

"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
Telephone: (906) 863-7779 or 863-9648
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The Menominee County
Parks and Recreation Committee
Will meet on **Monday ~August 6, 2012**
at **5:00 p.m. C.D.T.** at
River 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) Monthly Budget Review
 - b) Park Ranger/Park Manger Updates
 - c) Park Deputy Program
 - d) Project Update
 - e) Park Website
 - f) Park Meeting Schedule/Times
 - g) 2012/2013 Budget discussion
 - h) Volunteer Camp Host Program and Kleinke Park
- H. Correspondence
- I. Any Other Items Members Wish to Present
- J. Public Comment
- K. Adjournment

James Furlong – Chairperson

Charlie Meintz – Vice Chairperson

Jim Pearson

Bernie Lang

Mark Jasper

Menominee County Parks and Recreation Committee

Meeting Minutes

July 2, 2012

The meeting was called to order at 5:00 pm by Bob Desjarlais at Kleinke Park in Menominee County, MI on July 2, 2012.

Reporting for roll call were: Bob Desjarlais, Vola Bleile, Ruby Ivens, Gail Jerzyk, Glenn Cody, County Administrator Brian Bousley, and County Commissioners Charlie Meintz and Mark Jasper. Al Thompson, Buildings and Ground Supervisor also attended the meeting. There was a quorum present to conduct the meeting.

Approval of agenda: A motion was made by Mark and seconded by Gail. The motion carried.

Minutes: Minutes from the previous meeting on June 3, 2012 were reviewed by the committee. Vola offered a motion that was seconded by Charlie.. The motion carried.

Public Comment: There was no public comment.

Business:

- a. **Budget Review:** Brian distributed copies of the most recent budget and stated that the bottom line remains fine. He did offer a corrected amount of \$24,626.25 for revenue collected from June 1 – 30, 2012.. Charlie offered a motion to approve the budget that was seconded by Vola. The motion carried.
- b. **Park Ranger/Park Manager Updates:** Brian reported that new signs had been installed at Kleinke Park, and that a camper at Shakey Lakes Park had left the park without paying the \$50 in camping fees that he owed. Karen Kayser pursued the suspect until police arrived.
- c. **Park Deputy Program:** Brian reported that Deputy Menacher had been camping in the park and that he had already handled several incidents.
- d. **Projects:** Menominee County Building Inspector Dan Menacher reported on the progress on the new bathhouse at Shakey Lakes Park. He noted that two decisions by the board were needed in order to complete the project. First, it was necessary to choose a suitable furnace for the building. Charlie offered a motion, seconded by Ruby, that Brian and Dan be permitted to decide on the furnace.. The motion carried. Second, it was necessary for the board to decide if the new showers were to be coin-operated or not. After a short discussion, Vola offered a motion to proceed with the coin-operated showers that was seconded by Gail. The motion carried.
- e. **Camp Host – Kleinke Park:** Camp Host Don Phillips reported on his first few weeks

in the park. He has organized several events for the campers including a fish fry and coffee hour. He also distributed a list of upcoming events. There was some discussion concerning the possibility of requesting funding for these activities. No action was taken at this time.

- f. **2012/2013 Budget discussion**– Brian announced that the budget for the coming year would essentially be the same as this year. He will allocate a little more for fragmite control at Airport Park. The finalized budget will be ready on July 10. Brian also asked the board to keep in mind that the pad at Stoney Point will need to be replaced in the near future.

There was no correspondence.

Any Other Items Members Wish to Present: Charlie noted that there is too much grass growing on the beach at Kleinke Park and he wondered if the beach could be dragged. He offered to check on the legality of beach grooming (new legislation had just gone into effect) as well as the possibility of a local company donating the use of their equipment for the project.

Public Comment: Several campers remarked that they were very impressed with the host camper at Kleinke Park. Many positive comments were offered, even by some patrons who had not been in favor of the idea a year ago. One camper asked why only one person had been granted the concessions at Shakey Lakes Park. She also wondered why there were no concessions at Kleinke Park. Another camper suggested that the board encourage campers to adopt solar lights and other appliances in an effort to save energy. A third camper questioned the efforts of the individual who had been charged with dust control at Kleinke Park. Brian stated that he would be brought back in a few weeks, if dust continued to be a problem.

Charlie offered a motion to adjourn that was seconded by Vola. The meeting was adjourned at 6:15 pm.

