

*"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 ~June 2, 2014**  
at **5:00 p.m. C.D.T.** at  
**West Shore Fishing Museum at Bailey 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 Manager/Park Ranger Update
  - b) Monthly Budget Review
  - c) Parks Projects
  - d) Grants
  - e) Lease Program
- 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

May 5, 2014

The meeting was called to order at 5:01 pm by Bob Desjarlais at Shakey Lakes Park, Menominee County, MI on May 5, 2014.

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

**Approval of agenda:** Bob requested an addition to the agenda, a discussion concerning several suggestions he had received from Park Ranger Jim Quist. A motion was made by Vola to accept the amended agenda that was seconded by Glenn. 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:** Dick Peterson commented that the park employees were doing an outstanding job.

Business:

- a. **Park Manager/Park Ranger Updates:** Brian reported that there had been both positive and negative reactions to the campsite reservation process held this year at the annex for the first time. 200 reservations were processed, and many campers expressed their appreciation for being allowed to wait inside the building. One camper expressed her dissatisfaction with her allocated campsite however. Park Manager Karen Kayser experienced some difficulty transporting and setting up the park's computer system from Shakey Lakes to the annex. Bob suggested that Karen be given a laptop for next year's registration event. Brian also reported that a seasonal worker had been hired to help out at the parks.
- b. **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. The current expenditure level stands at 36% - normal for this point in the year. All but one of the campsites have been leased for the season, and revenue from boat fees should begin to arrive shortly. Brian announced that he hopes to achieve self-sufficiency for the parks this year.
- c. **Parks Projects /Grants:** Brian announced that all of the grant work at River Park is required to be completed by March 2015. There should be no problem meeting that deadline. Funding for the previously approved grant to upgrade the facilities at Stoney Point was received last week. The work will include: new boat launching pads, gravel and the construction of an ADA parking spot..
- d. **Lease Program:** Brian reported that all is well at the present time. Several campers suggested that the due date be changed from February 15 to March 1. A three-year lease

for the concession stand at Shakey Lakes will be signed in the coming week.

- e. **Review of Bylaws:** Ruby suggested that R96-11 be officially rescinded, since committee members are now entitled to receive a \$50 stipend per meeting. Ruby made a motion to strike the provision from the by-laws that was seconded by Glenn. The motion carried.
  
- f. **Photographs of Park Issues submitted by Jim Quist:** Bob passed around several photographs for the committee's inspection and discussion. One photo highlighted the new kitchen at the Mellon Township Park. Jim wondered whether we could install a similar facility at Shakey Lakes Park. The committee agreed that this might be a good grant proposal project in the near future. The kitchen could be rented out for various functions. Another photo concerned the continuous presence of bat guano in the Shakey Lakes picnic pavilion. Bats are roosting during the day among the trusses above the picnic tables. Glenn suggested that the committee consider installing a bat house nearby in hopes of attracting the bats from the pavilion to their own complex. He stated that bats are valuable at the park primarily because of the large numbers of mosquitoes they consume each night. He agreed to research the issue for the next meeting.

**Correspondence:** Brian reported that he had received a letter from Roger Trepanier, a wheelchair-bound, disabled veteran. Mr. Trepanier, who has been camping at the park for 18 years, stated that he is unable to negotiate the gravel surrounding the new bathhouse with his wheelchair. The committee suggested that the letter be forwarded to the Board of Commissioners for further consideration.

**Public Comment:** Glenn asked Dick Peterson about the repairs to the Shakey Lakes dam that were commissioned by the residents' organization earlier this spring. Dick commented that all work had been completed in good order.

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

Glenn offered a motion to adjourn that was seconded by Ruby. The meeting was adjourned at 5:55 pm.

Respectfully submitted by Glenn D. Cody

# Standard Budget Report

May 2014 Revenues

Account Title	This Month	Y-T-D	Budget As Of May-2014	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Program Revenues</b>					
<b>Charges for Services</b>					
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	0.00	69,925.00	68,000.00	1,925.00	102.83
KLEINKE LEASE SITES	0.00	10,150.00	14,000.00	-3,850.00	72.50
<b>Total Charges for Services</b>	<b>0.00</b>	<b>81,204.00</b>	<b>190,700.00</b>	<b>-109,496.00</b>	<b>42.58</b>
<b>Interest and Rents</b>					
PAVILLION-SHAKEY	0.00	0.00	200.00	-200.00	0.00
PAVILLION-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
<b>Total Interest and Rents</b>	<b>0.00</b>	<b>5,621.65</b>	<b>7,250.00</b>	<b>-1,628.35</b>	<b>77.54</b>
<b>Total Program Revenues</b>	<b>0.00</b>	<b>86,825.65</b>	<b>197,950.00</b>	<b>-111,124.35</b>	<b>43.86</b>
<b>Special Items</b>					
<b>Other Revenue</b>					
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	0.00	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	0.00	31,146.75	41,529.00	-10,382.25	75.00
<b>Total Other Revenue</b>	<b>0.00</b>	<b>31,420.35</b>	<b>44,929.00</b>	<b>-13,508.65</b>	<b>69.93</b>
<b>Total Special Items</b>	<b>0.00</b>	<b>31,420.35</b>	<b>44,929.00</b>	<b>-13,508.65</b>	<b>69.93</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>118,246.00</b>	<b>242,879.00</b>	<b>-124,633.00</b>	<b>48.69</b>

