2025

YOUTH AND RECREATION FUND

SERVICE AGREEMENT

Between

COUNTY OF ALPENA

and

ALPENA COUNTY PARKS – LONG LAKE PARK DAY USE ENHANCEMENT

EXHIBIT A

2025 Funding Award from Youth and Recreation Millage.

GRANTEE: Alpena County Parks – Long Lake Park

AMOUNT: \$21,250 for Day Use Enhancements as presented in application. Reimbursement payment made upon submission of bills based on evidence of expenditures. The application is attached, Exhibit B.

Final bills must be submitted by January 15, 2026. Bills submitted after that date will not be paid. All bills must be submitted to Kim Ludlow, Alpena County Treasurer, 720 W. Chisholm Street, Suite #3, Alpena, MI 49707

All millage monies allocated for projects and programs are to be used for Alpena County projects and Alpena County residents. Any facility, project, or program must be open and available to all Alpena County residents.

It is highly encouraged that your group promote to the Community that you received funding from the Youth and Recreation Millage. If the project is a Capital Project, you may be required to accept a plaque to be attached to the project.

The 2025 Funding Report must be completed and submitted no later than December 31, 2025.

Please submit pictures of the project no later than December 31, 2025 from before and after or from start to finish. These pictures need to be submitted by email or computer disk in a jpeg, png, tiff, pdf or word format. Please label your pictures with the Grant year and project name. Cell phone pictures will not be accepted unless you can email them. No videos will be accepted. Your entity must obtain written permission from individuals or parent/guardians for any pictures submitted to the County that will be displayed on the website.

The Funding Report and pictures must be returned to the Alpena County Board of Commissioners Office at <u>commissionersoffice@alpenacounty.org</u> or at 720 W. Chisholm Street, Suite 7, Alpena, MI 49707.

YOUTH AND RECREATION GRANT AGREEMENT

This Grant is made as of 1st day of January 2025, by the **COUNTY OF ALPENA**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), to the recipient/grantee listed on **Exhibit A**, subject to the following terms and conditions.

As part of the Youth and Recreation Millage for the County of Alpena, the Youth & Recreation Board has made recommendations for and the Board of Commissioners has approved as part of the 2025 Budget, allocations for funding Youth and Recreation projects that benefit the County of Alpena and/or the residents of the County of Alpena. This letter agreement (the "Agreement") sets forth the terms and conditions of the grant award. Grant funding under this agreement is subject to funds availability of the County of Alpena.

Payment Terms, Use of Funds: This is a reimbursement grant. Payment by the County to the Grantee is subject to the availability of funds and will be within 30 days of invoice(s) submitted to the County and/or the monthly installment payments shall be made within thirty (30) days of the date in which this Agreement is fully signed by the representatives of both the County and the Grantee. <u>Grant funds shall be used exclusively to support the project as set forth in the Grantee's approved application (attached to this Agreement, Exhibit B) for funding/proposal, along with any additional conditions of the Youth and Recreation Board listed in Exhibit A. All project funds must be expended by December 31, 2025, and all petitions for payment must be received by January 15, 2026.</u>

Fidelity Bonds/Insurance: The Grantee shall obtain fidelity bonds for persons handling funds of the program. The Grantee shall provide the County's Administrator with a certificate, or such other evidence as the Administrator may require, of its possession of the required fidelity bonds and shall immediately notify the Administrator of any cancellation or termination of such bonds. Additionally, Grantee shall procure, pay the premium on, keep and maintain during the term of this Agreement, comprehensive general liability insurance with contractual liability coverage in an amount of not less than One Million and No/100 Dollars (\$1,000,000.00) per occurrence, and Two Million and No/100 Dollars (\$2,000,000.00) aggregate, combined single limit covering all personal and bodily injuries, death and/or property damage, arising from the program operated pursuant to this Agreement. The Grantee shall provide the County with a certificate of insurance prior to the commencement of this Agreement. The Grantee shall provide the County with a certificate of insurance prior to the commencement of this Agreement.