Respectfully submitted by Glenn D. Cody

MENOMINEE COUNTY

Standard Budget Report

July 2012 Revenues

Should be at 83 1/3%

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	1,041.30	300.00	741.30	347.10
ANNUAL	4,217.00	5,981.00	8,250.00	-2,269.00	72.50
DAILY	2,203.00	2,565.00	5,200.00	-2,635.00	49.33
GATE RECEIPTS FOR FAIR	0.00	0.00	8,000.00	-8,000.00	0.00
SHAKY CAMPING FEES	22,729.00	54,510.00	67,000.00	-12,490.00	81.36
KLEINKE CAMPING FEES	6,070.00	9,660.00	20,000.00	-10,340.00	48.30
SHAKY LAKE LEASE SITES	0.00	65,022.50	63,682.00	1,340.50	102.10
KLEINKE LEASE SITES	480.00	14,298.00	13,000.00	1,298.00	109.98
Total Charges for Services	35,699.00	153,077.80	185,432.00	-32,354.20	82.55
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	55.00	3,940.00	3,600.00	340.00	109.44
Inside (Fair) Storage	0.00	2,847.25	2,500.00	347.25	113.89
Total Interest and Rents	55.00	6,787.25	6,400.00	387.25	106.05
Total Program Revenues	35,754.00	159,865.05	191,832.00	-31,966.95	83.34
Special Items					
Other Revenue					
FIREWOOD-KLEINKE	220.00	220.00	0.00	220.00	0.00
ICE-KLEINKE	130.00	134.00	0.00	134.00	0.00
PAID SHOWERS-KLEINKE	186.75	205.75	400.00	-194.25	51.44
PAID SHOWERS-SHAKEY	580.00	780.00	2,000.00	-1,220.00	39.00
MISCELLANEOUS RECEIPTS	35.00	227.00	100.00	127.00	227.00
Sweatshirt Revenue	24.53	24.53	300.00	-275.47	8.18
REIMBURSEMENTS	0.00	796.50	0.00	796.50	0.00
GENERAL FUND APPROPRIATION	10,728.75	42,915.00	42,915.00	0.00	100.00
Total Other Revenue	11,905.03	45,302.78	45,715.00	-412.22	99.10
Total Special Items	11,905.03	45,302.78	45,715.00	-412.22	99.10
Total Revenues	47,659.03	205,167.83	237,547.00	-32,379.17	86.37

Revenue through July 15th

MENOMINEE COUNTY

Standard Budget Report

July 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
SALARIES	3,186.45	51,988.66	66,031.00	14,042.34	78.73
SALARIES - TEMPORARY	2,879.00	11,964.00	23,760.00	11,796.00	50.35
OVERTIME	0.00	0.00	1,800.00	1,800.00	0.00
LONGEVITY	0.00	675.00	675.00	0.00	100.00
HOSPITAL DEDUCTIBLE	1,693.60	26,116.69	22,907.00	-3,209.69	114.01
HRA REIMBURSEMENTS	0.00	0.00	4,000.00	4,000.00	0.00
LIFE INSURANCE	0.00	46.00	60.00	14.00	76.67
FICA-OASDI	365.91	3,963.31	5,477.00	1,513.69	72.36
FICA-MEDI	85.58	926.91	1,281.00	354.09	72.36
WORKMENS COMPENSATION	0.00	3,023.52	3,154.00	130.48	95.86
RETIREMENT	1,282.62	8,157.90	10,603.00	2,445.10	76.94
OFFICE SUPPLIES	0.00	236.32	1,200.00	963.68	19.69
OFFICE EQUIPMENT	93.65	93.65	300.00	206.35	31.22
POSTAGE-COUNTY PARKS	0.00	230.20	300.00	69.80	76.73
GAS, OIL ETC	1,153.18	5,067.68	6,000.00	932.32	84.46
DIESEL FUEL	0.00	721.95	2,000.00	1,278.05	36.10
L.P. GAS	0.00	0.00	2,100.00	2,100.00	0.00
UNIFORMS	0.00	325.96	700.00	374.04	46.57
UNIFORMS/SUMMER HELP	39.98	171.98	200.00	28.02	85.99
JANITORIAL SUPPLIES	0.00	3,227.01	3,000.00	-227.01	107.57
OTHER OPERATING/GENERAL	367.84	3,591.95	1,000.00	-2,591.95	359.19
OTHER OPERATING/MISCELLANEOUS	0.00	67.90	0.00	-67.90	0.00
BROCHURES/STICKERS	0.00	0.00	2,500.00	2,500.00	0.00
TREE REPLACEMENT	0.00	1,000.00	1,000.00	0.00	100.00
DEQ Permits	0.00	882.00	850.00	-32.00	103.76
CONSTRUCTION SUPPLIES	0.00	51.96	1,500.00	1,448.04	3.46
PROFESSIONAL/CONTRACTURAL SERVICES	307.68	3,547.63	5,000.00	1,452.37	70.95
PROFESSIONAL-PHYSICALS	0.00	534.00	650.00	116.00	82.15
TRAVEL/Parks Per Diems & Mileage	28.86	363.37	1,500.00	1,136.63	24.22
PROGRAMMING/RECREATION	0.00	759.41	300.00	-459.41	253.14
Sweatshirts	119.00	119.00	500.00	381.00	23.80
Gate Receipts	0.00	0.00	6,500.00	6,500.00	0.00
Inside Storage	0.00	0.00	2,500.00	2,500.00	0.00
WATER TESTING	0.00	652.59	700.00	47.41	93.23
UTILITIES/ELECTRIC	3,871.56	12,541.55	30,000.00	17,458.45	41.81
EQUIPMENT MAINTENANCE	384.71	5,412.60	4,000.00	-1,412.60	135.31

