

"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 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 ~March 2, 2015**
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) Park Ranger/Park Manager Update
 - aa. Open camping registration date
 - b) Bylaws
 - c) Monthly Budget Review
 - d) Parks Project/ Grants
 - aa. Forestry Plan
 - bb. 2% Grant
 - e) Lease Program
 - f) County Recreation Plan
 - aa. Public Surveys
- H. Correspondence
- I. Any Other Items Members Wish to Present
- J. Public Comment
- K. Adjournment

Charlie Meintz -Chairman

Larry Schei- Vice Chairman

Ray Williams James Furlong

Bill Cech

Bernie Lang

Gerald Piche

Jan Hafeman

John Nelson

Menominee County Parks and Recreation Committee

Meeting Minutes

January 12, 2015

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Annex in Stephenson, MI on January 12, 2015.

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

Approval of agenda: . A motion was made by Bob to approve the agenda that was seconded by Vola. The motion carried.

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

Business:

- a. **Election of Officers for 2015:** The following committee members were nominated and elected by acclamation:

President: Bob Desjarlais

Vice President: Vola Bleile

Secretary: Glenn Cody

- b. **Meeting Schedule/Bylaws:** Brian distributed copies of the 2015 meeting schedule for the Menominee County Parks and Recreation Committee. He also offered one additional inclusion to the committee bylaws stating that members of the committee could request \$50.00 in compensation for each meeting they attended.
- c. **Monthly Budget Review:** Brian distributed copies of the latest budget for the committee's perusal and review. Several questions concerning clarification of specific items were raised and answered. Brian commented that the budget looked good at this point, and that both income and expenditures were "right on par for this time of year".
- d. **Parks Projects/Grants:** Bob requested that the committee consider installing four campsites at Longrie Park in the near future. Brian suggested that this project could be part of next year's grant request. The committee discussed the proposal in some detail. Glenn suggested that all bordering private property owners be consulted before any development plans were finalized. Bob discussed the need for a consulting forester to compile an inventory of any marketable timber on the property that could help offset the cost of the proposed development. Tom Schrot, local resident and consulting forester, was present and offered several comments concerning how such an inventory might be undertaken. Dick Peterson, local resident also in attendance, suggested that all harvestable trees be properly marked before submitting a request for bids. Bob made a

motion seconded by Ruby that the committee hire a forestry consultant to conduct an inventory of marketable timber at Longrie Park. The motion passed.

- e. **Lease Program:** Brian reported that the changes to the lease policy suggested by the committee in December had been approved by the Menominee County Board of Commissioners. March 1 was now the established deadline for full payment of seasonal campsites, and seasonal car passes must be affixed to the vehicle's windshield. The license plate number of the vehicle associated with each pass will also be recorded at the time of registration.
- f. **County Recreation Plan:** Brian distributed copies of the current recreation plan and reminded the committee that it could also be accessed on-line. He encouraged the committee to review the plan for future discussion and to develop questions for the public survey component. No action was taken.
- g. **Park Ranger/Park Manager Update:** Brian reminded the committee that Jim Quist is the only park ranger still on duty at this time of year. Jim had been able to attend the first part of the meeting and presented several bat house prototypes that he had constructed.

Correspondence: None.

Public Comment: Local resident Dick Peterson encouraged the committee to “get the ball rolling on the new electrical transformers for Shakey Lakes Park”. He also suggested that the committee consider establishing a few larger campsites that could accommodate recreational vehicles of 40 ft. in length.

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

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

Respectfully submitted by Glenn D. Cody

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.~~ Committee public
members may receive a \$50 meeting fee as well as the IRS
mileage rate to and from the meeting location.

Adopted: November 25, 1996

Amended:

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.

