

# **Coldsprings Township Parks & Recreation Committee Meeting Minutes January 3, 2012**

A Regular Meeting of the Coldsprings Township Park & Recreation Committee was held on Tuesday, January 3, 2012. Committee Members present: Brenda Lambert, Chuck Vernon, Lynnette Cervone, Marge Bagnell and Grant Writer: Pam Stuckman. Not present: Committee Member Wendy Corona.  
Members of the public: 0

Chairperson, Brenda Lambert, called the meeting to order at 7:04 p.m.

Minutes from the December meeting passed with a motion by Marge, support by Lynnette and then unanimous approval by the committee.

### **Review of Correspondence:**

Brenda confirmed a letter was received from the Department of Natural Resources regarding the MNRTF grant stating the Michigan Natural Resource Trust Fund (MNRTF) board of trustees has recommended funding the Township project. Still pending; legislative approval of the funding, appropriation of the funds for the project, and the requirement for the Township to enter into an agreement with the DNR.

Brenda received a letter from the Grants Management stating other grants have become available with a deadline due date of April 2, 2012. These grants consist of an additional MNRTF and MDNR Passport grant.

Also received this month were solicitation letters from Miracle of Michigan and Indiana and Abonmarche.

A letter was received from the DNR regarding the Passport grant which consisted of a fully executed copy of the project agreement and final reminders of outstanding action items required prior to receiving the monies.

### **Old Business:**

**Title search & encroachment update** – Brenda contacted Michael Edwards and is waiting to hear back from him regarding this issue.

**Donation Post update** – The post was not checked during the month of December.

**Grant application update** – Pam recommended the Five Year Park and Recreation Plan be reviewed and updated accordingly. She suggested the board read the plan and send any changes to her. She will incorporate the changes into the document for full review during the February Park & Recreation meeting.

**Local businesses grants or sponsorship update** –The TransCanada grant application was sent in with the expectation of a six week waiting period for approval/denial.

**New Business** – The Passport grant requires the hiring of an engineer or landscape architect. To accomplish this, the proposed newspaper ad and the Request for Proposal (RFP) were reviewed and updated. The final newspaper ad and RFP are attached.

The ad will be placed in The Record Eagle and the RFP will be mailed out to local architectural and engineering firms utilizing the Gaylord and Traverse City phone books with a deadline for proposals to be returned by February 7, 2012.

**Next Agenda** – Continue to update agenda items through completion

- Title search & encroachment update
- Donation Post update
- Grant application update
- Local businesses grants or sponsorship update
- Review proposals from potential Engineer / Landscape Architect candidates
- Update Five Year Park and Recreation Plan
- MDNR Grant – April 2, 2012 deadline
- MNRTF Grant – April 2, 2012 deadline

**Other Business** – No other business

**Public Comment** – None

**Meeting Adjourned:** at 8:26 p.m.