# Charlevoix County
# Capital Improvement Plan

2012 – 2018

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# Introduction and Overview of a CIP

In compliance with the requirements of the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended), the Charlevoix County Planning Commission is charged with the responsibility of developing a Capital Improvement Plan and updating it on an annual basis.

A simple definition of a "Capital Improvement Plan" is a short range plan, typically having a life of six years, which identifies capital projects and major equipment purchases over the life of the Plan.

Having an adopted Capital Improvement Plan allows for budgeting of sufficient funds annually to enable the future capital expenditures to be made, allows for grant funding and other non-county funds to be sought to aid in acquiring the necessary items, gives the County Board of Commissioners advanced notice of necessary major expenditures, provides a link between the County Budget and future improvements, and provides notice to the Planning Commission to ensure that it has both advance notice of major capital expenditures and that those expenditures are compliant with adopted county plans.

No new public facilities, expansions of existing facilities or replacements of existing facilities should take place by the County or it affiliated agencies or departments that are not included in this County adopted Capital Improvement Plan.

The County Planning Commission should and annually solicit information from all county departments and affiliated agencies for the purposes of updating this Plan. Following the collection of this information, the Planning Commission will rate the submitted projects and capital expenditures, including those in the revised Capital Improvement Plan and submit the revised plan to the County Board of Commissioners for their consideration.

## Process

The development of this Capital Improvement Plan consisted of the following steps:

Step 1: Planning Commission establish a minimum threshold dollar value as to what should be considered as a capital expenditure for purposes of the Capital Improvement Plan. Survey all county departments and agencies concerning their capital facilities and equipment, ownership interest in the structures, and upcoming maintenance items.

Step 2: Creation of an inventory of all county facilities and major equipment, that is owned, leased, or on loan to the county. For the purpose of this plan, leased and/or loaned facilities include those which the County is committed to utilize for a period of time of 12 months or longer. The information requested included what the County is

responsible for with regards to leased and loaned properties such as maintenance and repair. Maintenance and repair include items such as roof repair, painting, replacement of carpeting, boiler system, maintenance, etc.

Step 3: Create a list of previously approved projects which are underway or otherwise short of completion and will require additional public funding to complete.

Step 4: Assess the County's financial ability to commit funding for projects over time.

Step 5: Solicit, compile, and evaluate future funding requests for necessary/desirable projects.

Step 6: Establish a project rating system to be used in objectively rating projects and expenditures relative to other projects.

Step 7: Develop a Capital Improvement Financing Plan. This plan will be based on the relative priority of each project, the cost of each project, and the availability of funding from all potential funding sources.

Step 8: Planning Commission recommendation adoption of the Capital Improvement Plan by the County Board of Commissioners.

Step 9: Annually monitor the success of the Capital Improvement Plan, survey county departments and agencies for new information, make changes to the plan including extending the lifespan of the plan by 1 year and adopt the revised plan.

## Determination of a Capital Improvement

A capital improvement as defined by the Planning Commission is an expenditure of $5,000.00 or more that falls into one of the following categories:

- Any acquisition of land by the County, its departments or agencies for a public purpose

- Construction of a new building, expansion of an existing building or utilities and other infrastructure to enable building construction or expansion

- A major renovation or repair of an existing building having a cost of $5,000.00 or more, such as a new roof or a new heating or air conditioning system, which would typically have a long life span (10 years or greater)

- Purchase of equipment which has a cost of $5,000.00 or more and has a life expectancy of 10 years or greater

## Maintenance and Utility Costs

During the development of this Capital Improvement Plan, all departments were surveyed for information such as the date of construction of each facility, estimated life expectancy, and the annual cost of their facilities. Annual costs were considered remaining debt and the amount necessary to pay on that debt annually; or annual lease payments if the facility is being leased from some other party. In addition, information was requested concerning major repairs anticipated as well as annual utility costs. Due to the poor response to this portion of the survey, we are not able to provide a clear picture of the condition of the County's "physical plant". However, we expect this to change in future updates of this plan.

# Inventory of Existing Capital Facilities

## Boyne Area

County Transit Building and Associated Properties

The property consists of a four acre site located on the corner of Brockway and Beardsley Streets in Boyne City, in close proximity to the Boyne City Airport. This property is occupied in part by County Transit and in part by the Animal Control Offices/Animal Shelter. This property was acquired from the Charlevoix County Road Commission in 1988 and the transfer to the County contained provisions that the property is to be used for the Transit System or other county functions and is not to be subdivided or split into smaller parcels for a period of 30 years following the transfer of the property, or the property ownership could revert to the Road Commission, at the discretion of the Road Commission.

The County Transit Building consists of a garage area and offices for the staff. The current structure was built in three (3) phases. The original construction began in 1988, with additions in 1991 and 1999.

Animal Control Offices and Animal Shelter

The Animal Control/Humane Society building was constructed in 1998, with an addition having been made since that time. The building consists of a small meeting room, staff offices and kennels for the keeping of animals (typically dogs and cats, but it's not limited to them).

Boyne Area Senior Center

The Boyne Area Senior Center is located at 411 East Division Street in Boyne City. The Center is leased by the County from Boyne Area Seniors, Inc. This facility is provided for seniors to have meals together and engage in social activities. This building was constructed in 2008 and is in excellent condition.

The County is responsible for all repairs and maintenance to the contents and interior of the building, but is not responsible for the outer walls, roof, heating system, plumbing, sidewalks, or parking lot during the period of the lease.

