CHARLEVOIX COUNTY PARKS COMMITTEE  
Monday – February 18, 2019  

Meeting Location:  
Boyne City Hall  
(First Floor Meeting Room)  
319 N. Lake St.  
Boyne City, MI 49712  

Agenda

5:30 pm – Call to Order  
Pledge of Allegiance  
Approval of Agenda  
Public Comment (unrelated to agenda items) – 3 minutes  
Approval of Minutes – January 21, 2018  

Financial Reports  
Manager’s Report  

Old Business  
• Whiting Park Boat Launch  
• Whiting Park Forest Management  
• Boyne City to Charlevoix Non-motorized Trail Status Report  
• Phase 1 Trail Landscaping Bid Award  

New Business  
• Advocacy Report  
• Recreation Plan Update:  
  o Form Subcommittee  
  o Request for Proposals for Planning Assistance  
• Whiting Park Rules – Proposed Changes  
• Summary of 2019 Parks Millage Applications  

Public Comment – 3 minutes  

Adjourn  

Next meeting – East Jordan Fire Hall, March 18, 2019, 5:30 pm
CALL FOR ORDER/Pledge of Allegiance:
The regular meeting of the Charlevoix County Parks Committee was called to order at 5:30 pm on January 21, 2019 at the Boyne City Hall by K. Stark. Recitation of the Pledge of Allegiance was led by B. Williams.

Election of Officers
K. Stark opened elections.

A. Wilkin joined the meeting.

MOTION by S. Vrondran to nominate D. Jason for Chairperson.
Seconded by B. Williams. K. Stark asked for any further nominations. No further nominations were cast. Voice vote: all in favor. Motion passed.

D. Jason took over running the meeting.

MOTION by T. Wieland to nominate B. Williams for Vice Chairperson.
Seconded by S. Vrondran. D. Jason asked for any further nominations. No further nominations were cast. Voice vote: all in favor. Motion passed.

MOTION by D. Jason to nominate T. Wieland for Secretary.
Seconded by S. Vrondran. D. Jason asked for any further nominations. No further nominations were cast. Voice vote: all in favor. Motion passed.

Introduction of Members
All members and Staff took a moment to introduce themselves.

C. Kobylczak asked if R. Novotny will be present at any of the meetings. K. Stark said she is unsure why he has been absent, but she will try to reach out to him. D. Jason said the transit has been running later hours.

**Approval of Agenda:**
A motion was made by S. Vrondran and seconded by B. Williams to approve the Agenda as presented. Voice vote: all in favor. Motion passed.

**Public Comment:**
None

**Approval of Minutes:**
Motion was made by S. Vrondran to accept the Minutes of the December 17, 2018 meeting as presented. Motion was seconded by B. Williams. Voice vote: All in favor. Motion passed.

**Financial Reports:**
K. Stark said there is not a lot of revenue because the park has been closed for the season. We did receive $2,000 for the red pine timber harvest.

R. Maxwell asked why the budgeted revenue for charges for services is only $4,228 when it should be $50,000. K. Stark said she doesn’t know why and will ask about it.

D. Jason said the budget reports are confusing and hard to read. He said the numbers don’t add up. K. Stark agreed they’re difficult to read if you don’t work with them on a regular basis. D. Jason asked if Cherie Browe or Becki King could come to a meeting and explain how to read the financial reports. K. Stark said she would ask.

MOTION made by T. Wieland to accept the Financial Reports as presented. Motion was seconded by B. Williams. Voice Vote: All in favor. Motion passed.

**Manager’s Report:**
R. Maxwell reported the following:
- He is retiring in April and will be completely moved out of the Park Manager’s house by April 1st. R. Maxwell said he is willing to help with the transition and that one of the rangers from last summer plans on returning this spring.

K. Stark said she has been working on updating the Park Manager job description, so it can be posted on the County website.

D. Jason asked what role the Parks Committee will play in hiring the new Park Manager. K. Stark said the Committee can provide a recommendation. S. Vrondran suggested the applicants have an interview with D. Jason. K. Stark explained that interviews will be done at the County Building in the Human Resources office, but D. Jason may be able to be one of the individuals
on the hiring committee.

- **Whiting Park**
  - R. Maxwell said the Sunrise Reservation System is up and running and works great. We have brought in $1,700 since the system went live on January 7th.
  - The red pines have been cut and there will be an update later in the meeting.
  - The Road Commission plowed a couple of times while Ross was on vacation between December 20th and January 3rd.

- **Porter Creek**
  - Ross skied the whole trail and trimmed a few branches.

S. Vrondran said the trails are looking great.

MOTION made by S. Vrondran to accept the Manager’s Report as presented. Motion was seconded by D. Jason. Voice Vote: All in favor. Motion passed.

**Old Business**

**Presentation on the City of Charlevoix Proposed Change in Trail Route (Robert Boch):**

Robert Boch, from the Charlevoix Trail Ambassadors, took a moment to introduce himself.

- R. Boch said the current trail route is not safe for bikers and there aren’t any clear markers directing bikers from the Little Traverse Wheelway to downtown Charlevoix.
- The new trail will be for multiuse purposes (walking, biking, etc) and will be open year-round.
- The proposed new trail will run through the woods near the old Elementary School and run along the back side of the golf course.
- The Elementary School is going to be converted into the new County Building and will soon be home to the senior center in Charlevoix; the new proposed trail will offer a good opportunity for seniors to be active and utilize the trail.
- R. Boch said the Charlevoix Trail Ambassadors would need some money from the City and County but are hoping to fund most of the trail with State and Federal grants.