**MENOMINEE COUNTY**  
**Standard Budget Report**  
**May 2014 Expenditures**

Account Title	This Month	Y-T-D	Budget As Of May-2014	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Recreation and Culture</b>					
<b>COUNTY PARKS</b>					
SALARIES	5,301.20	41,818.52	68,682.00	26,863.48	60.89
SALARIES - TEMPORARY	2,965.00	3,517.50	24,960.00	21,442.50	14.09
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	1,676.36	13,969.48	20,452.00	6,482.52	68.30
LIFE INSURANCE	4.60	36.80	60.00	23.20	61.33
FICA-OASDI	487.45	2,926.25	5,573.00	2,646.75	52.51
FICA-MEDI	114.00	684.38	1,303.00	618.62	52.52
WORKMENS COMPENSATION	0.00	2,866.09	3,501.00	634.91	81.86
RETIREMENT	966.94	7,441.65	12,774.00	5,332.35	58.26
OFFICE SUPPLIES	0.00	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	252.48	300.00	47.52	84.16
GAS, OIL ETC	1,400.54	3,138.16	7,000.00	3,861.84	44.83
DIESEL FUEL	736.50	736.50	1,000.00	263.50	73.65
L.P. GAS	1,212.82	2,163.09	2,800.00	636.91	77.25
UNIFORMS	225.99	508.94	700.00	191.06	72.71
UNIFORMS/SUMMER HELP	90.00	165.00	200.00	35.00	82.50
JANITORIAL SUPPLIES	42.90	2,819.67	3,800.00	980.33	74.20
OTHER OPERATING/GENERAL	155.48	1,439.33	1,000.00	-439.33	143.93
BROCHURES/STICKERS	123.90	123.90	500.00	376.10	24.78
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	112.75	169.13	500.00	330.87	33.83
PROFESSIONAL/CONTRACTURAL SERVICES	0.00	1,867.15	6,000.00	4,132.85	31.12
PROFESSIONAL-PHYSICALS	582.00	582.00	650.00	68.00	89.54
TRAVEL/Parks Per Diems & Mileage	162.72	252.72	1,000.00	747.28	25.27
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	30.64	346.59	1,500.00	1,153.41	23.11
UTILITIES/ELECTRIC	1,100.89	5,594.50	35,000.00	29,405.50	15.98
EQUIPMENT MAINTENANCE	20.00	1,477.86	3,500.00	2,022.14	42.22
FACILITY MAINTENANCE	1,445.32	2,577.19	3,500.00	922.81	73.63
GROUNDS MAINTENANCE	10.56	3,080.78	4,000.00	919.22	77.02
				37.89	37.89

MENOMINEE COUNTY

# Standard Budget Report

May 2014 Expenditures

Account Title	This Month	Y-T-D	Budget As Of May-2014	Difference	Percent
<b>Fund: COUNTY PARKS</b>					
<b>Recreation and Culture</b>					
<b>COUNTY PARKS</b>					
RENTAL/CONTRACTING	1,628.85	2,651.96	7,000.00	4,348.04	0.00
REFUNDS/REBATES	0.00	0.00	2,000.00	2,000.00	122.90
VEHICLE MAINTENANCE	836.04	1,843.54	1,500.00	-343.54	5.00
NEW/REPLACEMENT EQUIPMENT	0.00	99.99	2,000.00	1,900.01	45.23
<b>Total COUNTY PARKS</b>	<u>21,433.45</u>	<u>108,878.18</u>	<u>240,705.00</u>	<u>131,826.82</u>	<u>45.23</u>
<b>Total Recreation and Culture</b>	<u>21,433.45</u>	<u>108,878.18</u>	<u>240,705.00</u>	<u>131,826.82</u>	<u>45.23</u>
<b>Total Expenditures</b>	<u>21,433.45</u>	<u>108,878.18</u>	<u>240,705.00</u>	<u>131,826.82</u>	<u>45.23</u>
<b>CHANGE IN FUND EQUITY</b>	<b>-21,433.45</b>	<b>9,367.82</b>	<b>2,174.00</b>	<b>7,193.82</b>	<b>430.90</b>

