

*"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 Smith – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

The Menominee County  
Parks and Recreation Committee  
Will meet on **Monday ~February 4, 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. Monthly Budget Review
  - b. Camp Host Program
  - c. Parks Projects/DNR Grants
  - d. Lease Program
  - e. Deputy in the Park Program
  - f. Parks Website/Advertisements
- 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

January 7, 2013

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Annex in Stephenson, MI on January 7, 2013.

Reporting for roll call were: Vola Bleile, Bob Desjarlais, Ruby Ivens, Gail Jerzyk, Glenn Cody, County Administrator Brian Bousley, and County Commissioner Charlie Meintz. Al Thompson, Building and Grounds Supervisor, was also in attendance. There was a quorum present to conduct the meeting.

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

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

**Public Comment:** There was no public comment.

Business:

**a. Election of Officers:**

President: Ruby made a motion to nominate Bob Desjarlais for president that was seconded by Charlie. The motion carried.

Vice President: Ruby made a motion to nominate Charlie Meintz for vice president that was seconded by Vola. The motion carried.

Secretary: Ruby made a motion to nominate Glenn Cody for secretary that was seconded by Charlie. The motion carried.

- b. Joint Meeting with the Fair Board:** Several members of the committee commended President Kandace Curran and the Fair Board for their efforts in organizing the event each year. Kandace reiterated her goal that the fair continue to be profitable. She stated that the date for the 2013 fair has not yet been set, but that most probably the event will take place during the third or fourth week of July. There was a brief discussion concerning an increase in the storage rate at Shakey Lakes Park that is currently \$ .85 per square foot. Bob asked for input from the Fair Board since they are one of the park patrons that would be affected by the increase. Kandace promised to check on storage rates at other facilities in the area and to discuss the matter further with the entire Fair Board. Kandace requested that the Parks and Recreation Committee consider replacing the doors on the east side of the storage facility. Bob mentioned that the building was also in need of an electrical upgrade.

- c. **Monthly Budget Review:** Brian distributed copies of the most recent budget for the board's perusal and comment. He reported that the budget is in order and suggested that the fund equity, currently at \$49,772,14 , be dedicated to an electrical upgrade at Shakey Lakes Park.

Bob asked for comments from the committee regarding the tour of the new bathhouse at Shakey Lakes Park. Several members were concerned about many of the deficiencies identified during the tour including prominent cracks in the wall and irregular mortar joints.

- d. **Camp Host Program:** The committee discussed making changes to last year's program in an effort to avoid some of the difficulties experienced during the first year of operation including:
- Designate a more suitably-located campsite for the camp host that would be closer to the park entrance.
  - Establish a dress code for the camp host.
  - Inform the park patrons in advance concerning the camp host's responsibilities.
  - Check with the DNR for a list of approved camp hosts at state parks.
  - Restrict each camp host's tenure to just one month.

Brian requested that the committee review the documents for the program prior to further discussion at the next meeting.

- e. **Volunteer Fire and Rescue Squad Personnel Free Camping Weekend:** The committee discussed various options for continuing the program including a request that the various organizations involved assist in identifying eligible members. No action was taken.
- f. **Park Projects/DNR Grants:** Brian reported that the grant application for a well, well house, and an electrical upgrade at River Park had been approved by the DNR pending sufficient funding appropriation from the state legislature. Concerning future grant applications, Brian suggested that the committee consider improvements at the Stoney Point boat launch.
- g. **Lease Program:** Brian reported that everything looks good.
- h. **Deputy in the Park Program:** The committee discussed establishing some guidelines for this year's program in cooperation with the Sheriff's Department.

There was no correspondence.

**Any Other Items Members Wish to Present:** There were no additional items.

Gail offered a motion to adjourn that was seconded by Vola. The meeting was adjourned at 7:05 pm.

Respectfully submitted by Glenn D. Cody

# MENOMINEE COUNTY

## Standard Budget Report

### January 2013 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Program Revenues</b>					
<b>Charges for Services</b>					
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
SHAIKEY 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
SHAIKEY 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
<b>Total Charges for Services</b>	<b>0.00</b>	<b>1,963.00</b>	<b>187,200.00</b>	<b>-185,237.00</b>	<b>1.05</b>
<b>Interest and Rents</b>					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILLION-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
<b>Total Interest and Rents</b>	<b>0.00</b>	<b>6,397.70</b>	<b>6,400.00</b>	<b>-2.30</b>	<b>99.96</b>
<b>Total Program Revenues</b>	<b>0.00</b>	<b>8,360.70</b>	<b>193,600.00</b>	<b>-185,239.30</b>	<b>4.32</b>
<b>Special Items</b>					
<b>Other Revenue</b>					
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
<b>Total Other Revenue</b>	<b>0.00</b>	<b>14,511.75</b>	<b>60,495.00</b>	<b>-45,983.25</b>	<b>23.99</b>
<b>Total Special Items</b>	<b>0.00</b>	<b>14,511.75</b>	<b>60,495.00</b>	<b>-45,983.25</b>	<b>23.99</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>22,872.45</b>	<b>254,095.00</b>	<b>-231,222.55</b>	<b>9.00</b>

