

**Menominee County Parks and Recreation Committee
will meet on Monday, December 2, 2019 – 5:30 PM at
Lake Township Hall, Stephenson, MI**

-A Quorum of The Menominee County Board of Commissioners may be present

Agenda

- 1) Call meeting to order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Previous Meeting Minutes – November 4, 2019
- 6) Public Comment
- 7) Business:
 - a) Review Financials
 - b) Budget Review
 - c) Electrical at Shakey Lakes – Electrical Engineer
 - d) New restrooms at Shakey Lakes – follow up
 - e) Added parking at Shakey Lakes Boat Launch
 - f) Electric at Bailey – Electrical Engineer
 - g) Weekly observations at Kleinke – next year's price list.
 - h) On line reservations (Mike Kass)
 - i) Kayak launch at Mason Park (Larry Phelps)
 - j) Parks' Ordinance Review
 - k) Bailey Park, Kleinke and Shakey Lakes – Stump Removal
- 8) Correspondence
- 9) Any other comments by Park Board
- 10) Public Comment
- 11) Adjournment

MENOMINEE COUNTY PARKS COMMITTEE

MINUTES NOVEMBER 4, 2019

1. The meeting was called to order at 5:30 PM by Chair, Bob Desjarlais at Lake Township Hall in Stephenson.
2. Pledge of Allegiance was recited by all.
3. **Reporting for roll call were:** Bob Desjarlais, Dick Peterson, Kathy Branz, Vola Bleile County Commissioner Larry Phelps. Excused were County Administrator Jason Carviou, County Commissioner Bill Cech and Mike Kass.

Others in attendance were Jim Quist and Karen Kayser.
4. **Approval of agenda:** Motion by Dick Peterson to approve the Agenda supported by Vola Bleile with all in favor.
5. **Minutes:** Dick Peterson to approve the October 7, 2019 minutes with corrections on item 9 to read Parks Dam and Ingalls Dam and Sturgeon that are 4' not 12' corrections. Supported by Larry Phelps with the added correction on item 9, second paragraph to read will be adjusting ... All were in agreement. Motion carried.
6. **Public Comments:** Jim Quist stated we were written up on the bath house needing tile around the lower parameter. He received a quote from Jim Svenicki to complete this (material and Labor) for \$3800. Larry Phelps will take the quote to Jason Carviou. A motion by Bob Desjarlais to recommend to the Board to accept this bid supported by Kathy Branz with all in favor.
7. **Business:**
 - a. **Review Financials** – Accepted as presented.
 - b. **Budget Review** – Dick Peterson stated he felt the 2020 revenue was very optimistic.
 - c. **Picnic Tables** – i) Ordered per note from Jason to be delivered to Shakey Lakes. 58 frames were ordered. ii) **When to order 2 X 10's and 2 X 8's:** Jim Quist will watch for sales or 11% off at Menards and pick up the wood as necessary.
 - d. **Electrical at Shakey Lakes and Bailey – Electrical Engineer:** It was decided by all, after much discussion to sit on this for a while, and address after more discussion.
 - e. **New restrooms at Shakey Lakes – follow up:** Waiting for bids to start project.
 - f. **Added Parking at Shakey Lakes Boat Launch** – Bob is waiting for the lime stone work to begin. As soon as they start grinding the lime stone at his farm, Bob stated he will be able to provide the crushed limestone. Trucking will have to be approved for this project.
 - g. **Electric at Bailey** – added to d above as we need an Electrical Engineer for input on the correct way to improve the electrical at both parks.

