



Wexford County

RECREATION AND BUILDING COMMITTEE

Julie Theobald, Chair

NOTICE OF MEETING

The Recreation & Building Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday April 26, 2022, beginning at 10:00 a.m. in the Commissioners' Room, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE MARCH 15, 2022 REGULAR MEETING MINUTES1
- F. PUBLIC COMMENTS
The Committee welcomes all public input.
- G. AGENDA ITEMS
 - 1. Civic Center Report (M. Figliomeni – March 2022)
 - 2. Maintenance Report (A. Kerr – April 2022)3
 - 3. Janitorial Services Update4
 - 4. Wexford County Recreation Plan – Scope of Work & Cost Estimate5
- H. CORRESPONDENCE
- I. ADMINISTRATOR’S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the County Administrator's office (231-779-9453) at least twelve (12) hours prior to the scheduled start of the meeting.

WEXFORD COUNTY
RECREATION & BUILDING COMMITTEE MEETING
REGULAR MEETING MINUTES
March 15, 2022

The regular meeting was called to order by Chair Julie Theobald at 10:00 a.m. in the Commissioners' Room, Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

Members Present: Julie Theobald, Joe Hurlburt, Ben Townsend, and Judy Nichols (arrived late via Zoom)
Members Absent: None
Also Present: Jami Bigger, HR Director/Interim Co-Administrator; Adam Kerr, Maintenance Director; Megan Kujawa, Senior Executive Administrator Assistant; Kathy Morin, Cadillac Area Visitors Bureau; Bill Reedy, Maintenance, and Roxanne Snyder, Register of Deeds.

ADDITIONS OR DELETIONS TO THE AGENDA

DELETED: F.1. BRANRO Enterprises Building Study (Ronald Colvin)

APPROVAL OF THE AGENDA

A motion was made by Comm. Townsend and supported by Comm. Hurlburt to approve the agenda as amended. A vote was called, all in favor. Motion passed.

APPROVAL OF THE MINUTES

A motion was made by Comm. Hurlburt and supported by Comm. Townsend to approve the January 25, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed.

PUBLIC COMMENTS

None.

AGENDA ITEMS

H.1. Civic Center Report

Mr. Mike Figliomeni from Boon Sports Management was not present to give a report.

H.2. Cadillac Area Visitors Bureau

Ms. Kathy Morin Executive Director of the Cadillac Area Visitors Bureau, came to discuss and ask about displaying signage at the Wex/Civic Center of updated trail maps within Wexford County. There are other areas within the community that these will be placed. The Visitors Bureau wants the signage to be displayed in areas of the community that there is foot traffic of those not from or familiar with the area. There is not a final design yet. The signs will be three panels of 2ft x 6ft. The entire cost and maintenance of the signs will be the responsibility of the Cadillac Area Visitors Bureau. It was conclusive that all members thought this would be a great idea and that potentially might like some placed at the Courthouse. Comm. Theobald asked that Ms. Morin stay in touch with the Administration office for correspondence.

H.3. Maintenance Report

Mr. Adam Kerr, Maintenance Director, reported that there is a detailed report going to the full board from Otis elevator. There was a small transformer fuse fire at the jail on Friday, March 11, 2022. The Fire Department, Windemuller Electrician, Consumers Energy, and IT Right were all on scene to get the Jail and Central Dispatch back to working order. The Jail was vented and everything was completed by 6:30 p.m. Comm. Theobald asked about fixing the handicap ramp to get into the building. Mr. Kerr stated that until the weather is permitting it is on his list to fix. Mr. Kerr stated that he did do a walk through with a real estate agent and a customer through the old jail but hasn't heard back. Comm. Townsend asked about tearing down the old jail and Mr. Kerr stated there hasn't been any plans made yet.

H.4. Courthouse / County Department Recycling

Comm. Theobald stated that she requested this be a place holder for discussion. She stated that she would like to see the departments utilize more recycling. Ms. Bigger mentioned that several departments do have Ms. Green come in and do recycling with on-sight mobile shredding. Comm. Hurlburt asked that Ms. Bigger follow up and speak with Ms. Green recycling to get a bin in the mailroom for all departments to use.

H.5. Recreation Plan Discussion

Ms. Bigger stated that there were two proposals from Networks Northwest and the first being much higher than the previous time that this was done in 2019 and then the second being more conservative and conducive to the needs of the County. Comm. Townsend mentioned that he looked over the proposals and the second one is priced fairly for work and time that is going to be required to complete. Comm. Townsend mentioned that a decision would need to be made soon because the current Recreation Plan expires December 2023 and it takes 12-18 months to compile and create the Recreation Plan.

A motion was made by Comm. Hurlburt and supported by Comm. Nichols to forward to the full board the recommendation to approve Networks Northwest Recreation Plan proposal in the amount of \$10,600. A vote was called, all in favor. Motion passed.

H.6. Courthouse Vending Machine Discussion

Ms. Bigger reported that she had received notice from the Bureau of Services for Blind Persons that they will be ending vending services here at the Courthouse and will be taking the vending machines by April 10, 2022. Comm. Theobald would like Administration to follow up on this and get another vending company in that doesn't charge the County for its services, if possible, she would like to see a pop machine and then a healthier option of snacks for those who are diabetic. Ms. Bigger agreed to follow up on it.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

None.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Hurlburt and supported by Comm. Townsend to adjourn the meeting at 10:40 a.m.

Julie Theobald, Chairman

Megan Kujawa, Recording Secretary

Maintenance Report 4-21-22

Recap

1. Finished Prosecutors' office remodel
2. Worked on new cleaning / snow / lawn RFP'S
3. Completed RFP walk thru
4. Attend AREP meetings and started to get quotes for a few projects
5. Move to offices in the health dept.
6. Completed work request at the jail
7. Moved office cubicles in Dist. ct.

