized, and that the maintenance crew was busy with various projects.
- c. **Project Update:** Brian reported that Menominee County Building Inspector Dan Menacher would soon inspect the new roofs on the pit toilets. He also reminded the committee that there were still several concerns regarding the quality of construction at the new bathhouse at Shakey Lakes Park. Charlie suggested that the entire committee inspect the facility together. It was agreed to hold a special meeting beginning at 3:00 pm. on December 17, 2012 at Shakey Lakes Park to assess and discuss the items of concern.
- d. **Parks Update:** Brian announced that we were "still in the running" concerning our grant application for improvements at River Park. A decision is expected shortly.
- e. **Lease Program/Lease Policies and Procedures:** Brian reported that the lease rates proposed by the parks board at its last meeting had been approved by the county commissioners. However, the commissioners did decide to reinstate the free admittance for Menominee County residents who were age 70 years or older.
- f. **Park Rules:** Brian distributed the latest edition of the park rules that contained

revisions agreed upon at the last meeting. Another document entitled "Menominee County Parks Seasonal Lease Campsites: Policies and Procedures" was reviewed by the board. Brian requested that the board help determine exactly what constitutes a "water site". It was decided that a campsite be designated as a "water site" if there are no obstructions between the campsite and the water. The new regulations also allow the county administrator/ park superintendent to reject a lease renewal for the succeeding and all subsequent seasons. Glenn suggested that this power be qualified to refer to any leasee who has jeopardized the safety and/or well-being of other campers and park patrons or who intentionally seeks to upset the harmony of the park. Mark offered a motion that was seconded by Vola to refer all of the rule changes to the Board of Commissioners for its consideration. The motion carried.

There was no correspondence.

Any Other Items Members Wish to Present: Mark Jasper, outgoing county commissioner, was recognized for his exemplary service on the Parks and Recreation Committee. Ruby reminded the committee that training for next season's camp host needed to be addressed soon.

Vola offered a motion to adjourn that was seconded by Gail. The meeting was adjourned at 6:30 pm.

Respectfully submitted by Glenn D. Cody

Menominee County Parks and Recreation Committee

Meeting Minutes

December 17, 2012

The meeting was called to order at 3:00 pm by Bob Desjarlais at the newly constructed bathhouse at Shakey Lakes Park on December 17, 2012.

Reporting for roll call were: Vola Bleile, Bob Desjarlais, Ruby Ivens, Gail Jerzyk, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. Menominee County Building Inspector Dan Menacher and parks employee Jim Quist were also on hand. There was a quorum present to conduct the meeting.

This was a special meeting arranged by the committee at its last general meeting on December 3, 2012. The committee had agreed to meet at Shakey Lakes Park in order to inspect the new bathhouse facility in light of recently voiced concerns concerning the quality of the work. Jim Quist had already marked individual items with blue tape in the structure as areas of concern that he had identified earlier. He accompanied the group on their tour of the bathhouse.

Following the tour, the committee discussed the various items that were in need of additional attention including: interior trim, masonry work around many of the toilets, cracks and shoddy mortar application in some of the walls. Dan Menacher explained that some of the cracks were caused by the onset of colder temperatures in the unheated structure.

It was decided to ask the parks' maintenance crew to undertake the repairs. The contractor, Albertson Construction Company would then be back-charged for the work.

The meeting was adjourned at 4:00 pm.

Respectfully submitted by Glenn D. Cody

Parks and Recreation Committee 2013 Meeting Schedule

Date	Time	Place
January 7	5pm	Stephenson Annex
February 4	5pm	Stephenson Annex
March 4	5pm	Stephenson Annex
April 1	5pm	Stephenson Annex
May 6	5pm	Stephenson Annex
June 3	5pm	Bailey Park*
July 8	5pm	Kleinke Park*
August 5	5pm	River Park*
September 9	7 pm	Shakey Lakes Park*
October 7	7pm	Stephenson Annex
November 4	5pm	Stephenson Annex
December 2	5pm	Stephenson Annex

scheduled meetings at the parks will be held at the Stephenson Annex if poor weather conditions exist

