

*"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 ~September 9, 2013  
at 7:00 p.m. C.D.T. at  
Shakey Lakes Park**

*~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

August 5, 2013

The meeting was called to order at 5:00 pm by Bob Desjarlais at River Park, Menominee County, MI on August 5, 2013.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Gail Jerzyk, Vola Bleile, 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 Vola and seconded by Charlie. The motion carried.

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

**Public Comment:** None

### **Business:**

- a. **Park Ranger / Park Manager Updates:** Brian reported that all is going well. Gate receipts from the Menominee County Fair were in excess of \$8,000.00. Bob asked if we could still afford the sidewalk at Shakey Lakes Park proposed at the last meeting. Brian answered affirmatively providing there were sufficient funds remaining at the end of the year. Bob suggested that we solicit volunteers to donate time and labor to the project.
- 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, although expenditures were running below last year's level. Several members of the committee requested clarification of a few items which Brian provided. Brian reported that he had decided to lease a mower for the parks rather than purchase a new one. After a four-year lease agreement, the county will have the option of purchasing the mower for just \$1.00. Brian also remarked that camping is "way down" this year. Charlie suggested that we check with other county parks in the area to see if they are experiencing a similar downturn. Charlie also requested more information concerning exactly how the \$88.00/hour charge for stump grinding by a local firm is assessed.
- c. **Park Projects / Grants:** Brian reported on progress at River Park. A well is to be drilled before September, and estimates are still needed for the necessary electric work. A total of four camping sites will be constructed. Brian also remarked that he has yet to hear from the DNR following their recent inspection of the Stoney Point Boat Launch. He also reported on the governor's efforts to establish a bike trail from Belle Isle in Detroit to Ironwood. There are plans in the works for a loop through Menominee County. Glenn expressed his concern that such a trail be a dedicated path that would be safe for all ages – not simply a series of signs along a state highway.

- d. **Lease Program/Camping Update:** Brian remarked that it was time to begin thinking about the 2014 camping season. He will propose some changes in the lease policy at the October meeting.
- e. **Meeting Fees/Meeting Schedule:** Brian reminded the committee that it will need to make a decision soon regarding compensation for committee members, pending final approval by the Menominee County Board of Commissioners. If the members of the committee approve compensation to the amount of \$50.00/meeting instead of \$25.00, then the committee may have to meet bi-monthly instead of monthly. Brian also reminded the committee that the next two meetings in September and October will begin at 7:00 pm.

**Correspondence:** None

**Any Other Items Members Wish to Present:** none

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

Respectfully submitted by Glenn D. Cody

# MENOMINEE COUNTY Standard Budget Report September 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	905.00	300.00	605.00	301.67
ANNUAL	0.00	8,235.00	8,000.00	235.00	102.94
ANNUAL 2 FOR	0.00	0.00	100.00	-100.00	0.00
DAILY	0.00	3,571.00	5,000.00	-1,429.00	71.42
GATE RECEIPTS FOR FAIR	0.00	2,401.26	8,000.00	-5,598.74	30.02
SHAKY CAMPING FEES	0.00	61,806.00	67,000.00	-5,194.00	92.25
KLEINKE CAMPING FEES	0.00	16,473.00	20,000.00	-3,527.00	82.36
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>0.00</b>	<b>172,371.26</b>	<b>187,200.00</b>	<b>-14,828.74</b>	<b>92.08</b>
<b>Interest and Rents</b>					
PAVILLION-SHAKEY	0.00	100.00	200.00	-100.00	50.00
PAVILLION-KLEINKE	0.00	160.00	100.00	60.00	160.00
Outside Storage	0.00	2,030.00	3,600.00	-1,570.00	56.39
Inside (Fair) Storage	0.00	2,236.35	2,500.00	-263.65	89.45
<b>Total Interest and Rents</b>	<b>0.00</b>	<b>4,526.35</b>	<b>6,400.00</b>	<b>-1,873.65</b>	<b>70.72</b>
<b>Total Program Revenues</b>	<b>0.00</b>	<b>176,897.61</b>	<b>193,600.00</b>	<b>-16,702.39</b>	<b>91.37</b>
<b>Special Items</b>					
<b>Other Revenue</b>					
FIREWOOD-KLEINKE	0.00	175.00	0.00	175.00	0.00
ICE-KLEINKE	0.00	109.00	0.00	109.00	0.00
PAID SHOWERS-KLEINKE	0.00	369.50	400.00	-30.50	92.38
PAID SHOWERS-SHAKEY	0.00	577.75	2,000.00	-1,422.25	28.89
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>0.00</b>	<b>59,663.78</b>	<b>60,495.00</b>	<b>-831.22</b>	<b>98.63</b>
<b>Total Special Items</b>	<b>0.00</b>	<b>59,663.78</b>	<b>60,495.00</b>	<b>-831.22</b>	<b>98.63</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>236,561.39</b>	<b>254,095.00</b>	<b>-17,533.61</b>	<b>93.10</b>

LABOR DAY WEEKEND  
NOT INCLUDED.

