

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Brian R. Bousley – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

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

~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. Park Ranger/ Park Manager Updates
  - b. Monthly Budget Review
  - c. Parks Projects/ Grants
  - d. Lease Program/Camping Update
  - e. Meeting Fees/Meeting Schedule/Bylaws
- H. Correspondence
- I. Any Other Items Members Wish to Present
- J. Public Comment
- H. 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

September 9, 2013

The meeting was called to order at 7:00 pm by Bob Desjarlais at Shakey Lakes Park, Menominee County, MI on September 9, 2013.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Glenn Cody, County Administrator Brian Bousley, and County Commissioner Charlie Meintz. There was a quorum present to conduct the meeting.

**Approval of agenda:** A motion was made by Charles and seconded by Ruby. The motion carried.

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

**Public Comment:** None

### Business:

- a. **Park Ranger / Park Manager Updates:** Brian reported that all is going well. There was nothing further to report.
- b. **Monthly Budget Review:** Brian distributed copies of the latest budget for the board's perusal and comment. He reported that the bottom-line remains fine; income and expenditures were in line for this time of year, and that expenditures are continuing to run below last year's level. Several members of the committee requested clarification of a few items which Brian provided. Brian remarked that the current budget did not yet reflect income from the Labor Day weekend. Income from campsite leases remains down from last year. Other parks in neighboring counties are reporting a similar experience.
- c. **Park Projects / Grants:** Brian reported that our grant for improvements at the Stoney Point Boat Launch received a score of 245/530 from the DNR. A higher score would increase the probability of securing the requested funding. The DNR did offer some advice concerning how to amend the grant application in order to increase the score. Brian plans to resubmit the amended grant application shortly. Concerning the updates at River Park, the DNR has ordered that an engineer be hired by the county. Regarding Shakey Lakes Park, Brian has received a complaint that the gravel around the new bathhouse impedes access for campers with disabilities; wheelchairs are unable to navigate the graveled areas. Also, one of the park rangers suggested that mulch be laid around the playground equipment. The 2% Grant applications for the coming season are due shortly. Brian plans to request funding for blacktop around the new bathhouse at Shakey Lakes Park as well as assistance with the new mower lease announced at the previous meeting. Bob suggested that the county purchase trees for the parks again this year from Paidl's Hardware in Stephenson.

- d. **Lease Program/Camping Update:** Brian requested that the members of the committee review the park policies and procedures before the October meeting. In particular, he would like to see clarification of the policies concerning lease termination and the definition of "Menominee County residency".
- e. **Meeting Fees/Meeting Schedule:** Brian reminded the committee that it will need to make a decision at the next meeting in October regarding compensation for committee members as well as the number of scheduled meetings each year.

**Correspondence:** Brian read the contents of a letter from several of the long-term campers at Kleinke Park. The campers are requesting that park rangers Jim Quist and Jim Sands work full time at Kleinke Park next year. No action was taken.

**Any Other Items Members Wish to Present:** Brian reported that he had signed a contract with a firm that will work toward the eradication of the phragmites at Airport Park, Kleinke Park and Bailey Park. Bob asked if camper registration for next season could be held at the Annex in Stephenson. Brian answered affirmatively.

**Public Comment:** Charlene Peterson commented that park rangers Jim Quist and Jim Sands should also work part-time at Shakey Lakes Park. She went on to report that the Shakey Lakes Property Owners' Association had decided to conduct a "draw-down" on the lake beginning at the end of October until April. Lower water levels will enable the boards on the dam to be replaced and will help with the extermination of invasive aquatic plants along the shoreline.

Charlie offered a motion to adjourn that was seconded by Ruby. The meeting was adjourned at 7:45 pm.