Road Commission (Main Office and Garage)

The principal Road Commission facilities are located in Boyne City. These facilities include an office and meeting facility, which is attached to a truck maintenance and storage garage, and two salt storage sheds (essentially pole barn type structures). The office and garage building was constructed in 1955 and has been updated through the years with additional insulation, a new roof and heating system installed in 2000. The

Road Commission staff rate this building as being in good condition with a life expectancy of up to 30 years.

Thumb Lake Park

Thumb Lake Park was acquired from the Lake Louise Christian Community in 1993. The property includes approximately 1,500 feet of frontage on Thumb Lake, with a total land area of 10+ acres. In 2002, the Lake Louise Christian Community donated land to the Charlevoix County Road Commission to enable Magee Road to be moved to the east side of the park property to lessen safety concerns over persons parking on the east side of Magee Road and crossing to the west side to access the beach and lake. The County funded the moving of Magee Road to the east side of the park property and created a paved parking area, including handicapped-accessibility to the beach area. Sanitary needs are currently provided by porta-johns. The pavilion was constructed in 2011.

Whiting Park

Whiting Park consists of 166.4 acres located in Eveline Township. The Park includes 2,615 feet of Lake Charlevoix frontage and it is bi-sected by Lake Shore Road. The Park was donated to Charlevoix County by Perry Whiting in 1923 for public use and enjoyment. Over the years, the County has made a number of improvements including a log lodge-style building (with restrooms) in the mid-1940's, a steel building with a full kitchen and restrooms, a residence for the Park Manager, a garage/storage building, two pavilions (the most recent constructed in 2012 to replace an unsafe structure), a toilet/shower building and a pit toilet. In addition to the buildings, the Park features a 50-site campground on the east side of Lake Shore Road, along Lake Charlevoix, as well as an organized play area including a ball field on the west side of Lake Shore Road. At one time, a small boat launch was located at Whiting Park, but due to declining lake levels and policy decisions, the launch was abandoned and subsequently replaced with a handicapped-accessible canoe/kayak launch. Other improvements made in 2010-2011 included providing electricity to a number of campsites, creating a separate access drive to the day use/swimming beach area to eliminate camper and day user conflicts, and improving the log lodge and the remainder of the property to make the entire park barrier-free.

Porter Creek Park

In 1996, the Michigan Department of Natural Resources made 100 acres of state-owned land available to Charlevoix County for a nominal transfer fee. This property was named Porter Creek Park and it consists of a mixture of wetlands and wooded uplands. The County recently conducted a timber harvest and will be creating a plan for the long term development of the property in the near future.

Sheriff’s Substation – Boyne Falls (loaned)

The Charlevoix County Sheriff's Department has been operating a sub-station out of a small building in Boyne Falls for a number of years. Due to the need for additional space, a new building is currently under construction on land donated to the County by the Village of Boyne Falls. In addition to providing additional space for the Sheriff's Department, this new building will allow other County departments to hold office hours there as well. The cost of this new structure will be approximately $240,000.

## Beaver Island

Sheriff’s Office Sub-Station (leased)

The Sheriff's Department maintains a substation on Beaver Island staffed by a year round deputy with additional assistance brought in during times of the year when the population peaks. This substation is located in the building which formerly served as the Medical Clinic in the "village" of St. James. This facility is leased to the County.

Road Commission

The Road Commission Garage on Beaver Island was constructed in the 1920's on a 1/2 acre site. The structure is 2088 square feet in size and was constructed for the purpose of storing housing horse drawn graders. This building is not capable of storing modern day plow trucks with the plow attached or the road grader. The structure suffers from a lack of size; both floor square footage and ceiling clearance. In addition, the building is not insulated and as a result, is costly to heat.

Beaver Island Community Center (leased?)

This facility is located in "downtown" St. James. This facility was constructed in 2008 on a parcel of property which housed a store and underground fuel storage tanks following environmental cleanup of the site. This is a two story building which consists of a public assembly area, a theatre, a kitchen designed for light duty cooking and office space for staff functions. The building is in good condition and has an estimated life expectancy of 50 plus years. This building is leased from the Preservation Authority of Beaver Island with the Authority being responsible for the maintenance and upkeep of the building and grounds.

## Charlevoix Area

County Building Complex – Charlevoix

The Charlevoix County Building fronts on State Street (301 State Street) and also has frontage on Antrim (203 Antrim Street) and Mason Streets. This property was originally occupied by two buildings, a County Building and the Sheriff’s Department/Jail. The

Sheriff’s Department/Jail was constructed in 1910. The County Building that occupied the site at that time was ultimately torn down and replaced with a newer building. The County Building saw a number of additions through the years and was eventually connected to the former Sheriff’s Department/Jail Building as the need for additional space grew.

The County Building houses most of the general county offices including the County Treasurer's, Register of Deeds, Clerk's, Drain Commissioner's and Prosecuting Attorney's offices. Additional offices include: Veterans Affairs, Equalization, Building Safety, Geographic Information Systems, Human Resources, Maintenance, Planning Department, and County Surveyor. In addition, the three courts (Circuit, District and Probate) and their subsidiary offices (Friend of the Court, Probation, and Community Corrections) as well their conference and court rooms are also located in the County Building.

The current County Building was constructed in a number of phases. The two-story portion of the building was opened for use in August 1957. Following the occupancy of that structure, the former County Building was torn down and the one story section of the existing County Building was constructed and attached to the south side of the two story structure. The one-story section was completed in February 1958. Space in this structure was used by a number of county, multi-county and state offices. As the need for additional county office space grew over time, the multi-county and state offices moved to other buildings in the area and the space was filled with county offices. In 1992, the Clerk's and Prosecutor's offices were moved into the former Sheriff’s Department/Jail building, located west of the one story section of the County Building. With the increasing case load in the court systems, competition for the single courtroom in the County Building demonstrated the need for additional court rooms as well as general office space. In 1996, an addition to house the District and Probate Courts was completed which connected the County building with the former Sheriff’s Department/Jail building. This addition also provided space for a new heating plant, file storage space, four offices, a meeting room (Pine Lake Room), and an employee break room.