In the event the Grantee's insurance coverage including workers compensation insurance required under this Agreement is at any time reduced or terminated during the duration of the Agreement, the Grantee's insurer shall provide the County with at least thirty (30) days prior written notification of such reduction or termination.

Budget: The County approves the budget included in your proposal as finally accepted, as attached to this Agreement. Grant funds shall be used as set forth in the budget. Any transfer of funds from one budget item to another that exceeds 10% from the approved budget item requires approval by the Chair of Youth and Recreation Board.

No Pledge: This Agreement shall not be interpreted to create any pledge or any commitment by the County to make any other or further grants or contributions to Grantee or any other person or entity for this or any other project.

Reporting: Grantee agrees to deliver to the County a final report consisting of a narrative section and a financial section. The narrative section must include (1) a short statement confirming that the tangible output or other project goal included in the proposal has been completed, and whether the project has resulted in any additional outcomes, (2) an explanation of how each project goal or objective as set forth in the proposal was met, (3) a description of how well project goals were met, according to the metrics set forth in the proposal, (4) a summary of any lessons learned from the project, and (5) other matters reasonably requested by the County. The financial section must (1) include financial statements detailing how all grant funds were expended, and (2) account for all categories in the approved budget, attached hereto. Budget items should be listed in the same order as in the approved budget.

The final report is on January 31, 2026.

Reports may be submitted by e-mail, fax, or postal mail as follows:

Chairperson - Youth and Recreation Board County of Alpena 720 W. Chisholm Street, Suite 7 Alpena, Michigan 49707 United States email: <u>commissionersoffice@alpenacounty.org</u> Fax: 989-354-9648

Publication of Final Report: All or a portion of the final report may be made publicly available, in the County's sole discretion. Grantee further agrees to ensure that all content contained in the final report is appropriate for publication. This means, among other things, that you are solely responsible for ensuring you have all rights necessary to license the report, including with respect to any materials received or maintained in confidence, and/or any third party rights, including but not limited to copyrights,

trademarks, and rights of privacy and publicity.

Interim Communications: An interim check-in by phone or email may be requested at any time during the grant period by either the County/Youth and Recreation Board or Grantee.

Unused Funds: At the conclusion of the grant period, Grantee agrees to return any unexpended or unaccounted for funds to the County, or to submit a written request for an extension of the grant period. Grantee agrees to return all disbursed funds if (1) grant funds have not been used for their intended purpose, or (2) have been used inconsistent with the terms of this Agreement, or (3) if the activities or outputs funded by the grant are materially incomplete by the end of the grant period, as determined by the County in its sole discretion.

Records: Original receipts and invoices must be maintained by Grantee and shall be made available to the County upon request. Grantee agrees to maintain adequate financial records consistent with generally accepted accounting practices, and to retain such records for at least five years after the conclusion of the grant period. The County may monitor and conduct an evaluation of Grantee's operation to ensure compliance with this Agreement. The Grantee shall conduct an annual financial audit of its activities and submit a copy of the audit report to the County upon the Grantee's receipt of such audit report. If the organization's annual budget is less than \$100,000.00, then reviewed statements or certified year-end financial statements are sufficient.

No Lobbying: Grantee confirms that the grant funds will not be used for the purposes of lobbying, carrying on propaganda or otherwise attempting to influence legislation, as those purposes are defined by the United States Internal Revenue Code of 1986. If Grantee is in doubt about whether its proposed activities may constitute lobbying, Grantee must consult with The County prior to undertaking them.

Intellectual Property: Grantee owns any intellectual property it produces within the scope of this grant. Grantee agrees that all original material produced pursuant to this grant will be made available to The County. Grantee assumes the burden and expense of clearing all third-party rights associated with such material, including with respect to any materials received or maintained in confidence, and/or any third party rights, including but not limited to copyrights, trademarks, and rights of privacy and publicity.

Publicity Obligations: Grantee will notify The County of any publications or other materials resulting from the grant no later than five (5) days in advance of distribution or publication. Grantee will acknowledge The Youth and Recreation Board support in the beginning of any publication (including film and electronic publications) referring to or resulting from this grant, as follows: "Supported [in part] by a grant from the Alpena County Youth and Recreation Board." Grantee agrees that The County may

include information about the Grantee and its activities in its own annual reports and may distribute such information to third parties.