- h. Weekly Reservations at Kleinke** – A lengthy discussion regarding reservations at Kleinke resulted in one week or two week reservations in addition to the one, two, three, four and five month reservations. To be made at least two weeks in advance and finalized upon receipt of payment. All were in favor of this decision.
 - i. On line reservations** – Mike Kass was absent so this was tabled.
 - j. Kayak Launch Mason Park (Larry Phelps)** – Larry has approximately 41 potential donors for this project. He is waiting to hear the outcome of the Hannahville Grant.
 - k. Parks Ordinance Review:** Per a note from Jason, he has not had a chance to present these to the County Board for approval. Tabled.
 - l. Bailey Park, Kleinke and Shakey Lakes – Stump Removal:** – Per Jason’s email the lowest bid was \$7,000 with the highest around \$20,000. The stump grinding was not a budgeted item. Jason suggested some other options of cutting the stumps down to the ground ourselves or pricing out a stump grinder attachment for the tractor. Jim Quist said there are 82 stumps between all the parks. Kathy Branz stated she felt Jim Quist should be contacted on these decisions rather than Mike Sieg as Jim is our Park Ranger.
 - m. Sean Soucy (EGLE application):** Jason wrote in an email that he met with Sean at Bailey Park. The museum will need a permit to build the boardwalk to the Red Rock, Noreen Johnson has been advised of this. The stumps can be ground to ground level without a permit, anything below ground level needs a permit. The two swaths cut for access to the Bay closest to the museum are wet lands and a permit is not available from EGLE. The others have berms that designate wet lands running through them. Some clean up could be done up to the berms.
- 8. Correspondence:** None.
- 9. Any other item Members Wish to Present:** None
- 10. Public Comment:** None.
- 11. Adjournment** – Motion by Vola to adjourn supported by Dick with all in favor at 7:53 PM
- 12. Next meeting** will be at Lake Township Hall on Cnty Rd 577 in Stephenson on December 2 2019 at 5:30 P.M.

Submitted by:

Kathy Branz, Secretary

Menominee County Parks and Recreation Committee.