A new heating plant was installed with this addition in 1995. The boiler system was upgraded in 2010 to more efficiently provide heat and hot water for the portions of the County Building that existed prior to the 1996 addition.

In addition to the property upon which buildings and associated parking is located, two additional parcels (parts of lots or multiple lots) are owned by the County, one to the north of Mason Street which has been developed as an overflow parking lot and a second parcel fronting on Antrim Street which backs up to the County Building parking lot which is currently vacant, awaiting plans for its future use. This parcel is a fenced, grassy lot.

Sheriff's Department Complex

In 1968 the Charlevoix County Building Corporation purchased a number of parcels of property that were combined to form one (1) parcel located at the southeast corner of Grant Street and Garfield Avenue in Charlevoix. In 1971, a Sheriff's Department/Jail facility was constructed on the property. The vacant land to the south was used by the Charlevoix Little League program and the Charlevoix Public Schools baseball team. A pole-style storage building was constructed in 1999 to store Sheriff's Department equipment and to provide a secure facility to store evidence for upcoming trials and/or insurance investigations.

The baseball field was closed to use in 1999 and the Animal Shelter was moved to its current location in Boyne City in 1998 to allow for a renovation of the Sheriff's Department and an expansion of the Jail, which was completed in 2001.

Health Department of Northwest Michigan

In 1991, the northern portion of the Sheriff's Department/Jail property was leased to the Northern Michigan Health Foundation, which in 1992, constructed a combination office building/clinic for use by the Health Department of Northwest Michigan. In 1994, an addition was added to that structure to house a "Dental Health" program under the auspices of the District Health Department. The lease agreement was structured that at such time as the loans used to finance the construction of the building were paid off, the building could be leased by the Health Department or they could move to other quarters and the building would be available for County use. In 2010, the "Dental Health" program moved to quarters in Boyne City. This occurred at approximately the same time as the loan to construct the original portion of the building was paid off. An agreement was struck to allow the Health Department to stay in their original portion of the building.

Commission on Aging

The Commission on Aging moved their offices into the eastern portion of the building housing the Health Department of Northwest Michigan in 2010 from their former quarters which was a single family home converted into office space on Antrim Street. That structure has since been removed and is a fenced in lot that has been seeded awaiting future use by the County.

Charlevoix Senior Center

The Charlevoix Senior Center is located in the former Charlevoix Township Hall building located on Norwood Road near the corner of Norwood Road and Carpenter Avenue in Charlevoix Township. This Center is provided for seniors to have meals together as well as engage in social activities. This is an older building of stick-built construction, which requires substantial maintenance. The County is responsible for all repairs and maintenance of this building and the property for as long as it is used for a Senior

Center. At such time as the building ceases to be used as a Senior Center, the ownership of the building and property reverts to Charlevoix Township.

Little Traverse Wheelway (non-motorized trail)

The Little Traverse Wheelway is a 26-mile linear park which begins at the intersection of Waller Road and US-31 in Charlevoix Township and ends in Harbor Springs. The portion of the Wheelway located in Charlevoix and Hayes Townships was completed in 2002 and is owned, operated, and maintained by the County of Charlevoix. The land on which this trail is located is either owned by the Michigan Department of Transportation or MDoT has highway right-of-way easements on this land for transportation-related purposes. This trail is available for recreational and transportation use by non-motorized vehicles and foot traffic. Typical users include walkers, joggers, rollerbladers, bicyclists, cross-country skiers, etc. The County, in the development of this trail, agreed to assume maintenance and liability responsibility for the life of the trail. The life of a non-motorized trail is typically 25 years. At such time as the trail needs complete resurfacing with asphalt, grant funds will be sought to offset the cost of the improvements.

## East Jordan Area

East Jordan Community Center

The East Jordan Community Center is located at 116 Main Street in East Jordan. This Center is provided for seniors to have meals together as well as engage in social activities. It features a commercial kitchen, public assembly area, and meeting rooms. This facility is leased by the County with six (6) years remaining on the lease. The building was constructed in the 1930's and as a result, needs frequent maintenance. The County is responsible for all interior equipment and systems as well as half the cost of the roof. The County is not responsible for the exterior of the structure.

Grandvue Medical Care Facility

The Grandvue Medical Care Facility property was formerly known as the County poor farm. The original medical care structure was constructed in 1958 with additions having been completed in 1979 and 2005. Grandvue is a skilled nursing facility with 113 beds as well as kitchen, dining, laundry, and other areas typically found in a nursing home. The building is generally in good condition with an estimated life expectancy of 50 years. Some repairs will be necessary within the next few years.

# Ironton Area

Road Commission (Ironton Garage)

The Road Commission Garage located in Ironton consists of a truck and equipment storage building, which also includes a foreman's office and employee break room. This building is a steel-fabricated structure. It was built in 1964 and is rated as being in fair condition with a life expectancy of perhaps 25 years with proper maintenance and some improvements, such as the replacement of windows and doors.
In addition to this building, two (2) salt storage buildings are located on the property, which protect the salt from the weather and prevent the salt from leaching into our surface and subsurface water bodies.