Respectfully submitted by Glenn D. Cody

# MENOMINEE COUNTY

## Standard Budget Report

### September 2013 Revenues

Account Title	This Month	Y-T-D	Budget As Of Sep-2013	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Program Revenues</b>					
<b>Charges for Services</b>					
FIREWOOD SALES	0.00	905.00	300.00	605.00	301.67
ANNUAL	212.00	8,447.00	8,000.00	447.00	105.59
ANNUAL 2 FOR	0.00	0.00	100.00	-100.00	0.00
DAILY	970.00	4,541.00	5,000.00	-459.00	90.82
GATE RECEIPTS FOR FAIR	0.00	2,401.26	8,000.00	-5,598.74	30.02
SHAKY CAMPING FEES	5,302.00	67,108.00	67,000.00	108.00	100.16
KLEINKE CAMPING FEES	3,144.00	19,617.00	20,000.00	-383.00	98.08
SHAKY LAKE LEASE SITES	0.00	65,775.00	65,000.00	775.00	101.19
KLEINKE LEASE SITES	0.00	13,205.00	13,800.00	-595.00	95.69
<b>Total Charges for Services</b>	<b>9,628.00</b>	<b>181,999.26</b>	<b>187,200.00</b>	<b>-5,200.74</b>	<b>97.22</b>
<b>Interest and Rents</b>					
PAVILLION-SHAKEY	50.00	150.00	200.00	-50.00	75.00
PAVILLION-KLEINKE	0.00	160.00	100.00	60.00	160.00
Outside Storage	122.00	2,152.00	3,600.00	-1,448.00	59.78
Inside (Fair) Storage	0.00	2,236.35	2,500.00	-263.65	89.45
<b>Total Interest and Rents</b>	<b>172.00</b>	<b>4,698.35</b>	<b>6,400.00</b>	<b>-1,701.65</b>	<b>73.41</b>
<b>Total Program Revenues</b>	<b>9,800.00</b>	<b>186,697.61</b>	<b>193,600.00</b>	<b>-6,902.39</b>	<b>96.43</b>
<b>Special Items</b>					
<b>Other Revenue</b>					
FIREWOOD-KLEINKE	75.00	250.00	0.00	250.00	0.00
ICE-KLEINKE	22.00	131.00	0.00	131.00	0.00
PAID SHOWERS-KLEINKE	41.50	411.00	400.00	11.00	102.75
PAID SHOWERS-SHAKEY	56.50	634.25	2,000.00	-1,365.75	31.71
MISCELLANEOUS RECEIPTS	0.00	37.00	100.00	-63.00	37.00
Sweatshirt Revenue	0.00	75.53	300.00	-224.47	25.18
PARK ADVERTISING	0.00	625.00	0.00	625.00	0.00
GENERAL FUND APPROPRIATION	0.00	57,695.00	57,695.00	0.00	100.00
<b>Total Other Revenue</b>	<b>195.00</b>	<b>59,858.78</b>	<b>60,495.00</b>	<b>-636.22</b>	<b>98.95</b>
<b>Total Special Items</b>	<b>195.00</b>	<b>59,858.78</b>	<b>60,495.00</b>	<b>-636.22</b>	<b>98.95</b>
<b>Total Revenues</b>	<b>9,995.00</b>	<b>246,556.39</b>	<b>254,095.00</b>	<b>-7,538.61</b>	<b>97.03</b>