T. Wieland said having people ride bikes along Mt. McSauba Rd. is dangerous and the new proposed route directs people away from there.

B. Williams asked if the Charlevoix Trail Ambassadors would be putting a trail through the woods by the Elementary School where there is currently no trail. R. Boch said yes.

K. Stark asked if the proposed trail would be separate from the street. R. Boch said the portion through the woods by the Elementary School is off the street, but the rest of the trail is a bike lane along the street.

Discussion took place regarding the portion of the proposed trail that runs along Michigan Avenue. The street is currently a one-way street with parking on both sides. The proposal is to remove parking from one side of the road and run the trail along the road in place of the parking spaces. The bike path would have traffic going in both directions.
R. Boch said he is seeking the Parks Committee’s input on the proposed changes.

B. Williams suggested the Charlevoix Trail Ambassadors could apply for $10,000 from the Parks Millage. K. Stark said the City of Charlevoix would have to apply for the money. D. Jason and S. Vrondran said Charlevoix Township could apply as well, since part of the trail is in the Township.

T. Wieland said because Michigan Avenue is a one-way street, the City of Charlevoix would have to approach the State about making it a two-way street for bikes only.

Discussion took place regarding the number of lanes in certain areas of Petoskey where there are trails.

R. Boch said bikers do not like to cross US 31 because it is not safe.

T. Wieland asked when the Charlevoix Trail Ambassadors would like input by. R. Boch said within the next 30 days. The City of Charlevoix said they would pass a resolution in support of the proposed new route. A. Wilkin said their meeting may be tonight and their next meeting would be in two weeks.

T. Wieland suggested the Parks Committee take some time to think about the proposed trail and bring it up for final discussion at next month’s meeting.

**Boyne City to Charlevoix Non-Motorized Trail Status Report:**

K. Stark reported the following:

- **Phase One**
  - She has submitted the final grant reimbursement request to the DNR.
  - The DNR Staff is drafting the Declaration and Notice document.
  - K. Stark sent out Request for Proposals for new landscaping to replace the Spirea bushes within the Boyne City limits.

- **Phase Two**
  - She has submitted the final grant reimbursement request to the DNR. We have been reimbursed for all but 10% of both Phase One and Two.
  - The DNR Staff is drafting the Declaration and Notice document.

- **Phase Three**
  - We did not receive the DNR Trust Fund Grant in 2018.
  - MDOT has agreed to hold our Tap Grant (conditional commitment); they have also started a new quarterly reporting program.
  - K. Stark requested to reapply for the Trust Fund Grant and received approval from the Personnel Committee.
  - The Commissioners (Personnel Committee) have decided to put the engineering for Phase Three out for bid.
    - OHM Advisors has done $17,000 worth of grant phase engineering for us at no charge.
    - We do not know if OHM Advisors will allow us to use their engineering work up until now if they will not be doing the project. K. Stark said she
believes they agreed to do the grant engineering at no cost with the assumption they would be doing all of the engineering for Phase Three.

T. Wieland pointed out there have been prior issues with overages on Phase Two of the trail with OHM Advisors. K. Stark said that since she has been working with them on Phase Three, she has had no issues and has been pleased with their service.

K. Stark said a new firm is going to want to obtain their own aerials and topography which can only be acquired in the summer. T. Wieland agreed.

R. Maxwell asked if the County wants to change from OHM Advisors because OHM Advisors did free grant engineering and later submitted a bill for $17,000. K. Stark said no. They are standing behind their word and doing the grant phase engineering at no charge.

K. Stark said she is concerned about the project being pushed back. She had planned on submitting the same grant application, but if the County selects a different firm, she may not be able to resubmit the same application.

D. Jason asked who was on the Personnel Committee. K. Stark said Ron Reinhardt, Chris Christensen, and Shirley Roloff.

S. Vrondran asked if this decision to bid out the engineering is final. K. Stark said yes, procedurally this does not require a full board vote.

D. Jason asked if K. Stark had talked with Senator Wayne Schmidt regarding the availability of additional state funding. K. Stark said no. D. Jason said Beaver Island just received a large grant from the state. He would like K. Stark to contact Senator Wayne Schmidt.

A. Wilkin asked who decides which bid is taken. K. Stark said the County Board. A. Wilkin said OHM Advisors would be the most desirable because of the work they have already done. K. Stark agreed and said OHM Advisors would be asked to submit a bid.

A. Wilkin said the County Commissioners probably want to put the project up for bid because it’s procedural. K. Stark said yes, but it should have been done a year ago.

T. Wieland asked if OHM Advisors had submitted a bill. K. Stark said no but she isn’t sure if they will submit a bill for the grant phase engineering if they don’t receive the project.

K. Stark said if we get held up another year we’ll have to see if MDOT will hold our TAP Grant (conditional commitment) another year.