MENOMINEE COUNTY
Standard Budget Report
February 2015 Revenues

| Account Title | This Month | Y-T-D | Budget As Of Feb-2015 | Difference | Percent |
|-----------------------------------|------------------|------------------|--------------------------|--------------------|--------------|
| Fund: COUNTY PARKS | | | | | |
| Program Revenues | | | | | |
| Charges for Services | | | | | |
| FIREWOOD SALES | 0.00 | 115.00 | 600.00 | -485.00 | 19.17 |
| ANNUAL | 0.00 | 0.00 | 7,000.00 | -7,000.00 | 0.00 |
| ANNUAL 2 FOR | 0.00 | 0.00 | 100.00 | -100.00 | 0.00 |
| DAILY | 0.00 | 0.00 | 4,000.00 | -4,000.00 | 0.00 |
| GATE RECEIPTS FOR FAIR | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 0.00 |
| SHAKY CAMPING FEES | 0.00 | 292.00 | 70,000.00 | -69,708.00 | 0.42 |
| KLEINKE CAMPING FEES | 0.00 | 580.00 | 21,000.00 | -20,420.00 | 2.76 |
| SHAKY LAKE LEASE SITES | 14,870.00 | 24,662.00 | 69,925.00 | -45,263.00 | 35.27 |
| KLEINKE LEASE SITES | 3,345.00 | 3,345.00 | 14,000.00 | -10,655.00 | 23.89 |
| Total Charges for Services | 18,215.00 | 28,994.00 | 191,625.00 | -162,631.00 | 15.13 |
| Interest and Rents | | | | | |
| 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 | 2,326.65 | 2,750.00 | -423.35 | 84.61 |
| Inside (Fair) Storage | 0.00 | 3,677.65 | 4,200.00 | -522.35 | 87.56 |
| Total Interest and Rents | 0.00 | 6,004.30 | 7,250.00 | -1,245.70 | 82.82 |
| Total Program Revenues | 18,215.00 | 34,998.30 | 198,875.00 | -163,876.70 | 17.60 |
| Special Items | | | | | |
| Other Revenue | | | | | |
| FIREWOOD-KLEINKE | 0.00 | 10.00 | 200.00 | -190.00 | 5.00 |
| ICE-KLEINKE | 0.00 | 0.00 | 100.00 | -100.00 | 0.00 |
| PAID SHOWERS-KLEINKE | 0.00 | 0.00 | 400.00 | -400.00 | 0.00 |
| PAID SHOWERS-SHAKEY | 0.00 | 74.50 | 2,000.00 | -1,925.50 | 3.73 |
| MISCELLANEOUS RECEIPTS | 0.00 | 66.00 | 100.00 | -34.00 | 66.00 |
| Sweatshirt Revenue | 0.00 | 0.00 | 100.00 | -100.00 | 0.00 |
| PARK ADVERTISING | 0.00 | 0.00 | 500.00 | -500.00 | 0.00 |
| TRANSFER IN FROM FUND BALANCE | 0.00 | 0.00 | 3,197.00 | -3,197.00 | 0.00 |
| Total Other Revenue | 0.00 | 150.50 | 6,597.00 | -6,446.50 | 2.28 |
| Total Special Items | 0.00 | 150.50 | 6,597.00 | -6,446.50 | 2.28 |
| Total Revenues | 18,215.00 | 35,148.80 | 205,472.00 | -170,323.20 | 17.11 |

