

"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
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The Menominee County
Parks and Recreation Committee
Will meet on **September 8, 2015**
at **3:00 p.m. C.D.T.** at
Shakey Lakes 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) Presentation by Kristi Steger and Katie Botsford – Tobacco Program ~ Delta-Menominee Health Department
 - b) Park Ranger/Park Manager Update
 - c) Budget Review
 - d) Parks Project/ Grants
- 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

August 3, 2015

The meeting was called to order at 5:00 pm by Bob Desjarlais at River Park in Menominee County, MI on August 3, 2015.

Reporting for roll call were: Bob Desjarlais, Ruby Ivens, Dick Peterson, County Commissioners Bill Cech and County Administrator Brian Bousley. There was a quorum present to conduct the meeting.

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

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

Public Comment: None

Business:

- a. **Park Ranger / Park Manager Update:** Brian announced the parks have been doing well this season. The seasonal park office support staff provided her notice as she had an opportunity for other employment and another seasonal support staff had to be interviewed and hired. The annual campground licensing inspection was completed for Shakey Lakes and Kleinke Parks. The inspection report included a few minor issues to be address. Each of the campgrounds site maps have to be updated as some sites have change since the maps were drawn up. Brian and Committee would like to revamp the lease agreements to hold the county harmless on any damages that may occur to personal property of the lease holders. Currently in the lease agreement it does state that the lease holder must carry insurance, but the committee would like to take it a step further to be safe.
- b. **Concessionaire at Shakey Lakes:** Concessionaire was concerned with the venders for the Fair taking business away. "Concessionaire/Lessee for the exclusive right to sell food, refreshments, firewood, ice and other camping necessities to the general public at Shakey Lakes Park area in Lake Township in said County, with the exception of Fair Days and two (2) additional weekends, of the County Administrator's choice; (2) operate a pleasure boat livery service to such public...." Other section "Fair Days. It is also agreed between the Board/Lesser and the Concessionaires/Lessee that the 'Fair Days' are excluded form this agreement in that others also may be given the right to dispense food and refreshments during said Fair Days." Sections from the Concessionaire contract agreement.

- c. **Monthly Budget Review:** Brian distributed copies of the latest budget for the committee's perusal and review. Revenues are still on the rise and should reach projected numbers if a good Labor Day is had in each of the parks. The expenditures have been down due to the great work of the Park Rangers, their seasonal crews and the Park Office Manager.
- d. **Parks Projects/ Grants:** Bob and Dick are interested in creating a couple of Mega Sites for large RVs. The proposals are out for the well drilling and electrical project at River Park, once the bids are returned they will be forwarded to the County Board for approval. The Stoney Point proposal is being looked at by the DNR and we are waiting on approving the requests. Brian and Jim Mekash will be talking to outfit that is paving M35 to get a quote on paving Stoney Point. We will invite Dean Francis to the next meeting to go over the county forestry plan. 2% grants are due at the end of September, Brian will be writing grants to help with the electrical upgrade project at Shakey Lakes, materials to build fixed fire rings at River Park and upgrades to the road at Bailey Park.
- e. **County Recreation Plan:** Brian stated he will be doing all the revisions and have the entire document to the Parks Committee for review by November meeting.

Correspondence: None.

Public Comment: None

Any Other Items Members Wish to Present:

Adjourn: A motion was made by Ruby to adjourn at 6:05 that was seconded by Dick.

MENOMINEE COUNTY

Standard Budget Report

September 2015 Revenues

Account Title	This Month	Y-T-D	Budget As Of Sep-2015	Difference	Percent
Fund: COUNTY PARKS					
General Revenues					
Taxes					
HANNAHVILLE GRANT	0.00	6,000.00	6,000.00	0.00	100.00
Total Taxes	0.00	6,000.00	6,000.00	0.00	100.00
Total General Revenues	0.00	6,000.00	6,000.00	0.00	100.00
Program Revenues					
Charges for Services					
FIREWOOD SALES	0.00	115.00	600.00	-485.00	19.17
ANNUAL	0.00	9,490.00	7,000.00	2,490.00	135.57
ANNUAL 2 FOR	0.00	0.00	100.00	-100.00	0.00
DAILY	0.00	4,668.00	4,000.00	668.00	116.70
GATE RECEIPTS FOR FAIR	0.00	9,795.00	5,000.00	4,795.00	195.90
SHAKY CAMPING FEES	0.00	69,169.00	70,000.00	-831.00	98.81
KLEINKE CAMPING FEES	0.00	16,497.50	21,000.00	-4,502.50	78.56
SHAKY LAKE LEASE SITES	0.00	69,612.00	69,925.00	-313.00	99.55
KLEINKE LEASE SITES	0.00	11,670.00	14,000.00	-2,330.00	83.36
Total Charges for Services	0.00	191,016.50	191,625.00	-608.50	99.68
Interest and Rents					
PAVILLION-SHAKEY	0.00	150.00	200.00	-50.00	75.00
PAVILLION-KLEINKE	0.00	100.00	100.00	0.00	100.00
Outside Storage	0.00	2,578.65	2,750.00	-171.35	93.77
Inside (Fair) Storage	0.00	3,677.65	4,200.00	-522.35	87.56
Total Interest and Rents	0.00	6,506.30	7,250.00	-743.70	89.74
Total Program Revenues	0.00	197,522.80	198,875.00	-1,352.20	99.32
Other Revenue					
Special Items					