K. Stark said the Personnel Committee voted 2-1 (with one vote against).

D. Jason said if the subject goes to the full Board for consideration, the vote could be overturned.

MOTION by D. Jason to ask the County Board to reconsider sending the grant engineering for
Phase Three of the trail out for bid due to the strong possibly of another year delay in construction. Motion was seconded by S. Vrondran. Voice Vote: All in favor. Motion passed.

**Whiting Park Boat Launch:**
K. Stark reported the following:
- A single ramp boat launch will cost approximately $190,000 and a double ramp boat launch will cost $250,000.

B. Williams explained the history of the boat launch project for new member A. Wilkin. A. Wilkin asked if there has been any negative feedback. B. Williams said no.

K. Stark presented three conceptual plans from Performance Engineers on the boat launch.
- The second drawing is like the drawing from last month, but it has parking (vehicle stacking area) along the drive near the top of the loop and some additional parking spots have been moved for better traffic flow.

T. Wieland said backing in to the parking spots in the second drawing will be a challenge. B. Williams asked about doing a drive-through parking lot.

B. Williams likes the staging area just before the boat ramp on the second drawing.

D. Jason said he doesn’t think there will be much traffic through the boat launch. B. Williams said the longest he has had to wait at Sommerset Pointe to launch has been two boats.

- K. Stark presented the third drawing that has two boat ramps.

B. Williams liked the two ramps. He asked if the double ramp costs more. K. Stark said yes, the double ramp is $250,000. She said the DNR Waterways grant is for $89,000 and has been secured.

T. Wieland asked if the second ramp could be added later. B. Williams said the first ramp would have to be on the North side. K. Stark said yes.

K. Stark pointed out the location for a portable restroom and ADA ramp to the dock on the newer drawings.

B. Williams asked if anyone had contacted Larry Kish (the homeowner who lives next door to where the boat launch will be put in). K. Stark said no.

S. Vrondran asked if there had to be a hearing for adjacent property owners. K. Stark said no, not specifically for adjacent property owners. A. Wilkin asked if there would be a general public hearing. K. Stark said yes, and Larry Kish is welcome to come.

B. Williams asked who makes the final decision on the boat launch. K. Stark said the County Board does, with consideration of the Parks Committee’s recommendation.
A. Wilkin said it sounds like all members are in favor of a double ramp. The Parks Committee may want to look at more grant options.

B. Williams asked if the Parks budget has enough funding to cover two ramps. K. Stark said yes.

D. Jason said he does not like the pull off parking area (vehicle stacking area) in the second and third drawings.

B. Williams asked S. Vrondran what her opinion is. S. Vrondran said she likes the double ramp idea.

Discussion took place regarding parking options.

T. Wieland said it is going to cost more in the long run if we wait to put in a second ramp later.

MOTION by B. Williams to recommend building the boat launch with a double ramp (as shown in the third drawing) but remove the parking along the drive at the top of the loop and add in a couple of parking spots near campsite 1. Motion was seconded by S. Vrondran. Voice Vote: All in favor. Motion passed.

R. Maxwell said to make sure someone gets the septic system plans before putting in parking by campsite 1 because that’s where the septic system runs.

D. Jason would like the third drawing put in the minutes.

Campground Reservation System Update:
R. Maxwell said he covered the update in the Manager’s Report. He pointed out there is a feature on the program that allows you to pencil in people if they do not have payment at the time of reservation; he has already utilized the feature once. The feature allows you to put a timeframe on how long the site will be held without payment before it become available again.

Whiting Park Forest Management Update:
R. Maxwell reported the following:

- He received a letter from Lynn Stephens. The red pine harvest has been completed.
- Lynn has begun marking hardwoods on the Butler property.
- We received $2,000 for the red pine harvest.

K. Stark said Lynn told her the harvesting company did a good job and he returned their performance bond.

New Business

Advocacy Report:
S. Vrondran reminded members that the deadline to apply for the Parks Millage money is February 1st. All applicants are required to have a resolution.

Bids for Replacement Planting:
K. Stark reported the following:

- We received three bids. A couple of the companies did not convert square yards into cubic yards.
- K. Stark said she did some adjustments and determined the correct bid prices:
  - Ryan’s Landscaping- approx. $12,139.90
  - Bowman’s Property Management LLC- approx. $7,628.64
  - Robinson’s Landscaping and Nursery- approx. $4,766.00

B. Williams said he doesn’t understand how Robinson’s bid is so low.

T. Wieland said Bowman’s quote is too high on man hours.

T. Wieland pointed out that Robinson’s is the only company who accounted for top soil in their bid. He said in the interest of keeping the plants alive, we will need top soil.

B. Williams asked if Michael Cain, the Boyne City Manager, could be contacted regarding the maintenance of the plants. R. Maxwell said Boyne City should maintain the plants once they are in.

K. Stark said Mark C’s Trees told her the project is too large for him to bid, but he is willing to contract for the maintenance of the plants.

B. Williams asked what the deadline is for getting bids in. K. Stark said last Friday.

K. Stark said Dan Ulrich from OHM Advisors has recommended Robinson’s Landscaping. He spoke highly of their work.

MOTION by A. Wilkin to recommend hiring Robinson’s Landscaping and Nursery to do the landscaping along Phase One. Motion was seconded by B. Williams. Voice Vote: All in favor. Motion passed.