MENOMINEE COUNTY
Standard Budget Report
February 2015 Expenditures

| Account Title | This Month | Y-T-D | Budget As Of Feb-2015 | Difference | Percent |
|------------------------------------|------------|-----------|-----------------------|------------|---------|
| Fund: COUNTY PARKS | | | | | |
| Recreation and Culture | | | | | |
| COUNTY PARKS | | | | | |
| SALARIES | 1,445.30 | 10,971.56 | 35,027.00 | 24,055.44 | 31.32 |
| SALARIES - TEMPORARY | 0.00 | 100.00 | 37,440.00 | 37,340.00 | 0.27 |
| OVERTIME | 0.00 | 0.00 | 1,800.00 | 1,800.00 | 0.00 |
| LONGEVITY | 0.00 | 700.00 | 700.00 | 0.00 | 100.00 |
| HOSPITAL DEDUCTIBLE | 1,188.58 | 7,850.18 | 14,437.00 | 6,586.82 | 54.38 |
| LIFE INSURANCE | 2.30 | 16.10 | 30.00 | 13.90 | 53.67 |
| FICA-OASDI | 73.49 | 591.63 | 4,424.00 | 3,832.37 | 13.37 |
| FICA-MEDI | 17.19 | 138.36 | 1,035.00 | 896.64 | 13.37 |
| WORKMENS COMPENSATION | 468.41 | 936.77 | 2,475.00 | 1,538.23 | 37.85 |
| RETIREMENT | 514.04 | 2,295.99 | 6,953.00 | 4,657.01 | 33.02 |
| OFFICE SUPPLIES | 14.73 | 14.73 | 500.00 | 485.27 | 2.95 |
| OFFICE EQUIPMENT | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| POSTAGE-COUNTY PARKS | 0.00 | 72.13 | 300.00 | 227.87 | 24.04 |
| GAS, OIL ETC | 22.00 | 423.69 | 7,500.00 | 7,076.31 | 5.65 |
| DIESEL FUEL | 0.00 | 0.00 | 500.00 | 500.00 | 0.00 |
| L.P. GAS | 0.00 | 1,285.90 | 2,800.00 | 1,514.10 | 45.92 |
| UNIFORMS | 0.00 | 0.00 | 700.00 | 700.00 | 0.00 |
| UNIFORMS/SUMMER HELP | 0.00 | 0.00 | 200.00 | 200.00 | 0.00 |
| JANITORIAL SUPPLIES | 135.00 | 135.00 | 5,000.00 | 4,865.00 | 2.70 |
| OTHER OPERATING/GENERAL | 67.94 | 768.25 | 2,000.00 | 1,231.75 | 38.41 |
| OTHER OPERATING/MISCELLANEOUS | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| BROCHURES/STICKERS | 0.00 | 0.00 | 300.00 | 300.00 | 0.00 |
| TREE REPLACEMENT | 0.00 | 500.00 | 500.00 | 0.00 | 100.00 |
| DEQ Permits | 200.00 | 1,108.88 | 1,500.00 | 391.12 | 73.93 |
| CONSTRUCTION SUPPLIES | 22.77 | 307.35 | 1,000.00 | 692.65 | 30.73 |
| PROFESSIONAL/CONTRACTURAL SERVICES | 0.00 | 210.18 | 6,000.00 | 5,789.82 | 3.50 |
| PROFESSIONAL-PHYSICALS | 0.00 | 0.00 | 350.00 | 350.00 | 0.00 |
| TRAVEL/Parks Per Diems & Mileage | 77.60 | 231.36 | 800.00 | 568.64 | 28.92 |
| PROGRAMING/RECREATION | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 0.00 |
| Sweatshirts | 0.00 | 0.00 | 200.00 | 200.00 | 0.00 |
| Gate Receipts | 0.00 | 0.00 | 7,500.00 | 7,500.00 | 0.00 |
| Inside Storage | 0.00 | 1,745.12 | 2,500.00 | 754.88 | 69.80 |
| WATER TESTING | 0.00 | 99.30 | 1,200.00 | 1,100.70 | 8.28 |
| UTILITIES/ELECTRIC | 655.20 | 3,339.34 | 35,000.00 | 31,660.66 | 9.54 |
| EQUIPMENT MAINTENANCE | 0.00 | 314.42 | 3,500.00 | 3,185.58 | 8.98 |
| FACILITY MAINTENANCE | 0.00 | 0.00 | 3,500.00 | 3,500.00 | 0.00 |
| | | | | | 5.95 |

MENOMINEE COUNTY
Standard Budget Report
February 2015 Expenditures

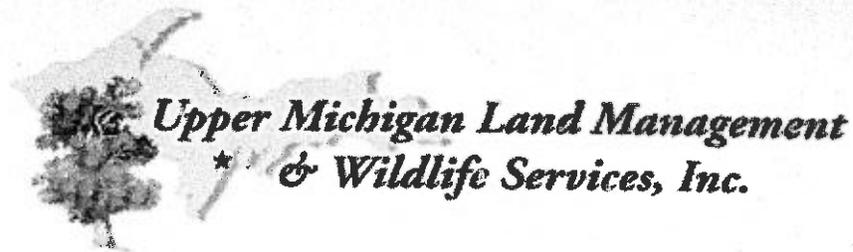
| Account Title | This Month | Y-T-D | Budget As Of Feb-2015 | Difference | Percent |
|-------------------------------------|------------------|------------------|-----------------------|-------------------|-------------------|
| Fund: COUNTY PARKS | | | | | |
| Recreation and Culture | | | | | |
| COUNTY PARKS | | | | | |
| GROUNDS MAINTENANCE | 0.00 | 238.00 | 4,000.00 | 3,762.00 | 20.79 |
| RENTAL/CONTRACTING | 0.00 | 1,247.61 | 6,000.00 | 4,752.39 | 0.00 |
| REFUNDS/REBATES | 0.00 | 0.00 | 2,000.00 | 2,000.00 | 3.70 |
| VEHICLE MAINTENANCE | 0.00 | 73.98 | 2,000.00 | 1,926.02 | -7.90 |
| NEW/REPLACEMENT EQUIPMENT | 0.00 | -157.99 | 2,000.00 | 2,157.99 | 17.31 |
| Total COUNTY PARKS | <u>4,904.55</u> | <u>35,557.84</u> | <u>205,471.00</u> | <u>169,913.16</u> | <u>17.31</u> |
| Total Recreation and Culture | <u>4,904.55</u> | <u>35,557.84</u> | <u>205,471.00</u> | <u>169,913.16</u> | <u>17.31</u> |
| Total Expenditures | <u>4,904.55</u> | <u>35,557.84</u> | <u>205,471.00</u> | <u>169,913.16</u> | <u>17.31</u> |
| CHANGE IN FUND EQUITY | 13,310.45 | -409.04 | 1.00 | -410.04 | -40,904.00 |