Ironton Ferry

The Ironton Ferry crosses the South Arm of Lake Charlevoix at Ironton and connects Ferry Road on both sides of the South Arm. Once privately owned, the Ferry is owned and operated under the auspices of the Charlevoix County Transportation Authority. It is a cable ferry that is guided back and forth across the Ironton Narrows by means of cables. The propulsion is provided by an engine and transmission, which functions with a forward and reverse, and the steering or direction is determined by the cables which guide the Ferry to the ramps on each shore. County funds are routinely spent on three different maintenance issues in order to keep the Ferry in operation. First, the U.S. Coast Guard requires the Ferry be pulled from the water every five (5) years for inspections. Second, there is a need to insure an adequate propulsion system, which consists of the engine, clutch, drive shafts and propellers. Third, the hydraulic ramps located on each shore, which allow vehicles to drive on and off the Ferry, must be maintained.

The ramps have required a considerable investment of County funds over the years with the installation of hydraulic lifts, especially factoring in the long term as well as seasonal fluctuations in water levels. The lowest water levels occurred in the early 1960’s and record high levels occurred in the mid to late 1980's. The difference between the record high and low water levels is approximately 5.3 feet, with seasonal variations of close to 2 feet. Hydraulic pumps are used to raise and lower the ramps every time the Ferry reaches or leaves shore. Given this frequency of use, the pumps need to be replaced approximately every four (4) years.

The clutch on the Ferry was replaced approximately five (5) years ago. The power plant (engine) should be replaced in the near future. The most appropriate time to perform this work is when the Ferry is pulled out of the water for the 5-year U.S. Coast Guard inspection, which will next occur during the winter of 2012-2013 and again in the winter of 2017-2018.

Miscellaneous County Properties

In addition to the properties and structures listed above, a number of parcels of property are owned by the County and its various departments and agencies. These parcels have in some instances been purchased for a specific use while in other instances the properties have been donated to the County. These parcels fall into one of three (3) categories below:

In the first category is a small parcel of land fronting on US-31 in Norwood Township was donated to the Charlevoix County Department of Social Welfare for the benefit of Grandvue Medical Care Facility.

In the second category is a parcel owned by the Road Commission which is used to provide gravel for the Road Commission's needs at the east end of the County. This parcel is located in Antrim County on the east side of US-131, just south of the Charlevoix County line.

In the third category are parcels located throughout the County, which are also owned by the Road Commission. These parcels may be used for obtaining gravel, and/or for the dumping of trees and other organic debris that fall on the roads and are cleared by the Road Commission. Following are the parcels throughout Charlevoix County that are owned by the Road Commission:

- Parcel at Boyne City/Charlevoix Road and Quarterline Road in Section 29 in Hayes Township
- Parcel on M-66 in Section 28 of Eveline Township – approximately 17 acres
- Parcel across from Beaver Island Road Commission garage on the lakefront in Section 23 of St. James Township
- Parcel at Northpointe in Boyne City – a few acres in size
- Parcel on Harbor Ridge in Evangeline Township
- Two parcels on Sloop Road in Section 30 of Wilson Township
- Parcel on East Side Drive in Peaine Township

# Inventory of Existing Capital Equipment

Please see the following spreadsheet entitled “Capital Facility & Equipment Inventory List”