**Recreation Plan Update:**

K. Stark reported the following:

- She has begun reviewing the Plan and has identified some sections that need revision.
- The deadline to get the Plan complete is January, 2020 to remain eligible for DNR grants.
- She brought the topic up at the last Planning Commission meeting and they suggested organizing a sub-committee.
- K. Stark thought about hiring a planner but thinks a sub-committee might be a better use of time. All the maps were done in-house last time, so they should be easy to adjust.
- She said most of the time will need to be spent on the Capital Improvement Program.
- K. Stark suggested a sub-committee made up of a couple members from the Parks Committee and Planning Commission.

Parks Committee members would like to do a sub-committee.

K. Stark asked who would be interested in being on the sub-committee. S. Vrondran and D.
Jason said they are interested.

**Campground Survey:**
K. Stark said there aren’t any updates, but she wanted to keep the topic on the Agenda. The survey is primarily linked to campground improvements, which have been tabled for now.

S. Vrondran asked if there will be a survey with the Recreation Plan update. K. Stark said yes, but the survey for the Recreation Plan update is broader and includes all parks.

**Public Comment**

**Meeting Adjourned:**
A motion was made by T. Wieland and seconded by S. Vrondran to adjourn the meeting. Voice vote: all in favor. Motion passed.
The meeting was adjourned at 7:49 pm.

The next regular meeting will be at 5:30pm on February 18, 2019 at the Boyne City Hall.

**Minutes Submitted by:**
Lauren Richards
## EXPENDITURE REPORT FOR CHARLEVOIX COUNTY

### PERIOD ENDING 01/31/2019

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## EXPENDITURE REPORT FOR CHARLEVOIX COUNTY

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<tr>
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<td>208-000-694.000</td>
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<tr>
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<td><strong>246,196.00</strong></td>
<td><strong>42,281.62</strong></td>
<td><strong>10,922.80</strong></td>
<td><strong>203,914.38</strong></td>
<td><strong>17.17</strong></td>
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<tr>
<td><strong>Total Dept 000 - REVENUE ACCOUNTS</strong></td>
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<td><strong>246,196.00</strong></td>
<td><strong>42,281.62</strong></td>
<td><strong>10,922.80</strong></td>
<td><strong>203,914.38</strong></td>
<td><strong>17.17</strong></td>
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<tr>
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<td><strong>246,196.00</strong></td>
<td><strong>42,281.62</strong></td>
<td><strong>10,922.80</strong></td>
<td><strong>203,914.38</strong></td>
<td><strong>17.17</strong></td>
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<td><strong>246,196.00</strong></td>
<td><strong>42,281.62</strong></td>
<td><strong>10,922.80</strong></td>
<td><strong>203,914.38</strong></td>
<td><strong>17.17</strong></td>
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</table>

Fund 208 - CHARLEVOIX COUNTY PARKS:

**TOTAL REVENUES**

246,196.00  42,281.62  10,922.80  203,914.38  17.17
## Trial Balance Report for Charlevoix County

### Period Ending: 01/31/2019

<table>
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<tr>
<th>GL Number</th>
<th>Description</th>
<th>Normal (Abnormal) 2018-19</th>
<th>2018-19 Amended Budget</th>
<th>Normal (Abnormal) 01/31/2019</th>
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### Assets
- **Fund: 208 - Charlevoix County Parks**

<table>
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<th>GL Number</th>
<th>Normal (Abnormal) 01/31/2018</th>
<th>Amended Budget 2018-19</th>
<th>Normal (Abnormal) 01/31/2019</th>
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</thead>
<tbody>
<tr>
<td>Cash - Common</td>
<td>208-000-001.000</td>
<td>510,910.67</td>
<td>522,075.67</td>
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<td>510,910.67</td>
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### Liabilities
- **Fund: 208 - Charlevoix County Parks**

<table>
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<th>GL Number</th>
<th>Normal (Abnormal) 01/31/2018</th>
<th>Amended Budget 2018-19</th>
<th>Normal (Abnormal) 01/31/2019</th>
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</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>208-000-202.000</td>
<td>388.55</td>
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<td>388.55</td>
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<td>4,182.56</td>
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### Fund Equity
- **Fund: 208 - Charlevoix County Parks**

<table>
<thead>
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<th>GL Number</th>
<th>Normal (Abnormal) 01/31/2018</th>
<th>Amended Budget 2018-19</th>
<th>Normal (Abnormal) 01/31/2019</th>
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</thead>
<tbody>
<tr>
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### Revenues

<table>
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<tr>
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<th>GL Number</th>
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<th>Amended Budget 2018-19</th>
<th>Normal (Abnormal) 01/31/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Property Tax</td>
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<td>153,765.99</td>
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<td>1,120.00</td>
<td>4,228.00</td>
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<tr>
<td>Building Rentals</td>
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<td>1,200.00</td>
<td>6,000.00</td>
<td>750.00</td>
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<tr>
<td>Reservations</td>
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<td>0.00</td>
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<tr>
<td>Ice Sales</td>
<td>208-000-601.300</td>
<td>304.58</td>
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<tr>
<td>Coin Operated Showers</td>
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<td>30.00</td>
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<td>65.00</td>
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<tr>
<td>Timber Sales</td>
<td>208-000-601.500</td>
<td>0.00</td>
<td>2,000.00</td>
<td>2,754.73</td>
</tr>
<tr>
<td>Interest Earned</td>
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<td>42,281.62</td>
<td>246,196.00</td>
<td>158,281.62</td>
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<td>158,164.37</td>
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### Expenditures