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amount
Year To Print: 2015
Month To Print: February
Fund Code Range: 208 COUNTY PARKS to 208 COUNTY PARKS

MENOMINEE COUNTY
Balance Sheet
February 2015

| Account Title | Balance | Account Number |
|--|------------------|----------------|
| Fund: COUNTY PARKS | | |
| ASSETS | | |
| Current Assets | | |
| CASH | 44,365.38 | 208-000-001.00 |
| IMPREST CASH | 300.00 | 208-000-004.00 |
| TOTAL Current Assets | 44,665.38 | |
| Long-Term Assets | | |
| PREPAID EXPENSE | 1,498.54 | 208-000-123.00 |
| Prepaid Insurance | 0.00 | 208-000-123.01 |
| TOTAL Long-Term Assets | 1,498.54 | |
| TOTAL ASSETS | 46,163.92 | |
| LIABILITIES | | |
| Current Liabilities | | |
| ACCOUNTS PAYABLE | 507.37 | 208-000-200.00 |
| Accrued Wages Payable | 0.00 | 208-000-257.00 |
| UNDISTRIBUTED RECEIPTS | 2,424.58 | 208-000-273.00 |
| TOTAL Current Liabilities | 2,931.95 | |
| TOTAL LIABILITIES | 2,931.95 | |
| FUND EQUITY | | |
| Fund Equity | | |
| FUND BALANCE | 42,916.51 | 208-000-390.00 |
| DESIGNATED FUND BALANCE | 724.50 | 208-000-393.03 |
| CHANGE IN FUND EQUITY | -409.04 | |
| TOTAL Fund Equity | 43,231.97 | |
| TOTAL FUND EQUITY | 43,231.97 | |
| TOTAL LIABILITIES & FUND EQUITY | 46,163.92 | |



**Upper Michigan Land Management
& Wildlife Services, Inc.**

Monday, February 23, 2015

Mr. Brian R. Bousley
Menominee County Administrator
839 10th Ave.
Menominee, Michigan 49858

Dear Mr. Bousley:

In response, to your Request for Proposal (RFP) concerning the Menominee County forest lands and parks, I have reviewed all of the properties and have determined the best course of action would be to develop a twenty year forest plan describing current conditions while providing forest, wildlife, recreational and best management recommendations for all county forest lands. Also, I am recommending a timber cruise on all forest lands in order to determine current timber volumes and values. **Project Cost: \$2,500.00.**

I have been a certified Forest Stewardship plan writer since the early 1990's and have successfully written over (625) management plans covering (79,850) acres throughout Michigan. In addition to forest planning, we have completed over (125) various timber cruising and value determination projects covering (66,000) acres. For a complete detailed description of UMLMWS Forest Plans, I have attached UMLMWS Forest Management Plan.

In addition to forest planning, we are a **FULL SERVICE** land management company that provides on-the-ground services such as timber sale administration, timber marking-cruising, forest boundary line location, wildlife opening creation, wildlife seedings, reforestation, wildlife tree and shrub planting.

