

**Casco Township Parks and Recreation Committee**  
**Regular Meeting**  
**February 9, 2021**

1. **Call to Order & Roll Call:** Andy called meeting to order at 7:05 pm.  
**Committee members present in person:** Matt Super, Andy Litts, Heidi Frasure, Paul Macyauski, and Kelly Hecker (serving as recording secretary).  
**Those present via Zoom:** Debbie Weaver, Allan Overhiser, and our guest Pam Blough.  
**Public Present:** none

Andy proposed moving Maple Grove Property project discussion up on the agenda out of respect for Pam's time. All members in favor.

2. **Maple Grove Property project:** Prior to meeting, Pam submitted new draft of park development master plan drawing and a proposed budget itemizing anticipated project costs for each phase of park development. The cost proposal also included varying levels of township-contributed funds (25%, 30%, and 35%) and the corresponding expected grant contribution.

Phase 1 includes development of the entrance drive, parking area, walkways, restroom building with flush toilets, sanitary system, water and electrical service, and ADA-accessible concrete walkway to the overlook. The estimated project total is \$387,668.60. Cost estimates were based on current market values. Cost proposal includes a 10% contingency.

Andy reported that Supervisor Allan stated the township could contribute \$80,000 - \$100,000 toward project. Implementation of the project depends on grant funds which would be used to pay the difference. Michigan Natural Resources Trust Fund Grant deadline is April 1<sup>st</sup>, 2021.

Pam stated that, if grant is awarded, it will likely be 2 years [from now] before construction begins. Grant recipients are announced in December. Then the bidding process would open.

Paul asked for clarification on the matching % levels. Pam explained that when the grant application is reviewed and scored, more points are awarded for greater % match. Grants are scored from April-August, then the application score is viewable by the applicant. Applicants are permitted 2-3 weeks to revise application. The plan would be to submit the application with 25% matching contribution. Then township could decide whether to revise the matching contribution or not based on initial review score.

The grant scoring system is public information available on DNR website – [www.michigan.gov/dnrgrants](http://www.michigan.gov/dnrgrants) under **Michigan Natural Resources Trust Fund Grant** – along with grant program objectives, eligibility criteria, and application process. Previously scored and ranked grant applications are also available on website for reference.

Paul asked about the cost of grant writing. Pam estimated the cost would be approximately \$2,000, possibly as high as \$5,000. The project drawing and several other pieces of data on the

park are already complete and can be used. With a deadline of April 1<sup>st</sup>, it will be a tight timeline but doable.

Pam advised that letters of support from community will strengthen the application and boost review score.

Discussion followed Pam's briefing. Paul reported that the parks & rec account is sound to support a \$100,000 contribution to the project and continue maintenance.

Matt asked about the line item for grant administration and what would be included. Pam stated that the DNR allows up to 15% of total project cost to apply to grant administration, survey, design, & engineering. However, on larger projects, several of the required administrative costs (such as historical site review) are proportionally less significant. Grant Administration, Survey, Design, & Engineering line item covers expenses for required services that must be provided by licensed/ certified professionals as well as labor for required grant administration (i.e. reporting). The township would not be bound to hiring Pam Blough & Associates for this work. The estimated budget for this line item is \$35,242.60 equating to 9% of total estimated cost for this project. Allan reminded committee that, if grant is awarded, township has prerogative to back out of the plan before signing contract.

Andy made a ***motion to recommend to the board that Pam Blough & Associates be approved to move forward with grant application on the township's behalf.*** Debbie 2<sup>nd</sup> motion. Votes: Andy- yes; Paul- yes; Matt - yes; Heidi – yes; Debbie – yes. ***Motion carried unanimously.***

Heidi brought up safety of the space in the meantime. Paul discussed maintenance costs allowed in the parks committee budget. Park still needs to be maintained until construction begins. Andy brought up need for parks maintenance plan. Current p/t employee mows, picks up refuse. Proposed to discuss at March meeting. In past, Davis landscape company has picked up dead timber, brush-hogged, and cleanup. Recommended to do in spring. Matt brought up quality control and standards of maintenance. Suggested contract with company to have it maintained/ mowed weekly. Coordinate maintenance, standards, expectations for park. Board has requested it be mowed. Committee will address this in greater detail at March meeting.

3. **Approval of the January 12, 2021 Minutes:** Matt made a motion to accept the January minutes as written, Heidi 2<sup>nd</sup> the motion. Paul brought up correction of DNR grant title in January minutes. ***This motion approved by all.*** January 12, 2021 minutes have been corrected and re-submitted.
4. **Correspondence received:** None
5. **Public Comments:** Kelly asked about nomenclature for Maple Grove property – nature preserve vs. park – and inquired about intention for development. Development plans include places for open lawn as well as natural habitat.

6. **First Street property:** Davis Landscape getting quote to replace the decking under the stairs. Should have by next meeting.
7. **Nature Preserve:** Bring maintenance ideas to next meeting. Committee will address needs for maintenance expectations and standards at the March meeting.
8. **Miami Park:** Debbie reported that the erosion is continuing.
9. **Board Update:** None
10. **Round Table:** Matt is happy with everyone's ideas and pleased to be moving forward for maintenance plan. Heidi – volunteered to upload Maple Grove development plan documents. Paul – nothing. Debbie – did Heidi receive 5 year plan? Yes. Andy – didn't have Kelly's email address; making sure all members have each other's contact info.
11. **Adjournment:** Matt made a motion to adjourn, 2nd by Andy. All in favor. ***Motion carried.*** Meeting adjourned at 8:17pm.

Next meeting is Tuesday, March 9, 2021 at 7:00pm.

Minutes respectfully submitted,  
Kelly Hecker