<table>
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<th>Amended Budget 2018-19</th>
<th>Normal (Abnormal) 01/31/2019</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
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### Summary

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<tr>
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<th>Normal (Abnormal) 01/31/2018</th>
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<tr>
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<td>+ Net of Revenues/Expenditures - 2017-18</td>
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<td>380,634.26</td>
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<tr>
<td>- Ending Fund Balance</td>
<td>133,781.62</td>
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<tr>
<td>- Total Liabilities and Fund Balance</td>
<td>133,781.62</td>
<td>380,634.26</td>
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### REVENUE AND EXPENDITURE REPORT FOR CHARLEVOIX COUNTY
Balances as of 01/31/2019

**Fund 101 - GENERAL FUND**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>2018-19 Orig Budget</th>
<th>2018-19 Amended Budget</th>
<th>YEAR-TO-DATE THRU 01/31/19</th>
<th>Available Balance</th>
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<tbody>
<tr>
<td>Expenditures</td>
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<tr>
<td>Department 751: WHITING PARK</td>
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<tr>
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<td>(100,000.00)</td>
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<td>(100,000.00)</td>
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Charlevoix County Parks Committee Meeting
Manager’s Report
Monday – February 18, 2019

Whiting Park
- Snowplowing

Porter Creek Natural Area
- Snowplowing

Thumb Lake Park
- No Report

Little Traverse Wheelway
- No Report

Boye City to Charlevoix Non-motorized Trail.
- No Report
# Whiting Park 2 Lane Boat Launch

## Estimated Construction Cost

<table>
<thead>
<tr>
<th>Item #</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization</td>
<td>LS</td>
<td>1</td>
<td>$5,000.00</td>
<td>$5,000</td>
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<tr>
<td>2</td>
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<td>Excavation</td>
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</tr>
</tbody>
</table>

CONSTRUCTION SUBTOTAL = $185,105.00

10% Construction Contingency = $18,511

Total Construction Cost = $203,616

Engineering Though Construction (14%) = $28,506

Total Project Cost = $250,632
# Whiting Park 1 Lane Boat Launch

## Estimated Construction Cost

**Date:** 1/18/2019

<table>
<thead>
<tr>
<th>Item #</th>
<th>DESCRIPTION</th>
<th>UNITS</th>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mobilization</td>
<td>LS</td>
<td>1</td>
<td>$5,000.00</td>
<td>$5,000</td>
</tr>
<tr>
<td>2</td>
<td>Clear &amp; Grub</td>
<td>AC</td>
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**CONSTRUCTION SUBTOTAL =** $140,505.00

10% Construction Contingency = $14,051

Total Construction Cost = $154,556

Engineering Though Construction (14%) = $21,638

**Total Project Cost =** $190,244
January 18, 2019

Ms. Kiersten Stark
Parks and Planning Director
Charlevoix County
301 State Street
Charlevoix, MI 49720

Dear Kiersten,

This letter is to inform you that the logging of the Butler Pines is completed. Scott Pinney of Northwood’s Logging moved on the site December 19, 2018 and worked through the holiday period to complete the harvest and hauling of forest products by December 31, 2018. I checked the site on January 2 and closed the gate. Ross Maxwell has been informed of the completion of the project and inspected the performance of the harvest and gave his approval last week. Ross will secure the gate appropriately.

Northwood’s Logging had posted a $1000.00 performance bond [check] and that check has been returned by postal mail along with a letter indicating the project was successfully completed and approved by the county.

Enclosed with this letter is an invoice from Professional Forest Care for payment of consulting fees authorized for this project by the agreement dated September 18, 2017. Thank you for the opportunity to assist the county in this forestry challenge.

This moves us forward to the next phase of this project, that being, the marking of hardwood log timber on the west end of the Butler forest. I have completed a couple marking sessions and presently have 29 hard maple log grade trees and 15 basswood trees marked in the wood off the upper gate on Ridge Road. Since I am leaving next week on winter break, I will resume the marking of the hardwood in the spring and plan to have a progress report for presentation at your May meeting of the parks committee.

The preliminary tally of harvest trees is very favorable and several hard maple trees have been identified as having veneer quality so I am excited that this project will yield high quality forest products for market and a fair price for that commodity.

So far so good! Thanks for all your support and the assistance of Ross at Whiting Park.

Kind regards,

Lynnwood Stephens
Registered Forester #317

Charlevoix County Planning Department

JAN 22 2019

RECEIVED
PHASE 1

Construct a 10-foot-wide paved non-motorized trail parallel to, but detached from, Boyne City/Charlevoix Road within the road right-of-way on the Lake Charlevoix side of the road, beginning in the Boyne City limits at W. Michigan Avenue, extending through Young State Park via an easement, and running to the Evangeline/Bay Township line at Springwater Beach Road for a distance of 3.04 miles.