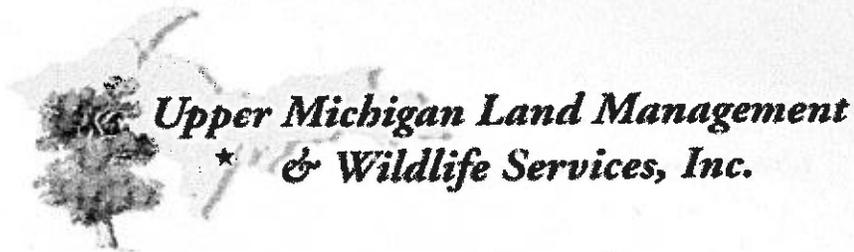
For background and history of our company and personal experience, I have attached the following documents; UMLMWS –Brochure (1), UMLMWS – Brochure (2), UMLMWS Background & History, Resume of Dean R. Francis.

For further questions, I can be reached at 906.235.0369 (Cell) or 906.786.3488 (Office). For additional information, please see our Website at: www.michiganforesters.com.

Thank you for considering Upper Michigan Land Management.

Dean Francis
FSP Certified Plan Provider
NRCS-Total Service Provider
Registered Forester #608

Upper Michigan Land Management & Wildlife Services, Inc.
1705 4th Avenue North, Escanaba, Michigan 49829
Phone: (906) 786-3488 Fax: (906) 233-9548 Cell: (906) 235-0369 (906) 235-0131
Dean R. Francis: dean@michiganforesters.com James T. Green: todd@michiganforesters.com



UMLMWS FOREST MANAGEMENT PLANS

Since 1993, Upper Michigan Land Management has provided the highest quality, multiple-use forest plans to Michigan's Forest Landowners. As Certified Forest Stewardship and NRCS-TSP plan writers, our long-term, detailed forest plans are easy to follow while meeting your goals and objectives.

UMLMWS forest plans will cover a wide range of disciplines such as;

1) Landowner Goals & Objectives

- Short-Term Strategic Goals and Planning
- Long-Term Strategic Goals and Planning

2) Timber Management

- Forest Growth & Productivity, Stocking Levels, Cords per Acre
- Timber Harvest Schedules
- Forest Health
- Integrated Pest Management (IPM), Insect & Disease Monitoring
- Tree Seedling Regeneration
- Long-term Forest Sustainability
- Forest Diversity
- Forest Aesthetics
- Reforestation – Site Preparation, Mechanical Planting, Hand Planting

3) Wildlife Management

- Retention of Wildlife Den Trees
- Retention of Wildlife Snags
- Creation of Shallow Water Wildlife Ponds
- Creation of Wildlife Openings
- Creation of Early Successional Tree & Brush Habitat
- Creation of Wildlife Travel Corridors
- Creation of Wildlife Escape Cover & Bedding Locations
- Creation of Annual & Perennial Wildlife Cover
- Tree & Shrub Planting – Site Preparation, Mechanical Planting, Hand Planting
- Timber Harvesting to Create Various Age Classes

4) Implementation of Michigan's Best Management Practices (BMP's)

- Permitting
- Wetland Management
- Pre-Harvest Planning
- Riparian Management Zone Planning
- No-Harvest Buffer Strips
- Water Quality Protection
- BMP Forest Road & Trail Design & Layout
- Stream Crossings, Culvert Installation
- Forest Road & Decking Area Soil Seedings

5) State & Federal Cost Sharing Programs

Assist Landowner with New Cost Sharing Programs
Include State & Federal Cost Sharing Practices & Codes within the Forest Plan
Provide Contact Information for State and Federal Agencies

6) Reduction of State Property Taxes

Enroll Landowner's Property within Commercial Forest Act (CFA), if interested.
Enroll Landowner's Property with Qualified Forest Property (QFP), if interested.

All landowners in receipt of a forest plan from Upper Michigan Land Management will receive a full color management plan with color coded maps, aerial photographs, soil and topographic maps. Each forest stand within the property will be fully described listing tree species, range of tree diameters, range of stocking levels, forest health, natural regeneration, soil descriptions, wildlife habitat and current landowner use. In addition, I will provide a Planned Activities Report for each forest stand listing recommended timber, wildlife and recreational practices to be accomplished over the next ten to twenty years. A summary page will be provided with a list of land management activities to be accomplished in chronological order.

Each UMLMWS Forest Plan landowner will receive (2) copies of the forest plan bounded and (2) CD's with all forest plan information. This will allow the landowner to place their forest plan on their personal computers and mobile devices. We will assist all landowners with the required CFA and QFP forms that are enrolled or interested in the State of Michigan's forest tax programs.