MENOMINEE COUNTY  
**Standard Budget Report**  
 September 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	0.00	57,107.61	67,340.00	10,232.39	84.80
SALARIES - TEMPORARY	0.00	21,464.00	24,000.00	2,536.00	89.43
OVERTIME	0.00	781.20	1,800.00	1,018.80	43.40
LONGEVITY	0.00	1,250.00	1,250.00	0.00	100.00
HOSPITAL DEDUCTIBLE	0.00	19,121.44	23,190.00	4,068.56	82.46
LIFE INSURANCE	0.00	55.20	60.00	4.80	92.00
FICA-OASDI	0.00	4,783.82	5,551.00	767.18	86.18
FICA-MEDI	0.00	1,118.75	1,298.00	179.25	86.19
<b>WORKMENS COMPENSATION</b>	0.00	4,551.18	4,260.00	-291.18	106.84
RETIREMENT	0.00	9,621.61	12,220.00	2,598.39	78.74
OFFICE SUPPLIES	0.00	467.00	1,200.00	733.00	38.92
POSTAGE-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	0.00	5,993.88	8,000.00	2,006.12	74.92
DIESEL FUEL	0.00	12.49	2,000.00	1,987.51	0.62
L.P. GAS	0.00	2,368.95	2,800.00	431.05	84.61
UNIFORMS	0.00	461.90	700.00	238.10	65.99
UNIFORMS/SUMMER HELP	0.00	162.00	200.00	38.00	81.00
<b>JANITORIAL SUPPLIES</b>	0.00	5,310.93	3,500.00	-1,810.93	151.74
<b>OTHER OPERATING/GENERAL</b>	0.00	3,094.49	2,000.00	-1,094.49	154.72
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	0.00	1,110.07	1,000.00	-110.07	111.01
<b>CONSTRUCTION SUPPLIES</b>	0.00	1,336.85	1,000.00	-336.85	133.69
<b>PROFESSIONAL/CONTRACTURAL SERVICES</b>	0.00	4,597.22	9,000.00	4,402.78	51.08
PROFESSIONAL-PHYSICALS	0.00	534.00	650.00	116.00	82.15
TRAVEL/Parks Per Diems & Mileage	0.00	497.71	1,100.00	602.29	45.25
PROGRAMMING/RECREATION	0.00	1,109.28	1,200.00	90.72	92.44
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	678.96	750.00	71.04	90.53
UTILITIES/ELECTRIC	0.00	20,095.77	35,000.00	14,904.23	57.42
EQUIPMENT MAINTENANCE	0.00	2,017.32	5,000.00	2,982.68	40.35
FACILITY MAINTENANCE	0.00	3,723.16	3,000.00	-723.16	124.11
GROUNDS MAINTENANCE	0.00	3,998.27	4,000.00	1.73	99.96

**WENOMINNEE COUNTY**  
**Standard Budget Report**  
 September 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	680.90	7,500.00	6,819.10	9.08
REFUNDS/REBATES	0.00	1,552.87	2,000.00	447.13	77.64
CAPITAL OUTLAY	0.00	0.00	1,000.00	1,000.00	0.00
VEHICLE MAINTENANCE	0.00	1,903.58	4,000.00	2,096.42	47.59
NEW/REPLACEMENT EQUIPMENT	0.00	2,513.33	5,000.00	2,486.67	50.27
<b>Total COUNTY PARKS</b>	0.00	185,435.74	254,569.00	69,133.26	72.84
<b>Total Recreation and Culture</b>	0.00	185,435.74	254,569.00	69,133.26	72.84
<b>Total Expenditures</b>	0.00	185,435.74	254,569.00	69,133.26	72.84
<b>CHANGE IN FUND EQUITY</b>	<b>0.00</b>	<b>51,125.65</b>	<b>-474.00</b>	<b>51,599.65</b>	<b>10,786.00</b>