MENOMINEE COUNTY

Standard Budget Report

January 2013 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	0.00	300.00	-300.00	0.00
ANNUAL	0.00	0.00	8,000.00	-8,000.00	0.00
ANNUAL 2 FOR	0.00	0.00	100.00	-100.00	0.00
DAILY	0.00	0.00	5,000.00	-5,000.00	0.00
GATE RECEIPTS FOR FAIR	0.00	0.00	8,000.00	-8,000.00	0.00
SHAKY CAMPING FEES	0.00	326.00	67,000.00	-66,674.00	0.49
KLEINKE CAMPING FEES	0.00	837.00	20,000.00	-19,163.00	4.18
SHAKY LAKE LEASE SITES	0.00	800.00	65,000.00	-64,200.00	1.23
KLEINKE LEASE SITES	0.00	0.00	13,800.00	-13,800.00	0.00
Total Charges for Services	0.00	1,963.00	187,200.00	-185,237.00	1.05
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	0.00	1,925.00	3,600.00	-1,675.00	53.47
Inside (Fair) Storage	0.00	4,472.70	2,500.00	1,972.70	178.91
Total Interest and Rents	0.00	6,397.70	6,400.00	-2.30	99.96
Total Program Revenues	0.00	8,360.70	193,600.00	-185,239.30	4.32
Special Items					
Other Revenue					
PAID SHOWERS-KLEINKE	0.00	0.00	400.00	-400.00	0.00
PAID SHOWERS-SHAKEY	0.00	0.00	2,000.00	-2,000.00	0.00
MISCELLANEOUS RECEIPTS	0.00	37.00	100.00	-63.00	37.00
Sweatshirt Revenue	0.00	51.00	300.00	-249.00	17.00
GENERAL FUND APPROPRIATION	0.00	14,423.75	57,695.00	-43,271.25	25.00
Total Other Revenue	0.00	14,511.75	60,495.00	-45,983.25	23.99
Total Special Items	0.00	14,511.75	60,495.00	-45,983.25	23.99
Total Revenues	0.00	22,872.45	254,095.00	-231,222.55	9.00

MEMONINEE COUNTY

Standard Budget Report

January 2013 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	0.00	10,191.15	67,340.00	57,148.85	15.13
SALARIES - TEMPORARY	0.00	336.00	24,000.00	23,664.00	1.40
OVERTIME	0.00	0.00	1,800.00	1,800.00	0.00
LONGEVITY	0.00	0.00	775.00	775.00	0.00
HOSPITAL DEDUCTIBLE	0.00	5,991.90	23,190.00	17,198.10	25.84
LIFE INSURANCE	0.00	13.80	60.00	46.20	23.00
FICA-OASDI	0.00	621.60	5,551.00	4,929.40	11.20
FICA-MEDI	0.00	145.36	1,298.00	1,152.64	11.20
WORKMENS COMPENSATION	0.00	2,063.45	4,260.00	2,196.55	48.44
RETIREMENT	0.00	2,306.18	12,220.00	9,913.82	18.87
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	400.00	400.00	0.00
GAS, OIL ETC	0.00	4.29	8,000.00	7,995.71	0.05
DIESEL FUEL	0.00	0.00	2,000.00	2,000.00	0.00
L.P. GAS	0.00	0.00	2,800.00	2,800.00	0.00
UNIFORMS	0.00	129.96	700.00	570.04	18.57
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	0.00	0.00	3,500.00	3,500.00	0.00
OTHER OPERATING/GENERAL	0.00	441.04	2,000.00	1,558.96	22.05
BROCHURES/STICKERS	0.00	0.00	1,000.00	1,000.00	0.00
TREE REPLACEMENT	0.00	1,000.00	1,000.00	0.00	100.00
DEQ Permits	0.00	502.07	1,000.00	497.93	50.21
CONSTRUCTION SUPPLIES	0.00	57.60	1,000.00	942.40	5.76
PROFESSIONAL/CONTRACTURAL SERVICES	0.00	78.00	9,000.00	8,922.00	0.87
PROFESSIONAL-PHYSICALS	0.00	0.00	650.00	650.00	0.00
TRAVEL/Parks Per Diems & Mileage	0.00	124.52	1,100.00	975.48	11.32
PROGRAMMING/RECREATION	0.00	984.28	1,200.00	215.72	82.02
Sweatshirts	0.00	0.00	300.00	300.00	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	0.00	60.00	750.00	690.00	8.00
UTILITIES/ELECTRIC	0.00	2,177.37	35,000.00	32,822.63	6.22
EQUIPMENT MAINTENANCE	0.00	185.58	5,000.00	4,814.42	3.71
FACILITY MAINTENANCE	0.00	1,496.49	3,000.00	1,503.51	49.88
GROUPS MAINTENANCE	0.00	780.00	4,000.00	3,220.00	19.50