# MENOMINEE COUNTY

## Standard Budget Report

### January 2013 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Recreation and Culture</b>					
<b>COUNTY PARKS</b>					
SALARIES	2,561.68	17,840.73	67,340.00	49,499.27	26.49
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	1,250.00	775.00	-475.00	161.29
HOSPITAL DEDUCTIBLE	1,390.60	7,382.50	23,190.00	15,807.50	31.83
LIFE INSURANCE	4.60	18.40	60.00	41.60	30.67
FICA-OASDI	148.67	1,142.93	5,551.00	4,408.07	20.59
FICA-MEDI	34.77	267.28	1,298.00	1,030.72	20.59
WORKMENS COMPENSATION	0.00	2,063.45	4,260.00	2,196.55	48.44
RETIREMENT	1,137.02	3,443.20	12,220.00	8,776.80	28.18
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	12.49	12.49	2,000.00	1,987.51	0.62
L.P. GAS	0.00	0.00	2,800.00	2,800.00	0.00
UNIFORMS	138.99	268.95	700.00	431.05	38.42
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	64.60	505.64	2,000.00	1,494.36	25.28
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	143.88	201.48	1,000.00	798.52	20.15
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	110.53	235.05	1,100.00	864.95	21.37
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	663.77	2,841.14	35,000.00	32,158.86	8.12
EQUIPMENT MAINTENANCE	0.00	185.58	5,000.00	4,814.42	3.71
FACILITY MAINTENANCE	1,311.66	2,808.15	3,000.00	191.85	93.61
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
<b>Fund: COUNTY PARKS</b>					
<b>Recreation and Culture</b>					
<b>COUNTY PARKS</b>					
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	191.97	191.97	5,000.00	4,808.03	3.84
<b>Total COUNTY PARKS</b>	<b>7,915.23</b>	<b>44,697.11</b>	<b>254,094.00</b>	<b>209,396.89</b>	<b>17.59</b>
<b>Total Recreation and Culture</b>	<b>7,915.23</b>	<b>44,697.11</b>	<b>254,094.00</b>	<b>209,396.89</b>	<b>17.59</b>
<b>Total Expenditures</b>	<b>7,915.23</b>	<b>44,697.11</b>	<b>254,094.00</b>	<b>209,396.89</b>	<b>17.59</b>
<b>CHANGE IN FUND EQUITY</b>	<b>-7,915.23</b>	<b>-21,824.66</b>	<b>1.00</b>	<b>-21,825.66</b>	<b>2,182,466.00</b>

## **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 Memorial Weekend through Labor Day Weekend.

#### **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 and Parks and Recreation Committee.

- 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.

### **Criminal History Check**

Any adult, who resides on the host site for more than 3 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 orientation session with the Menominee County Parks and Recreation Committee and may also be responsible for attending our trainings.

### **Length of Service**

- All Campground Host schedules are assigned by the County Administrator and Parks and Recreation Committee based on the needs of the Park.
- The intent is to schedule a Host for five consecutive weeks and no more.

### **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 County Administrator and Parks and Recreation Committee. Hosts are required to provide services based on the needs of Kleinke Park, 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 and Parks and Recreation Committee.

### **Uniforms**

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

The uniform 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 uniforms must be returned to the County Administrator/Park Assistant Superintendent or Designee at the end of the Host's assignment.

### **Campsite**

County Administrator and Parks and Recreation Committee are 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. The Campground Host site will 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. Electricity

### **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 building and/or grounds maintenance.

The following Campground Hosts activities contribute to the 20 weekly service hours for Hosts:

1. Providing or Assist Campers
2. Shower Building monitoring
3. Dump Station monitoring
4. Loan of Recreational Equipment
5. Maintain Bulletin Board at Host site
6. 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 and Parks and Recreation Committee. 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. Any fee is to be placed in an envelope and deposited in the pay pole.
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 will be completed by the Campground Host and Park Rangers upon 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.
- 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 Menominee County 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      1X      2X      3X	

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		Drivers License Number and State of Issue	
Have you attended training for Volunteer Campground Hosts?  No Yes If Yes, Date of Training-		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 and when?		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? _____ 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><b>***Daily Host Activities</b> — 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><b>**Number of Contacts</b> — Totals should be for the day, not just for your activities or events.</p> <p><b>***Daily Host Activities</b> — Planned, structured events. Daily walks or contacts should only be included if unordinary in some way.</p> <p><b>**Daily Host Activities</b> (<i>Identify category or type of activity performed</i>)</p> <p>Sunday:</p>	<p>SUNDAY</p> <p>MONDAY</p> <p>TUESDAY</p> <p>WEDNESDAY</p> <p>THURSDAY</p> <p>FRIDAY</p> <p>SATURDAY</p> <p>TOTALS</p>	<p><b>*NUMBER OF CONTACTS</b></p>
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Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

## Stoney Point Boat Launch Ramp Replacement

### Time Line for DNR Grant ~ Trust Fund

Grant Submission Due Date: April 1, 2013

County Board Resolution Approval: March 12, 2013

Public Input Meeting: March 4 @ 6:30pm (following March Parks Committee Meeting)

Public Input Meeting Announcement: February 5<sup>th</sup> on the County Website, Placed in the paper one time the week of February 11<sup>th</sup> and one time the week of February 25<sup>th</sup>.