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| **County Building & Courthouse** | Facility | County Offices and Court Systems | Charlevoix | Owned | 1910 | 1956 and 1995 Additions | Good | | |
| **Sheriff's Office** | Facility | Administrative Offices, Law Enforcement, Jail | Charlevoix | Owned | 1971 | Jail Addition in 2000 | Good | | |
| | Facility | Pole Barn (storage building) | Charlevoix | Owned | 1999 | | | | |
| | Facility | Sub-Station | Boyne Falls | Loaned | | | Insufficient Space | | |
| | Facility | Office for Beaver Island Substation Staff | Old Medical Center, Beaver Island | Leased | | | | | |
| | Facility | Housing for Beaver Island Substation Staff | Former DNR Barracks, St. James Twp, Beaver Island | Leased | | | | | |
| | Equipment | Heating System Upgrade at Jail | Charlevoix | | | Replaced in 2011 | | $225,000 | |
| | Equipment | 1998 Arctic Cat Snowmobile | | Owned | | | | | State Grants |
| | Equipment | 1999 Artctic Cat Snowmobile | | Owned | | | | | |
| | Equipment | 1999 Trail Sport Snowmobile | | Owned | | | | | |
| | Equipment | 2008 Arctic Cat Snowmobile (2) | | Owned | | | | | |
| | Equipment | 2010 Yamaha Snowmobile | | Owned | | | | | |
| | Equipment | 2009 Honda ATV | | Owned | | | | $5,700 | |
| | Equipment | 2009 Yamaha ATV | | Owned | | | | $5,990 | |
| | Equipment | 1988 Ford Pick-up | | Owned | | | | | County General Fund |
| | Equipment | 2000 Ford Crown Victoria | | Owned | | | | | County General Fund |
| | Equipment | 2000 Ford F-350 | | Owned | | | | | County General Fund |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| | Equipment | 2001 Chrysler PT Cruiser | | Owned | | | | | County General Fund |
| | Equipment | 2003 Toyota Rav 4 | | Owned | | | | | County General Fund |
| | Equipment | 2004 Ford Exp. | | Owned | | | | | County General Fund |
| | Equipment | 2004 Ford F-150 | | Owned | | | | | County General Fund |
| | Equipment | 2004 Eldorado | | Owned | | | | | County General Fund |
| | Equipment | 2005 Ford F-250 | | Owned | | | | | County General Fund |
| | Equipment | 2005 Chevy Van | | Owned | | | | | County General Fund |
| | Equipment | 2005 Ford Crown Victoria (2) | | Owned | | | | | County General Fund |
| | Equipment | 2005 Ford 500 SE AWD | | Owned | | | | | County General Fund |
| | Equipment | 2006 Ford Freestar | | Owned | | | | | County General Fund |
| | Equipment | 2006 Ford Expedition | | Owned | | | | | County General Fund |
| | Equipment | 2006 Chevy Impala | | Owned | | | | | County General Fund |
| | Equipment | 2006 Ford Crown Victoria | | Owned | | | | | County General Fund |
| | Equipment | 2006 Ford F-150 | | Owned | | | | | County General Fund |
| | Equipment | 2007 Ford Crown Victoria (3) | | Owned | | | | | County General Fund |
| | Equipment | 2007 Ford F-150 Regular Cab | | Owned | | | | | County General Fund |
| | Equipment | 2008 Ford Explorer XLT | | Owned | | | | | County General Fund |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| | Equipment | 2008 Ford Crown Victoria | | Owned | | | | | County General Fund |
| | Equipment | 2009 Ford Escape XLT | | Owned | | | | | County General Fund |
| | Equipment | 2009 Ford Crown Victoria | | Owned | | | | | County General Fund |
| | Equipment | 2010 Dodge Caravan | | Owned | | | | | County General Fund |
| | Equipment | 2010 Ford Crown Victoria (2) | | Owned | | | | | County General Fund |
| | Equipment | 2011 Ford Crown Victoria (2) | | Owned | | | | | County General Fund |
| | Equipment | 2011 Chevy Caprice | | Owned | | | | | County General Fund |
| | Equipment | 2012 Ford Escape XLT | | Owned | | | | | County General Fund |
| | Equipment | 2012 Interstate Trailer | | Owned | | | | | County General Fund |
| | Equipment | 2012 Ford Transit Connector | | Owned | | | | | County General Fund |
| | Equipment | 1988 Boston Whaler (boat) | | Owned | | | | $6,500 | County General Fund |
| | Equipment | 2010 Mercury 75 HP Motor | | Owned | | | | $6,000 | County General Fund |
| | Equipment | 2006 Zodiac HIN (boat) | | Owned | | | | $24,139 | County General Fund |
| | Equipment | 2004 Evinrude E-TEC Motor | | Owned | | | | $12,061 | County General Fund |
| | Equipment | 1998 Zodiac Hurricane (boat) | | Owned | | | | $37,000 | County General Fund |
| | Equipment | 2005 Zodiac 730SRMN (boat) | | Owned | | | | $25,860 | County General Fund |
| | Equipment | 2010 Mercury XL Verado (boat) | | Owned | | | | $14,500 | County General Fund |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