MENOMINEE COUNTY
Standard Budget Report
 January 2013 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
RENTAL/CONTRACTING	0.00	317.53	7,500.00	7,182.47	4.23
REFUNDS/REBATES	0.00	-24.00	2,000.00	2,024.00	-1.20
CAPITAL OUTLAY	0.00	0.00	1,000.00	1,000.00	0.00
VEHICLE MAINTENANCE	0.00	0.00	4,000.00	4,000.00	0.00
NEW/REPLACEMENT EQUIPMENT	0.00	0.00	5,000.00	5,000.00	0.00
Total COUNTY PARKS	0.00	29,984.17	254,094.00	224,109.83	11.80
Total Recreation and Culture	0.00	29,984.17	254,094.00	224,109.83	11.80
Total Expenditures	0.00	29,984.17	254,094.00	224,109.83	11.80
CHANGE IN FUND EQUITY	0.00	-7,111.72	1.00	-7,112.72	711,172.00

MENOMINEE COUNTY
Balance Sheet
September 2012

Account Title	Balance	Account Number
Fund: COUNTY PARKS		
ASSETS		
Current Assets		
CASH	48,258.14	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
ACCOUNTS RECEIVABLE	1,214.00	208-000-040.00
TOTAL Current Assets	<u>49,772.14</u>	
TOTAL ASSETS	<u>49,772.14</u>	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	5,174.89	208-000-200.00
Accrued Wages Payable	3,474.16	208-000-257.00
UNDISTRIBUTED RECEIPTS	2,424.58	208-000-273.00
TOTAL Current Liabilities	<u>11,073.63</u>	
TOTAL LIABILITIES	<u>11,073.63</u>	
FUND EQUITY		
Fund Equity		
FUND BALANCE	33,438.67	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	4,535.34	
TOTAL Fund Equity	<u>38,698.51</u>	
TOTAL FUND EQUITY	<u>38,698.51</u>	
TOTAL LIABILITIES & FUND EQUITY	<u>49,772.14</u>	

MENOMINEE COUNTY
Balance Sheet
September 2012

Account Title	Balance	Account Number
Fund: PARK IMPROVEMENT FUND		
ASSETS		
Current Assets		
CASH	11,121.79	220-000-001.00
ACCOUNTS RECEIVABLE	6.00	220-000-040.00
TOTAL Current Assets	<u>11,127.79</u>	
TOTAL ASSETS	<u>11,127.79</u>	
FUND EQUITY		
Fund Equity		
FUND BALANCE	97,262.91	220-000-390.00
CHANGE IN FUND EQUITY	-86,135.12	
TOTAL Fund Equity	<u>11,127.79</u>	
TOTAL FUND EQUITY	<u>11,127.79</u>	
TOTAL LIABILITIES & FUND EQUITY	<u>11,127.79</u>	

CAMPGROUND HOST - VOLUNTEER PROGRAM

POLICY

Menominee County Board of Commissioners encourages the use of volunteers as Campground Hosts at Kleinke Park. Volunteer Hosts must comply with all State Laws, Menominee County Park Rules and Policies and Procedures.

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 available camping recreational equipment to visitors.
- Also see duties on page 4

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

PROCEDURE

Number of Hosts

Kleinke Park will be limited to one set of Camp Host at a time.

Timetables

Campground Hosts are scheduled at Kleinke Park from May 15 to September 15.

Selection and Application Process

Campground Host applications are accepted year-round.

- Applicants must be at least 21 years of age and Michigan residents are given priority.
- Applicants must submit a Volunteer Campground Host Application, and Volunteer Release and Waiver of Liability Form to the County Administrator/Park Assistant Superintendent or Designee.
- Applications can be obtained at the Menominee County Administration Office
- All Camp Host applicants are subject to criminal history background check.
- Applicant interviews and selection will be conducted by the County Administrator/Park Assistant Superintendent or Designee.

- Hosts may not begin service until the required forms are on file and the criminal history check is conducted. Forms will be kept with the County Administrator.
- Unsuccessful applicants will be notified in writing by the County Administrator/Park Assistant Superintendent or Designee.
- A new application and criminal history check are needed for each calendar year.
- Individuals chosen to serve as Hosts are not guaranteed selection for a succeeding service period.

Menominee County 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 cannot serve as Host.

Criminal History Check

Any adult, who resides on the host site for more than 2 days, shall be subject to criminal history background checks. The County Administrator/Park Assistant Superintendent or Designee 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 the Menominee County Campground Host Training Program.

Length of Service

All Campground Host schedules are assigned by the County Administrator/Park Assistant Superintendent or Designee based on the needs of the Park.

- The intent is to schedule a Host for no less than four consecutive weeks or no more than eight consecutive weeks.
- Exceptions to the minimum or maximum time periods will be recommend from the Parks and Receptions Committee and approved by the Menominee County Board of Commissioners.

Scheduling

Being a Campground Host represents a major commitment of time. A minimum of 20 hours per week is to be contributed 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 approval of the County Administrator/Park Assistant Superintendent or Designee.