Report Filter Criteria

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

**MENOMINEE COUNTY**  
**Standard Budget Report**

**May 2014 Revenues**

Account Title	This Month	Y-T-D	Budget As Of May-2014	Difference	Percent
<b>Fund: PARK IMPROVEMENT FUND</b>					
<b>Program Revenues</b>					
Charges for Services					
BOAT FEES	120.00	550.00	3,500.00	-2,950.00	15.71
<b>Total Charges for Services</b>	<u>120.00</u>	<u>550.00</u>	<u>3,500.00</u>	<u>-2,950.00</u>	<u>15.71</u>
<b>Total Program Revenues</b>	<u>120.00</u>	<u>550.00</u>	<u>3,500.00</u>	<u>-2,950.00</u>	<u>15.71</u>
<b>Total Revenues</b>	<u>120.00</u>	<u>550.00</u>	<u>3,500.00</u>	<u>-2,950.00</u>	<u>15.71</u>

**MENOMINEE COUNTY**  
**Standard Budget Report**

May 2014 Expenditures

Account Title	This Month	Y-T-D	Budget As Of May-2014	Difference	Percent
<b>Fund: PARK IMPROVEMENT FUND</b>					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
STONEY POINT IMPROVEMENTS	0.00	0.00	6,300.00	6,300.00	0.00
Total PARK IMPROVEMENT EXPENDITURE	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
<b>CHANGE IN FUND EQUITY</b>	<b>120.00</b>	<b>550.00</b>	<b>-2,800.00</b>	<b>3,350.00</b>	<b>-19.64</b>

Report Filter Criteria

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

**MENOMINEE COUNTY**  
**Balance Sheet**  
 May 2014

Account Title	Balance	Account Number
<b>Fund: COUNTY PARKS</b>		
<b>ASSETS</b>		
<b>Current Assets</b>		
CASH	55,288.52	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
<b>TOTAL Current Assets</b>	<b>55,588.52</b>	
<b>Long-Term Assets</b>		
PREPAID EXPENSE	1,498.54	208-000-123.00
<b>TOTAL Long-Term Assets</b>	<b>1,498.54</b>	
<b>TOTAL ASSETS</b>	<b>57,087.06</b>	
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
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
<b>TOTAL Current Liabilities</b>	<b>2,424.36</b>	
<b>TOTAL LIABILITIES</b>	<b>2,424.36</b>	
<b>FUND EQUITY</b>		
<b>Fund Equity</b>		
FUND BALANCE	44,570.38	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	9,367.82	
<b>TOTAL Fund Equity</b>	<b>54,662.70</b>	
<b>TOTAL FUND EQUITY</b>	<b>54,662.70</b>	
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>57,087.06</b>	

# BIEHL CONSTRUCTION CO., INC.

2505 BIEHL AVENUE P.O. BOX 502 MARINETTE, WISCONSIN 54143

1-715-732-0678 or 1-800-223-5007 FAX 1-715-732-2819

## ASPHALT BID FORM

ATTN: Brian Bousley 906-863-8839 Fax #

DATE 5-7-14 PHONE NUMBER 906-250-0311 PRICE PER JOB \_\_\_\_\_

CUSTOMER NAME Menominee Co. AREA TO BE COVERED \_\_\_\_\_

ADDRESS 839 10<sup>th</sup> AVE ONE COURSE COMPACTED \_\_\_\_\_ TWO COURSE COMPACTED \_\_\_\_\_

CITY, STATE, ZIP CODE MENOMINEE, WI 49858 BLACKTOP \_\_\_\_\_ PREP \_\_\_\_\_

DIGGER'S HOTLINE \_\_\_\_\_ PO # \_\_\_\_\_ GRAVEL \_\_\_\_\_ OTHER \_\_\_\_\_

Note: Our industry is based heavily on petroleum products. Therefore due to the volatile petroleum market at this time, Biehl Construction Co., Inc., reserves the right to adjust the above price.