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|---|---|---|---|---|---|---|---|---|---|
| | Equipment | 2010 Mercury 75 HP Motor | | Owned | | | | $6,000 | County General Fund |
| | Equipment | 1988 Shorelander Trailer Single Axle | | Owned | | | | $1,000 | County General Fund |
| | Equipment | 2005 Venture VBT4100 | | Owned | | | | $5,384 | County General Fund |
| | Equipment | 2007 Trailer | | Owned | | | | $500 | County General Fund |
| | Equipment | 1998 Float-On Unknown | | Owned | | | | $1,500 | County General Fund |
| | Equipment | 2005 Venture Trailer | | Owned | | | | $5,364 | County General Fund |
| | Equipment | 2007 Seadoo Bombardier | | Owned | | | | $12,304 | County General Fund |
| | Equipment | 2008 Yacht Club Trailer Model MMC224 | | Owned | | | | $1,400 | County General Fund |
| | Equipment | 2009 Mercury 90 HP Outboard Motor | | Owned | | | | $5,850 | County General Fund |
| | Equipment | 2012 Robalo R240 (24' vessel) | | Owned | | | | $43,933 | County General Fund |
| | Equipment | 2012 Yamaha 300 HP Motor | | Owned | | | | $25,500 | County General Fund |
| | Equipment | 2012 Phoenix Trailer | | Owned | | | | $4,200 | County General Fund |
| | Equipment | Intercom and Lock-Control System at Sheriff's Office/Jail (analog system) | Charlevoix | Owned | | | | | County General Fund |
| | Equipment | Narrow Band Radio System | Countywide | Owned | | | | | County General Fund |
| **Animal Control** | Facility | Office, Animal Shelter, Kennels | Boyne City | Owned | 1999 | 2011 Addition & Insulation of entire facility | Good | | County General Fund |
| | Equipment | 2005 Truck | | Owned | | | | | County General Fund |
| | Equipment | 2006 Truck | | Owned | | | | | County General Fund |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| **Commission on Aging** | Facility | Administrative Offices on W. Garfield Ave. | Charlevoix | Leased | | | | | Senior millage |
| | Facility | Senior Center - congregate meal site | Charlevoix | Loaned (deed restriction) | Unknown | | Fair | | Senior millage |
| | Facility | Senior Center - public assembly, commercial kitchen, administrative offices | Boyne City | Leased | 2008 | | Excellent | $13,820 for FY2012; $6,910/yr for FY2013-2017 | Senior millage |
| | Facility | Community Center - congregate meal site | Beaver Island | Leased | 2008 | | Good | $6,266 annually | Senior millage |
| | Facility | Community Center - congregate meal site | East Jordan | Leased | 1930's | | Fair | $12 annually | Senior millage |
| **County Parks** | Facility | Whiting Park - house, pole building reception hall, log lodge, open air pavilion, pole building garage, shower building, 160 acres of forested and open land | Eveline Twp | Owned (gift with deed restriction) | Park acquired in 1923; Pole bldg-1973; Log lodge-1948; house-1978; pavilion-1980's?; garage-1980's?; shower bldg-1993 | 2010 | Good, except shower building | | |
| | Facility | Thumb Lake Park - day use park with picnic tables, grills, open air pavilion, 1600 ft of beach along Thumb Lake | Hudson Twp | Owned | Park acquired in 1993 | Pavilion built in 2010 | | | |
| | Facility | Porter Creek Park - vacant land will eventually be day use park with hiking trails | Wilson Twp | Owned | Acquired from State of MI in 1997 | | | | |
| | Facility | Little Traverse Wheelway - non-motorized trail | Charlevoix & Hayes Twps | Owned | 2002 | | | | |
| | Facility | Pavilion 32' x 45' at Whiting Park | Eveline Twp | Owned | 2012 | | New | $41,308 | County General Fund |
| | Equipment | 1985 Kabota Tractor/Loader at Whiting Park | Eveline Twp | Owned | | | | | County funds |
| | Equipment | 1988 Ford F-150 Truck at Whiting Park | Eveline Twp | Owned | | | | | County funds |
| **Computer Systems (IT)** | Equipment | Computer System | All County offices | Owned | | | | | County General Fund |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| | Equipment | Phone System | All County offices | Owned | | | | | County General Fund |
| **MSU Extension** | Facility | MSU Extension Offices at Boyne City Hall | Boyne City | Leased | | | | $6,865.20 annually | |
| **Recycling Program** | Equipment | 26 Recycling Bins | Across the County | Owned | | 2011-2012 | Very Good | Current cost $6,500 each | Recycling Millage |
| | Equipment | Cardboard Compactors (4) | Boyne City and Charlevoix | Owned | | | Good | $8,000 | Recycling Millage |
| **Grandvue Medical Care Facility** | Facility | 113 bed skilled nursing facility providing care to the residents of Charlevoix County and the surrounding area | South Arm Township | Owned | 1958 | Updated in 1979 and 2005 | Good | | |
| **County Transit** | Facility | Transit Facility - office, vehicle storage, maintenance bays, and wash bays | Boyne City | Owned | Built in phases - years not specified | No info provided | Fair to Good | No info provided | No info provided |
| | No information provided concerning the inventory of vehicles and other equipment valued at $5,000 or more | | | | | | | | |
| **Ironton Ferry** | Equipment | Ferry for transporting vehicles | Ironton | Owned | Clutch 2007/2008 | 2008 | Good | | |
| **Road Commission** | Facility | Administrative Offices, Board Room, Truck & Equipment Storage, and Maintenance Shop | Boyne City | Owned | 1954 - 1955 | Replaced heating system in 2000; installed rubber roof; painted exterior in 2007 | Good | Painting $23,600 | Road Commission Building & Grounds funds |
| | Facility | 2 Salt Sheds and Cold Storage Building at the Main Garage | Boyne City | | | | | | |
| | Facility | Ironton Garage - Truck & Equipment Storage, Foreman Office & Employee Break Room | Eveline Twp | Owned | 1964 | | Fair | | |
| | Facility | 2 Salt Storage Buildings at Ironton Garage | Eveline Twp | | | | | | |
| | Facility | Beaver Island Garage - Truck & Equipment Storage & Office | St. James Twp, Beaver Island | Owned | 1920 or before | | Very Poor | | |
| | No information provided concerning the inventory of Road Commission vehicles and other equipment valued at $5,000 or more | | | | | | | | |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| **Clerk's Office** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Prosecutor's Office** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **District Court** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Treasurer's Office** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Register of Deeds** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Circuit Court** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Equalization Department** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Conservation District** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Department of Building Safety** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Soil Erosion / Drain Commissioner** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Friend of the Court** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Probate Court** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Planning Department** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **GIS Department** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Human Resources** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |

Charlevoix County
Capital Facility & Equipment INVENTORY LIST*

| Department / Office | Facility or Equipment? | Description | Location | Owned or Leased? | Yr of Original Construction | Yr of Most Recent Update | Condition | Cost ($) | Source of Funds |
|---|---|---|---|---|---|---|---|---|---|
| **Veteran's Affairs** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Health Department** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |
| **Maintenance Department** | No information provided concerning inventory of equipment valued at $5,000 or more (if any) | | | | | | | | |

***** Blank spaces = Not Applicable or Information was not provided

# Capital Improvement Plan

## Priority Ranking for Capital Projects

### High Priority (1)

- Mandated by law (state or federal)
- Protects public health and/or safety (*corrects* an emergency or dangerous condition)
- Projects that would protect/preserve County assets
- Capital improvements which are self-sufficient (pay for themselves *and* generate operational funds)

### Medium Priority (2)

- Results in operational savings
- Protects public health and/or safety (*prevents* an emergency or dangerous condition)
- Project is vital to economic welfare of County
- Project is necessary/desirable and the opportunity likely will not be available at a future date
- Project is listed in or consistent with future plans adopted under P.A. 33 of 2008 (Michigan Planning Enabling Act)
- Project should be or needs to be completed to allow another highly rated project to proceed

### Low Priority (3)

- Capital improvements that will be funded with non-county funds, but have high operational costs
- Needed to rectify an inequitable distribution of past public improvements and that would greatly benefit the County
- Worthwhile project if funding is available
- Project that is necessary, but can be postponed without detriment to the County

# Requested and Recommended Capital Expenditures/Improvements

Please see the following spreadsheet entitled “Capital Facility & Equipment Needs List”

