

Menominee County Parks and Recreation Committee

Meeting Minutes

November 4, 2013

The meeting was called to order at 5:00 pm by Bob Desjarlais at the Stephenson Annex, Menominee County, MI on November 4, 2013.

Reporting for roll call was: Bob Desjarlais, Ruby Ivens, Vola Bleile, County Administrator Brian Bousley, and County Commissioner Charlie Meintz. Gail Jerzyk, Glenn Cody and County Commissioner James Furlong were excused from the meeting. There was a quorum present to conduct the meeting.

Approval of agenda: A motion was made by Charlie and seconded by Vola. The motion carried.

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

Public Comment: None

Business:

- a. **Park Ranger / Park Manager Updates:** Brian reported all the water has been shut off in the parks, but camping will still be allowed until the snow becomes too heavy. The Park Rangers have been pushing for the paving of the lot around the bathhouse.
- b. **Monthly Budget Review:** Brian distributed copies of the latest budget for the board's examination and comment. The adjusted pre-audit figure for the 2012/2013 Fiscal Year shows it cost about \$32,592 to run the county parks during the past FY. The current fund balance is \$62,603.23 and increase of roughly \$25,000 due to being under budget in expenditures in the 2012/2013 FY. The fund balance will be used to pay for the electrical upgrade to the park from Alger -Delta (\$20,000) and the remaining funds would proposed to be used for electrical upgrading of Shakey Lakes Park sites.
- c. **Park Projects / Grants:** Brian reported River Park Development Grant from the MDNR has a resolution needed for the acceptance of the funds and over the winter all the preplanning, bid documents and bids will be set up to complete the project in spring. The grant has a completion deadline of March 2015. The Stoney Point Boat Launch Grant is being reviewed by the DNR. Status of the grant (awarded or not) should be know by mid December.
- d. **Lease Program/Camping Update:** Brian had drawn up two changes to the lease program policy and procedures. The first states that all leases of 6,5,4,3 and 2 months at Kleinke Park would start either on the 1st or the 15th of month. The 1 month season could be for any time. The second addition stated: "In order to receive the County Resident Rate the leasee must maintain permanent residency within Menominee County." Brian will place the two changes on the County Board agenda.

- e. **Meeting Fees/Meeting Schedule:** A motion was made by Ruby to set the meeting fees at \$50.00 per meeting. The motion was seconded by Vola. The motion passed unanimously. The committee also wanted to keep the monthly meeting schedule.
- f. **Concessionaire Agreement:** The current contract for the concession stand at Shakey Lakes will expire April 30, 2014. The new owners had their first season this past summer and are willing and eager to come back and continue to be operators. Bob had commented on the all the good comments he had received from park patrons on the service and good food at the concession stand. Brian will prepare a new contract for the concession stand lease (the county owns the property but not the buildings of the concession stand). An annual fee of \$600.00 will be paid by the concessionaire to Menominee County as a lease payment. A concern in the contract was raised by Ruby and Vola. Within the current contract the Concessionaire/Lessee shall at all time during the term of this agreement, maintain liability insurance at a minimum of \$100,000/\$300,000. The committee felt the liability insurance should be raised to \$500,000 to \$1,000,000. Brian will contact the current operators, Tammy and Brian Baldwin and discuss the increase in liability insurance and bring back the contract to the committee.

Correspondence: None

Any Other Items Members Wish to Present: none

Public Comment: none

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