Uniforms

All Campground Hosts shall be provided uniforms from the County Administrator/Park Assistant Superintendent or Designee at the expense of Menominee County Parks. Nametags will contain the following:

- Line 1: Host name (however you/they want it, first only, first & last, Mr or Mrs.)
- Line 2: 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 County Administrator/Park Assistant Superintendent or Designee.

Campground Host vests and name tags must be returned to the County Administrator/Park Assistant Superintendent or Designee at the end of the Host's assignment.

Campsite

County Administrator/Park Assistant Superintendent or Designee 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 County Administrator/Park Assistant Superintendent or Designee 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 2 days, are those on the application.

Equipment

The Camp Host may loan provided recreational equipment to campers.

Duties

Campground Hosts duties will supplement the 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 20 weekly service hours for Hosts:

1. Providing or Assisting with at least one (1) Special Weekly Activity
2. Daily Tour of Campground
3. Loan of Recreational Equipment
4. Maintain Bulletin Board at Host site with weekly activities listed
5. Assist in "Green Initiatives" efforts

Activity Report

Hosts are required to complete a weekly Volunteer Campground Host Activity Report to be turned into the Park Rangers.

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 the County Administrator/Park Assistant Superintendent or Designee. Medical cases will be reviewed on an individual basis by the County Administrator/Park Assistant Superintendent or Designee. County Administrator/Park Assistant Superintendent or Designee will file these reports.

Prohibited Acts

1. Under no circumstances will Hosts be allowed to collect camping fees, or any other Menominee County or concession operator's funds.
2. Volunteers will not operate park vehicles or equipment (trucks, gators, golf carts etc.)
3. Campground Hosts have no law enforcement authority. Infractions of Menominee County Park rules and policies are to be reported to Park Rangers.
4. Hosts may not be scheduled to relieve paid employees on breaks or scheduled to perform job tasks normally assigned to paid employees.

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 Park Rangers as frequently as desired but must be done at the completion of the agreed upon assignment. Completed evaluations are to be kept with the County Administrator or Park Assistant Superintendent.

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

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

The Menominee County Board of Commissioners 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 Menominee County Board of Commissioners which appoints people like me to serve and to help Menominee County. While I am serving as a volunteer, **I have the same immunity from civil liability under Michigan law as an employee of Menominee County.** After becoming a volunteer, Menominee County 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 Menominee County, 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, Menominee County, 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 Menominee County 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 Menominee County may include activities that may be hazardous. I assume the risk of injury or harm in those activities I choose to do and release Menominee County from all liability for injury, illness, death, or property damage occurring from my work for Menominee County.
- 4. Insurance.** Menominee County 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 Menominee County 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 Menominee County, 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 Menominee County with my birth date.
- 8. Discrimination laws.** I agree to follow Menominee County'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.** Menominee County 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 Menominee County.
- 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.

Signature: _____

Date: _____

Signature: _____

Date: _____

VOLUNTEER CAMPGROUND HOST APPLICATION

Applicants

Serve as Volunteer Campground Host(s) at Kleinke Park

Available From:

To

List two references and their relationship to you.

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

In Case of Emergency, please notify:

Name and address of person to be notified (not living with you)	Relationship	Telephone
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- 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 Menominee County Board of Commissioners 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 and will provide notice should I/we need to leave.
- I agree to abide by State and Federal laws and Menominee County policy which prohibit discrimination in employment, education, housing, public accommodations, law enforcement or public service based on religion, race, color, national origin, age, sex, marital status, height, weight, or disability.
- I further certify that I have read, understand, and have signed the 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.

Applicant's Signature	Date	Co-Applicants Signature	Date
Applicant's Shirt Size		Co-Applicant's Shirt Size	
S M L 1X 2X 3X		S M L 1 x 2 X 3 X	

Confirmed Dates of Assignment:

Park Supervisor Signature:

Criminal History Check completed and Volunteer is approved

Date:

VOLUNTEER CAMPGROUND HOST APPLICATION

Applicant's Name		Retired? Yes NO		Co-Applicant's Name		Retired? Yes 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? No Yes If Yes. Date of				Have you attended training for Volunteer Campground Hosts? NO YES If Yes. Date of Training			
Have you served as a Volunteer Host before? No Yes If Yes. where?				Have you served as a Volunteer Host before? No Yes If Yes. where?			
Dates served				Dates served			
What special talents/interests do you have?				What special talents/interests do you have?			
Have you ever been convicted of a felony or misdemeanor? No Yes - If Yes, what				Have you ever been convicted of a felony or misdemeanor? No Yes - If Yes, what and when?			
Are you currently charged with a felony or misdemeanor? No Yes - If Yes, what and when?				Are you currently charged with a felony or misdemeanor? No 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 any pets reside with you? If so what kind? Dogs- How many? ___ Cat - How many? ___ E! Other (specify) ___ - How many? ___ No 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