Progress to Date:
- All construction completed; Project closed out
- Received the first grant reimbursement from the DNR
- Submitted final grant reimbursement request to DNR
- DNR Staff is drafting the Declaration & Notice document – checking on status
- Bid awarded to a local landscaper for new plantings to replace the Spirea bushes within the Boyne City limits

Upcoming Work:
- Submit recorded Declaration & Notice to DNR

Project Cost:
- Construction $969,242 *
- Engineering $200,706 ^
- Benches (2) $1,004
- Concrete pads & hardware for benches $317
- Title work for Hwy R-O-W Acknowledgements required by CCRC $2,053
- Landscaping at 2 properties (cedar trees) $464
- Power Pole Relocation (Great Lakes Energy) $1,879
- Landscaping/earthwork within Boyne City limits (shrubs) $1,582
- Replacement plantings within Boyne City limits (shrubs & grasses) $4,766 (bid estimate)
- MNRTF Recognition Sign $210

TOTAL $1,182,223 #

Funding Sources:
- City of Boyne City $11,072
- Evangeline Township $33,216
- Charlevoix County Community Foundation Grant $26,800
- Top of Michigan Trails Council/North Country Bicycle Club $17,512
- MI Natural Resources Trust Fund Grant $300,000
- MDOT/Transportation Enhancement Act Grant $768,900

TOTAL $1,157,500

* Final Construction Cost (Original bid amount was $1,154,224)
^ Final Engineering Cost (Engineering Budget: $180,925)
# Engineer’s Original Estimate of Total Project Cost (Construction + Engineering) was $1,157,500
** Charlevoix County Parks to cover cost overrun ($24,723)
PHASE 2

Construct a 10-foot-wide paved non-motorized trail beginning at the Little Traverse Wheelway east of Waller Road in Charlevoix Township, crossing US-31 and running south across a series of private easements to Boyne City/Charlevoix Road east of the Argonne Supper Club, and then running parallel to, but separate from Boyne City/Charlevoix Road within the right-of-way on the north side of the road to Quarterline Road in Hayes Township for a distance of 2.97 miles. At the point where the trail meets Boyne City/Charlevoix Road east of the Argonne Supper Club, a trail spur will run west within the right-of-way on the north side of the road to Eastern Avenue to create an access point for Pine Point Subdivision.

Progress to Date:
- All construction completed
- Submitted final grant reimbursement request to DNR
- DNR Staff is drafting the Declaration & Notice document – checking on status

Upcoming Work:
- Submit recorded Declaration & Notice to DNR
- Discuss trail signage

Project Cost to Date:
Construction...............................................................$1,094,000 *
Engineering...............................................................$198,072 ^
Benches (2)...............................................................$1,059
Title Work for Phase 2...............................................$1,026
MNRTF Recognition Sign.........................................$210
TOTAL.................................................................$1,294,367#

Funding Sources:
Charlevoix Township................................................$11,000
Hayes Township.......................................................$39,000
City of Charlevoix......................................................$12,000
Charlevoix County Community Foundation...............$251,100
Frey Foundation Grant..............................................$40,000
Top of Michigan Trails Council/North Country Bicycle Club...$10,000
MI Natural Resources Trust Fund Grant.......................$300,000
MDOT/Transportation Alternatives Program Grant.........$500,000
TOTAL........................................................................$1,163,100

* Projected Final Construction Cost (Estimate as of 12/08/17)
  (Original bid amount was $1,112,628)
^ Engineering billings (Engineering Budget: $173,402)
# Engineer’s Original Estimate of Total Project Cost (Construction + Engineering) was $1,150,000
** Charlevoix County Parks to cover cost overrun ($131,267)
PHASE 3

Construct a 10-foot-wide paved non-motorized trail beginning at the completed Phase 1 of the trail at N. Springwater Beach Road (Bay/Evangeline Township line) and continuing detached through Bay Township on the Lake Charlevoix side of the road. Just east of the Village of Horton Bay, the trail will connect to the existing (paved) wide shoulder of the road. The trail will utilize the existing 6-foot shoulders of the road through the Village (speed limit: 35 mph) due to the proximity of homes and businesses to the road. Just west of Horton Bay, the trail will end at the Rufus Teesdale Nature Preserve. Crosswalks, pavement markings, and signs will be used to guide trail users through Horton Bay. Phase 3 will be 2.36 miles in length. Construction of Phase 3 is planned for 2021.

Progress to Date:
- Bay Township has committed $33,000 in local match
- Received $8,000 grant from the Charlevoix County Community Foundation
- Received $10,000 grant from the Great Lakes Energy People Fund
- Received $588,572 Conditional Commitment from MDOT (TAP Grant)
- All local match has been secured for Phase 3
- We did not receive MI Natural Resources Trust Fund Grant in 2018
- Prospective engineering firms were contacted to submit proposals for the detailed design and construction engineering

Upcoming Work:
- Reapply for Trust Fund grant this year (due April 1st)
- Select engineering firm to do the detailed design and construction engineering
- Seek additional easements to place trail further from the road
- Explore other options for a trailhead

Estimated Project Cost:
Construction………………………………………………………$841,572
Engineering (15%)……………………………………………….. $126,236
TOTAL………………………………………………………………$967,808

