

Coldsprings Township Parks & Recreation Committee Meeting Minutes September 3, 2013

A Regular Meeting of the Coldsprings Township Park & Recreation Committee was held on Tuesday, September 3, 2013. Committee Members present: Brenda Lambert, Chuck Vernon, Lynnette Cervone, Marge Bagnell, Wayne Jonker and Grant Writer: Pam Stuckman. Members of the public: 0.

Chairperson, Brenda Lambert, called the meeting to order at 7:00 p.m. Minutes from the August 6th meeting passed with a motion by Marge, support by Wayne and then unanimous approval by the committee. The agenda was also approved as written with a motion by Lynnette, support by Brenda and then unanimously approved by the committee.

Review of Correspondence – No new correspondence.

Old Business

Encroachment update – A discussion between Brenda and the Township’s lawyer occurred this month. The suggestion is to inform the two property owners of the encroachment issue via a certified letter to alleviate any issues that may occur in the future.

Donation Post update – Donations for the month of August were \$4.82.

Progress on approved Grants - 2011 MNRTF Grant – We are close to completion on this grant. Still pending is the finalization of paperwork. Once the job site is approved by the engineer and all details have been completed to the DNR specifications this project will come to a close. **Lessons Learned – Grant Writing** – The committee thanked Pam for her expertise and for the fantastic job she did on writing the grants. An identified area for improvement is to ensure accurate costs are placed in the grant during the application phase. An example of this is the underground electrical costs incurred during this project which were added after the project had already begun. **Solution** - The committee agreed to have estimates completed by subject matter experts (SMEs) prior to the finalization of a grant application. Additional due diligence by the committee will be completed to ensure “hidden costs” are identified prior to the completion of the grant application.

Contractor – There were challenges working with a contractor that was not local. A lack of understanding the committee’s vision plus dates worked on the project (due to travel) caused challenges. **Solution** - To ensure future contractors understand the committee’s vision, meeting requirements should be added to the Request for Proposal (RFP) thus eliminating any communication issues. **Engineer Blueprints** – There was a communication breakdown with the blueprint process. The committee relied on the expertise of the engineer to have the blueprints meet the committee’s requirements i.e. the pavilion, pavilion room and the pathway. Due to these errors approximately \$10,000 was added to the project. Also, the completion date was not met due to these changes/additions. **Solution** - The committee will ensure the requirements for the engineer to review and explain the blueprints to the members will be added to the Request for Proposal. This will alleviate any misunderstandings prior to the project work

beginning. To ensure better communication additional meeting requirements will also be added to future RFP's. Also, if the completion date is extended due to scope changes a new completion date must be identified/agreed upon by all parties. If date is not met, a penalty will be added. This concept should also be included in future Request for Proposals (RFP).

Risk Reduction Grant Program – The cameras have been installed, but three are not working. The distributor is scheduled to come out and repair/replace the cameras next week

Local businesses grants or sponsorship update — 2014 MNRTF & Passport Grant Application – The group discussed applying for these grants for the fencing, stairs and possibly a boardwalk and pier down by the water. This will be addressed with the Township Board.

New grant applications – Both the 2013 MNRTF and the 2013 MDNR Passport Grants have been submitted. The committee is now waiting for the results which will not be made public until October/November for the Passport Grant and December for the MNRTF Grant.

Ice Cream Donation for Renovation Celebration – The Renovation Celebration was a huge success! Donations = \$339.29. Area Waste has also stated they would donate an additional \$500 to the park fund.

New Business – none

Other Business – Boat Parking – The Boat Parking Lot has been completed. This project is closed. **Picnic Tables** – There have been some tipping issues with the picnic tables. Brenda has contacted the Fat Catalog regarding this issue. **Grills** – An additional grill in the park will be moved near the pavilion to meet the needs of large groups cooking and using the pavilion.

Next Agenda – Continue to update agenda items through completion

- Encroachment update
- Donation Post update
- Progress on Approved Grants
 - 2011 MNRTF Grant – Paperwork
- Local business grants or sponsorship update
 - AT&T Grant
- Grant Application Updates
 - 2013 MNRTF Grant
 - 2013 MDNR Passport Grant
 - 2014 Passport Grant Application
 - 2014 MNRTF Grant Application
- New Business
- Other Business – Picnic Tables

Public Comment

Meeting Adjourned: The meeting adjourned at 8:36 p.m. with a motion by Chuck, support by Lynnette and then unanimous approval by the committee.

Coldsprings Township Grant Applications

Matching Funds	Grant	Requested Amount	% Matching Funds	Match Amount	Status
MNRTF	Restroom, Picnic Shelter, Path, Water Pump	\$47,000	50%	\$44,000	95% Complete
MDNR	Playground equipment	\$25,000	25%	\$11,500	Complete
MDNR 2013 Passport	Play Structures for 2 – 5 & 5 – 12 year olds	\$38,610	25%	\$12,870	Pending
MNRTF 2013	Play Structures for 2 – 5 & 5 – 12 year olds	\$30,888	40%	\$20,592	Pending