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY
 PERIOD ENDING 11/30/2019

| GL NUMBER | DESCRIPTION | 2019-20 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|--------------------------------|------------------------------------|-------------------|---------------------------------|---|------------------------------|----------------|
| | | AMENDED BUDGET | 11/30/2019 NORMAL (ABNORMAL) | MONTH 11/30/2019 INCREASE (DECREASE) | BALANCE NORMAL (ABNORMAL) | |
| Fund 208 - COUNTY PARKS | | | | | | |
| Dept 000 | | | | | | |
| 208-000-649.00 | FIREWOOD SALES | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 208-000-651.01 | ANNUAL | 9,750.00 | 0.00 | 0.00 | 9,750.00 | 0.00 |
| 208-000-651.03 | DAILY | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 0.00 |
| 208-000-651.05 | GATE RECEIPTS FOR FAIR | 10,500.00 | 0.00 | 0.00 | 10,500.00 | 0.00 |
| 208-000-653.01 | SHAKEY CAMPING FEES | 90,000.00 | 855.00 | 60.00 | 89,145.00 | 0.95 |
| 208-000-653.02 | KLEINKE CAMPING FEES | 30,000.00 | 1,165.00 | 45.00 | 28,835.00 | 3.88 |
| 208-000-653.03 | RIVER PARK CAMPING | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 208-000-654.00 | SHAKEY LAKE LEASE SITES | 68,000.00 | 30.00 | 30.00 | 67,970.00 | 0.04 |
| 208-000-654.02 | KLEINKE LEASE SITES | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| 208-000-666.01 | PAVILLION-SHAKEY | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 208-000-666.02 | PAVILLION-KLEINKE | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 208-000-666.03 | RIVER PARK PAVILLION | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 208-000-667.02 | Outside Storage | 2,900.00 | 3,227.00 | 152.00 | (327.00) | 111.28 |
| 208-000-667.03 | Inside (Fair) Storage | 3,500.00 | 3,379.00 | 0.00 | 121.00 | 96.54 |
| 208-000-673.01 | FIREWOOD-KLEINKE | 250.00 | 10.00 | 0.00 | 240.00 | 4.00 |
| 208-000-673.02 | ICE-KLEINKE | 20.00 | 0.00 | 0.00 | 20.00 | 0.00 |
| 208-000-673.03 | PAID SHOWERS-KLEINKE | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 208-000-673.04 | PAID SHOWERS-SHAKEY | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 208-000-676.00 | MISCELLANEOUS RECEIPTS | 0.00 | 125.00 | 5.00 | (125.00) | 100.00 |
| 208-000-697.00 | TRANSFER IN FROM FUND BALANCE | 34,267.00 | 0.00 | 0.00 | 34,267.00 | 0.00 |
| Net - Dept 000 | | 274,487.00 | 8,791.00 | 292.00 | 265,696.00 | |
| Dept 751 | | | | | | |
| 208-751-704.00 | SALARIES | 57,739.00 | 7,570.90 | 4,468.46 | 50,168.10 | 13.11 |
| 208-751-705.00 | SALARIES - PART TIME | 62,010.00 | 804.00 | 0.00 | 61,206.00 | 1.30 |
| 208-751-706.00 | OVERTIME | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 208-751-707.00 | LONGEVITY | 1,450.00 | 0.00 | 0.00 | 1,450.00 | 0.00 |
| 208-751-712.00 | HOSPITAL DEDUCTIBLE | 19,467.00 | 4,217.72 | 1,273.44 | 15,249.28 | 21.67 |
| 208-751-713.00 | LIFE INSURANCE | 45.00 | 5.90 | 0.00 | 39.10 | 13.11 |
| 208-751-715.00 | FICA-OASDI | 7,392.00 | 442.28 | 253.35 | 6,949.72 | 5.98 |
| 208-751-715.01 | FICA-MEDI | 1,729.00 | 103.41 | 59.23 | 1,625.59 | 5.98 |
| 208-751-716.00 | WORKMENS COMPENSATION | 7,230.00 | 0.00 | 0.00 | 7,230.00 | 0.00 |
| 208-751-727.00 | OFFICE SUPPLIES | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 208-751-728.00 | OFFICE EQUIPMENT | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 208-751-729.00 | POSTAGE-COUNTY PARKS | 350.00 | 0.00 | 0.00 | 350.00 | 0.00 |
| 208-751-742.00 | GAS, OIL ETC | 7,000.00 | 490.84 | 9.89 | 6,509.16 | 7.01 |
| 208-751-743.00 | DIESEL FUEL | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 208-751-744.00 | L.P. GAS | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 208-751-745.00 | UNIFORMS | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 208-751-745.01 | UNIFORMS/SUMMER HELP | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 208-751-755.01 | JANITORIAL SUPPLIES | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 208-751-755.02 | OTHER OPERATING/GENERAL | 3,500.00 | 20.76 | 20.76 | 3,479.24 | 0.59 |
| 208-751-755.04 | BROCHURES/STICKERS | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 208-751-755.05 | TREE REPLACEMENT | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 208-751-755.08 | DEQ Permits | 2,000.00 | 610.00 | 410.00 | 1,390.00 | 30.50 |
| 208-751-756.01 | CONSTRUCTION SUPPLIES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 208-751-801.00 | PROFESSIONAL/CONTRACTURAL SERVICES | 2,500.00 | 180.00 | 90.00 | 2,320.00 | 7.20 |
| 208-751-801.01 | PROFESSIONAL-PHYSICALS | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 208-751-801.02 | COUNTY FAIR | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 208-751-850.00 | TELEPHONE-SHAKEY LAKES | 750.00 | 55.18 | 55.18 | 694.82 | 7.36 |
| 208-751-860.00 | TRAVEL/Parks Per Diems & Mileage | 1,250.00 | 0.00 | 0.00 | 1,250.00 | 0.00 |
| 208-751-880.00 | PROGRAMING/RECREATION | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 208-751-884.00 | Gate Receipts | 7,875.00 | 0.00 | 0.00 | 7,875.00 | 0.00 |
| 208-751-901.00 | PARKS - ADVERTISING | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |

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REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY
 PERIOD ENDING 11/30/2019