Following forest plan approval, we will be available to assist you with accomplishing your goals and objectives, for example timber harvesting programs, wildlife habitat improvement and recreational practices.

Upper Michigan Land Management & Wildlife Services, Inc.

1705 4th Avenue North, Escanaba, Michigan 49829

Phone: (906) 786-3488 Fax: (906) 233-9548 Cell: (906) 235-0369 (906) 235-0131

Dean R. Francis: dean@michiganforesters.com James T. Green: todd@michiganforesters.com

Website: www.michiganforesters.com



Upper Michigan Land Management & Wildlife Services, Inc. is a land management consulting firm which focuses on the improvement and sustainability of our natural resources. Since 1993, we have provided the highest quality land management services to forest landowners throughout Michigan. As foresters and wildlife managers, we implement long-term strategic plans in order to improve upon our client's forest and wildlife resources while based upon the landowners goals and objectives.

UMLMWS SERVICES

- ▲ Forest Stewardship Plans
- ▲ NRCS Forest Plans
- ▲ Commercial Forest Act Plans
- ▲ Qualified Forest Property Tax Plans
- ▲ Forest Inventory & Mapping
- ▲ Forest Boundary Line Location
- ▲ Timber Sale Administration
- ▲ Forest Road Construction & Seedings
- ▲ Mowing & Brush Hogging Forest Openings
- ▲ Timber Market Analysis (Basis Report)
- ▲ Expert Witness Testimony
- ▲ GPS Mapping
- ▲ Timber Stand Improvements
- ▲ Forest Tree Plantings
- ▲ Perennial Wildlife Seedlings
- ▲ Forest Pesticide Applications
- ▲ Right-of-Way Clearing

UMLMWS FORESTERS

Dean R. Francis - Owner
Registered Forester #608
dean@michiganforesters.com

J. Todd Green - Owner
Registered Forester #653
todd@michiganforesters.com

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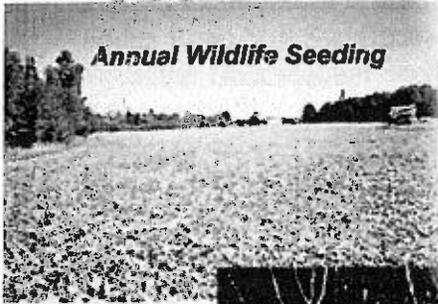


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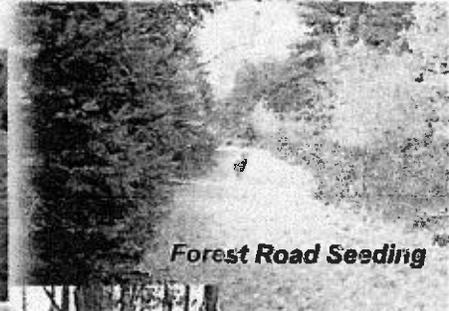
Brush Grinding – Wildlife Opening



Annual Wildlife Seeding



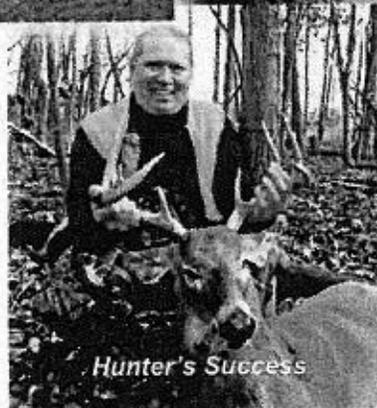
Discing – Soil Preparation



Forest Road Seeding



Turkey Habitat Improvement



Hunter's Success

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Upper Michigan Land Management & Wildlife Services, Inc.

COMPANY BACKGROUND

Upper Michigan Land Management & Wildlife Services, Inc. is a locally owned land management consulting firm which focuses on the improvement and sustainability of our natural resources. UMLMWS provides a wide range of services to a diverse group of forest landowners. We are proud to offer services that improve our client's timber and wildlife resources. As our client's goals and objectives change, we at Upper Michigan Land Management continue to offer new and improved services to meet those needs.