Period Dates _____ to _____

<p>***Daily Host Activities*** — Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.</p> <p>This form should be kept during your assignment and turned in at the end of your term. It should be available upon request.</p> <p>**Number of Contacts** — Totals should be for the day, not just for your activities or events.</p> <p>***Daily Host Activities*** — Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.</p> <p>**Daily Host Activities (<i>Identify category or type of activity performed</i>)</p> <p>Sunday:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%;">*NUMBER OF CONTACTS</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">SUNDAY</td><td></td></tr> <tr><td style="text-align: center;">MONDAY</td><td></td></tr> <tr><td style="text-align: center;">TUESDAY</td><td></td></tr> <tr><td style="text-align: center;">WEDNESDAY</td><td></td></tr> <tr><td style="text-align: center;">THURSDAY</td><td></td></tr> <tr><td style="text-align: center;">FRIDAY</td><td></td></tr> <tr><td style="text-align: center;">SATURDAY</td><td></td></tr> <tr><td style="text-align: center;">TOTALS</td><td></td></tr> </tbody> </table>		*NUMBER OF CONTACTS	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTALS	
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SATURDAY																			
TOTALS																			

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Memorandum

To Volunteer Fire and Rescue Squad Personnel

CC: Menominee County Parks and Recreation Committee, Park Rangers and Park Office
Manager

From: Brian R. Bousley, Menominee County Administrator

Date: 1/2/2013

Re: Free Weekend of Camping

Dear Volunteer Fire and Rescue Squad Personnel,

The Menominee County Parks and Recreation Committee and the Menominee County Board of Commissioners would like to offer a free weekend of camping to all Menominee County Volunteer Firemen, and Rescue Squad personnel. Each member must be an active member listed on the roster, and must be a Menominee County resident. The free camping weekend can only be utilized by Fire and Rescue personnel and their dependents. Holiday weekends and special weekends such as the Menominee County Fair, Easter in June, Christmas in July, and Halloween in August will not be allowed to be utilized as free camping weekends. The free camping weekend will be offered at Shakey Lakes Park or Kleinke Park. Reservations are a required at Shakey Lakes Park; Kleinke Park is first come first serve. Reservations can be made by call the Shakey Lakes Park Office at 906-753-4582.

Please send a current roster containing the full name and address of active members to the County Administrator, Brian R. Bousley at the Menominee County Courthouse at 839 10th Avenue, Menominee, Michigan 49858 no later than May 1, 2013. This proposal will be reviewed annually at an open meeting of the Parks and Recreation Committee and final approval will be made by the Menominee County Board of Commissioners. If there are any questions please feel free to contact me at 906-863-7779.

Best regards,

Brian R. Bousley
Menominee County Administrator



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

December 12, 2012

Mr. Brian R. Bousley
County Administrator
Menominee County
839 10th Avenue
Menominee, MI 49858

Dear Mr. Bousley:

SUBJECT: TF12-121, River Park Development

Congratulations! On behalf of Director Keith Creagh, Department of Natural Resources (DNR), I am writing to inform you that your application noted above was among those recommended for approval to receive a Michigan Natural Resources Trust Fund (MNRTF) development grant in the amount of \$18,700.

The MNRTF program provides funding assistance for local units of government and DNR outdoor recreation needs, including land acquisition and development of outdoor recreation facilities. The recommendation to fund your project was made by the MNRTF Board of Trustees.

A total of 142 applications were evaluated under this program totaling \$37.8 million in requests, and on December 5, 2012, the MNRTF Board of Trustees recommended funding the following projects:

1. Five state and 17 local land acquisition projects totaling \$14,466,500.
2. Five state and 49 local outdoor recreation development projects totaling \$9,072,200.

A number of additional steps need to be taken before the DNR can offer you a grant for your project, including: 1) the DNR must receive legislative approval and an appropriation of funds for these projects; and 2) you will need to enter into an agreement with the DNR.

When funds become available to the DNR, Grants Management will contact you again with information on receiving your project agreement. You can begin your project as soon as this agreement is executed. **You may not make any commitments toward starting this project or begin incurring project costs except as outlined in the attached guidance until an agreement between the grantee and the DNR is executed.**

Mr. Brian R. Bousley
Page 2
December 12, 2012

Refer to the enclosed guidance outlining the steps you should be taking at this time to help ensure timely project completion. Even if you have received a MNRTF grant in recent years, you should read this document carefully since it provides updated information on project procedures.