MENOMINEE COUNTY

Standard Budget Report

July 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
FACILITY MAINTENANCE	0.00	168.38	3,500.00	3,331.62	4.81
GROUNDS MAINTENANCE	414.40	3,086.01	4,000.00	913.99	77.15
RENTAL/CONTRACTING	1,090.21	4,077.92	7,500.00	3,422.08	54.37
REFUNDS/REBATES	360.00	800.00	3,500.00	2,700.00	22.86
NEW/REPLACEMENT EQUIPMENT	425.00	3,234.77	5,000.00	1,765.23	64.70
Total COUNTY PARKS	<u>18,149.23</u>	<u>157,827.78</u>	<u>237,548.00</u>	<u>79,720.22</u>	<u>66.44</u>
Total Recreation and Culture	<u>18,149.23</u>	<u>157,827.78</u>	<u>237,548.00</u>	<u>79,720.22</u>	<u>66.44</u>
Total Expenditures	<u>18,149.23</u>	<u>157,827.78</u>	<u>237,548.00</u>	<u>79,720.22</u>	<u>66.44</u>
CHANGE IN FUND EQUITY	<u>29,509.80</u>	<u>47,340.05</u>	<u>-1.00</u>	<u>47,341.05</u>	<u>4,734,005.00</u>

EXPENSES SHOULD BE
 AT 83.33%
 (10.89% lower)
66.44

MENOMINEE COUNTY
Standard Budget Report
 July 2012 Revenues

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services	1,338.00	2,993.00	4,000.00	-1,007.00	74.83
BOAT FEES	1,338.00	2,993.00	4,000.00	-1,007.00	74.83
Total Charges for Services	1,338.00	2,993.00	4,000.00	-1,007.00	74.83
Total Program Revenues	1,338.00	2,993.00	4,000.00	-1,007.00	74.83

BOAT FEES
 ARE DOWN.

Parks and Recreation Committee 2012 Meeting Schedule

Date	Time	Place
February 6	5 PM	Stephenson Annex
March 5	5 PM	Stephenson Annex
April 2	5 PM	Stephenson Annex
May 7	5 PM	Stephenson Annex
June 4	5 PM	Bailey Park*
July 2	5 PM	Kleinke Park*
August 6	5 PM	River Park*
September 10	5 PM	Shakey Lakes Park*
October 1	5 PM	Stephenson Annex
November 5	5 PM	Stephenson Annex
December 3	5 PM	Stephenson Annex

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

MENOMINEE COUNTY
Standard Budget Report
 July 2012 Expenditures

Account Title	This Month	Y-T-D	Budget	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Community and Economic Development					
Closed					
STONEY POINT IMPROVEMENT	0.00	14,000.00	0.00	-14,000.00	0.00
Total Closed	0.00	14,000.00	0.00	-14,000.00	0.00
Total Community and Economic D	0.00	14,000.00	0.00	-14,000.00	0.00
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKY LAKES IMPROVEMENT	0.00	8,838.12	100,000.00	91,161.88	8.84
Total PARK IMPROVEMENT EXPENDITURE	0.00	8,838.12	100,000.00	91,161.88	8.84
Total Recreation and Culture	0.00	8,838.12	100,000.00	91,161.88	8.84
Total Expenditures	0.00	22,838.12	100,000.00	77,161.88	22.84
CHANGE IN FUND EQUITY	1,338.00	-19,845.12	-96,000.00	76,154.88	-20.67