Bath House / Dump Station  
@ Shaky Lakes  
See Print

Area A = Approx 1600 Sq Ft (2.06)  
Price \$ 3300.00

Area A+B = Approx 4300 Sq Ft (1.60)  
Price \$ 6900.00

Area A,B+C = Approx 6064 Sq Ft (1.56)  
Price \$ 9500.00  
Includes Striping

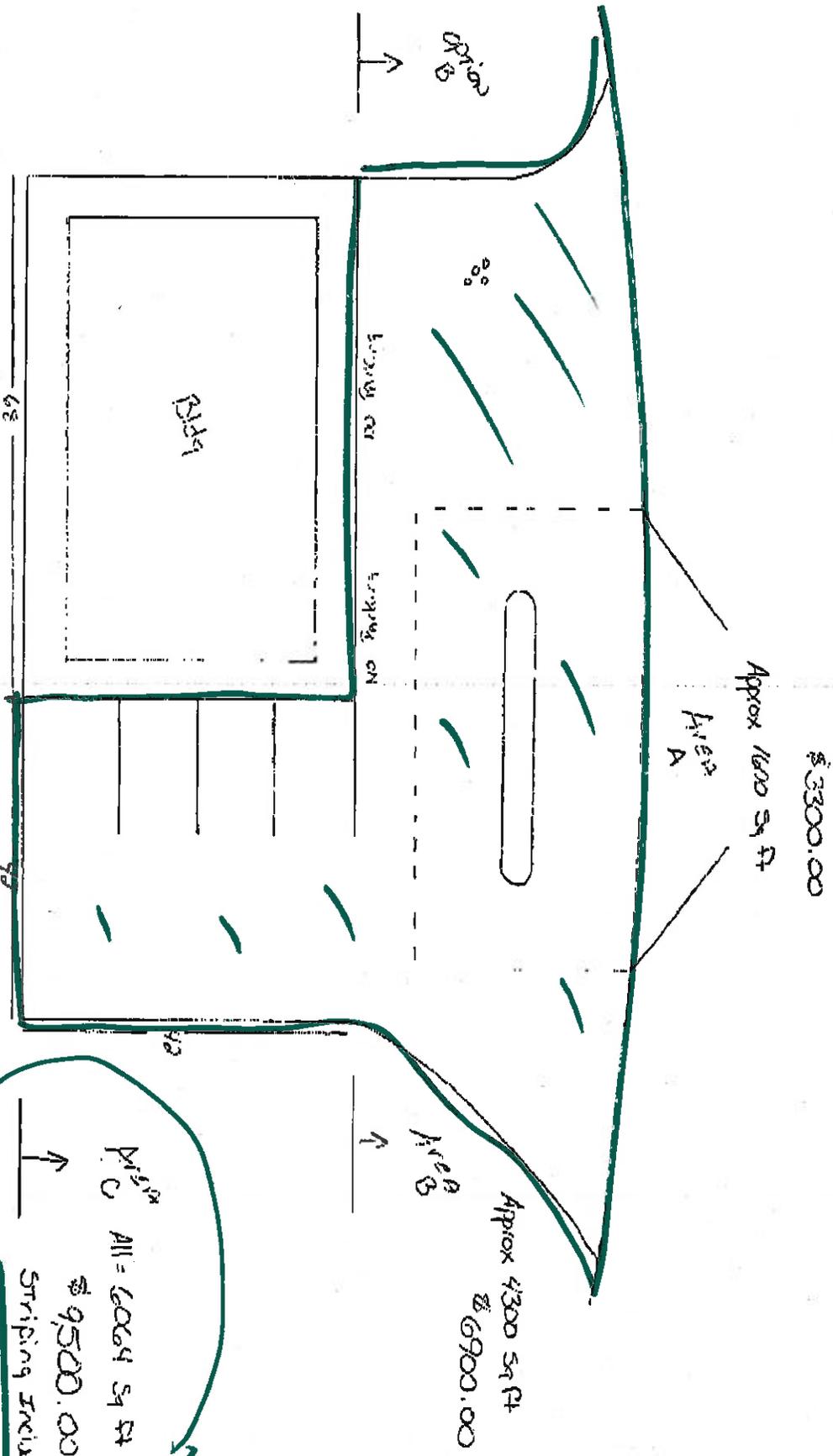
Brian Bousley  
CUSTOMER SIGNATURE

Brian Peterson  
ESTIMATOR SIGNATURE  
715-938-6873

INTEREST - 1 1/2% PER MONTH (18% PER YEAR) AFTER 30 DAYS.

CONTRACTOR IS NOT RESPONSIBLE FOR CONCRETE BREAKAGE DUE TO CONSTRUCTION EQUIPMENT TRAFFIC, CRACKING ON RESURFACE JOBS, FROST CRACKS OR VEGETATION GROWTH.

- SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS -



P<sup>15</sup> C  
 All = 6064 Sq Ft  
 \$ 9500.00  
Striping Included

6064 Sq Ft  
 @ \$1,550.00  
 Prep + PAVE