

“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
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**The Menominee County
Parks and Recreation Committee
Will meet on **Tuesday ~October 4, 2011**
at **6:30 p.m. C.D.T.** at the **Menominee County Library**
Stephenson, Michigan 49887**

~A Quorum of The Board Maybe Present~

AGENDA

- A. Call Meeting to Order
- B. Roll Call
- C. Approval of Agenda
- D. Approval of Previous Meeting Minutes
- E. Public Comment
- F. Business
 - a. Budget –monthly review/2011/2012 FY
 - b. Park Office Manager/Park Ranger Updates
 - c. Shakey Lakes Bathhouse Project Update
 - d. Lease site policy and procedures
 - e. Previous matters to be addressed
 - f. Projects for the 2011/2012 FY
 - g. Any other matters
- G. Correspondence
- H. Any Other Items Members Wish to Present
- I. Public Comment
- J. Adjournment

James Furlong – Chairperson

Bernie Lang – Vice Chairperson

Jim Pearson

Charlie Meintz

Mark Jasper

Menominee County Parks and Recreation Committee

Meeting Minutes

September 6, 2011

The meeting was called to order at 6:30 pm by Chair Bob Desjarlais at Shakey Lakes Park on September 6, 2011.

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. Al Thompson, Buildings and Grounds Supervisor, also attended the meeting.

Approval of agenda: Motion was made by Ruby and seconded by Glenn. The motion carried.

Minutes: Minutes from the previous meetings on August 2, 2011 were approved. Ruby made the motion that was seconded by Charlie. The motion carried.

Public Comment: One long-term camper at Kleinke Park stated that a sign with regulations was needed at the park. Another camper thanked the committee for the new shower building (in progress) at Shakey Lakes Park.

Business:

- a. **Park Office Manager/Park Ranger Report:** Park Manager Karen Kayser distributed a list of campers at Kleinke Park that stated where each was from. She noted that Kleinke is not a "destination" park (the overwhelming majority of campers are just passing through on their way to other locations). She also submitted a letter from Jim Quist suggesting that the committee consider enclosing one of the pavilions at Shakey Lakes Park. Karen also had a "wish list" from the park rangers containing items that are needed. Ruby suggested that the committee prioritize the list and try to secure funding for as many of the items as possible. Tires and brakes were placed at the top of the list followed by: two-way radios, roofing (at least one), 1/2 inch drive metric wrenches, new toilets, and siding for one of the pavilions.
- b. **Budget-monthly review:** Brian reported that all is well with the current budget, and that the bottom line remains OK.
- c. **2011/2012 Budget:** Brian announced that next year's allocation from the county board \$43,032.00 will be about 10% less than the current year.
- d. **Maintenance Contract Discussions:** A proposal for the maintenance of park equipment (e.g. mowers and snow-blowers) was received from a repair shop in Daggett. Ruby made a motion that the committee accept the proposal that was seconded by Glenn. The motion carried.

- e. **Update on Park Projects:** Dan Menacher, Menominee County Building Inspector, reported on the well problems at the bathhouse under construction. The well is equipped to pump 35 gallons per minute, but the health department is demanding that it be increased to 55 gallons per minute. He also talked about the position of the dump station in the plans. The current plan would require the construction of a long access driveway. Dan suggested that the location of the dump station be moved closer to the existing road to eliminate the expense of the driveway. Brian approved this change.
- f. **Grant Opportunities:** Brian reported that funding for a well at River Park had been granted from the 2% grant program. The Conservation District had also allocated \$500 to be used for phragmite eradication.
- g. **Lease site policy and procedures:** Brian stated a need for the committee to designate lease dates for long-term campers – specifically, if the leases would run from the 1st of the month to the 1st of the following month or from the 15th to the 15th. Some of the long-term campers in the audience suggested that either system be available to meet the needs of everyone. They also asked the committee not to eliminate the two and three month leases. Brian announced that this decision would be made at the next meeting; Bob's departure for another event resulted in the loss of a quorum for the rest of this meeting.