MENOMINEE COUNTY
Balance Sheet
 July 2012

Account Title	Balance	Account Number
Fund: COUNTY PARKS		
ASSETS		
Current Assets		
CASH	83,627.58	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
TOTAL Current Assets	83,927.58	
TOTAL ASSETS	83,927.58	
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	33,438.67	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	47,340.05	
TOTAL Fund Equity	81,503.22	
TOTAL FUND EQUITY	81,503.22	
TOTAL LIABILITIES & FUND EQUITY	83,927.58	

33,438.67 - BALANCE IN PARK ACCOUNT AT END OF LAST YEAR.

County Park Budget - Revenues

Fund: Special Revenue (208)

Activity: County Parks (000)

<u>Account Number</u>	<u>Account Title</u>	<u>2010/2011 Budget</u>	<u>2010/2011 Actual</u>	<u>2011/2012 Budget</u>	<u>2012/2013 Budget</u>
441.00	Casino Monies/hannahv. Gr.	-	-	-	-
441.01	Hannahville Grant	-	5,125	-	-
649.00	Firewood Sales	300	176	300	300
649.01	Timber Sales	-	650	-	-
651.01	Annual	8,200	6,955	8,250	8,000
651.02	Annual 2 For	250	213	-	100
651.03	Daily	5,000	4,320	5,200	5,000
651.04	Senior Citizens	300	120	-	-
651.05	Gate Receipts for Fair	8,017	8,308	8,000	8,000
653.01	Shakey Camping Fees	67,000	71,512	67,000	67,000
653.02	Kleinke Camping Fees	20,000	21,348	20,000	20,000
654.00	Shakey Lease Sites	51,650	65,582	63,682	65,000
654.02	Kleinke Lease Sites	15,000	14,190	13,000	13,800
666.01	Pavilion - Shakey	210	100	200	200
666.02	Pavilion - Kleinke	60	-	100	100
667.02	Storage Rental (outside)	3,600	2,112	3,600	3,600
667.03	Inside (Fair) Storage	2,500	4,824	2,500	2,500
673.00	Sales for Playground Equip.	-	-	-	-
673.01	Firewood Kleinke	-	492	-	-
673.02	Ice Kleinke	-	127	-	-
673.03	Paid Showers - Kleinke	400	419	400	400
674.04	Paid Showers - Shakey	2,000	1,707	2,000	2,000
676.00	Misc Receipts	100	67	100	100
676.01	Playground Equipment	-	-	-	-
676.02	Shirt Sales	400	161	300	300
677.02	Reimbursements	-	-	600	-
694.00	Cash Over and Short	-	-	-	-
699.00	GF Appropriation-Operating	47,845	48,545	42,315	52,395
	Total	<u>\$ 232,832</u>	<u>\$ 257,054</u>	<u>\$ 237,547</u>	<u>\$ 248,795</u> +4,000

County Park Budget - Expenditures

Fund: Special Revenue (208)

Activity: County Park (751)