**Report Filter Criteria**

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

**Menominee County Parks Seasonal Lease Campsites  
Policies and Procedures**

1. Each leased campsite shall have the occupant (lessee) sign and abide by the Seasonal Campsite Lease Agreement with Menominee County.
2. Lease sites of only five (5) months and six (6) months will be offered at Shakey Lakes Park.
3. Lease sites for Shakey Lakes Park will commence on the first of the month and terminate at the end of the month. Five month lease sites will begin on May 1<sup>st</sup> and end on September 30<sup>th</sup>. Six month lease sites will begin on May 1<sup>st</sup> and end on October 31<sup>st</sup>. Exceptions maybe noted on the lease with the approval of the Menominee County Administrator.
4. Lease sites of one (1), two (2), three (3), four (4), and five (5) and six (6) months will be offered at Kleinke Park.
5. Lease sites for Kleinke Park will commence on the first (1<sup>st</sup>) of the month or the fifteenth (15<sup>th</sup>) of the month starting in May.
6. Lessee staying longer than their Lease Agreement will be required to pay the daily camping rate for each additional day.
7. If a lessee requests to move to a different site, the requested site has to be an unoccupied non-water site.
8. If multiple lessees request the same unoccupied non-water site, the length of documented years of requesting the site shall be the determining factor. If multiple lessees have requested the same site for the same amount of the years, the multiple lessees will be placed in a lottery and the chairman of the Parks and Recreation Committee or the County Administrator will draw the name of the lessees who will be awarded the new site.
9. Water sites at Shakey Lakes will consist of 50% availability for lease sites and 50% for daily use sites. Currently, there are more than 50% leased water sites. The current lessees will be allowed to maintain their current sites but if a water site is forfeited by a lessee that site will not be available for lease until the available leased water sites are below 50%.
10. Water sites at Kleinke Park will consist of 50% availability for lease sites of five (5), six (6), four (4), three (3), two (2), and 1 month sites and 50% for daily use campers. Currently, there are more than 50% leased water sites. The current lessees will be allowed to maintain their current sites but if a water site is forfeited by a lessee the site will not be available for lease until the available water sites are below 50%.
11. **Termination of Lease Agreement:** Lessor reserves the right to terminate this lease at any time for any reason. If Lessor terminates lease during the term of agreement, LESSOR will refund on a pro-rata basis. Termination may be enforced immediately by Park Superintendent (County Administrator). As outlined in the Lease Agreement.
12. **"End of Term":** Lessor reserves the right to reject a renewal for the succeeding year, thus terminating future lease agreements. As outlined in the Lease Agreement.
13. **Non Renewal of existing leases.** Menominee County expressly reserves the rights to not renew existing leases under, but are not limited to, the following conditions:
  - a) If lessee was evicted from any Menominee County Park.
  - b) If lessee breaks the lease during the prior camping season.
  - c) If lessee jeopardizes the safety of others within any Menominee County Park.
  - d) If lessee disrupts the harmony of any Menominee County Park.

**MENOMINEE COUNTY PARKS AND RECREATION COMMITTEE  
2013 Parks Price List**

Menominee County Parks are now accepting reservations for 5-month and 6-month lease sites for the 2013 camping season. Lease site must be paid in full by February 15, 2013. Lease site applications for Shakey Lakes or Kleinke Park can be picked up at the Menominee County Treasurer's Office or by Calling Park Assistant Superintendent at 906-863-7525. Reservations for the 2013 camping season at Shakey Lakes will be starting April 22nd at 6:00 am C.S.T. at the Shakey Lakes Park office, or phone 906-753-4582. On April 22nd, reservations will be limited to five (5) reservations per person. From February 15, 2013 thru March 15, 2013- 1, 2, 3, or 4 month leases will be available at **KLEINKE PARK ONLY**. These leases will be awarded to the longest term lease requested down to the shortest term lease. The maximum number of leases per month will be limited to a total of 15. For more information, please call 906-863-7525 or 906-863-7779.

