"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 ~May 5, 2014** at **5:00 p.m.** C.D.T. at **Shakey Lakes Park, 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 Manager/Park Ranger Update
    b) Monthly Budget Review
    c) Parks Project/ Grants
    d) Lease Program
    e) Review of Bylaws
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

April 7, 2014

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Annex in Stephenson, MI on April, 2014.

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

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

Public Comment: None

Business:

a. **Park Manager / Park Ranger Update:** Brian reported that the wells at Shakey Lakes Park were still frozen and unable to be used. He also announced that all of the seasonal employees would be in place by mid-May.

b. **Monthly Budget Review**: Brian submitted copies of the latest budget for the committee's perusal and comment. Questions were raised concerning various details of the budget which Brian clarified. Expenses are running at about 31% of the annual budget – normal for this point in the year. There are still five long-term campsites open at Shakey Lakes Park. Charlie commented that he expected a decrease in the number of long-term campers this year, because many residents are still recovering from much higher energy prices, especially propane, this winter.

c. **Parks Project / Grants:** Brian announced that the Clean Kill Company would be continuing their battle with phragmites in parks along the bay this spring; the plants will be cut back shortly. Work connected with the River Park grant should be completed this summer including the addition of four rustic campsites. The project at Stoney Point is scheduled for completion next year. Charlie asked if fire rings could be purchased locally.

d. **Lease Program:** Brian reported that he had received a few complaints concerning the February 15 registration deadline. Some campers believe that the date is too early in the season.

e. **Review of by-laws:** Brian reminded the committee of its responsibility to review the by-laws on a regular basis. He had no changes to recommend at this time. Ruby called attention to #R96-11 which states that committee members are to receive no meeting

compensation. This had been changed by the county board several months ago. Brian agreed to affect the change in the by-laws.

Correspondence: None

Any Other Items Members Wish to Present: Brian announced the Menominee County was now an official member of the Wild Rivers Invasive Species Coalition. He agreed to keep the committee apprised of the actions and projects that this multi-county group undertakes. An appreciation event for park employees was suggested and will be discussed in subsequent meetings.

Charlie offered a motion to adjourn that was seconded by Ruby. The meeting was adjourned at 5:45 pm.

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY

Standard Budget Report

April 2014 Revenues

Account Title	This Month	Y-T-D	Budget As Of Apr-2014	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	20.00	600.00	-580.00	3.33
ANNUAL	0.00	32.00	7,000.00	-6,968.00	0.46
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	9,000.00	-9,000.00	0.00
SHAKEY CAMPING FEES	0.00	301.00	68,000.00	-67,699.00	0.44
KLEINKE CAMPING FEES	0.00	776.00	20,000.00	-19,224.00	3.88
SHAKEY LAKE LEASE SITES	13,985.00	69,925.00	68,000.00	1,925.00	102.83
KLEINKE LEASE SITES	1,920.00	10,150.00	14,000.00	-3,850.00	72.50
Total Charges for Services	15,905.00	81,204.00	190,700.00	-109,496.00	42.58
Interest and Rents					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILION-KLEINKE	0.00	100.00	100.00	0.00	100.00
Outside Storage	0.00	2,031.40	2,750.00	-718.60	73.87
Inside (Fair) Storage	0.00	3,490.25	4,200.00	-709.75	83.10
Total Interest and Rents	0.00	5,621.65	7,250.00	-1,628.35	77.54
Total Program Revenues	15,905.00	86,825.65	197,950.00	-111,124.35	43.86
Special Items					
Other Revenue					
FIREWOOD-KLEINKE	0.00	0.00	200.00	-200.00	0.00
ICE-KLEINKE	0.00	0.00	100.00	-100.00	0.00
PAID SHOWERS-KLEINKE	0.00	56.50	400.00	-343.50	14.13
PAID SHOWERS-SHAKEY	0.00	0.00	2,000.00	-2,000.00	0.00
MISCELLANEOUS RECEIPTS	19.40	217.10	100.00	117.10	217.10
Sweatshirt Revenue	0.00	0.00	100.00	-100.00	0.00
PARK ADVERTISING	0.00	0.00	500.00	-500.00	0.00
GENERAL FUND APPROPRIATION	10,382.25	31,146.75	41,529.00	-10,382.25	75.00
Total Other Revenue	10,401.65	31,420.35	44,929.00	-13,508.65	69.93
Total Special Items	10,401.65	31,420.35	44,929.00	-13,508.65	69.93
Total Revenues	26,306.65	118,246.00	242,879.00	-124,633.00	48.69

