

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Sherry DuPont -Interim County Administrator
Doreen Averill – Administrative Assistant
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**The Menominee County
Parks and Recreation Committee
Will meet on Tuesday ~ September 5, 2017
at 6:00 p.m. C.S.T. at
Shakey Lakes Park**

~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
 Aug. 7, 2017
6. Public Comment
7. Business
 - a) Discussion of Dog waste solutions – throughout our parks
 - b) Vandalism at Mason Park – surveillance camera?
 - c) Monthly Budget Review
 - d) Discussion of any additional items
8. Correspondence
9. Any Other Items Members Wish to Present
10. Public Comment
11. Adjournment

Steven Gromala

Charlie Meintz- Chair

Bill Cech -Vice Chair

Larry Phelps

Larry Schei

Bernie Lang

Gerald Piche

Jan Hafeman

John Nelson

Menominee County Parks and Recreation Committee

Meeting Minutes – August 7, 2017

Rec. 8/14/17

The meeting was called to order at 5:00 PM by Chair, Bob Desjarlais at River Park.

Reporting for roll call were: Bob Desjarlais, Dick Peterson, Kathy Branz, Vola Bleile, Mike Kass and Interim County Administrator Sherry DuPont. Excused were County Commissioners Bill Cech and Larry Phelps. Others present were Jim Quist, Karen Kayser and Noreen Johnson.

Approval of agenda: Motion by Dick Peterson; support by Mike Kass to approve the agenda. Motion carried.

Minutes: Motion by Mike Kass to approve the June 5, 2017 minutes; second by Vola Bleile. Motion carried.

Public Comments: None.

Business:

a. Concession Stand lease agreement: The lease is signed and Sherry DuPont stated that the county had received the check.

b. Mike Kass recommended purchasing 10 "Pet Waste Transmits Disease" signs at \$20 each, and 3 "County Park Ends Here" at \$60 each to be purchased from Pisani in Marinette. Jim Quist was in favor of the signs but asked not to put up a dispenser as all the plastic bags would be around the park. Motion by Kathy Branz to recommend to the County Commissioners to purchase above signs with support by Vola Bleile. All were in favor, motion carried.

c. Quiet hours in the Parks – Non-Compliant campers: Karen Kayser reported there were several complaints on Saturday, July 29 of loud noise all night at Shakey Lakes park caused by a boom-box. This occurred at site #89 and was caused by a member of the family who was registered to another site. Dick Peterson stated this is a violation of Section 10 of the Park Ordinances which states quiet hours are 11PM to 7AM. After much discussion, it was decided a letter would be sent to the lease holder of site #89 that if this was to happen again they would lose their permanent site.

Motion by Dick Peterson to ban the person who had the boom box for the remainder of the 2017 and all of 2018 camping season, support by Kathy Branz. Motion carried unanimously.

d. Park Employees – Fair preparation/teardown workload: Karen Kayser stated that we had to pay extra hours during the fair (normally 43 hours / this year 67 hours). In previous years the Fair Board supplied 2 people to help collect passes at the gate – the last two years they have not helped at all and this year they only had one person on the first night.

Jim Quist stated there is a lot of extra hours in cleaning the building for the fair, setting up display areas and extra grass cutting. He had four people from the Fair Board help with this, Glen Hanson, Doug & Mary Quaak, and Carol Quist.

Sherry DuPont stated that the county gives the Fair Board \$6,000 for the fair (to cover cost of prizes) and \$4,000 to the Fair Board Manager. This budget item should be reviewed.

Jim stated to cut down on cost he took used material from the court house and used it for the Fair set up to help defray costs. He also mounted two fans on wheels so they could be used

where needed for the most effective air flow to cool down the animals. The fans ran for three days straight. (Electricity paid from Parks budget)

Another issue was the lack of clean up behind the animals: In years past, it was the responsibility of the 4-H participants to keep their areas clean. After much discussion, it was decided Bob Desjarlais, Chair and Kathy Branz, Secretary will send a letter to the Fair Board and 4-H clubs with input from the Parks Committee and suggestions for future Fair planning needs.

e. Bids for the 4-H Building Roof Replacement: 3 bids were received and opened at the meeting. Wally's Carpentry \$36,500; G & S Roofing & Painting \$39,600 and Viau Architects and Builders \$47,700. Dick Peterson made a motion to recommend Wally's Carpentry (lowest, in line with previous bid), to be completed by October 1, 2017, supported by Mike Kass. Vola Bleile said to make sure there is no subcontracting – Sherry DuPont said it was in the bid specifications. It was also agreed to deduct \$100 per day (from final payment) if not completed by the completion date and approved. Motion carried unanimously.