No Assignment: Grantee may not assign this Agreement or delegate performance of the terms of this Agreement or of the project to any other person or entity, without the prior written consent of the Chairperson of the Youth and Recreation Board.

No Agency: The Grantee is solely responsible for all activities supported by the Grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship. The Grantee shall not represent itself as an agent of the County for any purpose and has no authority to bind the County in any manner whatsoever.

Indemnity: Grantee agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless The County, its officers, directors, affiliates, employees, and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying Grant funds, or in carrying out the project as set forth in the proposal.

Non-Discrimination: In carrying out the project, the Grantee will comply with all applicable Federal and State Statutes and local laws relation to nondiscrimination. Notwithstanding the foregoing, the Grantee shall take affirmative action to ensure that employees are treaded during employment and applicants are considered for employment, without regard to their race, color, religion, sex, national origin, sexual orientation or identification, ancestry, age, physical or mental handicap unrelated to ability, marital status, or unfavorable discharge from military service.

Governing Law, Forum: This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without reference to its conflict of laws provisions. Grantee agrees that any disputes or proceedings The County and Grantee arising from or concerning this Agreement shall be brought in a federal or state court of competent jurisdiction sitting in the Eastern District of Michigan, in the United States, and hereby consents to the personal jurisdiction and venue of such court.

Entire Agreement: Grantee acknowledges and agrees that this Agreement represents the entire agreement between Grantee and the County with respect to the subject matter addressed herein. The terms of this Agreement may be modified only by a writing signed by duly authorized representatives of both parties.

Authority: The person(s) signing this Agreement on behalf of Grantee represents and warrants to the County that they have the requisite legal authority and power to execute

this Agreement, and to bind Grantee to the obligations contained herein. Please return the original of this letter to the Office of the County Administrator, keeping a copy for your records.

COUNTY OF ALPENA

County Administrator	Date
County Clerk	Date
GRANTEE:	
Name:	
Title:	

Date: _____

EXHIBIT B

Application for Grant Funding by Grantee

Attached





Name of your Program / Project: LONG LAKE PARK DAY USE ENHANCEMENTS

~Organization Information~

Name of Organization: ALPENA COUNTY PARKS Amount Requested: \$25,000.00 Mailing Address: 720 . CHISHOLM ST. SUITE #7 ALPENA MI 49707

Primary Contact Person: KURT PRATEL, POINT PERSON Primary Phone Number: (989) 657-4309

Primary Contact Email: KURT.PRATEL@GMAIL.COM

Alternate Contact Person: PATRICK MARTIN, MANAGER Alternate Phone Number: (989) 590-8109

Alternate Contact Email: LONGLAKE@ALPENACOUNTY.ORG

Name/Title of Executive Director or President: KEVIN OSBOURNE, COUNTY PARKS BOARD CHAIR

Executive Director or President Email: PARKSCHAIR@ALPENACOUNTY.ORG

Briefly, describe your Organization's Mission:

TO PROVIDE CAMPING AND DAY USE RECREATIONAL OPPORTUNITIES TO VISITERS OF ALPENA COUNTY AND TO THE RESIDENTS OF ALPENA COUNTY THROUGHOUT THE STATE.

Very briefly, describe the services your Organization provides: WE PROVIDE CAMPING, A NEW STATE OF THE ART BOAT LAUNCH, AND AN IMPROVED DAY USE AREA FOR ANYONE WHO WOULD LIKE TO VISIT LONG LAKE PARK

Describe the purpose of your grant request:

UPGRADES AND ENHANCEMENTS TO THE DAY-USE AREA OF LONG LAKE PARK FOR THE PLEASURE OF OUR VISITORS INCLUDING OPENING THE DRIVE FROM LONG LAKE PARK ROAD COMIING INTO THE DAY USE AREA WITH APPROX. 230 YARDS OF GRAVEL TO RESTRUCTURE THE ROAD AND PREPARE DESIGNATED PARKING FOR THE DAY USE AREA. ADDING A SPLIT RAIL FENCE TO SEPERATE THE DRIVEWAY AND PARKING FROM THE PICNIC/BEACH AREA. A FOURTH CONCRETE PAD ADDED FOR PICNIC PURPOSES WITH A COMMERCIAL PICNIC TABLE AND BENCH WITH A GRILL. FOUR ROOFS ON EACH CONCRETE PAD TO PROVIDE SHADE. ALSO NEED APRROX. 320 YARDS OF SAND AND DIRT TO FILL LOW UN-USABLE LOW AREAS AND PREPARE FOR HORSESHOE PIT AND VOLLEYBALL COURT AND NEW PLAY GROUND

Describe the community need addressed by this program/project:

LONG LAKE PARK HAS SEEN INCREASED DAY USE OVER THE PAST SEVERAL YEARS. NOW THAT THE PARK HAS COMPLETED ITS NEWEST ADDITION OF THE UPGRADED BOAT LAUNCH WE FORSEE MORE FOOT TRAFFIC WITHIN THE PARK THAN EVER BEFORE. WITH THAT THE DAY USE/ BEACH AREA HAS BECOME INSUFFICIENT IN SIZE, PARKING, ACTIVITIES, AND SEATING FOR OUR VISITORS. WITH THE HELP OF THE YOUTH AND RECREATION COMMISSION'S SUPPORT, WE STRIVE TO BETTER SERVE OUR COMMUNITY FOR YEARS TO COME.

How did you determine that this need exists and how will this program/project address this need? Please cite statistics, if possible.

DAY-USE STATISTICS ARE DIFFICULT TO DETERMINE AS THE VISITORS ARE NOT REQUIRED TO CHECK IN AT THE OFFICE OR PAY ANY FEE FOR THE USE OF THE PAVILIONS AND BEACH AREA. CONVERSELY, BECAUSE OF THE INCREASED NUMBER OF CAMPERS, VISITORS, AND LAKE ENTHUSIASTS, WE OFTEN SEE THE DAY-USE AREA CROWDED AND PARKING AREA AT CAPACITY. THE DAY-USE AREA RARELY HAS TABLES FOR FAMILYS TO SIT OR ANY SUN COVER AVAILABLE. ADDING MORE SUN SHADE PAVILIONS, ACTIVITIES, AND PARKING WITH THE RESTRUCTURED ROAD TO THE DAY-USE AREA WILL BENEFIT MORE FAMILIES AND PROMOTE OUTDOOR ACTIVITIES WITHIN OUR COMMUNITY'S YOUTH POPULATION.

How many citizens of Alpena will be served?

THERE ARE APPROXIMATELY 40,000 CAMPERS AND VISITORS TO THE ALPENA COUNTY PARKS ANNUALLY

List other agencies that will work with you on this program/project: ALPENA COUNTY PARKS AND RECREATION WILL PROVIDE FUNDING AND IN-KING LABOR FROM THE ALPENA COUNTY MAINTENANCE TEAM, VOLUNTEERS, AND PARK STAFF