#### Additional documentation needed:

##### 1. Letters of Support:

- M & M Fishing Club
- Sheriff's Marine Patrol
- Local Sportsman
- DNR Agent
- Others

*"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 Smith -- Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

**MENOMINEE COUNTY  
RESOLUTION 2013 – 4  
Support of DNR Grant for  
Stoney Point Boat Launch Improvements**

**WHEREAS**, the County of Menominee supports the grant application made to the Michigan Department of Natural Resources for the Federal Recreational Trust Fund Grant in the amount of \$\_\_\_\_\_. The application is to implement improvements to the boat launch site at Stoney Point Boat Launch, a Menominee County Park, and

**WHEREAS**, the County of Menominee recognizes the twenty five (25%) percent match requirement for the Federal Recreational Trust Fund Grant, and will secure the matching funds.

**NOW, THEREFORE, BE IT RESOLVED**, if the county of Menominee is awarded a grant by the Michigan Department of Natural Resources, the County of Menominee agrees to accept the grant award, and may enter into an agreement with the State of Michigan for the above referenced project. The County of Menominee will comply with all applicable laws, environmental requirements and regulation as stated in the grant agreement, and

**BE IT FURTHER RESOLVED**, the County board of Commissioners of the County of Menominee, State of Michigan, names the fiscal agent for the County of Menominee for this project as:

Brian R. Bousley  
County Administrator  
839 10<sup>th</sup> Ave.  
Menominee, Michigan 49858

Passed and adopted by the Menominee County Board of Commissioners on this \_\_\_\_\_ Day of March 2013.

\_\_\_\_\_  
Charlie Meintz, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian R. Bousley, Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Kleiman, County Clerk

\_\_\_\_\_  
Date

*Charlie Meintz – Chairperson*

*Larry Schei – Vice Chairperson*

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

## Advertisement for Public Input Meeting

Menominee County Parks and Recreation Committee will hold a public input meeting on March 4, 2013 at 6:30 PM at the County Annex Building in Stephenson. The purpose of the this public input meeting will be to provide citizens with an opportunity for input of the proposed DNR Grant Application for the improvements to the Stoney Pointe Boat Launch. Citizens may appear and comment at this public input meeting or submit written comments to Menominee County Parks Committee, c/o Brian R. Bousley, 839 10<sup>th</sup> Ave, Menominee, MI 49858. More information can be obtained and questions can be addressed by contacting Brian R. Bousley, County Administrator at 906-863-7779.

## **Sheriff Deputy Camp Site Program**

### **POLICY**

Menominee County Parks and Recreation Committee would like to implement a pilot program granting a long term camping site at a reduced rate than 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 Menominee County Parks.

### **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 resident non-electric 5 month site.

#### **Selection and Application Process**

Applications are accepted year-round.

- Applicants must be an active Menominee County Road Patrol Deputy in good standing.
- Applicants shall have the endorsement of the Menominee County Board of Commissioners and the Menominee County Sheriff.
- Applications can be obtained at the Menominee County Administration Office
- Applicants must understand certain duties will be expected to be performed.
- Applicant interviews and selection will be conducted by the County Administrator and the Parks and Recreation Committee.

#### **Scheduling**

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

- Holidays: Memorial Day Weekend, Independence Day, Labor Day Weekend
- Special Events: Easter in June, Christmas in July, Halloween In August
- Menominee County Fair Weekend

#### **Campsite**

County Administrator and Parks and Recreation Committee will have the responsibility to select the campsite and facilities to be used by the Deputy at the reduced rate. The site is to be in a highly visible area, such as a location near the campground entrance. The campsite will not be located on a high demand campsite.

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 lease agreement.

### **Duties**

The Deputy's duties are as follows:

- To address any unlawful incidents within the park
- Provide a law enforcement presences within the park
- Aid the Park Rangers in any critical incidents
- To be a first responder during any critical incidents
- To enforce Menominee County Park Ordinance and Campground Rules

### **Activity Report**

Deputy is required to complete an Activity Report on a monthly basis to outline any critical incidents, rule enforcements or problems encounter. The Activity Report is to be reported on at the monthly Parks and Recreation Committee Meeting.

### **Injuries/Accidents**

At the time of an injury/accident, the Deputy must notify the County Administrator and/or Sheriff or Undersheriff.

### **Prohibited Acts**

1. Under no circumstances will Deputy be allowed to collect camping fees, or any other Menominee County or concession operator's funds.
2. No consumption of alcohol on holiday or special event weekends.
- 3.