Goals

1. Complete cleaning RFP'S and get it immediate
2. Complete snow / lawn RFP and have it posted
3. Start installing window A/c units at the Court house
4. Repair 2inch copper water line at the jail
5. Repair water supply line to the Treasurer's toilet

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Recreation & Building Committee
FROM: Administration
FOR MEETING DATE: April 26, 2022
SUBJECT: Janitorial Services

SUMMARY OF ITEM TO BE PRESENTED:

The Administration Office advertised for bid requests for Janitorial Services at the Historic Courthouse/Annex, District Health Department #10, Lake Street General Offices (Excluding Invasive Species). The bid opening will occur Tuesday, April 26 at 9:00 a.m. Bid results will be presented to the committee at the meeting.

RECOMMENDATION:

Discuss the results of the bid opening.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Rec & Building Committee
FROM: Administration
FOR MEETING DATE: April 26, 2022
SUBJECT: Recreation Plan Proposal

SUMMARY OF ITEM TO BE PRESENTED:

Previously, the Board approved contracting with Networks Northwest for the creation of the Recreation Plan in the amount of 10,600. The ARPA Committee recognized that ARPA funds could be used to pay for the costs associated with creating the Rec. Plan. The committee discussed and approved funding the original proposal that Mr. Carson provided in the amount of \$24,100.

Approving the original quote will increase the scope of work that Networks Northwest will contribute and limit the time that would be required of county staff.

Following is the original quote provided by Mr. Carson for consideration.

RECOMMENDATION:

Forward a recommendation to the full board to approve the proposal in the amount of \$24,100.

Attachment A

SCOPE OF WORK

Wexford County Park and Recreation Plan Development:

- Period of Service: August 1, 2022 through February 1, 2024
- Cost: Twenty-Four Thousand One Hundred Dollars (\$24,100)
 - With payment occurring:
 - One half of the contract amount (\$12,050) upon execution of the contract.
 - One half of the contract amount (\$12,050) upon completion of the contract services.

Scope of Work:

Executive Summary:

This planning process will result in a park and recreation plan that meets all of the Michigan Department of Natural Resources' (DNR) requirements for access to its funding sources. The final planning document will include the following: a community description providing context to Wexford County's parks and recreation; a description of Wexford County's administrative structure; an inventory of the County's park and recreation sites including site features; a description of the planning process; a description of the public input process; a set of goals and objectives to guide the County in parks and recreation management for a 5-10 year period; an action program that lists specific projects and funding mechanisms for project implementation; and all supporting documentation required by the DNR.

NN will use a variety of public input techniques to gather sentiments from the community's residents and visitors. These will include a county-wide open house; 3 pop-ups at local events; one input session at two different area schools; and an online survey. The results of this input will be summarized in the final plan with raw data appearing in the appendix. This planning process and the final plan development will be concluded in a manner that will allow the County to submit a 5-year park and recreation plan to the Michigan DNR for funding eligibility starting in 2024.

Contractor Facilitation

Networks Northwest staff will act as a facilitator and plan/document developer. Staff will gather data and work with the Recreation and Building Committee to synthesize the information utilizing their guidance for plan direction and policy.

Communication

It is expected that staff will have a primary point of contact to the County Commission and Recreation and Building Committee. Staff will attend Recreation and Building Committee meetings when it is necessary to disseminate information, perform analyses through the Committee, review and receive public input and perform document review and adoption. It is expected that staff will attend 4-6 meetings over the course of the 12-18 month process.

Park and Recreation Plan Scope Outline & Process:

- Review Existing Park and Recreation Plan Content:
 - Pull existing relevant language and content for utilization in the revised plan.
- Acquire Data:
 - GIS data (State & Federal fee free and County fee source) **Data acquisition costs are outside estimated cost. GIS data fees are outlined by the Wexford County Equalization Department's fee schedule.*
 - US Census Data
 - Regional Specific Data
 - Data from Esri's Business Analyst Online
- Develop Public Input Process and Administer:
 - Work with the Recreation and Building Committee to develop a survey to be administered.
 - Identify three (3) pop-up events within the County to gather public input.
 - Host a community-wide open house to garner input on parks and recreation locally.
 - Facilitate a planning session at 2 area schools in Wexford County with 20-30 students to identify parks and recreation needs for area youth.
 - Host a project webpage on Networks Northwest's website.
- Develop Community Description and Recreation Inventory:
 - Description of the physical and geographic characteristics of the community
 - Inventory of parks and recreation sites within the County, including site features and ownership
 - Map(s) of park and recreation sites
 - ADA accessibility assessment for County-owned sites
 - Demographic and socio-economic profile of Wexford County
- Develop Primary Plan Content:
 - Introduction
 - Community Description
 - Administrative Structure
 - Recreation Inventory
 - Description of the planning process
 - Description of the public input process
 - Goals and objectives
 - Action program
 - Supporting documentation
- Facilitate County Commission Adoption of 5-Year Park and Recreation Plan
 - Note: THE COUNTY will be responsible for submitting documentation to the Department of Natural Resources via its MiGrants website. If applicable, THE COUNTY will also be responsible for completing the DNR's Post-Completion Self-Certification Report(s) for recreation sites having prior funding through the DNR.

Park and Recreation Plan Deliverables:

- Complete Digital Plan
- Complete Digital Plan prepared for printing

- Digital Plan Files
- GIS Shapefiles
- 4 copies of the final plan