| GL NUMBER | DESCRIPTION | 2019-20 AMENDED BUDGET | YTD BALANCE | | ACTIVITY FOR MONTH 11/30/2019 INCREASE (DECREASE) | AVAILABLE BALANCE | | % BDGT USED |
|--------------------------------|---------------------------|---------------------------|-------------|-------------|---|----------------------|--------------|----------------|
| | | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) | |
| Fund 208 - COUNTY PARKS | | | | | | | | |
| 208-751-920.00 | WATER TESTING | 1,300.00 | | 119.00 | | 0.00 | 1,181.00 | 9.15 |
| 208-751-920.01 | UTILITIES/ELECTRIC | 35,000.00 | | 1,655.22 | | 1,170.29 | 33,344.78 | 4.73 |
| 208-751-920.02 | GARBAGE DISPOSAL | 3,500.00 | | 638.52 | | 189.02 | 2,861.48 | 18.24 |
| 208-751-920.03 | SEWER/SEPTIC DISPOSAL | 5,000.00 | | 0.00 | | 0.00 | 5,000.00 | 0.00 |
| 208-751-930.02 | EQUIPMENT MAINTENANCE | 3,000.00 | | 0.00 | | 0.00 | 3,000.00 | 0.00 |
| 208-751-930.03 | FACILITY MAINTENANCE | 3,000.00 | | 0.00 | | 0.00 | 3,000.00 | 0.00 |
| 208-751-930.04 | GROUNDS MAINTENANCE | 5,000.00 | | 752.92 | | 587.92 | 4,247.08 | 15.06 |
| 208-751-964.00 | REFUNDS/REBATES | 2,000.00 | | 0.00 | | 0.00 | 2,000.00 | 0.00 |
| 208-751-981.00 | VEHICLE MAINTENANCE | 3,000.00 | | 11.99 | | 11.99 | 2,988.01 | 0.40 |
| 208-751-984.00 | NEW/REPLACEMENT EQUIPMENT | 2,000.00 | | 0.00 | | 0.00 | 2,000.00 | 0.00 |
| Net - Dept 751 | | (270,487.00) | | (17,678.64) | | (8,599.53) | (252,808.36) | |
| Fund 208 - COUNTY PARKS: | | | | | | | | |
| TOTAL REVENUES | | 274,487.00 | | 8,791.00 | | 292.00 | 265,696.00 | 3.20 |
| TOTAL EXPENDITURES | | 270,487.00 | | 17,678.64 | | 8,599.53 | 252,808.36 | 6.54 |
| NET OF REVENUES & EXPENDITURES | | 4,000.00 | | (8,887.64) | | (8,307.53) | 12,887.64 | 222.19 |

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY
 PERIOD ENDING 11/30/2019

| GL NUMBER | DESCRIPTION | 2019-20 | YTD BALANCE | ACTIVITY FOR | | AVAILABLE | | % BDGT USED |
|---|-------------------------------|----------------|-------------|--------------|------------|------------|-------------|----------------|
| | | AMENDED BUDGET | 11/30/2019 | MONTH | 11/30/2019 | NORMAL | (ABNORMAL) | |
| | | | NORMAL | (ABNORMAL) | INCREASE | (DECREASE) | | |
| Fund 220 - PARK IMPROVEMENT FUND | | | | | | | | |
| Dept 000 | | | | | | | | |
| 220-000-652.01 | BOAT FEES | 4,250.00 | 36.00 | | 0.00 | | 4,214.00 | 0.85 |
| 220-000-699.01 | TRANSFER IN FROM FUND BALANCE | 67,750.00 | 0.00 | | 0.00 | | 67,750.00 | 0.00 |
| Net - Dept 000 - NONE | | 72,000.00 | 36.00 | | 0.00 | | 71,964.00 | |
| Dept 752 | | | | | | | | |
| 220-752-970.00 | CAPITAL OUTLAY | 5,000.00 | 0.00 | | 0.00 | | 5,000.00 | 0.00 |
| 220-752-970.01 | CAPITAL OUTLAY | 40,000.00 | 0.00 | | 0.00 | | 40,000.00 | 0.00 |
| 220-752-970.02 | CAPITAL OUTLAY | 20,000.00 | 0.00 | | 0.00 | | 20,000.00 | 0.00 |
| 220-752-970.03 | CAPITAL OUTLAY | 7,000.00 | 0.00 | | 0.00 | | 7,000.00 | 0.00 |
| Net - Dept 752 - PARK IMPROVEMENT EXPENDITURE | | (72,000.00) | 0.00 | | 0.00 | | (72,000.00) | |
| Fund 220 - PARK IMPROVEMENT FUND: | | | | | | | | |
| TOTAL REVENUES | | 72,000.00 | 36.00 | | 0.00 | | 71,964.00 | 0.05 |
| TOTAL EXPENDITURES | | 72,000.00 | 0.00 | | 0.00 | | 72,000.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 36.00 | | 0.00 | | (36.00) | 100.00 |
| | | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 346,487.00 | 8,827.00 | | 292.00 | | 337,660.00 | 2.55 |
| TOTAL EXPENDITURES - ALL FUNDS | | 342,487.00 | 17,678.64 | | 8,599.53 | | 324,808.36 | 5.16 |
| NET OF REVENUES & EXPENDITURES | | 4,000.00 | (8,851.64) | | (8,307.53) | | 12,851.64 | 221.29 |