MENOMINEE COUNTY

Standard Budget Report

September 2015 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Sep-2015	Difference	Percent
Fund: COUNTY PARKS					
County Parks					
Recreation and Culture					
COUNTY PARKS					
SALARIES	0.00	29,926.43	35,027.00	5,100.57	85.44
SALARIES - TEMPORARY	0.00	27,354.75	37,440.00	10,085.25	73.06
OVERTIME	0.00	1,158.69	1,800.00	641.31	64.37
LONGEVITY	0.00	700.00	700.00	0.00	100.00
HOSPITAL DEDUCTIBLE	0.00	15,923.46	14,437.00	-1,486.46	110.30
LIFE INSURANCE	0.00	29.90	30.00	0.10	99.67
FICA-QASDI	0.00	3,408.71	4,424.00	1,015.29	77.05
FICA-MEDI	0.00	797.20	1,035.00	237.80	77.02
WORKMENS COMPENSATION	0.00	1,873.53	2,475.00	601.47	75.70
RETIREMENT	0.00	3,337.61	6,953.00	3,615.39	48.00
OFFICE SUPPLIES	0.00	421.61	500.00	78.39	84.32
POSTAGE-EQUIPMENT	0.00	191.23	300.00	108.77	63.74
GAS, OIL ETC	0.00	227.81	300.00	72.19	75.94
DIESEL FUEL	0.00	2,924.06	7,500.00	4,575.94	38.99
L.P. GAS	0.00	0.00	500.00	500.00	0.00
UNIFORMS	0.00	3,828.79	2,800.00	-1,028.79	136.74
UNIFORMS/SUMMER HELP	0.00	141.98	700.00	558.02	20.28
SHAKY LAKES ELECTRICAL UPGRADE PROJECT	0.00	40.00	200.00	160.00	20.00
JANITORIAL SUPPLIES	0.00	6,000.00	6,000.00	0.00	100.00
OTHER OPERATING/GENERAL	0.00	2,866.66	5,000.00	2,133.34	57.33
BROCHURES/STICKERS	0.00	2,809.11	2,000.00	-809.11	140.46
TREE REPLACEMENT	0.00	424.90	300.00	-124.90	141.63
DEQ Permits	0.00	74.00	300.00	226.00	24.67
CONSTRUCTION SUPPLIES	0.00	500.00	500.00	0.00	100.00
PROFESSIONAL/CONTRACTURAL SERVICES	0.00	1,456.88	1,500.00	43.12	97.13
PROFESSIONAL-PHYSICALS	0.00	731.42	1,000.00	268.58	73.14
TRAVEL/Parks Per Diems & Mileage	0.00	10,419.21	8,500.00	-1,919.21	122.58
PROGRAMMING/RECREATION	0.00	647.00	350.00	-297.00	184.86
Sweatshirts	0.00	631.96	800.00	168.04	79.00
Gate Receipts	0.00	1,343.89	1,200.00	-143.89	111.95
Inside Storage	0.00	142.00	200.00	58.00	71.00
WATER TESTING	0.00	7,346.25	7,500.00	153.75	97.95
UTILITIES/ELECTRIC	0.00	1,745.12	2,500.00	754.88	69.80
EQUIPMENT MAINTENANCE	0.00	613.05	1,200.00	586.95	51.09
	0.00	21,032.71	35,000.00	13,967.29	60.09
	0.00	1,518.65	3,500.00	1,981.35	43.39
					98.79