UMLMWS SERVICES

- | | |
|--|-------------------------------------|
| Forest Stewardship Plans | Timber Market Analysis |
| Commercial Forest Act Plans | Qualified Forest Property Tax Plans |
| Forest Inventory & Planning | GPS Mapping |
| Forest Boundary Line Location | Timber Stand Improvement Marking |
| Timber Sale Administration | Forest Tree Plantings |
| MDNR Contractors | Forest Pesticide Applications |
| Forest Road Soil Stabilization Seedings | Wild Turkey Habitat Seedings |
| Whitetail Deer Habitat Seedings | Tree Planting - Reforestation |
| Creation of Forest Openings | Brush Mowing - ROW Clearing |
| Expert Witness Testimony - Timber Trespass | NRCS - Technical Service Provider |

ACCOMPLISHMENTS

| Management Type | Contracts | Acres |
|--|-----------|-----------|
| NRCS Forest Plans | 50 | 6,000 |
| Michigan Forest Stewardship Plans | 440 | 55,400 |
| Michigan Commercial Forest Act Plans | 70 | 8,700 |
| Michigan Qualified Forest Property Plans | 65 | 9,750 |
| Wisconsin Forest Stewardship Plans | 18 | 1,400 |
| Wisconsin Managed Forest Law Plans | 15 | 1,400 |
| Timber Sale Administration | 210 | 17,325 |
| Forest Boundary Lines | 202 | 445 Miles |
| Timber Volume/Value Reports | 20 | 3,000 |
| MDNR Timber Sale Contracts | 51 | 17,700 |
| MDNR Wildlife Contracts | 10 | 750 |
| Tree Plantings - Reforestation | 17 | 230 |
| Whitetail Deer Wildlife Seedings | 150 | 300 |
| Bays de Noc Gobblers Seedings | 20 | 110 |
| Mead Hunter's Walking Trails | 15 | 20 Miles |
| Timber Appraisals (Trespass, Valuation) | 40 | 475 |
| Forest Inventory Projects | 15 | 45,000 |

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*Upper Michigan Land Management
★ & Wildlife Services, Inc.*



Dean Robert Francis, Co-Owner / President

In 1970, Dean's parents moved the family to Escanaba, Michigan where he currently resides. Dean graduated from Escanaba High School in 1983. From 1983-85, Dean attended Bay De Noc Community College where he received an Associates of Science Degree. From 1985-1988, Dean attended Michigan State University where he graduated in March of 1988 with a Bachelor of Science Degree in Forestry. From 1988-1991, Dean worked as a wholesale nursery manager in Lower Michigan. From 1991-1993, Dean held the position of Oceana/Newaygo Soil Conservation District Forester. In 1993, Dean moved back to Escanaba with his wife, Kim, to pursue a career in consulting forestry. Dean and Kim currently have two children, a son Chad and daughter, Rylie.

Qualifications and Awards:

- Michigan Registered Forester #608
- Michigan Certified Forester #54
- Michigan Certified Pesticide Applicator #C001990022
- Michigan Certified Forest Stewardship Plan Writer
- Michigan Certified Timber Marker/Cruiser – Michigan Department of Natural Resources
- 1996 MSAF Certificate of Merit – Whitetail Deer Winter Landowner Seminar
- 1997 Michigan Society of American Foresters "Young Forester of the Year"
- NRCS – Total Service Provider (TSP), 2010-Present

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Website: www.michiganforesters.com



**Upper Michigan Land Management
& Wildlife Services, Inc.**

REFERENCES

Mr. Ernie Houghton
CFM Forester – MDNR
6833 Hwy.2, 41 & M-35
Escanaba, MI 49829
906.786-2351 Ext. 120

***** Reviews our Menominee Co. FSP & CFA Forest Plans**

Craig Aho
Menominee NRCS Conservationist
E106 South Drive
Stephenson, MI 49887
906.753.4355 Ext. 3

***** Reviews our Menominee Co. NRCS Forest Plans**

Brad Stermer
12830 15 Mile Road
Rodney, MI 49342
906.235.3712 (Cell)
231.527.2168 (Work)

***** Menominee Co. FSP Landowner & Client**

William Berto
5080 Ravenswood Road
Kimball, Michigan 48074
810.334.9523 (Home)

***** Menominee Co. FSP-QFP Landowner & Client**

Frank & Elaine Pierce
W2792 County Line Road
Vulcan, MI 49892
906.396.3458 (Home)

***** Dickinson County FSP Landowner & Client**

- FSP = Forest Stewardship Plan
- QFP = Qualified Forest Program

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