MENOMINEE COUNTY

Standard Budget Report

April 2014 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Apr-2014	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	5,301.20	36,517.32	68,682.00	32,164.68	53.17
SALARIES - TEMPORARY	0.00	552.50	24,960.00	24,407.50	2.21
OVERTIME	0.00	98.76	1,800.00	1,701.24	5.49
LONGEVITY	0.00	1,350.00	1,350.00	0.00	100.00
HOSPITAL DEDUCTIBLE	2,196.46	12,293.12	20,452.00	8,158.88	60.11
LIFE INSURANCE	0.00	32.20	60.00	27.80	53.67
FICA-OASDI	303.64	2,438.80	5,573.00	3,134.20	43.76
FICA-MEDI	71.02	570.38	1,303.00	732.62	43.77
WORKMENS COMPENSATION	0.00	2,866.09	3,501.00	634.91	81.86
RETIREMENT	966.76	6,474.71	12,774.00	6,299.29	50.69
OFFICE SUPPLIES	160.89	170.71	500.00	329.29	34.14
OFFICE EQUIPMENT	0.00	0.00	300.00	300.00	0.00
POSTAGE-COUNTY PARKS	0.00	47.10	300.00	252.90	15.70
GAS, OIL ETC	159.81	1,737.62	7,000.00	5,262.38	24.82
DIESEL FUEL	0.00	0.00	1,000.00	1,000.00	0.00
L.P. GAS	0.00	950.27	2,800.00	1,849.73	33.94
UNIFORMS	109.00	282.95	700.00	417.05	40.42
UNIFORMS/SUMMER HELP	75.00	75.00	200.00	125.00	37.50
JANITORIAL SUPPLIES	0.00	2,776.77	3,800.00	1,023.23	73.07
OTHER OPERATING/GENERAL	112.92	1,283.85	1,000.00	-283.85	128.38
BROCHURES/STICKERS	0.00	0.00	500.00	500.00	0.00
TREE REPLACEMENT	0.00	1,000.00	1,000.00	0.00	100.00
DEQ Permits	0.00	1,107.56	1,500.00	392.44	73.84
CONSTRUCTION SUPPLIES	0.00	56.38	500.00	443.62	11.28
PROFESSIONAL/CONTRACTURAL SERVICES	1,247.76	1,867.15	6,000.00	4,132.85	31.12
PROFESSIONAL-PHYSICALS	0.00	0.00	650.00	650.00	0.00
TRAVEL/Parks Per Diems & Mileage	0.00	90.00	1,000.00	910.00	9.00
PROGRAMING/RECREATION	0.00	0.00	1,200.00	1,200.00	0.00
Sweatshirts	0.00	0.00	300.00	300.00	0.00
Gate Receipts	0.00	0.00	7,500.00	7,500.00	0.00
Inside Storage	0.00	0.00	2,500.00	2,500.00	0.00
WATER TESTING	185.00	315.95	1,500.00	1,184.05	21.06
UTLITIES/ELECTRIC	516.63	4,493.61	35,000.00	30,506.39	12.84
EQUIPMENT MAINTENANCE	667.58	1,457.86	3,500.00	2,042.14	41.65
FACILITY MAINTENANCE	149.00	1,131.87	3,500.00	2,368.13	32.34
GROUNDS MAINTENANCE	94.00	3,070.22	4,000.00	929.78	76.76
					14.62