MENOMINEE COUNTY
Standard Budget Report
 September 2015 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Sep-2015	Difference	Percent
Fund: COUNTY PARKS					
Recreation and Culture					
COUNTY PARKS					
FACILITY MAINTENANCE	0.00	3,457.81	3,500.00	42.19	118.80
GROUNDS MAINTENANCE	0.00	4,751.82	4,000.00	-751.82	118.80
RENTAL/CONTRACTING	0.00	5,869.00	6,000.00	131.00	97.82
REFUNDS/REBATES	0.00	1,199.40	2,000.00	800.60	59.97
VEHICLE MAINTENANCE	0.00	355.25	2,000.00	1,644.75	17.76
NEW/REPLACEMENT EQUIPMENT	0.00	1,976.40	2,000.00	23.60	98.82
Total COUNTY PARKS	0.00	170,198.25	213,971.00	43,772.75	79.54
Total Recreation and Culture	0.00	170,198.25	213,971.00	43,772.75	79.54
Total Expenditures	0.00	170,198.25	213,971.00	43,772.75	79.54
CHANGE IN FUND EQUITY	0.00	36,970.50	-2,499.00	39,469.50	-1,479.41

MENOMINEE COUNTY
Standard Budget Report
 September 2015 Revenues

Account Title	This Month	Y-T-D	Budget As Of Sep-2015	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Program Revenues					
Charges for Services	0.00	4,061.45	3,500.00	561.45	116.04
BOAT FEES	0.00	4,061.45	3,500.00	561.45	116.04
Total Charges for Services	0.00	4,061.45	3,500.00	561.45	116.04
Total Program Revenues	0.00	4,061.45	3,500.00	561.45	116.04

MENOMINEE COUNTY
Standard Budget Report
 September 2015 Expenditures

Account Title	This Month	Y-T-D	Budget As Of Sep-2015	Difference	Percent
Fund: PARK IMPROVEMENT FUND					
Recreation and Culture					
PARK IMPROVEMENT EXPENDITURE					
SHAKY LAKES IMPROVEMENT	0.00	9,027.28	0.00	-9,027.28	0.00
KLEINKE PARK IMPROVEMENT	0.00	4,952.95	0.00	-4,952.95	0.00
STONE POINT IMPROVEMENTS	0.00	2,500.00	6,300.00	3,800.00	39.68
Total PARK IMPROVEMENT EXPENDITURE	<u>0.00</u>	<u>16,480.23</u>	<u>6,300.00</u>	<u>-10,180.23</u>	<u>261.59</u>
Total Recreation and Culture	<u>0.00</u>	<u>16,480.23</u>	<u>6,300.00</u>	<u>-10,180.23</u>	<u>261.59</u>
Total Expenditures	<u>0.00</u>	<u>16,480.23</u>	<u>6,300.00</u>	<u>-10,180.23</u>	<u>261.59</u>
CHANGE IN FUND EQUITY	<u>0.00</u>	<u>-12,418.78</u>	<u>-2,800.00</u>	<u>-9,618.78</u>	<u>443.53</u>

Report Filter Criteria

Percent: Computed by dividing Y-T-D by Budget As Of amount
 Year To Print: 2015
 Month To Print: September
 Fund Code Range: 220 PARK IMPROVEMENT FUND to 220 PARK IMPROVEMENT FUND

MENOMINEE COUNTY Balance Sheet

September 2015

Account Title	Balance	Account Number
Fund: COUNTY PARKS		
ASSETS		
Current Assets		
CASH	81,237.33	208-000-001.00
IMPREST CASH	300.00	208-000-004.00
TOTAL Current Assets	81,537.33	
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	83,035.87	
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	42,916.51	208-000-390.00
DESIGNATED FUND BALANCE	724.50	208-000-393.03
CHANGE IN FUND EQUITY	36,970.50	
TOTAL Fund Equity	80,611.51	
TOTAL FUND EQUITY	80,611.51	
TOTAL LIABILITIES & FUND EQUITY	83,035.87	

-9,027.²⁸ Shaky Electrical
-4,952.⁹⁵ Klunke D.F.

13,980.⁶³

\$28,936.²⁸ New Fund balance.

MENOMINEE COUNTY
Balance Sheet
 September 2015

Account Title	Balance	Account Number
Fund: PARK IMPROVEMENT FUND		
ASSETS		
Current Assets		
CASH	-8,667.14	220-000-001.00
TOTAL Current Assets	<u>-8,667.14</u>	
TOTAL ASSETS	<u>-8,667.14</u>	
FUND EQUITY		
Fund Equity		
FUND BALANCE	3,751.64	220-000-390.00
CHANGE IN FUND EQUITY	-12,418.78	
TOTAL Fund Equity	<u>-8,667.14</u>	
TOTAL FUND EQUITY	<u>-8,667.14</u>	
TOTAL LIABILITIES & FUND EQUITY	<u>-8,667.14</u>	

+9,027.²⁸ - Shady Electric } do e
 +4,952.⁹⁵ - Klinkle - hairfield } from
 13,980.²³ } Park F.B.
 to be moved to the Park improvement
 fund from Park fund balance.