If you have any questions regarding your project or the MNRTF program, please contact Mr. Jon Mayes, Unit Manager, MNRTF Program, Grants Management, at 517-373-8243 or email mayesj@michigan.gov, or you may contact me. Our mailing address is: **Grants Management, Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.**

Sincerely,



Steven J. DeBrabander, Manager
Grants Management
517-241-3687
debrabanders@michigan.gov

SJD:lh

Enclosure

cc: Mr. Mark Hoffman, Chief Administrative Officer, DNR
Ms. Sharon Schafer, DNR
Mr. Joseph Frick, DNR
Mr. Jon Mayes, DNR

**GUIDANCE TO COMMUNITIES RECOMMENDED FOR A 2012
MICHIGAN NATURAL RESOURCES TRUST FUND
DEVELOPMENT GRANT**

Congratulations on being recommended for a Michigan Natural Resources Trust Fund (MNRTF) development grant!

The MNRTF Board of Trustees has recommended your project for funding; however, the recommendations must be reviewed and approved by the Legislature and funds appropriated to the Department of Natural Resources (DNR) before a grant is considered approved. After the bill is signed it takes another 30 to 60 days before funds are available to the DNR for allocation.

When funds become available to the DNR, approved applicants will be offered a standard MNRTF Project Agreement.

Please note: A Project Agreement must be executed between the DNR and your community prior to beginning your project. With limited exceptions (see #6 below), you may not incur any costs associated with the project or make any commitments towards its completion, such as acquiring materials, soliciting bids or entering into construction contracts.

There are several things you can and should do now so you can begin your project as soon as a Project Agreement is executed:

1. Execution of your project agreement will require a detailed legal description and clear boundary map of the project area, which is the park area to be developed and committed to public outdoor recreation use in perpetuity. You should begin to develop these items now so that you have them available at the time the project agreement is offered to you for signature.
2. Identify the official contact that will be responsible for the day-to-day administration on this project. This person must be authorized to represent the grantee in an official capacity and cannot have any financial interest in any aspect of this project.
3. You should secure all state and local permits needed to complete the project.
4. MNRTF development grants provide cost reimbursement of eligible project costs. Over a two-year period; you will incur costs toward project completion and be reimbursed the grant percentage of the eligible costs associated with the grant. You should make sure your community has allocated the funds needed to initiate project construction as well as the costs for engineering, planning and permits. If your project is dependent on securing local match sources, such as donated materials, you should finalize these arrangements over the next few months.
5. If your project is dependent on executing land use agreements, such as leases and/or easements, you should complete these arrangements now. Draft leases or easements should be submitted to Grants Management for review and approval before they are executed.
6. After January 1, 2013 and prior to execution of the project agreement, grantees may incur engineering costs associated with the preparation of the plans, specifications and bid documents for your project. **Please do not take any steps toward soliciting bids for the project at this time.** If you do not have a professional engineer, architect or landscape architect assigned to the project, you should make these arrangements as soon as possible.

If you need additional guidance or have any questions, please contact your Grants Management grant coordinator, or you may contact Mr. Jon Mayes, Program Manager, MNRTF, Grants Management, at 517-373-9125.

Park Type	Service area	Size in acres	Acres/1,000 Population	Uses
Mini Park	<¼ mile radius	1 or less	0.25 - 0.5	Specialized facility that serves a concentrated or limited group
Neighborhood Park	¼ - ½ radius	15 or more	1.0 - 2.0	Area for intense recreation activities such as field games, court games, crafts, play equipment, skating, picnicking, etc.
Community Park	Several neighborhood ; 1 - 2- mile radius	25 or more	5.0 - 8.0	Area of diverse environmental quality that may include area suited for intense recreational facilities, such as athletic complexes or large swimming pools. May be an area of natural quality for outdoor recreation, such as walking, viewing, sitting, or picnicking. May be any combination of above, depending upon site and suitability and community needs
Regional Park	Several communities, 1 hour driving time	200 or more acres	5.0 - 10	Area of natural or ornamental quality for outdoor recreation such as picnicking, boating, fishing, swimming, camping, and trail use, may include play areas.

Source: Roger A. Lancaster, Ed. 1983, *Recreation Park and Open Space Standards and Guidelines*, Alexandria, Virginia: National Recreation and Park Association

Park Type	Existing County Park Land Acres/1,000 population	NPRA Standard Acres/1,000 population
Mini Parks	1	0.25 to 0.5 acres
Neighborhood Parks	0	1 to 2 acres
Community Parks (includes schools)	1.16	5 to 8 acres
Regional Parks	12.52	5 to 10 acres
Total Park Area	14.69	11.25 to 20.5 acres

NOTE: Acreage does not include non-county owned park facilities.

5.2 Specific Recreational Facilities

Some specific recreation needs were identified for each County park and/or recreation facility in the County. They are listed below. Also listed below are previous needs that were addressed for each park.