Proposed Funding:
Charlevoix County Parks Department funds………………………… $18,236  (Budgeted)
Bay Township funds………………………………………………… $33,000  (Committed)
Charlevoix County Community Foundation Grant………………….. $8,000  (Awarded)
North Country Bicycle Club/Top of Michigan Trails Council……..$10,000  (Committed)
Great Lakes Energy People Fund Grant…………………………….. $10,000  (Awarded)
MDOT/Transportation Alternatives Program Grant……………….. $588,572 (Conditional Commitment)
MI Natural Resources Trust Fund Grant……………………………. $300,000 (Reapply April 1, 2019)
TOTAL………………………………………………………………$967,808

Status Report prepared by:

Kiersten Stark
Parks & Planning Director
Charlevoix County Parks & Planning Department
CHARLEVOIX COUNTY PARKS AND RECREATION  
301 State St. Charlevoix, MI 49720

Attn. Ross Maxwell- Parks Manager

January 14th,  
2019

RE: BOYNE CITY/CHARLEVOIX  
TRAIL

Dear Committee,

The Hayes Township Board of Trustees and the Hayes Township Parks and Recreation Advisory Committee would like to encourage the Charlevoix County Parks and Recreation Committee to make completing Phase 4 and 5 of the Boyne City/Charlevoix Trail a funding priority for the County.

We believe that the need to finish this project is of great importance for the County. Hayes Township believes that creating Trail heads and access to the trail will be a benefit for everyone (which has been demonstrated by the existing usage on Phase I and II). Our Township would like to be included in discussions of site access, trailhead development, and trail route. We look forward to seeing the full Phase I - 5 completion as soon as possible.

Thank you for your continued work on this project on behalf of our entire Township.

The Hayes Township Board of Trustees

[Signatures]

Hayes Township Parks and Recreation Chairperson, Michelle Biddick

[Signature]
RULES AND REGULATIONS GOVERNING
THE USE OF WHITING PARK BY THE PUBLIC

1. The Parks Operations Manager reserves the privilege of interpreting and enforcing all rules.

2. No one under 18 shall be permitted to register for or utilize a campsite unless accompanied by a parent or guardian.

3. No person or persons shall erect a camp, or camp within said park without first obtaining a camping permit from the park staff.

4. Camping shall only be permitted within designated camping areas.

5. No person, persons, or camping party shall camp for a period of time exceeding fifteen (15) fourteen (14) nights. The person, persons, or camping party, and their respective camping unit(s) shall be required to leave a campsite upon reaching the fifteen (15) fourteen (14) night limit. The party is not eligible to return to the same campsite until fifteen (15) fourteen (14) nights have elapsed.

6. A campsite shall be occupied by no more than one single family or more than 4 unrelated individuals at any given time. A single family shall consist of parents and/or guardians and their children. Other relatives may be included, provided the campsite is occupied by no more than eight persons, all contained within one camping unit.

7. One primary camp unit and two tents shall be allowed per campsite. The primary camp unit may consist of a wheeled camping unit (pop up tent camper, self-propelled camper, travel trailer, or pickup camper) or a tent.

8. No more than two vehicles will be permitted per campsite. All overnight vehicles shall be registered and have a vehicle pass clearly displayed.

9. Visitors shall leave the campground by 11:00 pm.

10. Campground check-in is 3:00 pm. Campground checkout is 3:00 pm 1:00 pm.

11. Pets must be under immediate control on a leash not exceeding 8 feet six (6) feet. If a pet is on their respective campsite, they may be contained with a longline or tie-out. Pet owners are required to pick up after their pets. No pets are allowed on the beach or in buildings or on the beach, except for the area within 200 feet of the property line at the south end of the beach.

12. Horses are not permitted in the park.

13. No person shall swim outside of the designated swimming area.

14. The swimming beach and picnic area (that portion of the park north east of Lake Shore Drive Road) shall be closed between the hours of 10:00 pm and 8:00 am.
15. It shall be unlawful to anchor, beach, launch or operate a boat within the swimming area as marked by buoys and ropes. Overnight anchoring of boats is allowed by registered campers only. The use of mooring devices is prohibited.

16. No garbage, refuse or trash generated outside of the park boundaries shall be disposed of within the park.

17. It shall be unlawful to build fires except in barbeque grills or park-provided fire rings. No fires shall be left unattended.

18. It shall be unlawful to remove, destroy or deface any notices, signs, markers or any other part of the park; or to mutilate, cut, pick or destroy any trees, shrubs or wildflowers; or hunt, corral, harass or destroy any wild animals, including birds, within the park.

19. No peddling or soliciting may occur within the park boundaries.

20. It shall be unlawful to post, place or erect signs or advertising material, erect a fence or barrier, or to construct, maintain or occupy any improvements in this park without the approval of the Charlevoix County Parks Committee Board of Commissioners.

21. It shall be unlawful to carry or possess a firearm, unless unloaded in both barrel and magazine, to shoot an air gun, gas gun, spring-loaded gun, or slingshot, or to shoot an arrow by use of a bow or crossbow within the park.

22. A person or persons expelled from the park for any reason whatsoever shall not be permitted to re-enter for a minimum of fifteen (15) fourteen (14) days.

23. No person shall engage in any violent, abusive, boisterous, loud, illegal, obscene or similar disorderly conduct, which unreasonably interferes with another person’s use or enjoyment of the park. Radios, generators or other devices shall not be used in a manner that creates excessive noise.