Have you applied for other grants? Yes	No 🖌
If no, why:	
IF FUNDING IS NOT PROVIDED THROUGH THE YO WILL NOT PROCEED!!	UTH AND RECREATION GRANT THE PROJECT
If yes, where have you applied:	
NA	
Anticipated program/project start date*:	
4/1/25	
Anticipated program/project end date*:	
10/30/25	
*Funding for approved program/project is based on the calenda	r year of Alpena County, January 1 - December 31.
How many participants did this program/project serve in A	Alpena County during the last calendar
year? Calendar year being January 1 - December 31 (If ne	w, write NEW.) AP[ROXMATELY 7200
How many program/project participants do you expect to	serve in the next calendar year?
Calendar year being January 1 - December 31. APPROXIN	MATELY 10,250
As this funding is due to the passing of a millage, if this fu	nding is defeated by the voters in future
years, how will you replace the funding in subsequent year	
THESE WILL BE ONE-TIME IMPROVEMENTS/ ENHA	NCEMENTS TO THE PARKS DAY-USE AREA
AND WILL BE MAINTAINED WITH BUDGET LINE ITE	MS YEARLY.
Does your organization file an annual form 990 with the IRS?	Yes No If yes, please attach most recent. (Only 1 copy is needed)
	(Only I copy is needed)
Does your organization prepare an annual audit?	Yes No If yes, please attach most recent.
	(Only 1 copy is needed)
If your organization does not file an annual 990 or prepare an a	udit, please explain how the organization files with
the IRS (attach any documentation that would be pertinent).	
SEE COUNTY AUDIT	
Is your agency monitored or reviewed by a licensing, accre	editing, or reviewing agent/organization?
Yes 🖌 No	
If Yes, please provide the name of the reviewing agency/o	organiztion and date of last review.
ALPENA COUNTY PARKS AND RECREATION COM	MISSION AND THE ALPENA COUNTY BOARD OF
	8

ame	of Program / Project:	
lame	of Organization	
	Support & Revenue	Amount
1	Contributions	
2	Registration Fees	
3	Special Events (Fundraising Income)	
4	Federal and State Grants	
5	Local Grants (Non-Youth and Recreation)	
6	Youth & Recreation Millage	\$25,000.00
7	Program/Project & Material Sales Income	
8	Investment Income	
9	Legacies & Requests (Unrestricted)	
10	Cash Match (Please indicate source in Budget Narrative)	\$5,000
11	In-Kind Income (Please indicate source in Budget Narrative)	\$4,500
12	Other (Please indicate source in Budget Narrative)	
13	TOTAL REVENUE (SUM OF LINES 1-12)	\$34,500.00
	Expense	Amount
14	Salaries	
15	Employee Benefits	
16	Taxes (Payroll)	
17	Supplies	\$33,300.00
18	Professional/Legal Fees	
19	Communications (Phone, fax, cell, etc.)	
20	Postage/Shipping	
21	Occupancy	
22	Rental/Maintenance/Purchase of Equipment (Office)	\$1,200.00
23	Printing/Publication	
24	Purchase of Equipment for Program/Project	
25	Travel/Transportation	
26	Membership Dues	
27	Fundraising Expense	
28	Technology Expense	
29	Other (Please break down in Budget Narrative)	
30	TOTAL EXPENSE (SUM OF LINES 14-29)	\$ 34,500.00

~ 2025 Program / Project Budget ~

PLEASE NOTE: LINES #13 AND #30 SHOULD MATCH

Round all figures to the nearest dollar.

The Y & R committee may ask for further information, including agency/entity budget. Attach a Budget Narrative that describes support & revenue and expenses for each line item. Line 6 is the Amount you are requesting from the Youth and Recreation Millage.

I certify that all the information is accurate, that I have authority to sign on behalf of this organization,

and our organization will attend the MANDATORY meeting on December 5, 2024 if our grant is approved.

11 1 21 4	6.6.14.1.4.1
Signature: Just a Pratit Date: 08/2/124	
Name/Title - Executive Director/Superint	endent: KEVIN OSBOURNE- PARKS COMMISSION CHAIR
Signature: Keven Caloant	Date: 8-26-24

Disclaimer: Falsification of the information in this application will cause immediate termination of funding and could cause legal action.



2,000.00 +6,000.00 + 4,000.00 + 2,200.00 + 10,000.00 + 450.00 + 1,500.00 ÷ 500.00 ÷ 350.00 + 7,500.00 + 34,500.00 *

*	DAVE MARCHLEWSKI	
Sand	DAVE MARCHLEWSKI - Gravel - Trucking - Excavating - Contrac	ting
		All and a second

Loading - Dozing - Hauling - Leveling - Clearing - Top Soil - Demolition - Septic Systems

615 State Street, Alpena, Michigan 49707 (989) 354-5216 Sr. (989) 916-6218 Jr. (989) 657-1682

Long Lake Park 2000 20 SOV i moston 300 6000 150 00 40 12000

TERMS: Net 30 Days. A service charge of 1 1/2% per month (18% per year) will be added to all past due invoices.