Shakey Lakes Park

1. Bathhouse (ADA shower, male and female restroom accommodations) and sanitation station construction.
2. Handicap accessible campsites. *

3. Construction of a fishing platform.
4. Upgrade the electrical on campsites. (X)
5. Construction of rustic cabins on the back forty for rent.
6. Construction of a boat wash station.
7. On-site water supply installed at each campsite.
8. Construction of a small gazebo in camp area or adjacent to fishing pier.
9. Construct/upgrade the park entrance.
10. Stump removal throughout the park.

Addressed Needs

1. Tree planting program implemented and ongoing (mixture of hard and softwood trees in various heights).
2. Permits for fishing platform are being submitted.
3. Campground construction permits are being submitted for the creation of an additional bathhouse (ADA shower and male and female restroom accommodations) and sanitation station.

Bailey Park

1. Trail development within the park and across the highway with parking area.
2. Construct wheelchair accessible walkways/nature trails throughout the park. There should be rest stops at various locations with placards describing the plant life.
3. Construct an observation platform with seating by the Rochereau Creek. The platform should be wheelchair accessible.
4. Vehicle access to the beach should be prohibited by blocking areas with natural materials and signs to discourage vehicles.
5. Construct new parking areas to minimize the impact to the area and for safety reasons. Parking should be constructed perpendicular to the road at specific locations.
6. Construct a covered picnic area with 2-3 table connected to the viewing platform.

Mason Park

1. Boat launch
2. Develop park into day use area with picnic area and grills.

Kleinke Park

1. Install water to the individual campsites.
2. Plant trees and bushes to naturally separate the campsites. (Currently ongoing)
3. Designate a swimming area. (X)
4. Install an additional well at the southern end of the park.
5. Blacktop the park road. (X)
6. Construct signs for park rules and information.

Addressed Needs

1. Tree planting program currently ongoing (mixture of hard and softwood trees in various heights).
2. Widened sites and added fill to level sites.

River Park

1. Drill well and have a potable water supply.

2. Construct campsites.
3. Construction of a water access site.
4. Designate a parking area to eliminate cars parking on the grass.
5. Install electricity and water at the pavilion.
6. Install a day use fee collection tube. *
7. Install electric and water to selected sites to encourage seasonal leasing of the sites.

Addressed Needs

1. Construction of a retaining wall.
2. Construction of a drainage runoff for the road within the park.

Airport Park - Reclaim Beach -

1. Make trail to the Bay.
2. Construct covered picnic table pavilion for 2-3 tables, and move grills to beach.
3. Construct vault toilet. - using a portable toilet now -

Stoney Point Boat Landing

1. Pave the parking lot.
2. Install new dock. + Replace Boat Ramp * TOP PRIORITY - Ramp Replacement
\$10,000

Longrie

1. Develop area for rustic primitive campsite.
2. Construction of a vault toilet.
3. Drill well for a potable water source.
4. Construct signs for parks.

6.0 GOALS AND OBJECTIVES

A set of workable goals and objectives are guides for recreation related decision-making. Consideration of recreational objectives should lead the community toward the attainment of its long and short-range goals.

Specific development projects and programs should be evaluated with respect to the recreation goals and related objectives and to their contribution to the system of recreation for Menominee County. The proposed goals should not be considered as hard and fast rules for development of recreation facilities, but as guidelines for evaluating specific proposals.

Goal I Provide a wide variety of recreational opportunities to all residents and age groups of Menominee County.

Objectives

- A. Projects should be accessible to all County residents, including the elderly and handicapped.
- B. Whenever and wherever possible, facilities should be multiple and/or year-round use.
- C. User fees should be established where feasible to help defray maintenance costs at specific facilities.
- D. Proposed projects should be directed toward the elimination of the deficiencies of this plan.

- E. Programs should be developed for facility use whenever possible and where applicable.
- F. Make full use of state and federal assistance programs to acquire or develop or rehabilitate recreation areas and facilities.
- G. Coordinate recreation planning and implementation activities to avoid duplicity of services and effort to make optimal use of financial and other resources.

Goal II Optimal use should be made of new and existing resources and facilities.

Objectives

- A. Facilities should be capable of accommodating multi-jurisdictional needs where economically feasible.
- B. Facilities should be of a type which minimizes vandalism.
- C. Sites selected for development of facilities or parks should be suitable in terms of population served (existing and future) and physical properties of the site.
- D. Detailed site plans should be developed to guide new development at county-owned as well as other rural recreational sites by the unit of government with primary responsibility for the site.
- E. Cooperative or joint development of facilities by adjoining communities is encouraged.
- F. Existing facilities should be upgraded before new ones.
- G. Proper maintenance should be assured for facilities by responsible units of government.
- H. Volunteer efforts by citizens and/or service clubs is encouraged whenever and wherever feasible in all aspects of operations and maintenance of recreational areas.