24. Operation of ATV’s, golf carts, motorized scooters, or off-road vehicles of a similar nature within the boundaries of the park is strictly prohibited. Street licensed motorized vehicles driven by a licensed driver shall be driven only on park roads.

25. No fireworks shall be permitted within the park.


PENALTY

Violations of any of the Whiting Park Rules and Regulations, including those listed above, may result in the revocation of the camping permit and/or eviction from the park. In addition, any person who violates any of the Park Rules and Regulations may be charged with a misdemeanor and, if convicted, may be fined not more than $500.00, plus the costs of prosecution, imprisoned in the county jail for a period not to exceed ninety (90) days, or both fined and imprisoned at the discretion of the Court.
REQUEST FOR PROPOSALS
PLANNING CONSULTING SERVICES
RECREATION PLAN UPDATE

Charlevoix County is seeking proposals from qualified professional planning firms to complete an update of its 5-year Recreation Plan.

Interested firms are invited to submit proposals to assist the County in completing this plan update. The services required are described in the following sections of this Request for Proposals (RFP). The 2015 – 2019 Recreation Plan is available for reference on the County website at: http://www.charlevoixcounty.org.

Scope of Work

Following is the scope of work required for this plan update:

- Update the current plan content as needed, including but not limited to:
  - Census and demographic information
  - Goals and objectives
  - Capital improvement plan
- Add new plan content as needed, including but not limited to:
  - Photos and illustrations
  - Description of current and proposed future trail development efforts and how they fit into the regional trail system
  - Description of the County Parks Millage Appropriations Program
- Community Survey
  - Develop an online survey with input from the Subcommittee and Staff
  - Conduct the survey and tabulate the results
  - Present the survey results to the Subcommittee and Staff
  - Incorporate the survey results into the plan update
- Facilitate two (2) public meetings to obtain public input on the Recreation Plan

Project Schedule

It is anticipated that the contract for consulting services will be awarded within sixty (60) days of the deadline for submitting proposals in response to this RFP. The proposal should include a schedule that identifies the timing of major tasks, beginning with the contract award and ending with adoption by the County Board of Commissioners.

Please note: The plan update must be prepared for final adoption by the County Board of Commissioners in January 2020.
**Qualifications**

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. The resumes of key personnel that would be assigned to the project should also be provided. In addition, related experience during the last ten (10) years should be provided (include the name of the community, contact person, and phone number).

**Project Cost and Contract**

The proposal should include the following cost information:
- Lump sum project cost with a breakdown illustrating the costs of various deliverables
- Estimate of the amount of staff time required to complete the project
- Number of meetings/site visits included in the project cost
- Fee schedule for additional work

The County desires a professional services contract with a not-to-exceed fee for the required services. The contract shall include language to allow the project to be terminated by joint agreement of the parties with full compensation being made to the consultant for expenses incurred and work completed to the County’s satisfaction up to and including the contract termination date.

**Proposal Evaluation**

Once the proposals are received, they will be reviewed by a Subcommittee comprised of members of the Planning Commission and Parks Committee, with assistance from Parks & Planning Department Staff. One (1) or more of the firms submitting proposals will be interviewed by the Subcommittee prior to their making a recommendation to the Planning Commission. The Planning Commission will, in turn, make a recommendation to the County Board of Commissioners, who will make the final selection.

The proposals will be evaluated by the Subcommittee based on the criteria listed below. Firms are encouraged to structure the proposals to address the information in the order listed below.

1. **Understanding of the Project** – A brief statement of the firm’s understanding of the project including an overview of the plan to complete the scope of work in this RFP.

2. **Qualifications of the Firm** – The firm’s experience in similar projects in the last ten (10) years, as described previously.

3. **Qualifications of the Personnel** – The qualifications of the individuals assigned to the completion of the Recreation Plan Update.

4. **Project Schedule** – The proposed schedule, as described earlier.

5. **Project Cost** – The total project cost as well as the value of services provided by the firm.
**Deliverables**

At the close of the project, the selected consultant shall provide an electronic copy of the Recreation Plan in Portable Document Format (PDF) as an unsecured document, which is suitable for reproduction. The selected consultant shall also provide all digital source files used to develop the Recreation Plan. Once submitted, all deliverables become the property of Charlevoix County.

**Submittal Instructions**

To be considered, six (6) copies of the completed proposal, along with one (1) digital copy (PDF) on a standard flash drive, must be submitted via **U.S. Mail or personal delivery** in a sealed envelope clearly marked: REQUEST FOR PROPOSALS – RECREATION PLAN UPDATE by 5:00 p.m. on ________________ to:

Charlevoix County
Parks & Planning Department
Charlevoix County Building – 2nd Floor
301 State St.
Charlevoix, MI 49720

Office Hours: Monday – Friday, 8:00 am to 12:00 pm and 1:00 to 5:00 pm

Proposals arriving after the deadline will remain unopened and will be disqualified. Emailed proposals will not be accepted.

Any proposal may be withdrawn by giving written notice **via U.S. Mail** to the Parks & Planning Director to be **received no later than** ________________.

Questions regarding the proposal may be directed to:

Kiersten Stark
Parks & Planning Director
Charlevoix County
Phone: (231) 547-7234

**Reservations**

Charlevoix County reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the County. Issuance of this Request for Proposals does not obligate the County to award a contract. The County accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.

*RFP Release Date: __________________