Sherry DuPont stated that the material being removed from the roof would be returned to Justin Svinicki. It was suggested that maybe we could purchase some of this to be used on other buildings that need roofing repairs - (beach pavilion and bath house).

f. Monthly Budget Review: Year to date shows the Park & Recreation financials at \$204,831.34 revenues and \$137,453.20 expenses for a positive balance of \$67,378.14. The budget shows revenues of \$305,121.00 (at 67.3%) and expenses of \$273,962.00 (at 50.17%).

g. Discussion of any additional items: Dick Peterson stated we need to consider any future projects – naming rights (donations for buildings, etc), electrical expansion at Shakey Lakes, rustic Cabins (for rental units). He suggested we start looking for input from those using the parks. He also stated that our parks look wonderful and in checking with some of the neighbors of the parks all is going well.

Correspondence: None

Any other items Members wish to present: None

Public Comment: Noreen Johnson spoke on behalf of Bailey Park. They have had a good summer. They were having drainage problems on the exit driveway. A culvert was purchased from Wallace Lumber and installed by volunteers. This has helped the issue. There is no drainage by the Bay but they are keeping an eye on it. At this time, they would like more exhibit space behind the gift shop....to include 2 restrooms, one with an outside entrance and one available from the inside. They have a septic permit which is good until 2019. Kozikowski Well Drilling gave them a price of \$17,000 for a mound system. They also had the health inspector check an area by the woods and received approval to move the permit to cover this. Noreen will be looking into a DNR grant to help with this. An issue they have at the site is a Tar vat which was discovered in 1999 – 2000 from an Environmental Study done by White Water from Amasa. The Tar vat is like a silo and has hard tar in the vat along with some tar seepage where the nets were worked on. They did 20 samples at \$90 each for analysis. Noreen will be looking into grants and holding a fund raiser to do the septic system.

8. Adjournment: Motion by Vola Bleile to adjourn; supported by Mike Kass. Meeting adjourned at 6:30 PM.

Fund 208 COUNTY PARKS

GL Number	Description	Balance
*** Assets ***		
208-000-001.00	CASH	105,271.32
208-000-004.00	IMPREST CASH	300.00
208-000-040.00	ACCOUNTS RECEIVABLE	0.00
208-000-084.00	DUE FROM OTHER FUNDS	0.00
208-000-123.00	PREPAID EXPENSE	0.00
208-000-123.01	PREPAID INSURANCE	0.00
Total Assets		105,571.32
*** Liabilities ***		
208-000-200.00	ACCOUNTS PAYABLE	0.00
208-000-257.00	Accrued Wages Payable	0.00
208-000-273.00	UNDISTRIBUTED RECEIPTS	2,424.58
208-000-276.00	RECEIPTS REFUNDABLE	0.00
Total Liabilities		2,424.58
*** Fund Balance ***		
208-000-390.00	FUND BALANCE	81,514.60
208-000-393.03	DESIGNATED FUND BALANCE	0.00
Total Fund Balance		81,514.60
Beginning Fund Balance		81,514.60
Net of Revenues VS Expenditures		21,632.14
Ending Fund Balance		103,146.74
Total Liabilities And Fund Balance		105,571.32