MEMORINEE COUNTY  
**Standard Budget Report**  
 September 2013 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Sep-2013	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Recreation and Culture</b>					
<b>COUNTY PARKS</b>					
SALARIES	5,201.60	64,907.51	67,340.00	2,432.49	96.39
SALARIES - TEMPORARY	2,852.50	27,337.50	24,000.00	-3,337.50	113.91
OVERTIME	244.46	1,025.66	1,800.00	774.34	56.98
LONGEVITY	0.00	1,250.00	1,250.00	0.00	100.00
HOSPITAL DEDUCTIBLE	1,498.54	20,619.98	23,190.00	2,570.02	88.92
LIFE INSURANCE	0.00	55.20	60.00	4.80	92.00
FICA-OASDI	492.39	5,613.54	5,551.00	-62.54	101.13
FICA-MEDI	115.16	1,312.81	1,298.00	-14.81	101.14
WORKMENS COMPENSATION	0.00	4,551.18	4,260.00	-291.18	106.84
RETIREMENT	932.07	11,553.53	12,220.00	666.47	94.55
OFFICE SUPPLIES	0.00	467.00	1,200.00	733.00	38.92
OFFICE EQUIPMENT	0.00	39.89	300.00	260.11	13.30
POSTAGE-COUNTY PARKS	0.00	259.06	400.00	140.94	64.77
GAS, OIL ETC	1,560.80	7,554.68	8,000.00	445.32	94.43
DIESEL FUEL	357.98	370.47	2,000.00	1,629.53	18.52
L.P. GAS	0.00	2,368.95	2,800.00	431.05	84.61
UNIFORMS	153.00	614.90	700.00	85.10	87.84
UNIFORMS/SUMMER HELP	0.00	162.00	200.00	38.00	81.00
JANITORIAL SUPPLIES	537.65	5,848.58	3,500.00	-2,348.58	167.10
OTHER OPERATING/GENERAL	0.00	3,094.49	2,000.00	-1,094.49	154.72
OTHER OPERATING/MISCELLANEOUS	306.91	306.91	0.00	-306.91	0.00
BROCHURES/STICKERS	0.00	61.05	1,000.00	938.95	6.11
TREE REPLACEMENT	0.00	1,000.00	1,000.00	0.00	100.00
DEQ Permits	170.00	1,280.07	1,000.00	-280.07	128.01
CONSTRUCTION SUPPLIES	0.00	1,336.85	1,000.00	-336.85	133.69
PROFESSIONAL/CONTRACTURAL SERVICES	1,112.00	5,709.22	9,000.00	3,290.78	63.44
PROFESSIONAL-PHYSICALS	0.00	534.00	650.00	116.00	82.15
TRAVEL/Parks Per Diems & Mileage	84.57	582.28	1,100.00	517.72	52.93
PROGRAMMING/RECREATION	185.36	1,294.64	1,200.00	-94.64	107.89
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	0.00	750.00	750.00	0.00
UTILITIES/ELECTRIC	117.52	796.48	35,000.00	10,068.81	71.23
EQUIPMENT MAINTENANCE	4,835.42	24,931.19	5,000.00	2,967.73	40.65
FACILITY MAINTENANCE	14.95	2,032.27	3,000.00	-723.16	124.11
	0.00	3,723.16			99.96

# MENOMINEE COUNTY

## Standard Budget Report

### September 2013 Expenditures

Account Title This Month Y-T-D Budget As Of Difference Percent

**Fund: COUNTY PARKS**

**Recreation and Culture**

**COUNTY PARKS**

GROUND MAINTENANCE	0.00	3,998.27	4,000.00	1.73	13.16
RENTAL/CONTRACTING	306.00	986.90	7,500.00	6,513.10	90.49
REFUNDS/REBATES	257.00	1,809.87	2,000.00	190.13	108.70
CAPITAL OUTLAY	1,087.00	1,087.00	1,000.00	-87.00	48.29
VEHICLE MAINTENANCE	27.88	1,931.46	4,000.00	2,068.54	96.82
NEW/REPLACEMENT EQUIPMENT	2,327.67	4,841.00	5,000.00	159.00	85.34
<b>Total COUNTY PARKS</b>	<b>24,778.43</b>	<b>217,249.55</b>	<b>264,569.00</b>	<b>37,319.45</b>	<b>85.34</b>

**Total Recreation and Culture**

**Total Expenditures** 24,778.43

**CHANGE IN FUND EQUITY** -14,783.43

Report Filter Criteria

Year To Print: 2013  
 Month To Print: September  
 Fund Code Range: 208 COUNTY PARKS to 208 COUNTY PARKS

	29,306.84	217,249.55	254,569.00	37,319.45	85.34
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	-14,783.43	217,249.55	254,569.00	37,319.45	85.34
	-14,783.43	21			

**MENOMINEE COUNTY**  
**Balance Sheet**  
September 2013

Account Title	Balance	Account Number
<b>Fund: COUNTY PARKS</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
CASH	70,274.72	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
ACCOUNTS RECEIVABLE	0.00	208-000-040.00
<b>TOTAL Current Assets</b>	<b>70,574.72</b>	
<b>TOTAL ASSETS</b>	<b>70,574.72</b>	
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
ACCOUNTS PAYABLE	144.79	208-000-200.00
Accrued Wages Payable	0.00	208-000-257.00
UNDISTRIBUTED RECEIPTS	2,424.58	208-000-273.00
<b>TOTAL Current Liabilities</b>	<b>2,569.37</b>	
<b>TOTAL LIABILITIES</b>	<b>2,569.37</b>	
<b>FUND EQUITY</b>		
<b>Fund Equity</b>		
FUND BALANCE	37,974.01	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	29,306.84	
<b>TOTAL Fund Equity</b>	<b>68,005.35</b>	
<b>TOTAL FUND EQUITY</b>	<b>68,005.35</b>	
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>70,574.72</b>	