Goal III Facilities should be developed to enhance the cultural, historic, and natural characteristics of the area or site.

Objectives

- A. Preservation/restoration of historic sites is encouraged.
- B. Site planning should consider natural topographic and scenic characteristics when planning new facilities or rehabilitating existing ones.
- C. Identification of meaningful historic areas in the County should continue.
- D. Tourist related development should be encouraged, especially in areas already experiencing such use and traffic.
- E. Information should be easily accessible to travelers in the County at new or existing sites to inform the public of available amenities and facilities.

7.0 RECREATION DEVELOPMENT SCHEDULE

The following listing represents a development schedule for recreation in the County. The needs of this Plan are directly related to this schedule. It must be understood that as priorities change or opportunities occur, the exact scheduling of this development program may change.

Table 7-1 Capital Improvement Schedule Menominee County Park System			
Priority	Project	Estimated Cost	Funding Source
#1	Bathhouse and Sanitation Station at Shakey Lakes	\$300,000	Local and 2% Grants
#2	New Well and Campsite Construction at River Park	\$25,000	Local and 2% Grants
#3	Boat Wash Station at Shakey Lakes (2014)	\$15,000	Local and MDNR Grant
#4	Fishing Platform at Shakey Lakes	\$5,000	Local and MDNR Grant
#5	Nature Trails at Bailey Park	\$7,500	MDNR Grant
#6	Boat Launch at Mason Park	\$7,500	MDNR Grant

Dear Camper,

I would like to take this time to thank you for choosing Menominee County Parks as your lease site for the 2013 Camping Season. We have reserved site number _____ for you at Shakey Lakes Park. We hope your stay with us will be most enjoyable.

Enclosed are your 2013 vehicle pass. Each lessee will receive one vehicle passes that can only be used by you and your dependent family members. The pass must be affixed to the windshield of your vehicles. These passes are not valid during the Menominee County Fair Weekend.

Storage sheds are still allowed and must be made of a Rubbermaid material. Your shed must not exceed the size limits. If you're not sure of the size limits please contact one of the Park Rangers. The size limits are also posted in the park office and on the lease agreement under "Maintenance of Site".

All dogs must be on a 6 foot leash at all times and all dog droppings must be cleaned up immediately.

Please note changes in the Lease Agreements, Lease Agreement Policies and Procedures and the Park Rules. If there are any questions please feel free to contact the Menominee County Administrator at 906-863-7779.

We hope you have a safe and happy camping season.

Best regards,

Brian R. Bousley
Menominee County Administrator

DRAFT PROPOSED: 3/5/2012

Sheriff Deputy Camp Site Program

DESCRIPTION

Menominee County Parks and Recreation Committee would like to implement a pilot program granting a long term camping site at a reduced rate to an active member of the Menominee County Sheriff Department Road Patrol Deputy. The presence of a law enforcement officer within the boundaries of Shakey Lakes Park is a valuable asset not only to be readily available to address any incidents but also adding a positive sense of security to the families and people visiting and utilizing the park.

PROCEDURE

Timetables, Campsite Rate

Deputy would be able to utilize his/her campsite at Shakey Lakes Park from May 1 to September 30. The 5 month campsite will be at the expense of the Deputy at the cost of a non-electric 5 month site.

Selection and Application Process

Applications are accepted year-round.

- Applicants must be an active Menominee County Road Patrol Deputy.
- Applicants shall have the endorsement of the County Board and Sheriff.
- Applications can be obtained at the Menominee County Administration Office

Scheduling

Deputy must be present in the campground during the holiday weekends, unless scheduled to work for the Menominee County Sheriff's Department. The holidays and weekends are listed as follows:

Memorial Day Weekend, Independence Day, Labor Day Weekend

Campsite

County Administrator/Park Assistant Superintendent or Designee will have the responsibility to select the site and facilities to be used by the Deputy at the reduced fee. The site is to be in a highly visible area, such as a location near the campground entrance. The campsite should not be located on a high demand campsite.

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

Visitors to Host's Campsite

Guest visits and lengths of stay must not interfere with the Deputy's duties. The only people, who may reside on the Host campsite for more than 2 days, are those on the application.

Duties

The Deputy' duties are as follows:

1. To address any unlawful incidents within the park
2. Provide a law enforcement presences within the park
3. Aid the Park Rangers in any critical incidents

Activity Report

Deputies are required to complete a monthly Activity Report to be turned in to the County Administrator.

Liability

Injuries/Accidents

At the time of an injury/accident, the deputy must notify the County Administrator.