G. Correspondence: A letter from another long-time, long-term camper at Kleinke Park reiterated the earlier request that there be more flexibility in lease dates.

H. Any Other Items Members Wish to Present: Earlier in the meeting, Ruby noted that there were many items still outstanding from previous meetings. She suggested that the committee act on some of these items. This was tabled until the next meeting, since a quorum was no longer present.

- I. **Public Comment:** Several long-term campers at Kleinke Park spoke about the differences between Kleinke Park and Shakey Lakes Park, and that there should be different regulations for each. In particular, the requirement that camping vehicles should back into the camping spot wasn't very feasible for many of the sites on the water at Kleinke. They also reminded the committee that many short-term campers fail to pay the camping fee and that there is a lot of unauthorized use of the dumping facility (as many as 31 violations one day) by vehicles that have camped elsewhere. Ruby and Glenn volunteered to visit the park and talk with campers before the next meeting. Another comment questioned the board's refund policy for health-related cancellations. Brian stated that these were handled on a case-by-case basis. Finally, one gentleman questioned the reason for the \$10.00 charge for a park sticker for a third vehicle. Brian explained that this was the pricing structure that had been approved previously.

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

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY

Standard Budget Report

September 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
General Revenues					
Taxes					
HANNAHVILLE GRANT	0.00	5,125.00	0.00	5,125.00	0.00
Total Taxes	0.00	5,125.00	0.00	5,125.00	0.00
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	176.25	300.00	-123.75	58.75
TIMBER SALES	0.00	650.00	0.00	650.00	0.00
ANNUAL	125.00	6,935.00	8,200.00	-1,265.00	84.57
ANNUAL 2 FOR DAILY	0.00	213.00	250.00	-37.00	85.20
SENIOR CITIZENS	389.00	4,176.00	5,000.00	-824.00	83.52
GATE RECEIPTS FOR FAIR	0.00	120.00	300.00	-180.00	40.00
SHAKEY CAMPING FEES	0.00	8,308.00	8,017.00	291.00	103.63
KLEINKE CAMPING FEES	3,317.00	68,796.00	67,000.00	1,796.00	102.68
SHAKEY LAKE LEASE SITES	1,984.71	18,539.21	20,000.00	-1,460.79	92.70
KLEINKE LEASE SITES	0.00	65,582.00	51,650.00	13,932.00	126.97
Total Charges for Services	0.00	14,190.00	15,000.00	-810.00	94.60
Interest and Rents					
PAVILLION-SHAKEY	0.00	100.00	210.00	-110.00	47.62
PAVILLION-KLEINKE	0.00	0.00	60.00	-60.00	0.00
Outside Storage	13.00	2,100.00	3,600.00	-1,500.00	58.33
Inside (Fair) Storage	0.00	4,823.80	2,500.00	2,323.80	192.95
Total Interest and Rents	13.00	7,023.80	6,370.00	653.80	110.26
Total Program Revenues	5,828.71	194,709.26	182,087.00	12,622.26	106.93

MENOMINEE COUNTY

Standard Budget Report

September 2011 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Special Items					
Other Revenue					
FIREWOOD-KLEINKE	65.00	472.00	0.00	472.00	0.00
ICE-KLEINKE	12.00	127.00	0.00	127.00	0.00
PAID SHOWERS-KLEINKE	17.50	393.25	400.00	-6.75	98.31
PAID SHOWERS-SHAKEY	147.50	1,489.75	2,000.00	-510.25	74.49
MISCELLANEOUS RECEIPTS	0.00	66.75	100.00	-33.25	66.75
Sweatshirt Revenue	0.00	112.28	400.00	-287.72	28.07
GENERAL FUND APPROPRIATION	0.00	48,545.00	48,545.00	0.00	100.00
Total Other Revenue	242.00	51,206.03	51,445.00	-238.97	99.54
Total Special Items					
	242.00	51,206.03	51,445.00	-238.97	99.54
Total Revenues	6,070.71	251,040.29	233,532.00	17,508.29	107.50