MENOMINEE COUNTY
Standard Budget Report
April 2014 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Apr-2014	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
RENTAL/CONTRACTING	0.00	1,023.11	7,000.00	5,976.89	
REFUNDS/REBATES	0.00	0.00	2,000.00	2,000.00	0.00
VEHICLE MAINTENANCE	32.00	1,007.50	1,500.00	492.50	67.17
NEW/REPLACEMENT EQUIPMENT	0.00	99.99	2,000.00	1,900.01	5.00
Total COUNTY PARKS	12,348.67	87,239.35	240,705.00	153,465.65	36.24
Total Recreation and Culture	12,348.67	87,239.35	240,705.00	153,465.65	36.24
Total Expenditures	12,348.67	87,239.35	240,705.00	153,465.65	36.24
CHANGE IN FUND EQUITY	**13,957.98**	**31,006.65**	**2,174.00**	**28,832.65**	**1,426.25**

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amoun
Year To Print: 2014
Month To Print: April
Fund Code Range: 208 COUNTY PARKS to 208 COUNTY PARKS

MENOMINEE COUNTY

Standard Budget Report

April 2014 Revenues

Account Title	This Month	Y-T-D	Budget As Of Apr-2014	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services					
BOAT FEES	80.00	430.00	3,500.00	-3,070.00	12.29
Total Charges for Services	80.00	430.00	3,500.00	-3,070.00	12.29
Total Program Revenues	80.00	430.00	3,500.00	-3,070.00	12.29
Total Revenues	80.00	430.00	3,500.00	-3,070.00	12.29

MENOMINEE COUNTY

Standard Budget Report

April 2014 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Apr-2014	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
STONEY POINT IMPROVEMENTS	0.00	0.00	6,300.00	6,300.00	0.00
Total PARK IMPROVEMENT EXPENDITU	0.00	0.00	6,300.00	6,300.00	0.00
Total Recreation and Culture	0.00	0.00	6,300.00	6,300.00	0.00
Total Expenditures	**0.00**	**0.00**	**6,300.00**	**6,300.00**	0.00
CHANGE IN FUND EQUITY	**80.00**	**430.00**	**-2,800.00**	**3,230.00**	**-15.36**

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amoun
Year To Print: 2014
Month To Print: April
Fund Code Range: 220 PARK IMPROVEMENT FUND to 220 PARK IMPROVEMENT FUNC

MENOMINEE COUNTY
Balance Sheet
April 2014

Account Title	Balance	Account Number
Fund: COUNTY PARKS		
ASSETS		
Current Assets		
CASH	76,927.35	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
TOTAL Current Assets	**77,227.35**	
Long-Term Assets		
PREPAID EXPENSE	1,498.54	208-000-123.00
TOTAL Long-Term Assets	**1,498.54**	
TOTAL ASSETS	**78,725.89**	
LIABILITIES		
Current Liabilities		
ACCOUNTS PAYABLE	-0.22	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	**2,424.36**	
TOTAL LIABILITIES	**2,424.36**	
FUND EQUITY		
Fund Equity		
FUND BALANCE	44,570.38	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	31,006.65	
TOTAL Fund Equity	**76,301.53**	
TOTAL FUND EQUITY	**76,301.53**	
TOTAL LIABILITIES & FUND EQUITY	**78,725.89**	

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 Kichhorn, 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.~~ RESCIND - PER County Board bylaws —

Adopted: November 25, 1996

CHARTER OF PARKS AND RECREATION COMMITTEE

The Menominee County Parks & Recreation Committee is an advisory committee who 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.

Parks and Recreation Committee 2014 Meeting Schedule

Date	Time	Place
February 3	5pm	Stephenson Annex
March 3	5pm	Stephenson Annex
April 7	5pm	Stephenson Annex
May 5	5pm	Shakey Lakes Park*
June 2	5pm	Bailey Park*
July 7	5pm	Kleinke Park*
September 8	5 pm	River Park*
October 6	5 pm	Stephenson Annex
November 3	5pm	Stephenson Annex
December 1	5pm	Stephenson Annex

scheduled meetings at the parks will be held at the Stephenson Annex if poor weather conditions exist