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **County Building & Courthouse** | Carpet replacement | 2012 | $10,000 | County General Fund | 2 |
| **Sheriff's Office** | Replace 3 Patrol Cars | 2012 | $85,000 | County General Fund | 2 |
| **Commission on Aging** | Range Hood at Charlevoix Senior Center - vent fumes and steam from convection oven | 2012 | $6,000 | Senior millage | 1 |
| **County Parks** | Boyne City to Charlevoix Trail Expansion (Phase II) - Waller Road to Camp Sea-Gull | 2012 | $3 million | MNRTF Grant + TE Grant + $400,000 local match | 2 |
| **Computer Systems (IT)** | Replace existing phone system with VOIP (Phase I & Phase II) at COA office | 2012 | $23,000 | County General Fund | 2 |
| **Road Commission** | Boyne City/Charlevoix Road from Sumner Rd to Stephens Rd | 2012 | $1,468,950.00 Bid | SAFETEA-LU & Countywide Road Millage | 1 |
| | Boyne City/Charlevoix Road from Western Ave to Stephens Rd | 2012 | $2,968,628.90 Bid | Countywide Road Millage | 1 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **County Building & Courthouse** | Roof replacement on 1st story of 1956 addition | 2013 | $25,000 | County General Fund | 1 |
| | Carpet replacement | 2013 | $10,000 | County General Fund | 3 |
| | Air conditioning units | 2013 | $21,000 | County General Fund | 3 |
| **Sheriff's Office** | Replace 3 Patrol Cars | 2013 | $85,000+ | County General Fund | 2 |
| **Animal Control** | More office space (addt'l 200 sq ft) at existing facility | 2013 | No cost figure provided | County General Fund | 3 |
| | Re-epoxy the kennel floors | 2013 | $9,000 | County General Fund | 2 |
| | Upgrade existing phone system to VOIP to reduce costs | 2013 | No cost figure provided | No info provided | 2 |
| **Grandvue Medical Care Facility** | Add roof insulation and new roofing above dining room & kitchenette as well as boiler room & air handler penthouse | 2013 | $25,000 | No info provided | 1 |
| | Phone system with voicemail | 2013 | $80,000 - $110,000 | Operating funds | 2 |
| | Transport Van | 2013 | $45,000 - $58,000 | No info provided | 3# |
| | Transport Bus | 2013 | $61,000 | No info provided | 3# |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **County Parks** | Butler property - 72 acres with pole building adjacent to Whiting Park in Eveline Twp | 2013 | $306,000 | $214,200 MNRTF Grant + $91,800 County funds | 3 |
| | Boyne City to Charlevoix Trail Expansion (Phase III) - Evangeline/Bay Twp line to Camp Sea-Gull | 2013 | $3 million | MNRTF Grant + TE Grant + $400,000 local match | 2 |
| **Computer Systems (IT)** | Replace existing phone system with VOIP (Phase III) at Co. Bldg, Sheriff's Office/Jail & all Substations & Animal Control | 2013 | $48,000 | County General Fund | 2 |
| **Recycling Program** | Refurbish and repaint 16 recycling bins at sites throughout the County | 2013 | $1,500 each; $24,000 total | Recycling Millage | 1 |
| | 2 New Recycling Bins for Cardboard Compactors | 2013 | $14,000 | Recycling Millage | 1 |
| | East Jordan Recycling Site at EJ Fire/EMS Bldg | 2013 | $13,000 | Recycling Millage | 2 |
| **Ironton Ferry** | New power plant (engine) | 2013 | $150,000 - $200,000 | Grants | 2 |
| | U.S. Coast Guard Inspection | 2013 | No cost figure provided | County General Fund | 1 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **County Transit** | A&E Maintenance Facility upgrade/replacement | 2013 | $35,000 | $28,000 Federal + $7,000 State | 1* |
| | AC charging/recovery equipment | 2013 | $8,000 | $6,400 Federal + $1,600 State | 1 |
| | Small Bus, 176 wheelbase, w/ lift, gas engine (AC, stepwell heater, radio & prep, driver side running board, anti-slip flooring, ceiling handrails) | 2013 | $134,000 | $107,200 Federal + $26,800 State | 1 |
| | Multi-line Phone System | 2013 | $15,000 | $12,000 Federal + $3,000 State | 2** |
| | Replace Tire Machine to larger machine that will accommodate larger tires | 2013 | $11,500 | $9,200 Federal + $2,300 State | 1 |
| | Replace Tire Balancer with larger equipment that is capable of working on larger tires | 2013 | $8,000 | $6,400 Federal + $1,600 State | 1 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **Road Commission** | Replace shop windows at Boyne City Garage with more energy-efficient windows | 2013 | No cost figure provided | Grants | 2 |
| | Service doors (man doors) at Boyne City Garage | 2013 | No cost figure provided | Grants | 3 |
| | Paving at Boyne City Garage | 2013 | $150,000 | County Board | 3 |
| | Service doors (man doors) at Ironton Garage | 2013 | No cost figure provided | Building & Grounds funds | 3 |
| | Roof needs extensive work at Ironton Garage | 2013 | No cost figure provided | Building & Grounds funds | 1 |
| | 2 Plow Trucks - tandem axle & single axle truck for snow plowing and general summer road maintenance | 2013 | $400,000+ | County Board | 2 |
| **Road Commission / Sheriff's Office / Transit** | New Building for Beaver Island Garage (St. James Twp) for Truck & Equipment Storage & Office | 2013 | $1.8 million Total; $1,080,000 Fed Gov't; $720,000 County Board | | 3*** |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **County Building & Courthouse** | Air conditioning units | 2014 | $21,000 | County General Fund | 3 |
| **Sheriff's Office** | New Boyne Falls Sub-Station | 2014 | $263,100 | County General Fund | 1 |
| | Replace 3 Patrol Cars | 2014 | $85,000+ | County General Fund | 2 |