MENOMINEE COUNTY

Standard Budget Report

September 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	5,368.38	65,861.99	64,736.00	-1,125.99	101.74
SALARIES - TEMPORARY	1,582.00	21,004.75	23,760.00	2,755.25	88.40
OVERTIME	0.00	459.60	2,500.00	2,040.40	18.38
LONGEVITY	0.00	625.00	625.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,732.51	28,828.77	26,863.00	-1,965.77	107.32
LIFE INSURANCE	4.60	55.20	60.00	4.80	92.00
FICA-OASDI	412.08	5,375.55	5,384.00	8.45	99.84
FICA-MEDI	96.37	1,257.24	1,302.00	44.76	96.56
WORKMENS COMPENSATION	0.00	2,435.55	2,970.00	534.45	82.01
RETIREMENT	0.00	10,011.55	10,281.00	269.45	97.38
OFFICE SUPPLIES	21.00	1,099.31	1,650.00	550.69	66.62
OFFICE EQUIPMENT	0.00	0.00	500.00	500.00	0.00
POSTAGE-COUNTY PARKS	0.00	218.88	350.00	131.12	62.54
GAS, OIL ETC	1,054.08	7,274.50	6,000.00	-1,274.50	121.24
DIESEL FUEL	349.18	905.31	1,000.00	94.69	90.53
L.P. GAS	0.00	2,642.52	2,800.00	157.48	94.38
UNIFORMS	96.00	457.11	700.00	242.89	65.30
UNIFORMS/SUMMER HELP	0.00	0.00	200.00	200.00	0.00
JANITORIAL SUPPLIES	234.33	2,794.86	3,000.00	205.14	93.16
OTHER OPERATING/GENERAL	0.00	1,021.32	1,000.00	-21.32	102.13
BROCHURES/STICKERS	0.00	0.00	3,000.00	3,000.00	0.00
TREE REPLACEMENT	0.00	990.00	1,000.00	10.00	99.00
DEQ Permits	0.00	658.00	850.00	192.00	77.41
CONSTRUCTION SUPPLIES	0.00	1,503.91	1,500.00	-3.91	100.26
PROFESSIONAL/CONTRACTURAL SERVICES	160.00	2,034.00	1,500.00	-534.00	135.60
PROFESSIONAL-PHYSICALS	0.00	647.00	650.00	3.00	99.54
TRAVEL/Parks Per Diems & Mileage	35.52	509.72	1,500.00	990.28	33.98
PROGRAMMING/RECREATION	139.34	225.31	450.00	224.69	50.07
Sweatshirts	0.00	0.00	500.00	500.00	0.00
Gate Receipts	0.00	6,231.00	6,000.00	-231.00	103.85
Inside Storage	0.00	2,411.90	1,600.00	-811.90	150.74
WATER TESTING	68.88	720.58	800.00	79.42	90.07
UTILITIES/ELECTRIC	6,340.81	26,591.26	30,000.00	3,408.74	88.64
EQUIPMENT MAINTENANCE	501.70	5,038.59	4,000.00	-1,038.59	125.96
FACILITY MAINTENANCE	176.13	2,589.35	4,000.00	1,410.65	64.73
GROUNDS MAINTENANCE	290.00	4,033.25	4,000.00	-33.25	100.83

MENOMINEE COUNTY
Standard Budget Report
 September 2011 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
RENTAL/CONTRACTING	1,025.15	11,221.21	7,500.00	-3,721.21	149.62
REFUNDS/REBATES	298.00	1,424.00	4,000.00	2,576.00	35.60
NEW/REPLACEMENT EQUIPMENT	150.00	3,367.91	5,000.00	1,632.09	67.36
Total COUNTY PARKS	21,136.06	222,526.00	233,531.00	11,005.00	95.29
Total Recreation and Culture	21,136.06	222,526.00	233,531.00	11,005.00	95.29
Total Expenditures	21,136.06	222,526.00	233,531.00	11,005.00	95.29
CHANGE IN FUND EQUITY	-15,065.35	28,514.29	1.00	28,513.29	-2,851,429.00