<u>Account Number</u>	<u>Account Title</u>	<u>2010/2011 Budget</u>	<u>2010/2011 Actual</u>	<u>2011/2012 Budget</u>	<u>2012/2013 Budget</u>
704.00	Salaries - Permanent	64,736	68,247	66,031	67,340
705.00	Salaries - Temporary	23,760	21,228	23,760	24,000
706.00	Overtime/On Call/Call In	1,800	460	1,800	1,800
707.00	Longevity	625	625	675	775
712.00	Hospital Insurance	26,863	28,829	22,907	23,190
712.02	HRA Reimbursements	-	-	4,000	-
713.00	Life Insurance	60	55	60	60
715.00	FICA-OASDI	5,384	5,376	5,477	5,551
715.01	FICA-Med	1,302	1,257	1,281	1,298
716.00	Workmen's Compensation	2,970	3,210	3,154	4,260
718.00	Retirement	10,281	10,862	10,603	12,220
727.00	Office Supplies	1,650	1,099	1,200	1,200
728.00	Office Equipment	500	-	300	300
729.00	Postage	350	219	300	400
742.00	Gas, Oil Etc	6,000	8,143	6,000	8,000
743.00	Diesel Fuel	1,000	905	2,000	2,000
744.00	LP Gas	2,800	2,643	2,100	2,500
745.00	Uniforms	700	691	700	700
745.01	Uniforms-Summer Help	200	-	200	200
755.01	Other Operating-Janitorial	3,000	2,795	3,000	3,500
755.02	Other Operating - General	1,000	1,066	1,000	2,000
755.03	Misc Operating Supplies	-	-	-	-
755.04	Brochures - Stickers	3,000	1,031	1,000	1,000
755.05	Tree Replacement	1,000	990	1,000	1,000
755.08	DEQ Permits	850	658	850	1,000
756.01	Construction Supplies	1,500	1,504	1,500	1,000
801.00	Contractual Services	1,500	2,034	5,000	9,000
801.01	Professional - Physicals	650	647	650	650
850.00	Telephone - Shakey Lakes	-	-	-	-
860.00	Travel/parks per diem & Mileage	1,500	527	1,500	1,100
880.00	Programming/Recreation	450	225	1,800	1,200
880.01	Playground Equipment	-	-	-	-
880.02	Shirts to sell	500	-	500	300
884.00	Gate receipts - fair	6,000	6,231	6,500	6,500
884.01	Inside Storage - Fair	1,600	2,412	2,500	2,500
920.00	Water Testing	800	721	700	750
920.01	Electric Utilities	30,000	30,190	30,000	35,000
930.02	Equipment Maintenance	4,000	5,275	4,000	5,000
930.03	Facility Maintenance	4,000	2,589	3,500	3,000
930.04	Grounds Maintenance	4,000	4,423	4,000	4,000
942.00	Contracting/Rentals	7,500	11,221	7,500	7,500
953.01	Electric Upgrade -Shakey	-	-	-	-
953.02	Electric Upgrade - Kleinke	-	-	-	-
964.00	Refunds/Rebates	4,000	1,624	3,500	2,000
970.00	Capital Outlay	-	-	-	-
981.00	Vehicle Maintenance	-	-	-	4,000
984.00	New/Replacement Equipment	5,000	8,515	5,000	5,000
Total		\$ 232,832	\$ 238,528	\$ 237,547	\$ 252,795

** DUE TO P-11
SEPTEMBER*

** ADD
DEDUCT
HAVE
BEFORE **

Park Improvement Fund Budget - Revenues

Fund: Special Revenue (220)

Activity: Park Improvement Fund (000)

<u>Account Number</u>	<u>Account Title</u>	<u>2010/2011 Budget</u>	<u>2010/2011 Actual</u>	<u>2011/2012 Budget</u>	<u>2012/2013 Budget</u>
541.00	State Payment	-	-	-	-
542.00	State Grant - Fishing Museum	-	-	-	-
580.00	Local Grant - Stoney Point	-	14,000	-	-
580.01	Local Grant - Bailey Park	-	-	-	-
580.02	Local Grant - Shakey Lakes	9,861	9,861	-	-
652.01	Boat Fees	4,000	3,564	4,000	3,600
676.00	Misc. Receipts (designated)	200	200	-	-
699.00	General Fund Appropriation	-	-	-	-
Total		\$ 14,061	\$ 27,625	\$ 4,000	\$ 3,600

REMOVED 5,000



Park Improvement Fund Budget - Expenditures

Fund: Special Revenue (220)

Activity: Park Improvement Fund (752)

<u>Account Number</u>	<u>Account Title</u>	<u>2010/2011 Budget</u>	<u>2010/2011 Actual</u>	<u>2011/2012 Budget</u>	<u>2012/2013 Budget</u>
953.01	Shakey Improvements	\$ 9,250	\$ 32,708	100,000	100,000
953.02	Kleinke Improvements	200	98	-	-
953.04	Bailey Park Improvements	-	-	-	-
953.05	Stoney Point Improvements	-	-	-	-
970.01	Shakey - Capital Improvements	-	375	-	-
975.03	Parks Buildings & Equipment	9,861	-	-	-
975.04	Boat Launches	-	-	-	-
		\$ 19,311	\$ 33,181	\$ 100,000	\$ 100,000

Park Fund HAS 33,000+ as a balance from last year - until that is depleted will stick w/ Boat Fees

Activity: Museum (804)

704.00	Salaries/Fishing Museum	-	-	-
755.00	Operating Supplies/Fishing	-	-	-
860.00	Travel/Fishing Museum	-	-	-
985.00	Equipment	-	-	-