| | Upgrade Analog Intercom and Lock-Control System at Sheriff's Office/Jail to a Digital System | 2014 | $90,000 | County General Fund | 1 |
| **Grandvue Medical Care Facility** | Replace boiler | 2014 | $900,000 | No info provided | Not Rated^^^^ |
| **County Parks** | Small boat launch at Whiting Park | 2014 | $100,000 - $150,000 | County & private funds | 3 |
| | Replace Ford F-150 Truck at Whiting Park | 2014 | $18,000 | County funds | 2 |
| **County Transit** | Replace Maintenance Facility | 2014 | $750,000 | $600,000 Federal + $150,000 State | 3^ |
| **Road Commission** | 2 Plow Trucks - tandem axle & single axle truck for snow plowing and general summer road maintenance | 2014 | $400,000+ | County Board | 2 |
| | Road Grader on Beaver Island | 2014 | $84,000 | Road Commission funds | 2 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **Sheriff's Office** | Replace 3 Patrol Cars | 2015 | $85,000+ | County General Fund | 2 |
| **County Parks** | Pit toilets - one large or two small, universally accessible - at Thumb Lake Park in Hudson Twp | 2015 | $22,000 | County funds or grants & private funds | 3^^ |
| | Replace Kabota Tractor/Loader at Whiting Park | 2015 | $25,000 | County funds | 2 |
| **Recycling Program** | Truck & Pony for moving the Recycling Bins | 2015 | $110,000 | Recycling Millage | 3 |
| **County Transit** | Replace Vehicle #47 | 2015 | $128,369 | $102,695 Federal + $25,674 State | 1 |
| | Roof replacement | 2015 | No cost figure provided | No info provided | 2**** |
| **Road Commission** | 2 Plow Trucks - tandem axle & single axle truck for snow plowing and general summer road maintenance | 2015 | $400,000+ | County Board | 2 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **Sheriff's Office** | Replace 3 Patrol Cars | 2016 | $85,000+ | County General Fund | 2 |
| | Replace Zodiac Boat for Marine Patrol | 2016 | No cost figure provided | No info provided | 3 |
| **Animal Control** | Replace Pick-up Truck | 2016 | $28,000 | County General Fund | 2 |
| **Road Commission** | 2 Plow Trucks - tandem axle & single axle truck for snow plowing and general summer road maintenance | 2016 | $400,000+ | County Board | 2 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **Sheriff's Office** | Replace 3 Patrol Cars | 2017 | $85,000+ | County General Fund | 2 |
| | Housing for Beaver Island Substation Staff | 2017 | $150,000 | County General Fund | 3^^^ |
| **Road Commission** | 2 Plow Trucks - tandem axle & single axle truck for snow plowing and general summer road maintenance | 2017 | $400,000+ | County Board | 2 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **Animal Control** | Replace Pick-up Truck | 2018 | $32,000 | County General Fund | 2 |
| **Commission on Aging** | Furnace repairs at Charlevoix Senior Center | 2018 | $12,000 | Senior millage | 1 |
| **Ironton Ferry** | U.S. Coast Guard Inspection | 2018 | No cost figure provided | County General Fund | 1 |
| **Road Commission** | 2 Plow Trucks - tandem axle & single axle truck for snow plowing and general summer road maintenance | 2018 | $400,000 | County Board | 2 |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| **Road Commission** | Six Mile Lake Road | No info provided | $575,000 | Countywide Road Millage | Unable to rate |
| | Kings Highway (Beaver Island) | No info provided | $1,500,000 | Countywide Road Millage | Unable to rate |
| | Deer Lake Road | No info provided | $600,000 | Countywide Road Millage | Unable to rate |
| | Korthase Road | No info provided | $500,000 | Countywide Road Millage | Unable to rate |
| | Marion Center Road | No info provided | $1,200,000 | Countywide Road Millage | Unable to rate |
| | Ellsworth Road | No info provided | $1,350,000 | Countywide Road Millage | Unable to rate |
| | Norwood Road | No info provided | $350,000 | Countywide Road Millage | Unable to rate |
| | Ferry Road | No info provided | $275,000 | Countywide Road Millage | Unable to rate |

Charlevoix County
Capital Facility & Equipment Needs List

| Department / Office | Facility or Equipment Need | Fiscal Year Needed | Cost ($) | Source of Funds | PC Priority |
|---|---|---|---|---|---|
| | Slashing Road | No info provided | $500,000 | Countywide Road Millage | Unable to rate |
| | Chandler Hill Road | No info provided | $600,000 | Countywide Road Millage | Unable to rate |

***** What does A&E mean?

****** This should be tied in with VOIP that the County is implementing

******* There is a demonstrated need, but the cost is excessive for the type of building being constructed. It seems the new building could be built more cost-effectively.

******** The Planning Commission questions the need for a roof replacement if the entire facility will be replaced in 2014.

**^** The Planning Commission questions the need to replace the facility.

**^^** These are ok as long as there is County Staff oversight. The potential for vandalism is high and would necessitate costly repairs as opposed to porta-johns, which are more easily serviced at less cost.

**^^^** Can housing be provided at the new Road Commission building?

**^^^^** The Planning Commission questions the reason for replacing the boiler. Is it due to age or malfunction or inefficient/costly operation? The Planning Commission did not have enough information to rate this need.

**#** The Planning Commission questions if other options have been considered, such as using a retired County Transit Bus or having County Transit provide transportation services.