2025 Youth and Recreation Grant Long Lake Park Day use Enhancements Budget Narrative

1. 200 yards of sand \$2,000.00
300 yards of gravel \$6,000.00
150 yards of topsoil \$4,000.00
4. Equipment/ tool rental \$2,200.00
5. Canopy with metal roof \$10,000.00
6. Concrete pad (2 yards) \$450.00
7. ADA picnic table \$1,500.00
8. Bench \$500.00
9. Grill \$350.00
10. Split Rail Fence \$7,500.00

TOTAL: \$34,500.00

20 ft. x 12 ft. Wood Grain Double Galvanized Steel Roof Hardtop Gazabo with Ceiling Hook, Curtains and Netting

★★★★★ ✓ Questions & Answers (1)











\$2258³³/box

 \heartsuit

\$377.00 /mo** suggested payments with \$6 months** financing Apply Now ()

ickup at Dearborn	Delivering to 49707
Ship to Store Aug 30 - Sep 5 10 available FREE	Delivery Thursday, Sep 5 10 available
- 1 +	L. Add to Cart
	PayPal
	As low as \$121.65/mo. with PayPal. Learn more

Return this item within 90 days of purchase. Read Return Policy

Details

Canopy Style	Pyramid	Color Family	Brown
Commercial/Residential	Commercial, Residential	Floor Options	Without Floor
Frame Material	Aluminum	Gazebo Features	Hardtop, Mosquito Net, Water Resistant
Заzebo Туре	Patio, Permanent	Included	Assembly Instructions
Manufacturers Recommended Assembly Time (hours)	12	Manufacturers Recommended Tools needed for Assembly	Stepladders, Protective gloves, Safety hat, Electric screwdrivers
Maximum Roof Load	100	Maximum Wind Resistance	45
Number of People Recommended by Manufacturer to Assemble	4	Outdoor Living Product Type	Gazebo
Product Weight (lb.)	460 lb	Returnable	90-Day
Roof Color Family	Bronze/copper metallic	Shape	Rectangle

Warranty / Certifications

Manufacturer Warranty

1 Year Warranty

Specifications

Dimensions: H 120.9 in, W 233.4 in, D 142.9 in

Dimensions

Approximate Depth (ft.)	12	Approximate Height (ft.)	10	
Approximate Width (ft.)	19	Assembled Depth (in.)	142.9 in	
Assembled Height (in.)	120.9 in	Assembled Width (in.)	233.4 in	
Canopy Depth (in.)	142.9 in	Canopy Width (in.)	233.4 in	
Coverage Area (sq. ft.)	240 sq ft	Height From Ground to Underside of Canopy Edge (in.)	81.9 in	
Outside Post Spacing Depth (in.)	125.6 in	Outside Post Spacing Width (in.)	111.4 in	
Overall Height from ground to top of canopy/Overall Dimensions in Height (in.)	120.9 in	Width (ft) x Depth (ft)	19x12	

Highlights

- Use of environmentally friendly poder coating material allows the surface to achieve a visual effect of natural wood grain, and also improves rust and peeling resistance
- Double-tiered roof design provides extra stability and allows for improved air flow. The gazebo also comes with hooks, making it easy to hang plants, lights or other decorations.
- Netting and curtains use a dual-slide design that features zippered, double-layered sidewalls.
- Water gutter design allows rainwater to flow from the eaves leaks to the ground reduce the hassle of rain, keeps the gazebo in good condition and prolongs its lifespan
- Easy assembly: the assembly process of this sturdy piece is completed with simple stepby-step instructions.
- The wind resistance rate is 45mph and can withstand a loaded snow thickness of 6 inches.
- Products are divided into 6 boxes and may be delivered on different dates, please wait for your package to arrive and start assembling!
- Return Policy

Product Information

Internet # 329001249 Model # SM-G30029BR-1 Store SKU # 1011464618

EXHIBIT C

Alpena County Annual Budget Youth and Recreation Fund

Attached