**Gate Fee's**

Annual (Menominee County Resident w/vehicle registration)--	\$ 10
Annual (Non-Resident)-----	\$ 12
Annual Senior Citizen (Menominee County Resident 65 yrs & older)	\$ 8
Annual Senior Citizen (Non-Resident)-----	\$ 10
Daily (Menominee County Resident w/vehicle registration)----	\$ 2.00
Daily (Non-Resident)-----	\$ 3.00
Daily Senior Citizen (Menominee County Residents 70 yrs & older)	FREE

**Camping Shakey Lakes**

Reservations-----	\$10.00
Electric Campsites (50 amp electric, when available)-----	\$24.00
Electric Campsites (20 amp electric, when available)-----	\$22.00
Non-Electric Campsites-----	\$15.00
Senior Citizen Discount Per Night-----	N/A

**General**

Pavilion Rental-----	\$ 50.00
Storage -----	\$.85 sq/ft
Boat Launch (Mason, Shakey, Stoney)-----	\$ 2.00/day
Boat Launch Annual-----	\$ 20.00
Boat Launch Senior-65-70 years old-----	\$ 10.00
Boat Launch – Seniors Over 70 Menominee County Resident	Free

**Camping Kleinke**

Reservations-----	N/A
Electric Campsites (50 amp electric, when available)-----	\$24.00
Non-Electric Campsites-----	\$15.00

**Electrical Surcharge**

Daily Rate-----	\$1.00
Weekly Rate (5 or more days)-----	\$5.00
Monthly Rate-----	\$15.00
2 Month Rate-----	\$30.00
3 Month Rate-----	\$45.00
4 Month Rate-----	\$60.00
5 Month Rate-----	\$75.00
6 Month Rate-----	\$90.00

Free entrance and boat launch into Park on Michigan  
Free Fishing Weekend (Friday, Saturday, Sunday)      Yes

**Shakey Lakes Lease Site Rates\***

	Menominee County Resident	Non County Resident
Seasonal Rates for Electric Site (6 Months) May 1 <sup>st</sup> to November 1st	\$1500.00	\$1680.00
Seasonal Rates for Non-electric Site (6 Months) May 1 <sup>st</sup> to November 1st	\$960.00	\$1140.00
Seasonal Rates for Electric Site (5 Months) May 1 <sup>st</sup> to October 1st	\$1350.00	\$1500.00
Seasonal Rates for Non-electric Site (5 Months) May 1 <sup>st</sup> to October 1st	\$840.00	\$990.00

**\*Plus Electrical Surcharge Rates**

**Kleinke Park Lease Site Rates\***

Seasonal Rates (6 Months) for Electrical Site May 1 <sup>st</sup> to November 1 <sup>st</sup> or May 15 <sup>th</sup> to November 15 <sup>th</sup>	\$1,500.00	\$1680.00
Seasonal Rates (5 Months) for Electric Site May 1 <sup>st</sup> to October 1 <sup>st</sup> or May 15 <sup>th</sup> to October 15 <sup>th</sup>	\$1350.00	\$1500.00
Four Month Rate for Electric Site	\$1260.00	\$1380.00
Three Month Rate for Electric Site	\$1080.00	\$1170.00
Two Month (back to back) Rate for Electric Site	\$870.00	\$930.00
One Month Rate for Electric Site	\$480.00	\$510.00

**\*Plus Electrical Surcharge Rates**

For More Lease Site Information, Please Call (906) 863-7525 or 863-7779

## BYLAWS

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

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

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

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

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

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

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

ARTICLE IV: Officers

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

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

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

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

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

Section 5. Officer Powers and Duties.

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

ARTICLE V. Meetings

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

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

Section 2. Special meetings notice

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

Section 3. Quorum and Majority.

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

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

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

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

ARTICLE VII. Parliamentary Authority.

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

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

ARTICLE VII. Amendment of Bylaws.

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

Committee.

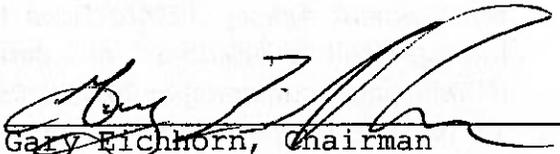
Section 1. These Bylaws may not be suspended.

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

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

ATTESTED TO:

  
\_\_\_\_\_  
Marc Kleiman,  
Clerk of Menominee County

  
\_\_\_\_\_  
Gary Eichhorn, Chairman  
Menominee County Board of  
Commissioners

**MENOMINEE COUNTY PARKS & RECREATION COMMITTEE RULES & POLICIES**

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

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

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

Adopted: November 25, 1996

## CHARTER OF PARKS AND RECREATION COMMITTEE

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

Responsibilities of this Committee are as follows:

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

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