



## PROJECT CONTRACT: RECREATION PLAN UPDATE

A joint project with Alpena Township, Green Township, Ossineke Township & Wilson Township

### Scope

The Northeast Michigan Council of Governments (NEMCOG) is submitting a contract to update the Alpena County Recreation Plan. This project will be completed jointly with Alpena Township, Green Township, Ossineke Township, and Wilson Township. The following outlines the process:

### Components of the Recreation Plan

All sections of the Recreation Plan will be updated:

#### Community Description

The Community Description section contains information pertaining to the jurisdiction of the recreation plan and the extent of the plan focus.

#### Administrative Structure

Planning for and providing park and recreation services and open space for a community requires staff (or volunteers) and funds to purchase recreation land and open spaces and to develop, operate, and maintain them. This section contains a description of how the park and recreation functions are carried out in Alpena County.

#### Recreation Inventory

This section contains a description of each recreational facility in the County, maps, barrier-free accessibility assessments, and a DNR Recreation Grant Inventory. Included also are the Post-Completion Self Certification Reports that are now required for each facility for which DNR grant funding has been awarded in the past (including the required photos).

#### Description of the Planning and Public Input Process

Planning methods and a description of the public input process are detailed in this section.

#### Public Input

Two methods of public input are required in a Recreation Plan. One method is the input gathered at the required public hearing prior to adoption of the plan. The other method of public input will take the form of an online public input survey.

#### Goals and Objectives/Action Program/Basis for Action

These sections describe the goals and objectives developed during the preparation of the plan. It also identifies how the County intends to meet, or work towards meeting, its goals and objectives over the next five years. It contains specific projects/improvements, cost estimates, as well as a general timeline for intended improvements. In addition, a basis for action will justify needed improvements.

**Final Deliverables: All chapters of the Recreation Plan will be provided in electronic format in Microsoft Word and PDF format. GIS and maps datasets will be provided, if applicable. 12 hard copies of the Recreation Plan will be provided.**

## Services to be provided by the Municipality

Alpena County will make available, free of charge, all existing information pertinent to the planning process such as any existing maps, lists of facility improvements since the last recreation plan, digital data, reports, or file material. NEMCOG shall not sell or redistribute any digital data created by and obtained from Alpena County. The County also agrees to provide input throughout the process.

Draft documents in digital format will be provided to Alpena County during preparation of the plan. Alpena County agrees to provide draft hard copies for those individuals involved in the planning process (who request hard copies). Alpena County also agrees to pay for publication of all required public notices and postage for the mailing of the plans to appropriate entities.

## Proposed Costs

The municipality agrees to maintain membership in the Northeast Michigan Council of Governments for the duration of the project.

|  |                |
|--|----------------|
| Staff Time   | \$5,890        |
| Meetings held jointly with townships (2 in-person) | \$1,070        |
| Copies of Plan                                     | \$240          |
| Administration                                     | \$800          |
| <b>Total Cost</b>                                  | <b>\$8,000</b> |

**Meetings:** NEMCOG will charge for an in-person meeting for attendance even if there is no quorum. In the event that a scheduled in-person meeting with NEMCOG staff is cancelled by the municipality, there shall be at least five hours' notice given to NEMCOG staff prior to the scheduled meeting time. If less than five hours' notice is given, then an extra in-person meeting fee shall apply.

**Extra Meetings:** Besides the meetings included as part of the costs above, if the municipality requests NEMCOG staff attend an additional meeting, the cost per meeting shall be \$535 for an in-person meeting and \$200 for a virtual or phone meeting.

**Print Copies:** Extra print copies of the Master Plan shall be \$20 each. Print copies of large wall maps shall be \$20 each.

## Timeline

| 2023 |     |     |     |     |     |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|      |     |     |     |     |     |     |     |     |     |     |     |
| 2024 |     |     |     |     |     |     |     |     |     |     |     |
| JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|      |     |     |     |     |     |     |     |     |     |     |     |

- Public Input Survey
- Plan Development
- Plan Review
- Plan Adoption

## Signatures

This AGREEMENT shall be governed by the laws of the State of Michigan and constitutes the entire and exclusive agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications whether written or oral. This document and a photocopy in good form shall be considered an original document with signatures of authorized representatives.

IN WITNESS WHEREOF, for adequate consideration and intending to be legally bound, the parties have caused this AGREEMENT to be executed by their duly authorized representatives.

Alpena County

NEMCOG

Signature: \_\_\_\_\_

Signature: *Douglas Baum*

Name: \_\_\_\_\_

Name: Douglas Baum

Title: \_\_\_\_\_

Title: Executive Director

Date: \_\_\_\_\_

Date: April 20, 2023