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/2017	AVAILABLE BALANCE	% BDDT USED
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 208 - COUNTY PARKS						
Expenditures						
Dept 751						
208-751-704.00	SALARIES	36,442.00	31,888.48	2,813.10	4,553.52	87.50
208-751-705.00	SALARIES - PART TIME	46,800.00	28,212.00	8,224.50	18,588.00	60.28
208-751-706.00	OVERTIME	1,800.00	791.55	340.29	1,008.45	43.98
208-751-707.00	LONGEVITY	800.00	800.00	0.00	0.00	100.00
208-751-712.00	HOSPITAL DEDUCTIBLE	15,464.00	17,425.44	1,741.03	(1,961.44)	112.68
208-751-712.02	HRA REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
208-751-713.00	LIFE INSURANCE	30.00	28.32	2.36	1.68	94.40
208-751-715.00	FICA-OASDI	5,082.00	3,623.58	685.17	1,458.42	71.30
208-751-715.01	FICA-MEDI	1,189.00	847.45	160.25	341.55	71.27
208-751-716.00	WORKMENS COMPENSATION	3,063.00	2,664.63	0.00	398.37	86.99
208-751-718.00	RETIREMENT	0.00	0.00	0.00	0.00	0.00
208-751-727.00	OFFICE SUPPLIES	500.00	353.93	0.00	146.07	70.79
208-751-728.00	OFFICE EQUIPMENT	300.00	59.00	0.00	241.00	19.67
208-751-729.00	POSTAGE-COUNTY PARKS	300.00	280.05	0.00	19.95	93.35
208-751-742.00	GAS, OIL ETC	7,000.00	3,550.31	939.04	3,449.69	50.72
208-751-743.00	DIESEL FUEL	500.00	0.00	0.00	500.00	0.00
208-751-744.00	L.P. GAS	4,300.00	2,158.94	674.50	2,141.06	50.21
208-751-745.00	UNIFORMS	350.00	53.75	90.00	296.25	15.36
208-751-745.01	UNIFORMS/SUMMER HELP	200.00	116.00	0.00	84.00	58.00
208-751-754.00	Hoise Arena Project	0.00	0.00	0.00	0.00	0.00
208-751-754.01	SHAKY LAKES ELECTRICAL UPGRADE PROJECT	0.00	0.00	0.00	0.00	0.00
208-751-755.01	JANITORIAL SUPPLIES	3,500.00	1,420.53	396.84	2,079.47	40.59
208-751-755.02	OTHER OPERATING/GENERAL	3,500.00	2,709.95	203.75	790.05	77.43
208-751-755.03	OTHER OPERATING/MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
208-751-755.04	BROCHURES/STICKERS	300.00	0.00	0.00	300.00	0.00
208-751-755.05	TREE REPLACEMENT	500.00	0.00	0.00	500.00	0.00
208-751-755.06	KLIENKE PARK/ICE SALES	0.00	0.00	0.00	0.00	0.00
208-751-755.07	OTHER OPERATING-FIRE RINGS	0.00	0.00	0.00	0.00	0.00
208-751-755.08	DEQ Permits	2,000.00	1,912.08	358.00	87.92	95.60
208-751-756.01	CONSTRUCTION SUPPLIES	1,000.00	1,223.44	0.00	(223.44)	122.34
208-751-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	12,129.00	7,314.18	280.00	4,814.82	60.30
208-751-801.01	PROFESSIONAL-PHYSICALS	700.00	603.00	0.00	97.00	86.14
208-751-830.00	TELEPHONE-SHAKY LAKES	600.00	0.00	0.00	600.00	0.00
208-751-850.01	TELEPHONE-SHAKY LAKES	0.00	0.00	0.00	0.00	0.00
208-751-860.00	TRAVEL/Parks Per Diems & Mileage	1,000.00	674.53	71.40	325.47	67.45
208-751-880.00	PROGRAMING/RECREATION	1,000.00	720.45	655.00	279.55	72.05
208-751-880.01	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	0.00	0.00
208-751-880.02	Sweatshirts	200.00	0.00	0.00	200.00	0.00
208-751-881.00	GB RV & CAMPING SHOW	0.00	0.00	0.00	0.00	0.00
208-751-884.00	Gate Receipts	7,300.00	8,130.00	8,130.00	(830.00)	111.37
208-751-884.01	Inside Storage	2,500.00	0.00	0.00	2,500.00	0.00
208-751-901.00	PARKS - ADVERTISING	3,900.00	3,578.21	42.21	321.79	91.75
208-751-920.00	WATER TESTING	800.00	900.27	119.00	(100.27)	112.53
208-751-920.01	UTILITIES/ELECTRIC	35,000.00	22,936.01	7,750.39	12,063.99	65.53
208-751-930.02	EQUIPMENT MAINTENANCE	3,000.00	1,815.63	98.17	1,184.37	60.52
208-751-930.03	FACILITY MAINTENANCE	4,000.00	1,314.61	0.00	2,685.39	32.87
208-751-930.04	GROUNDS MAINTENANCE	6,000.00	4,270.01	1,912.01	1,729.99	71.17
208-751-942.00	RENTAL/CONTRACTING	6,000.00	575.25	90.00	5,424.75	9.59
208-751-953.01	ELECTRICAL UPGRADE - SHAKY LAKES	17,623.00	17,723.00	0.00	(100.00)	100.57
208-751-953.02	ELECTRICAL UPGRADE - KLEINKE	0.00	0.00	0.00	0.00	0.00
208-751-964.00	REFUNDS/REBATES	1,500.00	1,123.00	0.00	377.00	74.87
208-751-970.00	CAPITAL OUTLAY	1,570.00	1,570.00	469.00	0.00	100.00
208-751-981.00	VEHICLE MAINTENANCE	1,000.00	641.38	0.00	358.62	64.14
208-751-984.00	NEW/REPLACEMENT EQUIPMENT	2,000.00	584.74	394.49	1,415.26	29.24
208-751-984.01	4H BUILDING ROOF REPLACEMENT	31,220.00	18,250.00	18,250.00	12,970.00	58.46

PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2017 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2017 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDC USED
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Fund 208 - COUNTY PARKS
 Expenditures

Total Dept 751-COUNTY PARKS

273,962.00	192,843.70	55,390.50	81,118.30	70.39
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TOTAL EXPENDITURES

273,962.00	192,843.70	55,390.50	81,118.30	70.39
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Fund 208 - COUNTY PARKS:

TOTAL REVENUES

0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES

273,962.00	192,843.70	55,390.50	81,118.30	70.39
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NET OF REVENUES & EXPENDITURES

(273,962.00)	(192,843.70)	(55,390.50)	(81,118.30)	70.39
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PERIOD ENDING 08/31/2017

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE				
		AMENDED BUDGET	NORMAL	08/31/2017	(ABNORMAL)	MONTH 08/31/2017	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	% B DGT	USED
Fund 220 - PARK IMPROVEMENT FUND												
Expenditures												
Dept 752												
220-752-953.01	SHAKY LAKES IMPROVEMENT	5,000.00		120.00		0.00		4,880.00		2.40		
220-752-953.02	KLEINKE PARK IMPROVEMENT	5,000.00		6,950.00		0.00		(1,950.00)		139.00		
220-752-953.03	RIVER PARK IMPROVEMENT	5,000.00		496.25		0.00		4,503.75		9.93		
220-752-953.04	BAILLY PARK IMPROVEMENT	5,000.00		4,983.00		0.00		17.00		99.66		
220-752-953.05	STONEY POINT IMPROVEMENTS	0.00		0.00		0.00		0.00		0.00		
220-752-970.00	CAPITAL OUTLAY	5,650.00		5,027.50		0.00		622.50		88.98		
220-752-970.01	SHAKY LAKE CAPITAL IMPROVEMENT	0.00		0.00		0.00		0.00		0.00		
220-752-975.04	BOAT LAUNCH CONSTRUCTION	0.00		0.00		0.00		0.00		0.00		
Total Dept 752		25,650.00		17,576.75		0.00		8,073.25		68.53		
TOTAL EXPENDITURES		25,650.00		17,576.75		0.00		8,073.25		68.53		
Fund 220 - PARK IMPROVEMENT FUND:												
TOTAL REVENUES		0.00		0.00		0.00		0.00		0.00		
TOTAL EXPENDITURES		25,650.00		17,576.75		0.00		8,073.25		68.53		
NET OF REVENUES & EXPENDITURES		(25,650.00)		(17,576.75)		0.00		(8,073.25)		68.53		